



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING

1st Floor, Bristol Building, 43-89, York Street, Colombo 01, Sri Lanka.
Telephone: +94(0)112435127, Fax: +94(0)112435160, E-mail: dmsmos@slt.net.lk

MSS Cir/ 01- 2020 - Revised

20 May 2020

Circular issued to all Seafarers, Approved Maritime Training Institutes and Seafarer Recruitment and Placement Service Providers.

NEW CERTIFICATION PROCEDURE

1. Purpose

During this time of uncertainty that has been caused by COVID 19, the Merchant Shipping Secretariat (MSS) has taken following steps regarding seafarers' examinations and certification. Main purpose of this circular is to have a safe and secure system to provide all the required services of seafarers by calling only the most required seafarers into the office premises.

2. General information

a) Payment methods:

i- For CDC and COC :- Recommend to do the online payment

Online payment can be made on receipt of a SMS message by logging into the URL, <http://220.247.240.153/MSSIPG/>

OR to the below account (Payment receipt shall be attached with the documents.)

Account no. : 7040299

Account Name : Secretary, Ministry of Ports and Shipping

Bank : Bank of Ceylon (BOC)

ii- For all other services:-

Account no. : 7040299

Account Name : Secretary, Ministry of Ports and Shipping

Bank : Bank of Ceylon (BOC)

- b) All seafarers are encouraged to obtain their services through an Approved Maritime Training Institute (AMTI) or a Seafarer Recruitment and Placement Service Provider (SRPSP). MSS also accept individual submission of documents directly to the MSS via postal mail/hand as mentioned under paragraph (j) of this section.
- c) Seafarers and SRPSPs shall take all the steps to keep required documents ready in advance to avoid panic situations at the last moment and to avoid urgent service requests from MSS.
- d) AMTI representative/SRPSP shall produce a copy of his identity document when handing over the documents to MSS with two copies of covering letters mentioning documents submitted, candidate's name and requested certificate. One of the covering letters will be returned to the representative acknowledging the receipt of documents and the same shall be produced at the time of collecting requested certificates.
- e) When handing over documents by an AMTI or SRPSP, minimum 10 applications shall be handed over per visit. However a lesser amount of applications also will be considered in the case of an extreme emergency.
- f) COP examinations (**Written and Oral**) will only be conducted at a selected AMTI.
- g) **Uploading of documents:**
 - i- When uploading required certificates and documents, candidate can either use college portal of the MSS online system (contact an AMTI), or
 - ii- can be sent in a CD (can be returned back), or
 - iii- can be sent as PDF files into below e-mail IDs;
For CDC processes: **dgms.cdc@gmail.com**
For COC processes: **dgms.coc@gmail.com**

Note:

- i- Candidate's name, NIC no., request ID which will be found at the top of online application shall be clearly mentioned on the cover as well as in a separate file copied in to the CD or in the e-mail message.
- ii- The incomplete application will be **rejected** if there are any mistakes in the application and also if the documents are not clear, tagged/renamed incorrectly or not as per the instructions given in this circular.

- h)
 - i- All the scanned copies/photocopies of certificates shall be certified by the issuing authority for their authenticity.
 - ii- It is not required to submit original certificates if the copy of the certificate has been authenticated by the issuing authority.

Important Note:

- i- Documents shall be scanned in high resolution and shall be clear and legible. Scanned documents shall be tagged/renamed with the same names and in the same order as in the acknowledgement receipt of the online application.
 - ii- The URL for logging in to the public portal for uploading an online application:
“<http://220.247.240.153/MSS/>”
- i) Proof documents for sea service shall include a combination of two or three following documents;
PP, CDC, sea service testimonials, contract letters, wages slips, and service letter.
- j) Candidate may forward a complete set of documents (Please follow the check list) in a sealed envelope directly to the MSS for service requirements of seafarers’ as well as AMTIs. Purpose shall be mentioned clearly in the left hand top corner of the envelope (eg: Revalidation of COC). In addition to that, the candidate/AMTI requesting a service shall forward a covering letter mentioning the documents enclosed and a completed envelop (stamped and return address written) ready for returning the documents via register post/ courier service/ speed postal etc.
- k) MSS will not handover any document into candidate’s hand unless there is an extreme urgency.
- l) Required documents for COP processes are given in the Annex - I.
- m) Required documents for CDC processes are given in the Annex - II.
- n) Applicable fees Annex - III
- o) Check lists and forms are given in the Annex - IV
- p) Required documents for COC processes are available at the acknowledgement receipt of the online application.
- q) AMTI shall ensure that their web site is updated and available at all times for verification of certificates.

r) Dress code for Photograph:-

Light color shirt and a tie (a Blazer is compulsory for officer grades)

3. Issue of COP (Basic training, Tanker / MLC certificates/ COC- GMDSS)

A- New Issue

- a) AMTI/SRPSP shall collect required documents from the candidates;
- b) The AMTI/SRPSP shall request an appointment from the subject examiner for handing over the documents collected and may visit him on the day the appointment has been given.
- c) Certificate issued by the MSS will be handed over to the AMTI/SRPSP one week after submitting the documents.

B- Revalidation

- a) Shall apply through AMTI or SRPSP or individually as per above paragraph 2. (j) under general information.
- b) AMTI/ SRPSP shall collect all the required documents from the candidates;
- c) The AMTI/SRPSP shall request an appointment from the subject examiner for handing over the documents collected and may visit him on the day the appointment has been given.
- d) Revalidated certificate will be handed over to the AMTI/SRPSP or will be mailed to the respective candidate a week after submitting the documents.

