

GENERAL INSTRUCTIONS:

1. Ensure your eligibility as per M.S. (Standards of Training, Certification & Watchkeeping for Seafarers) Rules 2014 and Training Examination & Assessment Programme (TEAP) 2015 before filling up the application forms electronically online.
2. M.S. (Standards of Training, Certification & Watchkeeping for Seafarers) Rules 2014 is available DG Shipping website, please refer to below link http://dgshipping.gov.in/WriteReadData/userfiles/file/Notification_stcw2014_310714.pdf
3. Training Examination & Assessment Programme (TEAP) 2015 is available DG Shipping website, please refer to below link <http://dgshipping.gov.in/writereaddata/ShippingNotices/201505191224526716388TEAPConsolidatedRe v1,May2015-compressed.pdf>
4. The applicants must ensure that they have registered online (at DG Shipping Website www.dgshipping.gov.in) their Seafarer's Profile Registration. (See instructions for Seafarer Profile Registration, if not already done)
5. Columns with red asterix (star) mark in the online forms are mandatorily to be filed in.
6. Online payment to be made after online submission of applications, fees once paid will not be refunded.
7. If there are any issues related with fees payment, please report with your fees reference number and all relevant details by email to PIC: Ravi Kumar Moka.
Email: egovernance-dgs@nic.in Tel.: +91-22-25752038
8. If you are a deck officer and have any more questions which are not listed below then you may send an email to DG Shipping: dgship-dgs@nic.in, nt-dgs@nic.in, ravi.sikarwar@gov.in

Frequently Asked Questions by the Masters and Deck officers

Q1. How do I obtain my seafarers profile registered and how do I obtain user Id & password?

Ans: Visit DG Shipping website www.dgshipping.gov.in and click on Seafarers Registrations and fill up Indos, Date of birth details, personal details along with correct email address and submit. The user Id and password sent to the registered email address.

Q2: I have a medical certificate which was issued by the DGS approved doctor prior joining my lastship, which is still valid. Can I submit a copy of it while applying for revalidation or do I have to get another medical certificate?

Ans: You need to submit only the photocopy of valid medical certificate for the purpose of revalidation. No need to get another new medical certificate for the purpose of making an application to the MMD.

Q3: I have a UK GMDSS certificate with valid endorsement. Will that be acceptable for the purpose of revalidation of my Indian COC?

Ans: Yes. Any UK GMDSS certificate obtained prior to 31st Dec 2002, with valid endorsement from UK MCA, will be accepted for the purpose of revalidation of Indian COC. However, if your UK GMDSS is due to expire shortly then you need to renew your UK GMDSS first prior to making an application for revalidation of Indian COC.

Q4: Where do I need to apply to get my CoC and CoP?

Ans: All CoC and CoP processes are done online, and CoC / CoP issued via post, candidate need not visit MMD personally.

Please visit DG Shipping website www.dgshipping.gov.in and click E-governance to avail the CoC and CoP online services

Link for online services:
<http://220.156.189.33/esamudraUI/logOut.do?method=loadIndexPage>

Q5. My Certificate of Competency (COC), issued under STCW 95, in hardcover booklet form has expired recently. How do I revalidate and upgrade my COC to STCW 2010?

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Ans: The CoC of a seafarer can be revalidated using DG Shipping online services. Apply online using the registered ID and password. Online application to be filled in along with online fees (e-payment).

Q6. Do I need to submit my CoC hard cover after applying online for CoC revalidation?

Ans: No, the endorsement of CoC revalidation sticker is issued by MMD, the CoC sticker is dispatched to the candidate's registered postal address by speed post. The CoC revalidation sticker may be affixed in CoC additional pages.

Q7. Do I need to personally visit MMD for collection of my CoC and CoP hard cover?

Ans: No. On endorsement of CoC revalidation sticker by MMD, the CoC sticker is dispatched to the candidate's registered postal address by speed post. The CoC revalidation sticker may be affixed in CoC additional pages. CoP is dispatched to the candidate's registered postal address by speed post.

Q8: How many days will it take to revalidate my COC?

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Ans: The CoC sticker is dispatched to the candidate's registered postal address by speed post within two working days.

Q9: I am presently undergoing a RUT course / any revalidation course in one of the DGS approved institute. Is it compulsory to submit the application for revalidation of COC only through the institute? OR Can I submit the application to the MMD directly upon completion of the RUT / Revalidation course?

