



**MEMORANDUM CIRCULAR NO. SC-2021-05**  
**Series of 2021**

**TO :** ALL SEAFARERS, MANNING AGENCIES, SHIPPING COMPANIES, MARITIME TRAINING INSTITUTIONS, MARITIME HIGHER EDUCATION INSTITUTIONS, ASSESSMENT CENTERS, DOH-ACCREDITED MEDICAL FACILITIES FOR SEAFARERS, MEDICAL PRACTITIONERS AND OTHER MARITIME INDUSTRY STAKEHOLDERS CONCERNED

**SUBJECT :** REVISED RULES AND MANDATORY MINIMUM REQUIREMENTS IN THE ISSUANCE AND REVALIDATION OF CERTIFICATE OF PROFICIENCY (COP) FOR SEAFARERS SERVING ON TANKER SHIPS, SHIPS SUBJECT TO THE IGF CODE AND SHIPS OPERATING IN POLAR WATERS UNDER CHAPTER V OF THE STCW CONVENTION, 1978, AS AMENDED

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Pursuant to Presidential Decree (PD) No. 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention, 1978, as amended), Republic Act No. 11032 otherwise known as the "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*" and Republic Act No. 10173 also known as the "*Data Privacy Act of 2012*", the following rules and requirements are hereby adopted and promulgated, thus:

**Article I**  
**OBJECTIVE**

**Section 1.** The objective of this Circular is to prescribe the rules and requirements in the issuance and revalidation of COP under Chapter V of the STCW Convention, 1978, as amended, for seafarers serving on Tanker Ships, Ships subject to the IGF Code, and Ships Operating in Polar Waters.

The revision is part of the continual improvement of the certification policies and their harmonization with the MARINA Integrated Seafarers Management Online (MISMO) system which will further strengthen our compliance with the STCW Convention, 1978, as amended.

## **Article II COVERAGE**

**Section 2.** This Circular shall cover seafarers applying for issuance and revalidation of COP under Chapter V of the STCW Convention, 1978, as amended, for service on Tanker Ships, Ships subject to the IGF Code, and Ships Operating in Polar Waters.

Seafarers of any nationality, who have completed the approved training course in the Philippines may also apply for any certificate under this Circular.

## **Article III DEFINITION OF TERMS**

**Section 3.** For purposes of this Circular, the terms below shall be defined as follows:

- a) **Administration** – means the Maritime Industry Authority (MARINA);
- b) **Approved** – means approved by the Administration;
- c) **MISMO System** – means the MARINA Integrated Seafarers' Management Online (MISMO) System which is a digital platform used for all transactions of seafarers and MARINA stakeholders relevant to the assessment of competence and certification of seafarers. It aims to reduce processing time, streamline processes and requirements, and eliminate corrupt practices;
- d) **Other Personnel** – means any person serving on board Tanker Ships, Ships subject to the IGF Code and Ships Operating in Polar Waters other than the Master, Officers and Ratings;
- e) **Person with immediate responsibility** – means a person being in a decision-making capacity with respect to loading, discharging, care in transit, handling of cargo, tank cleaning, or other cargo-related operations;
- f) **Polar Code** – refers to the International Code for Ships Operating in Polar Waters, as defined in SOLAS regulation XIV/1.1;
- g) **Polar Waters** – means Arctic waters and/or the Antarctic area, as defined in SOLAS Regulations XIV/1.2 to XIV/1.4;
- h) **Record of Assessment (ROA)** – refers to the document indicating the name of the assessee who have demonstrated the relevant competence and where the outcome of their assessment is recorded as certified by the qualified assessor and training director of a Maritime Training Institution (MTI);
- i) **Revalidation** – means establishing continued professional competence by a seafarer in order to renew a certificate required to be revalidated at an interval not exceeding five (5) years from the date of issuance thereof in accordance with Regulation I/11 of the STCW Convention, 1978 as amended, and maintaining the required standards of competence in accordance with Sections A-V/1-1, A-V/1-2, A-V/3 and A-V/4 of the STCW Code;

- j) **Supernumerary Capacity** – means capacity of a seafarer who is not part of the ship’s safe manning complement, undertaking a training program with emergency duties;
- k) **The IGF Code** – refers to the International Code of Safety for Ships Using Gases or Other Low-Flashpoint Fuels, as defined in SOLAS Regulation II-1/2.29; and
- l) **Training Record Book** – means a document developed and issued by the Administration or approved in accordance with its existing rules and requirements that is used to record the practical training and experience at sea by a candidate while serving in a supernumerary capacity on board a tanker ship. It contains detailed information about the progress of the tasks and duties undertaken to provide an evidence that a structured program of onboard training has been completed.

#### **Article IV GENERAL PROVISIONS**

**Section 4.** The issuance of COPs to seafarers under this Circular shall be in accordance with the following regulations under Chapter V of the STCW Convention, 1978, as amended, to wit:

- a) Regulations V/1-1 and V/1-2 for Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer-In-Charge of Navigational Watch, Officer-In-Charge of an Engineering Watch and Ratings on Oil, Chemical and Liquefied Gas Tankers;
- b) Regulation V/3 for Master, Chief Engineer Officer, Second Engineer Officer, Officer-In-Charge of an Engineering Watch, Ratings and other personnel serving onboard ships subject to the IGF Code; and
- c) Regulation V/4 for Master, Chief Mate and Officer-In-Charge of a Navigational Watch serving onboard ships operating in Polar Waters.

**Section 5.** Revalidation at an interval not exceeding five (5) years from the date of issuance of the certificates mentioned below shall be mandatory in accordance with the requirements of STCW Convention, 1978, as amended, for:

- a) Officers holding COP in *Basic Training* for Oil and Chemical Cargo Operations and Basic Training for Liquefied Gas Tanker Cargo Operations and Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, Officer in Charge of an Engineering Watch, and Ratings holding COP in *Advanced Training* for Oil, Chemical or Liquefied Gas Tanker Cargo Operations under Regulation I/11, paragraph 3;
- b) Master, Chief Mate and Officers in Charge of a Navigational Watch holding COP in *Basic* or *Advanced Training* for Ships Operating in Polar Waters under Regulation I/11, paragraph 4; and

- c) Master, Engineer Officers, Ratings and other personnel holding COP in *Basic* or *Advanced Training* for Service on Ships subject to the IGF Code under Regulation V/3, paragraph 12 in relation to Table B-I/2 of the STCW Code.

**Section 6.** In accordance with the STCW Convention, 1978, as amended, the following COPs issued to Ratings are **not** subject to revalidation:

1. COP in Basic Training for Oil and Chemical Tanker Cargo Operations; and
2. COP in Basic Training for Liquefied Gas Tanker Cargo Operations.

**Section 7.** All applications for issuance and revalidation, including replacement of COPs, shall be filed online by the seafarer through the *MARINA Integrated Seafarers Management Online (MISMO)* system.

