



## MARITIME INDUSTRY AUTHORITY

MARINA CIRCULAR NO. 2013-03  
Series of 2013

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

SUBJECT : RULES ON THE ACCREDITATION OF INSTRUCTORS  
AND/OR ASSESSORS

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

### I. OBJECTIVES:

1. To prescribe policies and guidelines in the accreditation of Instructors and/or Assessors of the maritime training institutions; and
2. To ensure that only those Instructors and Assessors accredited by MARINA shall conduct training and assessment respectively, by the accredited maritime training institutions.

### II. COVERAGE:

This Circular shall apply to the Instructors and Assessors of training courses under the following Chapters of the STCW Convention:

1. Chapters II and III - Relevant regulations covering the approved education and training;
2. Chapter IV – GOC for GMDSS;
3. Chapter V – Special training requirements for personnel on certain types of ships; and
4. 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. **Instructor** - refers to an authorized personnel of the training institution/ center conducting training, teaching and instruction to all trainees who are enrolled in a particular training program.



2. **Assessor** - refers to an authorized personnel of the training center conducting assessment of competence of trainees to determine if they have met the required standard of competence as required by the STCW Code.
3. **Maritime Training Institution** - refers to the duly established institutions/ centers, 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.
4. **Certificate of Accreditation** – refers to the document issued by MARINA to Instructors and/or Assessors authorizing them to conduct training and/or assessment at any accredited maritime training institutions/ centers.

#### IV. GENERAL PROVISIONS:

1. All Instructors and Assessors conducting training and/or assessment to any courses under Item II should be accredited by MARINA.
2. All new applicant for Instructor and/or Assessor shall undergo the written and oral examination/ panel interview before the Certificate of Accreditation and Identification Card (ID) will be issued by MARINA.
3. The issued ID to the accredited Instructors and/ or Assessors shall always be worn by the concerned assessors/ instructors when conducting training and/ or assessment.
4. Only those Instructors and Assessors with valid Certificate of Accreditation and ID issued by MARINA shall be authorized to conduct training and/or assessment for all courses stipulated in Item II above.
5. All Instructors and Assessors with valid certificate of accreditation and ID can teach and/or assess to any accredited maritime training institutions without further approval from MARINA.
6. All existing Instructor and/or Assessor shall undergo revalidation before the Accreditation Certificate and ID will be issued by MARINA.
7. The MARINA shall establish a Pool of Examiners and/ or Panel of Interviewers per Course who will supervise the written and oral examination/ interview of new applicants. The results of the written and oral examination/ panel interview shall be submitted to the Executive Director for appropriate action.
8. The list of accredited Instructors and/ or Assessors shall be posted in the MARINA website.

#### V. SPECIFIC PROVISIONS:

1. All existing Instructors and/or Assessors previously approved by MARINA may apply personally or may submit their application for the issuance of Certificate of Accreditation and ID at the STCW Office, through the training center's authorized Liaison Officers for revalidation.



2. New Instructors and/or Assessors shall submit the documentary requirements in accordance with the approved qualification standards to the MARINA for evaluation. Those applicant Instructors and/or Assessors who passed the documentary evaluation shall be notified to undergo the written and oral examination/ panel interview.
3. Certificate of Accreditation and ID shall be issued within fifteen (15) days after completion of the written and oral examination/ panel interview.
4. Those applicants who failed in the written and/ or oral examination/ panel interview may be allowed to re-apply after three (3) months.
5. Only the following Instructors and/ or Assessors shall be accredited by MARINA and be allowed to conduct training and/ or assessment:
  - For Existing Instructor and/ or Assessor - those who passed the revalidation
  - For New Applicant for Instructor and/ or Assessor – those who passed the written and oral examination/ panel interview conducted by Pool of Examiners and/ or Panel of Interviewers per Course

#### **VI. DOCUMENTARY REQUIREMENTS:**

The application for accreditation shall be accepted by the MARINA STCW Office upon presentation of the following:

1. For Existing Instructor and/or Assessor
  - 1.1 Application Letter
  - 1.2 Letter of Approval issued by MARINA or the then Maritime Training Council (MTC)
  - 1.3 Payment of the required fees and charges
2. For New Applicant for Instructor and/or Assessor
  - 2.1 Application Letter
  - 2.2 Certified True Copy of the required documents indicated in the approved Qualification Standards issued by MARINA
  - 2.3 Payment of the required fees and charges