Ans: The CoC of a seafarer can be revalidated using DG Shipping online services. Apply online using the registered ID and password. Online application to be filled in along with online fees (e-payment).

Q10: Can you elaborate the requirements for revalidation and up-gradation of my COC, if I have a COC booklet issued under STCW 95?

Ans: The requirements for establishing 'Continued Professional Competence' under the M.S. (STCW) Rules, 2014 are as follows:

A) Record of sea service in the relevant capacity for a period of **at least one year** in the preceding five years; OR

B) Original experience certificate from the employer for equivalent services performed ashore (e.g. officers working in marine related jobs, such as: maritime surveyors, faculty, superintendents, cargo superintendents, port officers, port engineers, officers serving on offshore rigs and platforms, FPSO, FSO, Chartering, Brokering or Commercial operations, vetting inspectors, ISM auditors, Port State and Flag State inspectors, Shipboard Training Officers, pilots, etc.) for a period of **at least two years** in the preceding five years. OR

C) Record of approved seagoing service, performing functions appropriate to the certificate held, for a period of at least 3 (three) months in total during the preceding 6 (six) months immediately prior to expiry of the certificate OR

D) Successfully completing an approved training course or courses, such as: competency course for the grade of CoC concerned or one grade higher OR

E) Record of 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*

Additionally, the following requirements to be met for revalidation and up-

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

**gradation of COC issued under STCW 95 to ensure compliance with 2010
Manila Amendments to the STCW Convention, 1978, as amended.**

1. Copy of valid Medical Fitness Certificate
2. Refresher and Updating training course for Masters and Deck officers (5 days for operational level / 11 days for Mgmt level)
3. Indian COC as GMDSS Radio Operator or UK GMDSS issued up to 31 st Dec 2002 with valid endorsement.
4. Refresher training course in PST & PSCR, only if the original course certificates are more than 5 yrs old.
5. Refresher training course in FPF and AFF, only if the original course certificates are more than 5 yrs old.
6. SSO course Certificate of Proficiency for Management level COCs OR STSDSD / SSO for operational level COCs
7. DGS approved ECDIS course

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Q11: I had revalidated my COC in 2013/2014 after complying with all the requirements such as RUT course, refresher courses and other courses. However, my COC was revalidated up to 31st Dec 2016 only, due to some administrative reasons. How can I extend the validity of my COC to full five years?

Ans: Prior to 1st Jan 2015, all the certificates were issued or revalidated up to 31st Dec 2016 only. However, subsequent to the notification of M.S. (STCW) Rules 2014, from 1st Jan 2015 onwards, all the certificates are being issued with a validity of full five year period.

In your case, the validity of the COC can be extended up to five years from the date of completion of Refresher and Updating (RUT) training course, by the MMD, without doing any additional courses. But you need to obtain the 'COC as GMDSS Radio Operator' if the same was not obtained earlier.

For example if you had completed your RUT course on 15th November 2014 then the validity of your COC will be extended up to 14th November 2019.

You need to submit the same application online for 'Revalidation of COC' as mentioned in Question No.4

Q12. My Certificate of Competency (COC) is expiring after 5 months and I have done my revalidation/up-gradation courses as per STCW 2010 now. Will my COC be revalidated for 5 years from the date of expiry of my present COC or it will be from the date I completed my revalidation course?

Ans: Normally the COCs are being revalidated for a period of five years from the date of completion of Refresher and Up-gradation course (RUT) under STCW 2010. However, in order to encourage renewal of COC before its expiry date, under the revised provisions of STCW, currently COCs are being revalidated for a period of five years from the date of expiry of COC, if an officer is applying for revalidation within six months prior to its expiry.

Hence in your case the COC will be re-validated for a further period of five years from the date of expiry marked in the COC and not from the date of completion of RUT course.

Q13: At present I have the valid GMDSS GOC issued by the Ministry of Communications and STCW endorsement of GMDSS (valid or expired) issued by the MMD few years back. How do I get the new 'Indian COC as

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

GMDSS Radio Operator’ which is essential for revalidating my COC as Master or Deck officer?

Ans: Firstly, you need to ensure your GMDSS GOC issued by the Ministry of Communications is valid. If it is not valid, you should make an application to the WPC wing for renewal of GMDSS certificate. Please bear in mind that normally it takes around 30 days to obtain a renewal sticker for GMDSS from WPC. The GMDSS CoC of a seafarer can be obtained using DG Shipping online services. Apply online using the registered ID and password. Online application to be filled in along with online fees (e-payment)

Q14: My GMDSS certificate is valid. Can you briefly explain the requirements for obtaining the ‘COC as GMDSS Radio Operator’ from MMD?