**The MISMO online appointment system is free of charge.** In order to access the MISMO system, the seafarer shall first create or secure a MISMO account following the steps in Section 23 hereof.

Seafarers applying for certification under this Circular are enjoined from securing online appointment through fixers. Dealing with fixers is considered as an act of fraud and misrepresentation and is penalized under Section 31 of this Circular and other relevant laws.

**Section 8.** Manning/crewing agencies or shipping companies, through its authorized MARINA-accredited Liaison Officer, may be allowed to file for the expedite processing of application for issuance and revalidation of COP of their seafarers in cases of exceptional and emergency situation only, such as or similar to the following:

1. Replacement/substitution of a crew member(s) due to injury, serious illness or death;
2. Replacement/substitution of crew member as recommended by the ship master due to incompetence, physical or mental condition, habitual drunkenness or criminal conduct; or
3. For seafarers currently serving onboard with extended contract but whose certificates will be expiring.

In order to avoid the expedite processing of documents, manning/crewing agencies or shipping companies are encouraged to have a pool of seafarers with appropriate certificates with at least 1 year validity period as part of good practice.

**Section 9.** All applications for revalidation must be filed three (3) months before the date of expiration of the COP to be revalidated. An affidavit explaining the reason for late filing shall be required for submission and shall be charged an additional fee of P500.00. However, no additional fee shall be charged if the late filing was due to any of the following reasons/circumstances:

1. Death of immediate family member;
2. Seafarers with Medical condition/illness; and
3. Force majeure.

Documentary evidence to prove any of the above circumstance shall be required for submission along with the affidavit.

Application for revalidation of **expired COP** shall be treated as a new application for issuance of COP and shall be required to comply with the applicable requirements in Section 16 hereof.

**Section 10.** A holder of COP which is lost or damaged or with erroneous information or entry shall apply for its replacement. A certificate will be issued upon compliance with the requirements set forth in Section 19 of this Circular.

**Section 11.** As provided under Regulation I/14 of the STCW Convention, 1978, as amended, it shall be the responsibility of the manning/crewing agencies or shipping companies and their accredited Liaison Officers to ensure that each seafarer assigned to any of its ships shall hold an appropriate certificate in accordance with the provisions of the Convention and as established by the Administration.

Manning/Crewing agencies or shipping companies shall also ensure that the STCW certificates are duly signed by the holders/seafarers and shall upload the duly signed certificate into the MISMO account of the seafarer.

Non-compliance with this provision may result to the rejection of succeeding applications under this Circular.

**Section 12.** The concerned manning/crewing agencies or shipping companies and their accredited Liaison Officers shall ensure the authenticity and completeness of the seafarer's documents/records being encoded and/or uploaded into the MISMO system.

**Section 13.** As holders of information, it shall be the responsibility of the concerned institutions/agencies to encode into the MISMO system, within the prescribed period, the records and information regarding the training, medical fitness, and sea service records of the seafarers, as shown in the table below:

<b>Institution / Agency</b>	<b>Information to be Encoded</b>	<b>Prescribed period to encode into MISMO system</b>
MTI	<ul style="list-style-type: none"> <li>• Training Course</li> <li>• Batch No.</li> <li>• Location</li> <li>• STCW Regulation</li> <li>• Date the training started</li> </ul>	Within one (1) working day after completion of the training course

	<ul style="list-style-type: none"> <li>• Date of training completion</li> <li>• Class Link</li> <li>• Record or evidence of passing the Assessment in an approved BTOCTCO or BTLGTCO, as appropriate (<i>applicable for applicants with approved seagoing service on tanker ships but without approved training in BTOCTCO or BTLGTCO</i>)</li> </ul>	
DOH-Accredited Medical Facilities for Seafarer	<ul style="list-style-type: none"> <li>• Name of Medical Facility</li> <li>• Medical Practitioner</li> <li>• PRC License ID</li> <li>• Date of Medical Exam</li> <li>• Expiration Date</li> <li>• Findings</li> </ul>	Within two (2) working days after completion of medical examination
Manning Agency / Shipping Company	<ul style="list-style-type: none"> <li>• Name of Vessel</li> <li>• Type of Vessel</li> <li>• Flag of Registry</li> <li>• IMO No.</li> <li>• GRT</li> <li>• kW</li> <li>• Ship's Trade</li> <li>• Date and Place of Embarkation</li> <li>• Date and Place of Disembarkation</li> <li>• Position/Rank</li> </ul>	Within three (3) working days from disembarkation of the seafarer.

Upon effectivity of this Circular, only information regarding training, medical fitness and seagoing service encoded into the MISMO system by MTIs, DOH-accredited Medical Facilities for Seafarers, and Manning/Crewing Agencies or Shipping Companies, respectively, shall be accepted for issuance or revalidation of COP.

In order to access the MISMO system, the above-mentioned institutions shall first create/secure a MISMO account following the steps in Section 24 hereof.

The concerned institutions shall be held fully liable for the veracity of the information encoded into the MISMO system.

Training that was taken or completed within two (2) years before the date of application may still be accepted for issuance or revalidation of COP provided that the required information relative thereto is encoded by the concerned training provider, and that the five (5) year validity shall be reckoned from the completion date of the training or refresher course.

The compliance of the above institutions with their reportorial responsibilities under this Circular shall be verified/checked during the monitoring and surveillance activities of MARINA.

**Section 14.** Every seafarer applying for issuance and revalidation of COP under the relevant provisions of Chapter V of the STCW Convention, 1978, as amended shall comply with the following general requirements:

1. Proof of identity;
2. Must not be less than 18 years of age at the time of application; **AND**,
3. Meet the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.

**Section 15.** The provisions of Republic Act No. 10173, otherwise known as the “*Data Privacy Act of 2012*”, providing for the protection of confidentiality, preservation of the integrity, and promotion of the availability of data authorized use shall apply.

## **Article V SPECIFIC PROVISIONS**

**Section 16.** Every seafarer applying for issuance of COP under this Circular shall comply with the specific requirements, as follows:

**a) Regulation V/1-1, paragraph 2 – COP in Basic Training for Oil and Chemical Tanker Cargo Operations**

- i) Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training in accordance with the provisions of Section A-VI/1 of the STCW Code; **AND**
- iii) Has at least three (3) months of approved seagoing service on Oil or Chemical Tankers and meet the standard of competence specified in Section A-V/1-1, paragraph 1 of the STCW Code, **OR** has completed approved Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO) and meet the standard of competence specified in Section A-V/1-1, paragraph 1 of the STCW Code.

To meet the standard of competence specified in Section A-V/1-1, paragraph 1 of the STCW Code, the applicant shall undertake the written examination and practical assessment of an approved training in BTOCTCO offered by

authorized MTIs. The concerned MTI shall encode the result or record of assessment into the MISMO system.

