



MARITIME INDUSTRY AUTHORITY

STCW Circular No. 2016- 18

TO: ALL SEAFARERS, MARITIME HIGHER EDUCATION INSTITUTIONS, MARITIME TRAINING INSTITUTIONS, SHIPPING COMPANIES, MANNING AGENCIES AND OTHER ENTITIES AND CONCERNED INDIVIDUALS

SUBJECT: MANDATORY MINIMUM REQUIREMENTS, POLICIES, RULES AND REGULATIONS FOR THE ACCREDITATION OF ASSESSMENT CENTERS FOR THE CONDUCT OF PRACTICAL ASSESSMENT FOR GMDSS RADIO OPERATORS

Pursuant to Presidential Decree 474, Republic Act 10635 and its Implementing Rules and Regulation (IRR), and the International Convention on Standard of Training, Certification and Watchkeeping (STCW), as amended in 2010, the following policies, rules and regulations are hereby adopted:

1. OBJECTIVES

- .1 To prescribe policies, rules and regulations for the accreditation of Assessment Centers (AC) for the conduct of practical assessment in compliance with Regulation IV/2 of the Convention for the issuance of Certificate of Competency (COC) for GMDSS Radio Operator;
- .2 To implement the applicable provisions of Regulation I/6 "Training and Assessment" and Regulation I/8 "Quality Standards" of the STCW Convention, as amended in 2010, on the assessment of competence of seafarers.

2. COVERAGE

This Circular shall apply to any Maritime Education and Training Institutions applying for accreditation as Assessment Centers in the conduct of practical assessment for the issuance of GMDSS Radio Operator Certificate under Regulation IV/2 of the STCW Convention.

3. DEFINITION OF TERMS

For the purpose of this Circular, in addition to the terms defined under STCW Circular No. 2014-01, the following terms shall be defined as follows:

- .1 "GMDSS" - Global Maritime Distress and Safety System - is an international system which uses improved terrestrial and satellite technology and ship-board radio systems. It ensures rapid alerting of shore-based rescue and communication authorities in the event of an emergency.
- .2 "GMDSS Radio Operator" - a person who is qualified in accordance with the provisions of Chapter IV of the STCW Convention;
- .3 "Assessment Center (AC)" refers to a maritime institution recognized and approved by MARINA to conduct practical assessment for the issuance of GMDSS Radio Operator Certificate.
- .4 "Convention" – refers to STCW Convention, as amended in 2010
- .5 "MARINA auditors" – refers to technical persons mandated to conduct audit of Assessment Center.
- .6 "Permanent Assessors" – refers to assessors duly accredited by MARINA and employed by AC on permanent status to conduct assessment of competence on seafarers.
- .7 "BOMDO" – refers to the Board of Marine Deck Officer.

4. **GENERAL PROVISIONS**

- .1 No person, firm, company, association or corporation shall be authorized to offer and conduct practical assessment for GMDSS Radio Operator without Certificate of Accreditation issued by Maritime Industry Authority (MARINA).
- .2 Any institution or organization intending to apply for accreditation as AC shall ensure that the nature of their business includes the conduct of assessment as reflected in their respective SEC or DTI registration and in addition thereto, shall comply with the requirements for MARINA Accreditation.
- .3 The AC shall ensure that only MARINA-accredited permanent assessors are employed. On-call assessors are not allowed to conduct assessment.
- .4 GMDSS simulators to be used for assessment shall comply with the simulator performance standards as prescribed in Section A-I/12 of the STCW Code.
- .5 The conduct of practical assessment shall conform to the requirements of Section A-I/12, paragraph 8 "Assessment Procedures" of the STCW Code.

- .6 The assessment activities shall be covered by Regulation I/8 "Quality Standard" of the Convention.
- .7 The qualifications of assessors shall conform to Regulation I/6 of the STCW Convention.

