

**Memorandum Circular  
No. 15-12-2002**

**Subject: Prescribing a Quality Standard System (QSS) in the processing of Certificates of Competency (COC) of marine radio personnel and Endorsement of holders of Radio Electronic Certificates (REC)**

Whereas, the National Telecommunications Commission (NTC), pursuant to Executive Order No. 546, series of 1979 and Act 3846, as amended, is mandated to prescribe rules and regulations when issuing Certificates of Competency (COC) to marine radio personnel and Endorsement to holders of REC;

Whereas, the Maritime Training Council (MTC), pursuant to Letter of Instruction (LOI) 1404, is created to give full effect to the 1978 STCW Convention, as amended, and to ensure that concerned government agencies and instrumentalities are compliant to the said Convention;

Whereas, in order to ensure quality in the delivery of service, the NTC shall prescribe internal and external high level quality support by insuring compliance with the international standards, procedures and instructions of the International Telecommunications Union (ITU) and of International Maritime Organization (IMO);

WHEREFORE, pursuant to the powers vested upon it by law, the NTC hereby issues the herein Quality Standard System (QSS) that will put to effect the provisions of the STCW Convention, as amended, and of other laws, rules and regulations:

**I. GENERAL**

- 1.1 The NTC is committed to ensure the implementation, compliance and effectiveness of its Quality Standard System through regular internal assessment and management review.
- 1.2 The NTC shall have qualified and trained personnel to implement the QSS policies and procedures.
- 1.3 The NTC shall regularly assess its personnel and to take appropriate measures as to qualify them at all times.

**II. RESPONSIBILITY**

- 2.1 The NTC shall designate a unit in the central office and each of the regional offices who shall be responsible in the processing of applications for COC of marine radio personnel and Endorsement of REC holders.

- 2.2 Each unit shall designate a team leader, and ensure that there is strict compliance of the QSS by its members.
- 2.3 The NTC shall review the QSS at least once a year to evaluate the system's effectiveness and to determine if existing policies require any amendments.
- 2.4 The NTC shall keep a record of all policies, decisions and any amendment thereto.
- 2.5 The QSS team leader shall be responsible for the effective dissemination of all policies, decisions and any amendments thereto. There shall always be a duplicate original copy retained for reference files.

### **III. ASSESSORS QUALIFICATION REQUIREMENT**

Designated NTC assessors for administrative and technical functions in the implementation of the QSS shall be taken from the pool of qualified and competent personnel who have undergone appropriate training and experience to implement the provisions of this QSS.

#### **3.1 Administrative Personnel Qualification**

- 3.1.1 At least College Graduate.
- 3.1.2 Civil Service Eligible.
- 3.1.3 Attended an orientation seminar on "Certification System".
- 3.1.4 At least six (6) months working experience as staff personnel with the technical department at the central office or any NTC regional offices, particularly on the certification of marine radio personnel.

#### **3.2 Technical Personnel Qualification**

- 3.2.1 Electronics and Communications Engineer or graduate of BSECE.
- 3.2.2 Civil Service Eligible or has availed of R.A. 1080.
- 3.2.3 Attended an orientation seminar on local and international radio regulations, particularly the relevant provisions of International Telecommunications Convention and administrative regulations; with special training on maritime communications regulations, radio personnel training and certification.

- 3.2.4 At least six (6) months working experience as staff engineer with the technical department or any regional offices of the Commission, responsible for licensing and accreditation of RTS.
- 3.2.5 Attended at least forty (40) hours of local and/or international training or seminar on the implementation of SOLAS and STCW Convention.
- 3.2.6 Attended at least forty (40) hours of GMDSS training on assessing the level of competence of seafarers and in the operation of GMDSS equipment and its sub-systems, as provided under Section A-I/6 of the STCW Code.

#### **IV. ASSESSMENT SYSTEM**

Assessment system refers to the sets of procedures in evaluating applications for the processing of COC of marine radio personnel and Endorsement of REC holders.

##### **4.1 Administrative Personnel**

- 4.1.1 Evaluate applications as to completeness and authenticity of submitted documents (Refer to Annex A – Application & Checklist).
- 4.1.2 Prepare order of payments.
- 4.1.3 Assign Registration Numbers.
- 4.1.4 Prepare and encode certificates, permits, and licenses and continuously update database.
- 4.1.5 Release certificates, permits and licenses to the applicant.

##### **4.2 Technical Personnel**

- 4.2.1 Formulate local rules and regulations to carry out the provisions of STCW Convention.
- 4.2.2 Implement established rules and regulations and the relevant provisions of the Convention.
- 4.2.3 Supervise in the processing of permits, licenses, and certificates.

## **V. DOCUMENT CONTROL SYSTEM**

Document control system refers to a systematic process in the handling, controlling and safekeeping of documents.

- 5.1 The NTC shall establish policies and procedures to ensure that all quality assessment manuals and documents relative to the implementation of the STCW Convention are properly maintained and updated for safekeeping.
- 5.2 The ROTSD shall be responsible for the production, update, dissemination, and distribution of manuals, circulars, procedures, and guidelines and shall keep a master file register for the same.
- 5.3 Copies of all valid documents shall be made readily available at all times.
- 5.4 Back-up copies, both in electronic media and hard copy, shall be kept in a safe and separate storage area, and shall be available for retrievals.

