



Republic of the Philippines  
Department of Transportation  
**MARITIME INDUSTRY AUTHORITY**



MAY 11 2022

**MEMORANDUM CIRCULAR NO.: SC- 2022-03**  
**Series of 2022**

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

**SUBJECT: POLICIES, RULES AND REGULATIONS FOR THE APPROVAL OF THE CONDUCT OF PRACTICAL ASSESSMENT FOR MANAGEMENT LEVEL, OPERATIONAL LEVEL, SUPPORT LEVEL, ELECTRO-TECHNICAL OFFICER (ETO) AND GMDSS RADIO OPERATORS**

Pursuant to Presidential Decree No. 474, Republic Act (RA) No.10635 and its Implementing Rules and Regulations (IRR) and its subsequent amendments, and consistent with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and Republic Act No. 10173 also known as the "Data Privacy Act of 2012", the following rules and regulations are hereby promulgated and adopted:

**ARTICLE I**  
**OBJECTIVES**

**Section 1.** To prescribe policies, rules and regulations on the approval of the Assessment Centers (ACs) for the conduct of Practical Assessment on behalf of the Administration in compliance with the relevant provisions on certification pursuant to Chapters II, III and IV of the STCW Convention, 1978, as amended.

- Master and Chief Mate on seagoing ships of 3,000 gross tonnage or more;
- Master and Chief Mate on seagoing ships between 500 and 3,000 gross tonnage;
- Chief Engineer and Second Engineer on seagoing ships powered by main propulsion machinery of 3,000 kW propulsion power or more;
- Chief Engineer and Second Engineer on seagoing ships powered by main propulsion machinery of between 750 kW and 3,000 kW propulsion power or more;
- Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more;



- Officers in Charge of an Engineering Watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more;
- Electro-Technical Officer and Electro-Technical Rating serving on seagoing ships powered by main propulsion machinery of 750kW propulsion power or more;
- GMDSS Radio Operators on ships required to participate in the GMDSS;
- Ratings Forming Part of a Navigational Watch on a seagoing ship of 500 gross tonnage or more;
- Ratings Forming Part of an Engineering Watch in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room on seagoing ships powered by main propulsion machinery of 750kW propulsion power or more;
- Ratings as Able Seafarer Deck on a seagoing ship of 500 gross tonnage or more; and
- Ratings as Able Seafarer Engine in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room on seagoing ships powered by main propulsion machinery of 750kW propulsion power or more.

**Section 2.** To implement the applicable provisions of Regulation I/6 "Training and Assessment", Regulation I/8 "Quality Standards" and Regulation I/12 "Use of Simulators" of the STCW Convention, 1978, as amended, on the assessment of competence of seafarers.

## **ARTICLE II COVERAGE**

**Section 3.** This Circular shall apply to all ACs applying for the approval to conduct Practical Assessment for the issuance of STCW Certificates.

## **ARTICLE III DEFINITION OF TERMS**

**Section 4.** For purposes of this Circular, the following terms shall be defined as follows:

1. **"Administration"** refers to the Maritime Industry Authority (MARINA).
2. **"Assessment Center (AC)"** refers to a maritime institution accredited and approved by MARINA to conduct the Practical Assessment
3. **"Assessment Director"** refers to a competency assessor accredited by MARINA and employed by AC on a permanent status to supervise the conduct of Practical Assessment of seafarers.



