

**Republic of the Philippines**  
**Department of Transportation and Communications**  
**MARITIME INDUSTRY AUTHORITY**  
**STCW OFFICE**

**STCW Circular No. 2015-06**

**TO: ALL SEAFARERS, MARITIME INDUSTRY STAKEHOLDERS, MARITIME HIGHER EDUCATION INSTITUTIONS, MARITIME TRAINING INSTITUTIONS, PORT STATE CONTROL, AND OTHER ENTITIES AND INDIVIDUALS CONCERNED**

**SUBJECT: MANDATORY MINIMUM REQUIREMENTS FOR EDUCATION, TRAINING, EXAMINATION, ASSESSMENT AND CERTIFICATION OF RATINGS FORMING PART OF A NAVIGATIONAL WATCH ON A SEAGOING SHIP OF 500 GROSS TONNAGE OR MORE**

Pursuant to Republic Act 10635 and its Implementing Rules and Regulations (IRR), the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended, the following rules shall be adopted:

**1. OBJECTIVES**

- .1 To prescribe standards and procedures in full compliance with the requirements of STCW Regulation II/4 for mandatory minimum requirements for education, training, examination, assessment, and certification of a rating forming part of a navigational watch on a seagoing ship of 500 gross tonnage or more, other than ratings under training and ratings whose duties while on watch are of an unskilled nature;
- .2 To streamline the requirements ensuring that all candidates for Ratings forming part of a navigational watch are adequately equipped and are in full compliance with the requirements of STCW, as amended.

**2. COVERAGE**

This circular shall cover education, training, examination and assessment of candidates for certification of Ratings forming part of a navigational watch.

### 3. DEFINITION OF TERMS

For the purpose of this Circular, in addition to the terms defined under STCW Circular No. 2014-01 and other relevant STCW circulars, the following terms shall be defined as follows:

- .1 “Ratings” means a member of the ship’s crew other than the master or an officer;
- .2 “Candidate” refers to any individual who intends to undergo assessment of competence to qualify for certification as a rating forming part of a navigational watch;
- .3 “Approved training record book” refers the training record book (TRB) for a candidate for certification as ratings forming part of a navigational watch, approved by the Administration;
- .4 “Approved education and training program” refers to the education and training program as approved by the Administration for the purpose of qualifying as Ratings forming part of a navigational watch;
- .5 “Continued professional competence” refers to the state of maintaining professional competence as established by any of the modes prescribed by Section A-1/11 of the STCW Code.
- .6 “Continuing Professional Education for RFPNW” (CPE-RFPNW) refers the approved educational program for a candidate seeking renewal of MARINA ID only, but with no intention of seeking revalidation of COC under the STCW Convention;
- .7 “Certificate of Proficiency” means a certificate, other than a certificate of competency issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met; and
- .8 “MARINA ID” refers the seafarer’s identity card issued by MARINA to seafarers

#### **4. GENERAL REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF PROFICIENCY (C.O.P.) FOR RATINGS FORMING PART OF A NAVIGATIONAL WATCH**

- .1 Every candidate for assessment of competence as RFPNW shall meet the standard of competence by passing the Practical assessment (Annex IX);
- .2 The candidate for certification shall also submit proof of approved seagoing service on a seagoing ship of 500 gross tonnage or more, the latest of which is not beyond 5 years ago, for a period of not less than 2 months;
- .3 The approved seagoing service, training and experience shall be associated with navigational watchkeeping functions and involve the performance of duties carried out under the direct supervision of the master, the officer in charge of the navigational watch or a qualified rating; and
- .4 The candidate may complete the above requirements separately, independently, and in any order;

#### **5. PRACTICAL ASSESSMENT**

##### **.1 SPECIFIC REQUIREMENTS FOR APPLICATION**

Every candidate for practical assessment as ratings forming part of a navigational watch shall submit:

- .1.1 Birth Certificate showing that that candidate is not less than 16 years of age;
- .1.2 Certificate of Completion of Training from an accredited MTI, or Transcript of records with S.O. Number from an accredited MHEI, as proof of successful completion of the approved education and training program that meets the standard of competence specified in Section A-II/4 of the STCW Code, or as otherwise approved by the Administration.

