

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

**STCW Circular 2018 – \_\_\_\_\_**

**TO : ALL SEAFARERS, MANNING AGENCIES, SHIPPING  
COMPANIES, MARITIME TRAINING INSTITUTIONS, MARITIME  
HIGHER EDUCATION INSTITUTIONS AND OTHER MARITIME  
INDUSTRY STAKEHOLDERS CONCERNED**

**SUBJECT : MANDATORY DOCUMENTARY REQUIREMENTS FOR  
ASSESSMENT OF COMPETENCE AND CERTIFICATION  
UNDER THE STCW CONVENTION, 1978, AS AMENDED**

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Pursuant to Presidential Decree (PD) No. 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention, 1978, as amended), the following mandatory documentary requirements for assessment of competence and certification are hereby adopted and promulgated:

**Article I  
OBJECTIVE**

**SECTION 1.** The objective of this Circular is to prescribe the mandatory documentary requirements to be submitted for the assessment of competence and certification under the relevant provisions of the STCW Convention, 1978, as amended.

**Article II  
COVERAGE**

**SECTION 2.** This Circular shall cover new applicants and MARINA passers applying for the assessment of competence and certification under the relevant provisions of the STCW Convention, 1978, as amended.

**Article III  
DEFINITION OF TERMS**

**SECTION 3.** For purposes of this Circular the terms defined in IRR of RA 10635 and relevant STCW Circulars shall be used.

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

**Article IV  
GENERAL PROVISIONS**

**SECTION 4.** The submission of documentary requirements for the assessment of competence and certification under the STCW Convention, 1978, as amended shall be in accordance with the relevant provisions as follows:

- 4.1. Applicants for assessment of competence and certification shall register in the Seafarer Certification System (SCS) through <https://scs.marina.gov.ph> to secure the Seafarer's Registration Number (SRN) and upload the required document/s under this Circular. Original documents shall be presented during the evaluation.
- 4.2. All documentary requirements in the application for assessment of competence and certification must be valid and subsisting at the time of application.
- 4.3. Application for assessment of competence and issuance of certificate with incomplete and/or invalid documents shall not be acted upon.
- 4.4. Submission of documentary requirements for the assessment of competence shall ONLY be filed by the applicant seafarer.
- 4.5. Submission of documentary requirements for the certification may be filed by the applicant seafarer OR accredited Liaison Officer.

**Article V  
SPECIFIC PROVISIONS**

**SECTION 5.** Every seafarer applying for the assessment of competence and certification as **officers-in-charge of a navigational watch** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**5.1. THEORETICAL EXAMINATION**

- .1 Any government issued ID indicating full name and date of birth
- .2 Notarized Company Sea Service Certificate for 12 months as Deck Cadet /Deck Trainee or 36 months as Deck Ratings
- .3 Seafarer's Identification and Record Book (SIRB) front page and entries
- .4 Transcript of Records (TOR) with Special Order Number or Certification, Authentication and Verification (CAV) for those who

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

are graduates from State Universities and Colleges (SUCs) and MHEIs with Autonomous status.

- .5 **Certificate of Training Completion for Ship Simulator and Bridge Teamwork (SSBT)**
- .6 Training Completion for OIC Updating Training for NW (Part A) or Transcript of Records for those covered by **STCW Advisory No. 2015-21**

**5.2. PRACTICAL ASSESSMENT**

- .1 Certificate of Passing for OIC-NW Theoretical Examination

**5.3. COC/COE**

- .1 Practical Assessment Certificate for OIC-NW and **GMDSS**
- .2 Valid Certificate of Proficiency (COP)
  - a. Basic Training (BT)
  - b. Proficiency on Survival Craft and Rescue Boat other than Fast Rescue Boat (PSCRB)
  - c. Advanced Fire Fighting (AFF)
  - d. Medical First Aid (MEFA)
- .3 Valid MARINA required Medical Certificate
- .4 Valid Certificate of Competency for GMDSS Radio Operator

**5.4. MARINA ID**

- .1 Certificate of Competency (COC) for OIC-NW
- .2 Certificate of Endorsement (COE) for OIC-NW

**5.5. REVALIDATION**

- .1 Valid MARINA required Medical Certificate
- .2 Valid Certificate of Competency (COC)
- .3 Valid Certificate of Endorsement (COE)
- .4 Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service at least twelve (12) months in total during the preceding five years, **or**
- .5 three (3) months in total during the preceding six (6) months immediately prior revalidating; **or**
- .6 Certificate of Passing of an approved test; **or**
- .7 Certificate of Training Completion of an approved training course or courses; **or**
- .8 not less than three (3) months in a supernumerary capacity, or in a lower rank

**SECTION 6.** Every seafarer applying for the assessment of competence and certification as **radiocommunication and radio operators** under the

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**6.1. FOR BSMT GRADUATES**

**.1 THEORETICAL EXAMINATION**

- a. Certificate of Passing for OIC-NW Theoretical Examination
- b. Certificate of Training Completion for GMDSS