4. Issue of COR

SRPSP shall submit dully certified copies of required documents as given in the application form to the MSS,

COR can be collected a week after submitting the documents.

5. Issue of watch keeping certificates (STCW Reg. II/4, and III/4)

A- New Issue

- a) Candidate shall apply through an AMTI.
- b) The AMTI shall collect all the required documents from the candidate;

- c) The AMTI shall request an appointment from the subject officer of the MSS for handing over the documents collected and may visit him on the day the appointment has been given.
- d) Eligible candidates for the oral examination will be notified to the collage with the date and time of examination.
- e) Candidate will be examined online.
- f) Certificates of the successful candidates will be available to collect by the respective AMTI, a week after the examination.

B- Revalidation

- g) Shall apply through AMTI or SRPSP or individually as per above paragraph no. 2. (j) under general information.
- h) The AMTI/SRPSP shall collect all the required documents from the candidate;
- i) The AMTI shall request an appointment from the subject officer of the MSS for handing over the documents collected and may visit him on the day the appointment has been given.
- j) Revalidated certificate will be handed over to the AMTI/SRPSP or will be mailed to the respective candidate a week after submitting the documents.

6. Able Seafarer Deck/Engine, ETR (STCW Reg. II/5 and III/5, III/7)

A- Eligibility

- a) Candidate shall apply through an AMTI.
- b) The AMTI shall collect required documents from the candidate and prepare a separate file for each candidate.
- c) The AMTI shall request an appointment from the subject officer of the MSS for handing over the documents collected and may visit him on the day the appointment has been given.
- d) Eligibility letters of eligible candidates will be emailed to the AMTI/candidate.

B- Written examination

- e) Conducted at a selected AMTI.
- f) Admission cards will be emailed to examination center one day prior to the examination.

- g) Examination center will be notified to the candidate via AMTIs.
- h) After the examination, answer sheets shall be handed over to the examiner for marking.
- i) Examination results will be released to the AMTIs as well as will be published in the website of the MSS.

C- Conduct of Oral examinations

- j) Candidate shall apply through an AMTI.
- k) The AMTI shall collect required documents from the candidate and prepare a separate file for each candidate.
- l) The AMTI shall request an appointment from the subject officer of the MSS for handing over the prepared files and may visit him on the day the appointment has been given.
- m) MSS will email the dates, times and examination center of the candidate to the respective AMTI.
- n) Candidate will be examined through online.
- o) Certificates of the successful candidates will be available to collect by the respective AMTI a week after the examination.

D- Revalidation

- p) Candidate shall apply through an AMTI/SRPSP or individually as per above paragraph no. 2. (j) under general information.
- q) The AMTI/SRPSP shall collect required documents from the candidate;
- r) The AMTI/SRPSP shall request an appointment from the subject officer of the MSS for handing over the documents collected and may visit him on the day the appointment has been given.
- s) Revalidated certificate will be handed over to the AMTI/SRPSP a week after submitting the documents.

7. Obtaining eligibility for COC examinations.

- a) Candidate shall select an AMTI for his preparatory course.
- b) Submit an online application through the MSS online system.
- c) Scan and upload required documents to the MSS online system (Please refer to the above paragraph no. 2. (g) and (h) under general information).

- d) For cadet officers: Assessment report of record book shall be uploaded to the system. AMTI shall sure to conduct the assessment thoroughly covering whole areas of cadet training record book.
- e) If the eligibility is approved LOE will be e-mailed to the candidate. College portal also will be updated.

8. Conduct of Professional examinations

- a) Submit an online application through the MSS online system.
- b) Examination will be conducted as per the annual examination calendar at an AMTI. Examination center will be notified to the candidate via AMTIs.
- c) After the examination, answer sheets shall be handed over to the examiner for marking.
- d) Examination results will be released to the colleges as well as will be published in the website of the MSS.

9. Conduct of Oral Examinations for COC

- a) Submit an online application through the MSS online system.
- b) All the mandatory documents shall be uploaded to the system. Collage portal required to be used for this purpose (Contact AMTI) or please refer to the above paragraph no. 2. (g) and (h) under general information.
- c) Date and time of the examination will be notified via a SMS message. MSS will give the priority to allocate the same readiness date given by the candidate.
- d) All the original documents (including cadet training record book of cadet officers) shall be available at the time of oral examination for verification purpose.
- e) Oral examination will be conducted only at the MSS.

10. Issue of new COC/CDC

- a) Submit an online application through the MSS online system. It is recommended to apply through an AMTI.
- b) All the mandatory documents shall be uploaded to the system. Collage portal required to be used for this purpose (Contact AMTI) or please refer to the above paragraph no. 2. (g) and (h) under general information.
- c) It is not required to upload the documents which have already been uploaded to the system during previous stages.
- d) **Capture photograph and the signature;**
 - i. Candidate will be given a date and time and shall visit MSS on the date/time the appointment has been given.
- e) Candidate shall submit all his original documents including previous COC if available and a completed envelop (stamped and return address written) ready for returning the documents via register post/ courier service/ speed postal etc.
- f) MSS will not handover any document into candidate's hand unless there is an extreme urgency. If applied through an AMTI, CDC/COC and all other documents will be handed over to AMTI.