##### **.2 PROCEDURES FOR PRACTICAL ASSESSMENT**

- .2.1 Prior to taking the practical assessment:
  - .2.1.1 submit all the Specific Requirements under Section 5.1 to:
    - .2.1.1.1 STCW online system for uploading documents; and
    - .2.1.1.2 the Examination and Assessment Division (EAD) of STCW Office of MARINA in Manila; or

- .2.1.1.3 EAD's counterpart in any MARINA Regional Office; or
- .2.1.1.4 Approved Assessment Center;
- .2.1.2 secure an online appointment number, date and time, then proceed to EAD/ACs on the given schedule, with all the original documents;
- .2.1.3 after verification of validity and authenticity of Specific Requirements, complete the form "Application for Practical Assessment" and indicate the particular competences that the candidate intends to take assessment;
- .2.1.4 pay the corresponding assessment fee, which shall be a fixed amount each time the candidate sits for the assessment, whether taken in full, partially, or re-sit;
- .2.1.5 register in the Seafarers' Certification System;
- .2.1.6 secure a schedule from the EAD/ACs; and
- .2.1.7 proceed to the assessment at the scheduled venue and time;
- .2.2 During the examination:
  - .2.2.1 report to the assessment venue at least 30 minutes prior to schedule;
  - .2.2.2 follow the instructions of the authorized MARINA personnel or accredited assessor;
  - .2.2.3 take the assessment only for the competences indicated;
  - .2.2.4 complete the assessment in every competence indicated within the time allowed; and
  - .2.2.5 not leave the assessment premises until after taking the assessment, as scheduled;
- .2.3 After taking the assessment:
  - .2.3.1 secure his ratings in the various competences;
  - .2.3.2 note the competences with a failing mark, if any; and
  - .2.3.3 schedule for re-sit, if necessary; or
  - .2.3.4 schedule other competences not yet taken, if necessary;
  - .2.3.5 secure "certificate as ratings under training" after successful passing.

### **.3 REQUIREMENTS FOR SUCCESSFUL PASSING OF THE PRACTICAL ASSESSMENT**

For successfully passing and completing the practical assessment, the following shall be complied with:

- .3.1 The candidate shall pass all the competences within a period not exceeding 2 years (24 months) (see Annex IX);
- .3.2 If the candidate fails to complete all the competences within the 2-year period, those that received a "PASSED" mark beyond 2 years shall expire, and shall be re-examined accordingly;
- .3.3 The candidate may choose as many competences as he intends to take in one sitting;
- .3.4 However, a candidate who fails in 3 or more competences in one sitting shall not be allowed to apply for re-sit within a 1-month period ("The 3-1 Rule"); and
- .3.5 A candidate who fails in a particular competence for 3 times, shall not be allowed to apply for re-sit in such competence, until upon showing proof of:
  - .3.5.1 approved seagoing service for a period of not less than 1 month, with a certification from the ship's master that the candidate has undergone on board experience relating to that particular competence ("The 3-1 Rule"); or
  - .3.5.2 successful completion of an approved training or refresher program relating to that particular competence, taken after the third failure;

## **6. APPROVED EDUCATION AND TRAINING PROGRAM**

### **.1 APPROVED TRAINING PROGRAM**

- .1.1 The approved training programs contained under Annex I provide the minimum training requirements and the general framework which shall serve as guide for MTIs in designing their own training program, consisting of a course framework, outline and timetable, mapping and course assessment and other training materials needed to facilitate learning.
- .1.2 Pursuant to regulation I/6 and Section A-I/6 of STCW '78, as amended, MTIs shall ensure that trainings are designed and structured in accordance with written programs, methods and media of delivery, procedures and course materials as are necessary to achieve the prescribed standards of competence under the said convention. They shall also ensure that Instructors and Assessors who are responsible for the training and assessment of competence of participant candidates in these training programs, respectively, including those responsible for our supervision thereof, are

appropriately qualified in accordance with the existing qualification standards prescribed by MARINA and the MTI's own quality policies and procedures.

- .1.3 MTIs shall offer and conduct such training programs only after the necessary approval has been granted by MARINA.

