



## MARITIME INDUSTRY AUTHORITY

STCW Circular No. 2016-15

**TO: ALL SEAFARERS, SHIPOWNERS, MANNING AGENCIES, MARITIME INDUSTRY STAKEHOLDERS, MARITIME HIGHER EDUCATION INSTITUTIONS, MARITIME ASSESSMENT CENTERS, MARITIME TRAINING INSTITUTIONS, PORT STATE CONTROL, AND OTHER ENTITIES AND INDIVIDUALS CONCERNED**

**SUBJECT: MANDATORY MINIMUM REQUIREMENTS, POLICIES, RULES AND REGULATIONS FOR THE RECOGNITION AND ACCREDITATION OF ASSESSMENT CENTERS FOR RATINGS FORMING PART OF NAVIGATIONAL WATCH (REG. II/4), RATINGS AS ABLE SEAFARER DECK (REG. II/5), RATINGS FORMING PART OF A WATCH IN A MANNED ENGINE-ROOM OR DESIGNATED TO PERFORM DUTIES IN A PERIODICALLY UNMANNED ENGINE-ROOM (REG. III/4) AND RATINGS AS ABLE SEAFARER ENGINE IN A MANNED ENGINE-ROOM OR DESIGNATED TO PERFORM DUTIES IN A PERIODICALLY UNMANNED ENGINE-ROOM (REG. III/5)**

Pursuant to Presidential Decree 474 and Republic Act 10635 and its Implementing Rules and Regulations (IRR), the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), as amended, the following rules shall be adopted:

### 1 OBJECTIVES

- .1 To prescribe policies, rules and regulation for Recognition and Accreditation of Assessment Centers (ACs) in the conduct of Practical Assessment for Ratings Forming Part of Navigational Watch (RFPNW) in accordance to Regulation II/4 and Ratings as Able Seafarer Deck (AS-D) in accordance to Regulation II/5 under the requirements of STCW Convention;
- .2 To prescribe policies, rules and regulation for Recognition and Accreditation of Assessment Centers (ACs) in the conduct of Practical Assessment for Ratings Forming Part of an Engine-room Watch (RFPEW) in accordance to Regulation III/4 and Ratings as Able Seafarer Engine (AS-E) in a manned engine-room or designated to perform duties in a periodically unmanned engine-room) in accordance to Regulation III/5 under the requirements of STCW Convention;



- .3 To streamline the requirements, procedures, policies, rules and regulations for recognition and accreditation of all Assessment Centers and Maritime Institutions for Ratings Forming Part of Navigational Watch (RFPNW), Ratings Forming Part of an Engine-room Watch (RFPEW), Ratings as Able Seafarer Deck (AS-D), and Ratings as Able Seafarer Engine (AS-E); and
- .4 To implement the applicable provisions of Regulation I/6 "Training and Assessment" and Regulation I/8 "Quality Standards" of the 1978 STCW Convention, as amended, on the assessment of competence of RFPNW, RFPEW, AS-D and AS-E.

## **2 COVERAGE**

This circular shall cover all Maritime Assessment Centers, Maritime Institutions and other entities applying for recognition and accreditation as Assessment Centers (ACs) in the conduct of practical assessment for the issuance of Certificate of Proficiency (COP) for Ratings under Regulation II/4, Regulation II/5, Regulation III/4 and Regulation III/5 of the 1978 STCW Convention, as amended.

## **3 DEFINITION OF TERMS**

For the purpose of this Circular, in addition to the terms defined under STCW Circular No. 2015-10 and other relevant STCW circulars, the following terms shall be defined as follows:

- .1 "Able Seafarer Deck (AS-D)" means a rating qualified in accordance with the provisions of regulation II/5 of the STCW Convention;
- .2 "Able Seafarer Engine (AS-E)" means a rating qualified in accordance with the provisions of regulation III/5 of the STCW Convention;
- .3 "Assessee" refers to any seafarer who intends to undergo assessment of competence to qualify for certification under Regulation II/4, II/5, III/4 or III/5;
- .4 "Assessor" refers to a qualified seafarer accredited by MARINA who is conducting assessment of a seafarer in accordance with STCW Code, Section A-I/6 (6);
- .5 "Rating" means a member of the ship's crew other than the master or an officer;
- .6 "Ratings Forming Part of an Engine-room Watch (RFPEW)" means a rating qualified in accordance with the provisions of Regulation III/4 of the STCW Convention; and



- .7 "Ratings Forming Part of Navigational Watch (RFPNW)" means a rating qualified in accordance with the provisions of Regulation II/4 of the STCW Convention.

