

**[MTC MEMORANDUM CIRCULAR NO.02, S. 2005,
January 14, 2005]**

**IMPLEMENTING GUIDELINES IN THE REVALIDATION OF
CERTIFICATES AND RENEWAL OF DOCUMENTARY EVIDENCE
UNDER SECTION 7 OF MTC RESOLUTION NO. 1, S. 2001
(REVISED STANDARDS IN THE ISSUANCE OF CERTIFICATES OR
DOCUMENTARY EVIDENCE UNDER CHAPTERS V AND VI OF THE
STCW CONVENTION, AS AMENDED, FOR NEW ENTRANTS AND
EXISTING SEAFARERS)**

Pursuant to Section 7 of MTC Resolution No.1, s-2001 which provides for revalidation of certificates issued under Regulation V/1 to Masters and Officers in accordance with Regulation 1/11 of the Convention, and the renewal of documentary evidence issued under Regulation V/2 and V/3 of the Convention not later than 5 year after the date of issue, the following implementing guidelines are hereby prescribed.

SECTION 1. Definition of Terms

- 1.1 Convention - refers to the 1978 STCW Convention, as amended
- 1.2 Master - refers to a person having command of a ship
- 1.3 Officer - refers to a member of the crew, other than the Master, designated as such by national law or regulation.
- 1.4 Approved Test - refers to the test conducted by the National Assessment Center.
- 1.5 Approved Training Course - refers to training course prescribed by the Maritime Training Council (MTC)
- 1.6 Supernumerary - refers to a person who is not a regular member of the crew but performing functions appropriate to the certificate possessed.
- 1.7 Documentary Evidence - refers to documents under Regulations V/2 and V/3 issued by the MTC.

SECTION 2. Applicability

- 2.1 Revalidation of certificates under Regulation V/1 only applies to Masters and Officers
- 2.2 Renewal of documentary evidences under Regulations V/2 and V/3 applies to Masters, Officers and Ratings.

SECTION 3. Revalidation of Certificates and Renewal of Documentary Evidence

The shipping company, manning agency or seafarers' union/organization/association shall be responsible in filing the application for revalidation of certificates and renewal of documentary evidence.

Facility for walk-in applicants may be established when deemed necessary.

SECTION 4. Documentary Requirements

The documents required in the application for revalidation of certificates and renewal of documentary evidence are as follows:

4.1 General Tanker Operation

4.1.1 Original copy of the General Tanker Certificate issued by the MTC requiring revalidation;

AND

4.1.2 Record of sea service on board tanker ship, performing functions appropriate to the certificate held, for a period of at least 12 months in total during the preceding five (5) years.

OR

4.1.3 Record of sea service of at least 12 months during the preceding five years, three months of which is served on board tanker vessels, performing duties and responsibilities related to cargo and cargo equipment.

OR

4.1.4 Any of the following:

- Completed an approved training course and passed an approved test.
- Completed approved seagoing service, performing functions appropriate to the certificate held, for a period not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid.

4.2 Specialized Tanker Operation

4.2.4 Specialized Oil Tanker

4.2.4.1 Original Copy of the Specialized Oil Tanker certificate issued by the MTC requiring revalidation;

AND

4.2.4.2 Record of sea service on board an oil tanker, performing functions to the certificate held, for a period of at least 12 months during the preceding five (5) years.

OR

4.2.4.3 Record of sea service for a period of at least 12 months during the preceding five (5) years, six (6) months of which is served on board oil tanker vessel performing responsibilities for loading, discharging and care in transit or handling of cargo.