

**[ MTC MEMORANDUM CIRCULAR NO. 9, S. 2002,  
FEBRUARY 26, 2002, February 26, 2002 ]**

**GUIDELINES FOR THE CONDUCT OF REFRESHER COURSE UNDER  
MTC MEMORANDUM CIRCULAR NO. 03, SERIES OF 2002**

Further to MTC Memorandum Circular No. 03 of 25 January 2002, the following guidelines are hereby issued in cases where a seafarer is found to be deficient during assessment which would require attendance to a particular refresher course:

1. The assessor's recommendation for a seafarer to undergo a refresher course in any module of the Basic Safety Course and Instruction only becomes executory when affirmed by the Senior Assessor of the National Assessment Center and approved by the Executive Director.
2. The seafarer who is found deficient in the assessment will only be required to enroll the particular module in any MTC-accredited training center.
3. The training center shall issue certificate of completion in the particular module stating that said seafarer has completed the required refresher training and assessment in accordance with the procedure embodied in MTC Memorandum Circular No. 04 of 31 January 2002.
4. The seafarer who completes the refresher course shall present his certificate of completion for scheduling of re-assessment/verification following the regular assessment procedures.
5. The training center shall only be allowed to collect fees from the seafarer equivalent to the fee charged for a particular module of the course taken.

For guidance and strict compliance.

Adopted: 26 Feb. 2002

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*Acting Executive Director*