**.2 PRACTICAL ASSESSMENT**

- a. Certificate of Passing for GMDSS Theoretical Examination

**6.2. FOR NON-BSMT GRADUATES**

**.1 THEORETICAL EXAMINATION**

- a. Any government issued ID indicating full name and date of birth
- b. Certificate of Training Completion for GMDSS

**.2 PRACTICAL ASSESSMENT**

- a. Certificate of Passing for GMDSS Theoretical Examination

**6.3. COC**

- .1 Certificate Practical Assessment Certificate for GMDSS
- .2 Valid MARINA required Medical Certificate

**6.4. REVALIDATION**

- .1 Valid MARINA required Medical Certificate
- .2 Valid Certificate of Competency (COC)
- .3 Valid Certificate of Endorsement (COE)
- .4 Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service at least twelve (12) months in total during the preceding five years, **or**
- .5 three (3) months in total during the preceding six (6) months immediately prior revalidating; **or**
- .6 Certificate of Passing of an approved test; **or**
- .7 Certificate of Training Completion of an approved training course or courses; **or**
- .8 not less than three (3) months in a supernumerary capacity, or in a lower rank

**SECTION 7.** Every seafarer applying for the assessment of competence and certification as **Chief Mate** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**7.1. THEORETICAL EXAMINATION**

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

- .1 Any government issued ID indicating full name and date of birth
- .2 Certificate of Training Completion for New Management Level Course for Deck Officers (New MLC-D) or old MLC-D and Updating of Function 1 and Function 3
  - a. Function 1 Navigation at the Management Level
  - b. Function 2 Cargo Handling and Stowage at the Management Level
  - c. Function 3 Controlling the Operation of the Ship and Care for Persons on Board at the Management Level
- .3 **Approved Training Record Book (TRB)**
- .4 Certificate of Training Completion for OIC Updating for Navigational Watch (Part B) as covered by STCW Advisory No. 2015-21
- .5 Certificate of Competency (COC) for OIC-NW

**7.2. PRACTICAL ASSESSMENT**

- .1 Certificate of Passing for Management Level Theoretical Examination

**7.3. COC/COE**

- .1 Practical Assessment Certificate for Management Level
- .2 Notarized Company Sea Service Certificate; 12 months as OIC-NW
- .3 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .4 Valid Certificate of Proficiency (COP)
  - a. Basic Training (BT)
  - b. Proficiency on Survival Craft and Rescue Boat other than Fast Rescue Boat (PSCRB)
  - c. Advanced Fire Fighting (AFF)
  - d. Medical First Aid (MEFA)
  - e. Medical Care (MECA)
- .5 Valid MARINA required Medical Certificate
- .6 Valid Certificate of Competency for GMDSS Radio Operator

**7.4. MARINA ID**

- .1 Certificate of Competency (COC) for Chief Mate
- .2 Certificate of Endorsement (COE) for Chief Mate

**7.5. REVALIDATION**

- .1 Valid MARINA required Medical Certificate
- .2 Valid Certificate of Competency (COC)

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

- .3 Valid Certificate of Endorsement (COE)
- .4 Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service at least twelve (12) months in total during the preceding five years, **or**
- .5 three (3) months in total during the preceding six (6) months immediately prior revalidating; **or**
- .6 Certificate of Passing of an approved test; **or**
- .7 Certificate of Training Completion of an approved training course or courses; **or**
- .8 not less than three (3) months in a supernumerary capacity, or in a lower rank
- .9 **Special Training Course (for conversion COC/COE limited into unlimited)**

**SECTION 8.** Every seafarer applying for the assessment of competence and certification as **Master** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**8.1 COC/COE**

- .1 Any government issued ID indicating full name and date of birth
- .2 Certificate of Passing for Management Level Theoretical Examination
- .3 Practical Assessment Certificate for Management Level
- .4 Notarized Company Sea Service Certificate; not less than 36 months as OIC-NW or 24 months as OIC-NW and CM combined, provided that at least 12 months of such has been served as CM
- .5 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .6 Valid MARINA required Medical Certificate
- .7 Certificate of Training Completion for New Management Level Course for Deck Officers (New MLC-D) or old MLC-D and Updating of Function 1 and Function 3
  - a. Function 1 Navigation at the Management Level
  - b. Function 2 Cargo Handling and Stowage at the Management Level
  - c. Function 3 Controlling the Operation of the Ship and Care for Persons on Board at the Management Level Deck
- .8 Certificate of Competency (COC) as OIC-NW/Chief Mate
- .9 Valid Certificate of Proficiency (COP)

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

- a. Basic Training (BT)
- b. Proficiency on Survival Craft and Rescue Boat other than Fast Rescue Boat (PSCRB)
- c. Advanced Fire Fighting (AFF)
- d. Medical First Aid (MEFA)
- e. Medical Care (MECA)
- .10 Certificate of Training Completion for OIC Updating Training for NW (Part B) – “If from OIC”
- .11 **Approved Training Record Book (TRB)**