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Ans: You need to have the following:

- a. Valid GMDSS GOC issued by the WPC wing of the Ministry of Communications. (Provisional certificate can also be accepted in case of newly certified officers.)
- b. Copy of valid medical fitness certificate
- c. Evidence of Minimum one year of sea service in the preceding five years performing Radio Communication duties. In absence of sea service, evidence of equivalent service ashore performing Radio Communication duties can also be accepted.
- d. Alternatively, If you do not have the required sea service or equivalent service ashore in the last five years then you need to complete the GMDSS course again and submit the course completion certificate for obtaining or renewing your 'COC as GMDSS Radio Operator'
- e. The 'COC as GMDSS Radio Operator' can be obtained using DG Shipping online services. Apply online using the registered ID and password. Online application to be filled in along with online fees (e-payment)

Q15: How many days will it take to obtain my COC as GMDSS Radio Operator?

Ans: The 'COC as GMDSS Radio Operator' is dispatched to the candidate's registered postal address by speed post within two working days.

Q16: I need to revalidate my Master's COC. For that I need to get my GMDSS COC also. Is it possible for me to apply for both at the same time to avoid multiple visits to the MMD?

Answer: Yes. If you have already complied with all the other requirements such as RUT course, RTC course, refresher courses, ECDIS course, SSO/STSDSD course, etc., then you can submit the application for revalidation and application for GMDSS COC simultaneously online. You will get both the revalidated COC and Indian GMDSS COC within two working days together.

Q17: Presently, I have valid STCW GMDSS endorsement which expired on 31st Dec 2016. Do I still need to get the new Indian COC, as GMDSS Radio Operator, for the purpose of revalidating my COC as Master or Deck

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

officer?

Ans: Yes. In order to revalidate and upgrade your COC with validity beyond 31st Dec 2016, it is essential to obtain the new 'COC as GMDSS Radio Operator' now. Your existing STCW GMDSS endorsement will be cancelled upon issuance of 'COC as GMDSS Radio Operator.'

Q18: I have a UK GMDSS certificate. Can I obtain a 'COC as GMDSS Radio operator' from India? Ans: No. You should renew your GMDSS endorsement from UK MCA only. Also, there is no need for you to obtain 'COC as GMDSS Radio Operator' from India.

Q19: What is the difference between 'STCW endorsement on GMDSS' which was issued before, and the 'COC as GMDSS Radio Operator' which is being issued now?

Answer: As far as seafarers are concerned, the purpose of both remains same. Subsequent to the '2010 Manila Amendments to the STCW Convention,' the status of GMDSS qualification has been changed from 'Certificate of Proficiency' to 'Certificate of Competency.' Hence the nomenclature of the certificate has been changed to 'COC as GMDSS Radio Operator.' From 1st Jan 2017, all the deck officers must hold 'COC as GMDSS Radio Operator' instead of 'STCW endorsement on GMDSS.'

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Q20: I have a level two (Management level) DCE for the ship type ‘Oil tanker’ which is expiring shortly or which has expired few months ago. How do I revalidate my DCE?

Ans: The familiar name of the Dangerous Cargo Endorsement (DCE) level 2 has now been changed to ‘**Certificate of Proficiency in Advanced Training for Oil/Chemical/Gas Tanker Cargo operations.**’ The procedure for renewal of DCE or issuance of COP for tanker operations is almost the same as before, except few minor changes. You can make use of DG Shipping online services. Apply online using the registered ID and password. Online application to be filled in along with online fees (e-payment)

Q21: I have a level one (operational level) DCE for the ship type ‘Chemical tanker’ which is expiring shortly or which has expired few months ago. How do I revalidate my DCE?

Ans: The familiar name of the Dangerous Cargo Endorsement (DCE) level 1 has now been changed to

‘Certificate of Proficiency in Basic Training for Oil/Chemical/Gas Tanker Cargo operations.’

The procedure for renewal of DCE or issuance of COP for tanker operations is almost the same as before, except few minor changes. You can make use of DG Shipping online services. Apply online using the registered ID and password. Online application to be filled in along with online fees (e-payment)

Q22: How many days will it take to obtain a new COP for tanker cargo operations (erstwhile called as DCE) or renew my DCE?

