

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

STCW Circular 2018 - 04

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 AND REVALIDATION OF CERTIFICATE OF PROFICIENCY (COP) FOR SEAFARERS SERVING ON TANKER SHIPS, SHIPS SUBJECT TO THE IGF CODE AND SHIPS OPERATING IN POLAR WATERS UNDER CHAPTER V

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, thus:

Article I OBJECTIVE

Section 1. The objective of this Circular is to prescribe the rules and requirements in the issuance and revalidation of COP under Chapter V of the STCW Convention, 1978, as amended, for seafarers serving on Tanker Ships, Ships subject to the IGF Code and Ships Operating in Polar Waters.

Article II COVERAGE

Section 2. This Circular shall cover seafarers applying for issuance and revalidation of COP under Chapter V of the STCW Convention, 1978, as amended, for service on Tanker Ships, Ships subject to the IGF Code and Ships Operating in Polar Waters.



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) Other Personnel any person serving onboard Tanker Ships, Ships subject to the IGF Code and Ships Operating in Polar Waters other than the Master, Officers and Ratings;
- d) Person with immediate responsibility a person being in a decisionmaking capacity with respect to loading, discharging, care in transit, handling of cargo, tank cleaning or other cargo-related operations;
- e) **Polar Code** the International Code for Ships Operating in Polar Waters, as defined in SOLAS regulation XIV/1.1;
- f) Polar Waters Arctic waters and/or the Antarctic area, as defined in SOLAS regulations XIV/1.2 to XIV/1.4;
- g) 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;
- Supernumerary Capacity a capacity of a seafarer who is not part of the ship's safe manning complement, undertaking a training program with emergency duties;
- i) The IGF Code the International Code of Safety for Ships Using Gases or Other Low-Flashpoint Fuels, as defined in SOLAS Regulation II-1/2.29;
- j) 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; and
- k) 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 while serving in a supernumerary capacity onboard a tanker ship. 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.

Article IV GENERAL PROVISIONS

- **Section 4.** The issuance of COP to seafarers under this Circular shall be in accordance with the following regulations of the STCW Convention, 1978, as amended:
 - Regulations V/1-1 and V/1-2 for Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer-In-Charge of Navigational Watch, Officer-In-Charge of an Engineering Watch and Ratings on Oil, Chemical and Liquefied Gas Tankers;
 - Regulation V/3 for Master, Chief Engineer Officer, Second Engineer Officer, Officer-In-Charge of an Engineering Watch, Ratings and other personnel serving onboard ships subject to the IGF Code; and
 - c) Regulation V/4 for Master, Chief Mate and Officer-In-Charge of a Navigational Watch serving onboard ships operating in Polar Waters.
- Section 5. Application for issuance of COP shall be filed by the applicant seafarer.
- **Section 6.** Revalidation at an interval not exceeding five (5) years from the date of issuance of the certificates mentioned below shall be mandatory in accordance with the requirements of STCW Convention, 1978, as amended, for:
 - a) Officers holding COP in Basic Training for Oil and Chemical Tanker Cargo Operations and Basic Training for Liquefied Gas Tanker Cargo Operations, and Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer holding COP in Advanced Training for Oil, Chemical, or Liquefied Gas Tanker Cargo Operations under Regulation I/11, paragraph 3;
 - b) Master, Chief Mate and Officers in Charge of a Navigational Watch holding COP in *Basic* or *Advanced Training* for Ships Operating in Polar Waters under Regulation I/11, paragraph 4; and
 - c) Master, Engineer Officers, Ratings and other personnel holding COP in *Basic* or *Advanced Training* for Service on Ships subject to the IGF Code under Regulation V/3, paragraph 12 in relation to Table B-I/2 of the STCW Code.

Section 7. The application for issuance of COP shall be filed, as follows:

- a) within 6 months after completion of the corresponding training; OR
- b) for purposes of COPs requiring seagoing service, within 6 months after disembarkation.

Section 8. All applications for revalidation must be filed prior to the expiration of the COP to be revalidated. Otherwise, the seafarer concerned shall comply with the requirements under Section 10 hereof.

Section 9. Training courses to be used as evidence of maintaining the required standard of competence for revalidation of COP under this Circular must be taken within six (6) months before application for revalidation.