4. **“Assessment of Competence”** refers to the process of collecting evidence through theoretical examination and practical assessment of the knowledge, understanding and proficiency, obtained from one or more of the following: approved education and training, approved training ship experience, approved laboratory equipment training, approved simulator training, approved inservice experience; and making judgments on whether minimum standard of competence has been achieved as per the relevant Table of Competency
5. **“Assessment scenario”** refers to the practical assessment instrument that contains close to reality situation on-board where candidates are required to apply their theoretical knowledge according to the given assessment outcome.
6. **“Candidate”** refers to a person who applies for assessment of competence for certification.
7. **“Carrying Capacity”** refers to the maximum number of candidates that ACs can enroll based on the number of equipment, assessor and the prescribed duration of assessment as indicated in the approved Assessment Scenarios.
8. **“Certificate of Accreditation (COA)”** refers to the document issued by the Administration to a duly registered maritime enterprise that has complied with all the requirements for accreditation as an institution.
9. **“Certificate of Approval to Conduct Practical Assessment (CAPA)”** refers to the document issued by the Administration to the Assessment Center that has complied with all the requirements for the conduct of practical assessment for a specific Level of Responsibility.
10. **“Certificate of Passing the Practical Assessment”** refers to the document issued by the Assessment Center to the candidate after meeting the criteria and standards of competence.
11. **“Chief Mate”** refers to the officer next in rank to the master and upon whom command of the ship will fall in the event of the incapacity of the master in accordance with the provision of regulation II/2 of the Convention.
12. **“Chief Engineer Officer”** refers to the senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship in accordance with the provision of Regulation III/2 of the Convention.
13. **“Competency Assessor”** refers to a person accredited by the Administration, to conduct assessment of competence in an Assessment Center to determine whether the candidate is qualified to be issued the appropriate STCW Certificate.
14. **“Convention”** refers to the Standards of Training, Certification and Watchkeeping Convention, 1978 as amended.
15. **“Engineer Officer”** refers to an officer qualified in accordance with the provisions of Regulation III/1, III/2, III/3 of the Convention.



16. **“Electro-Technical Officer (ETO)”** refers to an engineer officer qualified in accordance with the provisions of Regulation III/6 of the STCW Convention.
17. **“Electro-Technical Rating (ETR)”** refers to a rating qualified in accordance with the provisions of Regulation III/7 of the STCW Convention.
18. **“Familiarization Plan”** refers to the guide the ACs use in the conduct of orientation of their candidates at least one (1) day prior to the actual practical assessment. The orientation/familiarization shall only focus on the simulator/equipment' features, specification, buttons and other components/parts.
19. **“Global Maritime Distress and Safety System (GMDSS)”** refers to an international system which uses improved terrestrial and satellite technology and shipboard radio systems. It ensures rapid alerting of shore-based rescue and communication authorities in the event of an emergency.
20. **“GMDSS Radio Operator”** refers to a person who is qualified in accordance with the provisions of Chapter IV of the STCW Convention.
21. **“Level of Responsibility”** refers to the categorization of position/rank of crew onboard.
22. **“Master”** refers to the person having command of a ship in accordance with the provision of Regulation II/2 of the Convention.
23. **“Officer-in-Charge of an Engineering Watch (OIC-EW)”** refers to an engineer officer in the operational level who has direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the direction of the chief engineer officer or second engineer officer for that responsibility.
24. **“Officer-in-Charge of a Navigational Watch (OIC-NW)”** refers to a deck officer in the operational level who has direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the direction of the master or chief mate for that responsibility.
25. **“Practical Assessment”** refers to the method of assessment of competence with the aid of laboratory equipment or simulator or other means to assess the ability of the candidate by performing the required task(s) prescribed by the Administration to demonstrate a particular Level of Responsibility
26. **“Quality Standards System (QSS)”** refers to the documented policies, procedures, controls and internal quality assurance system, relating but not limited to the assessment of competence to ensure the achievement of the defined objectives in accordance with the requirements of the STCW Convention.
27. **“Rating”** refers to a member of the ship's crew other than the master or an officer.



28. **“Ratings as Able Seafarer Deck”** refers to a rating qualified in accordance with the provisions of Regulation II/5 of the Convention.
29. **“Ratings as Able Seafarer Engine in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room”** refers to a rating qualified in accordance with the provisions of Regulation III/5 of the Convention.
30. **“Ratings Forming Part of Navigational Watch (RFPNW)”** refers to a rating qualified in accordance with the provisions of Regulation II/4 of the STCW Convention.
31. **“Ratings Forming Part of a Watch in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room (RFPEW)”** refers to a rating qualified in accordance with the provisions of Regulation III/4 of the STCW Convention.
32. **“Result of Assessment (ROA)”** refers to a documentary evidence maintained and regularly transmitted within the prescribed period by an approved Assessment Center to the Administration.
33. **“Second Engineer Officer”** refers to the engineer officer next in rank to the chief engineer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship in the event of the incapacity of the chief engineer officer.
34. **“Standard Scenario Template”** refers to the form which contains series of guidelines to be used by the ACs in constructing and developing practical assessment scenarios.
35. **“STCW Office (STCWO)”** refers to the office in MARINA, specifically tasked to give full and complete effect to the requirements of the STCW Convention.

