

STCW Circular No. 2017-____

TO: ALL SHIPOWNERS, SHIPPING COMPANIES, CREWING AND MANNING AGENCIES, OTHER ENTITIES AND INDIVIDUALS CONCERNED

SUBJECT: REFRESHER AND UPDATING TRAINING FOR ALL SEAFARERS

Pursuant to Republic Act (RA) No. 10635 and its Implementing Rules and Regulations (IRR), and in compliance with Chapter I, Regulation 1/14, paragraph 1.3 under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, the following rules are hereby adopted:

1. OBJECTIVE

To require every company to ensure that seafarers assigned for service on their ships comply with the provisions of Section A-I/14 of the STCW Convention, 1978, as amended.

2. COVERAGE

All companies responsible for the assignment of seafarers for service on their ships in accordance with the provisions of the STCW Convention, 1978, as amended.

3. DEFINITION OF TERMS

For the purpose of this Circular, the definitions and clarifications under Chapter I, Regulation I/1 of the STCW Convention, 1978, as amended, together with the definition of terms provided in Rule II of the IRR of RA 10635 and other relevant STCW circulars, are adopted.

4. GENERAL PROVISIONS

All companies shall be responsible for ensuring that:

1. each seafarer assigned to any of its ships holds an appropriate certificate in accordance with the provisions of the Convention and as established by the Administration;
2. its ships are manned in compliance with the applicable safe manning requirements of the Administration;
3. seafarers assigned to any of its ships have received refresher and updating training as required by the Convention;
4. documentation and data relevant to all seafarers employed on its ships are maintained and readily accessible, and include, without being limited to, documentation and data on their experience, training, medical fitness and competency in assigned duties;
5. seafarers, on being assigned to any of its ships, are familiarized with their specific duties and with all ship arrangements, installations, equipment, procedures and ship characteristics that are relevant to their routine or emergency duties;
6. the ship's complement can effectively coordinate their activities in emergency situation and in performing functions vital to safety, security and to the prevention or mitigation of pollution; and
7. at all times there shall be effective oral communication in accordance with chapter V, regulation 14, paragraph 3 and 4 of the International Convention for the Safety of Life at Sea, 1974 (SOLAS), as amended.

5. SPECIFIC PROVISIONS

1. Companies, masters and crew members each have responsibility for ensuring that the obligations set out in Section A-I/14 of the STCW Convention, 1978, as amended, are given full and complete effect and that such other measures as may be necessary are taken to ensure that each crew member can make a knowledgeable and informed contribution to the safe operation of the ship.
2. The company shall provide written instructions to the master of each ship to which the STCW Convention, 1978, as amended, applies, setting forth the policies and the procedures to be followed to ensure that all seafarers who are newly employed on board the ship are given a reasonable opportunity to become familiar with the shipboard equipment, operating procedures and other

arrangements needed for the proper performance of their duties, before being assigned to those duties. Such policies and procedures shall include:

- a. allocation of reasonable period of time during which each newly employed seafarer have an opportunity to become acquainted with:
 1. the specific equipment the seafarer will be using or operating;
 2. ship-specific watchkeeping, safety, environmental protection, security and emergency procedures and arrangements the seafarer needs to know to perform the assigned duties properly; and
 - b. designation of a knowledgeable crew member who will be responsible for ensuring that an opportunity is provided to each newly employed seafarer to receive essential information in a language the seafarer understands.
3. Companies shall ensure that masters, officers and other personnel assigned specific duties and responsibilities on board their ro-ro passenger ships shall have completed familiarization training to attain the abilities that are appropriate to the capacity to be fulfilled and duties and responsibilities to be taken up, taking into account the guidance given in section B-I/14 of the STCW Code, as amended.

6. MISCELLANEOUS PROVISIONS

1. Companies shall conduct an audit pertinent to the provisions of Section A-I/14 of the STCW Convention, 1978, as amended, taking into account the guidance given in section B-I/14 of the STCW Code, as amended. A documented report shall be filed and kept to provide evidence of the audit conducted.
2. Companies shall ensure that the refresher and updating trainings cited in section 4.3 of this Circular shall be provided by Maritime Training Institutions (MTIs) duly approved and accredited by the Administration. A Certificate of Completion of Training shall have been issued to seafarers who successfully completed the trainings.
3. Companies shall maintain a registry of seafarers who have been assigned to any of its ships taking into account section 4.4 of this Circular.
4. Companies shall file and keep documented reports that seafarers, on being assigned to any of its ships, are familiarized with their specific duties and with all ship arrangements, installations, equipment, procedures and ship characteristics that are relevant to their routine or emergency duties.

5. Companies shall file and keep documented reports on drills and exercises conducted ensuring that the ship's complement can effectively coordinate their activities in emergency situation and in performing functions vital to safety, security and to the prevention or mitigation of pollution; and at all times there is an effective oral communication in accordance with chapter V, regulation 14, paragraph 3 and 4 of the International Convention for the Safety of Life at Sea, 1974 (SOLAS), as amended

7. 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 of RA 10635 and pertinent STCW Circulars, including any amendment or addendum thereof, as may be promulgated by the Administration.

8. REPEALING CLAUSE

Any provision of existing MARINA and STCW Circulars, rules and regulations, or of any other Philippine government agency related to the requirements for the refresher and updating training of seafarers, which are contrary or inconsistent with this Circular are hereby superseded, repealed or amended accordingly.

9. 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.

10. EFFECTIVITY

This STCW Circular shall take effect immediately on the day of its publication.
Manila, Philippines, _____.

(Date)

Submitted:

ATTY. VERA JOY S. BAN-EG

Officer-in-Charge

STCW Office

Approved:

MARCIAL QUIRICO C. AMARO III, PhD

Administrator

CERTIFICATION

This is to certify that STCW Circular No 2017 – _____ was approved by the Administrator on _____.

ATTY. BENEDICTO G. MANLAPAZ

Officer-in-Charge

Legal Division, STCW Office