Article V SPECIFIC PROVISIONS

Section 10. Every seafarer applying for issuance of COP under this Circular shall comply with the specific requirements, as follows:

- a) Regulation V/1-1, paragraph 2 COP in Basic Training for Oil and Chemical Tanker Cargo Operations
 - Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
 - ii) Has valid COP in Basic Training in accordance with the provisions of Section A-VI/1 of the STCW Code; AND
 - iii) Has completed approved Basic Training for Oil and Chemical Tanker Cargo Operations and meet the standard of competence specified in Section A-V/1-1, paragraph 1 of the STCW Code.
- b) Regulation V/1-1, paragraph 4 COP in Advanced Training for Oil Tanker Cargo Operations
 - Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
 - ii) Has valid COP in Basic Training for Oil and Chemical Tanker Cargo Operations;
 - iii) Has at least three (3) months of approved seagoing service on Oil Tankers, OR at least one month of approved onboard training on Oil Tankers, in a supernumerary capacity, which includes at least three (3) loading and three (3) unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; AND
 - iv) Has completed approved Advanced Training for Oil Tanker Cargo Operations and meet the standard of competence specified in Section A-V/1-1, paragraph 2 of the STCW Code.
- c) Regulation V/1-1, paragraph 6 COP in Advanced Training for Chemical Tanker Cargo Operations
 - Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
 - ii) Has valid COP in Basic Training for Oil and Chemical Tanker Cargo Operations as Officer;

- iii) Has at least three (3) months of approved seagoing service on chemical tankers, OR at least one month of approved onboard training on chemical tankers, in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; AND
- iv) Has completed approved Advance Training for Chemical Tanker Cargo Operations and meet the standard of competence specified in Section A-V/1-1, paragraph 2 of the STCW Code.

d) Regulation V/1-2, paragraph 2 – COP in Basic Training for Liquefied Gas Tanker Cargo Operations

- Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training in accordance with provisions of Section A-VI/1 of the STCW Code; AND
- iii) Has at least three (3) months of approved seagoing service on Liquefied Gas Tankers and meet the standard of competence specified in Section A-V/1-2, paragraph 1 of the STCW Code, **OR** Have completed approved Basic Training for Liquefied Tanker Cargo Operations and meet the standard of competence specified in Section A-V/1-2.

e) Regulation V/1-2, paragraph 4 – COP in Advanced Training for Liquefied Gas Tanker Cargo Operations

- Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training for Liquefied Gas Tanker Cargo Operations as Officer;
- iii) Has at least three (3) months of approved seagoing service on liquefied gas tankers, **OR** At least one (1) month of approved onboard training on liquefied gas tankers, in a supernumerary capacity, which includes at least three (3) loading and three (3) unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; **AND**
- iv) Has completed approved Advance Training for Liquefied Gas Tanker Cargo Operations and meet the standard of competence specified in section A-V/1-2, paragraph 2 of the STCW Code.

f) Regulation V/3, paragraphs 5 and 6 – COP in Basic Training for Service on Ships Subject to the IGF Code

- Meet the standards of medical fitness specified in section A-I/9 of the STCW Code; AND
- ii) Has completed the approved Basic Training for Service on Ships subject to the IGF Code in accordance with their capacity, duties and responsibilities as set out in Table A-V/3-1 and meet the standard of competence as specified in Section A-V/3-1, paragraph 1.1.2 of the STCW Code.
- iii) Seafarers who have been qualified and certified according to Regulation V/1-2, paragraphs 2 and 5, or Regulation V/1-2, paragraphs 4 and 5 on Liquefied Gas Tankers, are to be considered as having met the requirements specified in section A-V/3, paragraph 1 for Basic Training for Service on Ships subject to the IGF Code.

g) Regulation V/3, paragraph 7 – COP in Advanced Training Service on Ships Subject to the IGF Code

- Meet the standards of medical fitness specified in section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training for Ships Subject to the IGF Code;
- iii) Has completed approved Advanced Training for Ships subject to the IGF Code in accordance with their capacity, duties and responsibilities as set out in Table A-V/3-2 and meet the standard of competence as specified in Section A-V/3, paragraph 2 of the STCW Code; AND
- iv) Has completed at least one (1) month of approved seagoing service that includes a minimum of three (3) bunkering operations onboard ships subject to the IGF Code. Two (2) of the three (3) bunkering operations may be replaced by approved simulator training on bunkering operations as part of the approved training in Advanced Training for Ships subject to the IGF Code.
- v) Masters, Engineer Officers and any person with immediate responsibility for the care and use of fuels on ships subject to the IGF Code who have been qualified and certificated according to the standards of competence specified in Section A-V/1-2, paragraph 2 for service on Liquefied Gas Tankers are to be considered as having met the requirements specified in Section A-V/3, paragraph 2 for Advanced Training for Ships subject to the IGF Code, provided they have:
 - Met the requirements of paragraph 6 of Regulation V/3;
 - (2) Met the bunkering requirements of paragraph 8.2 of Regulation V/3 or have participated in conducting three (3) cargo operations onboard the liquefied gas tanker; AND
 - (3) Completed sea going service of three (3) months in the previous five years onboard:

- (a) ships subject to the IGF Code; or
- (b) tankers carrying as cargo, fuels covered by the IGF Code; or
- (c) ships using gases or low flashpoint fuel as fuel.

