



Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY



MARINA CIRCULAR NO. 2013-01
Series of 2012

TO : ALL MARITIME TRAINING INSTITUTIONS, MARITIME INDUSTRY STAKEHOLDERS AND OTHER ENTITIES CONCERNED

SUBJECT : RULES ON THE INSPECTION AND ACCREDITATION OF MARITIME TRAINING COURSES

Pursuant to Presidential Decree No. 474, Executive Order No. 125/ 125-A, Executive Order No. 75 and its Implementing Rules and Regulations (IRR) and the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended, the following rules shall be adopted:

I. OBJECTIVES:

1. To prescribe policies, procedures and minimum requirements in the inspection and accreditation of training courses offered by the maritime training institutions (MTIs);
2. To adopt the provisions of the 1978 STCW Convention, as amended, with regard to training and assessment of seafarers;
3. To ensure the delivery of a quality maritime programs/ courses; and,
4. To fully comply with the 1978 International Convention on STCW, as amended.

II. COVERAGE:

This Circular shall apply to the inspection and accreditation of training courses offered by Maritime Training Institutions (MTIs), both government and private, as required under the following Chapters of the STCW Convention:

- a. Chapters II and III - Relevant regulations covering the approved education and training;
- b. Chapter IV – GOC for GMDSS;
- c. Chapter V – Special training requirements for personnel on certain types of ships; and
- d. Chapter VI – Emergency occupational safety, security, medical care, and survival functions.

III. DEFINITION OF TERMS:

For the purpose of this Circular, the following terms shall be defined as follows:

1. **Administration or STCW Administration** – shall refer to the Department of Transportation and Communications (DOTC), through the Maritime Industry Authority (MARINA), as the single government agency mandated to implement and enforce the 1978 STCW Convention, as amended.
2. **Maritime Training Institutions (MTIs)** – shall refer to the duly established institutions, public or private, duly authorized by the Administration to offer

maritime training courses in accordance with the 1978 STCW Convention, as amended and the applicable laws, rules and regulations.

3. **Certificate of Course Accreditation** – shall refer to the document issued by the Administration to a maritime training institution that has complied with all the requirements for accreditation of a maritime training course.
4. **Quality Standards System** – shall refer to the documented policies, procedures, controls and internal quality assurance system, relating but not limited to training, assessment of competence and revalidation activities, designed to ensure the achievement of defined objectives of the training course in accordance with the requirements of the STCW Convention.
5. **STCW Convention** – shall refer to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers of 1978 (1978 STCW Convention), as amended and its associated Code.
6. **Training Completion and Record of Assessment (TCROA)** – shall refer to the prescribed document where the name of trainees who have completed the training course and the outcome of their assessment are recorded as certified by the qualified assessor and training director of an accredited Maritime Training Institutions.
7. **Training Course** – shall refer to the series of lessons composed of component modules to teach an individual the skills, knowledge and proficiency to acquire the required competences and be certified in accordance with the 1978 STCW Convention, as amended.

IV. GENERAL PROVISIONS:

1. Only MTIs with accredited training course(s) specified in Item II of this Circular shall conduct training and assessment of seafarers.
2. Instructors, Assessors and Supervisors of MTIs shall meet the qualification standards as required by MARINA. Said qualification standards shall be distributed to all MTIs accordingly. Only instructors and assessors approved/ authorized by MARINA shall conduct training and assessment, respectively.
3. The Certificate of Course Accreditation granted by MARINA shall cover the training and assessment systems of MTIs.
4. The written assessment shall be conducted in the training center, while the practical assessment of competence for the issuance of the Certificate of Proficiency (COP) shall be conducted at the training site where the required assessment equipment are located.
5. Assessors of the MTIs shall implement accordingly the required minimum standard of competencies as specified in the STCW Code.
6. Certificates of Completion issued by the MTIs to trainees who completed the training course(s) shall be in accordance with the format as specified in Annex 1.
7. All training and assessment processes and procedures undertaken by the MTIs should be in accordance with their Quality Standards System (QSS).
8. MTIs whose Certificate of Course Accreditation has expired and have not been renewed within the prescribed period shall desist from conducting training and assessment of seafarers/ trainees. Likewise, MTI whose Certificate of Course

Accreditation has been suspended shall desist from conducting training and assessment of seafarers/ trainees during the period of suspension.

