



**MARITIME INDUSTRY AUTHORITY**  
**ANNEX II**

**EVALUATION CHECKLIST FOR ACCREDITATION OF ASSESSMENT CENTER  
FOR RATINGS AS ABLE SEAFARERS**

Name of Assessment Center:	Contact Number:	Company Address:
	Date & Time of Inspection:	
	Company E-mail :	

Item No.	Key Area of Evaluation	Applicant Self Evaluation ( v )	Evaluator Verification ( v )	Remark
<b>1. GENERAL REQUIREMENT</b>				
.1	Letter of application signed by the President/Owner or authorized representative of the applicant Assessment Center (AC)			



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.2	Certified true copy of Securities and Exchange Commission (SEC) registration and Articles of Incorporation <b>or</b> Department of Trade and Industry (DTI) registration for DTI registered entities clearly indicating that the conduct of Assessment of Seafarers' Competence is covered by the entities primary purpose or nature of business			
.3	Fire Safety Inspection Certificate			
.4	Quality Standard System Certification or Quality System in Placed			
.5	Floor Plan of the AC's institutional site			
.6	Proof of ownership of the equipment to be used in the conduct of Assessment.			
.7	Specimen signatures of the AC's authorized signatories			
.8	Affidavit of Undertaking signed by the President or Owner of the AC stating in substance that the AC shall perform all duties and responsibilities of an accredited AC as enumerated in Item10 hereof and that all documents submitted are authentic			

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.9	Set of Guidelines and Procedures in the administration of Theoretical examination and Practical assessment as per applicable STCW circulars reflected as part of the QSS policy and procedures manual			
.10	Poster of contact details of MARINA for reporting to non-compliant and prohibited acts			
.11	List of Assessors and copies of certificate of accreditation with signature specimen and their photo			
<b>2. REQUIRED FACILITY AND EQUIPMENT</b>				
.1	Administrative office			
.2	Assessors' office			
.3	Registration area			
.4	Reception area			
.5	Comfort rooms			
.6	Briefing/Debriefing room with playback system			
.7	Holding area – (waiting area prior to the conduct of assessment preferably, adjacent to the assessment room			



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.8	Real-time Audio and Video Monitoring System and Facilities <i>(Practical assessment area must be provided with appropriate installation of real-time audio and video monitoring technology that can be recorded and accessed remotely by the Administration at any given time)</i>			
.9	Practical Assessment Equipment, as applicable (must be available and consistent with the assessment plan)			
.10	Computers			
.11	Projector or at least 50" LED/LCD Monitor			
.12	Printer / Photo Copier			
.13	Telephone line and Internet Connection			
<b>3. ASSESSOR'S QUALIFICATION</b>				
.1	Qualified in the task for which assessment is being made as per Item 5.3 of STCW Circular No. 2014-04			
.2	Has an evidence of having a license as Officer in Charge (OIC) of a Watch and at least one year experience			

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.3	Accredited MARINA Assessor for appropriate ratings			
.4	Certificate of familiarization on the Operational Use of the Simulator being used provided by the Manufacturer on appropriate simulator			
.5	Contract of assessor/s (contract or certificate of employment)			
<b>4. REQUIRED SYSTEM FOR THE CONDUCT OF ASSESSMENT</b>				
.1	Documented <b>Quality Standard System (QSS)</b> that covers the quality policies, processes, procedures and support documents for the conduct of Practical assessment ( <i>otherwise known as the Assessment System</i> ), including hiring, performance evaluation, retention, and training and continuing development of assessors			
	<i>(Note: Processes and procedures for the conduct of Theoretical examination and Practical assessment may be documented in a separate Assessment System manual; provided that such manual shall be sanctioned under the QSS manual)</i>			



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<b>5. REQUIRED SYSTEM FOR THE CONDUCT OF ASSESSMENT</b>				
<b>.2</b>	<b>Manual or Section relevant to assessment of the QSS</b> shall consist of processes and procedures, such as but not limited to, the following: <ul style="list-style-type: none"> <li>Organizational structure and responsibilities of AC's officials and key personnel pertaining to the conduct of assessment;</li> </ul>			
	<ul style="list-style-type: none"> <li>Practical assessment scenario in accordance to Column 4 of the appropriate table of competence</li> </ul>			
	<ul style="list-style-type: none"> <li>Review and revision of practical assessment scenario;</li> </ul>			
	<ul style="list-style-type: none"> <li>Approval and implementation of practical assessment scenarios by MARINA technical team</li> </ul>			
	<ul style="list-style-type: none"> <li>Control and security of practical assessment scenarios</li> </ul>			
	<ul style="list-style-type: none"> <li>Utilization Plan of the equipment or simulator</li> </ul>			
	<ul style="list-style-type: none"> <li>Procedure of submission of list of candidates for assessment to the STCWO</li> </ul>			

