Identification Procedure
ND 2–Q05–09

დაკავშირებით / Agreed with:
ISO საერთაშორისო უფლებამოსილობის სამსახური / Head of ISO Standard Assurance Service ნ. კურხუბაძე

გამოქვაბული / Developed by:
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ISO საერთაშორისო უფლებამოსილობის სამსახური / Chief Specialist of ISO Standard Assurance Service თ. ძნელაძე

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1. Distribution Area

1.1. The procedure applies to all structural units and is a normative document for all structural unit of the BSMA.

2. General information

Identification gives opportunity to control every level of student’s education and all related processes and includes the following:

2.1. Granting of a special digital code to structural unit – subdivision (see the organization chart appendix 2-Q03/1 and 2-Q03/2);

2.2. Internal and external documentation identification (see 2-Q04-01 document control procedure);

2.3. Granting a digital code to the educational program and syllibuses (see 2-Q05-01);

2.4. Granting the personal identification number to the student and identification of study groups;

2.5. Report documentation identification;

1 2 3 4 5 6 7 8 9 10

1 2 2 3 4 4.1 4.2 5 5 6

Georgia
Legal Entity of Public Law
Teaching University
Batumi State Maritime Academy
2.6. Granting the registration number or code to the completed or issued documents, filling or the date of issue and all of this according to the standards approved and accepted in BSMA, which has it’s own Identification Number (see ND 2-Q04-02, ND 2-012)

3. BSMA Organizational Chart Identification

Organization Chart was developed based on the Charter of Legal Entity of Public Law – Teaching University – Batumi State Maritime Academy, which is approved on 10.07.2012 by order №1-1/1439 of Ministry of Economy and Sustainable Development of Georgia;

<table>
<thead>
<tr>
<th>№</th>
<th>Structural Subdivision</th>
<th>code</th>
<th>subcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Office</td>
<td>2</td>
<td>3 4</td>
</tr>
<tr>
<td>2</td>
<td>Senate</td>
<td>1</td>
<td>01</td>
</tr>
<tr>
<td>3</td>
<td>Rector’s Office</td>
<td>2</td>
<td>02</td>
</tr>
<tr>
<td>4</td>
<td>Human Resources Management Service</td>
<td>3</td>
<td>03</td>
</tr>
<tr>
<td>5</td>
<td>Material Resource Management Service</td>
<td>4</td>
<td>04</td>
</tr>
<tr>
<td>6</td>
<td>Quality Assurance Service</td>
<td>5</td>
<td>05</td>
</tr>
<tr>
<td>7</td>
<td>ISO Standard Assurance Service</td>
<td>6</td>
<td>06 06.01</td>
</tr>
<tr>
<td>8</td>
<td>Maritime Faculty</td>
<td>7</td>
<td>07</td>
</tr>
<tr>
<td>9</td>
<td>Seafarers Training and Certification Centre</td>
<td>8</td>
<td>08</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Department Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Department</td>
<td>08.01</td>
</tr>
<tr>
<td>Marine Engineering Department</td>
<td>08.02</td>
</tr>
<tr>
<td>Electrical Engineering Department</td>
<td>08.03</td>
</tr>
<tr>
<td>Exact and Natural Sciences Department</td>
<td>08.04</td>
</tr>
<tr>
<td>Foreign Languages Department</td>
<td>08.05</td>
</tr>
<tr>
<td>Basic Engineering Sciences Department</td>
<td>08.06</td>
</tr>
<tr>
<td>Business and Management Faculty</td>
<td>09</td>
</tr>
<tr>
<td>Logistics Department</td>
<td>09.01</td>
</tr>
<tr>
<td>Port Management Department</td>
<td>09.02</td>
</tr>
<tr>
<td>Human and Social Sciences Department</td>
<td>09.03</td>
</tr>
<tr>
<td>Vocational Training Center</td>
<td>10</td>
</tr>
<tr>
<td>Practice Assurance Service</td>
<td>11</td>
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<tr>
<td>Library</td>
<td>12</td>
</tr>
<tr>
<td>IT Centre</td>
<td>13</td>
</tr>
<tr>
<td>Assessment &amp; Examination Service</td>
<td>14</td>
</tr>
<tr>
<td>Culture and Sport Service</td>
<td>15</td>
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<tr>
<td>Safety and Internal Regulation Service</td>
<td>16</td>
</tr>
<tr>
<td>Legal Department</td>
<td>17</td>
</tr>
</tbody>
</table>
18 საფინანსო ეკონომიკური დეპარტამენტ
Financial-Economic Department

