

**[ MTC MEMORANDUM CIRCULAR NO. 12, S. 2011,  
August 02, 2011 ]**

**DOCUMENTARY REQUIREMENTS IN CONDUCTING ASSESSMENT  
LEADING TO THE ISSUANCE OF CERTIFICATES OF PROFICIENCY  
BY THE MARITIME TRAINING COUNCIL**

Pursuant to MTC Resolution No. 5, Series of 2010 Revised Standards and Procedures in the Accreditation and Monitoring of Training and Assessment Programs Conducted by Maritime Education and Training Providers and Section 5.9 of memorandum Circular No. 5, Series of 2011, the following documentary requirements shall be viewed and evaluated by the qualified assessors of the Maritime Education and Training (MET) providers before conducting assessment for the issuance of certificates of proficiency by the Maritime Training Council:

1. Basic Safety Certificate

- 1.1 Certificate of Completion in Basic Safety issued by accredited MET provider.

2. Proficiency in Survival Craft and Rescue Boat

- 2.1 Documentary Evidence in Basic Safety issued by the MTC; and
- 2.2 Approved seagoing service of at least 12 months in ship(s) of at least 500GT/750KW;

or

Certificate of Completion in Proficiency in Survival Craft and Rescue Boat Training issued by the accredited MET provider and approved seagoing service of at least 6 months in ship(s) of at least 500GT/750KW.

3. Proficiency in Fast Rescue Boats

- 3.1 Documentary evidence in Basic Safety issued by the MTC;
- 3.2 Certificate of Proficiency in Survival Craft and Rescue Boat issued by the MTC; and
- 3.3 Certificate of Completion in Fast Rescue Boat (IMO Model Course 1.24) issued by the accredited MET provider.

4. Advanced Fire Fighting Certificate

- 4.1 Documentary Evidence in Basic Safety issued by the MTC; and
- 4.2 Certificate of Completion in Advanced Fire Fighting (IMO Model Course 2.03) issued by the accredited MET provider.

5. Medical Emergency-First Aid Certificate

- 5.1 Documentary Evidence in Basic Safety issued by the MTC; and
- 5.2 Certificate of Completion in Medical Emergency – First Aid (IMO Model Course 1.14) issued by the accredited MET provider.

6. Medical Care Certificate

- 6.1 Documentary Evidence in Basic Safety issued by the MTC:
- 6.2 Certificate of Proficiency in MEFA issued by the MTC: and
- 6.3 Certificate of Completion in Medical Care (IMO Model Course 1.15) issued by the accredited MTC provider.

7. Ship Security Officer Certificate

- 7.1 Approved seagoing service of not less than twelve (12) months as officer in ship(s) of at least 500GT/750KW; and six (6) months as Ship Security Officer or Master of the vessel in ship(s) of at least 500 GT/750KW within the last three (3) years;

or

Approved seagoing service of not less than twelve (12) months as officer of at least 500GT/750KW; and approved training course in Ship Security Officer authorized by the Administration or other Flag Administration with bilateral agreement.

8. General Tanker Certificate

- 8.1 Documentary Evidence in Basic Safety issued by the MTC; and
- 8.2 For Officers, proof of six (6) months service on board