

## DOCUMENTARY REQUIREMENTS IN CONDUCTING ASSESSMENT LEADING TO THE ISSUANCE OF CERTIFICATES OF PROFICIENCY BY THE MARITIME TRAINING COUNCIL

*MTC MEMORANDUM CIRCULAR NO. 12, S. 2011, August 02, 2011*

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Pursuant to MTC Resolution No. 5, Series of 2010 Revised Standards and Procedures in the Accreditation and Monitoring of Training and Assessment Programs Conducted by Maritime Education and Training Providers and Section 5.9 of memorandum Circular No. 5, Series of 2011, the following documentary requirements shall be viewed and evaluated by the qualified assessors of the Maritime Education and Training (MET) providers before conducting assessment for the issuance of certificates of proficiency by the Maritime Training Council:

1. Basic Safety Certificate

1.1 Certificate of Completion in Basic Safety issued by accredited MET provider.

2. Proficiency in Survival Craft and Rescue Boat

2.1 Documentary Evidence in Basic Safety issued by the MTC; and

2.2 Approved seagoing service of at least 12 months in ship(s) of at least 500GT/750KW;

or

Certificate of Completion in Proficiency in Survival Craft and Rescue Boat Training issued by the accredited MET provider and approved seagoing service of at least 6 months in ship(s) of at least 500GT/750KW.

3. Proficiency in Fast Rescue Boats

3.1 Documentary evidence in Basic Safety issued by the MTC;

3.2 Certificate of Proficiency in Survival Craft and Rescue Boat issued by the MTC; and

3.3 Certificate of Completion in Fast Rescue Boat (IMO Model Course 1.24) issued by the accredited MET provider.

4. Advanced Fire Fighting Certificate

4.1 Documentary Evidence in Basic Safety issued by the MTC; and

4.2 Certificate of Completion in Advanced Fire Fighting (IMO Model Course 2.03) issued by the accredited MET provider.

5. Medical Emergency-First Aid Certificate

5.1 Documentary Evidence in Basic Safety issued by the MTC; and

5.2 Certificate of Completion in Medical Emergency – First Aid (IMO Model Course 1.14) issued by the accredited MET provider.

6. Medical Care Certificate

6.1 Documentary Evidence in Basic Safety issued by the MTC;

6.2 Certificate of Proficiency in MEFA issued by the MTC; and

6.3 Certificate of Completion in Medical Care (IMO Model Course 1.15) issued by the accredited MTC provider.

7. Ship Security Officer Certificate

7.1 Approved seagoing service of not less than twelve (12) months as officer in ship(s) of at least 500GT/750KW; and six (6) months as Ship Security Officer or Master of the vessel in ship(s) of at least 500 GT/750KW within the last three (3) years;

or

Approved seagoing service of not less than twelve (12) months as officer of at least 500GT/750KW; and approved training course in Ship Security Officer authorized by the Administration or other Flag Administration with bilateral agreement.

## 8. General Tanker Certificate

8.1 Documentary Evidence in Basic Safety issued by the MTC; and

8.2 For Officers, proof of six (6) months service on board tanker ship or 12 months on board other vessels of at least 500GT/750KW. For Ratings, proof of three (3) months service on board tanker ship of at least 500GT/750KW;

or

Certificate of Completion in General Tanker Familiarization and Shore-based Fire Fighting issued by the accredited MET provider.

## 9. Specialized Oil Tanker Certificate

9.1 Documentary Evidence in Basic Safety issued by the MTC;

9.2 Certificate of Proficiency in GTF issued by the MTC;

9.3 For Officers, Certificate of Completion in Oil Tanker (IMO Model Course 1.02) issued by the accredited MET provider; and proof of approved sea service on board oil tanker ship for at least 6 months;

9.4 For any person with immediate responsibility for loading, discharging and care in transit or handling of cargo must have served for not less than 3 months within the period of 5 years subject to submission of company certification that he would be assigned in such responsibility.

## 10. Specialized Chemical Tanker Certificate

10.1 Documentary Evidence in Basic Safety issued by the MTC;

10.2 Certificate of Proficiency in General Tanker Familiarization issued by the MTC;

10.3 For Officers, Certificate of Completion in Chemical Tanker (IMO Model Course 1.04) issued by the accredited MET provider; and proof of approved sea service on board chemical tanker ship of at least 6 months;

10.4 For any person with immediate responsibility for loading, discharging and care in transit or handling of cargo must have served for not less than 3 months within the period of 5 years subject to submission of company certification that he would be assigned in such responsibility.

## 11. Specialized Liquefied Gas Tanker Certificate

11.1 Documentary Evidence in Basic Safety issued by the MTC;

11.2 Certificate of Proficiency in General Tanker Familiarization issued by the MTC;

11.3 For Officers, Certificate of Completion in Liquefied Gas Tanker (IMO Model Course 1.06) issued by the accredited MET provider; and proof of approved sea service on board liquefied gas tanker ship of at least 6 months;

11.4 For any person with immediate responsibility for loading, discharging and care in transit or handling of cargo must have served for not less than 3 months within the period of 5 years subject to submission of company certification that he would be assigned in such responsibility.

## 12. Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces (Ro-ro Passenger) Certificate

12.1 Documentary Evidence in Basic Safety issued by the MTC; and

12.2 Certificate of Completion in Crowd Management, Familiarization and Safety Course (IMO Model Course 1.28) issued by the accredited MET provider.

## 13. Crisis Management and Human Behavior Training Including Passenger Safety, Cargo Safety and Hull Integrity (Ro-ro Passenger) Certificate

13.1 Documentary Evidence in Basic Safety issued by the MTC; and

13.2 Certificate of Completion in Crisis Management and Human Behavior Including Training in Passenger Safety, Cargo Safety & Hull Integrity Training (IMO model Course 1.29) issued by the accredited MET provider.

## 14. Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces (Passenger Ship Other than Ro-ro Passenger Ship) Certificate

14.1 Documentary Evidence in Basic Safety issued by the MTC; and

14.2 Certificate of Completion in Crowd Management, Familiarization and Safety Course Training (IMO Model Course 1.28) issued by the accredited MET provider.

## 15. Crisis Management and Human Behavior Training Including Passenger Safety, Cargo Safety and Hull Integrity (Passenger Ship Other than Ro-ro Passenger Ship) Certificate

15.1 Documentary Evidence in Basic Safety issued by the MTC; and

15.2 Certificate of Completion in Crisis Management and Human Behavior Including Training in Passenger Safety, Cargo Safety & Hull Integrity (IMO Model Course 1.29) by the MTC accredited MET provider.

#### 16. Acceptance of Training Certificates

16.1 Notwithstanding the provision of Section 8.2.4 of Resolution No. 5, Series of 2010, training certificates exceeding to the validity period may be considered for assessment subject to the following:

16.1.1 It does not exceed 6 months from the validity period;

16.1.2 The holder of certificate has an approved seagoing service of at least 12 months within the last five (5) years.

The Maritime Education and Training providers shall ensure that only Filipino seafarers are qualified for the issuance of certificates of proficiency by the Maritime Training Council.

For compliance.

Adopted: 02 August 2011

(SGD.) LIBERTY T. CASCO

Executive Director

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