

REVISED GUIDELINES IN THE ISSUANCE AND ENDORSEMENT OF STCW '95 CERTIFICATES TO MARINE ENGINEER OFFICERS

PRC MEMORANDUM CIRCULAR NO. 09-08, February 06, 2009

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I. AUTHORITY

Section 10 (c), Article IV of Republic Act No. 8544, otherwise known as the “PHILIPPINE MERCHANT MARINE OFFICERS ACT OF 1998,” as implemented by Section 29, Article VII, Resolution No. 02-04 of the Board for Marine Engineer Officers.

II. OBJECTIVE

To ensure that from the point of view of safety of life and property at sea and the protection of the marine environment, merchant marine engineer officers are qualified and competent to safely carry out the tasks associated with the performance of the function of their positions on board seagoing ships.

III. PURPOSE

This Memorandum Circular is issued to provide guidelines in the issuance and endorsement of STCW '95 Certificates to Marine Engineer Officers in accordance with Section 10 (c), Article IV of Republic Act No. 8544 and Section 29, Article VII, Resolution No. 02-04 of its implementing rules and regulations, revising Memorandum Circular No. 02-13.

IV. POLICIES

1. Applicant must be medically fit, particularly with good eyesight and hearing. The medical certificate required under these guidelines, which shall be valid for one (1) year from the date of issuance, and if submitted during application, should not be less than fifteen (15) days prior to expiry date, must be issued by a Department of Health (DOH) accredited medical clinic or hospital conducting physical and medical examination for seafarers in accordance with the minimum standards set in the STCW Code. The DOH accredited medical clinic or hospital must have a Quality Standards System (QSS) in place in accordance with Section A-I/8 and Section B-I/8 of the STCW Code.
2. The training courses required under these guidelines must be taken from maritime training centers accredited by the Maritime Training Council (MTC) and only training courses accredited by the MTC or recognized by the Board of Marine Engineer Officers shall be accepted.
3. STCW '95 Certificates shall be issued in accordance with the standards/requirements of the 1978 STCW Convention, as amended.
4. STCW '95 Certificate issued under this Memorandum Circular shall be valid until the date of expiry of the Certificate or unless sooner withdrawn, suspended or revoked.

5. To comply with the requirements of Section A-I/6 of the STCW Code, members of the Board/Qualified Assessors responsible for the assessment of competence of Marine Engineer Officers, as required under the Convention shall meet the following:

- (a) have an appropriate level of knowledge and understanding of the competence to be assessed;
- (b) qualified in the task for which assessment is being made;
- (c) have received appropriate guidance in assessment methods and practice;
- (d) have gained practical assessment experience, and if conducting assessment involving the use of simulator, have gained practical assessment experience in the particular type of simulator under the supervision of, and satisfaction of an experienced assessor.

6. STCW '95 Certificates issued shall be entered in the database and website of the Commission pursuant to Regulation I/9 of the Revised STCW Convention.

7. The Certificate of Competency may contain limitation/s on type of ship, gross tonnage, kilowatt propulsion power, trading area, and such other limitation/s which a member of the Board/Qualified Assessor may impose after an assessment.

8. A Second Engineer Officer who applies for the issuance of STCW '95 Certificates under Categories A, B and/or C in the management level, Part VI of this Circular, shall be required to present proof that he has completed and been duly certificated in the appropriate training course/s of the Management Level Course.

9. A holder of STCW '95 Certificates as Second Engineer Officer who applies for the issuance of STCW '95 Certificates as Chief Engineer Officer, shall NO longer be required to present proof that he has completed and duly certificated in the approved training courses for the same level of responsibility.

10. The Certificate of Competency bearing the registration/certificate number shall be signed by the Chairman of the Board. In the absence of the Chairman, the Certificate of Competency shall be signed in the following order: (1) the Vice-Chairman; and (2) the senior member of the Board.

11. The Endorsement Certificate bearing the registration/certificate number indicating therein the date of issuance and date of expiration shall be signed by the Chairman of the Commission. In the absence of the Chairman, the Endorsement Certificate shall be signed in the following order: (1) the senior member of the Commission; (2) the junior member of the Commission; and (3) the Assistant Commissioner responsible in the implementation of the 1978 STCW Convention, as amended.

12. The Endorsement Certificate shall be issued in a separate document, the form to be used shall be that set forth in paragraph 2 of Section A-1/2 of the STCW Code, while the Certificate of Competency shall be that set forth in paragraph 1 of Section A-1/2 of the STCW Code. The Endorsement Certificate shall have the same category and limitations/s, if any, indicated in the Certificate of Competency, and shall expire as soon as the Certificate endorsed expires or is withdrawn, suspended or cancelled by the Board, and in no case, not more than five years from date of issue.

