



**MARITIME INDUSTRY AUTHORITY**

JAN 07 2021

**MARINA Advisory No. 2021- 01**  
Series of 2021

**TO : ALL MARITIME TRAINING INSTITUTIONS (MTIs), ALL ASSESSMENT CENTERS (ACs), OTHER STAKEHOLDERS AND PARTIES CONCERNED**

**SUBJECT : LIFTING OF THE MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR THE APPROVAL OF MARITIME TRAINING COURSES AND ASSESSMENT CENTERS**

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Notice is hereby given that pursuant to PD 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), the Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, and after the study conducted, this Authority adopts the following, thus:

1. Recognizing the effort of Maritime Training Institutions (MTIs) in providing quality of education and training for Filipino Seafarers.
2. Recognizing the effort of Assessment Centers (ACs) in assessing the competence of Filipino Seafarers.
3. Recognizing further the role of MTIs and ACs as indispensable partners in implementing training and assessment requirements as mandated under the STCW Convention, 1978, as amended.
4. Encouraging fair and just competition in the delivery and conduct of training and assessment for Filipino Seafarers.
5. The existing advisories on moratorium concerns review and updating of rules for the inspection and accreditation of maritime training courses/programs and competency mapping.

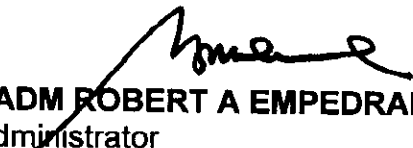
Now therefore, this Authority hereby puts into effect the following:

1. This Advisory expressly repeals STCW Advisory No. 2017-16 and thus, the moratorium on the accreditation of maritime training courses is lifted effectively.
2. This Advisory expressly repeals STCW Advisory No. 2018-02 and thus, the moratorium on the accreditation of assessment centers is lifted effectively.

3. Existing and newly formed MTIs that intend to offer programs or courses shall be required to comply with the requirements prescribed in Annex "A" hereof.
4. Existing and newly formed ACs that intend to offer assessment of competency shall be required to comply with the requirements prescribed in Annex "B" hereof.
5. In addition to the requirements prescribed in paragraphs 3 and 4 hereof, MTIs and ACs that intend to offer programs or courses and assessment of competency shall likewise comply with the existing MARINA circulars, policies, rules and regulations in the accreditation of Maritime Training Programs or Courses and Assessment of Competency.
6. Submission of fraudulent or fake documents or usage of cloned, imitation, or pirated equipment and/or simulators shall be ground for disapproval of the application for the accreditation.
7. Submissions must be done electronically through cloud or google drive or by sending it to [stcw\\_accr@marina.gov.ph](mailto:stcw_accr@marina.gov.ph).
8. For queries and/or other concerns on this subject, please email directly to [stcw\\_accr@marina.gov.ph](mailto:stcw_accr@marina.gov.ph).

All other issuances that are contrary to this Advisory are hereby modified and/or rescinded accordingly.

This Advisory shall take effect immediately.

  
**VADM ROBERT A EMPEDRAD AFP (RET)**  
Administrator

**REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE OF COURSE APPROVAL  
OFFERED BY MARITIME TRAINING INSTITUTIONS**

**A. DOCUMENTARY REQUIREMENTS**

1. Form 1 – Letter of Application under Oath signed by the president or owner.
2. Form 2 – Self Assessment of Compliance to Course Program.
3. Form 3 – Qualifications of Instructors, Assessors and Training Director.
4. Form 4 – Inventory of Training Equipment.
5. Form 5 – Inventory of Teaching Aids/Reference.
6. Form 6 – Checklist for the Administrative Requirements such as:
  - Certified true copy of Securities and Exchange Commission (SEC) Registration and Articles of Incorporation / Articles of Partnership for partnership or Department of Trade and Industry (DTI) Registration Certificate for single proprietorship;
  - Proof of ownership of lot and building or contract of lease;
  - Certified true copy of Safety Occupancy Certificates and Fire Safe Clearance;
  - Affidavit of Undertaking for Group Insurance Scheme for all trainees;
  - Location Plan of lecture and practical training site;
  - Center Floor Plan (office, classroom, practical training, library plus facilities, etc.);
  - Accessibility to medical services; and
  - Employment Contract of Instructors, Assessors and Training Director.
7. Form 9 – Training Completion and Records of Assessment (TCROA) Report Form for the course being applied.
8. Submission of Assessment Tools for both written and practical assessment of trainees guided by Part E (Course Assessment) of STCW Advisory 2019-05 and Instructional Materials and Practical Training Exercises for the course/s concerned;

