

STCW Circular No. 2017- ____

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

SUBJECT: SHIPBOARD TRAINING PROGRAM

Pursuant to Presidential Decree (PD) 474, Republic Act (RA) 10635 and its Implementing Rules and Regulations (IRR), and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, the following rules shall be adopted:

1 OBJECTIVES

- .1 To ensure that all candidates onboard a seagoing ship receives systematic practical training and experience in the task, duties and responsibilities relevant to the certification applied for;
- .2 To ensure that the onboard training is closely supervised and monitored by qualified officers aboard the ships in which the approved seagoing service is performed;
- .3 To ensure that the onboard training is documented in a training record book or similar document
- .4 To streamline the verification and authentication of seagoing service of candidates for certification

2 COVERAGE

This circular shall cover the guidance on the approved seagoing service as required for certification

3 DEFINITION OF TERMS

For purposes of this Circular, terms defined in IRR of RA 10635 and 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 **Company** means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on the company and for the purpose of the circular is authorized to issue a seagoing service certificate.
- .2 **Company training officer** means a person nominated by the company, who shall have an overall responsibility for the training programme and for coordination with colleges and training institutions.
- .3 **Seagoing service** means service on board a ship relevant to the issue or revalidation of a certificate or other qualification.
- .4 **Onboard training officer** means a qualified seagoing officer, who, under the authority of the master, shall organize and supervise the programme of training for the duration of each voyage.
- .5 **Shipboard training officer** means a person nominated by the institution, who directs and coordinates the facilitation of the candidates and monitors the progress of the shipboard training program, being an integral part of the structured training program.
- .6 **Shipboard training program** means a planned and structured programme of training designed to assist a prospective candidate to achieve the standard of competence in accordance with the table of competences of the STCW Code.
- .7 **Training record book** provides detailed information about the tasks and duties which shall be undertaken and the progress towards their completion, which may also be in an electronic format.

4 GENERAL PROVISIONS

- .1 The Shipboard Training Program shall be continuously monitored through a quality standards system to ensure achievement of defined objectives, including those concerning the qualifications and experience of instructors and assessors
- .2 Evidence of training and assessment of competence shall be documented, through:
 - .1 Training Record Book
 - .2 Daily Journal of Watchkeeping duties
 - .3 Certificate of Seagoing Service - Annex I

5 SPECIFIC PROVISIONS

- .1 The structure of the training programme shall be set out in a training plan which clearly expresses, for all parties involved, the objectives of each stage of training onboard.
- .2 At the beginning of the programme and at the start of each voyage on a different ship, prospective officers shall be given full information and guidance as to what is expected of them and how the training programme is to be organized. Induction presents the opportunity to brief prospective officers about important aspects of the tasks they will be undertaking, with particular regard to safe working practices and protection of the marine environment.
- .3 Vessels having more than 6 candidates onboard undergoing shipboard training program shall seek approval from the Maritime Industry Authority, through their respective company by the Accreditation Division of the STCW Office, documenting the requirements of this circular.
- .4 Onboard Training Officer shall be appropriately qualified in accordance with the provisions of section A-1/6 of the STCW Code for the type and level of training or assessment involved and have completed an Onboard Assessment Course (IMO Model Course 1.30).
- .5 Onboard Training Officer shall ensure that no on-board training or assessment should take place unless such activities can be carried out without interfering with the normal operation of the ship, jeopardizing safety of life at sea, or posing a risk of marine pollution. Instructors and assessors shall be able to devote their time and attention exclusively to the instruction and assessment activity at hand, or if unable to do so, shall defer the activity until a more suitable time.

6 RESPONSIBILITIES OF COMPANIES

- .1 The program of shipboard training shall be managed and coordinated by the institution and the company which manages the ship on which the seagoing service is to be performed.
- .2 The company shall ensure 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 the Administraion;
 - .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 trainings 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, policies, procedures and ship characteristics that are relevant to their routine or emergency duties;
 - .6 the ship's complement can effectively coordinate their activities in an emergency situation and in performing functions vital to safety, security and to prevention or mitigation of pollution;
 - .7 at all times on board its ships 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;
 - .8 appropriate periods are set aside for completion of the programme of onboard training within the normal operational requirements of the ship;
 - .9 training and assessment shall not adversely affect the normal operation of the ship; and
 - .10 that the ratio of onboard training officer for deck or engine to the candidates is 1:12 to have an effective training and assessment.
- .3 The company training officer/director shall be responsible for:
- .1 overall administration of the training programme;
 - .2 monitoring the progress of the prospective officer throughout;
 - .3 issuing guidance as required and ensuring that all concerned with the training program play their parts; and
 - .4 ensuring that before assessing the performance of a particular skill or ability for the purpose of initializing the TRB, the assessor shall be qualified under the relevant regulations to perform the assessment;
 - .5 submission of the official list of candidates for certification covered under section 5.3 of this Circular every crew change to MARINA STCW Office.