Ans: The COP is dispatched to the candidate’s registered postal address by speed post within two working days.

Q23: I have multiple DCEs i.e. for more than one type of tankers. Can I renew all of them at the same time? OR I need to apply for DCEs for more than one type of tankers. Can I apply for multiple DCEs at the same time?

Ans: Yes. You can apply for multiple DCEs i.e COPs for more than one type of tankers online. However, you need to pay the additional fees for each COP separately or collectively.

Q24: Do I need to submit the copy of medical fitness certificate to the MMD

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

for obtaining the DCE or COP in Tanker cargo operations?

Ans: No. You need not submit any medical certificate for obtaining the Certificate of Proficiency in Tanker Cargo operations.

Q25: I have a COC issued by UK or other countries recognized by India. Can I get a COP in Tanker cargo operations (erstwhile DCE)?

Answer: No. You are required to obtain the COP in tanker cargo operations only from the country which has issued your COC.

However, if you have been issued with Indian COE for sailing onboard Indian ships then COP in Tanker Cargo operations will be issued by the MMD for the purpose of sailing onboard Indian Tankers only. Currently this provision is applicable for Management level officers only.

Q26: I did my PSCRB and AFF in the year 2022. Do I need to do the refresher courses for PSCRB and AFF now, for the purpose of revalidation of COC?

Answer: No. Refresher courses for the PSCRB, PST, AFF and FPF are required only if the courses were done five years ago.

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

In your case, the refresher courses to be done in 2024 only. You need not undergo the refresher courses for the purpose of revalidation or certification.

Also note that henceforth, seafarers need to undergo the refresher courses in PST, FFFF, PSCRB and AFF (as applicable) at intervals not exceeding five years. Shipping companies need to ensure that seafarers have undergone refresher training as per STCW at five yearly intervals, prior placing them onboard ship.

Q27: I have done my sea service through non-RPSL agencies. Can you please confirm whether the service performed through such agencies are acceptable for the purpose of revalidation or issuance of COCs?

Ans: No. According to the directives issued by the Directorate General of Shipping, the seafarers should join the ship only through RPSL agencies approved by the DGS. Hence the sea service performed through non-RPSL agencies will not be recognized by the MMD.

Q28: I am holding a COC of 2nd Mate (FG). I have sailing experience on Tankers. Can I get a COP in Advanced Training for Tanker cargo operations (Level 2 DCE)?

Ans: Yes. If you have a minimum of three months sailing experience on Tankers as certified deck officer, within the last sixty months, then you are eligible to get a COP in Advanced Training for Tanker cargo operations (For a Type of tanker corresponding to your sailing experience). Additionally, you should have completed the relevant advanced tanker safety course, advanced fire fighting course and other applicable courses listed in the checklist.

Q29: I need to apply for the Level 2 Chemical Tanker DCE (COP in Advanced Training). Is it required to complete the Liquid Cargo Handling Simulator (LCHS) Course to obtain a Chemical Tanker Level 2 DCE?

Ans: No. The Liquid Cargo Handling Simulator (LCHS) course is required only for obtaining the Level 2 Oil Tanker DCE. Also, the LCHS course is applicable only for the Master and deck officers. Therefore, LCHS course is not required for obtaining the Level 2 DCE for Chemical Tankers or Liquefied Gas Tankers.

Q30: What is the difference between LCHS operational level and LCHS Management level course? Which course is required for obtaining the Oil

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Tanker DCE?

Ans: The LCHS operational level course is no longer a DGS approved course. For obtaining the COP in Advanced Training (Level 2 DCE) for Oil Tankers cargo operations, all the deck officers are required to complete only the Full Mission LCHS course (Management level – 5 days). The LCHS course is not mandatory for obtaining the COP in Basic Training for Tanker cargo operations (Level 1 DCE).

Q31: I have been sailing as Master on Oil Tankers for many years. I am also having the level 2 DCE for Oil Tankers. In the past I have not done any LCHS course. Can I revalidate my level 2 DCE without the LCHS course?

Ans: Yes. If you have been regularly sailing on Oil Tankers with Level 2 DCE then there is no need for LCHS course for revalidation of DCE.

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Q32: I have a Level 2 DCE in Oil Tankers. But during the last five years I have been sailing on bulk carriers OR I did not sail on Oil Tankers during the last five years. How do I revalidate my Level 2 DCE in Oil Tankers?

