

**STCW Circular 2018 – \_\_\_\_\_**

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

**SUBJECT : RULES AND MANDATORY MINIMUM REQUIREMENTS IN THE ASSESSMENT OF COMPETENCE SEAFARERS UNDER THE RELEVANT PROVISIONS OF CHAPTERS II, III AND IV OF 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 rules and requirements are hereby adopted and promulgated:

**Article I  
OBJECTIVE**

**SECTION 1.** The objective of this Circular is to prescribe the rules and requirements in the assessment of competence of seafarers under the relevant provisions of Chapters II and III of STCW Convention, 1978, as amended.

**Article II  
COVERAGE**

**SECTION 2.** This Circular shall cover candidates applying for assessment of competence under the relevant provisions of Chapters II and III of STCW Convention, 1978, as amended.

**Article III  
DEFINITION OF TERMS**

**SECTION 3.** For purposes of this Circular and in addition to the terms defined in IRR of RA 10635 and relevant STCW Circulars, the terms below shall be defined as follows:

## **Article IV GENERAL PROVISIONS**

**SECTION 4.** The issuance of assessment of competence under Chapter II of the STCW Convention, 1978, as amended shall be in accordance with the relevant provisions as follows:

**4.1. Officers in charge of a navigational watch** on ships of 500 gross tonnage or more

- .1 The candidates shall be required to demonstrate the ability to undertake at the operational level, the task, duties and responsibilities of an OIC-NW on a seagoing ship of 500 gross tonnage or more as specified in column 1 of Table A-II/1;
- .2 The level of knowledge of the material listed in column 2 of Table A-II/1 shall be sufficient for officers to carry out their watchkeeping duties;
- .3 The training and experience to achieve the necessary theoretical knowledge, understanding and proficiency shall take into account the relevant requirements of this part and the guidance given in part B of the STCW Code.
- .4 The evidence of having achieved the required standards of competence in accordance with the methods for demonstrating competence and the criteria for evaluating competence shall be in accordance with columns 3 and 4 of Table A-II/1;
- .5 The approved program of onboard training of candidates for OIC-NW on a seagoing ship of 500 gross tonnage or more whose seagoing service, in accordance with paragraph 2.2 of Regulation II/1, which form part of a training program which ensures that during the onboard training, the candidates receives systematic practical training and experience in the tasks, duties and responsibilities of an OIC-NW, closely supervised and monitored by a qualified and certificated officers onboard the ships in which the approved seagoing service is performed and is adequately documented in a training record book (TRB).

**4.2. Master and Chief Mates** on ships of 500 gross tonnage or more

- .1 The candidates shall be required to demonstrate the ability to undertake at the management level, the task, duties and responsibilities of Masters or Chief Mates on a seagoing ship of 500 gross tonnage or more as specified in column 1 of Table A-II/2;
- .2 Bearing in mind that the master has the ultimate responsibility for safety and security of the ship, its passengers, crew and cargo, and

for the protection of the marine environment against pollution by the ship, and the chief mate shall be in a position to assume that responsibilities at any time, assessment in these subjects shall be designed to test the candidate's ability to assimilate all available information that affects the safety and security of the ship, its passengers, crew and cargo, and the protection of marine environment.

- .3 The level of knowledge of the material listed in column 2 of Table A-II/2 shall be sufficient to enable the candidate to serve in the capacity of master or chief mate.

**SECTION 5.** The issuance of assessment of competence under Chapter III of the STCW Convention, 1978, as amended shall be in accordance with the relevant provisions as follows:

**5.1. Officers in charge of an engineering watch** on ships of 750 kW propulsion power or more

- .1 The candidates shall be required to demonstrate the ability to undertake at the operational level, the task, duties and responsibilities of an OIC-EW on a seagoing ship of 750 kW propulsion power or more as specified in column 1 of Table A-III/1;
- .2 The level of knowledge of the material listed in column 2 of Table A-III/1 shall be sufficient for officers to carry out their watchkeeping duties;
- .3 The training and experience to achieve the necessary theoretical knowledge, understanding and proficiency shall take into account the relevant requirements of this part and the guidance given in part B of the STCW Code.
- .4 The evidence of having achieved the required standards of competence in accordance with the methods for demonstrating competence and the criteria for evaluating competence shall be in accordance with columns 3 and 4 of Table A-II/1.
- .5 The approved program of onboard training of candidates for OIC-EW on a seagoing ship of 750 KW propulsion power or more whose seagoing service, in accordance with paragraph 2.2 of Regulation III/1, which form part of a training program which ensures that during the onboard training, the candidates receives systematic practical training and experience in the tasks, duties and responsibilities of an OIC-EW, closely supervised and monitored by a qualified and certificated officers onboard the ships in which the approved seagoing service is performed and is adequately documented in a training record book (TRB).

