

**DOCUMENTARY REQUIREMENTS FOR THE PRACTICAL ASSESSMENT AND  
ISSUANCE OF CERTIFICATE OF PROFICIENCY (COP)**

| <b>CHECKLIST OF REQUIREMENTS</b>   |
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| <b>I. PRACTICAL ASSESSMENT</b>   |
| <b>1. RATINGS FORMING PART OF AN ENGINEERING WATCH</b>   |
| <ul style="list-style-type: none"> <li>a. Seafarer's Record Book (SRB) first page and relevant entries</li> <li>b. Have completed the special training, either pre-sea or on board ship, approved by the Administration, including seagoing service of not less than two (2) months which shall be associated with engine-room watchkeeping functions and involve the performance of duties carried out under the direct supervision of a qualified engineer officer or a qualified rating. Special training could be any of the following: <ul style="list-style-type: none"> <li>i. Approved training for Ratings Forming Part of an Engineering Watch in a manned engine-room or designated to perform duties in a periodically unmanned engine-room course leading to a certificate of completion; or</li> <li>ii. Completed Classroom Instruction (CCI) in BSMarE; or</li> <li>iii. Completed the Enhanced Support Level Program for Marine Engineering (ESLPME) which shall only be acceptable until 31 December 2025; or</li> <li>iv. Senior High School (SHS) TVL Maritime Track in an accredited school;</li> </ul> </li> <li>c. Valid Medical Certificate from DOH-accredited medical hospital or clinic prescribed under Regulation I/9 and conducted by the accredited medical practitioners of the Department of Health (DOH);</li> </ul>   |
| <b>2. RATINGS AS ABLE SEAFARER ENGINE</b>  |
| <ul style="list-style-type: none"> <li>a. COP as RFPEW</li> <li>b. Seafarer's Record Book (SRB) first page and relevant entries</li> <li>c. Approved seagoing service on ships powered by main propulsion machinery of 750 kW propulsion or more: <ul style="list-style-type: none"> <li>i. Not less than twelve (12) months; or</li> <li>ii. Not less than six (6) months and has completed any of the following: <ul style="list-style-type: none"> <li>a) Ratings as Able Seafarer Engine with a certificate of training completion from an accredited maritime training institution; or</li> <li>b) Completed the approved Bachelor of Science in Marine Engineering (BSMarE) program; or</li> <li>c) Completed Classroom Instruction (CCI) in BSMarE and the following module in <i>Ratings as Able Seafarer Engine in a manned engine room or designated to perform duties in a periodically unmanned engine room course</i>:<br/> Module 5: Contribute to operation of equipment and machineries<br/> Module 7: Contribute to shipboard maintenance and repair<br/> Module 8: Contribute to the handling of stores; or</li> <li>d) Completed the Enhanced Support Level Program for Marine Engineering (ESLPME) which shall only be acceptable until 31 December 2025;</li> </ul> </li> </ul> </li> <li>d. Valid Medical Certificate from DOH accredited medical hospital or clinic prescribed under Regulation I/9 and conducted by the accredited medical practitioners of the Department of Health (DOH);</li> </ul> |
| <b>3. ELECTRO-TECHNICAL RATINGS (ETR)</b>  |
| <ul style="list-style-type: none"> <li>a. Seafarer's Record Book (SRB) first page and relevant entries</li> <li>b. Have completed: <ul style="list-style-type: none"> <li>i. approved seagoing service including not less than twelve (12) months training and experience. The training and experience shall be recorded in the <i>Onboard Record of Training and Experience (OBRTE) for ETR (refer to Annex A)</i>, duly validated by the Chief Engineer Officer of the ship and attested by the Master</li> </ul> </li> </ul>  |



and shipping/local manning agency company official representative. OBRTE must be registered prior to embarkation at the MARINA Examination and Assessment Division and subsequently a control number shall be issued and stamped/affixed in all pages of the OBRTE. Only applicants with any of the following credential are qualified to undertake the OBRTE:

- a. has completed the Bachelor's Degree either in Electrical Engineering, Electronics and Communications Engineering or Electronics Engineering, Marine Engineering, and Industrial Technology major in Electrical, Electronics or Instrumentation; or
- b. has a valid license as Registered Master Electrician from the PRC; or
- c. has completed the Technical and Vocational Education and Training (TVET) with specializations either in electrical, electronics and industrial technology major in electrical, electronic or instrumentation;

**OR**

- ii. approved training for Electro-Technical Ratings, including an approved seagoing service which shall not be less than six (6) months;

- c. Valid Medical Certificate from DOH accredited medical hospital or clinic prescribed under Regulation I/9 and conducted by the accredited medical practitioners of the Department of Health (DOH);

## **II. ISSUANCE OF COP FOR RATINGS FORMING PART OF AN ENGINEERING WATCH, RATINGS AS ABLE SEAFARER ENGINE AND ELECTRO-TECHNICAL RATINGS**

- a. Certificate of Passing the Practical Assessment (appropriate to assessment passed);
- b. Valid Medical Certificate from DOH accredited medical hospital or clinic prescribed under Regulation I/9 and conducted by the accredited medical practitioners of the Department of Health (DOH);
- c. Colored 2x2 inches picture in white polo with collar, white background and taken within the last six (6) months, with proper shoulder board appropriate to the rank with no name tag, frontal pose, showing full face, expressions should be neutral with both eyes open and mouth closed, and no hair covering the eyes. Moreover, heavy make-up and lip color must be avoided, and wearing of eyeglasses, contact lenses and other accessories are likewise not allowed; and
- d. First page of passport OR Seafarer's Identity Document (SID).

**Note: Name reflected will be the same in the certificate to be issued.**