11. Revalidation of COC

- a) Submit an online application through the MSS online system.
- b) All the mandatory documents shall be uploaded to the system (please refer to the above paragraph no. 2. (g) and (h) under general information).
- c) It is not required to upload the documents which have already been uploaded to the system during previous stages.
- d) Send your COC, which is required to be revalidated, via register post to the MSS along with a completed envelop (stamped and return address written) ready for returning the revalidated COC via register post/ courier service/ speed postal etc.
- e) MSS will not handover the revalidated COC into candidate's hand unless there is an extreme urgency.

12. Revalidation of CDC

- a) Submit an online application through the MSS online system.

Information for submission:-

- If you have new CDC (small book) –
select “revalidation” from online system
 - If you have old CDC(bigger size book) –
select “new” from online system
 - If you have damaged CDC-
select “new” from online system
 - If you do not have pages left for recording sea service -
select “new” from online system
- b) Send/handover your CDC and documents mentioned in **Annex II** to the MSS. Type the **online request ID** and “**Revalidation of CDC**” on the left hand top corner of the envelop.
- c) A completed envelop (stamped and return address written) shall be attached in order to return the revalidated CDC via register post/ courier service/ speed postal etc.
- d) After making the payment, you will be informed a date and time to be present at the MSS for capturing your Photograph and the Signature.
- e) Dress code for Photograph shall be, Light color shirt and a tie (a Blazer is compulsory for officer grades).

Issued on 20 May 2020

Director General of Merchant Shipping
Merchant Shipping Secretariat
Ministry of Ports and Shipping
Tel : +94-11-2435127 / +94-11-2430305
Fax : +94-11-2435160
E-mail : dmsmos@sltnet.lk
Web : www.dgshipping.gov.lk

Annex I

Part - A

A. Required documents for New Issue of Watchkeeping certificate- Deck/Engine

- i. Dully completed application,
- ii. Passport size two photographs (Color),
- iii. Payment receipt,
- iv. Certificate of Proficiency in Fire Prevention & Fire Fighting
- v. Certificate of Proficiency in Elementary First Aids
- vi. Certificate of Proficiency in Personal Survival Techniques
- vii. Certificate of Proficiency in Personal Safety & Social Responsibilities
- viii. Security Training Certificate
- ix. Training in Maritime English Certificate(for those who obtained the CDC after 1st Jul 2007)
- x. Sea Service Testimonials Certificate
- xi. Steering Certificate - Only for deck department
- xii. Copies of CDC (Revalidation page , Sea time Pages)
- xiii. Proof documents for sea service. (Please refer Paragraph 2.(i) under general information)

B. Required documents for Revalidation of watchkeeping /COP/GMDSS certificates

- i. Dully completed application
- ii. Passport size two photographs (Color)
- iii. Payment receipt
- iv. Photo copy of the certificate issued from the college
- v. Original certificate issued from the college
- vi. Medical certificate (only for COC - GMDSS)
- vii. Proof documents for sea service. (Please refer Paragraph 2.(i) under general information)

Part-B

Required documents for New Issue/Revalidation of Able Seafarer Deck/Engine

A. Documents Required for Eligibility - Able Seafarer Deck/Engine

- i. Copy of Birth Certificate
- ii. Copy of NIC
- iii. Copy of Pass Port
- iv. Copies of O/L and A/L result
- v. Copies of CDC Pages (For Sea time Verification)
- vi. Copy of Medical Fitness Cert.
- vii. Copy of Watch keeping Certificate
- viii. Copies of Testimonials for Sea Service
- ix. Record book (If applying with the criteria of 12 months experience)
- x. COP Application with the receipt of payments

B. Additional Documents Required for Oral Examination - Able Seafarer Deck/Engine

- i. Copy of Letter of Eligibility
- ii. Preparatory Course Cert. / Record Book Pages
- iii. Theory Assessment Results / Record Book Details
- iv. Proficiency in Basic Training (one or four separate)
- v. Certificate of Designated Security Duties
- vi. Maritime English(for those who obtained the CDC after 1st Jul 2007)
- vii. Application of COP
- viii. Proficiency in survival craft and rescue boats other than fast rescue boats (Only for Deck department)
- ix. Passport size two photographs (Color),

C. Documents Required for Revalidation – Able Seafarer Deck/Engine

- i. Dully filled application form
- ii. Payment receipt
- iii. Copy of Medical Fitness Certificate
- iv. Proof documents for sea service (Please refer Paragraph 2. (i) under general information)
- v. Proficiency in Basic Training (one or four separate)
- vi. Proficiency in survival and rescue boat other than fast rescue boats (Only for Deck department)
- vii. Document required to be revalidated (Original)

Part C

D. Documents required for MLC certificate

- i. **MLC ship stewards 120Hr course approval required documents**
 - Passport Copy
 - G.C.E O/L Certificate
 - More than 2 years' Experience in hotels of 3 stars category or above with service letters and service verification email from the same hotels
- ii. **MLC ship Cook 180Hr course approval required documents**
 - Passport Copy
 - G.C.E O/L Certificate
 - More than 3 years' Experience in hotels of 3 stars category or above with service letters and service verification email from the same hotels
- iii. **Issue of Certificate of Proficiency as Ship's cook**
 - Course certificate issued by an AMTI.
 - Approval granted to follow the course by MSS.
 - Payment receipt

