

**[MTC MEMORANDUM CIRCULAR NO. 3, JANUARY
25, 2002, January 25, 2002]**

**REVISED GUIDELINES FOR THE ISSUE OF DOCUMENTARY
EVIDENCE IN BASIC SAFETY TRAINING UNDER REGULATION
VI/1 OF THE STCW CONVENTION, AS AMENDED.**

Pursuant to MTC Resolution No. 01, S-2001 concerning Revised Standards in the Issue of Certificates or Documentary Evidence Under Chapters V and VI of the 1978 STCW Convention, As Amended covering New Entrants and Existing Seafarers, the following guidelines are hereby issued for seafarers with sea service of less than twelve (12) months:

SECTION 1. General Provisions

1.1 Seafarers who have satisfactorily completed training in Basic Safety from a training center accredited under MTC Resolution No. 03, S-1998, but who have no approved seagoing service may be issued the documentary evidence after said candidate has been assessed or his competence verified by a qualified assessor.

1.2 New entrants who have satisfactorily completed training as in 1.1 above may be issued the necessary documentary evidence without further assessment or verification of competence from NAC assessors provided that:

1.2.1 Assessment in the training institution was conducted by assessors listed in the MTC registry of qualified assessors

1.2.2 Assessment was conducted in accordance with the approved procedures and assessment guide

1.2.3 Assessment is documented in the MTC prescribed Record of Assessment (ROA)

1.3 All assessment and certification of competence shall be conducted in accordance with ROA Form No. 14B and Annexes 1-4.

SECTION 2. Documentary Requirements

The following documents shall be submitted in the application for the issue of documentary evidence in Basic Safety Training:

2.1 Accomplished application form

2.2 Training certificate or transcript of records or certification from the school registrar indicating completion of the course:

2.2.1 MTC accredited training centers under MTC Resolution No. 03, S-1998