



Memorandum Circular

No.: 02-08-2012

Subject : **Guidelines for the issuance of Certificate of Competency for:**

- a. Restricted Operator Certificate (ROC);**
- b. General Operator Certificate (GOC); and**
- c. Radio Electronic Certificate (REC).**

Whereas, pursuant to Executive Order 546 and Act 3846, as amended, the National Telecommunications Commission (NTC) is mandated to supervise the examination and licensing of all Radio Operators;

Whereas, the Philippines, as a Party to the Standards of Training, Certification and Watchkeeping (STCW) Convention, is mandated to promulgate and implement laws, decrees, orders and regulations and to take all other steps that are necessary to give full effect and operationalize the purposes of the STCW Convention and thus ensure that all seafarers on board ships are qualified and fit to perform their duties;

Whereas, Chapter IV of the STCW Convention refers to "Radiocommunication and radio personnel" which provides for the "mandatory minimum requirements for certification of GMDSS radio personnel", the establishment of which falls under the mandate of the NTC;

Whereas, the NTC supervises and oversees the conduct of examination of GMDSS Radio Operator Certificate and the subsequent issuance of Certificate of Competency which is a Certificate recommended under the STCW Convention for the operation (GOC & ROC) or maintenance (REC) of a Global Maritime Distress and Safety System (GMDSS) radio communication system;

Whereas, there is a need to amend all previously issued memoranda, office orders and/or instructions relevant to the issuance of Certificate of Competency for ROC, GOC and REC in order to comply with the amendments adopted in the 2010 Manila Conference, also known as the "STCW 2010 Manila Amendments";

WHEREFORE, in compliance with the STCW Convention 2010 Manila Amendments, the NTC, by virtue of the powers vested upon it by law, hereby promulgates the following guidelines for the issuance of Certificates of Competency for ROC, GOC and REC:



1. Coverage.

The provisions of this Memorandum Circular shall apply to all applicants of Certificate of Competency for the Global Maritime Distress and Safety System (GMDSS) Radio Operator Certificate under Chapter IV of the STCW Convention:

- 1.1 Restricted Operator Course (ROC);
- 1.2 General Operator Certificate (GOC); and
- 1.3 Radio Electronic Certificate (REC).

2. General Qualification of Applicant.

2.1 For Restricted Operator Certificate (ROC):

The following, provided that they must be 18 years of age prior to the submission of application and have attended and completed the ROC seminar conducted by an NTC accredited Radio Training Center, are qualified to take the ROC examinations:

- 2.1.1 A licensed Deck Officer;
- 2.1.2 Electrical/Electronics Engineer;
- 2.1.3 Graduates of any course/s provided that the applicant shall submit a certification issued by the employer stating that the nature of work of the applicant is relevant to the operation of GMDSS (equipment carriage for Sea Area A1); and
- 2.1.4 Foreign applicants for ROC examination shall be subject to the provisions of the Bilateral Agreement entered into by the Philippine Government and the country of citizenship of the applicant.

2.2 For General Operator Certificate (GOC):

The following, provided that they must be 18 years of age prior to the submission of application and have attended and completed the GOC seminar conducted by an NTC accredited Radio Training Center, are qualified to take the ROC examinations:

- 2.2.1 A licensed Deck Officer;
- 2.2.2 A Holder of valid First Class Radiotelegraph/Radiotelephone Operator Certificate;
- 2.2.3 Electrical/Electronic Engineers;
- 2.2.4 Graduates of any course/s provided that the applicant shall submit a certification issued by the employer stating that the nature of work of the applicant is relevant to the operation of GMDSS; and

2.2.5 Foreign applicants for GOC examination shall be subject to the provisions of the Bilateral Agreement entered into by the Philippine Government and the country of citizenship of the applicant.

2.3 For Radio Electronic Certificate (REC):

- 2.3.1 Must be a Filipino Citizen;
- 2.3.2 At least 21 years of age prior to the submission of application for examination;
- 2.3.3 Holder of First Class Radiotelegraph Operator Certificate & General Operator Certificate; and
- 2.3.4 If a graduate of BSECE or Electronics Technician, the applicant must be a holder of First Class Radiotelephone Operator and GOC Certificate and must have at least one (1) year experience on board a commercial vessel or training ship either as an electrician, electronic engineer or radio electronic trainee.