**8.2 MARINA ID**

- .1 Certificate of Competency (COC) for Master Mariner
- .2 Certificate of Endorsement (COE) for Master Mariner

**8.3 REVALIDATION**

- .1 Valid MARINA required Medical Certificate
- .2 Valid Certificate of Competency (COC)
- .3 Valid Certificate of Endorsement (COE)
- .4 Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service at least twelve (12) months in total during the preceding five years, **or**
- .5 three (3) months in total during the preceding six (6) months immediately prior revalidating; **or**
- .6 Certificate of Passing of an approved test; **or**
- .7 Certificate of Training Completion of an approved training course or courses; **or**
- .8 not less than three (3) months in a supernumerary capacity, or in a lower rank
- .9 **Special Training Course (for conversion COC/COE limited into unlimited)**

**SECTION 9.** Every seafarer applying for the assessment of competence and certification as **officers-in-charge of a engineering watch** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**9.1 THEORETICAL EXAMINATION**

- .1 Any government issued ID indicating full name and date of birth
- .2 Notarized Company Sea Service Certificate for 12 months as Engine Cadet /Engine Trainee or 36 months as Deck Ratings

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

- .3 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .4 Transcript of Records (TOR) with Special Order Number or Certification, Authentication and Verification (CAV) for those who are graduates from State Universities and Colleges (SUCs) and MHEIs with Autonomous status.
- .5 Certificate of Training Completion for Engine Room Simulator (ERS)
- .6 Training Completion for OIC Updating Training for EW (Part A) or Transcript of Records for those covered by STCW Advisory No. 2015-21

**9.2 PRACTICAL ASSESSMENT**

- .1 Certificate of Passing for OIC-EW Theoretical Examination

**9.3 COC/COE**

- .1 Practical Assessment Certificate for OIC-EW
- .2 Valid Certificate of Proficiency (COP)
  - a. Basic Training (BT)
  - b. Proficiency on Survival Craft and Rescue Boat other than Fast Rescue Boat (PSCRB)
  - c. Advanced Fire Fighting (AFF)
  - d. Medical First Aid (MEFA)
- .3 Valid MARINA required Medical Certificate

**9.4 MARINA ID**

- .1 Certificate of Competency (COC) for OIC-EW
- .2 Certificate of Endorsement (COE) for OIC-EW

**9.5 REVALIDATION**

- .1 Valid MARINA required Medical Certificate
- .2 Valid Certificate of Competency (COC)
- .3 Valid Certificate of Endorsement (COE)
- .4 Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service at least twelve (12) months in total during the preceding five years, **or**
- .5 three (3) months in total during the preceding six (6) months immediately prior revalidating; **or**
- .6 Certificate of Passing of an approved test; **or**
- .7 Certificate of Training Completion of an approved training course or courses; **or**



**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

- .8 not less than three (3) months in a supernumerary capacity, or  
in a lower rank

**SECTION 10.** Every seafarer applying for the assessment of competence and certification as **Second Engineer** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**10.1. THEORETICAL EXAMINATION**

- .1 Any government issued ID indicating full name and date of birth
- .2 Certificate of Training Completion for New Management Level Course of Engine Officers (New MLC-E) or old MLC-E and Updating of all MLC Functions
  - a. Function 1 Marine Engineering at the Management Level
  - b. Function 2 Electrical, Electronic and Control Engineering at the Management Level
  - c. Function 3 Maintenance and Repair at the Management Level
  - d. Function 4 Controlling the Operations of the Ship and Care for Persons on Board at the Management Level
- .3 **Approved Training Record Book (TRB)**
- .4 Certificate of Training Completion for OIC Updating Training for Engineering Watch (Part B)
- .5 Certificate of Competency (COC) as OIC-EW

**10.2. PRACTICAL ASSESSMENT**

- .1 Certificate of Passing for Management Level Theoretical Examination

**10.3. COC/COE**

- .1 Practical Assessment Certificate for Management Level
- .2 Notarized Company Sea Service Certificate; 12 months as OIC-EW
- .3 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .4 Valid Certificate of Proficiency (COP)
  - a. Basic Training (BT)
  - b. Proficiency on Survival Craft and Rescue Boat other than Fast Rescue Boat (PSCRB)
  - c. Advanced Fire Fighting (AFF)
  - d. Medical First Aid (MEFA)

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

- .5 Valid MARINA required Medical Certificate

**10.4. MARINA ID**

- .1 Certificate of Competency (COC) for Second Engineer
- .2 Certificate of Endorsement (COE) for Second Engineer

