



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

**STCW Circular 2018 – 06**

**TO : ALL SEAFARERS, MANNING AGENCIES, SHIPPING COMPANIES, MARITIME TRAINING INSTITUTIONS, MARITIME HIGHER EDUCATION INSTITUTIONS AND OTHER MARITIME INDUSTRY STAKEHOLDERS CONCERNED**

**SUBJECT : REVISED RULES AND MANDATORY MINIMUM REQUIREMENTS IN THE ISSUANCE AND REVALIDATION OF CERTIFICATE OF COMPETENCY (COC) FOR MASTERS, CHIEF MATES, AND OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH ON SEAGOING SHIPS OF 500 GROSS TONNAGE OR MORE UNDER CHAPTER II AND FOR GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS) RADIO OPERATORS ON SHIPS REQUIRED TO PARTICIPATE IN THE GMDSS UNDER CHAPTER IV OF THE STCW CONVENTION, 1978, AS AMENDED**

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Pursuant to Presidential Decree (PD) No. 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention, 1978, as amended), the following rules and requirements are hereby adopted and promulgated, thus:

**Article I  
OBJECTIVE**

**Section 1.** The objective of this Circular is to prescribe the rules and requirements in the issuance and revalidation of COC for Masters, Chief Mates, and Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more under Chapter II and for Global Maritime Distress and Safety System (GMDSS) Radio Operators on ships required to participate in the GMDSS in accordance with Chapter IV of the STCW Convention, 1978, as amended.



## **Article II COVERAGE**

**Section 2.** This Circular shall cover the following seafarers applying for issuance and revalidation of COC under Chapters II and IV of the STCW Convention, 1978, as amended:

- a) Masters and Chief Mates on seagoing ships of 3,000 gross tonnage or more;
- b) Masters and Chief Mates on seagoing ships of between 500 and 3,000 gross tonnage;
- c) Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more; and
- d) GMDSS Radio Operators on ships required to participate in the GMDSS.

## **Article III DEFINITION OF TERMS**

**Section 3.** For purposes of this Circular, the terms below shall be defined as follows:

- a) **Administration** – means the Maritime Industry Authority (MARINA);
- b) **Approved** – means approved by the Administration;
- c) **Approved Test** – for purposes of revalidation, shall refer to the Practical Assessment prescribed by the Administration as one of the means of establishing continued professional competence as provided under Section A-I/11 of the STCW Code;
- d) **Approved Training Course** – for purposes of revalidation, shall refer to the training prescribed by the Administration as one of the means of establishing continued professional competence as provided under Section A-I/11 of the STCW Code;
- e) **Revalidation** – means establishing continued professional competence by a seafarer in order to renew a certificate required to be revalidated at an interval not exceeding five (5) years from the date of issuance thereof in accordance with Regulation I/11 of the STCW Convention, 1978 as amended or maintaining the required standards of competence in accordance with Sections A-VI/1 to A-VI/3 of the STCW Code, as applicable;
- f) **Supernumerary Capacity** – a capacity of a seafarer who is not part of the minimum ship's safe manning complement, undertaking a training program with emergency duties;



- g) **Training Record Book** – a document developed and issued by the Administration or approved in accordance with its existing rules and requirements that is used to record the practical training and experience at sea by a candidate for certification as Officer in Charge of a Watch. It contains detailed information about the progress of the tasks and duties undertaken to provide an evidence that a structured program of onboard training has been completed; and
- h) **Upgrading Training** – refers to a special training which the Administration may hereinafter develop for Masters and Chief Mates holding COC on seagoing ships of between 500 and 3,000 gross tonnage who intend to be issued a COC for service on seagoing ships of 3,000 gross tonnage or more.

#### **Article IV GENERAL PROVISIONS**

**Section 4.** The issuance of COC for Masters, Chief Mates, and Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more and GMDSS Radio Operators under this Circular shall be in accordance with the following regulations of the STCW Convention, 1978, as amended:

- a) Regulation II/1 for Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more; and
- b) Regulation II/2, paragraphs 1 and 2 for Masters and Chief Mates on seagoing ships of 3,000 gross tonnage or more;
- c) Regulation II/2, paragraphs 3 and 4 for Masters and Chief Mates on seagoing ships of between 500 and 3,000 gross tonnage; and
- d) Regulation IV/2 for GMDSS Radio Operators on ships required to participate in the GMDSS.