9. Standard Processing Time (SPT) for the issuance of the Certificate of Course Accreditation or Notice of Deficiency(ies) shall be five (5) working days after the inspection.

V. ACCREDITATION OF MARITIME TRAINING COURSES:

A. Documentary Requirements

1. Pre-requisites for Accreditation - The MTIs shall file its application at the MARINA for any course specified using the following forms available in the STCW Office:
 - a. Form 1- Letter of Application under Oath
 - b. Form 2 - Self Assessment of Compliance to Course Program
 - c. Form 3 – Qualification of Instructors, Assessors and Training Director
 - d. Form 4 – Inventory of Training Equipment
 - e. Form 5 – Inventory of Teaching Aids/ References
 - f. Form 6 – Checklist for the Administrative Requirements such as:
 - SEC registration and Articles of Incorporation and By-laws for companies or DTI registration certificate for single proprietors (For new applicant only). The MARINA should be notified accordingly if there are any changes in the Registration Certificate
 - For existing companies/ single proprietors establishing for a branch, a Board Resolution for SEC-registered institutions or an appropriate document signed by the proprietor shall be required
 - Proof of building ownership or lease contract of not less than three (3) years
 - Safety Occupancy Certificates and updated Fire Safe Clearance
 - Affidavit of Undertaking for Group Insurance Scheme for all trainees
 - Location Plan of lecture and practical training site
 - Center Floor Plan (office, classroom, practical training, library plus facilities, etc)
 - Accessibility to medical services
 - Employment Contract of Instructors, Assessors and Training Director
 - g. Form 9 – Training Completion and Records of Assessment (TCROA) Report Form for the course being applied
2. The applicant MTI is also required to present to MARINA its Quality Standards System (QSS) Manual and Assessment System Manual during inspection.
3. Upon compliance with the pre-evaluation requirements, the MTI shall be notified by the STCW Office on the date of inspection of facilities and validation of documents. In case of deficiencies, the MTI shall be notified accordingly.

The MTI concerned must rectify any deficiency(ies) noted during the inspection and shall submit a compliance report on the rectifications made within thirty (30) days from receipt of the Notice of Deficiency(ies) to the STCW Office. Such report shall be verified and validated through a re-inspection. The failure of the MTI concerned to rectify any deficiency and to submit compliance report within the prescribed period shall be a basis for the denial of the application for accreditation.

Should the applicant MTI be found deficient after the re-inspection, the application shall be denied.

An application that has been denied may only be re-filed after six months from the date of communication of such denial.

B. Schedule of Fees and Charges

1. The application for course accreditation shall be submitted and shall be received by the STCW Office only after payment of the required fees as follows:
 - Filing Fee - P1,000.00 per course
 - Inspection/ Re-inspection Fee
 - Within 10 km radius from work station - P1,000.00 per course
 - Beyond 10 km radius - P1,000.00 + P50/ km in Excess of 10 km radius
2. The MTI shall pay the required Accreditation Fee(s) based on the Schedule of Fees as specified in Annex 2.

C. Issuance and Validity of the Certificate of Course Accreditation

Certificate of Course Accreditation valid for three (3) years shall be issued by the MARINA STCW Office provided the following has been complied with by the MTIs:

1. Inspected and complied with the standard requirements;
2. Paid the required Accreditation Fees; and
3. The Quality Standard System is certified by an independent Certifying Body.

D. Renewal of Certificate of Program Accreditation

1. Application for renewal of Certificate of Course Accreditation shall be filed at least six (6) months before the expiration of the original certificate.
2. The Certificate of Course Accreditation may be renewed, provided the following requirements have been complied:
 - a. The MTIs maintain its compliance with prescribed standards;
 - b. All deficiencies found during the unannounced inspection or monitoring have been corrected;
 - c. The QSS is maintained and the latest audit report is presented during inspection to the MARINA STCW Office Inspection Team;
 - d. The MTI has no pending case filed by MARINA or any entities pertaining to the conduct of training and assessment of trainees/ seafarers on a particular course; and
 - e. Required fees have been paid.

