REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY

ANNEX I

EVALUATION CHECKLIST FOR ACCREDITATION AND RECOGNITION OF ASSESSMENT CENTER FOR RFPNW AND RFPEW

Name of Assessment Center:	Contact Number:	Company Address:
	Date & Time of Inspection:	
	Company E-mail :	

Item No.	Key Area of Evaluation	Applicant Self Evaluation (√)	Evaluator Verification (√)	Remark
1.	**GENERAL REQUIREMENT**			
.1	Letter of application signed by the President/Owner or authorized representative of the applicant Assessment Center (AC)			

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.2	Certified true copy of Securities and Exchange Commission (SEC) registration and Articles of Incorporation ***or*** Department of Trade and Industry (DTI) registration for DTI registered entities clearly indicating that the conduct of Assessment of Seafarers' Competence is covered by the entities primary purpose or nature of business			Issuance date: Expiry date:
.3	Fire Safety Inspection Certificate			Issuance Date:
.4	Quality Standard System Certification or Quality System in Placed			Issuance Date
.5	Floor Plan of the AC's institutional site			
.6	Proof of ownership of the equipment to be used in the conduct of Assessment.			
.7	Specimen signatures of the AC's authorized signatories			

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.8	Affidavit of Undertaking signed by the President or Owner of the AC stating in substance that the AC shall perform all duties and responsibilities of an accredited and recognized AC			
.9	Set of Guidelines and Procedures in the administration of Theoretical examination and Practical assessment as per applicable STCW circulars reflected as part of the QSS policy and procedures manual			
.10	Poster of contact details of MARINA for reporting to non-compliant and prohibited acts			
.11	List of Assessors and copies of certificate of accreditation with signature specimen and their photo			
2. REQUIRED FACILITIY AND EQUIPMENT				
.1	Administrative office			
.2	Assessors' office			
.3	Registration area			
.4	Reception area			
.5	Comfort rooms			
.6	Briefing/Debriefing room with playback system			

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.7	Holding area – (waiting area prior to the conduct of assessment preferably, adjacent to the assessment room			
.8	Real-time Audio and Video Monitoring System and Facilities *(Practical assessment area must be provided with appropriate installation of real-time audio and video monitoring technology that can be recorded and accessed remotely by the Administration at any given time)*			
.9	Practical Assessment Equipment, as applicable (must be available and consistent with the assessment plan)			
.10	Computers			
.11	Projector or at least 50" LED/LCD Monitor			
.12	Printer / Photo Copier			
.13	Telephone line and Internet Connection			
	3. ASSESSOR'S QUALIFICATION			
.1	• Qualified in the task for which assessment is being made as per Item 5.3 of STCW Circular No. 2014-04			

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.2	Has an evidence of having a license as Officer in Charge (OIC) of a Watch and at least one year experience			
.3	Accredited MARINA Assessor for appropriate ratings			
.4	Certificate of familiarization on the Operational Use of the Simulator being used provided by the Manufacturer on appropriate simulator			
.5	Contract of assessor/s (contract or certificate of employment)			
	4. REQUIRED SYSTEM FOR THE CONDUCT OF ASSESSMENT			
.1	Documented **Quality Standard System (QSS)** that covers the quality policies, processes, procedures and support documents for the conduct of Practical assessment *(otherwise known as the Assessment System)*, including hiring, performance evaluation, retention, and training and continuing development of assessors			
	*(**Note**: Processes and procedures for the conduct of Theoretical examination and Practical assessment may be documented in a separate Assessment System manual; provided that such manual shall be sanctioned under the QSS manual)*			

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.2	**Manual or Section relevant to assessment of the QSS** shall consist of processes and procedures, such as but not limited to, the following: • Organizational structure and responsibilities of AC's officials and key personnel pertaining to the conduct of assessment;			
	• Practical assessment scenario in accordance to Column 4 of the appropriate table of competence			
	• Review and revision of practical assessment scenario;			
	• Approval and implementation of practical assessment scenarios by MARINA technical team			
	• Control and security of practical assessment scenarios;			
	• Utilization Plan of the equipment or simulator			

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	• Procedure of submission of list of candidates for assessment to the STCWO			
	• Conduct and administration of practical assessment			
	• Scoring and grading system			
	• Conduct of familiarization, briefing and debriefing on the simulator to be used for the practical assessment			
	• Submission of immediate result and summary report of assessment to the MARINA (STCWO EAD and appropriate Board)			
	• Appeal and re-sit for failing candidate			
	• Daily Rating of Assessment (DROA) Form			
	• Official List of Candidates' Form			
	• Monthly Summary of Passers' Form (Deck and Engine Rating)			

