

## **[ MIA STCW Circular No. 2015-10, June 26, 2015 ]**

### **POLICIES, RULES AND REGULATIONS ON THE ACCREDITATION OF ASSESSMENT CENTERS (ACS) FOR THE CONDUCT OF THEORETICAL EXAMINATION AND PRACTICAL ASSESSMENT**

*Adopted: 26 June 2015  
Date Filed: 11 August 2015*

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

#### **1. OBJECTIVES**

- .1 To prescribe policies, rules and regulations on the accreditation of Assessment Centers (ACs) for the conduct of Theoretical examination and Practical assessment in compliance to provisions for the issuance of STCW Certificates;
- .2 To implement the applicable provisions of Regulation I/6 "Training and Assessment" and Regulation I/8 "Quality Standards" of the 1978 STCW Convention, as Amended, on the assessment of competence of seafarers;

#### **2. COVERAGE:**

This Circular shall apply to all Maritime Institutions applying for accreditation as Assessment Centers in the conduct of Theoretical examination and Practical assessment for the issuance of STCW Certificates.

#### **3. DEFINITION OF TERMS**

For purposes of this Circular, in addition to terms defined under STCW Circular 2013-01, and other relevant STCW circulars, including their subsequent amendments, the following terms shall be defined as follows:

"Assessment Center (AC)" refers to a maritime institution recognized and approved by MARINA to conduct the Theoretical examination and Practical assessment for issuance of STCW Certificates.

" No human intervention" refers to a theoretical examination system wherein questions are randomly selected from a data bank of questionnaires.

#### **4. GENERAL PROVISIONS**

- .1 Theoretical examination and Practical assessment for the issuance of STCW certificates shall only be conducted by MARINA accredited ACs.
- .2 Institutions intending to seek accreditation as an ACs must present a documentary evidence that the conduct as ACs is covered in the Articles of Incorporation approved by the Securities and Exchange Commission (SEC) or nature of business in case of DTI Registered entities.
- .3 The ACs shall ensure that a qualified and full-time MARINA-accredited assessor/s is employed and present during the conduct of assessment.
- .4 The ACs shall conduct familiarization on the use of the simulator to be used for the practical assessment prior to the start of an assessment exercise.
- .5 The ACs shall adhere to the procedures and policies of Examination and Assessment Division of STCW Office.
- .6 All simulators to be used for assessment shall comply with the simulator performance standards as prescribed in Section I/12 of the STCW Code.

#### **5. SPECIFIC PROVISIONS**

- .1 ACs shall employ full-time MARINA-accredited assessor to be present during the conduct of examination and assessment;
- .2 ACs must have a quality standard system in the conduct of Theoretical examination and Practical assessment including qualification and experience of assessors;
- .3 The conduct of Theoretical examination system must be of no human intervention;
- .4 The system shall be able to independently assess specific competences mentioned in the corresponding STCW circulars;
- .5 The system must be able to randomly choose questions and is able to rearrange the options without interference to the proper answer;
- .6 The system shall allow the candidate to freely choose competences as applied;
- .7 The system shall be equipped with adequate security measures to prevent unauthorized access to database of questions
- .8 The system must be automated to implement the 3-1 and 3-3 rule for theoretical examination;
- .9 The system must be isolated from internet access.
- .10 Access to the system for the purpose of uploading, validation and deactivation of assessment questions shall be given to the following:
  - .10.1 Chairman of the corresponding Board of Examiner;
  - .10.2 Member of the corresponding Board of Examiner, in charge of the specific competency; and
  - .10.3 Authorized Maritime Education and Training Standards Supervisor
- .11 The system must be capable of test item analysis, and the procedures for validation shall be stated in the quality manual of the AC concerned.

#### **6. REQUIREMENTS FOR FILING OF APPLICATION FOR ACCREDITATION**

- .1 A formal application duly accomplished application form supported by the following valid documents:

- 1.1 Letter of application signed by the President/Owner or authorized representative of the AC;
- 1.2 Certified True Copy of the Securities and Exchange Commission (SEC) Registration Certificate and Articles of Incorporation for corporation/ partnership or Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship;
- 1.3 Company Profile (A short narrative regarding the company, the company's officials and their updated resumes with colored head photographs including the organization structure);
- 1.4 Business Permit;
- 1.5 Fire Safety Inspection Certificate;
- 1.6 Quality Standard System Certification;
- 1.7 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 hereof and that all documents submitted are authentic;
- .6 Specimen signatures of the MAC's authorized signatories;
- .7 List of Assessors and copies of certificate of accreditation.

## **7. BASIC REQUIREMENT FOR ACCREDITATION**

- .1 Structural Facilities
  - .1.1 Administrative Office
  - .1.2 Assessors' Office
  - .1.3 Registration Area
  - .1.4 Reception Area
  - .1.5 Records Section
  - .1.6 Briefing and debriefing Area
  - .1.7 Holding Area - Serves as waiting area prior to the conduct of the Theoretical examination and Practical examination. Preferably, located adjacent to the assessment room.
  - .1.8 Comfort Rooms
  - .1.9 Real-time Audio and Video Monitoring System and Facilities – Theoretical examination and Practical examination area must be provided with appropriate installation of real-time audio and video monitoring technology that can be recorded and accessed remotely by the Administration at any given time.
- .2 Assessors' must be certificated as per IMO Model course 3.12
- .3 Theoretical Examination and Practical Assessment area must be conducive to examination and assessment procedures;
- .4 Theoretical examination system must be of no human intervention.

## **8. CERTIFICATE OF ACCREDITATION**

- .1 A Provisional Authority valid for a period of six (6) months shall be issued to an applicant AC found compliant with all the requirements for