E. Grounds for the Suspension/ Revocation/ Cancellation of a Certificate of Course Accreditation

A Certificate of Course Accreditation may be suspended/ revoked/ cancelled, after due process, due to any of the following reasons:

1. METI's failure to maintain compliance with any of the training, course and administrative requirements herein provided;
2. Failure to correct and implement appropriate corrective actions for any non-conformity identified during monitoring audit by the STCW Office; or,
3. Any violation of the provisions of this Circular and other issuances of the STCW Administration committed by the MTI concerned.

The procedure for the investigation of violation/s and the imposition of the appropriate penalty shall be subject to the rules and guidelines issued by the Administration.

F. Responsibilities of MTIs with Approved/ Accredited Training Courses

Concerned MTIs shall:

1. Abide with all lawful instructions, orders or directives of the MARINA;
2. Ensure that only those Instructors and Assessors approved by MARINA shall conduct training and assessment, respectively;
3. Conduct training and assessment only at the venue approved by the MARINA;
4. Ensure that its implementation of training and assessment activities is in accord with training rules and regulations formulated and enforced by the MARINA STCW Office.
5. Allow entry of announced or unannounced inspection/ monitoring activities by the inspectorate provided they show the proper written authority;
6. Inform the MARINA of any agreement entered into with any maritime school or training vessel operator on the conduct of accredited training courses and submit a copy of the Memorandum of Agreement (MOA). The MOA should be consistent with the existing MARINA policies;
7. Ensure the safety and security of the trainees during the conduct of training programs;
8. Ensure that trainees are physically and medically fit prior to taking of hazardous/strenuous training courses. (e.g. fire fighting, personal survival courses and other shipboard training programs);
9. Ensure that training in any course shall not exceed eight (8) hours a day. In case of holidays, the MTIs can be allowed to extend two (2) hours;
10. Submit Incident/ Accident report involving any trainee during training dates within three (3) working days;
11. Establish a small billboard or poster in a conspicuous place of the MTIs indicating the Certificate(s) of Course Accreditation and the name of the authorized Instructors and Assessors. In the classrooms, the MTIs shall also post a Notice indicating that, *"This classroom can only accommodate a maximum of 24 students at any given time. Violations may be reported to MARINA."* together with the identity of the instructor handling a particular class.

12. Submit to the MARINA STCW Office the following reports:
 - a. Enrolment Report on or before the start of the training using the prescribed Form;
 - b. TCROA Report, Course Completion Report and Copy of Certificates issued within 3 days after the date of Assessment;
 - c. Incident/ Accident Report involving any trainee/ seafarer, 3 days after the occurrence;
 - d. Findings of external auditors; and
 - e. Attendance of briefing or orientation that the MARINA may conduct, if necessary.

VI. INSPECTION OF MARITIME TRAINING COURSES:

The MARINA Inspection Team shall be guided by the following requirements covering the field inspection, the training system, the assessment system and the certificated QSS of the MTIs.

1. Field inspection shall be conducted by a MARINA Inspection Team authorized under a Special Order to verify compliance with all the pre-requisites and specific key areas and criteria. It shall involve inspection, testing of equipment, interview of personnel and checking of necessary documents. All deficiencies found by the team shall be recorded in accordance with the procedures prescribed by MARINA.
2. Pre-qualified supervisors, instructors and assessors specified and listed under Form 3 must be present during actual inspection.
3. Responsible official/s of the MTI shall be present during the post inspection meeting to formally acknowledge the findings of the inspection

VII. REQUIRED SYSTEMS FOR ACCREDITATION OF MARITIME TRAINING COURSES:

A. Training System

The following key areas and criteria/ requirements shall be complied with in conducting training. Policies, procedures and controls shall be established for each area which shall be part of the Quality Standards System (QSS) of the MTI.

1. Implementation of the Approved Training Courses

All trainings shall be conducted in accordance with the requirements of the STCW Convention, as amended. It is therefore essential that MTI must have a copy of the STCW Convention as amended and the relevant IMO model courses. The objectives of the course program as stated in the IMO model course or STCW Office developed curriculum shall be strictly followed. The knowledge, understanding and skills which are required in the STCW Code shall be identified and incorporated into the course framework of the relevant IMO Model Course.

For a program involving simulator-based training, the provision of Regulation I/12 and Section A-I/12 must be fully considered, particularly

the requirement on training procedures and the qualifications of instructors and assessors.