#### **VII. FEES AND CHARGES :**

The payment of following fees and charges shall be made through the MARINA Central Office or any accessible Regional Offices:

Application and Examination Fee	-	P 500.00
Accreditation Fee and ID for Instructors or Assessors	-	P 500.00



Replacement of Lost/ Damaged Certificate of Accreditation or ID	-	P 500.00
Accreditation Fee and ID for Instructors who are at the same time Assessors	-	P1,000.00
Surcharge for Expired Accreditation Certificate/ ID	-	P 500.00

#### **VIII. VALIDITY OF THE CERTIFICATE AND ID:**

The Accreditation Certificate and ID shall be valid for five (5) years and the application for renewal shall be filed at least six (6) months before the expiration of the original certificate and ID.

#### **IX. FINES AND PENALTIES:**

1. An applicant who after due process, has been found to have submitted false statement in his application, fraudulent or tampered certificates or documents shall pay the following administrative penalties:

First Offense	-	P5,000.00
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Second and Succeeding Offenses	-	P10,000.00
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2. Any Certificate of Accreditation and ID issued by MARINA shall be subject to suspension or revocation if the holder is found guilty of gross violation of this Circular.

#### **X. TRANSITORY PROVISIONS:**

All existing Instructors and/or Assessors who were previously approved by MARINA or the then Maritime Training Council (MTC) shall be recognized up to 31 December 2013. Thereafter, only those who have a valid Certificate of Accreditation and ID issued by MARINA shall be authorized to teach and/or assess at any accredited maritime training institution.

#### **XI. REPEALING CLAUSE:**

All other issuances that are inconsistent with the provisions of this MARINA Circular are hereby superseded, repealed or amended accordingly.

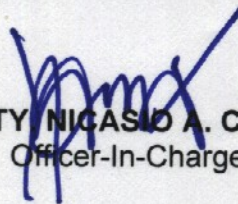


**XII. EFFECTIVITY:**

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


Manila, Philippines, 15 March 2013.

**BY AUTHORITY OF THE BOARD:**

  
**ATTY. NICASIO A. CONTI**  
Officer-In-Charge

**SECRETARY'S CERTIFICATE**

This is to certify that MARINA Memorandum Circular No. 2013-03 was approved during the 224<sup>th</sup> Regular Meeting of the Maritime Industry Board of Directors held on March 14, 2013.

  
**ATTY. VIRGILIO B. CALAG**  
Acting Corporate Board Secretary

DATE OF PUBLICATION:  
MARCH 25, 2013





## MARITIME INDUSTRY AUTHORITY

### REVISED QUALIFICATION STANDARDS FOR INSTRUCTORS AND ASSESSORS FOR THE STCW MANDATORY MARITIME TRAINING COURSES

#### A. GENERAL QUALIFICATIONS OF INSTRUCTORS, ASSESSORS AND SUPERVISORS

<b>1. Instructors</b>	<ol style="list-style-type: none"><li>1. Must be holder of a Certificate of Completion of Instructor's Training Course (IMO Model Course 6.09) or 18 earned units in teacher education on teaching methodologies, test and measurement;</li><li>2. Has an appreciation of the training course and an understanding of the specific learning objectives for the particular type of training being conducted;</li><li>3. If conducting training using a simulator:<ol style="list-style-type: none"><li>3.1 Must be holder of a Certificate of Completion of the Train the Simulator Trainer and Assessor (IMO Model Course 6.10), or approved Training Course for Simulator Instructors and Assessors; and,</li><li>3.2 Have gained practical operational experience on the particular type of simulator being used;</li></ol></li><li>4. Accredited by the STCW Administration;</li><li>5. Holder of a valid Professional Regulation Commission (PRC) License as appropriate;</li><li>6. Certificate of Proficiency (COP), approved training or documentary evidence required as part of the course specific qualifications shall not be older than five (5) years at the time of first application; and,</li><li>7. In case of course requiring specific seagoing service, this shall be obtained within five (5) years at the time of first application.</li></ol>
<b>2. Assessors</b>	<ol style="list-style-type: none"><li>1. Must be holder of a Certificate of Completion of the Training Course in Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12);</li><li>2. Has documented proof for a minimum of six (6) months of teaching experience as instructor in the course to be assessed;</li><li>3. Has gained practical assessment experience as understudy for a minimum of three (3) sessions;</li><li>4. If conducting assessment involving the use of simulators:<ol style="list-style-type: none"><li>4.1 Must be holder of a Certificate of Completion of the Train the Simulator Trainer and Assessor (IMO Model Course 6.10), or approved Training Course for Simulator Instructors and Assessors;</li><li>4.2 Has gained a minimum of six (6) months of teaching experience as simulator instructor; and,</li></ol></li></ol>