## **.2 TRAINING REQUIREMENTS**

- .2.1 MTIs shall come up with its own design and structure of training program as contained under the annexes of this circular.
- .2.2 The said training program shall consist of the following minimum components:
  - .2.2.1 Course Framework;
  - .2.2.2 Course Outline and Time table;
  - .2.2.3 Course Syllabus;
  - .2.2.4 Instructor's Guide; and
  - .2.2.5 Course Assessment.
- .2.3 The ATP shall have a minimum number of hours as provided under Annex III – Part B Course outline and Time table, excluding the time needed for assessment of competence of trainees thereof.
- .2.4 The number of training hours are the minimum and maybe increased as necessary to cover topics(s) relevant to achieve the prescribed standards of competence appropriate to corresponding regulations under the STCW '78 Convention.
- .2.5 The MTI shall determine and set the number of hours needed for lecture and for practical training/exercises for the approved training program it intends to offer, based on the specific standards of Competence, Knowledge, Understanding and Proficiency (KUP), and the Criteria for Evaluating Competence under corresponding tables of STCW Code.
- .2.6 The MTI/MHEIs shall ensure that the candidate shall, upon enrolment, provide a Valid Medical Certificate, which shall not be more than 2 years from the date of issuance, from DOH-accredited medical clinic/hospital with QSS in place, in accordance with Regulation I/9 of the STCW Convention.

### **.3 Instructor, Assessor and Supervisor**

- .3.1 MTI's offering the ATP provided under herein shall have the following for each training program:
  - .3.1.1 Training Supervisor;
  - .3.1.2 minimum of two (2) Instructors; and
  - .3.1.3 minimum of one (1) Assessor.
- .3.2 The Supervisor *shall meet the qualifications standards as provided under MARINA STCW Circular No. 2014-04.*
- .3.3 A list of Instructors, Assessors and Supervisor shall be provided as submitted in support of the MTI's application for approval of the ATP intended to be offered using the Accreditation Form No. 3, provided as Annex IV.

### **.4 Facilities and Equipment –**

- .4.1 The MTI shall provide *at least one (1) theoretical classroom* for each ATP it intends to offer. The classroom shall be equipped with *multimedia overhead projector, a computer set, white board and necessary paraphernalia*, as well as other *facilities and fixtures* needed. This does not however prevent MTIs from utilizing additional teaching facilities.
- .4.2 MTIs shall provide its own training equipment, as provided under Annex II Part A - Course Framework of Annexes of this Circular. The training equipment prescribed under the said Annexes are the minimum and does not restrain them to use additional equipment that can help achieve the prescribed standards of competence under the STCW '78 Convention, as amended. They shall ensure that the training equipment and simulators in laboratories and simulator rooms, respectively, is set-up in such a way that each trainee shall have sufficient exposure to use them during training and assessments.
- .4.3 A list of Training Facilities and Equipment to be used shall be provided and submitted in support of the MTI's application for approval of the Updating Training it intends to offer using the Accreditation Form No. 4, provided as Annex V.

### **.5 Textbooks and Other References, Videos and Other Teaching Aids –**

- .5.1 It shall be the responsibility of the MTIs to determine and select the textbooks and other references, videos and teaching aids that will be used in designing, structuring and effective delivery of the ATP they intend to offer.

.5.2 The list of textbooks and other references, videos and teaching aids to be used shall be provided and submitted in support of the MTI's application for approval of the ATP it intends to offer using the Accreditation Form No. 5 as provided under MARINA Circular No. 2013 – 01, provided as Annex VI.

## **.6 Administrative Requirements**

The MTI shall comply with all the Administrative Requirements as provided under MARINA Circular No. 2013 – 01, as amended, including those listed in Accreditation Form No. 6, provided as Annex VII.

## **.7 Quality Standards System (QSS)**

The MTI shall have a documented Quality Standards System (QSS) as required under Regulation I/8 – Quality Standards of the STCW '78 Convention, amended. The QSS shall cover all relevant systems, processes and procedures and shall be duly certified by an independent Certifying Body, to ensure the achievement of defined objectives, standards of competence, and knowledge, understanding and proficiency prescribed under the STCW '78 Convention, as amended.