3. Competency requirement.

3.1 For Restricted Operator Certificate (ROC):

Competence	Knowledge, Understanding & proficiency (KUP)	Methods of demonstrating competence
Transmit and receive information using GMDSS subsystems and equipment and fulfilling the functional requirements of GMDSS. (equipment carriage for ship sailing in sea area A1)	a. search and rescue radio-communications, including procedures in the IMO International Aeronautical and Maritime Search and Rescue Manual (IAMSAR) b. the means to prevent the transmission of false distress alerts and the procedures to mitigate the effects of such alerts c. ship reporting systems d. radio medical services e. use of the International Code of Signals and the Standard Marine Navigational Vocabulary as replaced by the Standard Marine Communication Phrases f. the English language, both	Theoretical examination on theory and practice applicable to the KUP requirement. Practical examination using GMDSS simulator. (simulated equipment carriage for ship sailing in sea area A1)



	written and spoken, for the communication of information relevant to the safety of life at sea.	
Provide radio services in emergencies	<ul style="list-style-type: none"> a. abandon ship b. fire on board ship c. partial or full breakdown of radio installations <p>Preventive measures for the safety of ship and personnel in connection with hazards related to radio equipment, including electrical and non-ionizing radiation hazards</p>	

3.2 For General Operator Certificate (GOC):

Competence	Knowledge, Understanding & proficiency (KUP)	Methods of demonstrating competence
Transmit and receive information using GMDSS subsystems and equipment and fulfilling the functional requirements of GMDSS.	<ul style="list-style-type: none"> a. search and rescue radio-communications, including procedures in the IMO International Aeronautical and Maritime Search and Rescue Manual (IAMSAR) b. the means to prevent the transmission of false distress alerts and the procedures to mitigate the effects of such alerts c. ship reporting systems d. radio medical services e. use of the International Code of Signals and the Standard Marine Navigational Vocabulary as replaced by the Standard Marine Communication Phrases f. the English language, both written and spoken, for the communication of 	<p>Theoretical examination on theory and practice applicable to the KUP requirement.</p> <p>Practical examination using GMDSS simulator.</p>



	information relevant to the safety of life at sea.	
Provide radio services in emergencies	<ul style="list-style-type: none"> a. abandon ship b. fire on board ship c. partial or full breakdown of radio installations <p>Preventive measures for the safety of ship and personnel in connection with hazards related to radio equipment, including electrical and non-ionizing radiation hazards</p>	

3.3 For Radio Electronic Certificate (REC):

A candidate for Radio Electronic Certificate shall show knowledge and professional competence and have passed the required examination for the following:

- 3.3.1 Theoretical knowledge of the principle of electricity and the theory of radio and electronics sufficient to meet the requirements specified in ITU Radio Regulation, Article 55, Section IIIA;
- 3.3.2 Theoretical knowledge of GMDSS radiocommunication equipment, including narrow-band direct printing telegraphy (NBDP) and radiotelephone transmitters and receivers, DSC equipment, ship earth stations, EPIRBs, marine antenna systems, radio equipment for survival craft including its auxiliary items, power supplies as well as general knowledge of the principles of equipment generally used for radionavigation with particular reference to maintaining the equipment in service;
- 3.3.3 Practical Knowledge of the operation of the preventive maintenance of the equipment specified in item 3.2.2;
- 3.3.4 Practical knowledge necessary for the location and repair, using appropriate testing equipment and tools, of faults in the equipment mentioned in item b which may occur during voyage; and
- 3.3.5 Sufficient knowledge of the English language, both written and spoken, for the satisfactory exchange of communications relevant to the safety of life at sea.

4. Examination Elements.

4.1 Restricted Operator Course (ROC):

- 4.4.1 Element 1 – Theory and practice relevant to the competence requirement provided for in item 3.1 hereof; and
- 4.4.2 Practical examination/Assessment – Demonstration of operational procedures of equipment carriage for ship sailing in Sea Area A1 to be carried out efficiently and effectively using GMDSS communication simulator.

4.5 General Operator Certificate (GOC):

- 4.5.1 Element 1 - Theory and practice relevant to the competence requirement provided for in item 3.1 hereof;
- 4.5.2 Element 2 – Theory and practice relevant to the operation of INMARSAT terminals, component and sub-systems;
- 4.5.3 Element 3 – Theory and practice in the operation and control of GMDSS sub-systems and equipment; and
- 4.5.4 Practical Examination – Demonstration of operational procedures to be carried out efficiently and effectively using GMDSS communication simulator.

Holders of ROC, 1st Class Radiotelegraph Operator Certificate and 1st Class Radiotelephone Operator Certificate are exempt from taking the examinations for Element 1.

