

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

**STCW CIRCULAR NO. \_\_\_\_\_**  
**Series of 2017**

**TO : ALL MARITIME TRAINING INSTITUTIONS (MTI),  
ASSESSMENT CENTERS (AC) AND OTHER MARITIME  
INDUSTRY STAKEHOLDERS CONCERNED**

**SUBJECT: RULES AND REGULATIONS ON THE ACCREDITATION OF  
MARITIME TRAINING INSTITUTIONS AND ASSESSMENT  
CENTERS**

Pursuant to Republic Act (RA) No. 10635, its Implementing Rules and Regulations (IRR) and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, the following rules and regulations are hereby adopted and promulgated, thus:

**1. OBJECTIVE**

This Circular aims to prescribe the rules and regulations for accreditation of Maritime Training Institutions (MTIs) and Assessment Centers (ACs) who intend to seek approval to offer training courses and conduct competency assessment required under the STCW Convention, 1978, as amended.

**2. COVERAGE**

This Circular shall cover the accreditation of MTIs and ACs who intend to seek approval of ATPs and competency assessment mandated under the relevant regulations of Chapters II, III, IV, V and VI of the STCW Convention, 1978, as amended.

This also covers existing MTIs/ACs who shall seek re-approval of their current training courses and competency assessment.

### 3. DEFINITION OF TERMS

For the purpose of this Circular and in addition to the terms defined under STCW Circular No. 2014-01, its subsequent amendments, and other relevant STCW Circulars, the following are hereby adopted:

- .1 Applicant Maritime Training Institution/ Assessment Center refers to an institution, companies or entities who intends to seek accreditation to be eligible to offer a STCW – mandatory training courses
- .2 Registered Certifying Bodies are certification companies duly recognized by the Administration.
- .3 Monitoring - Surveillance cycle refers to the programmed evaluation for a certain period which includes the regular and unannounced verification visits.
- .4 Principles of Assessment refers to the guideline which states that assessment must be valid, reliable, flexible and fair.
- .5 Evidence of Assessment refers to the information to be gathered used to match against the required criteria of competence; quality of which shall meet the following 'rules' of evidence: valid, sufficient, current and authentic.
- .6 Planned Maintenance System is the process of periodic inspection, test, or repair of equipment and facilities to ensure preservation of its good working condition.

### 4. GENERAL PROVISIONS

- .1 Two (2) of the principal officers (e.g. President, Vice President for Operations, Training Manager, or their equivalents) of the institution shall have at least three (3) years experience in maritime education and training.
- .2 An accredited MTI under this Circular shall submit the following reports and/or documents in original and certified true copies attested by a responsible officer of the MTI, independent auditor, or proper government agency:
  - .2.1 Any amendment of the Articles of Incorporation or By-Laws within thirty (30) days from the date of registration of said

amendment with the Securities and Exchange Commission (SEC) or DTI registration certificate for single proprietorship.

.2.2 Replacement of any principal officer within thirty (30) days from date of replacement; and

.2.4 Audited annual financial statements on or before 15 May of the following year.

.4 Establishment of a branch shall be treated as a new applicant for accreditation of MTI/AC.

## 5. SPECIFIC PROVISIONS

.1 The applicant MTI/AC shall file with the MARINA – STCW Office a written application supported by the following documents:

.1.1 Feasibility study (excluding existing MTI/ACs);

.1.2 Certificate of Registration with the SEC together with the Articles of Incorporation and By-Laws or DTI registration certificate for single proprietorship.;

.1.3 Personal Information Sheet of Principal Officers with pictures;

.1.4 Proof of ownership for theoretical and/or practical site or lease contract, subject for renewal.;

.1.5 Valid Safety Occupancy Certificates and Fire Safety Inspection;

.1.6 Floor Plan (office, classroom, practical training, library and facilities, etc.);

.1.7 Location Map of Practical site;

.1.8 Affidavit of Undertaking for Group Insurance Scheme for Trainees; and

.1.9 Means of transporting trainees to medical facilities in case of emergency/accident.

.2 Only applications with complete and valid requirements shall be accepted. Mailed applications that are incomplete shall be immediately returned to the applicant.

- .3 Applicant MTI/AC, upon filing of application under this Circular, shall pay a processing fee of an amount stipulated in the schedule of fees in a separate circular.
- .4 Applicant MTI/AC shall be required to attend a mandatory one day workshop to be conducted free of charge by Accreditation Division to cover accreditation process and the standards the applicant is seeking to deliver.
- .5 Applicant MTI/AC shall be required to demonstrate compliance in the following criteria:
  - .5.1 quality standard system;
  - .5.2 training and/or assessment system;
  - .5.3 human resources (instructors, assessors and supervisors);
  - .5.4 physical resources; and
  - .5.5 administrative requirements.
- .6 Applicant MTI/AC shall be subjected to evaluation process to verify that the institution can consistently deliver training and/or assessment relevant standards of the Administration which shall be conducted into two stages:
  - .6.1 The first stage shall be a tabletop evaluation, where the applicant's management team shall present their quality standard system, training system, assessment system, human resources and physical resources documentations to a Panel of Evaluators.