**10.5. REVALIDATION**

- .1 Valid MARINA required Medical Certificate
- .2 Valid Certificate of Competency (COC)
- .3 Valid Certificate of Endorsement (COE)
- .4 Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service at least twelve (12) months in total during the preceding five years, **or**
- .5 three (3) months in total during the preceding six (6) months immediately prior revalidating; **or**
- .6 Certificate of Passing of an approved test; **or**
- .7 Certificate of Training Completion of an approved training course or courses; **or**
- .8 not less than three (3) months in a supernumerary capacity, or in a lower rank

**SECTION 11.** Every seafarer applying for the assessment of competence and certification as **Chief Engineer** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**11.1. COC/COE**

- .1 Any government issued ID indicating full name and date of birth
- .2 Certificate of Passing for Management Level Theoretical Examination
- .3 Practical Assessment Certificate for Management Level
- .4 Notarized Company Sea Service Certificate; 36 months as OIC or 24 months as OIC and 2<sup>nd</sup> Engineer combined, provided that at least 12 months of such has been served as 2<sup>nd</sup> Engineer
- .5 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .6 Valid MARINA required Medical Certificate
- .7 Certificate of Training Completion for New Management Level Course for Engine Officers (New MLC-E) or old MLC-E and Updating MLC of all Functions

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

- a. Function 1 Marine Engineering at the Management Level
- b. Function 2 Electrical, Electronic and Control Engineering at the Management Level
- c. Function 3 Maintenance and Repair at the Management Level
- d. Function 4 Controlling the Operations of the Ship and Care for Persons on Board at the Management Level
- .8 Certificate of Competency (COC) for OIC-EW/Second Engineer
- .9 Valid Certificate of Proficiency (COP)
  - a. Basic Training (BT)
  - b. Proficiency on Survival Craft and Rescue Boat other than Fast Rescue Boat (PSCRB)
  - c. Advanced Fire Fighting (AFF)
  - d. Medical First Aid (MEFA)
- .10 Certificate of Training Completion for OIC Updating Training for EW (Part B) - *"If form OIC"*
- .11 **Approved Training Record Book (TRB)**

**11.2. MARINA ID**

- .1 Certificate of Competency (COC) for Chief Engineer
- .2 Certificate of Endorsement (COE) for Chief Engineer

**11.3. REVALIDATION**

- .1 Valid MARINA required Medical Certificate
- .2 Valid Certificate of Competency (COC)
- .3 Valid Certificate of Endorsement (COE)
- .4 Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service at least twelve (12) months in total during the preceding five years, **or**
- .5 three (3) months in total during the preceding six (6) months immediately prior revalidating; **or**
- .6 Certificate of Passing of an approved test; **or**
- .7 Certificate of Training Completion of an approved training course or courses; **or**
- .8 not less than three (3) months in a supernumerary capacity, or in a lower rank

**SECTION 12.** Every seafarer applying for the assessment of competence and certification as **Electro-Technical Officer (ETO)** under the relevant

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**12.1. PRACTICAL ASSESSMENT**

- .1 Certificate of Training Completion for ETO Course

**12.2. COC**

- .1 Any government issued ID indicating full name and date of birth
- .2 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .3 Valid MARINA required Medical Certificate
- .4 Notarized Company Sea Service Certificate;
  - a. not less than 12 months of combined workshop skills training and approved seagoing service of which not less than 6 months shall be seagoing service as part of an approved training programme and is documented in an approved Training Record Book (TRB); **or**
  - b. not less than 36 months of combined workshop skills training and approved seagoing service of which not less than 30 months shall be seagoing service in the engine department
- .5 Valid Certificate of Proficiency (COP)
  - a. Basic Training (BT)
  - b. Proficiency on Survival Craft and Rescue Boat other than Fast Rescue Boat (PSCRB)
  - c. Advanced Fire Fighting (AFF)
  - d. Medical First Aid (MEFA)
- .6 Certificate of ETO Practical Assessment

**12.3. REVALIDATION**

- .1 Valid MARINA required Medical Certificate
- .2 Valid Certificate of Competency (COC)
- .3 Valid Certificate of Endorsement (COE)
- .4 Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service at least twelve (12) months in total during the preceding five years, **or**
- .5 three (3) months in total during the preceding six (6) months immediately prior revalidating; **or**
- .6 Certificate of Passing of an approved test; **or**
- .7 Certificate of Training Completion of an approved training course or courses; **or**
- .8 not less than three (3) months in a supernumerary capacity, or in a lower rank

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

**SECTION 13.** Every seafarer applying for the assessment of competence and certification as **Electro-Technical Rating (ETR)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**13.1. PRACTICAL ASSESSMENT**

- .1 Notarized Company Sea Service Certificate

**13.2. COP**

- .1 Any government issued ID indicating full name and date of birth
- .2 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .3 Valid MARINA required Medical Certificate
- .4 Notarized Company Sea Service Certificate;
  - a. 12 months of approved seagoing service within the last 5 years and is documented in an approved Training Record Book (TRB);
  - b. Not less than 6 months of approved seagoing service and completed approved training (ETR Course)
  - c. Not less than 3 months of approved seagoing service and must be a graduate of BS Electronics, BS Electrical Engineering, BS Industrial Technology major in Electronics or Electrical, Mechanical or Mechatronics and present Transcript of Records (TOR)