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	• Conduct and administration of practical assessment			
	• Scoring and grading system			
	• Conduct of familiarization, briefing and debriefing on the simulator to be used for the practical assessment			
	• Submission of immediate result and summary report of assessment to the MARINA (STCWO EAD and appropriate Board)			
	• Appeal and re-sit for failing candidate			
	• Daily Rating of Assessment (DROA) Form			
	• Official List of Candidates' Form			
.3	Daily Rating of Assessment (DROA) Form			
	Official List of Candidates' Form			
	Monthly Summary of Passers' Form (Deck and Engine Rating)			
	Summary of Practical Assessment Performance Evaluation Report (Quarterly/ Annually)			



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	Statement of Facts (SOF)			
<b>6. PUBLICATIONS AND MANUALS</b>				
.1	STCW'78 Convention including 2010 Manila Amendments			
.2	Simulator Operations Manual (Hard Copy), as applicable			
.3	MARINA STCWO Compilation of all Circulars and Advisories related to Training and Assessment			
<b>7. SIMULATOR EQUIPMENT AND FACILITIES REQUIREMENT</b>				
7.1	<b>SIMULATOR DOCUMENTATION</b>			
.1	Product Certification issued by an internationally recognized Classification Body indicating the STCW Competences that can be simulated by the equipment			



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.2	Original copy of the Simulators proof of purchase and certificate of ownership/authenticity (As per RA 8293) issued by the manufacturer			
.3	Congruence of the equipment with the actual certificate or stamp of each equipment and fittings (e.g. equipment certificate & equipment metallic stamp, dongle certificate & dongle ID)			
.4	Practical Assessment scenarios for each competence documented and submitted to the STCW Office			
<b>7.2</b>	<b>CRANE SIMULATOR</b>			
.1	Workstations are to be installed, mounted and arranged in the development of complete customized crane models (Realistic 3D models of the crane, loads, and worksite)			
.2	Instructor/assessor console should be separate but adjacent to work stations			
.3	Station enables the administrator or trainer to change environmental conditions, adjust settings, add-edit-or-modify scenarios, and much more			
.4	Station (equipped with CCTV) and full debriefing facilities.			



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.5	Equipment, consoles are to be installed, mounted and arranged in the development of complete customized crane models (Realistic 3D models of the crane, loads, and worksite)			
.6	The simulator shall include a Communications system that will allow for internal ship communications to be conducted including authentic equipment and mechanical sounds			
.7	Instrument for indication of relative wind- direction and force or external factors			
.8	Instrument for indication of lights and illumination			
.9	Full simulation of crane/load behavior and physical effect			
.10	Installed with monitor depending upon the needs and required crane models desired.			
.11	Enclosed cabin			
.12	Integration of actual crane load charts			
.13	Lift training exercises, including record-and-playback (for after-action review) and programmable fault			
.14	Can perform an immersive perspective that puts you in the middle of a busy port terminal			



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.15	Installed with authentic crane controls			
.16	With design to develop and reinforce safe, efficient operations			
<b>7.3</b>	<b>COMPUTER BASED ASSESSMENT FOR CRANE AND OTHER CARGO HANDLING EQUIPMENT</b>			
.1	Associated with crane control panel			
.2	Capable of Communication System for the operator and signal man			
<b>7.4</b>	<b>WORKING MECHANICAL CRANE (if without simulator)</b>			
.2	Authentic Crane control panel			
.3	Capable of transferring deck cargoes (Blind areas)			
.4	Capable to reduce the swinging of the wires			

