

**DOCUMENTARY REQUIREMENTS FOR THE PRACTICAL ASSESSMENT AND
ISSUANCE OF CERTIFICATE OF PROFICIENCY (COP)**

CHECKLIST OF REQUIREMENTS
I. PRACTICAL ASSESSMENT
1. RATINGS FORMING PART OF A NAVIGATIONAL WATCH
a. Seafarer's Record Book (SRB) first page and relevant entries
b. Have completed the special training, either pre-sea or on board ship, approved by the Administration, including seagoing service of not less than two (2) months on which shall be associated with navigational watchkeeping functions and involve the performance of duties carried out under the direct supervision of the master, the officer-in-charge of the navigational watch, or a qualified rating. Special training could be any of the following: <ul style="list-style-type: none"> i. Approved training for Ratings Forming Part of a Navigational Watch leading to a certificate of completion; or ii. Completed Classroom Instruction (CCI) in BSMT; or iii. Completed the Enhanced Support Level Program for Marine Deck (ESLPMD) which shall only be acceptable until 31 December 2025; or iv. Senior High School (SHS) TVL Maritime Track in an accredited school;
c. Valid Medical Certificate from DOH-accredited medical hospital or clinic prescribed under Regulation I/9 and conducted by the accredited medical practitioners of the Department of Health (DOH);
2. RATINGS AS ABLE SEAFARER DECK
a. COP as RFPNW
b. Seafarer's Record Book (SRB) first page and relevant entries
c. Approved seagoing service on ships of 500 gross tonnage or more: <ul style="list-style-type: none"> i. Not less than eighteen (18) months; or ii. Not less than twelve (12) months and has completed an approved training or education in any of the following: <ul style="list-style-type: none"> a) Ratings as Able Seafarer Deck with a certificate of training completion from an accredited maritime training institution; or b) Completed the approved Bachelor of Science in Marine Transportation (BSMT) program; or c) Completed Classroom Instruction (CCI) in BSMT and the following modules in <i>Ratings as Able Seafarer Deck</i> course: Module 4: Contribute to the safe operation of deck equipment and machinery; Module 5: Apply occupational health and safety precautions; Module 8: Contribute to shipboard maintenance and repair; or d) Completed the Enhanced Support Level Program for Marine Deck (ESLPMD) which shall only be acceptable until 31 December 2025 and shall be required to submit completion of the Module 8: Contribute in shipboard maintenance and repair in <i>Ratings as Able Seafarer Deck</i> course.
d. Valid COP for Survival Craft and Rescue Boats (SCRB) (<i>should still be valid when applying for issuance of COP for Ratings as Able Seafarer Deck</i>);
e. Valid Medical Certificate from DOH-accredited medical hospital or clinic prescribed under Regulation I/9 and conducted by the accredited medical practitioners of the Department of Health (DOH);
II. ISSUANCE OF COP FOR RATINGS FORMING PART OF A NAVIGATIONAL WATCH AND RATINGS AS ABLE SEAFARER DECK
a. Certificate of Passing the Practical Assessment (appropriate to assessment passed)

b. Valid Medical Certificate from DOH-accredited medical hospital or clinic prescribed under Regulation 1/9 and conducted by the accredited medical practitioners of the Department of Health (DOH);
c. Colored 2x2 inches picture in white polo with collar, white background and taken within the last six (6) months, with proper shoulder board appropriate to the rank with no name tag, frontal pose, showing full face, expressions should be neutral with both eyes open and mouth closed, and no hair covering the eyes. Moreover, heavy make-up and lip color must be avoided, and wearing of eyeglasses, contact lenses and other accessories are likewise not allowed; and
d. First page of Passport or Seafarer's Identity Document (SID). <i>Note: Name reflected will be the same in the certificate to be issued.</i>