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	• Summary of Practical Assessment Performance Evaluation Report (Quarterly)			
	• Statement of Facts (SOF)			
	5. PUBLICATIONS AND MANUALS			
.1	STCW Convention including 2010 Manila Amendments			
.2	Simulator Operations Manual (Hard Copy), as applicable			
.3	MARINA STCWO Compilation of all Circulars and Advisories related to Training and Assessment			
	6. SIMULATOR EQUIPMENT AND FACILITIES REQUIREMENT			
6.1	**SIMULATOR DOCUMENTATION**			
.1	Product Certification issued by an internationally recognized Classification Body indicating the STCW Competences that can be simulated by the equipment			

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.2	Original copy of the Simulators proof of purchase and certificate of ownership/authenticity (As per RA 8293) issued by the manufacturer			
.3	Congruence of the equipment with the actual certificate or stamp of each equipment and fittings (e.g. equipment certificate, dongle certificate & dongle ID)			
6.2	**BRIDGE SIMULATOR EQUIPMENT (for RFPNW)**			
	6.2.1 PHYSICAL REALISM			
.1	Equipment, consoles and workstations installed, mounted and arranged in a ship-like manner as appropriate to the ship types represented in the Simulator.			
.2	Steering console, including recognized facilities for hand steering and automatic steering with controls for switch over. There shall be indicators of rudder angle and rate of turn. Preferably, having NFU and FU functionality Instrument includes:			

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	• Magnetic Compass			
	• Gyro compass			
	• Speed log			
	• Anemometer			
	• Rate of turn indicator and rudder angle indicator			
.3	Pelorus or azimuth circle			
.4	Steering wheel whenever mini-bridges are to be utilized for the competency involving steering and helm orders			
.5	Communications system that will allow for internal ship communications to be conducted			
.6	Sound signal panel according to the "rules of the road" (includes talkback, whistle, fog signals and general alarm)			
.7	Navigational lights			

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.8	Fire detection, fire alarm and other general alarms			
	6.2.2 BEHAVIORAL REALISM			
.1	The model shall realistically simulate own ship hydrodynamics in open water conditions, including the effects of wind forces, wave forces, tidal stream and currents.			
.2	The model shall realistically simulate own ship hydrodynamics in restricted waterways, including shallow water and bank effects, interaction with other ships and direct, counter and sheer currents.			
.3	The simulator shall include mathematical models of at least the types of own ship relevant to the training objectives.			
.4	The simulator shall include exercise areas including correct data for landmass, depth, buoys tidal streams and visuals as appropriate to the nautical charts and publications used for the relevant training objectives.			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (√)	Evaluator Verification (√)	Remark
.5	The simulator shall include exercise areas including correct data for landmass, depth, buoys tidal streams and visuals as appropriate to the nautical charts and publications used for the relevant training objectives.			
	6.2.3 OPERATING ENVIRONMENT			
.1	The simulator shall be able to present different types of target ships, each equipped with a mathematical model, which accounts for motion, drift and steering angles according to forces induced by current, wind or wave according to Beaufort Wind Force Scale.			
.2	The targets shall be equipped with navigational and signal - lights, shapes and sound signals, according to "rules of the road". The signals shall be individually controlled by the assessor, and the sound signals shall be directional and fade with range. Each ship shall have an aspect recognizable at a distance of 6 nautical miles in clear weather. A ship under way shall provide relevant bow- and stern wave.			

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3	The simulator shall be equipped with targets enabling search and rescuing persons from the sea, assisting a ship in distress and responding to emergencies which arise in port. Such targets shall at least be any of the following: a. rocket parachute flares			
	b. hand flares			
	c. buoyant smoke signals			
	d. SART (search and rescue transponder).			
	e. Satellite EPIRB (emergency position-indicating radio beacon).			
	f. Lifeboat			
	g. Liferaft			
	h. Rescue Helicopter			
	i. Rescue Aircraft			

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	j. People in water.			
.4	The simulator shall provide a realistic visual scenario by day, dusk or by night, including variable meteorological visibility, changing in time. It shall be possible to create a range of visual conditions, from dense fog to clear conditions.			
.5	The projection of the view shall be placed at such a distance and in such a manner from the bridge windows that accurate visual bearings may be taken to objects in the scene. It shall be possible to use binocular systems for observations.			
.6	The visual system shall present the outside world equip with visualization.			
.7	The visual system shall present all navigational marks according to charts used.			
6.3	**PRACTICAL DEMONSTRATION EQUIPMENT**			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (√)	Evaluator Verification (√)	Remark
.1	Dummy EPIRB			
.2	Dummy SART			
.3	Dummy or used hand flare, rocket parachute and smoke signal			
	7. ENGINE SIMULATOR EQUIPMENT (RFPEW)			
7.1	**PHYSICAL REALISM**			
.1	• The simulated engine room shall, as a minimum, reflect a typical machinery found on merchant ships. The following main components shall be simulated and all necessary sub-systems included for a low speed engine: - Main engine			
	- 2 auxiliary diesel generators			
	- Lubrication oil separator			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (√)	Evaluator Verification (√)	Remark
	- Steering gear system			
	- Fire pump			
	- Cooling water system including freshwater generation system			
	- Fuel oil bunkering system			
	- Fuel oil storage, settling and service systems			
	- 2 heavy fuel oil separators			
	- 1 diesel oil separator			
	- Steam generation plant including exhaust and oil-fired boilers			
	- Diesel oil and heavy fuel oil supply to main and auxiliary engines			
	- Main engine operation from engine room, engine control room and bridge			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (√)	Evaluator Verification (√)	Remark
	- Air ventilation system for engine and control room			
	- Bilge water system including oily water treatment systems			
	- Stern tube system			
	- Deck machinery applicable to the ship model			
	- Ballast system			
	- Sewage treatment system			
	- Main SW system			
	- Lubrication oil separator			
	- Main engine(s), including: o Fresh water system o Lubrication system o Turbocharger system o ME SW system			

