

IMPLEMENTING GUIDELINES FOR ISSUE OF CERTIFICATES AND/OR DOCUMENTARY EVIDENCE UNDER MTC RESOLUTION NO. 1, SERIES OF 2001

MTC MEMORANDUM CIRCULAR NO. 23, S. 2002, August 02, 2002

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Pursuant to MTC Resolution No. 01, Series of 2001, which supersedes Resolution No. 10, Series of 2000, concerning the Revised Standards in the Issue of Certificates and/or Documentary Evidence in addition to the requirements on Basic Safety Document Under Chapters V and VI of the 1978 STCW Convention, As Amended, covering the New Entrants and the Existing Seafarers, the following guidelines are hereby issued:

SECTION 1. General Provision

1.1 Only seafarers who have demonstrated competence in accordance with these guidelines shall be issued the appropriate certificate or documentary evidence identified under Sections 5 and 6 of MTC Resolution No. 1, Series of 2001.

1.2 Only assessors who meet the requirements under Section 3 of MTC Resolution No. 1, Series of 2001 shall certify as to the competence of the candidate through the issuance of certificate or documentary evidence under aforesaid Resolution.

1.3 All assessment and certification of competence shall be conducted in accordance with the appropriate Record of Assessment forms (ROA) and its corresponding verification checklist.

SECTION 2. Definition of Terms and Clarifications

2.1 Record of Assessment — a prescribed document where the qualified assessor records the result of such assessment.

2.2 Verification checklist — a prescribed checklist, which guides the qualified assessor in evaluating and assessing the competence of the candidate in accordance with the appropriate competence table in the STCW Code.

2.3 Approved training — refers to the completion of training from accredited programs/courses conducted by training centers under Resolution No. 3, Series of 1998, or appropriate training obtained from maritime schools or training institutions accredited by CHED or TESDA. This shall also include those equivalent maritime courses obtained from other countries which are recognized by the MTC. An approved training course obtained from a foreign country may be recognized provided that:

2.3.1 The training course is a requirement for issue of certificate or documentary evidence under a particular regulation of the Convention,

2.3.2 The training certificate is issued by an institution accredited by the Administration of a foreign country in accordance with the Convention.

2.3.3 The foreign country is a Party to the Convention and included in the “White List”.

SECTION 3. Application

The application for issue of certificate and/or documentary evidence 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. Documentary Requirements

The following documents shall be attached to the application form for a particular certificate or documentary evidence applied for, to wit:

4.1 General Tanker Operation (V/1.1)

4.1.1 Basic Safety Certificate issued by NAC

4.1.2 Shore-based Fire Fighting training certificate

4.1.3 General Tanker Familiarization training certificate

Or

4.1.3.1 Proof that the seafarer has served for at least 3 months on board a tanker within the preceding 5 years in relevant capacity before 01 January 1998 duly attested by the licensed manning agent (e.g. copy of relevant pages of SIRB/certification from the company).

Or

4.1.3.2 Certificate of completed supervised seagoing service of less than 3 months, provided that:

? The period accepted is not less than 1 month.

? The tanker is less than 3,000 gross tonnage

? The duration of each voyage in which the tanker is engaged during the period does not exceed 72 hours; and

? The operational characteristics of the tanker and the number of voyages and loading and discharging operations completed during the period, allow the same level and knowledge and experience to be acquired.

4.2 Specialized Oil Tanker Operation (V/1.2)

4.2.1 STCW '95 General Tanker Certificate issued by NAC

4.2.2 Certificate of Seagoing Service of not less than 6 months on board oil tanker in an officer capacity.

4.2.3 Specialized Training Certificate in Oil Tanker Operation

Or

4.2.3.1 Proof that the seafarer has served for at least 12 months on board an oil tanker within the preceding 5 years in relevant capacity before 01 January 1998 duly attested by the licensed manning agent (e.g. copy of relevant pages of SIRB/certification from the company).

4.3 Specialized Chemical Tanker Operation (V/1.2)

4.3.1 STCW '95 General Tanker Certificate issued by NAC

4.3.2 Certificate of Seagoing Service of not less than 6 months on board chemical tanker in an officer capacity.

4.3.3 Specialized Training Certificate in Chemical Tanker Operation

Or

4.3.3.1 Proof that the seafarer has served for at least 12 months on board a chemical tanker within the preceding 5 years in relevant capacity before 01 January 1998 duly attested by the licensed manning agent (e.g. copy of relevant pages of SIRB/certification from the company).