**b) Regulation V/1-1, paragraph 4 – COP in Advanced Training for Oil Tanker Cargo Operations**

- i) Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training for Oil and Chemical Tanker Cargo Operations;
- iii) While qualified for certification in Basic Training for Oil and Chemical Tanker Cargo Operations, has completed:
  - 1) at least three (3) months of approved seagoing service on Oil Tankers, **OR**
  - 2) at least one month of approved onboard training on Oil Tankers, in a supernumerary capacity, which includes at least three (3) loading and three (3) unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; **AND**
- iv) Has completed approved Advanced Training for Oil Tanker Cargo Operations and meet the standard of competence specified in Section A-V/1-1, paragraph 2 of the STCW Code.

**c) Regulation V/1-1, paragraph 6 – COP in Advanced Training for Chemical Tanker Cargo Operations**

- i) Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training for Oil and Chemical Tanker Cargo Operations;
- iii) While qualified for certification in Basic Training for Oil and Chemical Tanker Cargo Operations, has completed
  - 1) at least three (3) months of approved seagoing service on chemical tankers, **OR**
  - 2) at least one month of approved onboard training on chemical tankers, in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; **AND**



- iv) Has completed approved Advance Training for Chemical Tanker Cargo Operations and meet the standard of competence specified in Section A-V/1-1, paragraph 2 of the STCW Code.

**d) Regulation V/1-2, paragraph 2 – COP in Basic Training for Liquefied Gas Tanker Cargo Operations**

- i) Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training in accordance with provisions of Section A-VI/1 of the STCW Code; **AND**
- iii) Has at least three (3) months of approved seagoing service on Liquefied Gas Tankers and meet the standard of competence specified in Section A-V/1-2, paragraph 1 of the STCW Code, **OR** have completed approved Basic Training for Liquefied Tanker Cargo Operations (BTLGTCO) and meet the standard of competence specified in Section A-V/1-2.

To meet the standard of competence specified in Section A-V/1-2, paragraph 1 of the STCW Code, the applicant shall undertake the written exam and practical assessment of an approved training in BTLGTCO offered by authorized MTIs. The concerned MTI shall encode the result or record of assessment into the MISMO system.

**e) Regulation V/1-2, paragraph 4 – COP in Advanced Training for Liquefied Gas Tanker Cargo Operations**

- i) Meet the standards of medical fitness specified in Section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training for Liquefied Gas Tanker Cargo Operations;
- iii) While qualified for certification in Basic Training for Liquefied Gas Tanker Cargo Operations, has completed:
  - 1) at least three (3) months of approved seagoing service on liquefied gas tankers, **OR**
  - 2) at least one (1) month of approved onboard training on liquefied gas tankers, in a supernumerary capacity, which includes at least three (3) loading and three (3) unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; **AND**
- iv) Has completed approved Advance Training for Liquefied Gas Tanker Cargo Operations and meet the standard of competence specified in section A-V/1-2, paragraph 2 of the STCW Code.

**f) Regulation V/3, paragraphs 5 and 6– COP in Basic Training for Service on Ships Subject to the IGF Code**

- i) Meet the standards of medical fitness specified in section A-I/9 of the STCW Code; **AND**
- ii) Has completed the approved Basic Training for Service on Ships subject to the IGF Code in accordance with their capacity, duties and responsibilities as set out in Table A-V/3-1 and meet the standard of competence as specified in Section A-V/3-1, paragraph 1.1.2 of the STCW Code. **OR**
- iii) Seafarers who have been qualified and certified according to Regulation V/1-2, paragraphs 2 and 5, or Regulation V/1-2, paragraphs 4 and 5 on Liquefied Gas Tankers, are to be considered as having met the requirements specified in section A-V/3, paragraph 1 for Basic Training for Service on Ships subject to the IGF Code.

**g) Regulation V/3, paragraphs 8 and 9 – COP in Advanced Training Service on Ships Subject to the IGF Code**

- i) Meet the standards of medical fitness specified in section A-I/9 of the STCW Code;
- ii) Has valid COP in Basic Training for Ships Subject to the IGF Code;
- iii) While holding the COP in Basic Training for Ships Subject to the IGF Code, has completed:
  - 1) approved Advanced Training for Service on Ships subject to the IGF Code in accordance with their capacity, duties and responsibilities as set out in Table A-V/3-2 and meet the standard of competence as specified in Section A-V/3, paragraph 2 of the STCW Code; **AND**
  - 2) at least one (1) month of approved seagoing service that includes a minimum of three (3) bunkering operations onboard ships subject to the IGF Code. Two (2) of the three (3) bunkering operations may be replaced by approved simulator training on bunkering operations as part of the approved training in Advanced Training for Service on Ships subject to the IGF Code;
- iv) Masters, Engineer Officers and any person with immediate responsibility for the care and use of fuels on ships subject to the IGF Code who have been qualified and certificated according to the standards of competence specified in Section A-V/1-2, paragraph 2 for service on Liquefied Gas Tankers are to be considered as having met the requirements specified in Section A-V/3, paragraph 2 for Advanced Training for Service on Ships subject to the IGF Code, provided they have:

- 1) Met the requirements of Regulation V/3, paragraph 6;
- 2) Met the bunkering requirements of paragraph 8.2 of Regulation V/3 or have participated in conducting three (3) cargo operations onboard the liquefied gas tanker; **AND**
- 3) Completed sea going service of three (3) months in the previous five years onboard:
  - (a) ships subject to the IGF Code; or
  - (b) tankers carrying as cargo, fuels covered by the IGF Code; or
  - (c) ships using gases or low flashpoint fuel as fuel.

**h) Regulation V/4, paragraph 2 – COP in Basic Training for Ships Operating in Polar Waters**

- i) Meet the standards of medical fitness specified in section A-I/9 of the STCW Code; **AND**
- ii) Completed an approved Basic Training for Ships Operating in Polar Waters and meet the standard of competence specified in Section A-V/4, paragraph 1 of the STCW Code.

**i) Regulation V/4, paragraphs 3 and 4 – COP in Advanced Training for Ships Operating in Polar Waters**

- i) Meet the standards of medical fitness specified in section A-I/9 of the STCW Code;
- ii) Has valid COP of Basic Training for Ships Operating in Polar Waters;
- iii) Has at least two (2) months of approved seagoing service in the deck department, at management level or while performing duties at the operational level, within polar waters or other equivalent approved seagoing service in areas with ice regimes, in different regions and during the winter seasons replicating the conditions in the Arctic and the Antarctic regions; **AND**
- iv) Has completed approved Advanced Training for Ships Operating in Polar Waters and meet the standard of competence specified in section A-V/4, paragraph 2 of the STCW Code.