**SECTION 14.** Every seafarer applying for the assessment of competence and certification as **Ratings Forming Part of Navigational Watch (RFPNW)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**14.1. INITIAL EVALUATION FOR PRACTICAL ASSESSMENT**

- .1 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .2 Notarized Company Sea Service Certificate of at least 2 months of approved seagoing service
- .3 Certificate of Training Completion of Ratings Forming Part of Navigational Watch or Transcript of Records (TOR)
- .4 Valid MARINA required Medical Certificate

**14.2. PRACTICAL ASSESSMENT**

**14.3. COP**

- .1 Practical Assessment Certificate for RFPNW or;
- .2 COC and COE for OIC-NW

**14.4. REVALIDATION**

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

Not applicable

**SECTION 15.** Every seafarer applying for the assessment of competence and certification as **Able Seafarer Deck** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**15.1. INITIAL EVALUATION FOR PRACTICAL ASSESSMENT**

- .1 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .2 Notarized Company Sea Service Certificate of at least 12 months of approved seagoing service with Transcript of Records or;
- .3 At least 18 months of approved seagoing service;
- .4 Valid MARINA required Medical Certificate
- .5 COP of RFPNW

**15.2. PRACTICAL ASSESSMENT**

**15.3. COP**

- .1 Practical Assessment Certificate for Able Seafarer Deck or;
- .2 COC and COE for OIC-NW

**15.4. REVALIDATION**

Not applicable

**SECTION 16.** Every seafarer applying for the assessment of competence and certification as **Ratings Forming Part of Engine Watch (RFPEW)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**16.1. INITIAL EVALUATION FOR PRACTICAL ASSESSMENT**

- .1 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .2 Notarized Company Sea Service Certificate of at least 2 months of approved seagoing service
- .3 Certificate of Training Completion of Ratings Forming Part of Engine Watch or Transcript of Records (TOR)
- .4 Valid MARINA required Medical Certificate

**16.2. PRACTICAL ASSESSMENT**

**16.3. COP**

- .1 Practical Assessment Certificate for RFPEW or;
- .2 COC and COE for OIC-EW

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

**16.4. REVALIDATION**

Not applicable

**SECTION 17.** Every seafarer applying for the assessment of competence and certification as **Able Seafarer Engine** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**17.1. INITIAL EVALUATION FOR PRACTICAL ASSESSMENT**

- .1 Seafarer's Identification and Record Book (SIRB) identification page and relevant entries
- .2 Notarized Company Sea Service Certificate of at least 6 months of approved seagoing service with Transcript of Records or; At least 12 months of approved seagoing service;
- .3 Valid MARINA required Medical Certificate
- .4 COP of RFPEW

**17.2. PRACTICAL ASSESSMENT**

**17.3. COP**

- .1 Practical Assessment Certificate for Able Seafarer Engine or;
- .2 COC and COE for OIC-EW

**17.4. REVALIDATION**

Not applicable

**SECTION 18.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Basic Training (BT)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 18.1. Valid SIRB to establish identity and age;
- 18.2. Valid MARINA required Medical Certificate
- 18.3. Certificate of Training Completion in Basic Training
- 18.4. Training Completion and Record of Assessment (TCROA)

**SECTION 19.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Basic Training (BT)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 19.1. Valid SIRB to establish identity and age
- 19.2. Valid MARINA required Medical Certificate
- 19.3. COP in BT
- 19.4. Certificate of Training Completion on Refresher Course on BT
- 19.5. Training Completion and Record of Assessment (TCROA)

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

**SECTION 20.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Proficiency for Proficiency in Survival Craft and Rescue Boat (PSCRB)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 20.1 Valid SIRB to establish identity and age
- 20.2 Valid MARINA required Medical Certificate
- 20.3 Notarized Certificate of Seagoing Service and SIRB entries to establish approved seagoing service of not less than six (6) months
- 20.4 Certificate of Training Completion in PSCRB
- 20.5 Training Completion and Record of Assessment (TCROA)

**SECTION 21.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Proficiency for Proficiency in Survival Craft and Rescue Boat (PSCRB)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 21.1. Valid SIRB to establish identity and age
- 21.2. Valid MARINA required Medical Certificate
- 21.3 COP in PSCRB
- 21.4 Certificate of Training Refresher Course on PSCRB
- 21.5 Training Completion and Record of Assessment (TCROA)

**SECTION 22.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Advance in Fire Fighting (AFF)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 22.1. Valid SIRB to establish identity and age
- 22.2. Valid MARINA required Medical Certificate
- 22.3. Certificate of Training Completion in Advance Training in Fire Fighting
- 22.4. Training Completion and Record of Assessment (TCROA)