Annex II

A. Required documents for obtaining a New CDC

- i. Copy of online application
- ii. Copy of Birth certificate
- iii. Copy of National Identity Card
- iv. Original police report issued within 6 months
- v. Copy of valid Medical Certificate issued by DGMS approved Medical practitioner
- vi. Educational Qualifications
G.C.E. (O/L)
- vii. Copies of Short Course Certificates
 - a. Personal Survival Techniques
 - b. Elementary First Aid
 - c. Fire Prevention and Fire Fighting
 - d. Personal safety and social Responsibility
 - e. Security Awareness/Seafarers with Designated Security Duties (SDSD)
/Ship Security Officer (SSO)
 - f. Maritime English
- viii. Copy of Main course certificate issued by the AMTI
- ix. Payment receipt if paid to the MSS account.
- x. Service Letters/Service Book/ E-mail Confirmations on service
- xi. An envelope (stamped and return address written) ready for returning the CDC
via register post/ courier service/ speed postal etc.
- xii. Any other relevant Documents

B. Required documents for Revalidation of CDC

- i. Copy of Online Application
- ii. Copy of the Passport (Bio data page and Alteration page)
- iii. Copy of the Basic Training endorsement issued by MSS
- iv. For ratings - Copy of Watchkeeping / COP / Cook certificate
- v. Payment receipt if paid to the MSS account.
- vi. For officer grades - Copy of COC (bio data page and last revalidation page)
- vii. Copy of Medical Certificate issued by MSS approved medical practitioner
- viii. Copy of CDC (bio data page and last revalidation page/last sea service Page)

C. Required documents for Lost CDC

- i. Copy of Online Application (Pls use the “new” path from online system)
- ii. Original Police Report
- iii. Copy of the main Course Certificate (If available)
- iv. Payment receipt if paid to the MSS account.
- v. Copy of the Passport (Bio data page and Alteration page)
- vi. Copy of the Basic Training endorsement issued by MSS
- vii. Security awareness/ SDSD/ SSO
- viii. Maritime English certificate (for those who obtained the CDC after 1st Jul 2007)
- ix. For ratings- Copy of Watchkeeping / COP / Cook certificate
- x. For officer grades - Copy of COC (bio data page and last revalidation page)
- xi. Original Medical Certificate (Will be returned with the Revalidated CDC)
- xii. Copy of CDC (bio data page and last revalidation page).

Annex III

Applicable Fees


	Examination	Examination Fee - Written and Oral 1st sitting. (In Rs.)	Repeat exam Professional	Repeat Oral exam	COC Issuance	COC revailidation	Duplicate copy
	Deck Department - COC						
1	Master - Unlimited	25,000	Nil	5,000	5,000	15,000	10,000
2	Chief Mate - Unlimited	20,000	20% per subject	5,000	5,000	10,000	10,000
3	Officer in charge of navigational watch- Unlimited	15,000	20% per subject	5,000	5,000	7,500	10,000
4	Master on ships of less than 3,000 GT engaged on near coastal voyages (NCV);	20,000	20% per subject	5,000	5,000	7,500	10,000
5	Chief Mate on ships of less than 3,000 GT engaged on near coastal voyages (NCV);	15,000	20% per subject	5,000	5,000	7,500	10,000
6	Officer in charge of navigational watch on ships of less than 3,000 GT engaged on near coastal voyages (NCV);	10,000	20% per subject	5,000	5,000	7,500	10,000
7	Certificate of Competency – Master on ships of less than 500 GT engaged in near coastal voyages (NCV);	5,000	20% per subject	5,000	5,000	7,500	10,000
8	Officer in charge of navigational watch on ships less than 500 GT engaged in near coastal voyages (NCV);	2,000	20% per subject	5,000	5,000	7,500	10,000
9	Rating forming part of a navigational watch on a seagoing ship of 500 GT or more;	1000 (no written exam)	N/A	1,000	N/A	N/A	10,000
10	Able Seafarer Deck serving on a seagoing ship of 500 GT or more; and	7,000	1400	5,000	N/A	N/A	10,000

	Engine - COC						
11	Chief Engineer Officer - Unlimited	25,000	5,000	5,000	5,000	15,000	10,000
12	Second Engineer Officer- Unlimited	20,000	4,000	5,000	5,000	10,000	10,000
13	Officer in charge of an engineering watch - Unlimited	15,000	3,000	5,000	5,000	7,500	10,000
14	Chief Engineer Officer limited to ships of propulsion power of between 750 kW and 3000 kW engaged on near coastal voyages (NCV);	20,000	4000	5,000	5,000	7,500	10,000
15	Second Engineer Officer limited to ships of propulsion power between 750 kW and 3000 kW engaged on near coastal voyages (NCV);	15,000	3000	5,000	5,000	7,500	10,000
16	Officer in charge of an Engineering Watch limited to ships of propulsion power of between 750 kW and 3000 kW engaged on near coastal voyages (NCV);	10,000	2000	5,000	5,000	7,500	10,000
17	Rating forming part of an engine room watch;	1000 (no written exam)	N/A	1,000	N/A	N/A	10,000
18	Electro Technical Officer serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more;	10,000	2000	5,000	5,000	7,500	10,000
19	Able Seafarer Engine serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more;	7,000	1400	5,000	5,000	N/A	10,000
20	Electro-technical rating serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more; and	7,000	1400	1,000	5,000	N/A	10,000

21	Fees for Endorsements - GMDSS/High Voltage	5000
22	Eligibility for local students	2100
23	Eligibility for Foreign Students	100 USD