**Section 17.** Seafarers applying for revalidation of the following COPs under this Circular shall comply with the specific requirements, as follows:

<b>COP TO BE REVALIDATED</b>	<b>SPECIFIC REQUIREMENTS FOR REVALIDATION</b>
<p>a) COP in Basic Training for Oil and Chemical Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch (OICNW) and Officer in Charge of an Engineering Watch (OICEW)</p>	<p>i. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to the date of revalidation onboard Oil or Chemical Tanker <b>OR</b> completed an approved Basic Training for Oil and Chemical Tanker Cargo Operations; <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code</p>
<p>b) COP in Advanced Training for Oil Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OICNW, OICEW and Ratings</p>	<p>i. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OIC-NW, OIC-EW or Ratings, as appropriate, onboard Oil Tanker <b>OR</b> completed an approved Advanced Training for Oil Tanker Cargo Operations; <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.</p>
<p>c) COP in Advanced Training for Chemical Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OICNW, OICEW and Ratings</p>	<p>i. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OIC-NW, OIC-EW or Ratings, as appropriate, onboard Chemical Tanker <b>OR</b> completed an approved Advanced Training for Chemical Tanker Cargo Operations; <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.</p>

<p>d) COP in Basic Training for Liquefied Gas Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OICNW and OICEW</p>	<p>i. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to the date of revalidation onboard Liquefied Gas Tanker <b>OR</b> completed an approved Basic Training for Liquefied Gas Tanker Cargo Operations; <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code</p>
<p>e) COP in Advanced Training for Liquefied Gas Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OIC-NW, OIC-EW and Ratings</p>	<p>i. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OIC-NW, OIC-EW or Ratings, as appropriate, onboard Liquefied Gas Tanker <b>OR</b> completed an approved Advanced Training for Liquefied Gas Tanker Cargo Operations; <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.</p>
<p>f) COP in Basic Training for Ships Operating in Polar Waters of Master, Chief Mate and Officer in Charge of a Navigational Watch</p>	<p>i. approved seagoing service for a period of at least two (2) months in total within five (5) years prior to revalidation in the capacity either as Master, Chief Mate or Officer in Charge of a Navigational Watch, as appropriate onboard Ships Operating in Polar Waters, <b>OR</b></p> <p>evidence of passing the assessment in an approved Basic Training for Ships Operating in Polar Waters, <b>OR</b></p> <p>completed an approved Basic Training for Ships Operating in Polar Waters; <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code</p>

<p>g) COP in Advanced Training for Ships Operating in Polar Waters of Master and Chief Mate</p>	<p>i. approved seagoing service for a period of at least two (2) months in total within five (5) years prior to revalidation in the capacity either as a <b>Master or Chief Mate</b>, as appropriate onboard Ships Operating in Polar Waters, <b>OR</b></p> <p>evidence of passing the assessment in an approved Advanced Training for Ships Operating in Polar Waters, <b>OR</b></p> <p>completed an approved Advanced Training for Ships Operating in Polar Waters; <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code</p>
<p>h) COP in Basic Training for Service on Ships subject to the IGF Code</p>	<p>i. completed Refresher in Basic Training for Service on Ships subject to the IGF Code; <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code</p>
<p>i) COP in Advanced Training for Service on Ships subject to the IGF Code of Master, Chief Engineer Officer, Second Engineer Officer, Officer in Charge of an Engineering Watch, and all personnel with immediate responsibility for the care and use of fuels and fuel systems on ships subject to the IGF Code</p>	<p>i. completed Refresher in Advanced Training for Service on Ships subject to the IGF Code, <b>AND</b></p> <p>ii. evidence of meeting the standards of Medical Fitness specified in Section A-I/9 of the STCW Code</p>

**Article VI  
OTHER REQUIREMENTS**

**Section 18.** Subject to Section 8 hereof, **applications for expedite** processing shall comply with the following requirements in addition to the documentary requirements enumerated in Annex-A of this Circular, as applicable:

1. For expedite application, the following additional documents shall be submitted and uploaded into the MISMO account of the seafarer:

- a) Letter request from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company stating therein the reason or circumstance;
  - b) Documentary evidence of the reason or circumstance stated in the letter request for expedite processing;
  - c) Overseas Employment Certificate (OEC) from the Philippine Overseas Employment Administration (POEA); and
  - d) Contract of Employment duly approved by the POEA.
2. For applications filed on behalf of the seafarer who is currently serving on board ship, the following documents shall be submitted and uploaded in the MISMO system:
- a) Letter request from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company stating the reason or circumstance thereof;
  - b) Documentary evidence of the reason or circumstance stated in the letter request for expedite processing;
  - c) Duly notarized Affidavit of Undertaking or Certification from the shipping company/manning agency;
  - d) Ship's crew list;
  - e) New Contract of Employment approved by the POEA, in case of promotion; or
  - f) Duly notarized Affidavit in case of lost or damaged COP or with erroneous information therein. The Affidavit should state the circumstances of the loss or damage or the erroneous details of information and give a description of the certificate.

Liaison Officers shall bring the original copy of the above documents and present to the designated Document Evaluator, for verification and validation.

**Section 19.** Seafarers applying personally for **replacement** of COP that was lost or damaged or with erroneous information shall comply with the following requirements:

1. Duly notarized Affidavit stating the circumstances of the loss or damage or the erroneous information in the COP and give a description of the certificate; and
2. Provide any government-issued identification document.

In case the seafarer is onboard the ship, the duly designated liaison officer shall upload the following documents into the MISMO system and bring the original copy of the same for presentation to the designated Document Evaluator, for verification and validation:

1. Letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official;
2. Affidavit of Loss or Damage;
3. Employment contract approved by the POEA;
4. Oath of undertaking; and,
5. Ship's crew list.

**Section 20.** STCW mandatory training courses required for the issuance or revalidation of COP under this Circular shall be taken **ONLY** from Maritime Training Institutions (MTIs) offering MARINA-approved courses.

**Section 21.** COP for Basic Training on Oil and Chemical Tanker Cargo Operations and COP for Basic Training in Liquefied Gas Tanker Cargo Operations issued to Ratings, may be accepted for issuance of COP for Advanced Training on Oil and Chemical Tanker Cargo Operation and COP for Advanced Training on Liquefied Gas Tanker Cargo Operations provided that it was issued or used onboard takers within the last five (5) years prior to application.

## **Article VII DOCUMENTARY REQUIREMENTS**

**Section 22.** Seafarers applying for issuance or revalidation of COP shall comply with the documentary requirements corresponding to the COP being applied for provided in **Annex A**.

A seafarer may be required to present additional supporting documents during the evaluation of his/her application for certification under this Circular.

## **Article VIII STEPS FOR CREATION OF MISMO ACCOUNT**

**Section 23.** For MISMO account of Seafarers:

- Step 1. Go to MARINA Online Appointment System website by clicking this link <https://online-appointment.marina.gov.ph>.
- Step 2. Click "Sign-up".
- Step 3. Click "Register New Account".
- Step 4. Fill-in all required information on the template shown on the screen. Make sure to enter your working address.
- Step 5. Click the "I accept the term and conditions".