18

ადმინისტრაციის სამართლებთან დაკავშირებული
Accounting Division

18.1

შემოსავლების და შემოსავლების მონიტორინგის სამართლებთან
Purchasing and Revenue Monitoring Division

18.2

19 სასწავლო პროცესის მონიტორინგის სამართლებთან
Educational Process Monitoring Service

19

4. დოკუმენტების და მოქმედი ფორმების ფორმატი და იდენტიფიცირება

4.1 დოკუმენტების იდენტიფიცირება

4.1.1. ბათუმის სატვირთული საზღვაო აკადემიის ბრძოლაში და
ლაბორატორიებში გამოფენილი ძალისძიებები და ლაბორატორიების თვითამსახურები
ბათუმის საზღვაო აკადემიაში, იურიდიული პირი სასწავლო
უნივერსიტეტი ბათუმის სახელმწიფო საზღვაო
აკადემია

4.1 Document and active forms identification and format

4.1.1. For the effectiveness of quality management system and making existing
documentation simple, active documents are identified according to the following categories:
Category 1 - external normative document;
Category 2 – internal normative document;

4.1.2. In each category the documents are divided by subgroups and each of them has
symbolic notation:
O – organizational (BSMA Charter, Senate regulation, internal regulation, working
contract, strategic plan and annual plan);
P/JD – personal (provision/regulations of subdivisions, job descriptions);
Q – quality system (Quality policy, quality objectives, quality manual, quality procedures,
working instructions);
F – fundamental (students entry and exit procedures, mobility, evaluation, educational

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მოქმედებად 30.01.2000

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process for each level, educational programs and syllabuses, rules, training programs, active forms collection, etc.)

Example: **ND 2-001:**

- **ND** – normative document;
- **1** – category of the document – external normative document;
- **O** – type of the document – title of the document’s subgroup – organizational

**01** – Sequence number;

**ND 2-BP-01:**

- **ND** – normative document;
- **2** – category of the document – internal normative document;
- **BP** – type of documents subgroup – bachelor educational program;
4.2. Identification of educational programs

4.2.1. General Scheme of Identification of Educational Programs is as follows:
- Normative document category
- Level of educational program;
- Type of document – program (P-program);
- Specialty code;

4.2.2. Educational level

education in academy is carried out on 3 levels (continual education), which is defined as following:

- V – vocational level;
- B - bachelor level;
- M – masters level;

definition of levels of education program is done in the following way:

- VP - vocational educational program as fundamental document;
- BP - bachelor’s educational program as fundamental document;
- MP - master’s educational program as
4.3. Identification number of the bachelor speciality is in accordance with academy’s organizational structure and is as follows (B):

- B01 – Marine navigation;
- B02 – Marine engineering;
- B03 – Marine electrical engineering;
- B04 – Management – Organization of marine transportation – logistic;
- B05 – Management - Port Management;
- B06 – Tourism-Cruise Tourism Management;
- B07 – Ports and Terminals Handling Equipment Operation;

4.2.4. Master speciality identification number:

- M01 – Logistics and forwarding;
- M02 – International business management;
- M03 – Marine Transport Management;
- M04 – Ship Energetic/Power Installations and Mechanisms;
- M05 – Ship and Port Electrical Systems and Energetic/Power Installations;
- M06 – Ship, Port, Terminal Electrical/Energetic/Power Installations

4.2.5. Vocational speciality identification number:

- V01 – 3rd level seafarer – seaman;
- V02 – 3rd level seafarer – motorman – Engine room rating;