**SECTION 23.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Advance Training in Fire Fighting (AFF)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 23.1. Valid SIRB to establish identity and age
- 23.2. Valid MARINA required Medical Certificate
- 23.3. Certificate of Proficiency in AFF
- 23.4. Certificate of Training Completion in Refresher Course on ATFF
- 23.5. Training Completion and Record of Assessment (TCROA)

**SECTION 24.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Medical First Aid (MEFA)** under the relevant Regulation of the



**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

STCW Convention, 1978, as amended, shall comply with the following requirements:

- 24.1. Valid SIRB to establish identity and age
- 24.2. Valid MARINA required Medical Certificate
- 24.3. Certificate of Training Completion in Medical First Aid
- 24.4. Training Completion and Record of Assessment (TCROA)

**SECTION 25.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Medical Care (MECA)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 25.1. Valid SIRB to establish identity and age
- 25.2. Valid MARINA required Medical Certificate
- 25.3. Certificate of Training Completion in Medical Care
- 25.4. Training Completion and Record of Assessment (TCROA)

**SECTION 26.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Ship Security Officer (SSO)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 26.1. Valid SIRB to establish identity and age
- 26.2. Valid MARINA required Medical Certificate
- 26.3. Notarized Certificate of Seagoing Service and SIRB entries to establish approved seagoing service of not less than twelve (12) months
- 26.4. Certificate of Training Completion for Ship Security Officer
- 26.5. Training Completion and Record of Assessment (TCROA)

**SECTION 27.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Security Awareness Training or Security Training for Seafarers with Designated Security Duties (SDSD)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 27.1. Valid SIRB to establish identity and age
- 27.2. Valid MARINA required Medical Certificate
- 27.3. Certificate of Training Completion in Security Awareness Training and Seafarers with Designated Security Duties
- 27.4. Training Completion and Record of Assessment (TCROA)

**SECTION 28.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Proficiency in Fast Rescue Boat (FRB)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 28.1. Valid SIRB to establish identity and age
- 28.2. Valid MARINA required Medical Certificate
- 28.3. Valid COP in PSCRB

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

28.4. Certificate of Training Completion in PFRB

28.5. Training Completion and Record of Assessment (TCROA)

**SECTION 29.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Proficiency in Fast Rescue Boat (FRB)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

29.1. Valid SIRB to establish identity and age

29.2. Valid MARINA required Medical Certificate

29.3. COP in PFRB

29.4. Certificate of Training Completion in Refresher Course on PFRB

29.5. Training Completion and Record of Assessment (TCROA)

**SECTION 30.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

30.1. Valid SIRB to establish identity and age

30.2. Valid MARINA required Medical Certificate

30.3. Valid COP in BT

30.4. a) Notarized Certificate of Seagoing Service and SIRB entries to establish at least three (3) months of approved seagoing service on oil or chemical tankers and Training Completion and Record of Assessment (TCROA) **or**

b) Certificate of Training Completion on Basic Training for Oil and Chemical Tanker Cargo Operations and Training Completion and Record of Assessment (TCROA)

**SECTION 31.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO) for Masters and Officers** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

31.1. Valid SIRB to establish identity and age

31.2. Valid MARINA required Medical Certificate

31.3. COP in BTOCTCO

31.4. a) Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service of at least three (3) months in total in the last five years in oil or chemical tankers; **or**

b) Certificate of Training Completion on Basic Training for Oil and Chemical Tanker Cargo Operations and Training Completion and Record of Assessment (TCROA)

**SECTION 32.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Advance Training for Oil and Chemical Tanker Cargo**

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

**Operations (ATOTCO) for Masters and Officers** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 32.2. Valid SIRB to establish identity and age
- 32.3. Valid MARINA required Medical Certificate
- 32.4. Valid COP in BTOCTCO
- 32.5. a) Notarized Certificate of Seagoing Service and SIRB entries to establish at least three (3) months of approved seagoing service on oil tankers, **or**
  - b) at least one month of approved onboard training on oil tankers, in a supernumerary capacity, which includes at least three (3) loading and three (3) unloading operations and approved training record book
- 32.6. Certificate of Training Completion in Advanced Training for Oil Tanker Cargo Operations
- 32.7. Training Completion and Record of Assessment (TCROA).

**SECTION 33.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Advance Training for Oil and Chemical Tanker Cargo Operations (ATOTCO) for Masters and Officers** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 33.1. Valid SIRB to establish identity and age
- 33.2. Valid MARINA required Medical Certificate
- 33.3. COP in ATOTCO
- 33.4. a) Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service of at least three (3) months in total in the last five years in oil or chemical tankers; **or**
  - b) Certificate of Training Completion in Advanced Training for Oil Tanker Cargo Operations and TCROA

**SECTION 34.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Advance Training for Chemical Tanker Cargo Operations (ATCTCO)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 34.1. Valid SIRB to establish identity and age
- 34.2. Valid MARINA required Medical Certificate
- 34.3. Valid COP in BTOCTCO
- 34.4. a) Notarized Certificate of Seagoing Service and SIRB entry/ies to establish at least three (3) months of approved seagoing service on chemical tankers, **or**
  - b) At least one month of approved onboard training on chemical tankers, in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations and approved training record book

