

**Memorandum Circular**  
**No. 06-06-2003**

**Subject: Rules and regulations governing the conduct of a refresher course by NTC duly accredited Radio Training Centers**

Pursuant to Act 3846, as amended, E.O. NO. 546, Section IIA of Article 55 of the Radio Regulations of International Telecommunications Union (ITU), Regulation I/11 of the STCW-78 Convention, as amended, the National Telecommunications Commission hereby promulgates the following rules and regulations governing the conduct of a refresher course by duly accredited Radio Training Centers.

**I. GENERAL PROVISIONS**

- 1.1 A seafarer who is issued a GMDSS training certificate under the 1978 STCW Convention, as amended, with no accumulated sea service performing functions appropriate to the certificate held for a period of at least one (1) year in total during the preceding five (5) years shall be required to attend a refresher course before allowing him/her to take the GOC examination.
- 1.2 A seafarer who is a holder of GMDSS radio operator certificate who have no accumulated sea service performing functions appropriate to the certificate held for a period of at least one (1) year in total during preceding five (5) years shall be required to attend a refresher course prior to issuance of a revalidated certificate.
- 1.3 Only NTC accredited Radio Training Centers are allowed to offer a refresher course.
- 1.4 Training certificates issued by a non NTC accredited RTC shall not be honored.

## II. REFRESHER COURSE SUBJECTS AND TIME TABLE

SUBJECT	TIME DURATION	
	Lecture (Hrs)	Hands-on (Hrs)
1. Introduction <ul style="list-style-type: none"> <li>a. Sea Areas</li> <li>b. Carriage Requirements of Ship Stations</li> <li>c. Schedule of Implementation</li> <li>d. GMDSS Communication Functions</li> <li>e. GMDSS Sub-Systems</li> </ul>	4	-
2. Radio Telex <ul style="list-style-type: none"> <li>a. ARQ Mode</li> <li>b. FEC Mode</li> <li>c. Control Indicators</li> <li>d. Keyboard</li> <li>e. NBDP</li> </ul>	2	2
3. The INMARSAT System <ul style="list-style-type: none"> <li>a. Principle of satellite communication</li> <li>b. Space segment</li> <li>c. Coast Earth Station –CES</li> <li>d. Network Co-ordination Station-NCS</li> <li>e. Ship Earth Station</li> </ul> <ul style="list-style-type: none"> <li>• INMARSAT A/B - Communication Services</li> <li>• INMARSAT C – Communication Services</li> <li>• Distress and Safety Communications</li> </ul>	2	4

SUBJECT	TIME DURATION	
	Lecture (Hrs)	Hands-on (Hrs)
<p>4. COSPAS/SARSAT System</p> <ul style="list-style-type: none"> <li>a. Characteristics of a COSPAS/SARSAT satellites</li> <li>b. Signal routing of a COSPAS/SARSAT EPIRB distress alert</li> <li>c. Coverage modes for the detection and location of beacons</li> <li>d. Test Procedures</li> <li>e. Maintenance</li> </ul>	2	-
<p>5. DSC System Description</p> <ul style="list-style-type: none"> <li>a. The structure of a DSC call</li> <li>b. The MMSI Number</li> <li>c. Different call formats</li> <li>d. Categories of DSC Calls</li> <li>e. The information contents of a DSC Call</li> </ul>	2	2
<p>6. The NAVTEX System</p> <ul style="list-style-type: none"> <li>a. Purpose of NAVTEX</li> <li>b. NAVTEX Frequencies</li> <li>c. Reception Range</li> <li>d. Message Format</li> <li>e. NAVTEX Coordinator</li> </ul>	1	1
<p>7. Search and Rescue Transponder (SART)</p> <ul style="list-style-type: none"> <li>a. Technical Characteristics</li> <li>b. Operations</li> <li>c. SART transmission on the RADAR display</li> <li>d. Specifications</li> </ul>	1	

SUBJECT	TIME DURATION	
	Lecture (Hrs)	Hands-on (Hrs)
8. Search and Rescue a. SAR Operational Procedures b. SAR Ocean Exercise	1	4
9. GMDSS Radio Regulations a. Avoidance of False Distress Alert	5	-
10. Reserve Source of Energy a. Battery b. Generator	1	-
11. Assessment a. Written Examination b. Practical Examination	2	4
Sub-Total	23	17
<b>OVERALL TOTAL</b>	<b>40 Hours</b>	

### III. COURSE INTAKE LIMITATIONS/FACILITIES

3.1 The lecture must not exceed 16 students per class.

3.2 Classrooms shall be 42 square meters for 16 trainees and must be equipped with the necessary and required facilities.

#### **IV. COURSE CERTIFICATE**

A training certificate attesting to the fact that a trainee has successfully completed the prescribed course shall be issued by the RTC after the completion of the course program.

#### **V. DELIVERY OF INSTRUCTIONS**

Instructors shall follow the prescribed course timetable, detailed teaching syllabus and lesson plan/instructors guide for each program.

#### **VI. PENAL PROVISION**

A Radio Training Center found violating with any provisions of Act 3846, as amended, or any provisions of this Circular shall be subjected to the penalty prescribed in Memorandum Circular No. 89.

#### **VII. SUBMISSION OF REPORT**

All duly accredited Radio Training Centers shall submit to the Commission a report of the list of graduates of their respective training centers within three working days from the date of completion of every training course.

#### **VIII. REPEALING CLAUSE**

Any rules and regulations inconsistent herewith are hereby repealed.

#### **IX. EFFECTIVITY**

This Circular shall take effect immediately.

**(SGD.) ARMI JANE R. BORJE**  
Commissioner