4.6 Radio Electronic Certificate (REC):

- 4.6.1 Element 1 (Basic Electronics) – Basic theory applicable to understanding electronic components and parts;
- 4.6.2 Element 2 (Electronic Devices) – Theory and practice on electronic devices, rectifiers, amplifiers and oscillators;
- 4.6.3 Element 3 (Electronics Communication and Digital Electronics) – Theory on amplitude and frequency modulation, receivers, transmitters, wave propagation and antennas; and



4.6.4 Element 4 (Computers and maintenance of GMDSS and electronic navigational devices) – Theory and practice on computers and standards on the maintenance of GMDSS and electronic navigational aids.

5. Passing Grade.

5.1 A passing average of at least 70% is required for the theoretical examinations, provided, that no grade shall be below 50% in any element.

5.2 A grade of "PASSED" is required in practical examination.

For GOC & ROC examinations, an examinee who fails either theoretical or practical examination may be given a chance to complete the remaining (failed) examination requirements within a period of two (2) years from the date of his/her examination.

6. Issuance of Certificate of Competency.

6.1 New Certificate

6.1.1 An examinee who has passed the examination elements provided for in item 4 of this Order shall be issued a Certificate of Competency for a period not exceeding five (5) years from the date of issuance.

6.1.2 An examinee who has passed the examination elements provided for in item 4 of this Order but fails to secure the Certificate of Competency within two (2) years from the date of his last examination will not be issued a Certificate without taking anew the examination all over again.

6.2 Revalidation of Certificates

Every holder of certificate issued under this Order who is serving at sea or intends to return at sea after a period ashore shall, in order to return to continue to qualify for seagoing service, be required, at intervals not exceeding five (5) years, to:

6.2.1 Establish the following continued professional competence:

6.2.1.1 Approved seagoing service, performing functions appropriate to the license held, for a period of at least:

6.2.1.1.1 Twelve months in total during the preceding five (5) years, or;



6.2.1.1.2 Three months in total during the preceding six months immediately prior to revalidating; or

6.2.2 Having performed functions considered to be equivalent to the seagoing service required in paragraph 6.2.1.1; or

6.2.3 Passing an approved practical assessment; or

6.2.4 Successfully completing an approved refresher course; or

6.2.5 Having completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid.

6.2.6 For non-deck officers and other land-based ROC, GOC, and REC Holders.

Applicant for revalidation of Certificate shall provide proof (certification issued by the employer) that he/she performed duties appropriate to the Certificate held for a period of at least one (1) year in total for the preceding five (5) years.

6.2.7. Applicants mentioned in paragraph 6.2.6 who fails to satisfy the required proof shall be subject to the provisions of 6.3.3 or 6.3.4.

6.2.8 Validity of Certificate

Revalidated certificates shall be issued for a maximum period not exceeding five (5) years from the date of revalidation.

7. Medical Standards

Applicants for Certificate of Competency must be medically fit and meet the standards of medical fitness. A valid medical fitness examination certificate issued by a DOH recognized medical practitioner/clinic, complying with the requirements of Regulation I/9, shall be required to all applicants.

For applicants who are on-board and with continuous contract and that are not physically present for medical assessment in the Philippines, the Medical Certificate issued abroad must be authenticated by the Philippine Consulate or Embassy in the country where the medical examination was conducted.



8. Penal Provisions.

8.1 Submission of fraudulent documents in the application for examination shall be penalized as follows:

- 1st offense - Php2, 000.00 and no examination for at least one year.
- 2nd offense – Php2, 000.00 and shall be barred from taking examination.

8.2 For possession of fraudulent Certificate of Competency (with record of examinations):

- 1st offense – Php2,000.00 and subject to re-assessment.
- 2nd offense – Php2,000.00 and suspension of certificate for 3 years.
- 3rd offense – Php2,000.00 and cancellation/suspension of certificate.

8.3 For possession of fraudulent Certificate of Competency (no record of examinations):


- 1st offense – Php2,000.00 and no examination for at least 3 years
- 2nd offense – Php2,000.00 and shall be barred from taking examinations.

All existing guidelines, memoranda, circulars, rules and regulations inconsistent herewith are hereby repealed accordingly.

This Circular may be revised, revoked or amended as necessary in accordance with law and shall take effect fifteen (15) days after its publication in a newspaper of general circulation, provided further, that at least three (3) copies hereof shall have been filed with the University of the Philippines (UP) Law Center.

Quezon City, Philippines 14 August 2012


GAMALIEL A. CORDOBA
Commissioner


DELILAH F. DELES
Deputy Commissioner