**GENERAL QUALIFICATIONS OF INSTRUCTORS, ASSESSORS AND SUPERVISORS  
CONTINUED.....**

<b>Assessors continued.....</b>	<p>4.3 Has gained practical assessment experience on the particular type of simulator being used under the supervision and to the satisfaction of an experienced Assessor for a minimum of three (3) sessions;</p> <p>5. Accredited by the STCW Administration; and,</p> <p>6. Holder of a valid PRC License as appropriate.</p>
<b>3. Supervisors</b>	<p>1. Have an understanding of training course and the specific objectives of the training being conducted under his supervision;</p> <p>2. At least a college graduate; and,</p> <p>3. Holder of a Certificate of Completion of Instructor's Training Course (IMO Model Course 6.09) or 18 earned units in teacher education on teaching methodologies, test and measurement.</p>

**B. SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR THE 1978 STCW CONVENTION, AS AMENDED CHAPTER VI TRAINING COURSES**

<b>Training Course</b>	<b>Instructor's</b>
<p>1. Basic Training (Regulation VI/1)</p> <p>1.1 Personal Survival Techniques (PST) Table A-VI/1-1</p>	<p>a. Must be a holder of a COP in PSCRB; and,</p> <p>b. Must have not less than two (2) years seagoing service</p>
<p>1.2 Fire Prevention and Fire Fighting (FPFF) Table A-VI/1-2</p>	<p>a. Must be a holder of a COP in AFF; and,</p> <p>b. Must have not less than two (2) years seagoing service; or,</p> <p>c. A certified fire fighter with not less than one (1) year experience obtained under the Bureau of Fire Protection (BFP) or similar organization</p>
<p>1.3 Elementary First Aid (EFA) Table A-VI/1-3</p>	<p>a. Registered Nurse or paramedic with valid PNRC training Certificate in First Aid</p>
<p>1.4 Personal Safety and Social Responsibility (PSSR) Table A-VI/1-4</p>	<p>a. Must be a holder of a Certificate of Competency (COC) of a Navigational or Marine Engineering Watch; and,</p> <p>b. Must have not less than two (2) years seagoing service as an Officer-in-Charge (OIC) of a Navigational or Marine Engineering Watch</p>



**SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR THE 1978 STCW CONVENTION,  
AS AMENDED CHAPTER VI TRAINING COURSES CONTINUED.....**

2. Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats) (PSCRB) Table A- VI/2-1	a. Must be a holder of a COP in PSCRB; and, b. Must have not less than two (2) years of seagoing service in the Deck Department after obtaining the COP in PSCRB
3. Proficiency in Fast Rescue Boats (PFRB) Table A- VI/2-2	a. Must be a holder of a COP in PFRB; and, b. Must have not less than two (2) years of seagoing service on a vessel equipped with a Fast Rescue Boat after obtaining the COP in PFRB
4. Advanced Fire Fighting (AFF) Table A- VI/3	a. Must be a holder of a COP in AFF; b. Must be holder of a COC at the Management Level; and, c. Must have not less than one (1) year of seagoing service in a Management Level position.
5. Medical First Aid (MFA) Table A-VI/4-1	a. A registered Nurse; and, b. Must have not less than two (2) year in-service experience
6. Medical Care (MECA) Table A-VI/4-2	a. A registered Medical Doctor; and, b. Must have not less than one (1) year in-service experience
7. Ship Security Officer (SSO) Table A-VI/5	a. Must be a holder of COP as SSO; b. Must be a holder of a COC as OIC of a Navigational or Marine Engineering Watch; and, c. Must have performed not less than six (6) months as SSO
8. Security Awareness Training for all Seafarers Table A-VI/6-1	a. Must be a holder of a COP as SSO; b. Must be a holder of a COC as OIC of a Navigational or Marine Engineering Watch; and, c. Must have not less than one (1) year seagoing service
9. Security Training for Seafarers with Designated Security Duties Table A-VI/6-2	a. Must be a holder of a COP as SSO; b. Must be a holder of a COC as OIC of a Navigational or Marine Engineering Watch; and, c. Must have not less than one (1) year seagoing service as OIC of a Navigational or Marine Engineering Watch