- .4 The onboard training officer shall be responsible for:
 - .1 organizing the practical training programme at sea;
 - .2 ensuring, in a supervisory capacity, that the training record book is properly maintained and that all other requirements are fulfilled;
 - .3 making sure, so far as is practicable, that the time the prospective officer spends on board is as useful as possible in terms of training and experience, and is consistent with the objectives of the training programme, the progress of training and the operational constraints of the ship;
 - .4 the clarity of the competences which are to be achieved at the end of the programme and how they are to be achieved through a combination of education, training and practical experience onboard and ashore;
 - .5 the candidate's qualification on the basis of prior experience and/or training, to be assessed. The assessor shall also review the TRB to identify what training and assessment the candidate has already completed, and what training or assessment remains to be conducted; and
 - .6 the assessment objectives to be clear and measurable. These shall be organized by reference to other related skills and abilities needed by the student to achieve the level of competence being pursued.
- .5 The master shall:
 - .1 provide the link between the onboard training officer and the company training officer ashore;
 - .2 fulfill the role of continuity if the onboard training officer is relieved during the voyage;
 - .3 ensure that all concerned are effectively carrying out the onboard training programme; and
 - .4 ensure that national and international regulations, company policies and shipboard procedures are well observed.
- .6 The candidates shall:
 - .1 follow diligently the training programme as laid down;
 - .2 make the most of the opportunities presented, be they in or outside working hours; and

- .3 keep the training record book up to date and ensure that it is available at all times for scrutiny.

7 DOCUMENTARY EVIDENCE AND CERTIFICATIONS

- .1 The training record book must be provided to the candidates and shall enable a comprehensive record of practical training and experience at sea to be maintained. Training record shall be laid out in such a way that it can provide detailed information about the tasks and duties which shall be undertaken and the progress towards their completion. Duly completed, the training records must provide unique evidence that the structured programme of onboard training has been completed which can be taken into account in the process of evaluating competence for the issue of a certificate.
- .2 Training Record Book shall be approved by the Maritime Industry Authority, through the Accreditation Division of the STCW Office, effectively documents the appropriate practical training and experience in the tasks, duties and responsibilities for the candidates' certification.
- .3 The Training Record Book shall adequately document the appropriate criteria for evaluating competence (column 4 of the table of competences) identify, primarily in outcome terms, the essential aspects of competent performance.
- .4 The Training Record Book shall effectively document sufficient, valid and reliable evidence about the candidate's knowledge, understanding and proficiency, to accomplish the tasks, duties and responsibilities as per the table of competences of the STCW Code

8 APPROVAL OF TRAINING RECORD BOOK (TRB)

The following items will be needed to supplement the items listed below and include the tasks and corresponding criteria for satisfactory performance as a watchkeeper for either a navigational watch or an engine-room watch. In addition, each TRB is to include the candidate's personal history page with photo ID, ship service record, ship data sheet, onboard training officer's review of training progress, an inspection of record book form for the company's training and senior officers, an introduction (describing guidance in the use, scope, and objectives of the TRB and the training program) and guidance for those directly involved with the candidate's training and assessment.

All training record books must contain the following items:

- .1 The identity of the candidate.

- .2 The tasks to be performed or the skills to be demonstrated, with reference to the standards of competence set forth in the tables of the appropriate sections in part A of the STCW code.
- .3 The criteria to be used in determining that the tasks or skills have been performed properly, again with reference to the standards of competence set forth in the tables of the appropriate sections in part A of the STCW code.
- .4 A place for a qualified instructor to indicate by his or her initials that the candidate has received training in the proper performance of the task or skill.
- .5 A place for the designated examiner to indicate by his or her initials that the candidate has successfully completed a practical demonstration and has proved competent in the task or skill under the criteria, when assessment of competence is to be documented in the record books.
- .6 The identity of each qualified instructor/assessor, including certificates held, and the instructor's/assessor's signature.

9 SCHEDULE OF FEES, PENALTIES AND FINES

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

10 TRANSITORY PROVISIONS

All seagoing service for certification and qualification under the pertinent provisions of the STCW Convention, 1978, as amended, from companies having shipboard training program with vessels having more than six (6) candidates onboard, shall secure appropriate approval, no later three (3) months upon the effectivity of this circular. Seagoing Service Certificate acquired from programs not approved, shall have not met the requirements for certification and qualification.

11 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 pertinent STCW and MARINA Circulars, including any amendment or addendum thereof, as may be promulgated by the Administration.

12 REPEALING CLAUSE

Any provision of existing MARINA and STCW circulars, rules and regulations, or of any other Philippine government agency related to shipboard training program which are contrary or inconsistent with this circular are hereby superseded, repealed or amended accordingly.

13 SEPARABILITY CLAUSE

Shall 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.

14 EFFECTIVITY:

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

Manila, Philippines, _____.

Submitted:

ATTY. VERA JOY S. BAN-EG
OIC-Executive Director

Approved:

MARCIAL QUIRICO C. AMARO III, PhD
Administrator

CERTIFICATION

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

ATTY. BENEDICTO G. MANLAPAZ
OIC – Legal Division