



MARITIME INDUSTRY AUTHORITY

STCW Circular 2018 – 03

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

SUBJECT : RULES AND MANDATORY MINIMUM REQUIREMENTS IN THE ISSUANCE OF DOCUMENTARY EVIDENCE FOR SEAFARERS SERVING ON PASSENGER SHIPS UNDER REGULATION V/2 OF THE STCW CONVENTION, 1978, AS AMENDED

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:

Article I OBJECTIVE

Section 1. The objective of this Circular is to prescribe the rules and mandatory minimum requirements in the issuance of Documentary Evidence by the Administration to Masters, Officers, Ratings and other personnel on Passenger Ships in accordance to Regulation V/2 of the STCW Convention, 1978, as amended.

Article II COVERAGE

Section 2. This Circular shall cover seafarers serving or intending to serve onboard Passenger Ships engaged on international voyages.

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) or its predecessor – Maritime Training Council (MTC);
- b) **Approved** – means approved by the Administration;
- c) **Documentary evidence** – means a document issued by the Administration to seafarers serving or intending to serve onboard Passenger Ships engaged on international voyages to establish that the relevant requirements under Regulation V/2 of the STCW Convention, 1978, as amended have been met;
- d) **International voyage(s)** – means a voyage by a ship entitled to fly the flag of one State to or from a port, shipyard, or offshore terminal under the jurisdiction of another State;
- e) **Other Personnel** – any person serving onboard Passenger Ships other than the Master, Officers and Ratings; and
- f) **Training Completion and Record of Assessment (TCROA)** – a prescribed document indicating the names of trainees who have completed the course and demonstrated the relevant competence as certified by the qualified assessor and head of the maritime training institution or the duly authorized representative.

Article IV GENERAL PROVISIONS

Section 4. Seafarers serving onboard Passenger Ships engaged on international voyages shall undertake and complete the following MARINA-approved training courses pursuant to Regulation V/2 of the STCW Convention, 1978, as amended:

- a) Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces specified in Section A-V/2, paragraph 2 of the STCW Code;
- b) Passenger Ship Crowd Management Training specified in Section A-V/2, paragraph 3 of the STCW Code;
- c) Passenger Ship Crisis Management and Human Behavior Training specified in Section A-V/2, paragraph 4 of the STCW Code; and
- d) Passenger Safety, Cargo Safety and Hull Integrity Training specified in Section A-V/2, paragraph 5 of the STCW Code.

Section 5. Maritime Training Institutions (MTI) shall issue Certificate of Training Completion to seafarers who have successfully completed the above-mentioned training courses and demonstrated that they have achieved the required standards of competence in accordance with the format prescribed under the relevant or applicable MARINA rules and regulations.

Article V SPECIFIC PROVISIONS

Section 6. Every seafarer applying for issuance of Documentary Evidence under this Circular shall comply with the specific requirements, as follows:

- a) Proof of identity;
- b) Must be not less than 18 years of age at the time of application;
- c) Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
- d) Has the applicable Certificate of Training Completion for the above-mentioned training course/s; **AND**
- e) Training Completion and Record of Assessment (TCROA).

Section 7. Every seafarer holding Documentary Evidence issued under this Circular shall, at an interval not exceeding five (5) years, undertake an appropriate approved **Refresher Course** in *Passenger Ship Crowd Management Training, Passenger Ship Crisis Management and Human Behavior Training*, and in *Passenger Safety, Cargo Safety and Hull Integrity Training*.

Section 8. The Documentary Evidence issued under this Circular shall be valid for a period of five (5) years reckoning from the date of its issuance.

Section 9. The Documentary Evidence shall be renewed after completion of the required Refresher Course.

Section 10. Training Courses, as well as Refresher Training, required under this Circular must be taken within six (6) months before application for issuance or renewal of the Documentary Evidence.

Section 11. The registry, authenticity and validity of all MARINA-issued Certificates and Documentary Evidences shall be verifiable through the online verification portal of the MARINA STCW Office website (<http://stcw.marina.gov.ph>).

Article VI
DOCUMENTARY REQUIREMENTS

Section 12. Seafarers applying for issuance or renewal of Documentary Evidence issued under this Circular shall present the specific documents required under the STCW Circular on Mandatory Documentary Requirements for Assessment of Competence and Certification under the STCW Convention, 1978, as amended.

Article VII
PROCEDURES FOR ISSUANCE
OF DOCUMENTARY EVIDENCE UNDER REGULATION V/2

Section 13. Candidates applying for issuance of Documentary Evidence in accordance with 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 Documentary Evidence 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 Documentary Evidence per scheduled release date stated in the claim stub.

Article VIII
FEES AND OTHER CHARGES

Section 14. The Documentary Evidence issued under this Circular shall be subject to the payment of the corresponding fees and other charges as provided under the relevant or applicable MARINA rules and regulations.

Article IX
ISSUANCE OF DOCUMENTARY EVIDENCE TO SEAFARERS WHO ARE
HOLDER OF CERTIFICATE OF TRAINING COMPLETION PRIOR TO THE
ISSUANCE OF THIS CIRCULAR

Section 15. Until 31 December 2019, seafarers holding Certificate of Training Completion for ***“Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces”*** or ***“Proficiency in Crisis Management and Human Behavior Training Including Passenger Safety, Cargo Safety and Hull Integrity”*** taken within the last five (5) years prior to application for issuance of Documentary Evidence under this Circular shall be accepted.

However, if the training was taken more than five (5) years prior to application, the seafarer shall be required to undergo the appropriate Refresher Course prior to the issuance of Documentary Evidence.

Section 16. For purposes of seafarers who are currently serving onboard Passenger Ships engaged on international voyages on the date of issuance of this STCW Circular, their Certificates of Training Completion of an Administration-approved course in *"Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces"* or *"Proficiency in Crisis Management and Human Behavior Training Including Passenger Safety, Cargo Safety and Hull Integrity"* or both, shall remain valid as evidence that they have met the relevant requirements under Regulation V/2 of the STCW Convention, 1978, as amended **until disembarkation only**. Such seafarer shall apply for the issuance of documentary evidence prior to the re-employment on such passenger ships pursuant to Section 14 of this Circular. Otherwise, such seafarers shall comply with Section 4 hereof for the issuance of the Documentary Evidence.

Article X PENALTY CLAUSE

Section 17. 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 Documentary Evidence, Certificate of Proficiency (COP) or any STCW Certificate, for a period of three (3) months, without prejudice to any criminal liability under the Revised Penal Code.

Article XI REPEALING CLAUSE

Section 18. STCW Circular No. 2014-06 and any existing MARINA and STCW Circulars, rules and regulations which are contrary to or inconsistent with this Circular are hereby superseded, repealed or amended accordingly.

Article XII SEPARABILITY CLAUSE

SECTION 19. 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 XIII
EFFECTIVITY**

SECTION 20. This STCW Circular shall take effect after fifteen (15) days following the completion of publication in a newspaper of general circulation and submission to the Office of the National Administration Register (ONAR).

Done in Manila, Philippines on, _____.

BY AUTHORITY OF THE BOARD:



REY LEONARDO B GUERRERO
Administrator

Secretary's Certificate

This is to certify that STCW Circular No. 03 was approved by the
MARINA Board of Directors during its Regular Meeting on AUG 16 2018.



ATTY. MAXIMO I. BANARES
Acting Corporate Board Secretary