13. Every Marine Engineer Officer shall be assigned a permanent unique registration/ Certificate number which shall appear in his Certificate of Registration, Certificate of Competency and Endorsement Certificate. Renumbered Certificates shall retain the original date of registration in his present grade/rank in accordance with the guidelines adopted by the Board.

14. These guidelines shall not apply to Marine Engineer Officers with seagoing service on board:

- a. warships, naval auxiliaries, or other ships owned or operated by a State and engaged only in governmental non-commercial service;

- b. fishing vessels;
- c. pleasure yachts not engaged in commercial trade; or
- d. wooden ships of primitive build.

15. A holder of STCW '95 Certificates who applies for additional regulation/s shall present proof that he has completed and duly certificated in the approved training courses required under the said regulation/s.

V. DOCUMENTARY REQUIREMENTS

1. Certificate of Registration (Board Certificate)/STCW Certificate of Competency Endorsement Certificate and Valid PRC ID Card.
 2. Medical Certificate from DOH accredited medical clinic/hospital with Quality Standards System (QSS) in place, using the DOH approved seafarers pre-employment medical form, which must not be more than one (1) year from date of issue.
 3. Twelve (12) months accumulated approved seagoing service for the operational level and twenty four (24) months accumulated approved seagoing service for the management level during the preceding five (5) years from the date of application.
 - (a) Company Certification of Sea Service. The Certification shall include the type of vessel, the rank occupied, vessel's gross tonnage, vessel's kilowatt propulsion power, vessel's trading area and inclusive dates of sea service.
 - (b) Seafarer's Identification and Record Book (SIRB) – one photocopy each of pages one and two, and other pages reflecting sea service. (In case of lost/damaged SIRB, any acceptable substitute documentary proof of sea service and affidavit of loss shall be required)
 4. National Assessment Center (NAC) Certificate for Training courses under Regulations V & VI and/or Certificates of Training for courses other than Regulations V & VI, as may be required.
 5. For Operational Level Officers (CATEGORY A), Original Transcript of Records.
 6. For Categories A, B and C of the Chief Engineer Officer and Second Engineer Officer (Management Level) –
 - (1) Certificate of Completion for Function 4 of the Management Level Course from a training provider accredited by the MTC and the Certificate/Documentary proof for the required assessment in Functions 1, 2 and 3 applying the table of equivalency approved by the MTC for an Officer in Charge of an Engineering Watch who PASSED the Second Engineer Officers Licensure Examination.
 - (2) Certificate of Completion for all the four (4) Functions of the Management Level Course from a training provider accredited by the MTC for an Officer in charge of an Engineering Watch who FAILED TWICE or more in the Second Engineer Officers Licensure Examination.
- (Note: The MLC or any of its Functions shall only be taken once by an Officer in Charge of an Engineering Watch).
7. Two (2) pieces passport size pictures in proper uniform and haircut.

VI. QUALIFICATION REQUIREMENTS

Chief Engineer Officer and Second Engineer Officer (Management Level)

CATEGORY A – Marine Engineer Officers who are holders of STCW '95 Certificates in the operational level (Officer in Charge of an Engineering Watch) must have completed and duly certificated with the following

approved training courses:

1. Medical Care
2. Proficiency in Fast Rescue Boat (if applicant will board a ship equipped with fast rescue boats)
3. Engine Room Simulator (Management Level; Except those who have been taken and passed the practical examination) with Assessment
4. Management Level Course

CATEGORY B – Marine Engineer Officers who have NOT been previously issued STCW '95 Certificates must have completed and duly certificated with the following approved training courses:

1. Advanced Fire fighting
2. Personal Safety and Social Responsibility (PSSR)
3. Medical Emergency-First Aid
4. Medical Care
5. Proficiency in Survival Craft and Rescue Boat
6. Proficiency in Fast Rescue Boat (if applicant will board a ship equipped with fast rescue boats)
7. Engine Room Simulator (Management Level)
8. Management Level Course

CATEGORY C – Marine Engineer Officers who will board seagoing ship for which special training is required under Regulations V/1, V/2 and V/3 of the 1978 STCW Convention, as amended, must have completed and duly certificated with the following approved training courses:

1. For Tankers (Regulation V/1)

He must have completed at least three (3) months of approved seagoing service appropriate to their duties on the type of tanker on which they serve, AND shall have completed and duly certificated in the following approved training courses:

Shore-based fire-fighting course for tankers in addition to the training required by Regulation VI/I.