5.2. **Chief Engineer Officers and Second Engineer Officers** on ships powered by main propulsion machinery of 3,000 kW propulsion power or more

- .1 The candidates shall be required to demonstrate the ability to undertake at the management level, the task, duties and responsibilities of Chief Engineer Officers and Second Engineer Officers on a seagoing ship of 3,000 kW propulsion power or more as specified in column 1 of Table A-III/2;
- .2 Bearing in mind that a second engineer officer shall be in the position to assume the responsibilities of the chief engineer officer at any time, assessment in these subjects shall be designed to test the candidate's ability to assimilate all available information that affects the safe operation the ship's machinery and the protection of marine environment.
- .3 The level of knowledge of the material listed in column 2 of Table A-III/2 shall be sufficient to enable the candidate to serve in the capacity of Chief Engineer Office or Second Engineer Officer.

**SECTION 6.** The issuance of assessment of competence under Chapter IV of the STCW Convention, 1978, as amended shall be in accordance with the relevant provisions as follows:

- 6.1. The minimum knowledge, understanding and proficiency required for certification of GMDSS radio operators shall be sufficient for radio operators to carry out their radio duties. The knowledge required for obtaining each type of certificate defined in the Radio Regulations shall be in accordance with those regulations. In addition, every candidate for certification of competency shall be required to demonstrate ability to undertake the tasks, and responsibilities listed in column 1 of table A-IV/2.
- 6.2. The knowledge, understanding and proficiency for endorsement under the Convention of certificates issued under the provisions of the Radio Regulations are listed in column 2 of table A-IV/2.
- 6.3. The level of knowledge of the subjects listed in column 2 of table A-IV/2 shall be sufficient for the candidate to carry out his duties.

**SECTION 7.** The assessment of competence comprises theoretical examination and practical assessment in which a candidate shall be required to pass the theoretical examination prior to taking the practical assessment.

The assessment of competence shall be completed within two (2) years. Failure to complete the assessment within the two (2) year period, shall forfeit the results of the assessment.

**SECTION 8.** A candidate who fails in three (3) or more competences or KUP for GOC for GMDSS in one sitting shall not be allowed to apply for re-sit within a 1-month period (“The 3-1 Rule”)

**SECTION 9.** A candidate who fails in a particular competence or KUP for GOC for GMDSS for 3 times, shall not be allowed to apply for re-sit in such competence, until upon showing proof of (“The 3-3 Rule”):

- 9.1. for management level candidate who fails in the same competence three (3) times, shall not be allowed to re-sit for that competence, until showing proof of approved sea service for a period of not less than 3 months, with a certification from the ship’s master that the candidate has undergone on board experience relating to that particular competence or approved training course relating to that particular competence.
- 9.2. for officer-in-charge level candidate who fails in the same competences three (3) times, shall not be allowed to re-sit for that competence, until showing proof of approved sea service of not less than 3 months, with a certification from the ship’s master or chief engineer officer that the candidate has undergone on board experience relating to that particular competence.
- 9.3. for GOC for GMDSS candidates who fails in the same competences three (3) times, shall not be allowed to re-sit for that competence, until showing proof of approved sea service of not less than 3 months, with a certification from the ship’s master that the candidate has undergone on board experience relating to that particular competence.
- 9.4. for an examinee who fails in the same competence for the 4<sup>th</sup> time and on succeeding examination, shall not be allowed to re-sit for that competence until showing proof of approved sea service for a period of not less than 3 months, with a certification from the ship’s master or chief engineer officer that the candidate has undergone on board experience relating to that particular competence.

**SECTION 10.** An approved training course shall be given only by Maritime Training Institutions who are accredited by the Administration. It is sufficient that the institution is accredited to the full course of which the approved training program is derived. No further accreditation of the training program may be instituted.

- 10.1. Approved training course shall be conducted in accordance with the standards relating to the implementation of approved training course.
- 10.2. Certification of training completion, issued by the accredited MTI, relating to the competence listed in Annex A shall serve as the documentary requirement prior reapplication of re-sit.
- 10.3. The MTI shall ensure that all necessary process for registration, training, assessment and certification for this purpose shall form part of their QSS.

**Article V**  
**SPECIFIC PROVISIONS**

**SECTION 11.** Every seafarer applying for assessment of competence under Chapter II of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**11.1. Officers in charge of a navigational watch** on ships of 500 gross tonnage or more

- .1 Approved seagoing service on ships of 500 gross tonnage or more of:
  - 1.1. Not less than 12 months as part of an approved education and training courses, as Deck Cadet, Deck Apprentice, or otherwise as a deck department trainee for certification as OIC-NW; or
  - 1.2. Not less than 36 months in the deck department;
- .2 Transcript of Record (TOR) with S.O. Number, from a recognized MHEI, as proof of successful completion of the approved education and training program that meets the standard of competence specified in Section A-II/1 of the STCW Code, or as otherwise approved by the Administration;
- .3 Certificate of Training Completion on Ship Simulator and Bridge Teamwork (SSBT);

**11.2. Master and Chief Mates** on ships of 500 gross tonnage or more

- .1 Certificate of Training Completion of the approved Management Level Course for Deck Officers (MLCD); and
- .2 Valid Certificate of Competency (COC) as Officer-In-Charge.

