

**MARINA CIRCULAR NO. 185**  
**Series of 2003**

**TO : ALL MARITIME TRAINING CENTERS AND OTHER ENTITIES CONCERNED**

**SUBJECT : RULES ON THE ACCREDITATION OF TRAINING CENTERS/ENTITIES WHICH SHALL OFFER COURSES ON MARITIME SECURITY**

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Pursuant to the provisions of Presidential decree (PD) No. 474 and executive Order No. 125, as amended, and in conformity with the new Chapter XI-2 of the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended, and the International Code for the Security of Ships and of Port Facilities (ISPS Code), the following rules on the accreditation of maritime training centers/entities which shall offer courses for ship Security Officers (SSO) and Company Security Officers (CSO) were adopted by the Maritime Industry Board in its meeting on \_\_\_\_\_.

**I. OBJECTIVES:**

1. To provide rules on the accreditation of maritime training centers/entities which shall offer/conduct courses on maritime security as required by International Code for the Security of Ships and of Port Facilities; and
2. To ensure that SSOs and CSOs acquire the minimum competencies and knowledge as to properly undertake the tasks required by the ISPS Code.

**II. COVERAGE:**

These Rules shall apply to all training centers/entities which shall offer courses on maritime security.

**III. GENERAL PROVISIONS:**

1. Only MARINA-accredited training centers/entities shall be allowed to offer/conduct training courses on maritime security as required under the ISPS Code;
2. Upon completion of the training course, the trainee must possess competency in:
  - 2.1 Undertaking regular inspections of the ships to ensure appropriate security measures are maintained;

- 2.2 Maintaining and supervising the implementation of the ship security plan, including any amendments or modifications to the plan;
  - 2.3 Enhancing security awareness and vigilance onboard, and ensuring that adequate training has been provided to shipboard personnel;
  - 2.4 Ensuring the implementation of the ship security plan in coordination with the company security officer and the relevant port facility security officer; and
  - 2.5 Ensuring that security equipment is properly operated, tested and calibrated.
3. The training center/entities must as a minimum comply with the following requirements:
    - 3.1 Instructors in charge of the training course must:
      - 3.1.1 Have adequate experience in maritime security matters specifically on the requirements of Chapter XI-2 of SOLAS 1974, as amended and of the ISPS Code; and
      - 3.1.2 Have appropriate training in or is familiar with instructional techniques and training methods or have completed IMO Model Course 6.09.
      - 3.1.3 The number of trainees shall not exceed twenty-four (24) students per classroom;
      - 3.1.4 security methods, aids, tools and equipment necessary for the effective conduct of the course shall be provided; and,
      - 3.1.5 Administrative Requirements as stipulated in Annex I, which forms part of this Circular shall be complied with.
  4. The training center shall issue the Corresponding Certificate of Completion to trainees who have completed the actual training course on maritime security.
  5. The Certificate of Accreditation of maritime training centers/entities for purposes of this Circular shall be valid for three (3) years only to be renewed every three (3) years.

#### **IV. REQUIREMENTS/PROCEDURE FOR ACCREDITATION:**

1. The applicant company shall file with the MARINA an application in writing duly supported by the following:
  - 1.1. Letter of Intent;

- 1.2. Articles of Incorporation or Partnership, Registration with the Bureau of Domestic Trade, department of Trade and Industry, as the case may be;
  - 1.3. List of company officers, together with their bio-data with head photographs;
  - 1.4. List of instructors/trainors, together with their bio-data;
  - 1.5. Course outline/framework on the training of Ship Security Officer or Company Security Officer; and
  - 1.6. Company Tax Identification Number (TIN).
2. The applicant company shall pay the processing fee of P15,000.00; and,
  3. The Certificate of Accreditation shall be issued after determination by the MARINA that the maritime training center complies with the requirements/qualifications herein stipulated.

**V. REPORTORIAL REQUIREMENTS:**

1. The training/entities shall:
  - 1.1. Provide MARINA a list of the trainees who have completed the course and a certified true copy of the corresponding Certificate of Completion thus issued;
  - 1.2. Inform the MARINA in writing of any change in the roster of instructors conducting maritime security courses; and,
  - 1.3. Inform the MARINA of the discontinuance of the maritime course offered.

**VI. SANCTIONS AND PENALTIES:**

1. The following fines shall be imposed for violation of this Memorandum Circular after due notice and hearing:

a. For operating with expired Certificate of Accreditation	First Violation	P50,000.00
	Second Violation	P100,000.00
	Third & succeeding Violations	P200,000.00

b. For issuing Certificate of Completion to a per certificate person/enrollee who did not actually attend the training (non-appearance)	P10,000.00
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c. For failure to maintain the conditions of accreditation under this Memorandum Circular	First Violation	P5,000.00
	Second Violation	P10,000.00
	Third & succeeding Violations	P15,000.00

2. MARINA shall suspend/cancel the accreditation of a MARINA-accredited training center, after due notice and hearing, for the following grounds:
  - 2.1. Failure to maintain and abide by the provisions under this Circular, or
  - 2.2. Willful or gross violation of any of the terms and conditions of accreditation.

**VII. EFFECTIVITY CLAUSE:**

This Memorandum Circular shall take effect upon publication once in a newspaper of general circulation.

Manila, Philippines, 08 May 2003.

**BY AUTHORITY OF THE BOARD:**

**(Sgd.) ELENITA C. DELGADO**  
Deputy Administrator for Planning  
and Officer-in-Charge

**SECRETARY'S CERTIFICATE**

This is to certify that Memorandum Circular No. 185 has been approved by the MARINA Board on its 163rd Regular Board Meeting held on 16 May 2003.

**(Sgd.) ATTY. GLORIA V. BAÑAS**  
Deputy Corporate Board Secretary

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