



**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF A
CERTIFYING BODY FOR THE CERTIFICATION OF THE
MARITIME INDUSTRY AUTHORITY'S QUALITY STANDARD SYSTEM (QSS)**

1. INTRODUCTION

The Philippines, as a party to the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers, as amended, has the obligation to give full and complete effect to the provision of the said Convention. Pursuant thereto, the Maritime Industry Authority (MARINA), a government agency established by virtue of Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), is mandated by Republic Act 10635 as the single maritime administration responsible for the implementation and enforcement of the STCW Convention.

Pursuant to Regulation I/8 of the STCW Convention, the MARINA established its Quality Standards System (QSS) and was awarded an ISO 9001:2008 in 2014. However, in view of the implementation of the new ISO 9001:2015 standard and the expiration of the existing ISO certificate by July 2018, there is a need to procure the services of an independent party to conduct a certification audit of the MARINA QSS pursuant to the requirements of ISO 9001:2015.

2. SCOPE OF SERVICES

The following are the Scope of Services of the Certifying Body:

1. The Certification under ISO 9001:2015 shall cover the Quality Standard System (QSS) activities of the MARINA-STCW Office (STCWO), under which are:
 - a. 12 Divisions;
 - b. Board of Marine Deck Officers;
 - c. Board of Marine Engineer Officers;
 - d. Board of Deck Ratings; and
 - e. Board of Engine Ratings;
2. The Certification Body shall perform the following activities:
 - a. Prepare and submit an Audit Plan within five (5) working days from the signing of the Contract of Services, subject to concurrence of the MARINA;

- b. Conduct Certification Audit of the QSS in accordance with the mutually agreed Audit Plan;
 - c. Issue ISO 9001:2015 Certificate after receipt and approval of corrective actions to the nonconformities noted during the audit, if any.
 - d. Conduct Surveillance Audit for the 2nd and 3rd year of certification, and
 - e. Provide full report on the operations audited within the content and approved scope of work/deliverables to the MARINA within ten (10) working days after each audit unless otherwise agreed by the MARINA. The report shall contain the following minimum items:
 - i. summary of the activities performed;
 - ii. details of the audit findings, substantiated by relevant objective evidence; and
 - iii. statement on the status of the management system of the STCWO and the fulfillment of the applicable standard.
3. The Certification Body shall provide in their audit activities a procedure for client appeals. If Resolution on good terms for disputes between the MARINA and the Certification Body cannot be made, the MARINA shall be afforded the right to lodge appeals about the decisions of the audit team to the management of the Certification Body.
 4. At all times, the Certification Body shall not be allowed to sub-contract its services to any other person or entities.

3. TIMETABLE

The Certifying Body shall perform and deliver the following services:

Tasks	Timelines	Deliverables
(a) Certification Audit	January 2018	<ul style="list-style-type: none"> • Certifying body will conduct certification audit of the MARINA-STCWO under the terms of ISO 9001:2015 • If any, the MARINA-STCWO will comply with the noted nonconformities within the agreed time period.
(b) Issuance of ISO 9001:2015 Certificate valid for 3 years	On or before April 2018	<ul style="list-style-type: none"> • Certifying body will issue an ISO 9001:2015 Certificate
(c) Surveillance Audit for 2 nd and 3 rd Year of Certification.	2019 and 2020	<ul style="list-style-type: none"> • Certifying body will conduct surveillance audit to MARINA-STCWO • If any, the MARINA-STCWO

		will comply with the noted nonconformities within the agreed time period.
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4. QUALIFICATIONS OF CERTIFYING BODY

The Certifying Body must meet the following qualifications:

1. Accredited for ISO 9001:2015 certification activities by a national or international accreditation agency duly recognized by the Philippine Government such as the Bureau of Product Standards (BPS) of the Department of Trade and Industry.
2. Must submit a notarized certification that their company has not provided quality management system consulting services on STCW related matters with the MARINA.
3. Submit to the MARINA its Company Profile showing that it has been existing for at least five (5) years. Curriculum Vitae, including supporting documents, of the members of the audit team shall also be submitted.
4. The audit team of the Certifying Body must satisfy the following:
 - a. At least one (1) is a registered auditor in the International Register of Certificated Auditors (IRCA) to conduct audits in the name of the Certification Body;
 - b. At least one (1) auditor has previously served as a management level officer onboard merchant ships;
 - c. At least one (1) member of the audit team should participate in all audits of the three (3) year audit cycle;
 - d. Replacement of an audit team member requires the written approval from the MARINA; and
 - e. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011 on Quality Management Systems Requirements.

5. CONFIDENTIALITY AND IMPARTIALITY CLAUSE

1. Except with prior written consent from the MARINA, the Certification Body shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the Certification Body make public the findings, observations, recommendations in the course of, or as a result of the services.
2. The Certification Body shall value the importance of impartiality in the certification on the system and shall use all reasonable efforts to manage

possible conflicts of interest and ensure the objectivity of the certification process.

6. VENUE OF THE QSS AUDIT

The venue of the QSS Audit is the MARINA Central Office.

7. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **TWO MILLION PESOS (Php 2,000,000.00)** inclusive of taxes and all expenses related to the performance of the Certification audit.

8. TERMS OF PAYMENT

1. In consideration of the services to be performed by the Certification Body, the MARINA shall make to the former the payments which shall be made in Philippine currency in accordance with following schedule:

Activity	Schedule of Payment
a. Conclusion of the Certification Audit	25% of the ABC;
b. Issuance of the ISO 9001:2015 Certificate	25% of the ABC;
c. Conclusion of the Surveillance Audit for 2nd year of certification	25% of the ABC;
d. Conclusion of the Surveillance Audit for 3rd year of certification	25% of the ABC;

2. Payment shall be based on the completion of the activities as evidenced by the submission and acceptance of the required deliverables as identified in item no. 2.2.
3. In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Certification Body to comply with the terms and conditions in the delivery of services agreed hereto.