**SECTION 12.** Every seafarer applying for assessment of competence under Chapter III of the STCW Convention, 1978, as amended, shall comply with the following requirements:

**12.1. Officers in charge of an engineering watch** on ships of 750 kW propulsion power or more

- .1 Approved seagoing service on ships of 750 kW propulsion power or more or more of:
  - .1 Not less than 12 months as part of an approved education and training courses, as Engine Cadet, Engine Apprentice, or otherwise as an engine department trainee for certification as OIC-EW; or
  - .2 Not less than 36 months in the engine department;
- .2 Transcript of Record (TOR) with S.O. Number, from a recognized MHEI, as proof of successful completion of the approved education and training program that meets the standard of competence specified in Section A-III/1 of the STCW Code, or as otherwise approved by the Administration;

- .3 Certificate of Training Completion on Engine Room Simulator (ERS);
- 12.2. **Chief Engineer Officers and Second Engineer Officers** on ships powered by main propulsion machinery of 3,000 kW propulsion power or more
  - .1 Certificate of Training Completion of the approved Management Level Course for Engine Officers (MLCE); and
  - .2 Valid Certificate of Competency (COC) as Officer-In-Charge.

**SECTION 13.** Every seafarer applying for assessment of competence under Chapter IV of the STCW Convention, 1978, as amended, shall submit a Certificate of Training Completion of GOC for GMDSS.

## **Article VI PROCEDURES FOR THE CONDUCT OF ASSESSMENT**

**SECTION 14.** The structure of the assessment of competence shall be provided in the MARINA Competency Assessment Blueprint (MCAB) as Annex B.

**SECTION 15.** For the theoretical examination, the candidate shall:

- 15.1. Prior to taking the examination
  - .1 Register in the Seafarers' Certification System;
  - .2 Submit all the specific requirements under Sections 11 to 13, as applicable to the STCW online system or to the MEAD of the STCW Office or in any MARINA Regional Office that conducts theoretical examination;
  - .3 Secure an online appointment number, date and time, then proceed to the MEAD on the appointment schedule, with all the original documents;
  - .4 Complete the "application for Theoretical Examination' Form after verification of validity and authenticity of the documentary requirements;
  - .5 Pay the corresponding examination fee, which shall be a fixed amount each time a candidate sits for examination;
  - .6 Secure a schedule from the MEAD; and
  - .7 Proceed to the examination at the scheduled venue and time
- 15.2. During the examination
  - .1 Report to the examination venue at least 30 minutes prior to schedule;
  - .2 Follow the instructions of the authorized MARINA personnel;
  - .3 Take the examination and complete the examination within the time allowed;
  - .4 Not leave the examination premises until after taking the examination, as scheduled.

15.3. After taking the examination

- .1 Secure the ratings;
- .2 Note the competence(s) with failing mark, if any; and
- .3 Schedule for re-sit, if necessary

**SECTION 16.** For the practical assessment, the candidate shall:

- 16.1. After passing the theoretical examination, the candidate shall proceed to the MARINA accredited assessment center and present the certificate of passing as proof of their eligibility to take the practical assessment.
- 16.2. Upon passing the practical assessment, the candidate shall secure practical assessment certificate from the MARINA accredited assessment center and proceed to Certification Division for the issuance of Certificate of Competency (COC).

#### **Article VII FEES AND OTHER CHARGES**

**SECTION 17.** Applicants for assessment of competence as herein provided shall pay the corresponding fees and other charges as provided under the relevant and existing MARINA rules and regulations.

#### **Article VIII PENALTY CLAUSE**

**SECTION 18.** Use, submission or presentation of fake, fraudulent or tampered document(s) shall disqualify the applicant and/or person concerned from taking the assessment of competence, for a period of three (3) months, without prejudice to any criminal liability under the Revised Penal Code.

#### **Article IX TRANSITORY PROVISIONS**

**SECTION 19.** ALL seafarers whose applications have been processed for the assessment of competence prior to the issuance of this circular are required to pass their assessment within 2 years.

#### **Article X REPEALING CLAUSE**

**SECTION 20.** STCW Circular Nos. 2014-08, 2014-09, 2014-10, 2014-11, 2014-12, 2014-13, 2016-17, and 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 XI SEPARABILITY CLAUSE**



**SECTION 21.** 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.

**Article XII  
EFFECTIVITY**

**SECTION 22.** 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  
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Approved:

**REY LEONARDO B. GUERRERO**  
Administrator  
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**CERTIFICATION**

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

**ATTY. FERNAN H. CABRAL**  
Chief, Legal Division  
MARINA-STCW Office

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