## **.8 Assessment System**

The MTI must have a documented system for assessment following the rules under Item VII. B of MARINA Circular No. 2013-01, as amended, in relation to Section A-I/6 of the STCW Code.

## **.9 Approval of the Training Program**

The approval and implementation of above-mentioned Training Programs shall follow the rules as provided under MARINA Circular No. 2013-01, as amended.

## **.10 Completion of the Training Program**

.10.1 Trainees, who have successfully completed the approved training programs mentioned above and passed the examination and assessment thereof, shall be issued a Certificate of Completion for the ATP duly completed.

.10.2 The format of such certificate shall be in accordance with **Annex VIII**, as provided under this Circular.

## **.11 Candidates who have undergone the Enhanced Support Level Program**

Candidates who have undergone an approved Enhanced Support Level Program may have met the provisions of Section 5.1.2, as approved by the administration and shall comply with other requirements prior to certification.



## **7. DOCUMENTS ISSUED BY THE ADMINISTRATION**

For a candidate who has completed all the requirements under specific sections of this circular:

- .1 Certificate of ratings under training;
- .2 MARINA ID for RFPNW on a seagoing ship of 500 gross tonnage or more, upon issuance of Certificate of Proficiency for ratings; and
- .2 Certificate of Proficiency for RFPNW on a seagoing ship of 500 gross tonnage or more (under STCW).

## **8. VALIDITY OF ID AND CERTIFICATES**

- .1 MARINA ID shall be valid for a period of 5 years from the date of issuance.
- .2 COP for RFPNW shall have no expiration.

## **9. RENEWAL OF MARINA ID**

- .1 The MARINA ID shall be renewed;
- .2 The Candidate seeking renewal of MARINA ID shall undergo the approved CPE-RFPNW, except if the candidate:
  - .2.1 approved seagoing service, performing functions appropriate to the certificate held, for a period of at least:
    - .2.1.1 twelve months in total during the preceeding five years; or
    - .2.1.2 three months in total during the preceeding six months immediately prior to revalidating; or
  - .2.2 has approved service in the STCW Administration for a period of not less than not less than 6 months in the last 5 years; or
  - .2.3 has experience as accredited instructor, supervisor or assessor in an approved training program in a MTI or MHEI for a period of not less than 6 months in the last 5 years.

## **10. SCHEDULE OF FEES, PENALTIES AND FINES**

The schedule of fees, penalties and fines shall be provided in a separate circular.

## **11. MISCELLANEOUS PROVISIONS**

- .1 The mandatory minimum requirements on tankers and passenger ships under Chapter V of the STCW Code (Special Training Requirements) shall be provided in a separate circular;
- .2 The Administration shall not accept applications with pending, conditional or partial "PASSED" results of examination or assessment. In such cases, the totality of the examination and assessment of competence, shall be conducted under the system of MARINA;
- .3 The period of validity of any Certificate issued by the Administration shall be in conformance with the standards and guidance set out under the STCW, as amended.

## **12. PENALTY CLAUSE**

Any violation of the provisions of this Circular and other related MARINA issuances shall be governed and sanctioned by the provisions of the IRR for RA 10635 and MARINA Circular No. 2013 – 05 including any amendment or addendum thereof, as may be promulgated by the Administration.

## **13. REPEALING CLAUSE**

Any provision of existing MARINA and STCW circulars, rules and regulations, or of any other Philippine government agency related to education, training, examination, assessment, licensing and certification of rating forming part of a navigational watch on a seagoing ship of 500 gross tonnage or more, which are contrary or inconsistent with this circular are hereby superseded, repealed or amended accordingly.

**14. SEPARABILITY CLAUSE**

Should any provision or part of this Circular be declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.

**15. EFFECTIVITY:**

This STCW Circular shall take effect immediately on the day of its publication.

Manila, Philippines, 26 June 2015.

Submitted:



**CAPT. HERMINIO P. ESTANIEL JR.**  
OIC Executive Director

Approved:



**MAXIMO Q MEJIA JR. PhD**  
Administrator

**CERTIFICATION**

This is to certify that STCW Circular No. 2015-06 was approved by the Administrator on 26 June 2015.



**ATTY. JABETH SENA JEPATH A. DACANAY**  
Deputy Executive Director