The tabletop evaluation aims to verify that the applicant has the quality standard systems in place compliant with the Administration Approval Criteria and that the applicant has the resources to deliver training and/or assessment.

The findings of the tabletop evaluation are provided in a report to the applicant containing a decision as to whether the application should proceed to the next stage or whether further action by the applicant is required within thirty (30) working days after the presentation.
  - .6.2 The second stage shall be a site evaluation carried out at the applicant's premises and shall include the observation of

conduct of training or assessment or both for existing MTIs/ACs if applicable.

The site evaluation shall be conducted by the MARINA-STCW Office' duly assigned Evaluation Team which shall cover the criteria mentioned in 5.5 of this Circular.

The findings of the site evaluation shall be recorded in the Evaluation Report Form, a copy of which shall be provided to the applicant at the completion of the evaluation.

A report containing a recommendation, filled-up Evaluation Report Form and other pertinent documents shall be submitted by the assigned Evaluation Team to the Chief, Accreditation Division who shall then submit a final report of evaluation for approval/disapproval by the Executive Director.

- .7 Accreditation under this Circular shall be valid for a period of five (5) years subject to monitoring and evaluation both announced and unannounced, of the Monitoring and Surveillance Divisions of MARINA – STCW Office.
- .8 MARINA – STCW Office shall reject the submission of applicant MTI/ AC applicant if submissions are inadequate with respect to compliance with MARINA – STCW Office accreditation criteria

## 6. ACCREDITATION CRITERIA

MTI/AC Applicants shall be required to demonstrate compliance with the following criteria:

- .1 Quality Standard System
  - .1.1 Quality standard system (QSS) shall be documented in a Quality Manual as stipulated in Section B-1/8, Paragraph 7 of the STCW Code, to wit:
    - .1.1.1 the mission statement of the institution
    - .1.1.2 details of academic and training strategies in use
    - .1.1.3 organizational chart and information on the composition of committees and advisory bodies
    - .1.1.4 staff and student information

- .1.1.5 a description of training facilities and equipment;
- .1.1.6 institutional development program; and
- .1.1.7 an outline of the policies and procedures, which shall be posted as much as practicable or made available to the trainees upon enrollment, on:
  - .1.1.7.1 student admission;
  - .1.1.7.2 the development of new courses and review of existing courses;
  - .1.1.7.3 the examination system, including appeals and re-sits;
  - .1.1.7.4 staff recruitment, training, development, appraisal and promotion;
  - .1.1.7.5 feedback from students and from industry; and
  - .1.1.7.6 staff involvement in research and development.

- .1.2 The QSS shall also address the following key areas which:
  - .1.2.1 Ensure accurate record of candidate assessment are maintained and securely stored;
  - .1.2.2 Ensure control of maintenance, updating and backup of databases (IT and/or manual);
  - .1.2.3 Ensure appropriate maintenance activities for all facilities and equipment to be used during the delivery of training and/or assessment;
  - .1.2.4 Ensure that MARINA-STCW Office administrative requirements are fulfilled;
  - .1.2.5 Ensure that resources required by trainees for individual training and assessment requirements are identified and available;
  - .1.2.6 Ensure all training and assessment is conducted safely and trainees, staff and other personnel of the MTI/AC well-being is maintained at all times.

- .1.3 The QSS shall be evaluated for continuing compliance by a recognized certifying body which shall certify that:
  - .1.3.1 The QSS addresses compliance of all the requirements of the specific key areas set out in the Training and Assessment System of this Circular;
  - .1.3.2 All internal management control and monitoring measures and follow-up actions comply with planned arrangements and documented procedures and are effective in ensuring achievement of the defined objectives;
  - .1.3.3 The result of each external evaluation are documented and brought to the attention of the responsible officials of the MTI/AC; and
  - .1.3.4 Timely action is taken to correct the deficiencies.

## .2 Training System

- .2.1 There shall be a documented system to ensure that training is conducted in accordance with the requirements of the STCW 1978 Convention, as amended.
- .2.2 The training system shall compose of the following processes:
  - .2.2.1 Curriculum planning;
  - .2.2.2 Design and development;
  - .2.2.3 Review, Verification, Validation and Approval;
  - .2.2.4 Implementation to include Supervision of Instruction; and
  - .2.2.5 Evaluation and Continual Improvement.
- .2.3 The design and development process shall ensure alignment of learning outcomes with the knowledge, understanding and proficiency (KUP), competence vis-à-vis the level of responsibility as provided in the relevant table of competence of the STCW Code.
- .2.4 The design and development of training courses shall be in accordance with the prescribed structure per Annex I.

.2.5 Policies, procedures and controls shall be established and shall be part of the Quality Standards System.

### .3 Assessment System

.3.1 There shall be a documented system to ensure that assessment is conducted in accordance with the requirements this Circular and the STCW 1978 Convention, as amended.

