



MEMORANDUM CIRCULAR NO. 04
Series of 2009

TO : ALL CONCERNED

SUBJECT : AMENDING MTC MEMORANDUM CIRCULAR NO. 01, SERIES OF 2008 IN THE ISSUANCE OF CERTIFICATE OF PROFICIENCY FOR SHIP SECURITY OFFICER UNDER REGULATION VI/5 OF THE STCW CONVENTION, AS AMENDED

DATE : 08 June 2009

Pursuant to paragraph 4 of Regulation VI/5 of the 1978 STCW Convention, as amended, and Section A-VI/5, paragraph 1-4 of the STCW Code, the MTC Memorandum Circular No. 01, Series of 2008 regarding the issuance of Certificate of Proficiency for Ship Security Officer is hereby amended.

Section 1. Purpose

To adopt a revised Guidelines and Procedures in the issuance of Certificate of Proficiency for Ship Security Officer under Regulation VI/5 of the STCW Convention.

Section 2. Scope

This Circular applies to all application for the issuance of Certificate of Proficiency for Ship Security Officer under Regulation VI/5 of the above Convention.

Section 3. Definition of Terms

- 3.1 Convention - refers to the 1978 STCW Convention, as amended;
- 3.2 STCW Code - means the Seafarers' Training, Certification and Watchkeeping Code as adopted by the 1995 Conference
- 3.3 Certificate of Proficiency - refers to the certificate issued to qualify seafarers under this Resolution in accordance with Chapter VI of the Convention;

- 3.4 ISPS Code - means the International Ship and Port Facility Security (ISPS) Code adopted on 12 December 2002 by Resolution 2 of the Conference of Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974, as may be amended by the organization;
- 3.5 Ship Security Officer - means the person on board the ship, accountable to the Master designated by the company as responsible for the security of the ship including implementation and maintenance of the ship security plan and liaison with the company security officer and port security officer;

Section 4. Issuance of Certificate of Proficiency for Ship Security Officer

- 4.1 A seafarer may be issued a Certificate of Proficiency for Ship Security Officer provided that the following requirements are met:
- 4.1.1 has an approved seagoing service of not less than twelve (12) months as Officer within the last five years, and six (6) months as Ship Security Officer of the vessel within the last three (3) years; or
- 4.1.2 has an approved seagoing service of not less than twelve (12) months as Officer within the last five years and completed an approved training course for Ship Security Officer authorized by the Administration or other Flag Administration included in the IMO "White List" within the last five (5) years.

Section 5. Documentary Requirements

Application for the issuance of Certificate of Proficiency for Ship Security Officer shall be accompanied by the following documents:

- 5.1 Certificate of sea service issued within the last five (5) years or certified true copy of SIRB, signed by the Master;
- 5.2 Certification or appointment letter as Ship Security Officer/Company Security Officer or any security-related port facility; and
- 5.3 Certificate of Completion of approved SSO training course.

Section 6. Assessment

The Assessment shall be conducted in accordance with the approved assessment guidelines for Ship Security Officer per STCW Regulation VI/5

Section 7. Register of Certificates

Certificates issued under this Resolution shall be included in the register of all certificates being maintained at the National Assessment Center.

Section 8. Suspension or Revocation of Certificates

The Certificate of Proficiency for Ship Security Officer may be revoked after compliance with due process by the Maritime Training Council on the following grounds:

- 8.1 The seafarer was found to have submitted fictitious data or information required for the issuance of certificates or documentary evidence under this Circular; and
- 8.2 The seafarer designated as Ship Security Officer of the vessel is found to be incompetent to perform the task, duties and responsibilities as prescribed by Regulation VI/5 of the STCW Convention.

Section 9. Issuance of SSO Certificate

A candidate who has demonstrated competence in accordance with Section 4 of this Circular which is documented in the prescribed Record of Assessment (ROA) by the NAC Assessor shall be certified and issued a Certificate of Proficiency. The sum of TWO HUNDRED pesos (P 200.00) shall be paid to the OWWA Cashier for each certificate issued.

Those Certificates of Proficiency for Ship Security Officer issued prior to the implementation of this Circular remains valid.

Section 10. Effectivity

This Memorandum Circular shall take effect 01 September 2009.


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Acting Executive Officer