



MARITIME INDUSTRY AUTHORITY

STCW Circular 2018 – 05

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

SUBJECT : RULES IN THE ISSUANCE AND REVALIDATION OF CERTIFICATE OF PROFICIENCY (COP) FOR BASIC TRAINING, PROFICIENCY IN SURVIVAL CRAFT AND RESCUE BOATS OTHER THAN FAST RESCUE BOATS, PROFICIENCY IN FAST RESCUE BOATS, ADVANCED FIRE FIGHTING, MEDICAL FIRST AID, MEDICAL CARE, SHIP SECURITY OFFICER, AND SECURITY-AWARENESS TRAINING & SEAFARERS WITH DESIGNATED SECURITY DUTIES UNDER CHAPTER VI 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 requirements in the issuance and revalidation of COP for Basic Training, Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats, Proficiency in Fast Rescue Boats, Advanced Fire Fighting, Medical First Aid, Medical Care, Ship Security Officer, And Security-Awareness Training & Seafarers with Designated Security Duties under Chapter VI of the STCW Convention, 1978, as amended.

Article II COVERAGE

Section 2. This Circular shall cover seafarers applying for issuance and revalidation of COP for Basic Training, Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats, Proficiency in Fast Rescue Boats, Advanced Fire Fighting, Medical First Aid, Medical Care, Ship Security Officer, And Security-Awareness Training & Seafarers with Designated Security Duties under Chapter VI of the STCW Convention, 1978, as amended.

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) **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;
- d) **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. The issuance of COP to seafarers for STCW mandatory training courses under Chapter VI of STCW Convention, 1978, as amended shall be in accordance with the following provisions:

- a) Regulations VI/1 for Basic Training (BT);
- b) Regulation VI/2 for Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSCRB) and Proficiency in Fast Rescue Boats (PFRB);
- c) Regulation VI/3 for Advanced Fire Fighting (AFF);
- d) Regulation VI/4 for Medical First Aid (MEFA) and for Medical Care (MECA);
- e) Regulation VI/5 for Ship Security Officer (SSO); and
- f) Regulation VI/6 for Security Awareness Training and Seafarers with Designated Security Duties (SAT-SDSD).

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 pertinent sections of the STCW Code, as follows:

- a) COP in Basic Training pursuant to Section A-VI/1, paragraphs 3 and 4;
- b) COP in Survival Craft and Rescue Boats other than Fast Rescue Boats pursuant to Section A-VI/2, paragraphs 5 and 6;
- c) COP in Fast Rescue Boats pursuant to Section A-VI/2, paragraphs 11 and 12; and
- d) COP in Advanced Fire Fighting pursuant to Section A-VI/3, paragraphs 5 and 6.

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 11 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.

Section 10. Every seafarer applying for issuance and revalidation of COP under the relevant provisions of Chapter VI of STCW Convention, 1978, as amended 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.

Article V SPECIFIC PROVISIONS

Section 11. Every seafarer applying for issuance of COP under this Circular shall comply with the specific requirements, as follows:

a) Regulation VI/1, paragraph 2 – COP in Basic Training

- i) Has completed an approved course in Basic Training in accordance with Section A-VI/1 of the STCW Code; **AND**
- ii) Meet the appropriate standard of competence specified under Section A-VI/1 of STCW Code.

b) Regulation VI/2, paragraph 1 – COP in Survival Craft, Rescue Boats Other Than Fast Rescue Boats

- i) Has completed an approved training course in Survival Craft, Rescue Boats Other Than Fast Rescue Boats and have approved seagoing service of not less than six (6) months; **AND**
- ii) Meet the standard of competence for certificates of proficiency in survival craft and rescue boats, set out in Section A-VI/2, paragraphs 1 to 4 of the STCW Code.

c) Regulation VI/2, paragraph 2 – COP in Fast Rescue Boats

- i) Be the holder of a valid COP in Survival Craft and Rescue Boats other than Fast Rescue Boats;
- ii) Has completed an approved training course in Fast Rescue Boats; **AND**
- iii) Meet the standard of competence for COP in Fast Rescue Boats, set out in Section A-VI/2, paragraphs 7 to 10 of the STCW Code.

d) Regulation VI/3 – COP in Advance Fire Fighting

- i) Has completed approved training course in Advanced Training in Fighting Fire; **AND**
- ii) Meet the standard of competence specified under Section A-VI/3, paragraphs 1 to 4 of the STCW Code.

e) Regulation VI/4, paragraph 1 – COP in Medical First Aid

- i) Has completed an approved training course in Medical First Aid; **AND**;
- ii) Meet the standard of competence in medical first aid specified in Section A-VI/4, paragraphs 1 to 3 of the STCW Code.

