

REVISED GUIDELINES FOR THE ISSUE OF DOCUMENTARY EVIDENCE IN BASIC SAFETY TRAINING UNDER REGULATION VI/1 OF THE STCW CONVENTION, AS AMENDED.

MTC MEMORANDUM CIRCULAR NO. 3, JANUARY 25, 2002, January 25, 2002

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Pursuant to MTC Resolution No. 01, S-2001 concerning Revised Standards in the Issue of Certificates or Documentary Evidence Under Chapters V and VI of the 1978 STCW Convention, As Amended covering New Entrants and Existing Seafarers, the following guidelines are hereby issued for seafarers with sea service of less than twelve (12) months:

SECTION 1. General Provisions

1.1 Seafarers who have satisfactorily completed training in Basic Safety from a training center accredited under MTC Resolution No. 03, S-1998, but who have no approved seagoing service may be issued the documentary evidence after said candidate has been assessed or his competence verified by a qualified assessor.

1.2 New entrants who have satisfactorily completed training as in 1.1 above may be issued the necessary documentary evidence without further assessment or verification of competence from NAC assessors provided that:

1.2.1 Assessment in the training institution was conducted by assessors listed in the MTC registry of qualified assessors

1.2.2 Assessment was conducted in accordance with the approved procedures and assessment guide

1.2.3 Assessment is documented in the MTC prescribed Record of Assessment (ROA)

1.3 All assessment and certification of competence shall be conducted in accordance with ROA Form No. 14B and Annexes 1-4.

SECTION 2. Documentary Requirements

The following documents shall be submitted in the application for the issue of documentary evidence in Basic Safety Training:

2.1 Accomplished application form

2.2 Training certificate or transcript of records or certification from the school registrar indicating completion of the course:

2.2.1 MTC accredited training centers under MTC Resolution No. 03, S-1998 (training certificate)

2.2.2 CHED accredited maritime schools (training certificate or transcript of records)

2.2.3 TESDA accredited schools for ratings (training certificate or transcript of records)

SECTION 3. Filing of Application

The application for issue of documentary evidence in basic safety shall emanate from the shipping company, manning agency, seafarers' union/organization/associations. Facility for walk-in applicants may be provided, as may be deemed necessary.

SECTION 4. Assessment/Verification of Seafarer's Competence

The qualified assessor of the National Assessment Center shall assess or verify the competence of the applicant in accordance with the instructions and procedures specified in the Record of Assessment (ROA) Form No. 14B.

SECTION 5. Issue of Documentary Evidence

5.1.1 A seafarer who has demonstrated competence in accordance with Section 5 above shall be issued the necessary document under MTC Resolution No. 1 S- 2001.

SECTION 6. Payment of Fees

The seafarer-applicant shall pay the amount of Two Hundred Pesos (P200.00) for each certificate.

SECTION 7. Lost or Damaged Certificates/Documentary Evidence

Replacement or re-issuance of lost or damaged certificates may be allowed only upon the submission of an affidavit/sworn statement indicating the following:

- a. the date and time of the discovery of loss or destruction
- b. the circumstances surrounding the loss or destruction

In such cases, an amount of Two Hundred Pesos (P200.00) shall be charged for every certificate issued under this condition.

SECTION 8. Effectivity

This Memorandum Circular shall take effect immediately.

Adopted: 25 Jan. 2002

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