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.5	Perform cargo handling operations			
<b>7.5</b>	<b>ENGINE SIMULATOR EQUIPMENT</b>			
.1	Shows Physical Realism			
.2	Capable to perform the Behavioral Realism			
.3	Capable to perform in an Operating Environment			
	- An alarm can be heard through headset provided for each workstation and indicated by flashing of lights in the engine-room machinery space.			
	- It shall be to adjust the noise level in the simulated machinery spaces infinite from no added noise up to minimum 100 Db(A). The noise shall have a frequency distribution typical for machinery spaces. Headset is provided for each workstation.			
<b>8. DECK CARGO EQUIPMENT AND FACILITY</b>				
<b>8.1</b>	<b>MOORING OPERATION (or in similar to the real equipment which can obtain evidence for practical demonstration)</b>			
.1	Replica of mooring and anchoring equipment and arrangements forward or aft station			
.2	Communication during mooring / unmooring, berthing / unberthing and anchoring or its equivalent			



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.3	Arrangements include or its equivalent			
.4	2 pcs - Mooring rope of at least 10 meters in length of at least 50 mm diameter with eye on both ends			
.5	2 pcs - Messenger ropes of at least 10 mm diameter			
.6	4 pcs – Stopper ( one of which is made of synthetic, nylon, manila rope and iron chain materials)			
.7	2 pcs – Heaving lines at least 30 meters in length			
<b>8.2</b>	<b>DECK WORKS AND OPERATION (or in similar to the real equipment which can obtain evidence for practical demonstration)</b>			
.1	At least 4 sets – Work bench			
.2	At least 8 pcs - Bench vice			
.3	At least 8 pcs – Marlin spike of different size			
.4	1 area – Wall with overhead fittings for rigging boatswain's chair, stages, pilot ladders and gangway ladder with safety nets			
.5	At least 8 pcs – Wire cutters			

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.6	At least 8 pcs – Fid			
.7	At least 8 pcs – Hammer (copper or iron)			
.8	2 pairs – Safety shoes high cut or low cut, chemical and oil resistance			
.9	2 pcs – Coveralls			
.10	At least 8 pcs – Safety Helmets			
.11	At least 2 pcs – Safety harness (Full Body Harness) with fall arrester			
.12	At least 8 pcs – Safety goggles			
.13	At least 8 pairs – Safety gloves			
.14	At least 4 pcs – Boatswain's chair with riggings			
.15	At least 4 pcs – Stage with riggings			
.16	1 set – replica of Pilot ladder			
.17	1 set – replica Jacob ladder			



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.18	1 set – replica gangway ladder			
.19	2 pcs – Rat guards			
.20	1 set – single-flag signals (A, B, G, H, Q, ) and double halyard			
.21	1 set – anchor ball or black ball			
.22	At least 2 country flags			
.23	At least one roll spare of Synthetic and fiber ropes for splicing (18mm diameter)			
.24	1 set - Diagrams of different valves and its color codes			
.26	Safety Checklist forms as per STCW table A-II/5			
<b>8.3</b>	<b>CARGO HANDLING (or in similar to the real equipment which can obtain evidence for practical demonstration)</b>			
.1	1 set - Cargo Net			
.2	1 pc - Cargo Hook			
.3	1 set – Spreaders			
.4	1 set - Cargo Slings (nylon/manila rope/wire)			



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.5	8 pcs – Wire Clips			
.6	4 pcs – Short lashing bars or rods			
.7	2 pcs – Lashing chains			
.8	4 pcs – Turnbuckles			
.9	4 pcs of shackles			
.10	Wire rope of at least 12 mm for lashing purposes			
.11	At least 2 pcs – Pelican hooks of any size			
.12	At least 2 pairs – Stacking and securing equipment (cones, twistlocks, bridge fittings, pads)			
.13	2 sets of replica Container model or similar (2 stacks)			
.14	At least 2pcs – Tensioning tools (spanners, spikes)			
.15	1 set – IMDG posters (IMO standards)			
.16	1 pc – Poster of heavylifts, containers, roll on/roll off, vehicles, Timber and dry cargoes (each type)			
.17	2 pcs – Empty Drums			



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.18	1 set – Labels, placards and markings of classes of IMDG			
.19	12 pcs – Miniature container at least 1 Liter including IMDG classes			
.20	1 set – Dangerous Cargo Plan or its equivalent			
.21	1set – Securing belt or strap			
.20	4 pcs – Vernier caliper			
<b>8.4</b>	<b>DECK MAINTENANCE AND REPAIR (or in similar to the real equipment which can obtain evidence for practical demonstration)</b>			
.1	1 set – Grease Gun			
.2	1 set – Lubricant applicator picture			
.3	Two bottles of paint remover or thinner for cleaning paint roller and brush			
.4	2 pcs each of Paint Rollers (8", 6" and 4")			
.5	2 pcs Paint Brushes (4" and 2")			
.6	4 pcs – Chipping hammers			