5. SPECIFIC PROVISIONS

- .1 The AC shall conduct familiarization on the operational use of the simulator prior to the start of an assessment.
- .2 The AC shall adhere to the procedures and policies of Examination and Assessment Division (EAD) of STCW Office.
- .3 The Assessor shall be present during the conduct of assessment activities at all times.
- .4 Assessment procedures shall be as follows:
 - .1 performance criteria are identified clearly and explicitly and are valid and available to the candidates;
 - .2 assessment criteria are established clearly and are explicit to ensure reliability and uniformity of assessment and to optimize objective measurement and evaluation, so that subjective judgements are kept to the minimum;
 - .3 candidates are briefed clearly on the tasks and/or skills to be assessed and on the tasks and performance criteria by which their competency will be determined;
 - .4 assessment of performance takes into account normal operating procedures and any behavioral interaction with other candidates on the simulator or with simulator staff;
 - .5 scoring or grading methods to assess performance are used with caution until they have been validated; and
 - .6 the prime criterion is that a candidate demonstrates the ability to carry out a task safely and effectively to the satisfaction of the assessor.
- .5 The assessment processes and procedures shall be documented through a Quality Standard System. ISO certification is optional.
- .6 The AC must NOT operate as training centers offering GMDSS Radio Operator Courses.
- .7 GMDSS simulators must be isolated from internet access during the conduct of assessment.

6. REQUIREMENTS FOR ACCREDITATION OF ASSESSMENT CENTER

- .1 Letter of Application signed by the president or owner.
- .2 Duly certified true copy of the Securities and Exchange Commission (SEC) Registration Certificate and Articles of Incorporation for corporation / Articles of Partnership for partnership or Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship.
- .3 Certificate of Ownership of lot and building or contract of lease.
- .4 Proof of ownership of GMDSS simulator.
- .5 ACs under loan program must obtain temporary Certificate of Ownership.
- .6 Name of at least one (1) Permanent Assessors with Contract of Employment.
- .7 Affidavit of Undertaking signed by the president or owner of the AC stating in substance and in principle that AC shall:
 - .1 Ensure the integrity and honesty of the personnel and officials involved in the conduct of assessment and adhere to take fair practice in conducting assessment with the ultimate aim of producing highly competent seafarers;
 - .2 Strictly adhere and comply with all the provisions of this circular and that any violation hereof shall be a ground for revocation, cancellation or suspension of the Certificate of Accreditation; and
 - .3 Amenable to unscheduled or unannounced inspection to be conducted by any authorized MARINA personnel.
 - .4 Undertake to free BOMDO, Monitoring Team and Surveillance Team of MARINA from any legal actions.
- .8 Business Permit
- .9 Submission of false documents, cloned, imitation, or pirated equipment and / or simulator shall be ground for disqualification of application or revocation of accreditation.

7. FACILITIES

- .1 Administrative Office / Registration Area / Records Section
- .2 Assessors / IT Office

- .3 Reception / Waiting Area
- .4 Briefing / Debriefing Room
- .5 Simulator Room
- .6 Comfort Room

8. EQUIPMENTS

- .1 GMDSS Simulator – one instructor console and a minimum of five (5) student workstations with monitors of at least 19".
- .2 Real-time Audio and Video Monitoring System and Facilities - The AC must provide appropriate installation of real-time audio and video monitoring technology that can be accessed remotely by MARINA at any given time in accordance with the provisions of paragraph 7.3.1.4 of the IRR of RA 10635. Archives must be properly labelled and kept for at least twelve (12) months.
- .3 Playback System- installed in the Briefing / De-briefing room;
- .4 Printer- all workstations should be connected to at least one (1) printer for generating final assessment results.

9. ASSESSOR'S QUALIFICATIONS

- .1 Must be a Deck officer or Radio Operator;
- .2 Must be a holder of a valid GMDSS Radio Operator Certificate;
- .3 Must have attended an IMO Model Course 3.12 (Assessor's Course);
- .4 Must have attended an IMO Model Course 6.10 (Training program for Instructor conducting simulated based training and assessment);
- .5 Must be certificated with operational use of GMDSS simulator issued by the maker;
- .6 Must have relevant experience on board GMDSS vessel plying international voyage for at least one (1) year in total for the preceding five (5) years prior to his employment as Assessor.

10. DUTIES AND RESPONSIBILITIES OF ASSESSMENT CENTER (AC)

The accredited AC shall be responsible for the overall conduct of practical assessment. As such, it is the duty of the AC to:

- .1 The AC shall create assessment scenarios in accordance with Section A-I/12, paragraph 8 and column 2 and 4 of Table A-IV/2 and Section B-IV/2 of the STCW Code;
- .2 Assessment scenarios shall be validated and tested by AC. The validation process shall be supported by documentary evidence;
- .3 Validated scenarios shall be submitted to BOMDO prior to the conduct of assessment for final approval;
- .4 All assessment scenarios are subject to changes to be determined by BOMDO.
- .5 AC shall submit scenarios in accordance with Annex 7, 8 and 9 of this Circular
- .6 The AC shall submit the following scenarios as per KUP in Table A-IV/2 and Section B-IV/2 of the STCW Code:

ROC: 42 scenarios

GOC: 42 scenarios

REC: 48 scenarios

- .7 Transmit electronically the enrolment report to the EAD and BOMDO at least one (1) working day prior to the conduct of practical assessment;
- .8 Transmit electronically all the results of assessment to the EAD immediately but not exceeding twenty-four (24) hours from the completion of assessment including the detailed report of assessment. After signing by the BOMDO on duty, all assessment results must be scanned in pdf format by AC. Afterwards, the scanned copy shall be re-submitted to EAD in CD or USB for storage and safe keeping. Hard copies of the results of practical assessments shall be retained by AC for at least two (2) years;
- .9 Transmit electronically a Summary Report of Assessment every first working day of each month;
- .10 Report to the STCW Office any irregularity in the conduct of the practical assessment with a statement of facts detailing the whole incident and supported by documentary evidence;
- .11 Ensure the integrity and honesty of the personnel and officials involved in the conduct of practical assessment and adhere to the fair practice in conducting assessment with the ultimate aim of producing highly competitive seafarers;

- .12 Ensure that all simulators and other equipment used in the conduct of practical assessment are well-maintained and are in good working condition;
- .13 Provide full cooperation to MARINA auditors and surveillance team by providing all the necessary documents and making available all personnel involved in the assessment for possible inquiry;
- .14 Ensure that the required number of assessors are present during the conduct of practical assessment and strictly adhere and comply with the guidelines stated in this Circular. The ratio of assessor to assesses shall be one is to fifteen (1:15);
- .15 The AC shall ensure that authentic GMDSS simulator uses authentic software licenses and associated peripherals. Scanned copy or photo of dongle and licenses must be posted in a conspicuous place inside the Assessment Center;
- .16 Notify MARINA in writing of any additional GMDSS workstations;
- .17 The AC shall give the candidates sufficient time to familiarize with the operation of GMDSS simulator prior to conduct of actual practical assessment.

11. ADMINISTRATION OF ASSESSMENT CENTER

The set of guidelines and procedures submitted as part of the requirements for accreditation provided in this Circular shall serve as the guide for the Administration of AC. The guidelines and procedures must include, but not limited to:

- .1 Registration of Examinees;
- .2 Scheduling of Examinees;
- .3 Submission of Enrolment Report to MARINA EAD & BOMDO;
- .4 Records of Examinees;
- .5 Briefing & De-Briefing of Examinees;
- .6 Assignment of simulated scenarios;
- .7 Criteria for evaluating competence; and
- .8 Security measures to ensure the integrity of assessment.

12. ISSUANCE OF CERTIFICATE OF ACCREDITATION

- .1 A Provisional Authority valid for a period of 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.

- .2 Thereafter, a Certificate of Accreditation valid for three (3) years, shall be issued only to ACs which has demonstrated the capability to conduct assessment.

13. CONDUCT OF INSPECTION FOR ACCREDITATION

An inspection shall be conducted prior to the issuance of Certificate of Accreditation.

- .1 The STCW Office Inspection Team shall be composed of the following:
 - .1 Team Leader – METSS
 - .2 Asst. Team Leader - BOMDO
 - .3 Members:
 - .1 At least one (1) representative from the Accreditation Division;
 - .2 At least one (1) representative from the E.A.D.;
 - .3 At least one (1) representative from STCWO Legal Division;
- .2 Any findings at the time of inspection shall be documented and made known to the authorized officials of the applying AC during the closing meeting;
- .3 Noted findings during the inspection must be rectified within thirty (30) working days to be reckoned from the date of receipt of official inspection report. Once rectified, applicant must submit proof of compliance to the STCWO and request for re-inspection. Failure to rectify noted deficiencies within the prescribed period, said application will be denied.

14. MINIMUM REQUIREMENTS FOR ACCREDITATION OF ASSESSMENT CENTERS

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

- .1 Annex 1: General Requirements
- .2 Annex 2: GMDSS Simulator Checklist
- .3 Annex 3: Summary of Observations
- .4 Annex 4: GMDSS Validation Scenarios
- .5 Annex 5: Validation Report Form
- .6 Annex 6: Confirmation Letter – Set of Scenarios for Practical Assessment
- .7 Annex 7: Table of Specification for the Design and Development of Practical Assessment Scenarios for Restricted Operator Certificate (ROC)

- .8 Annex 8: Table of Specification for the Design and Development of Practical Assessment Scenarios for General Operator Certificate (GOC)
- .9 Annex 9: Table of Specification for the Design and Development of Practical Assessment Scenarios for Radio Electronic Certificate (REC)

15. PENALTIES 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.

16. SCHEDULE OF FEES AND CHARGES

The application for accreditation shall be submitted and shall be received by the STCW Office only after payment of the required fees as follow:

- .1 Filling Fee: P 1,000.00
- .2 Inspection / Re-inspection Fee:
 - Within 10km radius from MARINA: P 10,000.00
 - Beyond 10km radius from MARINA: P 10,000.00 + P 50.00 / km in excess of 10 Km radius.

17. REPEALING CLAUSE

Any provision of existing MARINA and STCW circulars, rules and regulations, or of any other Philippine government agency related to education, training, examination, assessment and certification of GMDSS Radio Operator which are contrary or inconsistent with this circular are hereby superseded, repealed or amended accordingly.

18. 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.

19. TRANSITORY PROVISIONS

Certificate of Accreditation of Assessment Centers issued by the National Telecommunication Commission (NTC) are recognized and still valid until the date of expiry. However, they shall be given one month from the date of effectivity of this circular to align their practical scenarios and to review the respective assessment procedures in accordance with the existing MARINA policies relevant to accreditation of Assessment Center for GMDSS Radio Operator. Furthermore, regular monitoring and unannounced visit of surveillance by the MARINA shall be implemented.

20. EFFECTIVITY

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

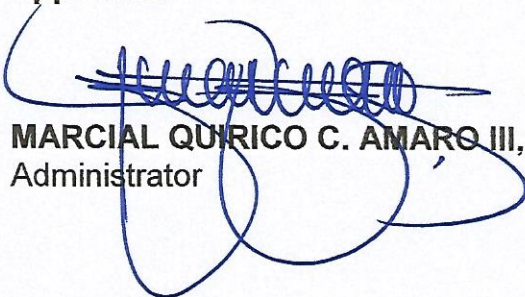
Manila, Philippines, DEC. 15 2016

Submitted:



CAPT. ELEAZAR G. DIAZ
Executive Director

Approved:



MARCIAL QUIRICO C. AMARO III, PhD
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CERTIFICATION

This is to certify that STCW Circular No. _____ was approved by the Administration on 14 December 2016



ATTY. MAXIMO I. BAÑARES JR.
Deputy Executive Director