- Step 6. Click the “Register” button. This message will appear on your screen “You have successfully registered in our system. Please check your email to activate your account”.
- Step 7. Check your registered email address and open the link sent by the Administration to verify and activate the MISMO account.
- Step 8. Upon signing-in to your MISMO Account, fill-up your “Personal Information”, and then click “Save Changes”.

**Section 24.** For creation of their MISMO accounts, MTIs, Manning/Crewing Agencies, Shipping companies, and DOH-accredited Medical Facilities for Seafarers, shall apply through a letter of intent with the Information, Technology and Communication Management Division (ITCMD) of the MARINA at email address: stcw\_ictmd@marina.gov.ph to secure their MISMO account.

**Article IX  
PROCEDURES FOR ISSUANCE AND REVALIDATION OF COP UNDER  
CHAPTER V OF THE STCW CONVENTION, 1978, AS AMENDED**

**Section 25.** In general, the application for issuance, revalidation and replacement of COP goes through the following processes:

- 1. Initial online evaluation
- 2. Final evaluation
- 3. Printing of COP
- 4. Validation of printed COP
- 5. Releasing of COP

Candidates applying for issuance, revalidation and replacement of COP under this Circular shall follow the procedures/steps shown in the process flow diagram in **Annex B**.

**Article X  
VALIDITY OF COP**

**Section 26.** The COP under this Circular shall have the following validity:

<b>Type of Certificate</b>	<b>Validity period</b>	
	<b>For Ratings</b>	<b>For Masters and Officers</b>
1. COP in BTOCTO	Unlimited	Five (5) years from date of issuance / revalidation if application is filed
2. COP in BTLGTCO		
3. COP in ATOTCO	Five (5) years from date of issuance /	

4. COP in ATCTCO	revalidation if application is filed within 6 months upon completion of the training. Otherwise, the 5 years validity shall reckon from the date of completion of the training.	within 6 months upon completion of the training. Otherwise, the 5 years validity shall reckon from the date of completion of the training.
5. COP in ATLGTCO		
6. COP in BTSSIC		
7. COP in ATSSIC		
8. COP in BTSOPW	Not applicable	
9. COP in ATSOPW		

**Article XI  
FORMAT OF COP**

**Section 27.** The COP shall contain the information provided under Section B-1/2 paragraph 5 of the STCW Code and shall be in a format shown in the **Annex C**.

COPs issued prior to the effectivity of this Circular shall remain valid until their expiration date.

**Article XII  
VERIFICATION OF COP**

**Section 28.** COPs issued under this Circular can be verified through the verification portal available at <https://online-appointment.marina.gov.ph/verify-id-certificate>.

**Article XIII  
GROUNDS FOR SUSPENSION/REVOCAION OF COP**

**Section 29.** The COP may be suspended or revoked by the Administration, after due process, for any of the following grounds:

1. Declaration by a competent medical practitioner of permanent disability to be engaged onboard and receipt of payment for such disability; Provided, that, if the certificate of the concerned seafarer is still valid, the same shall be deemed revoked;
2. Falsification of seafarer's certificates;
3. Final conviction of a crime involving moral turpitude; and
4. Any act of misrepresentation for the purpose of securing COP such as giving false testimonies or falsified documents.

The holder of a COP that is suspended or revoked shall promptly surrender it as directed by the Administration. Suspended or revoked COP will not be re-instated. The seafarer may apply for new COP when he/she has been issued legal clearance by the Administration.

**Article XIV  
FEES AND OTHER CHARGES**

**Section 30.** Applicants for COPs as herein provided shall pay the corresponding fees and other charges, through the MARINA authorized payment center, as follows:

<i>Type of Application</i>	<i>Regular processing fee</i>	<i>Expedite / Onboard processing fee</i>
Issuance of COP	P230.00 (inclusive of documentary stamp tax)	P630.00 (inclusive of documentary stamp tax)
Revalidation of COP		
Replacement of COP		

An additional fee of P500.00 shall be imposed for late filing of application for revalidation subject to exemptions under Section 9 hereof.

The seafarer applicant may opt to personally claim the COP upon its release or authorize the MARINA to have it delivered through an authorized courier service provider upon payment of an additional courier service fee.

**Article XV  
PENALTY CLAUSE**

**Section 31.** Engaging in any act/s of misrepresentation for purpose of securing certificate of proficiency such as giving of false testimonies or falsified documents, engaging in any acts of misrepresentation or use, submission or presentation of fake, fraudulent or tampered documents shall be meted with the following fines and penalties:

**1. Ratings (Support Level)**

**First Violation** - P50,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for three (3) months from the receipt of the decision/order or resolution.

**Second Violation** – P100,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for six (6) months from the receipt of the decision/order or resolution.

**Third Violation** - Perpetual disqualification to apply for Certificate of Proficiency (COP).

**2. Officers**

**First Violation** – P100,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for three (3) months from the receipt of the decision/order or resolution.

**Second Violation** - 200,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for six months (6) from the receipt of the decision/order or resolution.

**Third Violation** - Perpetual disqualification to apply for Certificate of Proficiency (COP).

### 3. Liaison Officers (LOs)

LOs shall be penalized with the following for submission of spurious/tampered and/or unauthorized document:

**First violation** – P50,000 and suspension for six (6) months of Certificate of Accreditation from the receipt of the decision/order or resolution.

**Second violation** – P100,000 and revocation of and perpetual disqualification to apply for Certificate of Accreditation from the receipt of the decision/order or resolution.

### 4. Manning Agencies

Manning agencies shall be penalized with the following for submission of false statement or misrepresentation, fraudulent or spurious or tampered licenses, documents, and/or certificates where they or any of their accredited LOs have consented or participated in the tampering/misrepresentation or in securing the questioned licenses, documents, and/or certificates from any source:

**First violation** – P500,000 and suspension of the Certificate of Accreditation for one (1) year from the receipt of the decision/order or resolution.

**Second violation** – P1,000,000 and revocation of and perpetual disqualification to apply for the Certificate of Accreditation from the receipt of the decision/order or resolution.

### 5. MTIs and ACs

MTIs and ACs shall be penalized with the following for encoding false information into the MISMO System required in the processing of Certificate of Proficiency and/or Certificate of Competency:

**First Violation** – P500,000.00 fine and suspension of Certificate of Accreditation involving the training course/assessment applied for the COP for one (1) year from the receipt of the decision/order or resolution.

**Second Violation** – P1,000,000.00 fine and revocation of and perpetual disqualification to apply for Accreditation involving the training course/assessment applied for COP from the receipt of the decision/order or resolution.

The commission of the above violation is without prejudice to any civil and/or criminal liability that may be imposed under applicable laws.

