



## MARITIME INDUSTRY AUTHORITY

### STCW ADVISORY NO. 2017- 17

**TO : MARITIME TRAINING INSTITUTIONS, ASSESSMENT CENTERS, OTHER ENTITIES AND INDIVIDUALS CONCERNED**

**SUBJECT : REITERATING THE STRICT IMPLEMENTATION OF THE PERTINENT PROVISIONS OF MARINA CIRCULAR NO. 2013-01 AND STCW CIRCULAR NO. 2015-10 PERTAINING TO THE APPROVAL OF MARITIME TRAINING COURSES AND ACCREDITATION AS ASSESSMENT CENTER, RESPECTIVELY**

The Maritime Industry Authority (MARINA), in pursuance of its mandates under Republic Act No. 10635 as "Single Maritime Administration" responsible in implementing and enforcing the STCW Convention, 1978, as amended, hereby reiterates the strict implementation of the pertinent provisions of MARINA Circular 2013-01, and STCW Circular No. 2015-10, which were adopted in the Quality Procedures Manual of the Accreditation Division, to wit:

#### 1. Approval of Maritime Training Courses:

- 1.1. Only applications with complete documentary requirements shall be accepted;
- 1.2. A "First-In, First-Out" policy shall be adopted for evaluation and inspection of applications;
- 1.3. All deficiencies noted during the document evaluation must be rectified within thirty working day prior to scheduling of inspection;
- 1.4. Filing of application for renewal of course approval shall be six (6) months before the expiry date on the Certificate of Course Approval;
- 1.5. All deficiencies noted during the inspection must be rectified within thirty (30) days from the date of receipt of the Notice of Deficiency from the STCW Office. Failure of the MTI concerned to rectify any deficiency and to submit compliance report within the prescribed period shall render the application denied and disapproved;
- 1.6. Denied application may only be re-filed six (6) months from the date of receipt of the Letter of Denial; and
- 1.7. MTIs whose Certification of Course Accreditation has expired and have not renewed within the prescribed period shall desist from conducting training and assessment of seafarers/trainees. Likewise, MTIs whose Certification of Course Accreditation has been suspended shall desist from conducting training and assessment of seafarers/trainees during the period of suspension.



**2. Accreditation as Assessment Center:**

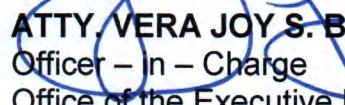
- 2.1. Only applications with complete documentary requirements shall be accepted;
- 2.2. A "First-In, First-Out" policy shall also be adopted for evaluation and inspection of applications;
- 2.3. All deficiencies noted during the pre-inspection evaluation must be rectified within thirty calendar days prior to scheduling of inspection; and
- 2.4. Noted deficiencies during the inspection must be rectified within thirty (30) working days, to be reckoned from the date of receipt of official inspection report. Once rectified, applicant must submit proof of compliance to the STCWO and request for a re-inspection; and
- 2.5. Failure to rectify the deficiency(ies) noted within the prescribed period, shall render the application for accreditation denied and disapproved.
- 2.6. Denied application may only be re-filed six (6) months from the date of receipt of the Letter of Denial.

Finally, no preferential treatment shall be given to any applicant.

For the guidance and strict compliance by all concerned.

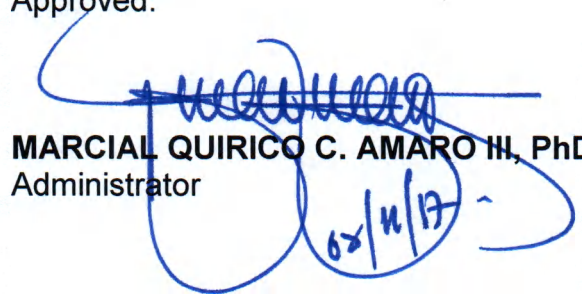
21 July 2017, Manila, Philippines.

Submitted:



**ATTY. VERA JOY S. BAN-EG**  
Officer – in – Charge  
Office of the Executive Director  
(Deputy Executive Director)

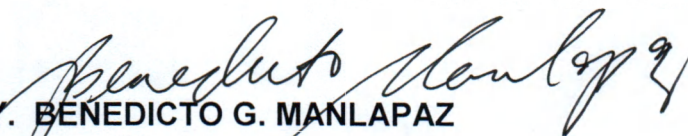
Approved:



**MARCIAL QUIRICO C. AMARO III, PhD**  
Administrator

**CERTIFICATION**

This is to certify that STCW Advisory No. 2017-17 was approved by the Administrator on 02 NOVEMBER 2017

  
**ATTY. BENEDICTO G. MANLAPAZ**  
Officer-in-Charge  
Legal Division, STCW Office