

**Republic of the Philippines**  
**Department of Transportation and Communications**  
**MARITIME INDUSTRY AUTHORITY**  
**STCW OFFICE**

**STCW Circular No. 2016-05**

**TO: ALL SEAFARERS, MARITIME INDUSTRY STAKEHOLDERS, MARITIME HIGHER EDUCATION INSTITUTIONS, MARITIME TRAINING INSTITUTIONS, PORT STATE CONTROL, AND OTHER ENTITIES AND INDIVIDUALS CONCERNED**

**SUBJECT: MANDATORY MINIMUM REQUIREMENTS FOR EXAMINATION, ASSESSMENT AND CERTIFICATION OF RATINGS FORMING PART OF A NAVIGATIONAL WATCH ON A SEAGOING SHIP OF 500 GROSS TONNAGE OR MORE**

Pursuant to Republic Act 10635 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:

**1. OBJECTIVES**

- .1 To prescribe standards and procedures in full compliance of the requirements of STCW Regulation II/4 for mandatory minimum requirements for Examination, Assessment, and Certification of a Rating Forming Part of a Navigational Watch on a seagoing ship of 500 gross tonnage or more, other than ratings under training and ratings whose duties while on watch are of an unskilled nature; and
- .2 To streamline the requirements ensuring that all candidates for Ratings forming part of a navigational watch are adequately equipped and are in full compliance with the requirements of STCW, as amended.

**2. COVERAGE**

This Circular covers the Examination, Assessment and Certification of candidates for Certification of Ratings forming part of a navigational watch.

### **3. DEFINITION OF TERMS**

For the purpose of this Circular, in addition to the terms defined under STCW Circular No. 2014-01 and other relevant STCW circulars, the following terms shall be defined as follows:

- .1 "Rating" means a member of the ship's crew other than the master or an officer;
- .2 "Candidate" refers to any individual who intends to undergo assessment of competence to qualify for certification as a Rating Forming Part of a Navigational Watch;
- .3 "Approved Education and Training Program" refers to the Education and Training Program as approved by the Administration for the purpose of qualifying as Ratings Forming Part of a Navigational Watch;
- .4 "Certificate of Proficiency" means a certificate, other than a certificate of competency issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met; and

### **4. GENERAL REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF PROFICIENCY (C.O.P.) FOR RATINGS FORMING PART OF A NAVIGATIONAL WATCH**

- .1 Every candidate for assessment of competence as RFPNW shall meet the standard of competence by passing the Practical assessment (Annex I);
- .2 The candidate for certification shall also submit proof of approved seagoing service on a seagoing ship of 250 gross tonnage or more, the latest of which is not beyond 5 years ago, for a period of not less than 2 months;
- .3 The approved seagoing service, training and experience shall be associated with navigational watchkeeping functions and involve the performance of duties carried out under the direct supervision of the master, the officer in charge of the navigational watch or a qualified rating; and
- .4 The candidate may complete the above requirements separately, independently, and in any order.

### **5. PRACTICAL ASSESSMENT**

#### **.1 SPECIFIC REQUIREMENTS FOR APPLICATION**

Every candidate for Practical Assessment as Ratings Forming Part of a Navigational Watch shall submit:

- .1.1 NSO Birth Certificate or Passport or SIRB, showing that the candidate is not less than 16 years of age; and
- .1.2 Approved Education and Training Program that meets the standards of competence specified in Section A-II/4 of the STCW Code, or as otherwise approved by the Administration with evidence as follows:
  - .1.2.1 Certificate of Completion of Training from an accredited MTI; or
  - .1.2.2 Completed Academic Requirements of the Bachelor of Science in Marine Transportation; or
  - .1.2.3 Certificate of Completion of Tech-Voc Maritime track of the Senior High School Program; or
  - .1.2.4 Certificate of Completion of Enhanced Support Level Program (ESLP).

## **.2 PROCEDURES FOR PRACTICAL ASSESSMENT**

The candidate shall:

- .2.1 Prior to taking the practical assessment:
  - .2.1.1 submit all the Specific Requirements under Section 5.1 to:
    - .2.1.1.1 STCW online system for uploading documents; and
    - .2.1.1.2 the Examination and Assessment Division (EAD) of STCW Office of MARINA in Manila; or
    - .2.1.1.3 EAD's counterpart in any MARINA Regional Office; or
    - .2.1.1.4 Approved Assessment Center;
  - .2.1.2 secure an online appointment number, date and time, then proceed to EAD/ACs on the given schedule, with all the original documents;
  - .2.1.3 after verification of validity and authenticity of Specific Requirements, complete the form "Application for Practical Assessment" and indicate the particular competences that the candidate intends to take assessment;
  - .2.1.4 pay the corresponding assessment fee, which shall be a fixed amount each time the candidate sits for the assessment, whether taken in full, partially, or re-sit;
  - .2.1.5 register in the Seafarers' Certification System and upload Specific requirements under Section 5.1;
  - .2.1.6 secure a schedule from the EAD/ACs; and
  - .2.1.7 proceed to the assessment at the scheduled venue and time;
- .2.2 During the practical assessment:
  - .2.2.1 report to the assessment venue at least 30 minutes prior to schedule;