#### 4 GENERAL PROVISIONS

- .1 All the provisions under STCW Circular 2015-10 sections 5, 6, 7, 8, 9 and 10 shall be adopted in this circular;
- .2 Inspections of Assessment Centers shall be conducted by the STCW Office Inspection Team headed by the METSS and/or Board of Ratings prior to the issuance of Certificate of Accreditation;
- .3 The minimum allocated time for the conduct of practical assessment maybe extended as necessary to cover relevant scenarios to achieve the prescribed standards of competence appropriate to corresponding regulations under the STCW '78 Convention, as amended, however, assessment shall be between 8:00 AM to 5:00 PM;
- .4 Required assessment scenarios by competence shall be submitted prior to inspection for the review of the Board of Ratings. Failure to submit shall be denied;
- .5 All scenarios shall be validated and pilot tested by the institution applying for accreditation;
- .6 Applications and utilization of Assessment scenario by ACs shall be in accordance to the Policies and Procedures of Board of Ratings;
- .7 ACs shall submit the results of Practical Assessment within 24 hours to the Examination and Assessment Division (EAD) in a paperless mode (CD or electronic means);
- .8 Summary of Practical Assessment Performance Evaluation Report shall be submitted by ACs in a quarterly basis to monitor compliance of quality standards system by the Board of Ratings;
- .9 Issuance of Certificate of Assessment - Rating (COA-R) shall be issued by ACs to assessees who completed the assessment in accordance with the format of certificate as provided under this circular; (See **Annex III-A to D**);
- .10 ACs for Able Seafarer shall submit assessment scenarios in accordance with the minimum requirements stipulated in the Mapping of Assessment Scenario prior approval, as provided under this Circular (See **Annex IV-A and B**);



- .11 ACs shall conform to the required practical assessment matrix for RFPNW and RFPEW as prescribe in **Annex V-A and B**, respectively;
- .12 ACs shall conform to the required practical assessment matrix for AS-D and AS-E as prescribe in **Annex V- C and D**, respectively;
- .13 Noted “deficiencies” shall be rectified within thirty (30) working days upon the receipt of inspection report, together with the proof of compliance to the STCWO and may request for re-inspection;
- .14 The renewal of certificates of accreditation either provisional authority or certificate of accreditation shall be requested at least two (2) months before said certificates expire;
- .15 The AC shall be subjected to random surveillance anytime to be conducted by the Administration; and
- .16 All seafarers who have satisfactorily passed the required practical assessment under Regulation II/4 or III/4 shall be exempted from taking the same practical assessment under Regulation II/5 or III/5 as indicated in Annex V-C and Annex V-D of this circular.

## **5 MINIMUM REQUIREMENTS FOR ACCREDITATION OF ASSESSMENT CENTERS**

The following checklists shall be used to evaluate the compliance of applicant Assessment Center:

- .1 Evaluation Checklist for Accreditation of Assessment Centers for Ratings – RFPNW and RFPEW (see **Annex I**); and
- .2 Evaluation Checklist for Accreditation of Assessment Centers for Ratings as Able Seafarers (see **Annex II**).

## **6 PENALTY CLAUSE**

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

## **7 SCHEDULE OF FEES**

The schedule of fees, penalties and fines shall be provided in a separate circular.



**8 REPEALING CLAUSE**

STCW Circular No. 2015-10 and any provision of existing MARINA and STCW circulars, rules and regulations, or of any other Philippine government agency related to policies, rules and regulations on the accreditation of Assessment centers (ACs) for the conduct of practical assessment, which are contrary or inconsistent with this circular are hereby amended accordingly.

**9 SEPARABILITY CLAUSE**

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.

**10 EFFECTIVITY:**

This STCW Circular shall take effect immediately on the day of its publication.

Manila, Philippines, 03 Nov. 2016

Submitted:

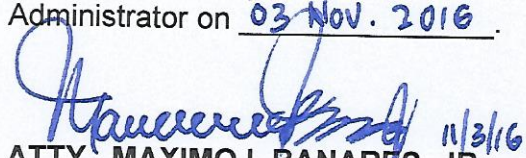
  
**CAPT. ELEAZAR G. DIAZ**  
Executive Director, STCW Office

Approved:

  
**MARCIAL Q.C. AMARO III, PhD**  
Administrator

**CERTIFICATION**

This is to certify that STCW Circular No. 2016-15 was approved by the Administrator on 03 Nov. 2016.

  
**ATTY. MAXIMO I. BANARES, JR**  
OIC-Deputy Executive Director