Specialized Training in the type of tanker on which to serve:-Oil Tanker;

- Chemical Tanker;
- Liquefied Gas Tanker; or
- Liquefied Natural Gas Tanker

2. For Ro-ro Passenger Ship (Regulation V/2) and Passenger Ship other than Ro-ro (Regulation V/3):

Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces. (IMO Model Course 1.28)

Proficiency in Crisis Management and Human Behavior Training in Passenger Safety, Cargo Safety and Hull Integrity Training. (IMO Model Course 1.29)

Officer in Charge of an Engineering Watch (Operational Level)

CATEGORY A – Marine Engineer Officers who have commenced approved education and training AFTER August 1, 1998 must have completed and duly certificated with the following approved training courses:

1. Advanced Firefighting
2. Proficiency in Survival Craft and Rescue Boat
3. Medical Emergency-First Aid
4. Proficiency in Fast Rescue Boat (if applicant will board a ship equipped with fast rescue boat)

5. MARPOL 73/78 Annexes 1, 2, 3, 4, 5, & 6
6. Maritime Law for Ship's Officers
7. Engine Room Simulator (Operational Level; Except those who have taken and passed the practical examination) with Assessment

CATEGORY B – Marine Engineer Officers who have commenced approved education and training PRIOR to August 1, 1998 must have completed and duly certificated with the following approved training courses:

1. Basic Safety Training
 - 1.1 Personal Survival Techniques
 - 1.2 Fire Prevention and Fire Fighting
 - 1.3 Elementary First Aid
 - 1.4 Personal Safety and Social Responsibility
2. Advanced Firefighting
3. Proficiency in Survival Craft and Rescue Boat
4. Medical Emergency-First Aid
5. Engine Room Simulator (Operational Level; Except those who have taken and passed the practical examination) with Assessment
6. Proficiency in Fast Rescue Boat (if applicant will board a ship equipped with fast rescue boat)
7. MARPOL 73/78 Annexes 1, 2, 3, 4, 5, & 6
8. Auxiliary Machinery System
9. Control Engineering
10. Maritime Law for Ship's Officers

CATEGORY C – Marine Engineer Officers who will board seagoing ship for which special training is required under Regulations V/1, V/2 and V/3 of the 1978 STCW Convention, as amended, must have completed and duly certificated with the following approved training courses:

1. For Tankers: (Regulation V/1): He must have completed and duly certificated in an approved shore-based fire-fighting course for tankers in addition to the training required by Regulation VI/1, AND shall have completed:
 - 1.1 At least three (3) months approved seagoing service on tankers in order to acquire adequate knowledge of safe operational practices; OR completed and duly certificated in an approved General Tanker Familiarization Training course.
2. For Ro-ro Passenger Ship (Regulation V/2) and Passenger Ship other than Ro-ro (Regulation V/3):
 - 2.1 Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces. (IMO Model Course 1.28)
 - 2.2 Proficiency in Crisis Management and Human Behavior Training in Passenger Safety, Cargo Safety and Hull Integrity Training. (IMO Model Course 1.29)

VII. CATEGORY OF STCW '95 CERTIFICATES

The following category of STCW '95 Certificates shall be applied after passing the Marine Engineer Officers licensure examinations and complying with the qualification requirements under Part VI of this memorandum circular:

1. Regulation III/2 – on ship of 3,000 kW propulsion power or more.

.1 A CHIEF ENGINEER OFFICER applicant must have a seagoing service on board ship powered by main propulsion machinery of 3,000 kW propulsion power or more.

(a) as SECOND ENGINEER OFFICER for at least three (3) months; or

(b) as Officer in Charge of an Engineering Watch/Fourth Engineer Officer/ Third Engineer Officer for at least six (6) months; or

(c) both as SECOND ENGINEER OFFICER and Officer in Charge of an Engineering Watch/Fourth Engineer Officer/Third Engineer Officer for at least six (6) months.

.2 A SECOND ENGINEER OFFICER applicant must have a seagoing service on board ship powered by main propulsion machinery of 3,000 kW propulsion power or more as Officer in Charge of an Engineering Watch/Fourth Engineer Officer/Third Engineer Officer for at least three (3) months.

2. Regulation III/3, paragraph 1 – on ship powered by main propulsion machinery of between 750 kW and 3,000 kW propulsion power

.1 A CHIEF ENGINEER OFFICER applicant must have a seagoing service on board ship powered by main propulsion machinery of between 750 kW and 3,000 kW propulsion power as Second Engineer Officer for at least twelve (12) months.

.2 A SECOND ENGINEER OFFICER applicant must have a seagoing service on board ship powered by main propulsion machinery of between 750 kW and 3,000 kW propulsion power as Officer in Charge of an Engineering Watch/Fourth Engineer Officer/Third Engineer Officer for at least twelve (12) months.

3. Regulation III/3, paragraph 3 – SECOND ENGINEER OFFICER as Chief Engineer Officer on board ship powered by main propulsion machinery of less than 3,000 kW propulsion power.

.1 A SECOND ENGINEER OFFICER applicant must have a seagoing service on board ship powered by main propulsion machinery of 3,000 kW propulsion power or more as Second Engineer Officer for at least twelve (12) months, have complied with the requirements for the management level course, as may be appropriate.

4. Regulation III/1

.1 An applicant must have a sea service on board seagoing ship powered by main propulsion machinery of 750 Kw propulsion power or more.

VIII. UPGRADING OF STCW '95 CERTIFICATES

The STCW '95 Certificates may be upgraded as follows:

1. A CHIEF ENGINEER OFFICER who is a holder of STCW '95 Certificates issued under the provision of Regulation III/3, paragraph 1, may be upgraded to the provision of Regulation III/2, after completion of an approved sea service on board seagoing ships powered by main propulsion machinery of 3,000 kW propulsion power or more as Second Engineer Officer, or supernumerary Chief Engineer, for at least three (3) months.

2. A SECOND ENGINEER OFFICER who is a holder of STCW '95 Certificates issued under the provision of Regulation III/3, paragraph 1, may be upgraded to the provision of Regulation III/2, after completion of an approved sea service on board seagoing ships powered by main propulsion machinery of 3,000 kW propulsion power or more in the operational level, or as a supernumerary Second Engineer Officer, for at least three (3) months.

IX. PROCEDURE

1. Application

1.1 Applicants who HAVE NOT been previously issued STCW '95 Certificates shall file PERSONALLY their application at the STCW Division of the PRC Central Office.

1.2 Applicants who have already been previously issued STCW '95 Certificates, may file their application, personally or if on board, through their company's duly authorized representative recognized by the Commission, at the PRC Central Office, or at any of the PRC regional offices.

1.3 Applicant with Old Certificate of Registration shall apply with the Marine Engineer Officers Division of the PRC Central Office, or at any of the PRC regional offices, for the issuance of New Certificate/License Number.

1.4 At the STCW Division, the applicant shall obtain from the Information Counter the Application for the issuance of STCW '95 Certificates [ACE (Form No. 18)] and fills up the same.

1.5 The applicant shall submit his duly accomplished ACE and other documentary requirements to the application counter.

2. Evaluation and Verification of Application and documentary requirements:

2.1 The application and documentary requirements shall be evaluated and verified as to completeness and authenticity; and as to the status of applicant's certificate. If documents submitted found not in order, the application shall be disapproved and the applicant shall be informed of such disapproval.

2.2 The Evaluator shall verify from the MEOD the examination results through the PERRC.

3. Assessment of applicant's competence:

3.1 A member of the Board/Qualified Assessor shall assess the applicant and the documentary requirements as having achieved the required standards of competence under Section A of the STCW Code.

3.1.1 Applicants who have passed the marine engineer officers licensure examinations PRIOR to March 2001 (without practical assessment) for the management level, and July, 2001 (without practical assessment) for the operational level, AND HAVE NOT been previously issued STCW '95 Certificates SHALL UNDERGO the oral assessment documented in a record of assessment. HOWEVER, those who have completed and duly certificated in Engine Room Simulator (ERS) training course shall NOT undergo the oral assessment.

3.1.2 Applicants who have passed the marine engineer officers licensure examinations AFTER March, 2001 (with practical assessment) for the management level, and July, 2001 (with practical assessment) for the operational level, holders of STCW '95 Certificates, and those who have completed and were duly certificated in ERS, SHALL NOT UNDERGO oral assessment.

3.2 The member of the Board/Qualified Assessor shall approve the application if the applicant is found duly qualified and has met the standards of competence to serve in the capacity specified in the application.

3.3 If the member of the Board/Qualified Assessor disapproves the application, the documents submitted shall be returned to the applicant, and he shall be informed of such disapproval.

4. Issuance of STCW '95 Certificates

4.1 The applicant who qualifies to the standards of competence shall be issued the STCW '95 Certificates.

4.2 The entries in the Certificate shall be entered in the database and website of the Commission.

4.3 Limitation/s, if any, shall be stated in the Certificate.

4.4 Only on-board marine engineer officers are allowed to claim their STCW '95 Certificates through their company's duly authorized representative recognized by the Commission.

X. REPEALING CLAUSE

Memorandum Circular No. 02-13, is hereby repealed. All other issuance inconsistent with any of the provision of this memorandum circular are hereby repealed or modified accordingly.

XI. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

BOARD FOR MARINE ENGINEER OFFICERS

(SGD.) CHIEF ENGR. OFFICER JOSE G. ABUGAN
Chairman

APPROVED:

PROFESSIONAL REGULATION COMMISSION

(SGD.) NICOLAS P. LAPEÑA, JR.
Chairman

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