Ans: If you do not have the required minimum period of three months of sailing experience onboard Oil Tankers during the preceding sixty months then you will have to undertake the Advanced Tanker Safety course (TASCO) and LCHS course again for revalidation of Level 2 DCE in Oil Tankers.

Q33: I have a Level 2 DCE in Chemical / Liquefied Gas Tankers. But during the last five years I have been sailing on Containers OR I did not sail in Tankers during the last five years. How do I revalidate my Level 2 DCE in Chemical / Liquefied Gas Tankers?

Ans: If you do not have the required minimum period of three months of sailing experience onboard Chemical / Liquefied Gas Tankers during the preceding sixty months then you will have to undertake the Advanced Chemical Tanker Safety course (CHEMCO) or Advanced Gas Tanker Safety Course (GASCO), as applicable, again for revalidation of Level 2 DCE in Chemical / Liquefied Gas Tankers.

Q34: I have been sailing as Second Officer onboard ‘OIL/CHEM Tankers’ during the past six months. But in this period, we had carried only clean products and did not get a chance to load any chemicals. Can I get a Level 2 DCE for Chemical Tankers based on this experience?

Ans: No. Although you have sailed on ‘OIL/CHEM Tankers’, you are not eligible to obtain the Level 2 DCE for Chemical Tankers. For obtaining Level 2 DCE in Chemical Tankers, you should have an experience of carriage of chemicals, listed under IBC code, for a minimum period of three months. Alternatively, one month experience in a supernumerary capacity with three loading and three discharging of chemicals, documented in a Training Record Book, may also be accepted.

Q35: I have a COP in basic training for tanker cargo operations (Level 1 DCE). But I did not get a chance to work onboard tankers during the past five years. How do I revalidate my COP in basic training for tanker cargo operations (Level 1 DCE)?

Ans: You can revalidate the COP in basic training for tanker cargo operations

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

(Level 1 DCE) either by undertaking the Basic Tanker familiarization course or Advanced Tanker Safety course again.

Q36: I have passed the Chief Mate (FG) written and oral examinations last month. I did my Second mate FG competency course with the new syllabus i.e. in 2011. Subsequently I did my First Mate FG Phase-I and Phase-II courses in 2014 with the new syllabus. Do I still need to undergo the Refresher and Updating training (RUT) of 5 days / 11 days for submitting an application for COC?

Ans: No. The RUT course is not required for all those candidates who have completed their Second Mate FG course with the STCW 2010 syllabus i.e. courses completed after March 2011.

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Q37: I have completed my First Mate FG grade Phase-I and Phase-II classes recently under STCW 2010 revised syllabus. But I got my Second Mate FG COC prior to 2011 i.e. attended Second Mate FG classes under the STCW 95 (old) syllabus. Do I have to complete the RUT course of 5 days or 11 days duration, to obtain my First Mate FG COC under STCW 2010 with 5 years validity?

Ans: Since you had attended the First Mate FG competency course as per the new (STCW 2010) syllabus, you need to attend only the first 5 days of the RUT course, applicable for operational level officers.

Q38: My CDC or Passport got expired last month. I had already applied for renewal. Is it compulsory to have valid CDC or Passport for the purpose of revalidation of COC or obtaining any other certificate from MMD?

Ans: No. You need not wait for renewal of CDC or Passport for making an application to the MMD for any certification. However, it is your responsibility to ensure that all the necessary documents such as CDC, Passport are valid prior joining any ship.

Q39: I have applied for revalidation of my COC or renewal of my DCE /GMDSS at the MMD in the morning working hours. Is there any specific time do I have to come for collection of my certificate after revalidation or issuance of new certificates?

Ans: CoP is dispatched to the candidate's registered postal address by speed post.

Q40: I have applied for my CoC / CoP today morning. My company has told me that I need to fly in the afternoon for joining ship. Is it possible to get the certificate immediately?

Answer: No. Please note that MMD issues more than 100 certificates every day in the shortest possible time frame i.e. within two working days. In order to give due respect to other applicants and to maintain equality, MMD will not issue certificates out of turn to any individuals.

Q41: Is it necessary to update my DG Shipping online profile for making an application to the MMD? How do I create and update my profile in the DGS

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

website?

