

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

STCW Circular 2017 - \_\_\_\_\_

TO : ALL SEAFARERS, MARITIME INDUSTRY STAKEHOLDERS, MARITIME HIGHER EDUCATION INSTITUTIONS, MARITIME TRAINING INSTITUTIONS, AND OTHER ENTITIES AND INDIVIDUALS CONCERNED

SUBJECT : MANDATORY MINIMUM REQUIREMENTS FOR CERTIFICATION UNDER THE RELEVANT PROVISIONS OF CHAPTER V AND VI OF THE STCW CONVENTION, 1978, AS AMENDED

Pursuant to Republic Act 10635, its Implementing Rules and Regulations (IRR) and the STCW Convention, 1978, as amended, the following Rules shall be adopted:

1. OBJECTIVE

To prescribe rules, requirements and procedures in the issuance and revalidation of Certificate of Proficiency under the STCW Convention, or any documentary evidence related thereto.

2. COVERAGE

All Seafarers serving or intending to serve in certain functions onboard seagoing ships required to carry a Certificate Proficiency or Documentary evidence, in accordance with the requirements of Chapter V and VI of the STCW Convention, 1978, as amended.

3. DEFINITIONS

- .1 Certificate of Proficiency means a certificate, other than a certificate of competency issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met;
- .2 Documentary evidence means documentation, other than a certificate of competency or certificate of proficiency, used to establish the relevant requirements of the Convention have been met.

#### 4. GENERAL PROVISIONS

- .1 Certificate of Proficiency (COP) shall be issued only by the MARINA, after compliance with the relevant requirements for certification and verification of the authenticity and validity of any necessary documentary evidence;
- .2 Issued Certificates shall be in English and shall conform to the format of the certificates issued as provided for in section A-I/2 of the STCW Code;
- .3 Candidates for certification shall provide a valid government issued ID as satisfactory proof of identity and that their age is not less than prescribed in the regulation relevant to the certificate applied for, as expressed in herewith Annex I;
- .4 Candidates for issuance and revalidation of certificates shall present a medical certificate as satisfactory proof that they meet the standards of medical fitness specified in section A-I/9 of the STCW Code, from DOH recognized Medical institutions and practitioners, valid two years from its issuance;
- .5 Parties to the convention issuing recognition and companies may verify the authenticity and validity of all issued certificates and endorsements for masters, officers and ratings through the verification section of the MARINA STCW Website (<http://stcw.marina.gov.ph>) or through Certificate Verification from the IMO Website (<http://www.imo.org/en/OurWork/HumanElement/TrainingCertification/Pages/CertificateVerification.aspx>);
- .6 As required by regulation V/2 paragraph 3, seafarer who have completed training in “crowd management”, “crisis management and human behavior” or “passenger safety, cargo safety and hull integrity” shall at intervals not exceeding five years, undertake appropriate refresher training or to provide evidence of having achieved the required standards of competence by means of approved seagoing service of 12 months within the previous five years, to revalidate the validity of trainings taken under regulation V/2 for another 5 years from receipt thereof;  
  
The Maritime Training Institution shall issue the corresponding Certificate of Completion valid not exceeding five year from completion of training or revalidation of documentary evidence;
- .7 STCW Courses completed that have not been communicated to MARINA officially by Maritime Training Institutions through electronic means shall not be processed according to the procedures of this circular;
- .8 Certificate of Proficiency forming part of the requirements for the issuance of Certificate of Competency may be processed for issuance and accreditation in conjunction with the Certificate of Competency.

