PAKISTAN MARINE ACADEMY

Activity Plan for Quality Enhancement Cell (Tentative)

For the Year 2025

S.No.	Process	Activity	Responsibility	Months											
				Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
1	Self-Assessment Review (SAR)	Preparation for Audit (NED)	QEC Team												
2		Followup the Corrective Actions													
3		Preparation for Audit (ISO)													
4		Internal Audit of CTCO & Examination Section (ISO)													
5		Internal Audit of New Entry & Education Department (ISO)													
6		Conduct of Training as per Training Plan													
7		Feedback of Training													
8		Self Assessment Review													
9		Fire Preventation & Fire Fighting Course													
10		Proficiency in Survival Technique Course													
11		Personal Safety & Social Responsibility Course													
12		Elementary First AID Course													
13		Teacher's Training													
14		Sea Trg 62nd Batch													
15		Shipyard Visit													
16		OT Course / BR													
17		World Maritime Day													
18		Trg. Review Meeting													
19		Visit. Museum													
20		PQA Visit													
21		BOS Meeting													
22		PMA Awareness Campaign													
23		ISO Training													
24		How to Conduct Audit													
25		Development of Self-Assessment Report													

Prepared by: _____
Mr.Habibullah
(QEC Member)

Reviewed by: _____
Mrs.Amna Javed
(OIC QEC)

Approved by: _____
Cdr.M.Asif Farooq
(Director QEC)