

**[ MIA MEMORANDUM CIRCULAR NO. 2008-04,  
November 08, 2007 ]**

**REVISED RULES ON THE ISSUANCE OF ENHANCED SEAFARER'S  
IDENTIFICATION AND RECORD BOOK (SIRB)**

Pursuant to PD474, Section 12 Paragraph (j) of Executive Order No. 125-A and in conformity with the applicable provisions of the Seafarer's Identity documents Convention, 1958, (ILO Convention No. 108), these revised guidelines on the issuance of Seafarer's Identification and Record Book (SIRB) are hereby adopted:

**OBJECTIVES**

1. To enhance the security features of the existing system for the efficient and effective provision of an identification document for Filipino seafarers;
2. To maintain a complete and continuing record of a Filipino seafarer's services onboard ships:
3. To prescribe the policies and minimum requirements in the issuance of SIRB; and
4. To adopt the provisions of ILO Convention No. 108.

**COVERAGE**

These rules shall apply to the following persons:

- 1 Every seafarer as defined herein and who is engaged in any capacity onboard a Philippine-registered ship 35 GT and above;
2. Any Filipino seafarer who intends to be engaged in any capacity onboard any foreign- flagged ship.

The following are exempted from the application of these rules:

1. Seafarers onboard warships/naval vessels/naval auxiliaries.
2. Fishermen onboard fishing vessels regardless of tonnage engaged in domestic fishing operation.

In the case of personnel onboard ships not engaged in commercial activity, the SIRB shall be optional.

**II. DEFINITION OF TERMS**

1. Basic Safety Training f BST) - refers to a training course prescribed under Regulation VI/I of the 1978 STCW Convention, as amended.

2. Cadet - refers to a student/learner at least 16 years old enrolled in a maritime course approved by CHED or TESDA.
3. Fishermen - refer to the personnel onboard fishing vessels, participating in the preparation/maintenance of fishing gears, equipment devices, fish catching, loading and processing of catch.
4. MARINA-refers to the Maritime Industry Authority.
5. Order-refers to the directive issued by the MARINA.
6. Rating-refers to crew other than officers. 7. Re-issuance-refers to second and subsequent issuance of SIRB.
8. Seafarer-refers to ship officers and ratings manning ships, cadets, service providers, company representatives and fishing vessel personnel.
9. Seafarer's Identification and Record Book (SIRB) - refers to a document issued by the MARINA to all Filipino seafarers as defined herein that serves as identification and record of sea service of the holder.
10. Service Provider - refers to personnel onboard ships who provide services other than those that relate to navigation.
11. Ship - refers to all craft or artificial contrivance capable of floating in water, designed to be used or capable of being used as a means of water transportation utilizing its own motive power or that of others.
12. Ship Officer - refers to the duly certified and/or licensed deck, engine and radio officer
13. Company Representative - refers to personnel onboard ships who provide special services which may include Supernumerary/Super Cargo, Marine Superintendent, Port Captain/Engineer, Marine Surveyor/Auditor, and other personnel authorized by the company such as joining spouse.

### III. GENERAL PROVISION

1. All Filipino seafarers covered under this Circular must possess a valid SIRB at all times.
2. All maritime enterprises operating Philippine-registered ships shall ensure that seafarers onboard their ships possess valid SIRB.
3. Filipino seafarers'employed in foreign-registered ships shall be required to secure and possess a valid SIRB pursuant to the provisions of these rules, notwithstanding the fact that an equivalent identity document has been issued to them, by the flag state.
4. Application for the issuance of SIRB shall be personally filed by the applicant. However, a seafarer who is onboard may be allowed to file his application for SIRB

through a duly authorized representative.

5. The MARINA upon the request of maritime schools/institutions, shipping/fishing companies and other maritime entities, may dispatch the MARINA-SIRB Mobile Team for on- site processing.

6. The minimum qualification requirements for the issuance of SIRB are as follows:  
a) must be a Filipino citizen, and b) 18 years of age, except for cadets applying for the issuance of SIRB for shipboard apprenticeship training who must be at least 16 years old at the time of application.

7. Work experience for a period of one (1) year within the preceding five (5) years as instructor in maritime institution/training center, marine superintendent, port captain/engineer and marine surveyor/auditor are acceptable substitute work experience for "long absence" and will not be required to undergo retraining of the Basic Safety Training Course.

8. Retraining shall be required of holder of basic safety training certificate for seafarer who has not served onboard for at least a year within five (5) years from the date of issuance of said certificate or date of last disembarkation.

9. Seafarers who have gone onboard for at least 1 year in the last 5 years will no longer be required to present the basic safety training certificate when they apply for re-issuance or replacement of lost SIRB.

10. Fishermen, as defined herein, onboard fishing vessels engaged in international fishing operation and fishing vessel crew involved in the navigation of ships shall comply with the requirement stated herein.

11 Applications of manning/shipping/fishing companies with outstanding obligations/unpaid penalties with MARINA will not be accepted/accommodated until the same are settled.

#### IV. SPECIFIC PROVISION

1 The Basic Safety Training (BST) is the training course prescribed for seafarers onboard ships 35 GT and above under Regulation VI/I of the STCW Convention, as amended. The BST has four (4) modules based on I MO Model Course as follows:

Elementary First Aid -IMO Model Course 1.13

Personal Survival Technique - IMO Model Course 1.19

Fire Prevention and Fire Fighting - IMO Model Course 1.20

Personal Safety and Social Responsibility-IMO Model Course 1.21

#### 2. Documentary Requirements

Particulars	New		Re- Issuance	Lost or Damage
	Regular seafarer	Cadets	Regular seafarer application	Regular seafarer application
PERSONAL IDENTIFICATION DOCUMENT				
- Birth Certificate	/	/		

on SECPA or Passport - Marriage Contract (for seawoman applying for change of name)	/		/				
SECURITY DOCUMENT - NBI clearance	/	/	/		/		
SAFETY TRAINING CERTIFICATE (as applicable) - Valid Basic safety Training (MARINA Authenticated, 1995 STCW Complaint) or STCW Certificate	/	/	/	/	/	/	/
ADDITIONAL REQUIREMENTS (as applicable) -							
MARINA/PRC/NTC ID License or Board Certificate			/	/	/	/	/
- MARINA/PRC/NTC ID (for Licensed Officers) - Transcript of Records (for applicants enrolled in maritime course)			/	/	/	/	/
- Orinal SIRB			/				
SUPPLEMENTARY REQUIREMENTS							
- Letter request from the Company/Agency				/		/	/
- POEA approved employment contract				/		/	/
- Crew list duly signed by the Master				/		/	/