f) Regulation VI/4, paragraph 2 – COP in Medical Care

- i) Has completed an approved training course in Medical Care; **AND**
- ii) Meet the standard of competence in Medical Care specified in Section A-VI/4, paragraphs 4 to 6 of the STCW Code.

g) Regulation VI/5 – COP in Ship Security Officer

- i) Has approved seagoing service of not less than 12 months;
- ii) Has completed an approved training course for Ship Security Officer; **AND**
- iii) Meet the standard of competence for COP as Ship Security Officer set out in Section A-VI/5, paragraphs 1 to 4 of the STCW Code.

h) Regulation VI/6 – COP in Security Awareness Training and Seafarers with Designated Security Duties

- i) Completed an approved training course for Security Awareness Training and Seafarers with Designated Security Duties; **AND**
- ii) Meet the appropriate standard of competence specified in Section A-VI/6, paragraphs 1 to 4 and in paragraphs 6 to 8 of the STCW Code.

Section 12. Seafarers applying for revalidation of 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	<ul style="list-style-type: none">i. approved seagoing service for a period of at least twelve (12) months in total within five (5) years, OR three (3) months in total within six (6) months prior to the date of revalidation; ANDii. completed an approved Refresher Course in Basic Training within six (6) months before application for revalidation of the COP; ORiii. if the applicant for revalidation does not meet the required seagoing service, he must complete an approved course in Basic Training within six (6) months before application for revalidation of the COP.
b) COP in Proficiency in Survival Craft and Rescue Boats other than fast rescue boats	<ul style="list-style-type: none">i. approved seagoing service for a period of at least twelve (12) months in total within five (5) years, OR three (3) months in total within six (6) months prior to the date of revalidation; ANDii. completed an approved Refresher Course in Proficiency in Survival Craft and Rescue Boats other than fast rescue boats within six (6) months before application for revalidation of the COP; OR

COP TO BE REVALIDATED	SPECIFIC REQUIREMENTS FOR REVALIDATION
<i>(COP in Proficiency in Survival Craft and Rescue Boats other than fast rescue boats continued...)</i>	iii. if the applicant for revalidation does not meet the required seagoing service, he must complete an approved training course in Proficiency in Survival Craft and Rescue Boats other than fast rescue boats within six (6) months before application for revalidation of the COP.
c) COP in Fast Rescue Boats	i. Valid COP in PSCRB; ii. approved seagoing service for a period of at least twelve (12) months in total within five (5) years, OR three (3) months in total within six (6) months prior to the date of revalidation onboard ship fitted with Fast Rescue Boat; AND iii. completed an approved Refresher Course in Proficiency in Fast Rescue Boats within six (6) months before application for revalidation of the COP; OR iv. if the applicant for revalidation does not meet the required seagoing service, he must complete an approved training course in Proficiency in Fast Rescue Boats within six (6) months before application for revalidation of the COP.
d) COP in Advanced Fire Fighting	i. approved seagoing service for a period of at least twelve (12) months in total within five (5) years, OR three (3) months in total within six (6) months prior to the date of revalidation; AND ii. completed an approved Refresher Course in Advanced Fire Fighting within six (6) months before application for revalidation of the COP; OR iii. if the applicant for revalidation does not meet the required seagoing service, he must complete an approved course in Advanced Fire Fighting within six (6) months before application for revalidation of the COP.

Article VI DOCUMENTARY REQUIREMENTS

Section 13. 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 14. 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 15. Original documents of all uploaded documentary evidences supporting the application of issuance or revalidation of COP under this Circular shall be presented for evaluation and verification purposes.

Section 16. 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 17. Only Training Completion and Record of Assessment (TCROA) submitted by Maritime Training Institutions (MTIs) to MARINA shall be accepted for processing of 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 APPLICATION 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 UNDER CHAPTER VI
OF THE STCW CONVENTION, 1978, AS AMENDED

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

- a) COP in Medical First Aid;
- b) COP in Medical Care;
- c) COP in Ship Security Officer; and
- d) COP in Security Awareness Training and Seafarers with Designated Security Duties.

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
PENALTY CLAUSE

Section 22. 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 XII
REPEALING CLAUSE

Section 23. 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 XIII
SEPARABILITY CLAUSE

Section 24. 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 25. 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 No. 05 was approved by the
MARINA Board of Directors during its Regular Meeting on
AUG 16 2018.



ATTY. MAXIMO I. BANARES
Acting Corporate Board Secretary