**Section 5.** Every Master and Officer applying for issuance or revalidation of COC under this Circular shall comply with the following general requirements:

- a) Proof of identity;
- b) Must be not less than 18 years of age at the time of application; and
- c) Meet the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.

**Section 6.** In accordance with Section A-I/2, paragraph 5, the seagoing service required for issuance of COC under this Circular shall be in accordance with the prescribed gross tonnage (GT) specified under the STCW Regulation governing the COC being applied for.



**Section 7.** Revalidation of COC at interval not exceeding five (5) years from the date of issuance of the certificate is mandatory in accordance with Regulation I/11 of the STCW Convention, 1978, as amended.

**Section 8.** Whenever there is an amendment to the STCW Convention, the Administration shall determine the need for requiring the *holders of COC issued under the old standards* to undergo appropriate updating training. Thus, the holder of such COC shall present the Certificate of Training Completion of the necessary updating training prior to revalidation or issuance of a COC in higher capacity.

**Section 9.** Applications for revalidation shall be filed prior to expiration of the COC to be revalidated in accordance with Section 15 of this Circular. Otherwise, the COC may be revalidated based on the options as provided under Section 16 hereof.

**Section 10.** Training courses or practical assessment that will be used as evidence of continued professional competence for revalidation of COC under this Circular must be taken within six (6) months before application for revalidation.

**Section 11.** Only **MARINA-approved training course(s)** shall be accepted for purposes of issuance or revalidation of COC.

**Section 12.** Application for issuance or revalidation of COC under this Circular shall be filed by the applicant seafarer.

## **Article V SPECIFIC PROVISIONS**

**Section 13.** Every seafarer applying for issuance of COC under this Circular shall comply with the specific requirements, as follows:

**a) Regulation II/1 – Officers In Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more**

- i) completed an approved Bachelor of Science in Marine Transportation (BSMT) program;
- ii) has approved seagoing service of:
  - (1) not less than twelve (12) months of structured onboard training documented in an approved Training Record Book, OR
  - (2) not less than thirty-six (36) months in the Deck Department either as Ratings Forming Part of a Navigational Watch (Ordinary Seaman), or Able Seafarer Deck, or Boatswain, or other relevant capacity in the Deck Department approved by the Administration;
- iii) performed bridge watchkeeping duties under the supervision of the Master or a qualified Officer for a period of not less than six (6) months during the required seagoing service;



- iv) completed an approved training course for GMDSS Radio Operator;
- v) meet the standards of competence specified in Section A-VI/1, paragraph 2 for Basic Training, Section A-VI/2, paragraphs 1 to 4 for PSCRB, Section A-VI/3, paragraphs 1 to 4 for Advanced Fire Fighting and Section A-VI/4, paragraphs 1 to 3 for Medical First Aid of the STCW Code.
- vi) meet the standards of competence specified in:

- (1) Section A-IV/2 of the STCW Code by passing the MARINA prescribed assessment of competence for GMDSS Radio Operators; AND
- (2) Section A-II/1 of the STCW Code by passing the MARINA prescribed assessment of competence for Officers In Charge of a Navigational Watch.

**b) Regulation II/2, paragraphs 1 and 2 – Masters and Chief Mates on seagoing ships of 3,000 gross tonnage or more**

- i) meet the requirements for certification as an Officer In Charge of a Navigational Watch on ships of 500 gross tonnage or more;
- ii) approved seagoing service of:
  - (1) **for certification as Chief Mate**, not less than twelve (12) months as an Officer In Charge of a Navigational Watch on ships of 3,000 gross tonnage or more,
  - (2) **for certification as Master:**
    - (a) not less than thirty-six (36) months as an Officer In Charge of a Navigational Watch on ships of 3,000 gross tonnage or more, OR
    - (b) not less than twelve (12) months as an Officer In Charge of a Navigational Watch plus twelve (12) months as Chief Mate on ships of 3,000 gross tonnage or more;
- iii) completed an approved Management Level Course for Marine Deck Officers; AND
- iv) meet the standards of competence specified in Section A-II/2 of the STCW Code by passing the MARINA prescribed assessment of competence for Management Level Marine Deck Officers.