## 5 PROCEDURES FOR APPLICATION

- .1 Applications for issuance and revalidation of Certificates under this Circular shall be filed at the STCW Office of the MARINA, or at any MARINA Regional Offices;
- .2 Seafarers may be represented only by the company accredited liaison officer in processing STCW certifications, upon meeting the requirements and in addition shall submit:
  - .2.1 Request letter from the shipping or manning agency stating the reasons and nature of request;
  - .2.2 Oath of undertaking from the company;
  - .2.3 Copy of vessel's crew list duly signed by the Master;
  - .2.4 Letter of Authorization;
  - .2.5 Crew list.
- .3 Expedite processing, in addition to tabulated requirements for issuance of Certificate of Proficiency shall submit, Original and Certified True Copy of:
  - .3.1 Letter of request from the Company;
  - .3.2 POEA Contract;
  - .3.3 Flight details; and
  - .3.4 Overseas and Employment Certificate;
- .4 Application for reprinting of issued/revalidated certificated shall submit:
  - .4.1 Letter of Request; and
  - .4.2 For correction - Original certificate issued; or
  - .4.3 For lost - Affidavit of loss;
- .5 Application for issuance of Certified True Copy
  - .5.1 Original and Photocopy of certificate issued

## 6 GENERAL REQUIREMENTS

- .1 Original and one set of photocopy of documentary evidence as required in this circular shall be submitted to the administration upon application enclosed in a long brown envelope;
- .2 Certificate of Proficiency issued under the 1995 amendments registered in the Administration, may be revalidated as Certificate of Proficiency under the 2010 amendments provided revalidation requirements shall have been met;
- .3 Basic Safety Training issued under the 1995 STCW Convention, in addition to required revalidation requirements of Basic Training herein, shall be required to have Updating training;
- .4 For Certification under the provisions of this circular, Training shall have been completed within the preceding 5 years upon application.

## 7 STANDARD PROCESSING TIME

The Standards Processing Time for Normal applications shall be issued within three working days while expedite applications shall be issued within 24 hours.

## 9 SCHEDULE OF FEES

Previously adopted schedule of fees shall be in force, until such time that a new schedule of fees and charges shall have been approved.

## 10 REPEALING CLAUSE

All other issuances, rules and regulations which are inconsistent with the provisions of this circular are hereby amended accordingly.

## 11 EFFECTIVITY

This STCW Circular shall take effect immediately upon its publication in a newspaper of general circulation

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 MANLAPAZ  
OIC - Legal Division

Certification	Documentary Evidence for Issuance	Revalidation requirements (every 5 years)
<b>Basic Training for Oil and Chemical Tanker cargo operations</b> <b>Regulation V/1-1 paragraph 1</b>	<ol style="list-style-type: none"> <li>1. Certificate of Training Completion in Basic Training;</li> <li>2. Certificate of Training Completion in Basic Training for Oil and Chemical Tanker cargo operations;</li> <li>3. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-V/1-1 paragraph 1 of the STCW Code;</li> </ol>	<ol style="list-style-type: none"> <li>1. Previously held Certificate of Proficiency in Basic Training for Oil and Chemical Tanker cargo operations;</li> <li>2. approved seagoing service, performing duties appropriate to the tanker certificate or endorsement held, for a period of at least three months in total during the preceding five years; Or Certificate of Training Completion in Basic Training for oil and chemical tanker cargo operations;</li> </ol>
<b>Advanced training for oil tanker cargo operations</b> <b>Regulation V/1-1 paragraph 3</b>	<ol style="list-style-type: none"> <li>1. Certificate of Proficiency in Basic Training for Oil and Chemical Tanker cargo operations;</li> <li>2. Certificate of Training Completion in Advanced training for oil tanker cargo operations;</li> <li>3. While qualified for certification in basic training for Oil and Chemical Tanker Cargo Operations, have: <ol style="list-style-type: none"> <li>3.1 at least three months of approved seagoing service on oil tankers; or</li> <li>3.2 at least one month of approved onboard training on oil tankers, in a supernumerary capacity, which includes at least three loading and three unloading operations and is documented in an approved training record book taking into account guidance in section B-V/1; and</li> </ol> </li> <li>4. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-V/1-1 paragraph 2 of the STCW Code;</li> </ol>	<ol style="list-style-type: none"> <li>1. Previously held Certificate of Proficiency in Advanced training for oil tanker cargo operations;</li> <li>2. approved seagoing service, performing duties appropriate to the tanker certificate or endorsement held, for a period of at least three months in total during the preceding five years; Or Certificate of Training Completion in Advanced training for oil tanker cargo operations;</li> </ol>

