



MEMORANDUM CIRCULAR 22
Series of 2002

TO : All Concerned

SUBJECT : **GUIDELINES ON THE QUALIFICATION OF AUDITOR/S
UNDERTAKING THE INDEPENDENT AUDIT OF
MARITIME TRAINING CENTERS AS REQUIRED UNDER
THE 1978 STCW CONVENTION, AS AMENDED**

DATE : 01 August 2002

Pursuant to Section 14.3.1 of MTC Resolution No. 3, series of 1998 and paragraph 2 of Regulation I/8 of the 1978 STCW Convention, as amended, the following guidelines shall be observed with respect to the qualification of auditor/s undertaking the independent audit of maritime training centers and other pertinent requirements:

I. Qualification and Experience for Auditors

- a certificated marine officer at the management level or a non-marine officer who has at least 3 years of administrative or technical experience in the maritime field;
- has attended trainings/ seminars/ workshops in maritime training and education and has experience in the field of maritime training and education; and
- has undergone training and experience in external audit, preferably has completed the International Register of Certificated Auditors (IRCA) registered training course and passed the course examination.

II. Other Requirements

- Where a training center adopts a quality system based on existing models of established certifying bodies, the same shall be accepted provided that

the requirements under Section 14.0 of MTC Resolution No. 3, series of 1998 are fully complied with.

- One or two staff of the MTC Secretariat shall be allowed to observe the conduct of audit of the certifying body.
- A copy of the QSS certificate issued to a maritime training center shall be furnished to the MTC.
- Names of auditors and their qualifications should be submitted to the MTC prior to the conduct of audit.

This memorandum circular shall apply immediately to certifying bodies that will audit new maritime training centers.

For compliance.

Ramon Tionloc Jr.
RAMON T. TIONLOC, JR.
Acting Executive Director