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

- 34.5. Certificate of Training Completion in Advance Training for Chemical Tanker Cargo Operations
- 34.6. Training Completion and Record of Assessment (TCROA)

**SECTION 35.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Advance Training for Chemical Tanker Cargo Operations (ATCTCO) for Masters and Officers** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 35.1. Valid SIRB to establish identity and age
- 35.2. Valid MARINA required Medical Certificate
- 35.3. COP in ATCTCO
- 35.4. a) Notarized Certificate of Seagoing Service and SIRB entries to establish approved sea service of at least three (3) months in total in the last five years in chemical tankers; **or**  
b) Certificate of Training Completion on Advanced Training for Chemical Tanker Cargo Operations and TCROA

**SECTION 36.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 36.1. Valid SIRB to establish identity and age
- 36.2. Valid MARINA required Medical Certificate
- 36.3. Valid COP in BT
- 36.4. a) Notarized Certificate of Seagoing Service and SIRB entries to establish at least three (3) months of approved seagoing service on liquefied gas tankers and TCROA, **or**  
b) Certificate of Training Completion in Basic Training for Liquefied Tanker Cargo Operations and Training Completion and Record of Assessment (TCROA)

**SECTION 37.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO) for Masters and Officers** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 37.1. Valid SIRB to establish identity and age
- 37.2. Valid MARINA required Medical Certificate
- 37.3. COP in BTLGTCO
- 37.4. a) Notarized Certificate of Seagoing Service and SIRB entry/ies to establish at least three (3) months in total in the last five years in liquefied gas tankers; **or**  
b) Certificate of Training Completion in Basic Training for Liquefied Tanker Cargo Operations and Training Completion and Record of Assessment (TCROA)

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

**SECTION 38.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 38.1. Valid SIRB to establish identity and age
- 38.2. Valid MARINA required Medical Certificate
- 38.3. Valid COP in BTLGTCO
- 38.4. a) Notarized Certificate of Seagoing Service and SIRB entry/ies to establish at least three (3) months of approved seagoing service on liquefied gas tankers, or  
b) At least one (1) month of approved onboard training on liquefied gas tankers, in a supernumerary capacity, which includes at least three (3) loading and three (3) unloading operations and approved training record book
- 38.5. Certificate of Training Completion in Advance Training for Liquefied Gas Tanker Cargo Operations
- 38.6. Training Completion and Record of Assessment (TCROA)

**SECTION 39.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO) for Masters and Officers** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 39.1. Valid SIRB to establish identity and age
- 39.2. Valid MARINA required Medical Certificate
- 39.3. Valid COP in ATLGTCO
- 39.4. a) Notarized Certificate of Seagoing Service and SIRB entries to establish at least three (3) months in total in the last five years in liquefied gas tankers; or  
b) Certificate of Training Completion in Advance Training for Liquefied Gas Tanker Cargo Operations and Training Completion and Record of Assessment (TCROA)

**SECTION 40.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Basic Training for Ships Subject to the IGF Code (BTSSIC)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 40.1. Valid SIRB to establish identity and age
- 40.2. Valid MARINA required Medical Certificate
- 40.3. Certificate of Training Completion in Basic Training for Service on Ships Subject to the IGF Code
- 40.4. Training Completion and Record of Assessment (TCROA)

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

**SECTION 41.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Basic Training for Ships Subject to the IGF Code (BTSSIC)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 41.1. Valid SIRB to establish identity and age
- 41.2. Valid MARINA required Medical Certificate
- 41.3. COP in BTSSIC
- 41.4. Certificate of Training Completion in Refresher Course on Basic Training for Service on Ships Subject to the IGF Code
- 41.5. Training Completion and Record of Assessment (TCROA)

**SECTION 42.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Advance Training for Ships Subject to the IGF Code (ATSSIC)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 42.1. Valid SIRB to establish identity and age
- 42.2. Valid MARINA required Medical Certificate
- 42.3. Valid COP in BTSSIC
- 42.4. Certificate of Training Completion in ATSSIC and Training Completion and Record of Assessment (TCROA)
- 42.5. **Completed at least one month of approved seagoing service that includes a minimum of three bunkering operations on board ships subject to the IGF Code. Two of the three bunkering operations may be replaced by approved simulator training on bunkering operations as part of the approved training in ATSSIC.**

\* Masters, engineer officers and any person with immediate responsibility for the care and use of fuels on ships subject to the IGF Code who have been qualified and certificated according to the standards of competence specified in Section A-V/1-2, paragraph 2 for service on liquefied gas tankers are to be considered as having met the requirements specified in Section A-V/3, paragraph 2 for advanced training for ships subject to the IGF Code, provided they have:

1. met the requirements of paragraph 6 of Regulation V/3; and
2. met the bunkering requirements of paragraph 8.2 of Regulation V/3 **or** have participated in conducting three cargo operations on board the liquefied gas tanker; and
3. have completed sea going service of three months in the previous five years on board:
  - a. ships subject to the IGF Code;
  - b. tankers carrying as cargo, fuels covered by the IGF Code; or ships using gases or low flashpoint fuel as fuel.