## **ARTICLE IV GENERAL PROVISIONS**

**Section 5.** The ACs shall adhere to all the procedures and policies of the Administration aside from those provided under the Article XII of this Circular.

**Section 6.** The conduct of familiarization on the use of simulator and laboratory to be used for the practical assessment on the same day of actual practical assessment is strictly prohibited. It shall be conducted a day or days prior the practical assessment. Likewise, the said familiarization activity shall not be used for the orientation and review of the given scenario.

**Section 7.** The ACs shall prepare their assessment scenarios aligned with the Competency map and Standard Scenario Template (see Annex A) published in the MARINA STCW website. Required assessment scenarios by competence shall be submitted to the Accreditation Division (AD) upon application for the evaluation of the



Board of Examiners (BOE). Failure to submit shall be a ground for non-acceptance of the application.

**Section 8.** All scenarios shall be validated and pilot tested by the institution applying for CAPA in accordance with the requirements under Regulation I/12 section A- I/12 paragraph 8 of the STCW Convention.

**Section 9.** Pilot testing of scenarios prior to submission to the Administration shall involve AC-identified participants appropriate to the Level of Responsibility other than the assessors and IT personnel. Records of pilot testing shall be available during the inspection.

**Section 10.** ACs shall have a Quality Standard System in the conduct of Practical Assessment. In the same manner, all assessment processes and procedures undertaken by the ACs should be in accordance with their Quality Standards System (QSS)

**Section 11.** The ACs shall be subjected to regular monitoring by the Monitoring Division, random surveillance anytime to be conducted by the Surveillance Division and/or unannounced/random visit by the Board of Examiners (BOE).

## **ARTICLE V SPECIFIC PROVISIONS**

**Section 12.** Practical Assessment for the issuance of STCW certificates shall only be conducted by MARINA accredited ACs. On the other hand, theoretical examination shall be conducted solely by the Administration.

**Section 13.** Inspections of ACs shall be conducted by the STCW Office Evaluation and Inspection Team (EIT) headed by the Accreditation Division (AD) prior the issuance of CAPA.

**Section 14.** An AC who opts to cease the conduct of Practical Assessment shall inform the Administration through a letter addressed to the Executive Director (ED) of the STCW Office. Likewise, an AC which intends to resume the conduct of Practical Assessment within the period of accreditation shall submit a request to the Administration subject to inspection and subsequent approval of the ED.

## **ARTICLE VI REQUIREMENTS FOR FILING OF APPLICATION FOR APPROVAL**

**Section 15.** The application shall only be accepted by the MARINA-STCW Office through the Accreditation Division (AD) of the STCW Office upon completion of the following documentary requirements:

1. A formal application duly accomplished with the following documents:
  - a. Notarized Letter of application signed by the President/Owner or authorized representative of the AC;
  - b. Duly accomplished Evaluation Checklist for Accreditation of Assessment Centers for the Level of Responsibility being applied for; and



2. Proof of ownership of the equipment;
3. Set of Guidelines and Procedures in the administration and conduct of Practical Assessment;
4. 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 AC as enumerated in Article XII hereof and that all documents submitted are authentic;
5. Specimen signatures of the AC's authorized signatories;
6. List containing the Assessment Director and Competency Assessors and copies of their Certificates of Accreditation;
7. Copies of the institution's validated practical assessment scenarios. (6 sets of Practical Assessment Scenarios); and
8. Proof of Payment of Filing Fee and Inspection Fee.