**Article XV  
REPEALING CLAUSE**

**Section 32.** STCW Circular No. 2018-04, STCW Advisory No. 2020-01 and any existing MARINA and STCW Circulars, rules and regulations which are contrary to or inconsistent with this Circular are hereby superseded, repealed or amended accordingly.

**Article XVI  
SEPARABILITY CLAUSE**

**Section 33.** If any provision or part of this Circular is declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.

**Article XVII  
EFFECTIVITY**

**Section 34.** This STCW Circular shall take effect fifteen (15) days following its publication in a newspaper of general circulation and submission to the Office of the National Administrative Register (ONAR).

Done in the City of Manila, Philippines on FEB 11 2021.

**BY AUTHORITY OF THE BOARD:**

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

**SECRETARY'S CERTIFICATION**

This is to certify that Memorandum Circular No. SC-2021-05 was approved by the MARINA Board of Directors during its 283<sup>rd</sup> Regular Meeting held on 11 February 2021.

  
**ATTY. EUSEBIA CADLUM-BOCO**  
Acting Corporate Board Secretary

Date of Publication: 23 March 2021  
Business Mirror

Date of Submission to ONAR: \_\_\_\_\_

## DOCUMENTARY REQUIREMENTS

FOR THE ISSUANCE, REVALIDATION AND REPLACEMENT OF CERTIFICATE OF PROFICIENCY (COP) FOR SEAFARERS SERVING ON TANKER SHIPS, SHIPS SUBJECT TO THE IGF CODE AND SHIPS OPERATING IN POLAR WATERS UNDER CHAPTER V OF THE STCW CONVENTION, 1978, AS AMENDED

CHECKLIST OF REQUIREMENTS	
<b>I. FOR ISSUANCE OF COP</b>	
<b>1. COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)</b>	
a.	Valid COP in BT
b.	Certificate of Training Completion for BTOCTCO <b>OR</b> Approved seagoing service of at least 3 months on Oil or Chemical Tankers and records or evidence of passing the assessment in an approved BTOCTCO
c.	Valid Medical Certificate in PEME format
<b>2. COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO)</b>	
a.	Valid COP in BTOCTCO
b.	Certificate of Training Completion for ATOTCO
c.	While qualified for certification in Basic Training for Oil and Chemical Tanker Cargo Operations, has completed an approved seagoing service of at least three (3) months on Oil Tankers, <b>OR</b> at least 1 month of approved onboard training on Oil Tankers, in supernumerary capacity, which includes at least 3 loading and 3 unloading operations and documented in an approved training record book; <b>AND</b>
d.	Valid Medical Certificate in PEME format
<b>3. COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)</b>	
a.	Valid COP in BTOCTCO
b.	Certificate of Training Completion in ATCTCO
c.	While qualified for certification in Basic Training for Oil and Chemical Tanker Cargo Operations, has completed an approved seagoing service of at least 3 months on Chemical Tankers, <b>OR</b> at least 1 month of approved onboard training, in supernumerary capacity, which includes at least 3 loading and 3 unloading operations and is documented in an approved training record book; <b>AND</b>
d.	Valid Medical Certificate in PEME format
<b>4. COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)</b>	
a.	Valid COP in BT
b.	Certificate of Training Completion in BTLGTCO, <b>OR</b> Approved seagoing service of at least 3 months on Liquefied Gas Tankers and records or evidence of passing the assessment in an approved BTLGTCO
c.	Valid Medical Certificate in PEME format
<b>5. COP in Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)</b>	
a.	Valid COP in BTLGTCO
b.	Certificate of Training Completion in ATLGTCO
c.	While qualified for certification in Basic Training for Liquefied Gas Tanker Cargo Operations, has completed an approved seagoing service of at least 3 months on Liquefied Gas Tankers, <b>OR</b> at least 1 month of approved seagoing service onboard training on Liquefied Gas Tankers, in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations and is documented in an approved training record book;
d.	Valid Medical Certificate in PEME format
<b>6. COP in Basic Training for Service on Ships Subject to the IGF Code</b> <i>(NOTE: Seafarers who are holders of valid COP in BTLGTCO are qualified for issuance of COP in Basic Training for Service on Ships subject to the IGF Code)</i>	

a. Certificate of training completion for Basic Training for Service on Ships subject to the IGF Code
b. SIRB/SRB first page and entries
c. Valid Medical Certificate in PEME format
<b>7. COP in Advanced Training for Service on Ships Subject to the IGF Code</b>
a. Valid COP in Basic Training for Service on Ships Subject to the IGF Code
b. Valid Medical Certificate in PEME format
c. While holding COP in Basic Training for Service on Ships Subject to the IGF Code, has
i. Certificate of training completion for Advanced Training for Service on Ships subject to IGF Code; AND
ii. Has an approved seagoing service of at least 1 month that includes a minimum of 3 bunkering operations onboard ships subject to the IGF Code. Two (2) of the 3 bunkering operations may be replaced by approved simulator training on bunkering operations as part of the approved training in Advanced Training for Ships subject to the IGF Code.
d. Masters, Engineer Officers and any person with immediate responsibility for the care and use of fuels on ships subject to the IGF Code who have been qualified and certificated according to the standards of competence specified in Section A-V/1-2, paragraph 2 for service on Liquefied Gas Tankers are to be considered as having met the requirements specified in Section A-V/3, paragraph 2 for Advanced Training for Ships subject to the IGF Code, provided they have:
i. Met the requirements of Regulation V/3, paragraph 6; <b>AND</b>
ii. Met the bunkering requirements of paragraph 8.2 of Regulation V/3 or have participated in conducting three (3) cargo operations onboard the liquefied gas tanker; <b>AND</b>
iii. Completed sea going service of three (3) months in the previous five (5) years onboard:
1. ships subject to the IGF Code; or
2. tankers carrying as cargo, fuels covered by the IGF Code; or
3. ships using gases or low flashpoint fuel as fuel.
<b>8. COP in Basic Training for Ships Operating in Polar Waters</b>
a. Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters.
b. Valid Medical Certificate in PEME format
c. SIRB/SRB first page and entries
<b>9. COP in Advance Training for Ships Operating in Polar Waters</b>
a. Valid COP in Basic Training for Ships Operating in Polar Waters
b. Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters. <b>AND;</b> Has at least two (2) months of approved seagoing service in the deck department at management level or while performing duties at the operational level, within polar waters or other equivalent approved seagoing service in areas with ice regimes, in different regions and during the winter seasons replicating the conditions in the Arctic and the Antarctic regions;
c. Valid Medical Certificate in PEME format
<b>II. FOR REVALIDATION OF COP</b>
<b>1. COP in Basic Training for Oil and Chemical Tankers Cargo Operations (BTOCTCO) of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch</b>
a. Valid COP in BTOCTCO
b. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation onboard Oil or Chemical Tanker, <b>OR</b>