**C. SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR THE 1978 STCW CONVENTION, AS AMENDED CHAPTER V TRAINING COURSES**

<b>Training Course</b>	<b>Instructor's</b>
10. Basic Training for Oil and Chemical Tanker Cargo Operations Table A-V/1-1-1	<ul style="list-style-type: none"> <li>a. Must be a holder of a COP in Advanced Training for Oil Tanker Cargo Operations; or, a COP in Advance Training for Chemical Tanker Cargo Operations;</li> <li>b. Must be a holder of a COC as OIC of a Navigational or Marine Engineering Watch; and,</li> <li>c. Must have not less than one (1) year seagoing service on an Oil and/or Chemical Tanker with related cargo operations duty</li> </ul>
11. Advanced Training for Oil Tanker Cargo Operations Table A-V/1-1-2	<ul style="list-style-type: none"> <li>a. Must be holder of a COP in Advanced Training for Oil Tanker Cargo Operations;</li> <li>b. Must be holder of a COC at the Management Level; and,</li> <li>c. Must have not less than one (1) year seagoing service in a Management Level position on an Oil Tanker</li> </ul>
12. Advanced Training for Chemical Tanker Cargo Operations Table A-V/1-1-3	<ul style="list-style-type: none"> <li>a. Must be holder of a COP in Advanced Training for Chemical Tanker Cargo Operations;</li> <li>b. Must be holder of a COC at the Management Level Deck; and,</li> <li>c. Must have not less than one (1) year seagoing service in a Management Level position on a Chemical Tanker</li> </ul>
13. Basic Training for Liquefied Gas Tanker Cargo Operations Table A-V/1-2-1	<ul style="list-style-type: none"> <li>a. Must be holder of a COP in Advanced Training for Liquefied Gas Tanker Cargo Operations;</li> <li>b. Must be holder of a COC as OIC of a Navigational or Marine Engineering Watch; and,</li> <li>c. Must have not less than one (1) year seagoing service as an OIC on a Liquefied Gas Tanker</li> </ul>
14. Advanced Training for Liquefied Gas Tanker Cargo Operations Table A-V/1-2-2	<ul style="list-style-type: none"> <li>a. Must be a holder of a COP in Advanced Liquefied Gas Tanker Cargo Operations;</li> <li>b. Must be a holder of a COC at the Management Level Deck; and,</li> <li>c. Must have not less than one (1) year seagoing service in a Management Level position on a Liquefied Gas Tanker</li> </ul>
15. Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces Section A-V/2 [.1] and [.2]	<ul style="list-style-type: none"> <li>a. Must have completed an approved training course in Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces;</li> <li>b. Must be a holder of a COC as an OIC of Navigational Watch; and,</li> <li>c. Must have not less than one (1) year seagoing service in an OIC position on a Passenger Ship after completing the training in Crowd Management</li> </ul>



**SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR THE 1978 STCW CONVENTION, AS AMENDED CHAPTER V TRAINING COURSES CONTINUED.....**

16. Crisis Management and Human Behavior Training and Passenger Safety, Cargo Safety and Hull Integrity Training Section A-V/2 [.3] and [.4]	<ul style="list-style-type: none"> <li>a. Must have completed an approved training course in Crisis Management and Human Behavior Training and Passenger Safety, Cargo Safety and Hull Integrity Training;</li> <li>b. Must be a holder of a COC as an OIC of Navigational Watch; and,</li> <li>c. Must have not less than one (1) year seagoing service in an OIC position on a Ro-ro Passenger Ship after obtaining the approved training in Crisis Management</li> </ul>
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**D. SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR THE 1978 STCW CONVENTION, AS AMENDED CHAPTER IV TRAINING COURSES**

Training Course	Instructor's
17. General Operator's Certificate for the Global Maritime Distress and Safety System (GMDSS) Table A-IV/2	<ul style="list-style-type: none"> <li>a. Must be a holder of a General Operator's Certificate (GOC) issued by the National Telecommunications Commission (NTC); and,</li> <li>b. Must have not less than two (2) years seagoing service as OIC of a Navigational Watch on a ship operating in the GMDSS as prescribed by the SOLAS '74 Convention, as amended</li> </ul>

**E. SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR THE 1978 STCW CONVENTION, AS AMENDED CHAPTER III TRAINING COURSE FOR CHIEF ENGINEER OFFICERS AND SECOND ENGINEER OFFICERS ON SHIPS POWERED BY MAIN PROPULSION MACHINERY OF 3,000 kW PROPULSION POWER OR MORE**

18. Management Level Course for Marine Engineering Officers Table A-III/2	<ul style="list-style-type: none"> <li>a. Must be holder of a Certificate of Completion of the Management Level Course for Marine Engineering Officers;</li> <li>b. Must be holder of a COC at the Management Level Marine Engineering; and,</li> <li>c. Must have not less than one (1) year seagoing service in a Management Level Marine Engineering position on board a ship powered by main propulsion machinery of 3,000 kW propulsion power or more</li> </ul>
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**F. SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR THE 1978 STCW CONVENTION, AS AMENDED CHAPTER II TRAINING COURSE FOR MASTERS AND CHIEF MATES ON SHIPS OF 500 GROSS TONNAGE OR MORE**

Training Course	Instructor's
19. Management Level Course for Marine Deck Officers Table A-II/2	<ul style="list-style-type: none"> <li>a. Must be holder of a Certificate of Completion of the Management Level Course for Marine Deck Officers;</li> <li>b. Must be holder of a COC at the Management Level Deck; and,</li> <li>c. Must have not less than one (1) year seagoing service in the Management Level Deck position on board a ship of 3,000 gross tonnage or more</li> </ul>

**G. SPECIFIC REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS IN ORDER TO MAINTAIN THEIR PROFESSIONAL QUALIFICATION(S)**

1. Documentary evidence showing proof of having conducted / assessed not less than ten (10) training courses for which he/she is accredited during the preceding five (5) years; or,  
Documentary evidence showing proof of having conducted / assessed not less than five (5) courses for which he/she is accredited during the last year preceding immediately before revalidation; or,  
Maintained professional experience in an appropriate function relevant to the course on board a ship or ashore for not less than one (1) year during the preceding five (5) years; and,
2. Attended not less than one (1) upgrading/refresher training course or workshop per year, identified/labeled by the MARINA STCW Office as relevant for maritime instructors and assessors. (These courses can be conducted by accredited training institutions sanctioned by the MARINA STCW Office).

**H. SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR UPGRADING TRAINING COURSES FOR EXISTING SEAFARERS IN ORDER TO COMPLY WITH REQUIREMENTS OF THE 2010 MANILA AMENDMENTS**

Training Course	Instructor's
1. Operational use of Electronic Chart Display and Information Systems (ECDIS)	<ul style="list-style-type: none"> <li>a. Must have completed an approved training course in Operational use of ECDIS;</li> <li>b. Must be a holder of a COC as an OIC Navigational Watch; and,</li> <li>c. Must have not less than two (2) years seagoing service as OIC of a Navigational Watch on board a ship equipped with ECDIS</li> </ul>



**SPECIFIC QUALIFICATIONS OF INSTRUCTORS FOR UPGRADING TRAINING COURSES FOR EXISTING SEAFARERS IN ORDER TO COMPLY WITH REQUIREMENTS OF THE 2010 MANILA AMENDMENTS CONTINUED.....**

2. Marine Environmental Awareness	<ul style="list-style-type: none"> <li>a. Must be a holder of a COC as an OIC Navigational or Marine Engineering Watch; and,</li> <li>b. Must have not less than one (1) year seagoing service as OIC of a Navigational or Marine Engineering Watch; or,</li> <li>c. Must be a holder of a degree in Biology specialized in marine biology</li> </ul>
3. Leadership and Teamwork	<ul style="list-style-type: none"> <li>a. Must have completed an approved training course in Maritime Resource Management or Bridge/Engine Resource Management;</li> <li>b. Must be a holder of a COC at the Management Level; and,</li> <li>c. Must have not less than two (2) years seagoing service in a Management Level position</li> </ul>

Recommended by:

Approved

**ROBERTO C. ARCEO, CESO V**  
OIC – Executive Director  
STCW Office, MARINA

**ATTY. NICASIO A. CONTI**  
OIC – Administrator  
MARINA