## **ARTICLE VII CONDUCT OF DOCUMENTARY REVIEW**

**Section 16.** A Documentary review shall be conducted by the Board of Examiners (BOE) assisted by the AD before proceeding to inspection. The following procedures shall apply:

1. The AC shall submit Practical Assessment Scenarios based on the MARINA Competency Mapping and filled up Practical Assessment Scenario Validation Form (Annex B) to the AD.
2. The submitted Assessment Scenarios by the ACs together with the Practical Assessment Scenario Validation Form and other pertinent documents shall be endorsed by the AD to the BOE for their evaluation.
3. The concerned BOE shall evaluate the assessment scenarios using the Practical Assessment Scenario Validation Form and endorse their recommendation to the AD on whether to proceed with the inspection or prepare a Notice of Deficiency.
4. The AD shall schedule an inspection or issue a Notice of Deficiency to the Assessment Center.
5. Noted "deficiencies" shall be rectified within a non-extendible period of five (5) working days upon receipt of the Notice of Deficiency and proof of compliance shall be submitted to the AD for subsequent endorsement to the BOE for evaluation.

Failure of the AC to comply with all noted deficiencies in the NOD within the prescribed period shall constitute denial of the application.



## **ARTICLE VIII CONDUCT OF INSPECTION**

**Section 17.** An inspection shall be conducted either onsite or virtual prior to the issuance of CAPA and in case that there would be adjustments in the Practical Assessment scenarios brought about by the amendment of the convention or other international laws.

At least one (1) set of scenarios shall be validated during the inspection.

1. Composition of the Evaluation and Inspection Team (EIT)
  - a. Team Leader
    - i. Qualified Accreditation Division personnel;
  - b. Members
    - ii. At least one Board of Examiner appropriate to the Level of Responsibility; and
    - iii. At least one staff from the Accreditation Division.

### **2. Deficiencies Found During Inspection**

Any deficiency found at the time of inspection shall be noted and made known to the authorized officials of the applicant AC during the Closing Meeting.

### **3. Submission of Inspection Report**

An Inspection Report containing the recommendation, the accomplished Evaluation Checklist and other relevant documents shall be submitted by the assigned Evaluation and Inspection Team to the Chief, Accreditation Division for endorsement to the Executive Director for his appropriate action.

### **4. Recommendation**

There shall be three (3) types of recommendation by the EIT as follows:

- a. Approval means the Team has found that the application is fully compliant.
- b. For issuance of Notice of Deficiency (NOD), if the Team has found deficiencies requiring compliance/improvement.

Noted "deficiencies" shall be rectified within a non-extendible period of thirty (30) calendar days upon receipt of the Notice of Deficiency. Proof of compliance shall be submitted to the AD and endorsed to the BOE for review.

Approval shall be granted when the corrective actions have been implemented and verified through re-inspection as necessary.

- c. Non-approval/Denial means the applicant has failed to rectify the noted deficiencies within the prescribed period. They may, however, re-apply from receipt of Letter of Denial and provided the concerned AC shall show proof of full compliance of the noted deficiencies. The application shall be treated as a new application.



## ARTICLE IX CONDUCT OF RE-INSPECTION

**Section 18.** Depending on the deficiencies noted during the first inspection, a re-inspection may be conducted either face to face or virtual to verify the AC's compliance based on the following guidelines:

1. The composition of the Re-inspection Team should preferably be the same as the original team during the conduct of inspection;
2. Only the remaining findings will be evaluated and inspected during re- inspection;
3. During the re-inspection the original Evaluation Checklist containing the remaining findings shall be used;
4. The ACs shall ensure that all remaining deficiencies are complied with during the re-inspection; and
5. An Inspection Report containing a recommendation, the accomplished Evaluation Checklist and other relevant documents shall be submitted by the assigned EIT to the Chief, Accreditation Division for endorsement to the Executive Director for his appropriate action.

## ARTICLE X CONDUCT OF PRACTICAL ASSESSMENT

**Section 19.** In the conduct of practical assessment, ACs shall apply appropriate methods, laboratory equipment, simulators and other means of assessment to determine the ability of the candidate by performing the required task(s) prescribed by the Administration to demonstrate a particular Level of Responsibility.

ACs shall only engage the services of Competency Assessors during the conduct of Practical Assessment activities and strictly adhere with the provisions of this Circular.

For the conduct of practical assessment using laboratory equipment or simulator, based on the approved Competency Map, the candidate-to-equipment ratio shall be one is to one (1:1), while the assessor-to-candidate ratio shall be as follows:

<b>Assessor – Candidate Ratio</b>							
<b>Level of Responsibility</b>	<b>Competence</b>	<b>FULL MISSION BRIDGE SIMULATOR</b>	<b>FULL MISSION ENGINE SIMULATOR</b>	<b>ERS (Engine)</b>	<b>MINI BRIDGES (Deck)</b>	<b>LABORATORY EQUIPMENT (Deck and Engine)</b>	<b>Cargo Handling Simulator / GMDSS Simulator (Deck)</b>
MGMT- DECK							
F1		1:15			1:15		
F2							1:15
F3		1:2 (roleplay)					



OIC DECK							
F1		1:15			1:15		
F2							1:15
F3		1:2 (roleplay)					
GMDSS RADIO Operator							1:15
AB-DECK	C2					1:3	
	C3					1:2	
	C4					1:4	
	C5					1:1	
	C6					1:2	
	C8					1:3	
RFP-NW	C1	1:1					
	C2	1:1			1:1		
	C3					1:1	
	C4					1:1	
MGMT- ENGINE	Any competence		1:15	1:15		1:3	
OIC ENGINE	Any competence		1:15	1:15		1:3	
ETO	Any competence		1:1	1:10		1:3	
ETR	Any competence		1:1	1:10		1:3	
AB ENGINE	All competence					1:3	
RFP-EW	All competence		1:1	1:15		1:3	

The Carrying Capacity of the Assessment Center shall be determined by the Inspection Team based on the number of equipment, assessor and the prescribed duration of assessment as indicated in the approved Assessment Scenarios.

If an AC wishes to change its approved Carrying Capacity which may be due to increase/decrease in the number of working equipment and/or available Competency Assessor, the respective AC shall file its request to change the Carrying Capacity to AD and maybe subjected to inspection of the BOE and subsequent approval of the Executive Director of the STCW Office.

**Section 20.** The practical assessment shall be conducted from Monday to Friday, 8:00 AM to 5:00 PM only. The morning assessment shall start at 8:00 AM and the afternoon assessment shall start at 1:00 PM. The BOE shall provide the Scenario Set Number for



the day one (1) hour before the practical assessment. If there is scheduled assessment in the afternoon, another Set Number shall be given by the BOE. The conduct of practical assessment during regular and/or special non-working holidays, or suspension of work by the Administration is strictly prohibited.

All ACs shall observe the schedule below in the conduct of practical assessment and shall reflect in their Monthly Schedule of Assessment:

Level of Responsibility		Schedule of Assessment
<b>Management and Operational Level</b>	<b>Support Level</b>	
Deck and Engine (Resit)	Deck and Engine (Resit)	Monday
Deck (Regular)	Deck and Engine (Regular)	Tuesday and Thursday
Engine (Regular)	(Regular)	Wednesday and Friday

To ensure uninterrupted service to seafarers in case there is regular/special non-working holiday, or local holiday, the conduct of practical assessment supposedly for that day may be rescheduled upon approval by the Administration.

However, in cases of local holidays and/or sudden suspension of work due to unforeseen events (e.g. Force Majeure) affecting the operations of the Administration, the ACs in other regions/areas not affected may still conduct practical assessment. Provided, that they shall submit their CCTV recordings to the Examination and Assessment Division of the STCW Office one (1) day after the conduct of assessment. Special local/regional non-working holiday shall not affect the operation of other ACs.

**Section 21.** ACs must appoint at least one (1) MARINA accredited Competency Assessor who shall act as the Assessment Director, responsible to supervise and monitor the conduct of the practical assessments in the institution. Their responsibilities shall be reflected in the AC's QSS Manual.

To enable the Assessment Director to renew his/her Certificate of Accreditation as a Competency Assessor, he/she may be allowed to conduct Practical Assessment one (1) batch per year.

**Section 22.** ACs that are at the same time accredited as Maritime Training Institutions (MTIs) or Maritime Higher Education Institutions (MHEIs) are prohibited to conduct practical assessment to their own trainees or students for purposes of qualifying for the issuance of any certificates mandated under the STCW Convention, 1978, as amended.

**Section 23.** Use of Simulators for the Conduct of Assessment

1. All simulators which shall be used for assessment shall comply with the general performance standards per Section A-I/12 paragraphs 1 2 and 8 and Section B-I/12 paragraphs 67 – 73 of the STCW Code.
2. ACs conducting assessment for seafarers shall establish ownership of their own simulators and/or equipment through submission of receipt, deed of sale/deed of donation or any equivalent document.



Moreover, for simulators a proof of authenticity of license must be submitted.

3. Any form of lease or sub-contract, Memorandum of Agreement (MOA) with other entity or organization and other similar arrangements for the use of such simulator and/or equipment shall not be allowed.
4. Assessment equipment and simulators shall be installed in the approved location and/or address and assessments needing practical site shall likewise be installed in the approved practical site.

## **ARTICLE XI**

### **ISSUANCE AND RENEWAL OF CERTIFICATE OF APPROVAL TO CONDUCT PRACTICAL ASSESSMENT**

**Section 24.** A CAPA shall be issued to ACs which have complied with all the requirements stipulated in this Circular and demonstrated the capability to conduct Practical Assessment. The CAPA shall be valid for ten (10) years.

**Section 25.** A CAPA may be renewed by submitting an application for renewal six (6) months prior to its expiration. Failure on the part of the institution to submit their application for renewal on time, may risk the expiration of their CAPA before their request for renewal is approved. In such a case, the operation of the institution shall be suspended, pending approval of its application for renewal.

Same documents shall be required in applying for issuance and applying for a renewal of CAPA.

Any institution which applied for renewal after the expiration of the CAPA shall be subjected to surcharge and any applicable fees and shall be treated as a new application.

**Section 26.** ACs whose CAPA has expired and have not been renewed within the prescribed period shall desist from conducting assessment.

## **ARTICLE XII**

### **DUTIES AND RESPONSIBILITIES OF AN ASSESSMENT CENTER (AC)**

**Section 27.** The accredited AC shall be responsible for the overall conduct of the Practical Assessment. As such, it is the duty of the AC to:

1. Ensure that the conduct of practical assessment shall be undertaken by a Competency Assessor
2. Ensure that the required number of accredited Competency Assessors are present during the conduct of Practical Assessment, and strictly adhere and comply with the guidelines stated in this Circular;
3. Ensure the safety and security of the candidates and AC personnel during the conduct of assessment;



4. Ensure that all candidates, prior to the conduct of Assessment, meet the requirements for the practical assessment per corresponding STCW Circular;
5. Enrolled candidates for practical assessment shall be encoded through the MISMO Account of the ACs upon the application of the candidates at least one (1) working day prior to conduct of Practical Assessment;
6. An AC shall request for a Scenario Number at least one (1) hour before the conduct of Practical Assessment through the official email address of the BOE;
7. Submit/upload the Practical Assessment Statement of Facts (PASoF) and Result of Assessment (ROA) (See Annex C and D respectively) in the MISMO account of the ACs and encode the assessment details, results and remarks (Passed/Failed/Cancelled/Absent) of the conduct of assessment within one (1) working day after the conduct of practical assessment. The said remarks/results shall be confirmed by the assigned EAD personnel by clicking the complete button after securing approval of the BOE. The BOE shall check first the list ACs with pending cases/Incident Report before the approval. Submission of hard copies is no longer required.
8. A Certificate of Passing the Practical Assessment shall be issued by ACs to candidates who successfully passed the assessment in accordance with format of certificate as provided under this circular (see Annex E).
9. Submit Summary Report of Assessment every second working day of the month through the EAD official e-mail address. (See Annex F).
10. ACs shall submit their Monthly Schedule of Assessment (See Annex G) every second Friday of the preceding month. However, for ACs with newly approved Practical Assessments for other Levels of Responsibility they shall submit the said document at least five (5) days prior to the actual conduct of practical assessment;
11. ACs shall ensure accessibility of its real-time audio and video monitoring system. The conduct of practical assessment shall not commence if it cannot be remotely accessed by the Board of Examiners (BOE) and the Examination and Assessment Division (EAD).

In circumstances wherein the aforementioned monitoring system of the respective AC stopped to function during the assessment, or in case of sudden suspension of work in MARINA Central Office as declared by the MARINA Administration, the submission of the recorded practical assessment contained in a flash drive/CDs shall be required one (1) working day after the conduct of the assessment.

Although the conduct of practical assessment is being remotely monitored, ACs shall ensure that the CCTV recordings are available with them for the period of five (5) working days from the date of assessment. The BOE may require its submission, when necessary, through letter.



The assessor's station shall also be equipped with real time audio-visual monitoring system that can clearly recognized the faces of the assessors and be monitored by the Administration during the conduct of assessment.

12. Report immediately through phone to the Surveillance Division, BOE and EAD any incident or irregularity such as but not limited to:
  - a. non-working simulator or laboratory equipment;
  - b. non-availability of assessor/s;
  - c. malfunctioning CCTV; and
  - d. any unforeseen event which can cause disruption of the conduct of assessment.

In addition, a Practical Assessment Statement of Facts (PASoF) detailing the whole incident and supported by documentary evidence shall be submitted within one (1) working day after the assessment;

13. Ensure the integrity and honesty of the personnel and officials involved in the conduct of practical assessment and adhere to the fair practice in conducting assessment with the ultimate aim of producing highly competitive seafarers;
14. Implement invigilation procedures as established in the QSS;
15. Ensure that the Management, Staff, including the designated Competency Assessors of an AC must not be related by affinity or consanguinity up to the 4th degree to any of the candidates;
16. Ensure that all equipment used in the conduct of the Practical Assessment are well-maintained and are in good working condition;
17. Establish IT-Recovery/Disaster Plan (to avoid IT-related concerns, e.g. hacking);
18. Ensure that the assessment instrument (Candidate's Copy & Assessor's Copy) is updated and approved by the Administration.
19. Ensure the integrity of assessment process by providing assessment instrument composed of two parts, Part A- Candidates' Copy and Part B- Assessors' Copy.

Assessor shall in no way give the candidates access to Part B of the assessors' instrument. The candidates' copy shall not provide any hint or idea as to the performance standard for which the candidate being assessed.

20. Allow entry of announced and unannounced inspection, monitoring and surveillance at any time within the prescribed assessment duration.
21. Ensure that during the scheduled announced inspection, there is no conduct of practical assessment for the particular Level of Responsibility, in order to allow conduct of thorough evaluation and inspection.



22. Any authorized official or assigned/ duty BOE may require the ACs to cease the conduct of assessment whenever the following incidents/cases arise such as but not limited to:
- a. The familiarization is conducted on the same day of the scheduled Practical Assessment;
  - b. The AC has exceeded their Carrying Capacity;
  - c. The personnel conducting the assessment is not an accredited Competency Assessor;
  - d. The CCTV of the AC is not accessible;
  - e. Using of gadgets such as cellphones/tablets during the conduct of assessment;
  - f. Coaching of the candidates by the assessor/s;
  - g. Absence of the assessor in the assessor's station or assessment area during the conduct of assessment;
  - h. Any acts of fraud or misrepresentation;
  - i. Incomplete/ non –functional equipment and facilities in Practical Assessment;
  - j. Failure to observe the guidelines in the assessment of competence and proficiency as per the approved scenario;
  - k. Non – compliance to the orders, instructions, directives and issuances from the Administration and non-observance of the policies and procedures in the AC's Quality System.
23. Provide full cooperation with the Administration on evaluation and inspection or similar activities by providing all the necessary documents and making available all personnel involved in the assessment for possible inquiry;
24. Establish a small billboard or poster in a conspicuous place of the ACs indicating the Certificate (s) of Approval and the name of the authorized/ approved Competency Assessor.

### **ARTICLE XIII EVALUATION CHECKLISTS**

**Section 28.** The following Checklists shall be used to evaluate the compliance of applicant AC:

1. Accreditation of Assessment Centers for Operational and Management Level Marine Deck and Engine Officers;
2. Accreditation of Assessment Centers for GOC for GMDSS;
3. Accreditation of Assessment Centers for Electro-Technical Officer and Electro-Technical Rating;
4. Accreditation of Assessment Centers for Ratings Forming Part of a Navigational Watch and Ratings Forming Part of a Watch in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room; and



5. Accreditation of Assessment Centers for Ratings as Able Seafarer Deck and Ratings as Able Seafarer Engine in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room.
6. Practical Assessment Scenario Validation Form

#### **ARTICLE XIV**

### **GROUND FOR THE SUSPENSION/ REVOCATION OF A CERTIFICATE OF APPROVAL TO CONDUCT PRACTICAL ASSESSMENT (CAPA)**

**Section 29.** A CAPA may be suspended due to the following grounds after due process:

1. Failure to correct and implement appropriate corrective actions for any non-conformity identified during monitoring by the STCW Office.
2. Any violation of the provisions of this Circular and other issuance of the Administration committed by the AC concerned as checked during surveillance activities.

**Section 30.** A CAPA may be revoked after due process due to any misconduct carried out by the AC as an institution or its authorized representatives that may compromise the safety of the seafarers and endanger the maritime industry.

The list of violations and the procedure for the investigation of violation/s and the imposition of the appropriate penalty shall be subject to the rules and guidelines under the Implementing Rules and Regulations (IRR) of RA 10635 and its subsequent amendments and MARINA Circular 2013-05 and its subsequent amendments, and/or in any of the applicable issuances provided by the Administration.

#### **ARTICLE XV**

### **SCHEDULE OF FEES**

**Section 31.** The schedule of fees to be collected by the Administration on the application for the grant of Authority to Operate shall be referred to Memorandum Circular No. SC2021-07 "Fees and Charges relating to the Implementation of the STCW Convention, 1978, as amended" and its subsequent amendments.

#### **ARTICLE XVI**

### **PENALTY CLAUSE**

**Section 32.** Any violation of the provisions of this Circular shall be governed by existing MARINA Rules and Regulations on Fines and Penalties and its subsequent amendments.



**ARTICLE XVII  
TRANSITORY PROVISIONS**

**Section 33.** Letters of Approval and Certificates of Accreditation issued pursuant to STCW Circular 2015-10 shall remain valid until the date of expiration thereof.

Thereafter, the renewal and application for the grant of Authority to Operate and conduct Practical Assessments shall be in accordance with this Circular.

**ARTICLE XVIII  
REPEALING CLAUSE**

**Section 34.** STCW Circular No. 2015-10 and any provision of existing MARINA and STCWO Circulars, rules and regulations related to assessment, are hereby superseded, repealed or amended accordingly.

**ARTICLE XIX  
SEPARABILITY CLAUSE**

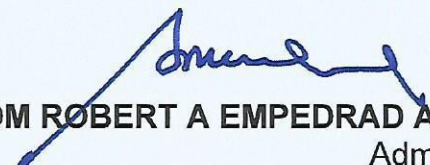
**Section 35.** If any provision of this Circular or the application of such provision to any circumstances is held by any competent authority to be invalid or unconstitutional, the remainder of the Circular shall not be affected thereby

**ARTICLE XX  
EFFECTIVITY**

**Section 36.** This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the Philippines and submission to the Office of the National Administrative Register (ONAR).

Manila, Philippines on MAY 18 2022

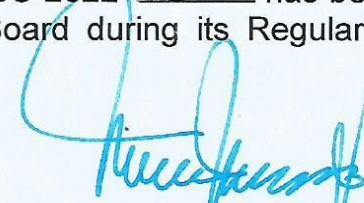
**BY AUTHORITY OF THE BOARD:**

  
**VADM ROBERT A EMPEDRAD AFP (Ret)**  
Administrator



## SECRETARY'S CERTIFICATE

This is to certify that Memorandum Circular No. SC-2022-03 has been approved by the Maritime Industry Authority (MARINA) Board during its Regular Meeting on MAR 10 2022.



**ATTY. MAXIMO I. BANARES, JR.**  
Board Secretary

Date of Publication: 20 May 2022  
Business Mirror  
Date of Submission to ONAR: