



MARITIME INDUSTRY AUTHORITY

STCW Advisory No. 2016 – 23

**TO : ALL SEAFARERS, SHIPOWNERS, MANNING AGENCIES,
MARITIME TRAINING INSTITUTIONS, PRACTICAL
ASSESSMENT CENTERS, OTHER ENTITIES AND INDIVIDUALS
CONCERNED**

**SUBJECT : ADVISORY ON THE ACCREDITATION OF ORAL ASSESSMENT
CENTER FOR ELECTRO-TECHNICAL OFFICER AND
ELECTRO-TECHNICAL RATING.**

Notice is hereby given that pursuant to PD 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), the Standards of Training, Certification and Watchkeeping (STCW) Convention, as amended in 2010, this Advisory hereby prescribes the requirements in the accreditation of oral assessment for the Electro-Technical Officers and Electro-Technical Ratings.

1. STCW Circular No. 2016-13 on Mandatory Minimum Requirements for the issuance of the Certificate of Competency Electro-Technical Officers; STCW Circular No. 2016-14 on Mandatory Minimum Requirements for the issuance of the Certificate of Proficiency Electro-Technical Ratings and STCW Advisory No. 2016-19, Advisory on the Conduct of Examination and Assessment for ETO and ETR prescribed oral assessment to qualify for the award of certificate.
2. Considering that the conduct of oral assessment has been delegated to Assessment Center, there is a need to prescribe guidelines in the recognition and accreditation of Oral Assessment Center for ETO and ETR.
3. The Rules and Regulation for Accreditation of Oral Assessment Center are prescribed under STCW Circular No. 2015-10 and shall conform to Annex I, Annex II, Annex III and Annex IV of this Advisory.
4. A provisional Authority valid for six (6) months shall be issued to an applicant AC found compliant with all the requirements for the purpose of determining its capability to conduct assessment.



5. A certificate of accreditation, valid for three (3) years, shall be issued only to AC's which has demonstrated the capability to conduct oral assessment.

25 November 2016.

Submitted:

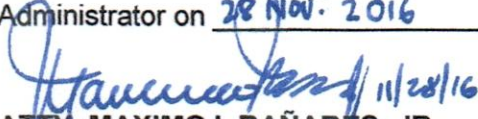

CAPT. ELEAZAR G. DIAZ
Executive Director, STCW Office

Approved:


MARCIAL Q.C. AMARO III, PhD
Administrator

CERTIFICATION

This is to certify that STCW Advisory No 2016-23 was approved by the Administrator on 28 Nov. 2016.


ATTY. MAXIMO I. BAÑARES, JR
OIC-Deputy Executive Director



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY
ANNEX I

**EVALUATION CHECKLIST FOR ACCREDITATION OF ORAL ASSESSMENT CENTER
FOR ELECTRO-TECHNICAL OFFICER AND ELECTRO-TECHNICAL RATING**

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

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

.2	Certified true copy of Securities and Exchange Commission (SEC) registration and Articles of Incorporation or Department of Trade and Industry (DTI) registration certificate.			
.3	Fire Safety Inspection Certificate			
.4	Quality Standard System. (ISO certificate is optional)			
.5	Floor Plan of the AC's institutional site			
.6	Proof of ownership of the equipment to be used if any in the conduct of Oral Assessment.			
.7	Specimen signatures of the AC's authorized signatories			
.8	Affidavit of Undertaking signed by the President or Owner or authorized representative of the AC stating in substance that the AC shall perform all duties and responsibilities of an accredited AC as enumerated in Item 10 hereof and that all documents submitted are authentic			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (v)	Evaluator Verification (v)	Remark
.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 FACILITY AND EQUIPMENT				
.1	Administrative office			
.2	Assessors' office			
.3	Registration area			
.4	Reception area			
.5	Comfort rooms			
.6	Briefing/Debriefing room			
.7	Holding area – (waiting area prior to the conduct of assessment)			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (v)	Evaluator Verification (v)	Remark
.8	Real-time Audio and Video Monitoring System and Facilities <i>(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)</i>			
.10	Computers			
.12	Printer / Photo Copier			
3. ASSESSOR'S QUALIFICATION				
.1 MANAGEMENT LEVEL ENGINEERING OFFICER				
.1	Has at least two (2) years of seagoing experience in that capacity			
.2	MARINA Accredited Assessor			
.3	Contract as full time assessor			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (v)	Evaluator Verification (v)	Remark
.2 ELECTRO-TECHNICAL OFFICER				
.1	Has at least two (2) years of seagoing experience as ETO with experience in high voltage			
	MARINA Accredited Assessor			
	Contract as full time assessor			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (v)	Evaluator Verification (v)	Remark
4. REQUIRED SYSTEM FOR THE CONDUCT OF ASSESSMENT				
.1	Manual or Section relevant to assessment of the QSS shall consist of processes and procedures, such as but not limited to, the following: <ul style="list-style-type: none"> Organizational structure and responsibilities of AC's officials and key personnel pertaining to the conduct of assessment; 			
	<ul style="list-style-type: none"> Oral assessment questionnaire are in accordance to Competency Table III/6 and Table III/7 of the STCW Code 			

	• Review and revision of oral assessment questionnaires;			
	• Approval and implementation of oral assessment questionnaire's by MARINA technical team			
	• Control and security of oral assessments questionnaires.			
	• Procedure of submission of list of candidates for assessment to the STCWO			

Item No.	Key Area of Evaluation	Applicant Self Evaluation (v)	Evaluator Verification (v)	Remark
	• Conduct and administration of oral assessment			
	• Scoring and grading system			
	• Conduct of familiarization, briefing and debriefing on the assessment to be used for the oral 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			
	• Daily Rating of Assessment (DROA) Form			
	• Official List of Candidates' Form			
	• Monthly Summary of Passers' Form (Deck and Engine Rating)			
	• Summary of Oral Assessment Performance Evaluation Report (Quarterly/ Annually)			
	• Statement of Facts (SOF)			
1. PUBLICATIONS AND MANUALS				
.1	STCW'78 Convention including 2010 Manila Amendments			
.3	MARINA STCWO Compilation of all Circulars and Advisories related to Training and Assessment			

EVALUATED BY:

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

ANNEX II

GUIDANCE IN THE CONDUCT OF ORAL EXAMINATION FOR ELECTRO-TECHNICAL OFFICERS, ELECTRO- TECHNICAL RATINGS.

1. The Accredited Assessment Center shall formulate a standard set of Oral Examination Questionnaire to be approved by MARINA.
2. The formulation of oral examination shall conform to the table A-III/6 and table A-III/7.
3. An examinee who fails the oral assessment shall be allowed to take two resits. Failure to pass the 2nd resit, the examinee shall be required to undergo practical assessment.
4. An examinee who fails the practical assessment shall only be allowed to take two resits.
5. Should an examinee fail on both oral assessment and practical assessment under paragraphs 3 and 4, an approved education and training shall be required before undergoing resits on the oral examination for eventual certification.
6. There shall be two (2) members of panel of oral assessors. The composition is as follows:
 - .1 Management Level Engineer Officer as Lead Assessor;
 - .1 One (1) Management Level Engineer Officer with valid COC and with at least 24 months of seagoing service on vessels operated and maintained in power system in excess of 1000 volts; and
 - .2 Electro-Technical Officer as Assessor;
 - .1 One (1) Electro-Technical Officer with valid COC at least 24 months of seagoing service and maintained the power system in excess of 1000 volts.

Note; Paragraph 6 of this Annex supersede paragraph six (6) of Annex I of STCW Advisory No. 2016-19

ANNEX III

Logo of
Training
Institution

Arial 18

MARINA TRAINING INSTITUTION

345 Alpha St., Taft Avenue, Malate, Manila 1004

MARINA
LOGO

Arial 12

Certificate Number : **JSD-322144-01**

Registration Number : **2016-00001**

Arial 14

Arial 26

Certificate of Oral Assessment

This certificate is issued to

Arial 12

Paper color –
LIGHT BLUE
(DECK)

LIGHT GREEN
(ENGINE)

JUAN S. DELA CRUZ

Arial 22

for having completed the Oral Assessment for

Arial 12

ELECTRO-TECHNICAL OFFICER

Arial 18

In compliance with Regulation III/6, of the STCW Convention, as amended in 2010

Arial 12

The bearer of this Certificate of Assessment has satisfactorily demonstrated
all the competences prescribed under the Table A-III/6

conducted on **January 4, 2016** and having been assessed by the accredited MARINA
Assessor

Arial 12

in accordance with the approved methods and criteria for demonstrating competence.

Arial 14

Juan Dela Cruz
Assessor
(With Official Dry Seal)

Arial 12

1.5 x 1.5
Coloured ID
Picture with
shoulder boards

Batch No: **B001-0001**
SRN: **857629000-1**

Arial 14

Juan Dela Cruz
Board of Marine Engineer Officer

Calibri (Body) 12

ANNEX IV

Logo of
Training
Institution

Arial 18

MARINA TRAINING INSTITUTION

345 Alpha St., Taft Avenue, Malate, Manila 1004

MARINA
LOGO

Arial 12

Certificate Number : **JSD-322144-01**

Registration Number: **2016-00001**

Arial 14

Arial 26

Certificate of Oral Assessment

This certificate is issued to

Arial 12

Paper color –

LIGHT BLUE

(DECK)

LIGHT GREEN

(ENGINE)

JUAN S. DELA CRUZ

Arial 22

for having completed the Oral Assessment for

Arial 12

ELECTRO-TECHNICAL RATINGS

Arial 18

In compliance with Regulation III/7, of the STCW Convention, as amended in 2010

Arial 12

The bearer of this Certificate of Assessment has satisfactorily demonstrated
all the competences prescribed under the Table A-III/7

conducted on _____ and having been assessed by the accredited MARINA Assessor
in accordance with the approved methods and criteria for demonstrating competence.

Arial 12

Arial 14

Juan Dela Cruz

Arial 12 → Assessor
(With Official Dry Seal)

1.5 x 1.5
Coloured ID
Picture with
shoulder boards

Batch No: **B001-0001**
SRN: **857629000-1**

Arial 14

Juan Dela Cruz
Board of Engine Ratings

Calibri (Body) 12