2. Qualification of Training Supervisors, Instructors and Assessors

All training supervisors, instructors and assessors who are responsible in the implementation of the particular course program shall be qualified in accordance with the requirements prescribed in Annex 1. MTIs must have programs to continuously update the competence and qualifications of these supervisors, instructors and assessors. Every training center shall be required to have at least one (1) Training Supervisor, one (1) Assessor and one (1) Instructor for each training courses. However, training centers should take note that an instructor cannot conduct the assessment of his own class for purposes of certification.

3. Delivery of Instructions

Instructors shall follow the prescribed course timetable, detailed teaching syllabus and lesson plan/ instructor's guide for each particular program, and take into account the Instructor's Manual and the Guidance in the Implementation of IMO Model courses, as appropriate.

4. Entry Standards

The entry standards as prescribed in the training courses shall be met by the intended trainees.

5. Course Intake Limitations

Trainees shall not exceed 24 per class but not more than 6 in each group during practical training.

6. Classrooms

Classrooms shall be at least 42 sq. m., preferably 6 m. by 7 m. and equipped with necessary and required facilities.

7. Training Equipment

The training equipment listed in the approved checklists shall be available and in working condition. Equipment other than those specified may be allowed provided they will serve the purpose in achieving the training objective.

8. Textbooks and Teaching Aids

The required textbooks and teaching aid prescribed in the training courses shall be available; the teaching aid shall include the necessary competency tables or syllabi in the STCW Code. Substitution of textbooks may be allowed provided they serve the same purpose. Original copies of textbooks should be made available during inspection.

B. Assessment System

1. The MTI is required to have an Assessment Manual using the following key elements as guide:

- a. Scope and Coverage - definitions of the following:
 - Assessee
 - Assessor
 - Passing Candidate
 - Failure Candidate
 - Training Certificates
 - Retraining of Candidates
 - Candidates with Incomplete Requirements
 - b. Assessment Instrument – policy and procedures on the delivery of the following:
 - Written Test
 - Practical Test
 - Type of Written Test (Multiple choice, essay, etc.)
 - Course Intake Limitation during Practical Test
 - Conduct of Assessment
 - Validation of the Assessment Instrument including updating of questionnaires
 - c. Staff Development - policy and procedures in the hiring, recruitment, designation and training of Assessors.
 - d. Facilities and Equipment - policy and procedures in the use and maintenance of facilities and equipment required for assessment.
 - e. Training Completion and Records of Assessment Reports (TCROA) - policy and procedures in accomplishing, approving, certifying and submitting of TCROA which shall include personnel and other administrative arrangement.
 - f. Payment of Fees - policy and procedures for the payment of fees of trainees.
 - g. Monitoring and Evaluation – policy and procedures to be observed when undergoing verification and evaluation by the MARINA Assessors.
 - h. Audit Reports - policy and procedures regarding audit reports.
2. All assessors of MTIs conducting assessment of knowledge, understanding and competence of trainees/ seafarers required under this Circular shall meet the requirements prescribed in Annex 1.
 3. MTIs may designate class instructor to act as assessor provided that the following requirements are complied with:
 - a. The class instructor shall meet the qualification requirement for assessor;
 - b. Such arrangement shall be documented in the quality manual and appropriate methods and procedures are provided to ensure that an instructor can perform his duties as assessor; and
 - c. The instructor/ assessor shall not assess the trainees in his class.