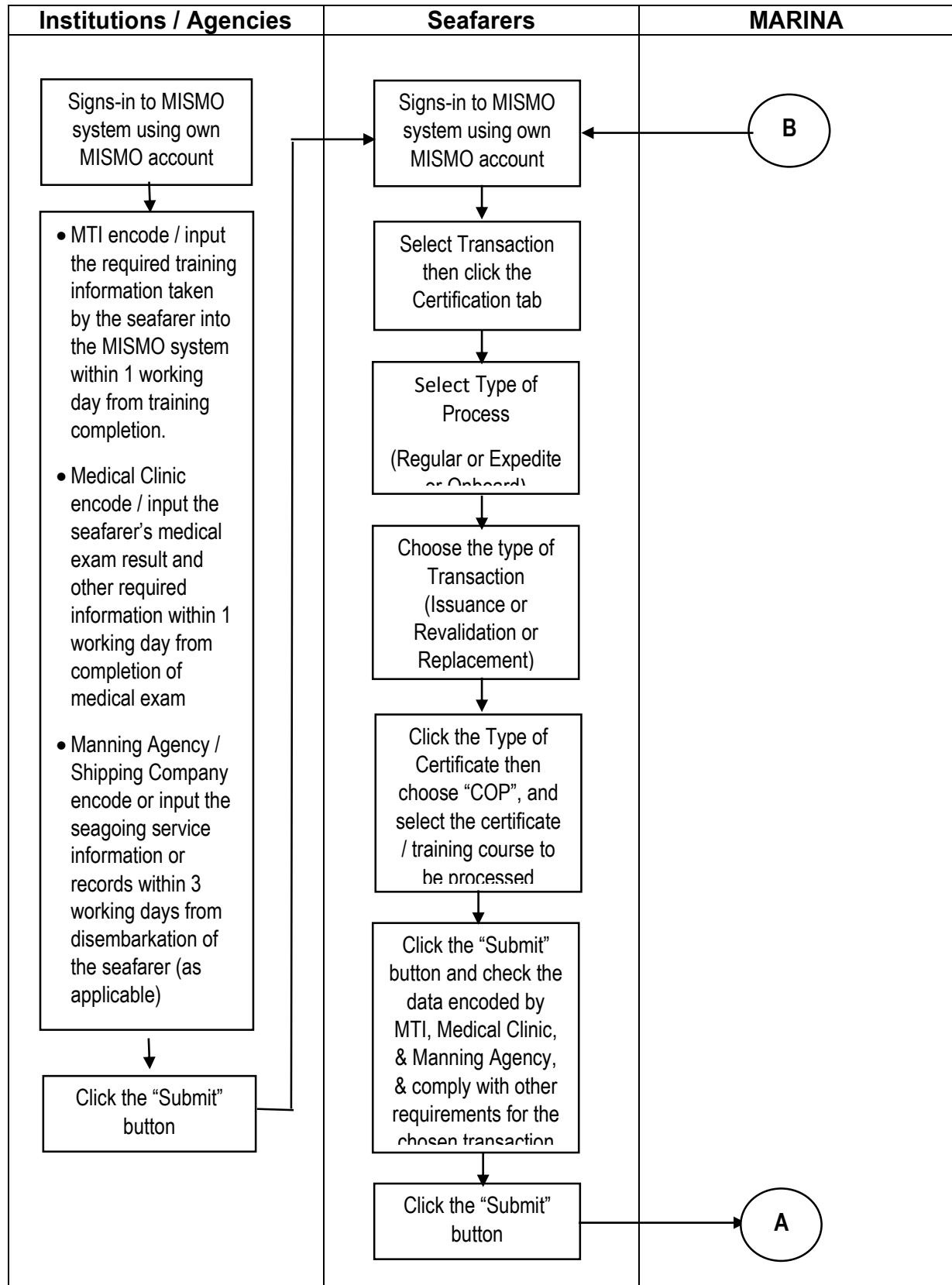


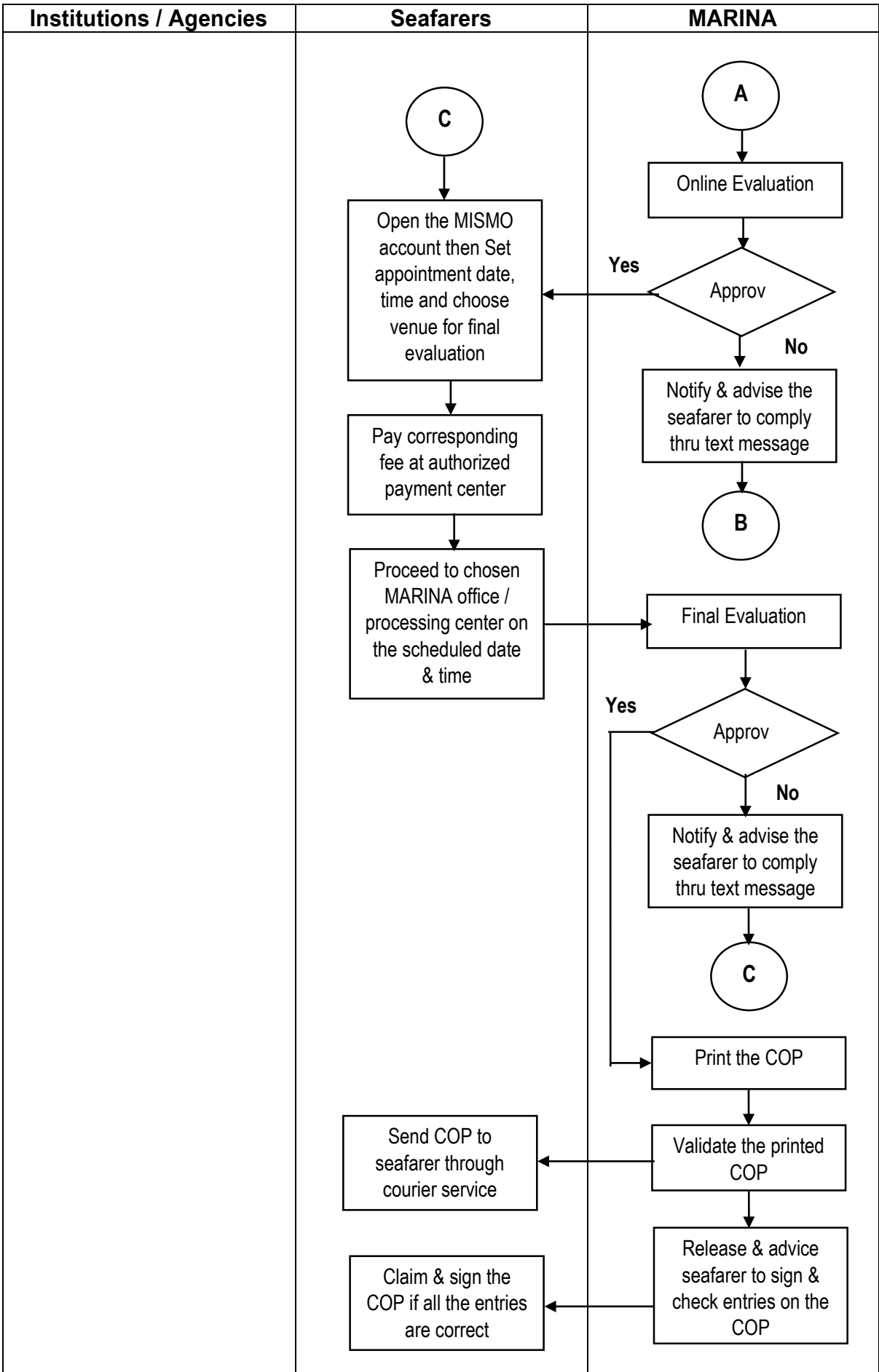
	Certificate of Training Completion in BTOCTCO, if expired COP in BTOCTCO or if applicant does not meet the required seagoing service.
	c. Medical Certificate in PEME format
<b>2.</b>	<b>COP in Advanced Training for Oil Tanker Cargo Operations (ATOTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer</b>
	a. Valid COP in ATOTCO
	b. Medical Certificate in PEME format
	c. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer, as appropriate, onboard Oil Tanker, <b>OR</b> Certificate of Training Completion in ATOTCO, if expired COP in ATOTCO or if applicant does not meet the required seagoing service.
<b>3.</b>	<b>COP in Advanced Training for Chemical Tanker Cargo Operations (ATCTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer</b>
	a. Valid COP in ATCTCO
	b. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief, or Second Engineer Officer, as appropriate, onboard Chemical Tanker, <b>OR</b> Certificate of Training Completion in ATOTCO, if expired COP in ATCTCO or if applicant does not meet the required seagoing service.
	c. Medical Certificate in PEME format
<b>4.</b>	<b>COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO) of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch</b>
	a. Valid COP in BTLGTCO
	b. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation onboard Liquefied Gas Tanker, <b>OR</b> Certificate of Training Completion in BTLGTCO, if expired COP in BTLGTCO or if applicant does not meet the required seagoing service.
	c. Medical Certificate in PEME format
<b>5.</b>	<b>COP in Advanced Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer</b>
	a. Valid COP in ATLGTCO
	b. Medical Certificate in PEME format
	c. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief, or Second Engineer Officer, as appropriate, onboard Liquefied Gas Tanker, <b>OR</b> Certificate of Training Completion in ATLGTCO, if expired COP in ATLGTCO or if applicant does not meet the required seagoing service.
<b>6.</b>	<b>COP in Basic Training for Ships Operating in Polar Waters of Master, Chief Mate and Officer-in-Charge of a Navigational Watch</b>
	a. Approved seagoing service for at least 2 months in total within the last 5 years prior to revalidation in the capacity as Master, Chief Mate or OIC of a Navigational Watch onboard ships operating in Polar Waters, <b>OR</b> Evidence of passing the assessment in an approved Basic Training for Ships Operating in Polar Waters, <b>OR</b> Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters
	b. Valid Medical Certificate in PEME format
	c. SIRB/SRB first page and entries
<b>7.</b>	<b>COP in Advance Training for Ships Operating in Polar Waters for Master and Chief Mate</b>



<p>a. Approved seagoing service of at least 2 months in total within the Last 5 years prior to revalidation in the capacity either as a Master or Chief Mate onboard ships operating in Polar Waters, <b>OR</b>  Evidence of passing the assessment in an approved Advanced Training for Ships operating in Polar Waters, <b>OR</b>  Certificate of Training Completion in Advanced Training for Ships Operating in Polar Waters.</p>