**c) Regulation II/2, paragraphs 3 and 4 – Masters and Chief Mates on seagoing ships of between 500 and 3,000 gross tonnage**

- i) **for certification as Chief Mate**, meet the requirements for certification as an Officer In Charge of a Navigational Watch on ships of 500 gross tonnage or more;
- ii) **for certification as Master:**
  - (a) meet the requirements for certification as an Officer In Charge of a Navigational Watch on ships of 500 gross tonnage or more;
  - (b) have approved seagoing service of not less than 36 months as an Officer In Charge of a Navigational Watch on ships of between 500 and 3,000 gross tonnage, **OR** not less than twelve (12) months as an Officer In Charge of a Navigational Watch plus twelve (12) months as Chief Mate on ships of between 500 and 3,000 gross tonnage;
- iii) completed the approved Management Level Course for Marine Deck Officers; AND
- iv) meet the standards of competence specified in Section A-II/2 of the STCW Code by passing the MARINA prescribed assessment of competence for Management Level Marine Deck Officers.

**d) Regulation IV/2 (Radiocommunications at the operational level) – GMDSS Radio Operators on ships required to participate in the GMDSS**

- i) completed an approved training course for GMDSS Radio Operators; AND
- ii) meet the standards of competence specified in Section A-IV/2 of the STCW Code by passing the MARINA prescribed Theoretical and Practical Assessment of competence for GMDSS Radio Operators.

**Section 14.** Seafarers applying for issuance of COC as *Officer in Charge of a Navigational Watch* who started their First-Year of BSMT study on or before SY 2012-2013, must complete an approved Updating Training for Officers In Charge of an Navigational Watch.

**Section 15.** Masters, Chief Mates, Officers In Charge of a Navigational Watch and GMDSS Radio Operators applying for revalidation of COC under this Circular shall:

- a) have completed *seagoing service* in the capacity appropriate to the certificate to be revalidated, for a period of at least:
  - i) twelve (12) months in total during the preceding five (5) years prior to revalidation, OR
  - ii) three (3) months in total during the preceding six months immediately prior to revalidating;



- b) evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code; AND
- c) completed the updating training(s) as may be necessary and applicable at the time of revalidation.

**Section 16.** Master, Chief Mate, Officers In Charge of a Navigational Watch and GMDSS Radio Operator who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- a) pass the *practical assessment* prescribed by the Administration appropriate to the certificate to be revalidated; OR
- b) successfully completed the *approved training course* prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR
- c) approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity immediately prior to taking up the rank for which the certificate held is valid.

**Section 17.** Masters and Chief Mates holding COC on seagoing ships of between 500 and 3,000 gross tonnage who wish to be issued a COC in such capacity for service on seagoing ships of 3,000 gross tonnage or more shall provide evidence of:

- a) approved seagoing service of:
  - i) **for certification as Chief Mate**, not less than twelve (12) months as an Officer In Charge of a Navigational Watch on ships of 3,000 gross tonnage or more within the preceding five (5) years before application of the COC, and
  - ii) **for certification as Master:**
    - (1) not less than thirty-six (36) months as an Officer In Charge of a Navigational Watch on ships of 3,000 gross tonnage or more within the preceding five (5) years before application of the COC, OR
    - (2) not less than twelve (12) months as an Officer In Charge of a Navigational Watch plus twelve (12) months as Chief Mate on ships of 3,000 gross tonnage or more within the preceding five (5) years before application of the COC; OR
- b) completion of an approved *upgrading training* specified under Section 3 of this Circular, which MARINA may hereinafter develop.