4.3. Identification of subjective syllabuses

Fundamental document;

*Note: for the simplicity, from the educational programs identification code the symbol F (note for fundamental processes documentation) is withdrawn*
syllabuses is as follows:

- **A**: Normative document category;
- **B**: Level of educational program (B, M, V);
- **C**: Type of document – program (S-syllabuses);
- **E**: Department number in the organizational structure;
- **F**: Sequence number of Department;

**Entire organizational structure ND 2-Q03 Appendix 1. And 1.1.**

**Example: 2-BP-01**

- **2**: Source of the document;
- **B**: Level of education Program (Bachelor);
- **P**: type of document – program (P-program);
- **01**: speciality –Marine Navigation

**2-BS-08.01-01**

- **2**: Source of the document;
- **B**: educational level (bachelor);
- **S**: type of document – syllabus (S-syllabus);
- **08.01**: Marine Engineering Faculty, navigation Department;
- **01**: Sequence number;

**2-BS-08.08.01**

- **2**: Source of the document;
- **B**: educational level (bachelor);
- **S**: type of document – syllabus (S-syllabus);
- **08.01**: Marine Engineering Faculty, navigation Department;
- **01**: Sequence number;

**2-MS-09.02-01**

- **2**: Source of the document;
- **B**: educational level (bachelor);
- **S**: Type of document – syllabus (S-syllabus);
- **09.02**: Business and Management Faculty, Port management department;
- **01**: document sequence;

**2-MS-09.02-01**

- **2**: Source of the document;
- **B**: educational level (bachelor);
- **S**: type of document – syllabus (S-syllabus);
- **09.02**: Business and Management Faculty, Port management department;
- **01**: document sequence;

**2-VS-03-02**

- **2**: Source of the document;
- **V**: educational level (vocational);
- **S**: type of document – (S-syllabus);
- **03**: level seafarer – motorman – Engine room rating;
- **02**: document sequence;

**5.BSMA Student Internal Identification**

**5.1. Student Internal Identification Number**
5.1.1. Student is given the identification number by the national examination center and after entering the BSMA he/she is registered by the student registration service (19 subdivision), where he/she is given the internal identification number. Student’s internal identification:

B1201XXX:
- B: Level of education;
- 12 – year of admission last two digits;
- 01 – number of speciality – according to organization chart
- XXX – sequence of student in internal register system;

M1201XXX:
- M: Level of education - Master;
- 12 – year of admission last two digits;
- 01 – Master Educational Programme Code;
- XXX – sequence of student in internal register system;

5.1.2. if student is admitted by mobility (transferred), the same rules of internal identification is used with mobility indication at the end of the number

B1201XXX-m:
- B: Level of education;
- 12 – year of admission last two digits;
- 01: number of speciality;
- XXX – sequence of student in internal register system;
- m – mobility;
5.1.3 List of Master Educational Programmes:

- 01 – Logistics and Expedition (MP.09.01);
- 02 – International Business Management (MP.09.02);
- 03 – Marine Transport Management (MP.08.01);
- 04 – Ship Energetic/Power Installations and Mechanisms (MP.08.02);
- 05 – Ship and Port Electrical Systems and Energetic/Power Installations (MP.08.03.01);
- 06 – Ship, Port, Terminal Electrical/Energetic/Power Installations (MP.08.03.02)

5.2. Student’s Group Identification

5.2.1, the faculty gives the group number by using the below-listed identification rules:

B01121:

- B: Level of education;
- 01 – number of specialty;
- 12 – year of admission last two digits;
- 1 – group number

6. Identification of QMS reporting forms

6.1. Quality management system internal audit act identification

XX.XX.XX

XX: number of the act according to the audit schedule;
XX: code of the structural unit according to the organizational structure;
XX: the year of admission last two digits;
6.2. Act on non-conformances/observations detected during audit is done on the identification number of non-conformance/observation by adding sequence number.

XX.XX.XX – YY
YY – non-conformance/observation sequence number;