**SECTION 43.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Advance Training for Ships Subject to the IGF Code**

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS AMENDED AS OF 9 JULY 2018**

**(ATSSIC)** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 43.1. Valid SIRB to establish identity and age
- 43.2. Valid MARINA required Medical Certificate
- 43.3. COP in ATSSIC
- 43.4. Certificate of Training Completion on Refresher Course in ATSSIC
- 43.5. Training Completion and Record of Assessment (TCROA)

**SECTION 44.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Basic Training for Ships Operating in Polar Waters (BTSOPW) for masters and deck officers** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 44.1. Valid SIRB to establish identity and age
- 44.2. Valid MARINA required Medical Certificate
- 44.3. Certificate of Training Completion in BTSOPW
- 44.4. Training Completion and Record of Assessment (TCROA)

**SECTION 45.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Basic Training for Ships Operating in Polar Waters (BTSOPW) for masters and deck officers** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 45.1. Valid SIRB to establish identity and age
- 45.2. Valid MARINA required Medical Certificate
- 45.3. COP in BTSOPW
- 45.4.
  - a) **Notarized Certificate of Seagoing Service and SIRB entry/ies to establish at least two (2) months in total in the last five years on board ships operating in polar waters; or**
  - b) **completed the approved training course and TCROA; or**
  - c) **passing an approved test; or**
  - d) **having performed functions considered to be equivalent to the seagoing service.**

**SECTION 46.** Every seafarer applying for the **issuance** of Certificate of Proficiency (COP) for **Advance Training for Ships Operating in Polar Waters (ATSOPW) for masters and chief mates** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

- 46.1. Valid SIRB to establish identity and age
- 46.2. Valid MARINA required Medical Certificate
- 46.3. Valid COP in BTSOPW
- 46.4. Notarized Certificate of Seagoing Service and SIRB entries to establish At least 2 months of approved seagoing service in the deck department, at management level or while performing

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

duties at the operational level, within polar waters or other  
equivalent approved seagoing service

46.5. Certificate of Training Completion in ATSOPW

46.6. Training Completion and Record of Assessment (TCROA)

**SECTION 47.** Every seafarer applying for the **revalidation** of Certificate of Proficiency (COP) for **Advance Training for Ships Operating in Polar Waters (ATSOPW) for masters and chief mates only** under the relevant Regulation of the STCW Convention, 1978, as amended, shall comply with the following requirements:

47.1. Valid SIRB to establish identity and age

47.2. Valid MARINA required Medical Certificate

47.3. COP in ATSOPW

47.4. a) Notarized Certificate of Seagoing Service and SIRB entry/ies to establish at least two (2) months in total in the last five years in liquefied gas tankers; **or**  
b) completed the approved training course; **or**  
c) passing an approved test; **or**  
d) having performed functions considered to be equivalent to the seagoing service

**Article XI  
PENALTY CLAUSE**

Use, submission or presentation of fake, fraudulent or tampered document(s) shall disqualify the applicant and/or person / **company** concerned from the **assessment of competence and issuance of any STCW Certificate, for a period of three (3) months**, without prejudice to any criminal liability under the Revised Penal Code.

**Article XII  
REPEALING CLAUSE**

Any existing MARINA and STCW Circulars, rules and regulations which are contrary or inconsistent with this Circular are likewise hereby superseded, repealed or amended accordingly.

**Article XIII  
SEPARABILITY CLAUSE**

If any provision or part of this Circular is 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.



**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

**Article XIV  
EFFECTIVITY**

This STCW Circular shall take effect immediately within fifteen (15) days following its complete publication in a newspaper of general circulation and submission to the University of the Philippines Office of the National Administrative Register (UP ONAR).

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

Submitted:

**ATTY. VERA JOY S. BAN-EG.**  
Officer-In-Charge  
Office of the Executive Director  
(Deputy Executive Director)  
MARINA-STCW Office

Approved:

**REY LEONARDO B. GUERRERO**  
Administrator  
MARINA

**CERTIFICATION**

This is to certify that STCW Circular No. 2018- \_\_\_\_ was approved by the Administrator on \_\_\_\_\_.

**DRAFT MANDATORY DOCUMENTARY REQUIREMENTS FOR ASSESSMENT OF  
COMPETENCE AND CERTIFICATION UNDER THE STCW CONVENTION, 1978, AS  
AMENDED AS OF 9 JULY 2018**

**ATTY. FERNAN H. CABRAL**

Chief, Legal Division  
MARINA-STCW Office

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