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MARINA ADVISORY No. 2020 - 71

Series of 2020

TO : Maritime Training Institutions (MTIs), Assessment Centers (ACs), Other MARINA-Authorized Training Providers (OMATPs) and All Others Concerned

SUBJECT : Guidelines on the Implementation of Remote Inspection/Re-Inspection Relative to the Conduct of Course Approval of Maritime Training Institutions (MTIs) and other MARINA-Authorized Training Providers (OMATPs) and Accreditation of Assessment Centers (ACs), including the Conduct of Monitoring and Surveillance Activities

Pursuant to Republic Act No. 10635 and its Implementing Rules and Regulations (IRR) and the International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers, 1978, as amended, the following guidelines are hereby promulgated and adopted:

RATIONALE AND BACKGROUND

In response to the COVID-19 pandemic, it is imperative that innovative measures have to be established to continue processing the applications of MTIs, ACs and OMATPs for course approval and accreditation, monitoring, and surveillance of the same without compromising the safety and health of the MARINA STCW Office Evaluation Team (ET) and the institutions' personnel. The approach on the method of evaluation will entail the remote evaluation of the MTIs'/ACs'/OMATPs' capability to provide quality training and assessment.

Specifically, the ET will be looking into the MTIs'/ACs'/OMATPs' compliance with existing MARINA Circulars and MARINA Advisory Nos. 2020-36, 2020-59 and other related issuances. This will be carried out virtually through the use of telecommunication devices where discussions and/or presentations are done remotely between the representatives of the institution and the ET in various locations.

I. SCOPE AND COVERAGE

This covers the general guidelines in the implementation of the remote evaluation for the purpose of accreditation, monitoring and surveillance of MTIs, ACs and OMATPs in lieu of the on-site evaluation in compliance with MARINA Circular No. 2013-01, STCW Circular No. 2015-10, other relevant MARINA issuances and their subsequent amendments.

II. GUIDELINES

A. MTIS' / ACS' / OMATPS' RESPONSIBILITIES

1. The MTIs/ACs/OMATPs shall ensure that all the details in the key areas of evaluation, facilities, equipment and instruments/publications under verification shall conform to the specifications of the document(s) submitted and are readily available.
2. During the evaluation, the MTIs/ACs/OMTPs shall ensure a stable internet connection that will allow its personnel to communicate with the members of the ET. The concerned MARINA STCW Office Division shall be provided by the MTIs/ACs/OMTPs concerned the platform and link of the remote evaluation. The use of headphones or earphones are encouraged for a more effective correspondence.
3. Should there be issues or concerns relative to the conduct of the remote evaluation, the MTIs/ACs/OMTPs shall inform the MARINA STCW Office through the Division which will conduct the evaluation immediately upon receipt of notice. Failure to receive confirmation shall be construed to mean that the MTIs/ACs/OMTPs has agreed to proceed with the remote evaluation on the date and time reflected in the notice.
4. For purposes of granting access to the ET, all concerned are hereby directed to submit to the MARINA STCW Office not later than fifteen (15) days from the effectivity of this Advisory the following information via MARINA Integrated Seafarers' Management Online (MISMO) System:

1	Name of the Institution:	
2	Training Site Address:	
3	Practicum Site Address:	
4	Main Contact Person:	

5	Mobile Number:	
6	Alternate Contact Person:	
7	Mobile Number:	
8	Electronic Mail Address:	
9	Internet / CCTV Access (Training Site) and or other Alternate Telecommunication Platform (e.g. Zoom):	
10	Internet / CCTV Access (Practicum Site) and or other Alternate Telecommunication Platform (e.g. Zoom):	
11	Dedicated Account on the Online Distance Learning Program for MARINA STCW Office (as applicable):	

5. Reiterated as additional responsibility of the MTIs/ACs/OMTPs is the compliance to STCW Advisory 2019-06 issued on 14 August 2019 with emphasis on the submission of the following Reports, previously required by Memorandum Circular No. 2013-01 which shall now be submitted to the Administration thru the MISMO System:

- a. Enrolment Reports must now include **Class links** (for those offering blended learning mode of training) which must be submitted on or before the start of the training / practical assessment;
- b. Training Completion and Records of Assessments (TCROAs) within three (3) days after assessments; and
- c. Results of Assessment (ROA) to be submitted within 24 hours after completion of the practical assessment.

B. MARINA STCW OFFICE'S RESPONSIBILITIES

1. In order to have an efficient and effective conduct of the remote evaluation, the MARINA STCW Office, through the respective Divisions, shall ensure that the ET members shall be provided with pertinent documents of the MTIs/ACs/OMTPs to be evaluated.
2. The respective Divisions shall prepare the Notice of Evaluation and Special Order for the conduct of the remote evaluation.

3. The MARINA STCW Office shall ensure the availability of its personnel who will join the remote evaluation on the date and time set by the Division.
4. The MARINA STCW Office shall ensure that its personnel who will be joining the remote evaluation shall be provided with a stable internet connection that will enable them to have a smooth and uninterrupted communication with the other members of the ET and the MTI's/AC's/OMTP's personnel.
5. The schedule of the remote evaluation may be postponed in case of circumstances beyond the control of MARINA.
6. The MARINA STCW Office, through the Accreditation and Monitoring Divisions, except the Surveillance Division, shall give the MTIs/ACs/OMTPs concerned, a three (3) day notice for the conduct of the evaluation with the names of personnel who will be involved in the evaluation process.

III. CONDUCT OF REMOTE EVALUATION

1. The Lead Evaluator shall conduct a Pre-evaluation Meeting with the ET, discussing the assignment of each member.
2. With the presence of the MTI's/AC's/OMTP's representatives, the Lead Evaluator shall preside the Opening Meeting and explain the following:
 - Key area/s covered
 - Scope and objective of the remote evaluation
 - Sequence of the remote evaluation
 - Methods and procedures to be used
 - Composition of the evaluation team and their respective assignment/s
 - Confidentiality of the findings and other information
3. All activities in the course of remote evaluation shall be controlled and recorded by the ET and the institution shall provide a dedicated personnel to assist the ET during the whole duration of the evaluation.
4. The conduct of evaluation shall follow in real time the Evaluation Plan which specifies the key areas to be covered. Any changes therewith shall be mutually agreed upon by both parties.


5. Once the remote evaluation has been completed, the ET shall discuss , agree on the results of their evaluation.
6. The ET shall conduct a Closing Meeting, ideally, with the same MTI's/AC's/OMTP's personnel or its representative/s who attended the Opening Meeting to discuss the results of the evaluation.

IV. EFFECTIVITY

This Advisory shall take effect immediately.

For strict compliance.


VADM ROBERT A EMPEDRAD AFP (RET)
Administrator


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