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.7	1 Gallon each: <ul style="list-style-type: none"> <li>• Primer paint red or grey</li> <li>• Epoxy base paint</li> <li>• Finishing paint (red, yellow, green, grey)</li> <li>• Varnish paint</li> </ul>			
.8	4 pcs – Scrapers			
.9	Other deck tools such as but not limited to angle grinder, drill, angle brush, etc			
<b>9. ENGINE EQUIPMENT AND FACILITY (or in similar to the real equipment which can obtain evidence for practical demonstration)</b>				
<b>9.1</b>	<b>FUELLING AND OIL TRANSFER OPERATION</b>			
	Laboratory workshop or simulator given a fuelling and oil transfer system			
<b>9.2</b>	<b>BILGE AND BALLAST OPERATION</b>			
	Laboratory workshop or simulator given a bilge and ballast system			



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<b>9.3</b>	<b>OPERATION OF EQUIPMENT AND MACHINERY</b>			
.1	Laboratory workshop or simulator given a piping system, a variety of operating pumps, various valves, a hoist, other lifting equipment, hatches and doors, and a crane or a winch			
.2	Safety checklist:			
	Electrical safety			
	Lockout/tag-out			
	Mechanical safety			
	Permit to work systems			
	Working aloft			
	Working in enclosed spaces			
	Lifting techniques and Methods of preventing back injury			
	Chemical and biohazard safety			
	Personal safety equipment			



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<b>9.4</b>	<b>SHIPBOARD MAINTENANCE AND REPAIR</b>			
	Laboratory or workshop when using indicated material and equipment as per Annex IV-B			
<b>10. PRACTICAL ASSESSMENT INSTRUMENT</b>				
<b>10.1</b>	<b>DECK SCENARIOS FOR THE RATINGS FORMING PART OF A NAVIGATIONAL WATCH</b>			
.1	Contribute to berthing, anchoring and other mooring operations – 6 scenarios			
.2	Contribute to the handling of cargo and stores – 6 scenarios			
.3	Contribute to the safe operation of deck equipment and machinery watch - 6 scenarios			
.4	Apply occupational health and safety precautions - 6 scenarios			
.5	Contribute to shipboard maintenance and repair – 6 scenarios			
<b>10.2</b>	<b>ENGINE SCENARIOS FOR THE RATINGS FORMING PART OF AN ENGINEERING WATCH</b>			
.1	Contribute to fuelling and oil transfer operations – 4 scenarios			
.2	Contribute to bilge and ballast operations – 2 scenarios			
.3	Contribute to the operation of equipment and machinery - 2 scenarios			



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.4	Contribute to shipboard maintenance and repair- 3 scenarios			
<b>11.EVALUATION OF ASSESSMENT INSTRUMENTS</b>				
.1	Correct information to begin simulator exercise or practical demonstration			
.2	Objectives are in line with competence according to Table A of STCW Code			
.3	Documents are well-supported with information to guide candidates to meet the competencies required			
.4	Appropriateness of level of simulation/practical demonstration to the candidates			
.5	Briefing instructions are clear and in relation to the required learning outcome			



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.6	Briefing instructions are clear and in relation to the required learning outcome			
.7	Time allocation for briefing / debriefing period is adequate reflected in the scenarios submitted			
.8	Instructions are clearly stated and attainable			
.9	Performance standards are realistic and related to the required learning outcome			
.10	Verifiable Performance Criteria			
.11	Assessment evaluation form (e.g. rubrics, checklist, etc.) is available			
.12	Scoring method is clearly defined			
.13	Sufficient time duration for the execution of scenario as stated in the exercise plan			
.14	De-briefing instructions are clearly stated			



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.15	Failure State is clearly observed			

**EVALUATED BY:**

Technical METSS (Lead):	Board Member:
Signature over Printed Name Accreditation* :	Signature over Printed Name
Signature over Printed Name	

*\*Presence of Accreditation Personnel shall be during initial and renewal accreditation inspection only.*

**CONFORME:** \_\_\_\_\_

Signature Over Printed Name  
Company Representative