Annex IV

Check lists and Forms

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

Application to attend MSS Approved Training Programme

01. Name in Full:
02. Address:
03. Date of Birth: NIC No:
04. Telephone No : Mobile: Residence:
05. C.D.C No : Date of issue: Date of Expiry:
06. Passport No : Date of issue: Date of Expiry:
07. Professional Certificates held if any:.....
08. Details of Sea Service within 5 Years: [(To be filled only sea experience to illustrate 12 months in preceding 60 months) , a
Separate sheet to attach if the space provided below is not sufficient)]

NAME OF SHIP	Date Sign on	Date Sign off	period onboard	Rank Served as	Shipping officer's verification

09. Following original proficiency certificates to be verified by Examination unit or Examiner of MSS office

STCW mandatory Safety training Courses Followed

	Certificate No	Date of Issue	Date of Expiry
I Advanced/Fire prevention & Fire Fighting
II Medicare/Medical/Elementary First aid
III PSCRB/ Personal Survival Techniques
IV Personal Safety & Social Responsibilities
V Maritime English
VI Security Awareness/Designated Security Duties/Security Officer

(Approved/ Not Approved)

Signature of the applicant

.....

Date:

Examiner : (Engineering/Navigation)

Date:

Training programme title:

DOI:2017-11-21	Rev. No	00	FORMS	Prepared By : MR
Page 1 of 1	DOR:	DOC. NO.	EX/FO/027	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

Examination Serial Number

Application for the Issue of Certificate of Proficiency for Rating forming part of a
Navigational / Engineering Watch

APPLICATION APPROVED / NOT APPROVED

Stamp Size Photos (2) (1x1 ¼)
--

.....
EXAMINER (N) / (E)

1. Name In Full:-
2. Address:-
3. Date Of Birth:-
4. Telephone No :-.....
5. CDC No:- Date of Issue -Date of Expiry:-.....
6. Passport No:- Date Of Issue :-
7. Certificates held if any (previous STCW certificate No):-
- (a) Original Watchkeeping Certificate attached YES/ NO
8. Details of sea service within last 5 years Ledger number:-.....

N ume of the ship	Date of Engagement	Date of Discharge	Period in Months	Rank
I.
II.
III.
IV.
V.

DOI:2017-11-21	Rev. No	01	FORMS	Prepared By : MR
Page 1 of 2	DOR:2019.07.10	DOC. NO.	EX/FO/019	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

09. Medical certificate issued as per STCW requirement by an approved medical practitioner:
Copies attached YES/ NO

Name of the Doctor Date of issue Certificate Number

.....

10. Following certificates to be submitted along with the application (Copies to be attached)
STCW Courses Followed.

Name	Certificate No.	Date of issue
I Fire Prevention & Fire Fighting
II. Elementary First Aid
III. Personal Survival Techniques
IV. Personal Safety & Social Responsibilities.
V. SDSD/SSA
VI. Maritime English

(SDSD- Seafarers with Designated Security Duties, SSA- Ship Security Awareness)

11. Sea Service Testimonials (Horse Power Cert.)/ Steering Certificate Provided: YES/NO

12. Copies of CDC (Revalidation page, Sea Service Pages) attached: YES/NO

13. Copy of Passport attached: YES/NO

Date: Signature of the Applicant:

Office use only:

14. Document Checked by Examination Unit: YES/NO (seal)

Watchkeeping Oral Examination Result: PASS/FAIL

Name of the Examiner:

Signature of the Examiner:

DOI:2017-11-21	Rev. No	01	FORMS	Prepared By : MR
Page 2 of 2	DOR:2019.07.10	DOC. NO.	EX/FO/019	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

Application for the Issuance of COP - GMDSS / Tanker / Basic Training

1. Name in Full:-
(Block Letters)
2. Address:-
3. Date of Birth:- Telephone No :-.....
4. CDC No:- Date of Issue: - Date of Expiry:-
5. Previous certificate no:-
6. Complete the following as required;

	<u>Certificate No</u>	<u>Course completion date</u>	<u>Institute</u>
I. Fire Prevention & Fire Fighting
II. Personal Survival Techniques
III. Elementary First Aid
IV. Personal Safety & Social Responsibilities.
V. GMDSS
VI. Basic Oil-Chemical / Basic Gas / Advanced Gas / Advanced Oil / Advanced Chemical Tanker

7. Details of sea service within 5 years (If Applicable) Ledger Number:-

Name of the ship Date of Engagement Date of Discharge Period in Months Rank

- I.
- II.

(a). Sea Service Verification by Shipping officer :

Date : Signature of the Applicant :-

8. Examiner Approval:-

Date : Signature of the Examiner :-

Date of Expiry –

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

Eligibility Application for Certificate of Competency/ Proficiency

PARTICULARS OF APPLICANT

NAME IN FULL (AS IN PASSPORT, UNDERLINE SURNAME) (BLOCK CAPITALS)				
Passport No:	Date of birth (DD/MM/YY)	Age:	Country of birth	Tel No.
Date of Issue				e-mail address
Date of Expiry				
Postal Address:	CDC No.			Nationality
	Date of Issue			NIC No:

EXAMINATION REQUIRED (TICK AS APPROPRIATE)