Ans: Yes. According to the Directives of the DG Shipping, it is compulsory for all the seafarers to register with the e-Governance cell of the DG Shipping and update their profile at regular intervals. Please note that the process of registration is very simple.

You need to go to the website www.dgshipping.gov.in and click the 'Seafarers registration' section under the main heading 'E-Governance.' Upon completion of registration, you can update your profile using the simple steps stated in the website.

Please note that the 'Seafarers Registration' process can be completed easily, if you use 'Internet Explorer' and 'Mozilla Fire Fox' browser.

Q42: I need to apply for my COC revalidation. Somebody told me that I need to get the documents ready only through few of the Photocopy shops located near MMD, otherwise my application will be delayed. Is it true?

Ans: Totally false. Do not believe in such baseless rumors. MMD deals directly with seafarers only. The process of all the above certification is very simple. If you are meeting the requirements then you should

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

get the certificate within two working days. If you have any difficulty in obtaining the certificate from MMD then you may contact the concerned surveyors directly or send an email to the concerned Principal Officer, MMD. Contact details of MMD officials are given in the respective MMD and DGS Website

Q43: I have cleared by Second Mate FG competency examination in May 2013, and obtained my Second Mate FG COC in June 2013. However, at that time, I got a COC with a validity up-to 31st Dec 2016 only. Do I need to complete the 5- days Refresher and Up-gradation (RUT) course for the Deck Officers for up-gradation of my COC to STCW 2010 standards, and extend the validity for a full five year period?

Ans: No. Please note that the Second Mate FG competency course of 4 months duration, under the new STCW 2010 syllabus, was started from January 2011 itself. Hence the RUT course of 5-days duration, applicable for operational level deck officers, is **NOT** required for all those candidates who have attended the Second Mate FG Competency course on or after January 2011, for extending the validity of COC for a full five year period. However you are required to complete the other applicable courses such as ECDIS, etc., as given in the online requirements for revalidation and up-gradation of COC.

Q44: I did the full 11-day Refresher and Up-gradation course for the Masters and Deck Officers in the year 2013. Can I revalidate my COC using that course certificate issued in 2013 or do I have to undergo that course again now, in order to extend the validity of COC for a full five year period?

Ans: Please note that Refresher and Up-gradation course (RUT) is not the same as an erstwhile revalidation course. This RUT course need to be done **only once** by the Masters and Deck officers who have got their COC under the STCW 95 standard to upgrade to the STCW 2010 standards. Hence there is absolute no need for undergoing this course again, under any circumstances.

Also, please note that the RUT course is not required for the Masters and Deck Officers who have completed their entire (from Second Mate FG onwards) competency courses and examination under the STCW 2010 standards. Please refer Q43 for an example.

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Q45: I did my TASCOCHEMCO/GASCO course in 2003. My course certificate refers to the STCW 1995 standards. Do I need to undergo the courses again for up-gradating it to the 2010 standards?

Ans: No. You are not required to undergo any of the STCW courses, including the above-mentioned advanced tanker safety courses again, for up-gradation of same into STCW 2010 standards. Although the model courses have been revised recently, nobody will be required to undergo the courses again. All the course certificates remain valid irrespective of whether STCW 78 or STCW 95 is mentioned in the certificates.

Q46: I have given all exams in offline mode and CoC was issued accordingly. Now I want to correct my CoC entries i.e Name, DoB, Indos etc.

Ans: **Note:- All Certificates of competency corrections will be done centrally from Directorate General of Shipping**

Certificate of competencies issued under offline mode: - *are required to ensure their seafarers profile is updated before applying to DG shipping for any correction.* Application with photocopy of CDC, Passport, CoC and seafarers profile along with original CoC to be forwarded to Chief examiner of Master & mates. CoC will be corrected and sent to registered address.

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Certificate of competency issued online: - *Seafarers are required to ensure their seafarers profile is updated before applying certificate of competency to avoid any name change in CoC*, However if any correction is required then seafarers need to first update their profile and then submit application along with copy of updated seafarers profile, CDC, Password, CoC and Original certificate of competency to carry out correction in CoC.

Q47: How much time required to issue corrected CoC?

Ans: Correction will be done within 10 day on receipt of application.

Q48: I have lost my CoC and I don't have photo copy of CoC also, How to get new Certificate of competency.

And: Please follow followings procedures.