<p>b. Valid Medical Certificate in PEME format</p>
<p><b>8. COP in Basic Training for Service on Ships subject to the IGF Code</b></p>
<p>a. Certificate of Training Completion on Refresher in Basic Training for Service on Ships subject to the IGF Code.</p>
<p>b. Valid Medical Certificate in PEME format</p>
<p><b>9. COP in Advanced Training for Service on Ships subject to the IGF Code of Master, Chief Engineer Officer, Second Engineer Officer, Officer-in-Charge of an Engineering Watch, and all personnel with immediate responsibility for the care and use of fuels and fuel systems on ships subject to the IGF Code</b></p>
<p>a. Certificate of Training Completion on Refresher in Advanced Training for Service on Ships subject to the IGF Code.</p>
<p>b. Valid Medical Certificate in PEME format</p>
<p><b>III. FOR REPLACEMENT OF COP</b></p>
<p>1. For seafarers applying personally:</p>
<ul style="list-style-type: none"> <li>• Duly notarized Affidavit in case of lost or damaged COP or if the COP has wrong information entry. (<i>The Affidavit should state the circumstances of the loss or damage or the wrong details of information, and give description of the certificate/s to be replaced.</i>)</li> <li>• Any government-issued identification document</li> </ul>
<p>2. In case the seafarer is onboard ship:</p>
<ul style="list-style-type: none"> <li>• Letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official;</li> <li>• Affidavit of Loss or Damage</li> <li>• Employment contract approved by the POEA;</li> <li>• Oath of undertaking; and</li> <li>• Ship's crew list.</li> </ul>

**PROCESS FLOW DIAGRAM FOR ISSUANCE, REVALIDATION AND REPLACEMENT OF COP UNDER THIS CIRCULAR**







REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF PROFICIENCY
ISSUED UNDER THE PROVISIONS OF THE INTERNATIONAL CONVENTION ON
STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING FOR
SEAFARERS (STCW CONVENTION), 1978, AS AMENDED

The Government of the Republic of the Philippines, through the
Maritime Industry Authority (MARINA),

certifies that

(NAME OF THE SEAFARER)

has successfully completed the approved training course in

(TITLE OF THE TRAINING COURSE)

in accordance with Regulation \_\_\_\_ of the STCW Convention, 1978, as amended
and has been found qualified after passing the assessment
under Section A-\_\_\_\_\_ of the STCW Code.

Certificate Number : \_\_\_\_\_
Date of Issue : \_\_\_\_\_
Date of Expiry : \_\_\_\_\_
Date of birth of the seafarer: \_\_\_\_\_



Passport
size
Photo of the
Seafarer

VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator
MARITIME INDUSTRY AUTHORITY
Bonifacio Drive corner 20th Street, Port Area,
Manila 1018 Philippines
Telephone No.: (02) 8523-9078 / (02) 8524-2895

Signature of the holder : \_\_\_\_\_

This certificate must be kept available in its original form on board the ship on which the lawful
holder is serving as required under Regulation I/2, paragraph 11 of the above-mentioned
Convention.