<u>Written examination</u>			
Master-unlimited	<input type="checkbox"/>	Chief engineer – unlimited	<input type="checkbox"/>
Master-<3000GT NCV	<input type="checkbox"/>	Chief engineer-<3000KW NCV	<input type="checkbox"/>
Master-<500GT NCV	<input type="checkbox"/>	Second engineer – Unlimited	<input type="checkbox"/>
Chief mate – Unlimited	<input type="checkbox"/>	Second engineer-<3000KW NCV	<input type="checkbox"/>
Chief mate-<3000GT NCV	<input type="checkbox"/>	EWKO 750KW or more	<input type="checkbox"/>
NWKO – Unlimited	<input type="checkbox"/>	EWKO (NCV)	<input type="checkbox"/>
NWKO-<3000GT NCV	<input type="checkbox"/>	Able Seafarer (E.R)	<input type="checkbox"/>
NWKO -<500GT NCV	<input type="checkbox"/>	Rating Watch Keeping (E.R)	<input type="checkbox"/>
Able Seafarer (NAV)	<input type="checkbox"/>	Electro Technical Officer (ETO)	<input type="checkbox"/>
Rating watch keeping (NAV)	<input type="checkbox"/>	Electro Technical Rating (ETR)	<input type="checkbox"/>
<u>Oral Examination</u>			
Master-unlimited	<input type="checkbox"/>	Chief Engineer – unlimited	<input type="checkbox"/>
Master-<3000GT NCV	<input type="checkbox"/>	Chief Engineer-<3000KW NCV	<input type="checkbox"/>
Master-<500GT NCV	<input type="checkbox"/>	Second Engineer – Unlimited	<input type="checkbox"/>
Chief mate – Unlimited	<input type="checkbox"/>	Second Engineer-<3000KW NCV	<input type="checkbox"/>
Chief mate-<3000GT NCV	<input type="checkbox"/>	EWKO 750KW or more	<input type="checkbox"/>
NWKO – Unlimited	<input type="checkbox"/>	EWKO (NCV)	<input type="checkbox"/>
NWKO-<3000GT NCV	<input type="checkbox"/>	Able Seafarer (E.R)	<input type="checkbox"/>
NWKO -<500GT NCV	<input type="checkbox"/>	Rating Watch Keeping (E.R)	<input type="checkbox"/>
Able Seafarer (NAV)	<input type="checkbox"/>	Electro Technical Officer (ETO)	<input type="checkbox"/>
Rating watch keeping (NAV)	<input type="checkbox"/>	Electro Technical Rating (ETR)	<input type="checkbox"/>

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 1 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

PREVIOUS ATTEMPT

Yes	<input type="checkbox"/>	Date Attempted:	Passed/Failed
No	<input type="checkbox"/>		


CERTIFICATE OF COMPETENCY HELD (if any)

Grade/Class	Certificate No	Issuing Authority	Date of Issue/ Date of Expiry	Qualifying Condition Met

ANCILLARY COURSE FOR CERTIFICATION

Certificates held		Issuing Authority	Date of Issue	Certificate No	Date Of Expiry
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> safety Basic training </div>	1. Personal survival techniques				
	2. Fire prevention fire fighting				
	3. Elementary first aid				
	4. Personal safety and social responsibility				
5. Proficiency in Survival Craft and Rescue Boats					
6. Advanced Fire Fighting					
7. Proficiency in Medical First Aid					
8. Colour Vision					
9. Eye-Sight Test					
10. Medical Fitness					
11. Proficiency in Medical Care					
12. Radar Observation and Plotting					
13. Electronic Navigation System					
14. Automatic Radar Plotting aid					

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 2 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

15. Radar Simulator				
16. Bridge/Engine resource Management				
17. Ship handling and manoeuvring simulator				
18. Navigation Watch keeping Simulator				
19. Ship Security Officer				
20. Security awareness/ SDSD				
21. Maritime English				

EDUCATION AND TRAINING

Academic/ Technical Education/Marine Engineering Courses Attended (Begin with the latest achievement)						
Name of Institute	Courses Attended	Duration of Course				Highest qualification/ Certificate obtained
		From dd/ mm/yy	To dd/mm/yy	M	D	

Training in workshop skills (engine department only)					
Name of established	Type of training	Duration of training			
		From dd/ mm/yy	To dd/mm/yy	M	D

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 3 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

Sea service particulars should be based on entries in the testimonial (begin with the last sea service)

*Type and name of ship	Port of registry/ IMO No.	Power #/ tonnage KW/GT	Rank	Name of service FG/ NCV/ Port Limits	Period of service (Dates)		duration	
					From dd/ mm/yy	To dd/mm/yy	Months	Days
Net Qualifying Sea Service								

- ☐ *Steam (S.S) or Motor (M.V.)
☐ # Total Propulsion power
☐ Sea service after obtaining last COC if any

Sea service indicated above is correct

.....

Shipping Officer

Date :

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 4 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

DECLARATION BY CANDIDATE

NOTE: Any person who in connection with an application for or the issue of a certificate of competency or, in connection with the endorsement or extension of the validity of a certificate of competency makes a statement which he knows to be false or recklessly makes a statement which is false shall be guilty of an offence and shall be liable on conviction to a fine not exceeding Rs. 10,000 or to imprisonment for a term not exceeding 2 years or to both.

I hereby declare that the particulars contained in this application are correct and true to the best of my knowledge and certificates attached to the application are true and genuine documents, given and signed by the persons whose names appear on them. I further declare that the particulars of sea service are true and correct in respect of the whole of my service without exception, and that I make this Declaration conscientiously believing the same to be true.

Date: _____

Signature of Applicant: _____

FOR OFFICE USE ONLY

Received Rs. _____ As Processing Fee.