1. Lodge FIR with local police station.
2. Publish Notice of lost on any one national news paper and at least one of the local leading news papers of area where CoC is lost.
3. Allow for minimum one month period for police to locate/trace lost CoC and for return if found by any person..
4. Submit application in Form 30 to Principal Officer, Mercantile marine department along proof of receipt of Payment confirmation of Rs -3000-/- paid through online portal of Bhart Kosh
5. After verification of application, Principal officer, MMD shall refer to Chief Examiner of Master and Mates, who shall, after making such inquiry as he may deem fit., issue a 1st copy of certificate to the applicant as soon as may be practicable but in any case not later than the expiry of a period of six months. (Rule 76 of MS STCW 2014 RULES)

Q49: Online application process for Certificate of Competency (CoC) for grades Second Mate F.G, First Mate F.G and Master F.G.

Ans: All candidates must ensure their seafarers profile is updated with regards to modular courses and all passed subjects etc before applying for CoC online.

- I. Log in to seafarers profile and click CoC & CoC revalidation under the head of seafarers.
- II. Click 'Application for Certificate of Competency (CoC)' link showing left side.
- III. Fill the required data and generate application no.
- IV. Pay the fees online.

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

- v. Upload the document.
- vi. Status of the application can be viewed through the link 'Pay CoC & CoP Fees, Upload Documents and View Status'.

Q50: For CoC application What should I do, If exam results are not uploaded?

Ans: You are requested to contact concerned Principal Officer, MMD where you have applied the exam for the same paper.

Q51: Online application process for Revalidation of Certificate of Competency? Ans:

- I. Log in to seafarers profile and click CoC & CoC revalidation under the head of seafarers.
- II. Click the required link showing left side.

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

- III. Select the Grade and click over Continue Button to populate Personal details and CoC Details for the selected Grade **Note : In case CoC Details not found, please contact to concerned Issuing Authority(DG Shipping email: ravi.sikwarwar@gov.in)**
- IV. Fill the required data and generate application no.
- V. Pay the fees online.
- VI. Upload the document.
- VII. Status of the application can be viewed through the link 'Pay CoC & CoP Fees, Upload Documents and View Status'.

Q52: Online application process for DC Endorsement (for Officer Rank) and GMDSS?

Ans:

- I. Log in to seafarers profile and click CoC & CoC revalidation under the head of seafarers.
- II. Click the required link showing left side.
- III. Fill the required data and generate application no.
- IV. Pay the fees online.
- V. Upload the document.
- VI. Status of the application can be viewed through the link 'Pay CoC & CoP Fees, Upload Documents and View Status'.

Q53: How to change personal details of seafarer's profile?

Ans: Seafarer need to use "[Request for Personal Details Correction in Seafarer Profile](#)" link in e-governance profile to apply for correction.

Q54 : Paid the fees but it's not reflecting in the application?

Ans: If the fees have been debited but are not reflecting in the application, please wait for three working days. If the status still hasn't changed after three days, contact the DGS e-governance branch by email.

Q55 : Is the candidate required to redo the course if they got a Star during the written exam prior to 01st July 2024?

Ans: The candidate is not required to redo the course again as per NT/EAC Circular 16 of 2024.

Directorate General of Shipping, Mumbai
Examination, Assessment and Certification (EAC) Branch

Q56: How to resolve the issue of Multiple COC error while revalidating the COC?

Ans: The candidate should contact the MMD that issued the COC and submit the application along with the necessary documents for verification. Once the MMD verifies the documents, they will recommend further actions.

Q57: Candidates having any queries related to COPs should forward an email to the helpdesk with the following details:

Ans: Please forward an email to the helpdesk with the following details:

- a. Name:
- b. Discipline: Nautical or Engineering
- c. INDOS No:
- d. COP applied for: Able / WK / DCE

Q58: How to update the old issued COPs in the seafarer's master checker?

Ans: Follow these steps for uploading DCE / COP / WK certificates into the seafarer's profile:

1. The candidate has to write a mail to its respective Facilitation Centre or respective MMD from where the certificate is issued.
2. If the certificate is issued by the Facilitation Centre, then they will forward such mail to the Nautical / Engineering Branch.
3. The Nautical / Engineering Branch, if found okay, will forward the same to MMD for verification.
4. After due verification, MMD will forward a confirmatory mail to the Nautical / Engineering Branch.
5. Then the Nautical / Engineering Branch will forward the same to MTT for uploading of the certificate.
6. If the certificate is issued by MMD only, steps 4 and 5 only need to be followed.