Certification	Documentary Evidence for Issuance	Revalidation requirements (every 5 years)
<p><b>Advanced training for chemical tanker cargo operations</b>  <b>Regulation V/1-1 paragraph 5</b></p>	<ol style="list-style-type: none"> <li>1. Certificate of Proficiency in Basic Training for Oil and Chemical Tanker cargo operations;</li> <li>2. Certificate of Training Completion in Advanced training for chemical tanker cargo operations;</li> <li>3. While qualified for certification in basic training for Oil and Chemical Tanker Cargo Operations, have:               <ol style="list-style-type: none"> <li>3.1 at least three months of approved seagoing service on chemical tankers; or</li> <li>3.2 at least one month of approved onboard training on chemical tankers, in a supernumerary capacity, which includes at least three loading and three unloading operations and is documented in an approved training record book taking into account guidance in section B-V/1; and</li> </ol> </li> <li>4. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-V/1-1 paragraph 3 of the STCW Code;</li> </ol>	<ol style="list-style-type: none"> <li>1. Previously held Certificate of Proficiency in Advanced training for chemical tanker cargo operations;</li> <li>2. approved seagoing service, performing duties appropriate to the tanker certificate or endorsement held, for a period of at least three months in total during the preceding five years;</li> </ol> <p style="text-align: center;">Or</p> <p>Certificate of Training Completion in Advanced training for chemical tanker cargo operations;</p>
<p><b>Basic Training for Liquified gas Tanker cargo operations</b>  <b>Regulation V/1-2 paragraph 1</b></p>	<ol style="list-style-type: none"> <li>1. Certificate of Training Completion in Basic Training;</li> <li>2. Certificate of Training Completion in Basic Training for Liquified gas Tanker cargo operations;</li> <li>3. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-V/1-2 paragraph 1 of the STCW Code;</li> </ol>	<ol style="list-style-type: none"> <li>1. Previously held Certificate of Proficiency in Basic Training for Liquified gas Tanker cargo operations;</li> <li>2. approved seagoing service, performing duties appropriate to the tanker certificate or endorsement held, for a period of at least three months in total during the preceding five years.</li> </ol> <p style="text-align: center;">Or</p> <p>Certificate of Training Completion in Basic Liquified Gas Tanker cargo operations;</p>

Certification	Documentary Evidence for Issuance	Revalidation requirements (every 5 years)
<b>Advanced Training for Liquefied Gas Tanker Cargo operations Regulation V/1-2 paragraph 3</b>	<ol style="list-style-type: none"> <li>1. Certificate of Proficiency in Basic Training for Liquefied Gas Tanker cargo operations;</li> <li>2. Certificate of Training Completion in Advanced Training for Liquefied Gas Tanker Cargo operations;</li> <li>3. While qualified for certification in basic training Liquefied Gas Tanker Cargo Operations, have:               <ol style="list-style-type: none"> <li>3.1 at least three months of approved seagoing service on liquefied gas tankers; or</li> <li>3.2 at least one month of approved onboard training on liquefied gas tankers, in a supernumerary capacity, which includes at least three loading and three unloading operations and is documented in an approved training record book taking into account guidance in section B-V/1.</li> </ol> </li> <li>4. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-V/1-2 paragraph 2 of the STCW Code;</li> </ol>	<ol style="list-style-type: none"> <li>1. Previously held Certificate of Proficiency in Basic Training for Liquefied gas Tanker cargo operations;</li> <li>2. approved seagoing service, performing duties appropriate to the tanker certificate or endorsement held, for a period of at least three months in total during the preceding five years.</li> </ol> <p style="text-align: center;">Or</p> <p>Certificate of Training Completion in Advanced Liquefied Gas Tanker cargo operations;</p>
<b>Basic Training Regulation VI/1</b>	<ol style="list-style-type: none"> <li>1. Certificate of Training Completion in Basic Training;</li> <li>2. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/1 of the STCW Code;</li> </ol>	<ol style="list-style-type: none"> <li>1. Previously held Certificate of Proficiency - Basic Training;</li> <li>2. Refresher in Basic Training;</li> <li>3. Approved seagoing service, for a period of at least three months in total during the preceding five years.</li> </ol>
<b>Survival craft and rescue boats other than fast rescue boats Regulation VI/2-1</b>	<ol style="list-style-type: none"> <li>1. Candidate be not less than 18 years of age;</li> <li>2. Certificate of Training Completion in Survival craft and rescue boats other than fast rescue boats;</li> <li>3. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/2, paragraphs 1-4 of the STCW Code;</li> <li>4. have approved seagoing service of not less than 6 months;</li> </ol>	<ol style="list-style-type: none"> <li>1. Previously held Certificate of Proficiency in Survival craft and rescue boats other than fast rescue boats;</li> <li>2. Refresher in Proficiency in Survival craft and rescue boats other than fast rescue boats;</li> <li>3. Approved seagoing service, for a period of at least three months in total during the preceding five years.</li> </ol>