9. Processes and procedures duly documented in the Quality Standard System certified by a recognized certifying body.
10. Affidavit of Undertaking signed by the president or owner of the MTI stating in substance and in principle that the MTI shall:
  - .1 Ensure the integrity and honesty of the personnel and officials involved in the conduct of training and adhere to fair practices in conducting training with the ultimate aim of producing highly competent seafarers;
  - .2 Strictly adhere and comply with all the provisions of the circulars for accreditation and that any violation hereof shall be a ground for revocation, cancellation or suspension of the Certificate of Accreditation;
  - .3 Amenable to unscheduled or unannounced inspection to be conducted by any authorized MARINA personnel; and
  - .4 Undertake to hold the Monitoring, Surveillance, METSS, BOMDO, BOMEQ, BOERA, BODRA and Accreditation teams of MARINA free from any legal suits or actions in the conduct of inspections as mandated by this Authority.

Note: Forms will be made available at the STCW Office Website ([www.stcw.marina.gov.ph](http://www.stcw.marina.gov.ph)) or you may send an email to [stcw\\_accre@marina.gov.ph](mailto:stcw_accre@marina.gov.ph)

**B. FACILITIES (minimum requirements)**

1. Administrative Office
2. Registration Area
3. Accounting Area
4. Reception Area
5. Faculty Area
6. Comfort Room

**C. EQUIPMENT**

Submit List of Equipment or simulators per course including proof of ownership of the equipment.

**D. INSTRUCTOR AND ASSESSOR**

Submit list of Instructor and Assessor per course including the required documents as per relevant circulars.

**REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE OF ACCREDITATION  
AS ASSESSMENT CENTER**

**A. DOCUMENTARY REQUIREMENTS**

1. A duly accomplished application form supported by the following documents:
  - .1 Letter of Application under Oath signed by the president/owner or authorized representative of the AC;
  - .2 Certified true copy of Securities and Exchange Commission (SEC) Registration and Articles of Incorporation / Articles of Partnership for partnership or Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship;
  - .3 Company Profile (A short narrative regarding the company, the company's officials and their updated resumes with colored head photographs including the organization structure);
  - .4 Business permit;
  - .5 Fire Safety Inspection Certificate;
  - .6 Quality Standard System duly certified by a recognized certifying body; and
  - .7 Certificate of Ownership of the lot and building or notarized contract of lease.
2. Proof of ownership of the equipment.
3. Floor Plan of the AC.
4. Set of Guidelines and Procedures in the administration of Theoretical Examination and Practical Assessment as per applicable STCW Circulars.
5. Affidavit of Undertaking signed by the President or Owner of the MAC stating in substance that the AC shall perform all duties and responsibilities of an accredited AC as enumerated in item 10 of the STCW Circular No. 2015-10 and that all the documents submitted are authentic.
6. Specimen signature of the MAC's authorized signatories.
7. List of Assessors and copies of certificate of accreditation.
8. Submission of Practical Scenarios based on the latest course mapping available.

9. Affidavit of Undertaking signed by the president or owner of the AC stating in substance and in principle that the AC shall:
  - .1 Ensure the integrity and honesty of the personnel and officials involved in the conduct of assessment and adhere to fair practices in conducting assessment with the ultimate aim of producing highly competent seafarers;
  - .2 Strictly adhere and comply with all the provisions of the circulars for accreditation and that any violation hereof shall be a ground for revocation, cancellation or suspension of the Certificate of Accreditation;
  - .3 Amenable to unscheduled or unannounced inspection to be conducted by any authorized MARINA personnel; and
  - .4 Undertake to hold the Monitoring, Surveillance, METSS, BOMDO, BOMEQ, BOERA, BODRA, Examination and Assessment Division (EAD) and Accreditation teams of MARINA free from any legal suits or actions in the conduct of inspections as mandated by this Authority.

**B. FACILITIES (minimum requirements)**

1. Administrative Office
2. Assessors' Office
3. Registration Area
4. Reception Area
5. Records Section
6. Briefing and debriefing Area
7. Holding Area
8. Comfort Rooms
9. Real-time Audio and Video Monitoring System and Facilities

**C. EQUIPMENT**

Submit List of Equipment or simulators per assessment of competency including proof of ownership of the equipment.

**D. ASSESSOR**

Submit list of accredited Assessors per assessment of competency and the required documents as per relevant circulars.