4. Trainees who have completed a training program and have passed the required minimum standards of competencies as specified in the STCW Code shall be issued a Certificate of Completion.
5. The MTIs shall ensure that all trainees enrolled in a particular training program, both who passed and failed in the training course, shall be included in the TCROA report. Likewise, those trainees who passed the assessment shall have paid the required certification fee; otherwise, said TCROA shall not be accepted by the MARINA STCW Office. Proof of payment shall be attached to the TCROA.
6. Accredited MTIs shall also be allowed to accept trainees for assessment whose training was conducted by other accredited MTIs provided that the training has been completed within the period of five (5) years.
7. Qualifications of Assessors - all assessors of MTIs should have the following qualification requirements:
 - a. He/ She should be fully knowledgeable on the standards of competence specified in the competence table of the STCW Code for which they are designated assessor/s (e.g. an assessor in fire prevention and fire fighting must be able to apply in practical terms the specification of minimum standard of competence in Table A-VI/1-2 of the STCW Code;
 - b. He/ She should be fully knowledgeable on the general and specific learning objectives of courses which do not have the appropriate competency tables in the STCW Code, and to use such objectives as the criteria in evaluating the ability of the seafarer to perform the specified task with due regard to safety; and
 - c. He/ She should be fully aware that his or her action to certify that a trainee has achieved the required level of competence in a particular task, function, and responsibility has a far reaching effect in the integrity of the documents issued under the Convention.
8. Guidelines in Assessing the Trainees/ Seafarers
 - a. The knowledge, understanding and proficiency of each trainee/ seafarer shall be assessed against those specified in the competence table or the objectives of the training courses;
 - b. Trainees/ Seafarers shall only be issued a passing mark if they have clearly demonstrated the abilities, skills, and competence required;
 - c. The assessment of competence shall consist of the written and practical test involving knowledge and understanding and demonstration of skill or proficiency. A careful choice should be made in the type or method of the examination available. Strict attention shall be paid to the security of the test which will not be compromised in any way;
 - d. Written examination shall be conducted after completion of each course topic or at the end of the training course. The practical demonstration of skill or proficiency shall make use of equipment or facilities required for the course;

- e. The assessment covered by specific competence tables in the STCW Code shall be strictly conducted in accordance with specifications therein;
- f. All assessment conducted shall be documented in accordance with the attached Training Completion and Record of Assessment (TCROA) which shall be accomplished by the designated assessor.

C. Quality Standards System (QSS)

1. The MTIs shall establish a quality system to ensure the achievement of objectives of the course programs, the acquisition of knowledge, understanding and skills appropriate to the examination and assessment required under the Convention, including the qualification of Instructors, Assessors and Supervisors.
2. The QSS shall contain elements regarding institutional policies, management responsibilities, systems and procedures, control function, internal quality review and arrangement for external evaluation.
3. The QSS shall be evaluated at least once a year by a recognized certifying body which shall verify and/or certify that:
 - a. The QSS addresses compliance of all the requirements of the specific key area and criteria set out in the Training and Assessment System of this Circular;
 - b. All internal management control and monitoring measures and follow-up actions comply with planned arrangements and documented procedures and are effective in ensuring achievement of the defined objectives;
 - c. The result of each external evaluation are documented and brought to the attention of the responsible officials of the MTI; and
 - d. Timely action is taken to correct the deficiencies.
4. The verification or certification by the certifying body shall be accepted by the MARINA STCW Office as one of the basis in issuing the Certificate of Accreditation.
5. All QSS should be documented in a Quality Manual as specified in Section B-1/8, Paragraph 7 of the STCW Code, to wit:
 - a. The mission statement of the institution;
 - b. Details of academic and training strategies in use;
 - c. An organization chart and information on the composition of committees and advisory bodies;
 - d. Staff and student information;
 - e. A description of training facilities and equipment; and
 - f. An outline of the policies and procedures, which shall be posted as much as practicable or made available to the trainees/students upon enrollment, on:
 - Student admission;
 - The development of new courses and review of existing courses;
 - The examination system, including appeals and resits;

- Staff recruitment, training, development, appraisal and promotion;
- Feedback from students and from industry; and
- Staff involvement in research and development.

VIII. TRANSITORY PROVISIONS:

1. Certificates of Program Accreditation issued by the then Maritime Training Council (MTC) to MTIs conducting and offering maritime training courses pursuant to Resolution No. 05, Series of 2010 shall remain valid until the date of expiration.
2. Thereafter, the accreditation of all maritime training courses shall be in accordance with the rules, policies and standards provided for under this MARINA Circular.

IX. REPEALING CLAUSE:

The Maritime Training Council (MTC) Resolution No. 5, Series of 2010, MTC Memorandum Circular No. 5, Series of 2011 and all other issuances that are inconsistent with the provisions of this MARINA Circular are hereby superseded, repealed or amended accordingly.

X. EFFECTIVITY:

This MARINA Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation.

Manila, Philippines, December 13, 2012.

BY AUTHORITY OF THE BOARD

(Signed) **ATTY. NICASIO A. CONTI**
Officer-In-Charge

Secretary's Certificate

This is to certify that MARINA Circular No. _____ was approved by the MARINA Board of Directors during its Regular Meeting on _____.

(SIGNED) **ATTY. VIRGILIO B. CALAG**
Acting Corporate Board Secretary