Certification	Documentary Evidence for Issuance	Revalidation requirements (every 5 years)
<b>Fast rescue boats</b> <b>Regulation VI/2-2</b>	<ol style="list-style-type: none"> <li>1. Certificate of Proficiency in Survival craft and rescue boats other than fast rescue boats;</li> <li>2. Certificate of Training Completion in Fast Rescue Boats;</li> <li>3. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/2, paragraphs 7-10 of the STCW Code;</li> </ol>	<ol style="list-style-type: none"> <li>1. Certificate of Proficiency in Survival craft and rescue boats other than fast rescue boats;</li> <li>2. Previously held Certificate of Proficiency in Fast Rescue Boats;</li> <li>3. Refresher in Proficiency in Fast Rescue Boats;</li> <li>4. Approved seagoing service, for a period of at least three months in total during the preceding five years.</li> </ol>
<b>Advanced Fire Fighting</b> <b>Regulation VI/3</b>	<ol style="list-style-type: none"> <li>1. Certificate of Training Completion in Advanced Fire Fighting;</li> <li>2. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/3, paragraphs 1-4 of the STCW Code;</li> </ol>	<ol style="list-style-type: none"> <li>1. Previously held Certificate of Proficiency in Advanced Fire Fighting;</li> <li>2. Refresher in Advanced Fire Fighting;</li> <li>3. Approved seagoing service, for a period of at least three months in total during the preceding five years.</li> </ol>
<b>Medical First Aid</b> <b>Regulation VI/4-1</b>	<ol style="list-style-type: none"> <li>1. Certificate of Training Completion in Medical First Aid;</li> <li>2. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/4, paragraphs 1-3 of the STCW Code;</li> </ol>	No revalidation required
<b>Medical Care</b> <b>Regulation VI/4-2</b>	<ol style="list-style-type: none"> <li>1. Certificate of Training Completion in Medical First Care;</li> <li>2. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/4, paragraphs 4-6 of the STCW Code;</li> </ol>	No revalidation required
<b>Ship Security Officers</b> <b>Regulation VI/5</b>	<ol style="list-style-type: none"> <li>1. Certificate of Training Completion in Ship Security Officer;</li> <li>2. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/5, paragraphs 1-4 of the STCW Code;</li> <li>3. have approved seagoing service of not less than 12 months, as an Officer-in-charge of a watch.</li> </ol>	No revalidation required

Certification	Documentary Evidence for Issuance	Revalidation requirements (every 5 years)
<b>Ship Security Awareness Training and Seafarer's with Designated Security Duties Regulation VI/6</b>	<ol style="list-style-type: none"> <li>1. Certificate of Training Completion in Ship Security Awareness Training and Seafarers with Designated Security Duties;</li> <li>2. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/6, paragraphs 1-4 of the STCW Code;</li> <li>3. Training Completion and Record of Assessment (TCROA), as proof of meeting the appropriate standard of competence under section A-VI/6, paragraphs 6-8 of the STCW Code;</li> </ol>	No revalidation required