Receipt No. _____

Date: _____

Signature of Officer: _____

CERTIFICATION BY EXAMINER

I hereby certify that the applicant is qualified to be examined for

_____ Examination in accordance with the regulations relating to the examinations relating to the examination in force.

Date: _____

Examiner: _____

Applicant is required to attend the following courses:

Personal Survival Techniques

Proficiency In Survival Craft And Rescue Boats

Fire Prevention And Fire Fighting

Advanced Fire Fighting Elementary

First Aid

Proficiency In Medical First Aid

Personal safety and social responsibility

Ship Board Training And Assessment

Preparatory course

Workshop Training

Medical fitness certificate

Colour Vision

Proficiency in medical care

Navigation/Engine Watch keeping simulator

Electronic navigation system

Ship Security Officer (Management Level)

Radar observation & plotting

Automatic Radar Plotting Aids

Radar simulator

Bridge/Engine Resource Management / Controls

Ship handling and manoeuvring simulator

SSO

Relevant training record book to be produced

English Operation/Management Level

Basic Safety Training

Others

DOI:2017-11-21	Rev. No	00	FORMS	Prepared By : MR
Page 5 of 6	DOR:		DOC. NO. EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO. FO	Examination Unit

	<p style="text-align: center;">Merchant Shipping Secretariat Ministry of Ports & Shipping</p>	<p style="text-align: center;">MSS</p>
---	---	---

Please read the following instructions carefully before filling up the application form

General

1. The application form must be completed in block letters. Incomplete application forms will not be processed.
2. Application should be submitted together with the certified copies of necessary document after payment of examination fees.
3. Processing fee of Rs.2100/- must be paid for assessment of sea service. (USD 100/= for foreign nationals)
4. The processing fee is non-refundable and the application will not be processed unless the payment is made.
5. Examination fees should be paid after confirmation of eligibility by the appropriate examiner.

Medical Fitness Certificate

1. Applicant must submit the medical fitness certificate in the prescribed medical form.
2. Medical fitness examination must be conducted by a registered medical practitioner approved by DGMS.

Seagoing Service

1. All sea going service entered must be supported by proper testimonials and appropriate entries in the seaman's discharge book/ discharge certificate. Sea service must be certified by the shipping officer.
2. Seagoing service testimonials must show the period of service, seniority on watch, the type and power of the propelling and auxiliary machinery and the nature of duties performed, where appropriate.
3. Seagoing service testimonials for engineering candidates must be signed by the Chief Engineer and counter-signed by the Master or Superintendent Engineer of the vessel.
4. Watch keeping certificates of navigation officers must be signed by the master.
5. Seagoing service performed on foreign flag ships must be confirmed by the relevant Consulate or other official authority of that country.

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 6 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

Application for a Certificate of Proficiency

DESCRIPTION OF CERTIFICATE OF PROFICIENCY

--

Stamp size

Photo

Full Name of Applicant			
Permanent Address			
Telephone Number			
Date & Place of Birth			
C.D.C	Number		
	Date of Issue		
N.I.C	Number		
	Date of Issue		
Passport	Number		
	Date of Issue		
Dates of Written Examination			
Dates of Oral Examination			
Interim Certificate (if any)	Number		
	Date of Issue		
Mandatory Courses Completed			
	Name of the Course	Certificate No	Date of Issue
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

I certify that the above information is true and accurate.

--

Signature
Of the Applicant

FOR OFFICE USE ONLY

Date of receipt of Application

Certificate Number ;

Date of Issue :

Date

--

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

Examination Serial Number

Application for the Issue of Certificate of Proficiency (renewal) for Able Seafarer Deck/
Engine

APPLICATION APPROVED / NOT APPROVED

Stamp Size Photos (2) (1x1 ¼)
--

.....

EXAMINER (N) / (E)

1. Name In Full:-

2. Address:-

3. Date Of Birth:-

4. Telephone No :-.....

5. CDC No:- Date of Issue -Date of Expiry:-.....

6. Passport No:- Date Of Issue :-

7. Certificates held if any (previous STCW certificate No):-

(a) Original Able seafarer Deck/ Engine COP attached : YES/ NO

8. Details of sea service within last 5 years

N ume of the ship	Date of Engagement	Date of Discharge	Period in Months	Rank
I.
II.
III.
IV.
V.

DOI:2019.07.10	Rev. No	01	FORMS	Prepared By : MR
Page 1 of 2	DOR:2019.07.10	DOC. NO.	EX/FO/042	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

09. Medical certificate issued as per STCW requirements by an approved medical practitioner: Copies attached YES/ NO

Name of the Doctor Date of issue Certificate Number
.....

10. Following certificates to be submitted along with the application (Copies to be attached) STCW Courses Followed.

Name	Certificate No.	Date of issue
I. Fire Prevention & Fire Fighting
II. Elementary First Aid
III. Personal Survival Techniques
IV. Personal Safety & Social Responsibilities.
V. PSCRB
V. SDSD/ SSA
VI. Maritime English

(PSCRB- Proficiency in Survival Craft, Rescue Boats other than Fast Rescue Boats, SDSD- Seafarers with Designated Security Duties, SSA- Ship Security Awareness)

11. Sea Service Testimonials (Horse Power Cert.)/ Steering Certificate Provided: YES/NO

12. Copies of CDC (Revalidation page, Sea Service Pages attached: YES/NO

13. Copy of Passport attached: YES/NO

Date: Signature of the Applicant:

Office use only:

14. Document Checked by Examination Unit: YES/NO (seal)

Document approved by Examiner: YES/ NO

Name of Examiner :.....