.3.2 The assessment system shall compose of the following processes:

.3.2.1 Design and development

.3.2.2 Review, Verification, Validation and Approval

.3.2.3 Implementation including its monitoring

.3.2.4 Evaluation and Continual Improvement

.3.3 The design and development process shall ensure alignment of learning outcomes with the knowledge, understanding and proficiency (KUP), competence, methods of demonstrating competence, and criteria for evaluating of competence vis-à-vis the level of responsibility as provided in the relevant table of competence of the STCW Code.

.3.3.1 The assessment system shall be designed and implemented taking in account the Principles of Assessment and Rules of Evidence.

.3.3.2 Policies, procedures and controls shall be established and shall be part of the Quality Standards System.

### .4 Human Resources

.4.1 Establish a system in hiring qualified instructors, assessors and supervisors in accordance with qualification standards set forth by MARINA – STCW Office.

.4.2 Establish an understudy program to ensure their readiness to perform designated duties and responsibilities.

.4.3 There shall be a performance management system to ensure continuing pool of qualified and competent human resources.



.4.4 There shall be a development program for instructors, assessors and supervisors to ensure continuing career and professional growth and development.

.5 Physical Resources

.5.1 Learning resource center is available for trainees and staff use with the following but not limited to:

.5.1.1 technical books;

.5.1.2 training video;

.5.1.3 technical journals; and

.5.1.4 internet connection.

.5.2 Resource needs are provided relative to the requirements of specific training course and are available, adequate, operational, and functional.

.5.3 There shall be a planned maintenance system to ensure that all equipment and facilities are safe and fit for purpose.

7. ISSUANCE, RENEWAL, SUSPENSION, AND REVOCATION OF ACCREDITATION

.1 Issuance and Validity of the Certificate of Accreditation  
Certificate of Accreditation valid for five (5) years shall be issued by the MARINA – STCW Office upon compliance by the MTIs/ACs of the following:

.1.1 Evaluated and complied with the standard requirements;

.1.2 Paid the required accreditation fees; and

.1.3 Duly documented standards. Have a Valid Certificate of Quality Standard System issued by a Recognized Certifying Body.

.2 Renewal of Accreditation

.2.1 Application for renewal of accreditation as MTI/AC shall be filed prior the 15<sup>th</sup> of October of the year preceeding the expiration of the accreditation.

Concerned MTI who failed to submit request for re-accreditation prior the 15<sup>th</sup> of October of the preceeding year of its expiration, shall be scheduled for accreditation on the year thereafter its expiration.

.2.2 Accreditation as MTI/AC may be renewed, provided the following requirements have been complied with:

.2.2.1 The MTI/AC maintain its full compliance with prescribed standards, as such, there shall be **no non-rectified Prohibited Act** within the period of its accreditation;

.2.2.2 All deficiencies found during monitoring and evaluation (both scheduled and unscheduled) shall have been corrected;

.2.2.3 The MTI/AC has no pending case filed by MARINA – STCW office or any entities or person pertaining to the conduct of training and assessment; and

.2.2.4 Required fees have been paid.

.3 Grounds for the Suspension and Revocation of Accreditation

.3.1 Accreditation as MTI/AC shall be suspended after due process for any of the following reasons:

.3.1.1 MTI's/AC failure to maintain compliance with any requirements herein provided;

.3.1.2 Failure to correct and implement appropriate corrective actions for any non-conformity identified during monitoring and evaluation by the MARINA – STCW Office within prescribed period;

.3.1.3 Any violation of the provisions of this Circular and other issuances of the Administration committed by the MTI concerned

.3.1.4 Commission of a non-compliant act within the accreditation period for three (3) consecutive monitoring – surveillance cycle of the same act

.3.2 Accreditation as MTI/AC shall be revoked when the MTI/AC have committed a prohibited act within three (3) consecutive monitoring - surveillance cycle or have been suspended for two (2)

times within the accreditation period shall be meted with perpetual revocation of accreditation.

- .3.3 The procedure for the investigation of violation/s and the imposition of the appropriate penalty shall be subject to the rules and guidelines by the Administration.

## 8. TRANSITORY PROVISIONS

- .8.1 Accreditation of MTI/AC for new applicants shall be in accordance with the rules, policies and standards provided for under this STCW Circular.
- .8.2 Existing MTIs/ACs shall be required to comply with the provisions of this circular prior to application for re-approval of training courses and competency assessment.
- .8.3 An advisory shall be published thereafter the effect of this circular indicating the schedule accreditation schedule of existing MTIs/ACs. Issuance and extension of authority in compliance to the advisory shall be subject to the fees as per the approved schedule of fees

## 9. REPEALING CLAUSE

Any provision or other issuances which are inconsistent with this STCW Circular are hereby superseded and repealed accordingly.

## 10. EFFECTIVITY

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

Manila, Philippines, \_\_\_\_\_.

Submitted:

**Capt. ELEAZAR G. DIAZ**  
Executive Director

Approved:

**MARCIAL QUIRICO C. AMARO III, Ph.D.**  
Administrator

### CERTIFICATION

This is to certify that STCW Circular No. 2017 - \_\_\_\_ is approved by the Administrator on \_\_\_\_\_.

**Atty. VERA JOY S. BAN-EG**  
Deputy Executive Director