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	- Steam generation system as applicable			
.2	All valves typically associated with the operation of above machinery may be operated at the computer screen in a 3D visual form or mouse operated by the candidate.			
.3	Internal communication system.			
7.2	**BEHAVIORAL REALISM**			
.1	The simulator models shall be able to replicate the dynamic behavior of the machinery systems and all its visual parameters as well as the interactions between the sub-systems.			
.2	The simulator models shall simulate the engine room components with their procedures, as well as modeled controller systems (sensors, controllers, actuators, and valves) connected to the processes.			
.3	When simulating real equipment the behavior of such simulated equipment should behave as identical as possible as the original. Critical parameters of the behavior shall be documented			

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.4	The simulator model shall provide facilities to allow the injection and resetting of malfunctions at appropriate times during operation as necessary.			
.5	It shall be possible to simulate change in seawater temperature and demonstrate how this affects the complete simulation model.			
.6	The simulator shall have all heat exchangers available and adjustable with regard to their parameters (heat-transfer factor, heat dissipation are etc.)			
.7	The simulator shall make all pumps available and adjustable with regard to their parameters (pump capacity, wear, etc.)			
.8	It shall simulate auto slow-down and emergency shut down			
.9	It shall simulate operational test methods of oily water separator monitors			
.10	It shall simulate test methods for level alarms and function tests of bilge pumping arrangement			
.11	It shall simulate the function test of OWS (Oily water separator) and PPM (Parts per million) unit.			

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7.3	**OPERATING ENVIRONMENT**			
.1	An alarm can be heard through headset of a candidate and by flashing light in the machinery spaces			
.2	It shall be to adjust the noise level in the simulated machinery spaces infinite from no added noise up to minimum 100 Db(A). The noise shall have a frequency distribution typical for machinery spaces. Headset and timer are provided for each workstation.			
7.4	**PRACTICAL DEMONSTRATION EQUIPMENT**			
8. PRACTICAL ASSESSMENT INSTRUMENTS (FOR RFPNW)				
A. SCENARIOS FOR RATINGS FORMING PART OF A NAVIGATIONAL WATCH				
.1	Steer the ship and also comply with helm orders in the English language – 6 scenarios			
.2	Keep a proper look-out by sight and hearing – 6 scenarios			

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.3	Contribute to monitoring and controlling a safe watch - 6 scenarios			
.4	Operate emergency equipment and apply emergency procedures – 6 scenarios			
B.	**SCENARIOS FOR RATINGS FORMING PART OF AN ENGINEERING WATCH**			
.1	Carry out a watch routine appropriate to the duties of a rating forming part of an engine room watch - 6 scenarios			
.2	Understand orders and be understood in matters relevant to watchkeeping duties - 6 scenarios			
.3	For keeping a boiler watch: Maintain the correct water levels and steam pressures - 6 scenarios			
.4	Operate emergency equipment and apply emergency procedures - 6 scenarios			
9.	**EVALUATION OF PRACTICAL ASSESSMENT INSTRUMENTS**			
.1	Correct information to begin simulator exercise or practical demonstration			

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.2	Objectives are in line with competence according to Table A of STCW Code			
.3	Documents are well-supported with information to guide candidates to meet the competencies required			
.4	Appropriateness of level of simulation/practical demonstration to the candidates			
.5	Briefing instructions are clear and in relation to the required learning outcome			
.7	Time allocation for briefing / debriefing period is adequate reflected in the scenarios submitted			
.8	Instructions are clearly stated and attainable			
.9	Performance criteria relate to required learning outcome			

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.10	Verifiable Performance Criteria			
.11	Assessment evaluation form (e.g. rubrics, checklist, etc.) is available			
.12	Scoring method is clearly defined			
.13	Sufficient time duration for the execution of scenario as stated in the exercise plan			
.14	De-briefing instructions are clearly stated			
.15	Failure State is clearly observed			

EVALUATED BY:

Technical METSS (Lead): Signature over Printed Name	Board Member: Signature over Printed Name
Accreditation* : Signature over Printed Name	

**Presence of Accreditation Personnel shall be during initial and renewal accreditation inspection only.*

CONFORME: _____

Signature Over Printed Name

Company Representative