Signature of the Examiner:

DOI:2019.07.10	Rev. No	01	FORMS	Prepared By : MR
Page 2 of 2	DOR:2019.07.10	DOC. NO.	EX/FO/042	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

Eligibility Application for Ship's Cook Programme

01. Name in Full:
02. Address:
03. Date of Birth: NIC No:
04. Telephone No : Mobile: Residence:
05. C.D.C No : Date of issue: Date of Expiry:
06. Passport No : Date of issue: Date of Expiry:
07. Professional Certificates held if any:.....
08. Details of Sea Service within 5 Years:

NAME OF SHIP	Date Sign on	Date Sign off	period onboard	Rank Served as	Shipping officer's verification

09. A copy of valid medical certificate to be attached

Name of Medical practitioner:

Date issued: Expiry Date:.....

10. Following certificates to be submitted along with the application

STCW mandatory Safety training Courses Followed

	Certificate No	Date of Issue	Date of Expiry
I Fire prevention & Fire Fighting		
II Elementary First Aid		
III Personal Survival Techniques		
IV Personal Safety & Social Responsibilities		
V Maritime English Language course - Support level		
VI Security Awareness or Designated Security Duties		

Date:

Signature of the applicant

DOI:2017-11-21	Rev. No	00	FORMS	Prepared By : MR
Page 1 of 2	DOR:	DOC. NO.	EX/FO/028	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

Examiner (Approved/ Not Approved)

.....
Examiner : (Engineering/Navigation)

Date:

For Examiner's use only

RECOMMENDED TRAINING COURSE:

1. Sea time > 24 M for last 5 yrs as cook ☐

89/COOK UPDATING COURSE/48 HRS/MLC 3.2.4 /UD/COOK/M2Y/89/2013/000

2. Sea time < 24 M for last 5 yrs as cook ☐

90/COOK UPDATING COURSE/180 HRS/MLC 3.2.4/UD/COOK/L2Y/90/2013/000

3. Fresh cooks to sea ☐

91/COOK TRAINING COURSE/960 HRS/MLC 3.2.4/PS/COOK/91/2013/000

4. Cooks shore to sea (3 star & above hotels or DGMS approved hotels) ☐

92/UPGRADING & TRANSITION COURSE FOR COOKS – SHORE TO SEA/180 HRS/MLC
3.2.4/UG/COOK/92/2013/000

5. Sea time < 12 M for last preceding 5 yrs ☐

93/REFRESHER & UPGRADING COOKS FOR MLC-2006 COMPLIANCE/48 HRS/
RF&UG/COOK/93/2013/000

6. Ships catering staff ☐

94/COMPUTER TRAINING COURSE FOR COOK CATERING TO/5 DAYS/TC/COMP/COOK/94/2013/000

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 2 of 2	DOR:		DOC. NO.	EX/FO/028	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit

	Merchant Shipping Secretariat Ministry of Ports & Shipping	MSS
---	---	------------

Application for ship's Cook Proficiency Certificate

1. Name in Full:
2. Address:
3. Date of Birth: NIC No:
4. Telephone No : Mobile: Residence :
5. C.D.C No : Date of issue: Date of Expiry :
6. Passport No : Date of issue: Date of Expiry:
7. Profesional Certificates held if Any :
8. Ship's cook course followed (MLC) :
9. Institute (8.) attended :
10. Date (8.) commenced/completed :
11. Certificate No. of (8.) :
12. Receipt No. of cash paid :

Date:

.....
Signature of the applicant

FOR OFFICE USE ONLY (Please tick (☐) appropriate box)

Documents filed :

☐

.....
Staff signature & Name

.....
Signature of the Examiner

Date:

Certificate expiry date:

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 1 of 1	DOR:		DOC. NO.	EX/FO/026	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

Eligibility application for Proficiency in Advanced Oil/ Chemical/ Gas Tanker

01. Name in Full:

02. Address:

03. Date of Birth: NIC No:

04. Telephone No: Mobile: Residence:

05. C.D.C No: Date of issue: Date of Expiry:

06. COC No: Date of issue: Date of Expiry:

07. A copy of valid medical certificate to be attached

Name of Medical practitioner:

Date issued:

08. Details of Sea Service within 5 Years:

NAME OF SHIP	Date Sign on	Date Sign off	Period onboard	Rank Served as	Type Oil/ Chemical/ Gas

Sea service indicated above is correct

.....
Shipping Officer

.....
Stamp

Date :.....

DOI:2017-11-21	Rev. No	00	FORMS	Prepared By : MR
Page 1 of 2	DOR:		DOC. NO. EX/FO/031	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO. FO	Examination Unit



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

09. Following certificates to be submitted along with the application

STCW mandatory Safety training Courses Followed

	Certificate No	Date of Issue	Date of Expiry
I Proficiency in advanced Fire Fighting or Fire prevention and fire fighting		
II Proficiency in Medical First Aid or Elementary first aid		
III Proficiency in survival craft and rescue boats other than fast rescue boat or Personal survival techniques		
IV Personal Safety & Social Responsibilities		
V Maritime English - Operational level/ Support Level/ Management Level		
VI Designated Security Duties or Ship security officer		
VII Basic Training for Oil & Chemical / Gas Tanker Cargo Operation		

Date:

Signature of the applicant

(Approved/ Not Approved)

.....

Date:

Examiner : (Engineering/Navigation)

DOI:2017-11-21	Rev. No	00	FORMS	Prepared By : MR
Page 2 of 2	DOR:	DOC. NO.	EX/FO/031	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit