



Memorandum Circular No. SC-2022-05
Series of 2022

TO: ALL SEAFARERS, MARITIME TRAINING INSTITUTIONS, SHIPPING COMPANIES, MANNING AGENCIES, PORT STATE CONTROL AUTHORITIES AND OTHER MARITIME INDUSTRY STAKEHOLDERS CONCERNED

SUBJECT: STANDARDS FOR MANDATORY TRAINING COURSES UNDER THE STCW CONVENTION, 1978, AS AMENDED

Pursuant to Presidential Decree No. 474, Republic Act (RA) No. 10635, its Implementing Rules and Regulations (IRR), 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. The objectives of this Circular are:

1. to ensure that all training courses are compliant with the pertinent provisions of the STCW Convention, 1978, as amended, are structured in accordance with written programs, including the methods and media of delivery, procedures, course materials, are conducted, monitored, evaluated, and supported by qualified persons; and
2. to harmonize the training standards prescribed by this Administration for the implementation of training courses in accordance with the STCW Convention, 1978, as amended.

Article II COVERAGE

Section 2. This Circular shall cover all the mandatory training courses required for certification under the STCW Convention, 1978, as amended.

Article III DEFINITION OF TERMS

Section 3. For the purpose of this Circular, the terms hereunder shall be defined as follows:

1. **Administration** refers to the Maritime Industry Authority (MARINA).
2. **Assessment Tools (ATs)** refers to the following components: context and conditions of assessment, tasks to be administered to the trainees, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance.
3. **Assessment of learning** refers to the systematic collection, measurement, and examination of the trainee's performance with respect to the intended learning outcomes of the course.
4. **Course Package** refers to the Course Plan plus the Instructional Materials and Assessment Tools.
5. **Course Plan** is the systematic organization of course documents designed and structured based on IMO Model Course format consisting of: Course Framework (*Part A*); Course Outline and Timetable (*Part B*); Course Syllabus (*Part C*); Instructor's Guide (*Part D*); and Course Assessment (*Part E*).
6. **Company** means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on the company by these regulations.
7. **Instructional Materials (IMs)** are materials which complement and supplement instruction. These are also referred to as teaching aids used in the delivery of the course such as audio-visual presentations or computer-generated slides, exercise sheets, workbooks, pictures, diagrams, and the like.
8. **Maritime Training Institutions (MTIs)** refers to the institutions duly accredited by the Administration to conduct maritime training courses.
9. **Refresher Training** means an approved training program so structured as to ensure that an existing seafarer achieves the required standard of competence at intervals of five (5) years, in accordance with Regulation I/11 of the STCW Convention.
10. **STCW Convention** refers to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended and its associated Code.

- 11. Updating Training** means an approved training program so structured as to ensure that the knowledge of an existing seafarer is in accordance with and includes the changes in national and international regulations concerning the safety of life at sea, security and the protection of the marine environment and any update or revision of the standard of competence concerned. This is only applicable if there will be new amendment to the STCW Convention, 1978, as amended.

Article IV GENERAL PROVISIONS

Section 4. Pursuant to Regulation I/6, Section A-I/6 of the STCW Convention, MTIs shall ensure that the training courses are designed and structured in accordance with written programs, including the methods and media of delivery, procedures, and course materials as are necessary to achieve the prescribed standard of competence under the said Convention.

MTIs shall also ensure that the Instructors, Assessors and Supervisors who are responsible for the training and assessment of seafarers are appropriately qualified in accordance with the existing qualification standards prescribed by the Administration and the institution's quality policies and procedures.

Section 5. The following Annexes are hereby adopted and shall form part of this Circular:

1. **Annex I** – List of Mandatory Training Courses for Seafarers under the STCW Convention, 1978, as amended;
2. **Annex II** – Training Standards (Course Plan: Parts A to E) of STCW Mandatory Training Courses;
3. **Annex III** – Certificate of Training Completion (Template); and
4. **Annex IV** – Training Completion and Record of Assessment (TCROA) Template.

Section 6. Annex I of this Circular contain the complete list of mandatory training courses under the STCW Convention which can be delivered by duly accredited MTIs upon approval of the Administration.

Section 7. The training standards (Annex II) are documents in a form of course plan consisting of the following:

- Part A: Course Framework;
- Part B: Course Outline and Timetable;
- Part C: Course Syllabus;
- Part D: Instructor's Guide; and
- Part E: Course Assessment.

The training standards (Course Plan) of the mandatory STCW training courses annexed to this Circular contain the minimum requirements and may be enhanced by the MTIs, subject to the approval of the Administration.

Section 8. The training standards (Annex II) issued by the Administration shall be subject to review every two (2) years, or earlier if the specific STCW regulation and standards are amended.

Section 9. A newly developed or revised training standard shall be issued by the Administration in a form of Supplemental Technical Guidance as addendum to this Memorandum Circular. To this effect, the Administrator is authorized to issue an appropriate guidance accordingly.

Likewise, a training standard on required Updating Course resulting from amendments in national and international regulations concerning the safety of life at sea, security and the protection of the marine environment shall also be issued through a Supplemental Technical Guidance accordingly.

Section 10. Training courses may be delivered by MTIs through distance learning and e-learning mode upon approval of the Administration and shall be designed and developed in accordance with existing policies, rules and regulations.