- .2.2.2 follow the instructions of the authorized MARINA personnel or accredited assessor;
- .2.2.3 take the assessment only for the competences indicated;
- .2.2.4 complete the assessment in every competence indicated within the time allowed; and
- .2.2.5 not leave the assessment premises until after taking the assessment, as scheduled;
- .2.3 After taking the practical assessment:
  - .2.3.1 secure his ratings in the various competences;
  - .2.3.2 note the competences with a failing mark, if any; and
  - .2.3.3 schedule for re-sit, if necessary; or
  - .2.3.4 schedule other competences not yet taken, if necessary;

### **.3 REQUIREMENTS FOR SUCCESSFUL PASSING OF THE PRACTICAL ASSESSMENT**

For successfully passing and completing the practical assessment, the following shall be complied with:

- .3.1 The candidate shall pass all the competences within a period not exceeding 2 years (24 months) (see Annex I);
- .3.2 If the candidate fails to complete all the competences within the 2-year period, those that received a "PASSED" mark beyond 2 years shall expire, and shall be re-assessed accordingly;
- .3.3 The candidate may choose as many competences as he intends to take in one sitting;
- .3.4 However, a candidate who fails in 3 or more competences in one sitting shall not be allowed to apply for re-sit within a 1-month period ("The 3-1 Rule"); and
- .3.5 A candidate who fails in a particular competence for 3 times, shall not be allowed to apply for re-sit in such competence, until upon showing proof of:
  - .3.5.1 approved seagoing service for a period of not less than 1 month, with a certification from the ship's master that the candidate has undergone on board experience relating to that particular competence ("The 3-1 Rule"); or
  - .3.5.2 successful completion of an approved training or refresher program relating to that particular competence, taken after the third failure.

## **6. DOCUMENTS ISSUED BY THE ADMINISTRATION**

For a candidate who has completed all the requirements under section 4 of this circular, a Certificate of Proficiency for RFPNW on a seagoing ship of 500 Gross Tonnage or more, shall be issued.

## **7. VALIDITY OF CERTIFICATES**

COP for RFPNW shall have no expiration.

## **8. SCHEDULE OF FEES, PENALTIES AND FINES**

The schedule of fees, penalties and fines shall be provided in a separate circular.

## **9. MISCELLANEOUS PROVISIONS**

- .1 The mandatory minimum requirements on tankers and passenger ships under Chapter V of the STCW Code (Special Training Requirements) shall be provided in a separate circular;
- .2 The Administration shall not accept applications with pending, conditional or partial "PASSED" results of examination or assessment conducted by any other government agency. In such cases, the totality of the examination and assessment of competence, shall be conducted under the system of MARINA;
- .3 The period of validity of any Certificate issued by the Administration shall be in conformance with the standards and guidance set out under the STCW, as amended;
- .4 Officers issued with Certification of Competency under Regulation II/1, in compliance with 2010 amendments, shall have met the requirements of Section 4 and shall be issued upon request with Certificate of Proficiency – RFPNW.

## **12. PENALTY CLAUSE**

Any violation of the provisions of this Circular and other related MARINA issuances shall be governed and sanctioned by the provisions of the IRR for RA 10635 and MARINA Circular No. 2013 – 05 including any amendment or addendum thereof, as may be promulgated by the Administration.

## **13. REPEALING CLAUSE**

STCW Circular 2015-06 and any provision of existing MARINA and STCW circulars, rules and regulations, or of any other Philippine government agency related to examination, assessment and certification of rating forming part of a

navigational watch on a seagoing ship of 500 gross tonnage or more, which are contrary or inconsistent with this circular are hereby amended accordingly.

#### 14. SEPARABILITY CLAUSE

Should any provision or part of this Circular be 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.

#### 15. EFFECTIVITY:

This STCW Circular shall take effect immediately on the day of its publication. Manila, Philippines, 26 MAY 2016.

Submitted:

**HERMINIO PASCUAL P. ESTANIEL JR. MM**  
Executive Director

Approved:

**MAXIMO Q. MEJIA JR, PhD**  
Administrator

#### CERTIFICATION

This is to certify that STCW Circular No. 2016 - 05 was approved by the Administrator on 25 MAY 2016.

**ATTY. JABETH SENA JEPATH A. DACANAY**  
Deputy Executive Director

GUIDE FOR THE **PRACTICAL ASSESSMENT** OF COMPETENCE FOR  
RATINGS FORMING PART OF A NAVIGATIONAL WATCH

Navigation at the support level	Competence	Number of Exercises
C1	Steer the ship and also comply with helm orders in the English Language	2
C2	Keep a proper look-out by sight and hearing	1
C3	Contribute to monitoring and controlling a safe watch	1
C4	Operate emergency equipment and apply emergency procedures	1
<b>GRAND TOTAL</b>		<b>5</b>

## Notes:

1. There are 4 competences in the practical assessment for RFPNW.
2. Each competence shall be demonstrated, assessed, and passed, independently.
3. The candidates must be able to meet a minimum of 70% to pass
4. A candidate who fails 3 or more competences in one sitting may not apply for a resit within a 1-month period (The 3-1 Rule).
5. A candidate who fails in the same competence 3 times, shall not be allowed to re-sit for that competence, until upon showing proof of approved sea service for a period of not less than 1 month, with a certification from the ship's master that the candidate has undergone on board experience relating to that particular competence (The 3-1 Rule); or approved training or refresher program relating to that particular competence;
6. A candidate who fails in a certain competence shall not be allowed to resit on the same day.
7. A candidate shall pass in all the competences with practical assessment within a period not exceeding 2 years (24 months).
8. The full practical assessment of competence is **subject to validation of the Board of Deck Ratings**.