Regulation V/4, paragraph 2 – COP in Basic Training for Ships Operating in Polar Waters

- Meet the standards of medical fitness specified in section A-I/9 of the STCW Code; AND
- ii) Completed an approved Basic Training for Ships Operating in Polar Waters and meet the standard of competence specified in Section A-V/4, paragraph 1 of the STCW Code.

Regulation V/4, paragraph 3 – COP in Advanced Training for Ships Operating in Polar Waters

- Meet the standards of medical fitness specified in section A-I/9 of the STCW Code;
- ii) Has valid COP of Basic Training for Ships Operating in Polar Waters;
- iii) Has at least two (2) months of approved seagoing service in the deck department, at management level or while performing duties at the operational level, within polar waters or other equivalent approved seagoing service; AND
- iv) Has completed approved Advanced Training for Ships Operating in Polar Waters and meet the standard of competence specified in section A-V/4, paragraph 2 of the STCW Code.

Section 11. Seafarers applying for revalidation of the following COPs under this Circular shall comply with the specific requirements, as follows:

COP TO BE REVALIDATED	SPECIFIC REQUIREMENTS FOR REVALIDATION
a) COP in Basic Training for Oil and Chemical Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch	 i. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to the date of revalidation onboard Oil or Chemical Tanker OR completed an approved Basic Training for Oil and Chemical Tanker Cargo Operations within six (6) months before application for revalidation of the COP; AND ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code

COP TO BE REVALIDATED	SPECIFIC REQUIREMENTS FOR REVALIDATION
b) COP in Advanced Training for Oil Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer	 approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, or Second Engineer Officer, as appropriate onboard Oil Tanker OR completed an approved Advanced Training for Oil Tanker Cargo Operations within six (6) months before application for revalidation of the COP; AND
	ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.
c) COP in Advanced Training for Chemical Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer	i. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, or Second Engineer Officer, as appropriate onboard Chemical Tanker OR completed an approved Advanced Training for Chemical Tanker Cargo Operations within six (6) months before application for revalidation of the COP; AND
	ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.
d) COP in Basic Training for Liquefied Gas Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch	 i. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to the date of revalidation onboard Liquefied Gas Tanker OR completed an approved Basic Training for Liquefied Gas Tanker Cargo Operations within six (6) months before application for revalidation of the COP; AND ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code

	COP TO BE REVALIDATED		SPECIFIC REQUIREMENTS FOR REVALIDATION
e)	COP in Advanced Training for Liquefied Gas Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer	i.	approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as appropriate onboard Master, Chief Engineer Officer, Chief Mate, or Second Engineer Officer, as appropriate onboard Liquefied Gas Tanker OR completed an approved Advanced Training for Liquefied Gas Tanker Cargo Operations within six (6) months before application for revalidation of the COP; AND
		ii.	evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.
f)	COP in Basic Training for Ships Operating in Polar Waters of Master, Chief Mate and Officer in Charge of a Navigational Watch	i.	approved seagoing service for a period of at least two (2) months in total within five (5) years prior to revalidation in the capacity either as Master, Chief Mate or Officer in Charge of a Navigational Watch, as appropriate onboard Ships Operating in Polar Waters, OR
			evidence of passing the assessment in an approved Basic Training for Ships Operating in Polar Waters, OR
			completed an approved Basic Training for Ships Operating in Polar Waters within six (6) months before application for revalidation of the COP; AND
		ii.	evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code
g)	COP in Advanced Training for Ships Operating in Polar Waters of Master and Chief Mate	i.	approved seagoing service for a period of at least two (2) months in total within five (5) years prior to revalidation in the capacity either as a Master or Chief Mate , as appropriate onboard Ships Operating in Polar Waters, OR

COP TO BE REVALIDATED	SPECIFIC REQUIREMENTS FOR REVALIDATION
(COP in Advanced Training for Ships Operating in Polar Waters continued)	evidence of passing the assessment in an approved Advanced Training for Ships Operating in Polar Waters, OR completed an approved Advanced Training for Ships Operating in Polar Waters within six (6) months before application for revalidation of the COP; AND ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code
h) COP in Basic Training for Service on Ships subject to the IGF Code	 i. completed Refresher in Basic Training for Service on Ships subject to the IGF Code within six (6) months before application for revalidation of the COP, AND ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code
i) COP in Advanced Training for Service on Ships subject to the IGF Code of Master, Chief Engineer Officer, Second Engineer Officer, Officer in Charge of an Engineering Watch, and all personnel with immediate responsibility for the care and use of fuels and fuel systems on ships subject to the IGF Code	 i. completed Refresher in Advanced Training for Service on Ships subject to the IGF Code within six (6) months before application for revalidation of the COP, AND ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code

Article VI DOCUMENTARY REQUIREMENTS

Section 12. Seafarers applying for issuance or revalidation of COP under this Circular shall present the specific documentary evidences corresponding to the COP 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 13.** Applicants for issuance and revalidation of COP 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 COP under this Circular.
- **Section 14.** Original documents of all uploaded documentary evidences supporting the application of issuance and revalidation of COP under this Circular shall be presented for evaluation and verification purposes.
- **Section 15.** STCW mandatory training courses required for the issuance or revalidation of COP under this Circular shall be taken **ONLY** from Maritime Training Institutions (MTIs) offering MARINA-approved courses.
- **Section 16.** Only Training Completion and Record of Assessment (TCROA) submitted by Maritime Training Institutions (MTIs) to MARINA shall be accepted for processing of application.
- **Section 17.** COP for Basic Training on Oil and Chemical Tanker Cargo Operations and COP for Basic Training on Liquefied Gas Tanker Cargo Operations issued to Ratings, may be accepted for issuance of COP for Advanced Training on Oil and Chemical Tanker Cargo Operations and COP for Advanced Training on Liquefied Gas Tanker Cargo Operations provided that it was issued or used onboard tankers within the last five years prior to application.
- **Section 18.** COPs issued under this Circular can be verified through MARINA STCW Office website (http://stcw.marina.gov.ph).

Article VIII PROCEDURES FOR ISSUANCE OR REVALIDATION OF COP UNDER CHAPTER V

Section 19. Candidates applying for issuance or revalidation of COP 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 COP 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 COPs per scheduled release date stated in the claim stub.

Article IX COPs NOT SUBJECT TO REVALIDATION

Section 20. In accordance with the STCW Convention, 1978, as amended, the following COPs issued to Ratings are not subject to revalidation:

- a) COP in Basic Training for Oil and Chemical Tanker Cargo Operations; and
- b) COP in Basic Training for Liquefied Gas Tanker Cargo Operations.

Article X FEES AND OTHER CHARGES

Section 21. Applicants for COPs as herein provided shall pay the corresponding fees and other charges as provided under the relevant or applicable MARINA rules and regulations.

Article XI CERTIFICATION OF SEAFARERS WITH SEAGOING SERVICE IN POLAR WATERS PRIOR TO 01 JULY 2018

Section 22. Until 1 July 2020, seafarers who commenced approved seagoing service in Polar Waters prior to 1 July 2018 shall be able to establish that they meet the requirements of paragraph 2 of Regulation V/4 by:

- a) Having completed approved seagoing service onboard a ship operating in polar waters or equivalent approved seagoing service, performing duties in the deck department at the operational or management level, for a period of at least three (3) months in total during the preceding five (5) years; or
- b) Having successfully completed a training course meeting the training guidance established by the International Maritime Organization (IMO) for ships operating in polar waters.

Section 23. Until 1 July 2020, seafarers who commenced approved seagoing service in polar waters prior to 1 July 2018 shall be able to establish that they meet the requirements of paragraph 4 of Regulation V/4 by:

- a) Having completed approved seagoing service onboard a ship operating in polar waters or equivalent approved seagoing service, performing duties in the deck department at management level, for a period of at least three (3) months in total during the preceding five (5) years; or
- b) Having successfully completed a training course meeting the training guidance established by the IMO for ships operating in polar waters and having completed approved seagoing service onboard a ship operating in polar waters or equivalent approved seagoing service, performing duties in the deck department at the management level, for a period of at least two (2) months in total during the preceding five (5) years."

Section 24. The Administration shall accept applications for issuance of COP in accordance with Section 19 and Section 20 above until 1 July 2020 only. After the said date, seafarers applying for issuance of COP in Basic Training for Ships Operating in Polar Waters and COP in Advanced Training for Ships Operating in Polar Waters shall comply with the requirements under Article V, Section 7, subsections (h) and (i) of this Circular, respectively.

Article XII PENALTY CLAUSE

Section 25. 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 COP or any STCW Certificate, for a period of three (3) months, without prejudice to any criminal liability under the Revised Penal Code.

Article XIII REPEALING CLAUSE

Section 26. 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 XIV SEPARABILITY CLAUSE

Section 27. 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 XV EFFECTIVITY

Section 28. 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,
BY AUTHORITY OF THE BOARD: REY LEONARDO B GUERRERO Administrator
Secretary's Certificate
This is to certify that STCW Circular No04 was approved by the MARINA Board of Directors during its Regular Meeting onAUG 1 6 2019

ATTY. MAXIMO I. BANARES

Acting Corporate Board Secretary