Article V SPECIFIC PROVISIONS

Section 11. Training Requirements

1. The MTIs shall develop the course package for the training course based on the minimum prescribed training standards (Annex II) in accordance with its written policy and procedures, consisting of the following minimum components:
 - a. Course Plan
 - Part A: Course Framework
 - Part B: Course Outline and Course Timetable
 - Part C: Course Syllabus
 - Part D: Instructor's Guide
 - Part E: Course Assessment
 - b. Instructional Materials
 - c. Assessment Tools
2. Each training course shall cover the prescribed minimum subject areas/topics and training hours indicated in the Course Outline (Part B) excluding the time needed for written examination and/or practical assessment.
3. In the preparation of the Course Timetable, MTIs shall ensure that the maximum of 8 hours training period in a day is observed.

Section 12. Assessment Requirements

The MTI shall establish its assessment system covered in its quality management system as required in existing policies, rules and regulations.

Section 13. Instructor, Assessor and Supervisor

The Instructor, Assessor and Supervisor shall meet the qualification standards as provided in the Course Framework (Part A) of the training standards and accredited under the rules on the accreditation of Instructors, Assessors and Supervisors of the Administration.

Section 14. Training Facilities and Equipment

1. The facilities and training equipment required in the Course Framework (Part A) for specific training course of this Circular shall be complied with by the MTIs.
2. The training equipment prescribed in the Course Framework (Part A) under Annex II are the minimum and does not restrain MTIs to use additional equipment in the delivery of the courses that can help achieve the prescribed standards of competence under the STCW Convention.
3. MTIs shall ensure that ALL training equipment are capable of satisfying the specified course outcomes considering the safety and security of the trainees and personnel involved during the entire training and assessment period.

Section 15. The MTIs shall ensure that any simulator used for training or assessment of competence as required in the STCW Convention shall meet the standards under Regulation I/12, Section A-I/12 of the STCW Convention, as follows:

1. suitable for the selected objectives and training tasks;
2. capable of simulating the operating capabilities of shipboard equipment concerned, to a level of physical realism appropriate to training objectives, and include the capabilities, limitations, and possible errors for such equipment;
3. have sufficient behavioral realism to allow trainee to obtain skills appropriate to the training objectives;
4. provide a controlled operating environment, capable of producing a variety of conditions, which may include emergency, hazardous or unusual situation relevant to the training objectives;
5. provide an interface wherein a trainee can interact with the equipment, the simulated environment and, as appropriate, with the instructor; and
6. permit an instructor to control, monitor, and record exercises for the effective debriefing of trainees.

Article VI RESPONSIBILITIES OF COMPANY

Section 16. In accordance with Regulation I/14 of the STCW Convention, and as established by the Administration, companies responsible for the assignment of seafarers for service on their ships shall provide ship-specific introductory programmes aimed to assist newly employed seafarers to familiarize themselves with all procedures and equipment relating to their areas of responsibility. Specifically for free-fall lifeboats, companies shall ensure that:

- a. all seafarers on a ship fitted with free-fall lifeboats should receive familiarization training in boarding and launching procedures for such lifeboats; and
- b. prior to joining a ship, seafarers assigned as operating crew of free-fall lifeboats should have undergone appropriate training in boarding, launching and recovering of such lifeboats, including participation on at least one occasion in a free-fall launch.
- c. Companies engaging Deck Officers on vessels equipped with ECDIS shall ensure that appropriate familiarization or training has been undertaken.

Moreover, companies engaging Deck Officers on vessels equipped with ECDIS shall ensure that appropriate familiarization or training has been undertaken.

Article VII PENALTY CLAUSE

Section 17. Any violation of the provisions of this Circular and other related MARINA issuances shall be governed and sanctioned by the provisions of the IRR for RA 10635 and MARINA Circular No. 2013-05 including any amendment or addendum thereof, as may be promulgated by the Administration.

Article VIII REPEALING CLAUSE

Section 18. The following Circulars and Advisories including its annexes previously issued by the Administration are hereby repealed upon effectivity of this Circular:

1. MARINA/STCW Circulars
 - MARINA Circular No. 2013-11, s.2013
 - MARINA Circular No. 2014-01, s.2014
 - STCW Circular No. 2015-03
 - STCW Circular No. 2015-05
 - STCW Circular No. 2015-06
 - STCW Circular No. 2015-08
 - STCW Circular No. 2016-16
 - STCW Circular No. 2018-02, s.2018

2. MARINA/STCW Advisories
- STCW Advisory No. 2019-05
 - MARINA Advisory No. 2020-90
 - MARINA Advisory No. 2022-29
 - MARINA Advisory 2021-10, s.2021
 - MARINA Advisory 2021-21, s.2021
 - MARINA Advisory 2021-23, s.2021

**Article IX
SEPARABILITY CLAUSE**

Section 19. Should any provision or part of this Circular be 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 X
EFFECTIVITY CLAUSE**

Section 20. This Circular shall take effect immediately on the day of its publication in the Official MARINA Website and submission to the Office of the National Administrative Register (ONAR).


Manila, Philippines, 14 NOV 2022.

BY AUTHORITY OF THE MARINA BOARD:


Atty. **HERNANI N. FABIA**
Administrator

SECRETARY'S CERTIFICATION

This is to certify that Memorandum circular No. SC-2022--05 was approved by the MARINA Board of Directors during its 294th Regular Meeting held on 28 OCT 2022.


ATTY. SHARON L. DE CHAVEZ-ALEDO
Board Secretary

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