

**[PRC JOINT RESOLUTION BOARD OF MARINE
DECK OFFICERS RESOLUTION NO. 04-01, SERIES
2004 BOARD OF MARINE ENGINEER OFFICERS
RESOLUTION NO. 04-01, SERIES 2004, January
05, 2004]**

**RULES AND REGULATIONS GOVERNING THE INSPECTION AND
RECOGNITION OF MARITIME TRAINING CENTERS**

Pursuant to Section 10 (g), Article IV of Republic Act No. 8544 or "An Act Regulating the Practice of the Merchant Marine Profession in the Philippines" also known as the "Philippine Merchant Marine Officers Act of 1998," Resolution No. 03-11, series of 2003, of the Board of Marine Deck Officers, Resolution No. 03-10, series of 2003, of the Board of Marine Engineer Officers, Section 9 of Republic Act No. 8981 on the Powers, Functions and Responsibilities of the various Professional Regulatory Boards, and its implementing rules and regulations, the following guidelines on the inspection of maritime training centers accredited by the Maritime Training Council (MTC) for recognition by the Professional Regulation Commission (PRC) for purposes of conducting assessment using Ship Simulator and Bridge Teamwork (SSBT) for marine deck officers, and the Engine Room Simulator (ERS) for marine engineer officers, in lieu of the practical assessment, are hereby promulgated:

**ARTICLE I
DEFINITION OF TERMS**

SECTION 1. Board refers to the Board of Marine Deck Officers, for the SSBT course, or the Board Marine Engineer Officers, for the ERS course.

SECTION 2. Maritime training center refers to a training institution accredited by the Maritime Training Council, seeking recognition of the Ship Simulator and Bridge Teamwork (SSBT) Course for marine deck officers, and Engine Room Simulator (ERS) Course for marine engineer officers, in lieu of the practical assessment conducted by the Board immediately after the written (theoretical) phase of the marine officers licensure examination.

SECTION 3. SSBT and ERS Courses- are International Maritime Organization (IMO) Model training courses which includes the demonstration of skills capability through an assessment. The assessment under the 1978 STCW Convention, as amended, and the STCW Code is a mandatory requirement in the licensure process for the issuance of a license/certificate.

**ARTICLE II
APPLICATION REQUIREMENTS FOR RECOGNITION**

SECTION 4. Maritime training centers applying for recognition of their SSBT course and ERS Course shall be required to submit the following documents:

1. Letter of Intent/Application signed by the President/Owner of the Training Center.
2. Photocopy of current/valid Certificate of Accreditation issued by the MTC (original copy must be presented for authentication). Certificate of Accreditation will be permanent, not provisional.
3. Specimen signatures of the authorized signatories. Any changes in signatories should be reported to the concerned Boards in writing within the next working day.
4. Affidavit of Undertaking signed by the President/Owner of the training center stating in substance that the training center shall:
 - a. Ensure the integrity and honesty of the personnel and officials involved in the conduct of the Training and Assessment and that the training center shall adhere to the fair practice in conducting maritime courses with the ultimate aim of producing highly competitive Merchant Marine Officers.
 - b. Set guidelines and procedures which shall ensure the integrity of the assessment. The guidelines and procedures shall substantially abide by the same guidelines and procedures in the conduct of the assessment promulgated by the Board.
 - c. Strictly adhere to the schedule in the submission of the Enrollment Report to be submitted to the Board on or before the conduct of the training course, and the Completion Report to be submitted to the Board within five (5) days after the conclusion of the assessment or prior to the recognition and issuance of the training certificate.
 - d. Ensure that the compact disc (CD) of scenarios for the assessment shall cover at least seven (7) scenarios for management level and seven (scenarios) for operational level and shall be kept in a sealed envelope under the custody of the Board. The assessment scenarios shall not be part of the training course/program and shall not be divulged to the trainees.
 - e. Attest that the recognition of the training certificates is based on the continued accreditation of the training center with the MTC and compliance with the MO standards and requirements on the subject training

course and that the Certificate of Accreditation issued by the MTC to the training center is not provisional only.

- f. Be amenable to unannounced and unscheduled surveillance inspections by the Board and/or PRC officials to verify compliance with the requirements and standards.
- g. To fully understand and comply with the herein rules and regulations and that any violation of the undertaking shall mean an outright withdrawal of Recognition of the training center and Certificate of Training and Assessment.

SECTION 5. The applicant accredited training center must submit a list of instructors and assessors with a quarterly report on any changes. A nil report should also be submitted if there are no changes. The Instructors and Assessors must:

1. Qualify under Regulation I/6 of the revised STCW Convention and Section A- 1/6 of the STCW Code.
2. Have completed the IMO Model Course 6.09, while the Assessors must have completed the IMO Model Course 3.12, and all other appropriate course.
3. Be evaluated and interviewed by the Board in the assessment process.

SECTION 6. The wordings of the Certificate of Assessment for the SSBT and ERS Training Courses to be issued by the training center shall substantially conform to the wordings adopted by the Boards.

SECTION 7. The wordings of the Certificate of Assessment for SSBT and ERS shall be accepted by the Commission unless the training center has been issued a Certificate of Recognition by the Board, upon payment of the prescribed fee. For this purpose, the Board shall conduct an ocular inspection of the training center to determine whether it has met the standards and requirements for recognition.

ARTICLE III PRE-ASSESSMENT AND INSPECTION PROCEDURES

SECTION 8. The Board shall, upon receipt of the application and requirements for recognition, undertake a pre-assessment of the documents. The Board shall be guided by its checklist of requirements and standards duly approved by the Board of Marine Deck Officers in Resolution No. 03-18 (A) and Resolution No. 03-39 (A) Series of 2003, and Board of Marine Engineer Officers Resolution No. 03-38 (A) Series of 2003.

SECTION 9. After the pre-assessment of documents, the Board shall immediately