4.4 Specialized Liquefied Gas Tanker Operation (V/1.2)

4.4.1 STCW '95 General Tanker Certificate issued by NAC

4.4.2 Certificate of Seagoing Service of not less than 6 months on board liquefied gas tanker in an officer capacity.

4.4.3 Specialized Training Certificate in Liquefied Gas Tanker Operation

Or

4.4.3.1 Proof that the seafarer has served for at least 12 months on board a liquefied gas tanker within the preceding 5 years in relevant capacity before 01 January 1998 duly attested by the licensed manning agent (e.g. copy of relevant pages of SIRB/certification from the company).

4.5 Crowd Management Familiarization and Safety Training (V/2)

4.5.1 Certificate of Completion in IMO Model Course 1.28

4.6 Crisis Management and Human Behavior (V/2)

4.6.1 Certificate of Completion in IMO Model Course 1.29

4.7 Crowd Management (V/3)

4.7.1 Certificate of Completion in IMO Model Course 1.28

4.8 Crisis Management and Human Behavior (V/3)

4.8.1 Certificate of Completion in IMO Model Course 1.29

4.9 Basic Safety Training (VI/1)

Refer to MTC Memorandum Circular No. 3, Series of 2002)

4.10 Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boat (VI/2.1)

4.10.1 STCW '95 document in Basic Safety issued by NAC

4.10.2 Proof that the seafarer has served for at least 12 months within the preceding 5 years in relevant capacity before 01 January 1998 duly attested by the licensed manning agent (e.g. copy of relevant pages of SIRB/certification from the company).

Or

4.10.2.1 Certificate of Completion in IMO Model Course 1.23 and certificate of seagoing service of at least 6 months in ships of at least 500 GT.

4.11 Proficiency in Fast Rescue Boat (VI/2.2)

4.11.1 STCW '95 certificate in Proficiency in Survival Craft and Rescue Boat issued by NAC.

4.11.2 Certificate of Completion in IMO Model Course 1.24

4.12 Advanced Firefighting (VI/3)

4.12.1 STCW '95 document in basic Safety issued by NAC

4.12.2 Training Certificate in IMO Model Course 2.03 from an MTC accredited training center

4.13 Medical First Aid (VI/4.1)

4.13.1 STCW '95 document in Basic Safety issued by NAC

4.13.2 Certificate of Completion in IMO Model Course 1.14 from an MTC accredited training center

4.14 Medical Care (VI/4.2)

4.14.1 STCW '95 document in basic Safety issued by NAC

4.14.2 Certificate of Completion in IMO Model Course 1.15

SECTION 5. Assessment/Verification of Competence

5.1 The qualified assessor of the National Assessment Center shall assess and/or verify competence of the applicant in accordance with the instructions and procedures specified in the Records Of Assessment (ROA) and the corresponding verification checklist.

5.2 The following are the corresponding list of ROA used by the qualified assessor:

5.2.1 General Tanker Operation

ROA Form No. 8B

5.2.2 Specialized Oil Tanker Operation

ROA Form No. 9B

5.2.3 Specialized Chemical Tanker

ROA Form No. 10B

5.2.4 Specialized Liquefied Gas

ROA Form No. 11B

5.2.5 Crowd Management, Familiarization Ro-ro)

ROA Form No. 12B

5.2.6 Crisis Management and Human Behavior (Ro-ro)

ROA Form No. 13B

5.2.7 Basic Safety Training

ROA Form No. 14B

5.2.8 Proficiency in Survival Craft

ROA Form No. 15B

5.2.9 Fast Rescue Boat

ROA Form No. 16B

5.2.10 Advanced Fire Fighting

ROA Form No. 17B

5.2.11 Medical First Aid

ROA Form No. 18B

5.2.12 Medical Care

ROA Form No. 19B

5.2.13 Crowd Management (Passenger)

ROA Form No. 20B

5.2.14 Crisis Management (Passenger)

ROA Form No. 21B

SECTION 6. Issue of Certificate and/or Documentary Evidence

6.1 A seafarer who has demonstrated competence in accordance with section 5.1 above shall be issued the appropriate document under MTC Resolution No. 1, Series of 2001.

SECTION 7. Replacement of Lost or Damaged Certificates and/or Documentary Evidence

Refer to MTC Memorandum Circular No. 6, Series of 2002 regarding Replacement Of Lost Or Damaged Certificates and/or Documentary Evidence

SECTION 8. Repealing Clause

The guidelines and procedures of assessment for the National Assessment Center issued in accordance with Resolutions Nos. 10 & 11, Series of 2000 is hereby superseded.

SECTION 8. Effectivity

This Memorandum Circular shall take effect immediately.

Adopted: 02 August 2002

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