**Section 18.** Pursuant to Article VI and Regulation I/2, paragraph 5 of the STCW Convention, 1978, as amended, the COC issued to Masters, Chief Mates, Officers In Charge of a Navigational Watch and GMDSS Radio Operators shall only be valid with the corresponding Certificate of Endorsement (COE) from the Administration to attest the issue of such COC to its lawful holder and that all applicable requirements of the STCW Convention, 1978, as amended have been duly complied with. The validity of the COE shall be limited to the validity of the COC it is attached.

## **Article VI DOCUMENTARY REQUIREMENTS**

**Section 19.** Seafarers applying for issuance or revalidation of COC under this Circular shall present the specific documentary evidences corresponding to the COC being applied for, as provided in the STCW Circular on Mandatory Documentary Requirements for Assessment of Competence and Certification under the STCW Convention, 1978, as amended.

## **Article VII OTHER REQUIREMENTS**

**Section 20.** Applicants for issuance and revalidation of COC shall register in the Seafarer Certification System (SCS) through <https://scs.marina.gov.ph> to secure the Seafarer's Registration Number (SRN) and upload the required document/s supporting the application for issuance or revalidation of COC under this Circular.

**Section 21.** Original documents of all uploaded documentary evidences supporting the application of issuance and revalidation of COC under this Circular shall be presented for evaluation and verification purposes.

**Section 22.** Only Training Completion and Record of Assessment (TCROA) submitted by Maritime Training Institutions (MTIs) to MARINA shall be accepted for processing of application.

**Section 23.** COCs issued under this Circular can be verified through MARINA STCW Office website (<http://stcw.marina.gov.ph>).

## **Article VIII VALIDITY OF CERTIFICATES**

**Section 24.** COCs issued under this Circular shall be valid for five (5) years reckoning from the date of issuance.



**Article IX**  
**PROCEDURES FOR ISSUANCE OR REVALIDATION**  
**OF COC UNDER THIS CIRCULAR**

**Section 25.** Candidates applying for issuance or revalidation of COC under this Circular shall:

- a) secure Application Form from the designated Form Distributor of the Certification Division, STCW Office;
- b) fill up the Application Form;
- c) present the original document/s in support of the COC being applied for verification;
- d) pay the corresponding fee to the Cashier;
- e) provide information for encoding and undergo photo capturing; and
- f) claim the COCs per scheduled release date stated in the claim stub.

**Article X**  
**FEES AND OTHER CHARGES**

**Section 26.** Applicants for COCs as herein provided shall pay the corresponding fees and other charges as provided under the relevant or applicable MARINA rules and regulations.

**Article XI**  
**PENALTY CLAUSE**

**Section 27.** The **use, submission or presentation of fake, fraudulent or tampered** document(s) shall disqualify the applicant and/or person concerned from the issuance of any COC, COP or any STCW Certificate, for a period of three (3) months, without prejudice to any criminal liability under the Revised Penal Code.

**Article XII**  
**REPEALING CLAUSE**

**Section 28.** STCW Circular Nos. 2014-08, 2014-10, 2014-12 and any existing MARINA and STCW Circulars, rules and regulations which are contrary to or inconsistent with this Circular are likewise hereby superseded, repealed or amended accordingly.



**Article XIII  
SEPARABILITY CLAUSE**

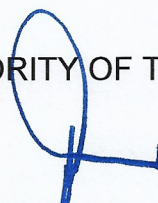
**Section 29.** If any provision or part of this Circular is declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.

**Article XIV  
EFFECTIVITY**

**Section 30.** This STCW Circular shall take effect fifteen (15) days following its publication in a newspaper of general circulation and submission to the Office of the National Administrative Register (ONAR).

Done in Manila, Philippines on, SEP 20 2018.

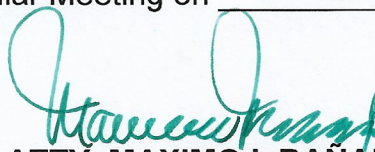
BY AUTHORITY OF THE BOARD:



**REY LEONARDO B GUERRERO**  
Administrator

**Secretary's Certificate**

This is to certify that STCW Circular No. 2018-06 was approved by the MARINA Board of Directors during its Regular Meeting on SEP 20 2018.



**ATTY. MAXIMO I. BAÑARES**  
Acting Corporate Board Secretary