## **VI. CERTIFICATION SYSTEM**

- 6.1 Requirements and procedures for the processing of COC shall comply with the pertinent provisions of the following:
  - a. Memorandum Circular No. 10-7-98 “Rules, regulations and guidelines in the implementation of STCW-95 Convention concerning radio personnel and radio training schools offering GMDSS radio communications courses” and as amended by NTC MC No. 18-10-98;
  - b. Memorandum Circular No. 9-7-98 “Guidelines in the issuance of Restricted Operator’s Certificate”;
  - c. Memorandum Circular No. 13-11-91 “Guidelines in the issuance of General Operator Certificate” and amended by MC No. 8-7-98;
  - d. Memorandum Circular No. 6-6-98 “Guidelines in the issuance of Radio Electronic Certificate”;
  - e. Memorandum Circular No. 5-9-2001 “Guidelines for the issuance of a Certificate of Competency and Endorsement (COC-E) to a holder of Radio Electronic Certificate (REC) in accordance with Regulations I/2, paragraph 4 of the STCW Convention”; and
  - f. Any amendments of the above or future issuance by the NTC relevant thereto.

- 6.2 The NTC shall issue the appropriate GMDSS certificates to marine radio personnel and Endorsement to REC holders who have shown competence in the operation of GMDSS radio communications equipment; and who have passed the written and practical examination conducted by the Commission.
- 6.3 The COC shall be valid for a period of not more than five years from date of issuance but not less than one year.

## **VII. EXTERNAL EVALUATION SYSTEM**

- 7.1 The QSS shall be reviewed as may be necessary by the NTC and at least once in every three (3) years by an external party recognized by the International Maritime Organization (IMO) and/or by the Maritime Training Council (MTC) to help ensure the level of competence and qualification of NTC personnel involved in the COC and endorsement activity of the Commission.
- 7.2 The NTC shall furnish a copy of the external evaluation report to the MTC for communication to the IMO pursuant to Executive Order No. 242 dated 12<sup>th</sup> May 2000.

This Circular shall take effect immediately and may be revised, revoked or amended in accordance with law and shall take effect fifteen (15) days after publication in a newspaper of general circulation, provided further, that at least three (3) certified true copies thereof shall be filed with the UP Law Center.

20 December 2002, Quezon City, Philippines.

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

(Signed)  
**KATHLEEN G. HECETA**  
Deputy Commissioner

(Signed)  
**JORGE V. SARMIENTO**  
Deputy Commissioner



NATIONAL TELECOMMUNICATIONS COMMISSION  
Radio Regulations and Licensing Department  
**RADIO OPERATORS AND TRAINING SCHOOLS DIVISION**  
BIR Road, East Triangle, Diliman, Quezon City

**APPLICATION FOR NEW/RENEWAL RADIO OPERATOR CERTIFICATE**

( ) One Year                      ( ) Two Years                      ( ) Three Years

Date: \_\_\_\_\_

NAME: \_\_\_\_\_  
                                 Family Name                                      Given Name                                      M.I.

Mailing Address: \_\_\_\_\_

Type/Class of Certificate being applied/renewed: \_\_\_\_\_

I HEREBY CERTIFY that I have read and understood the instruction and attached the requirements as stated in this application form.

\_\_\_\_\_  
Signature over printed name

Date of Birth: \_\_\_\_\_                                      Place of Birth: \_\_\_\_\_  
 Height (cm): \_\_\_\_\_                                      Weight (kilos): \_\_\_\_\_

(To be filled up by the Commission)  
 (CERTIFICATE EXTENDED UP TO: \_\_\_\_\_, 200\_\_)

**JOSELITO C. LEYNES**  
Chief, ROTSD

**REQUIREMENTS TO BE SUBMITTED:**

<b>NEW: Radio Operator Certificate</b>	<b>RENEWAL: Radio Operator Certificate</b>
1. Original copy of the Result of Examination 2. Accomplished application forms  3. Three (3) copies 1" X 1" ID picture (colored with white background)	1. Original copy of the Certificate to be renewed 2. Three (3) copies 1" X 1" ID picture (colored with white background) 3. Certificate of Sea Service/Employment or Seaman's Book (For SRROC, GOC and REC) 4. Accomplished application form
<b>NEW: RLM Certificate</b>	<b>RENEWAL: RLM Certificate</b>
1. Copy of the Certificate of Completion of the Seminar 2. Three (3) copies 2" X 2" ID picture 3. Accomplished application forms	1. Original copy of the Certificate to be renewed 2. Three (3) copies 2" X 2" ID picture 3. Accomplished application form

<b>FEES (PER YEAR)</b>							
<b>GOC</b>	<b>180</b>	<b>1RTG</b>	<b>180</b>	<b>RROC-SHIP</b>	<b>180</b>	<b>REC</b>	<b>180</b>
<b>1PHN</b>	<b>120</b>	<b>2RTG</b>	<b>120</b>	<b>RMAP</b>	<b>100</b>	<b>SROP-CB</b>	<b>60</b>
<b>2PHN</b>	<b>100</b>	<b>3RTG</b>	<b>60</b>	<b>GROC</b>	<b>60</b>	<b>SLP-Phone</b>	<b>60</b>
<b>3PHN</b>	<b>60</b>	<b>RTTY</b>	<b>60</b>	<b>SROP-FV</b>	<b>60</b>	<b>RLM</b>	<b>60</b>