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पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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ENGINEERING WING STANDARD OPERATING PROCEDURES (SOPs)

The Engineering wing of the Directorate provides various technical services relating to ship construction, ships survey & certification, ISM audits & certification, registration of FFA & LSA service stations, registration of bunker suppliers, examination & certification for various grades of engineers certificate of competency and also issuance of exemptions / dispensations, extension of surveys / certificates pertaining to engineering matters that are being granted by the Administration under the Merchant Shipping Act, 1958 and / or relevant international Conventions from time to time in exceptional circumstances (refer: [DGS order No. 16 of 2013](#) dated 6th June 2013 regarding Liaison branches for technical services at the DGS). This notice is issued for the sake of transparency and benefit of the public in general and the shipping industry in particular regarding the procedure to be followed, fees to be paid, approximate time required for processing the requests and the documentation to be submitted for availing all such services, from the Engineering wing of the DGS.

2. For operational ease in rendering service and prompt disposal of requests, every such application related to any such statutory function, mentioned above, should be made to the Directorate or the Mercantile Marine Department (MMD) and / or the “Recognized Organization (RO)”, as applicable. The applications should reach the Directorate well in advance and / or before the due date of survey or expiry of certificate, so that the request can be processed and decision conveyed expeditiously as prescribed in Citizen Charter.

3. The standard procedure to be followed for various services provided by the Engineering wing (refer: the attached chart). The documentation / supporting information to be submitted along with applicable fee as per DGS Circular 13 of 2010 (Refer: F & A Branch circular No. F&A/12(3)/97-Part III dated 06/09/2010) and as prescribed under DGS circulars/notices have been detailed in the individual appendix. The appendixes for each of the services are listed below for information and guidance:

Appendix-1: All matters related to ISM Audits (DOC Audits of the companies, SMC audits of cargo vessels, SMC audits of passenger ships, etc.)

Appendix-2: All matters related to DSM audits (DSM Audits of the companies, SMC audits of River Sea Vessels and Coastal Vessels)

Appendix-3: All matters related to Survey and certification of vessels (Exemptions, Dispensations, Extensions etc.)

Appendix-4: All matters related to vessel safe manning (Exemption, Dispensation, etc.)

Appendix-5: All matters related to registration of bunker supplier (Interim, Initial, Annual and Renewal inspections and certification)

Appendix-6: All matters related to registration of FFA/LSA service stations (Initial and Renewal Inspections & Certification)

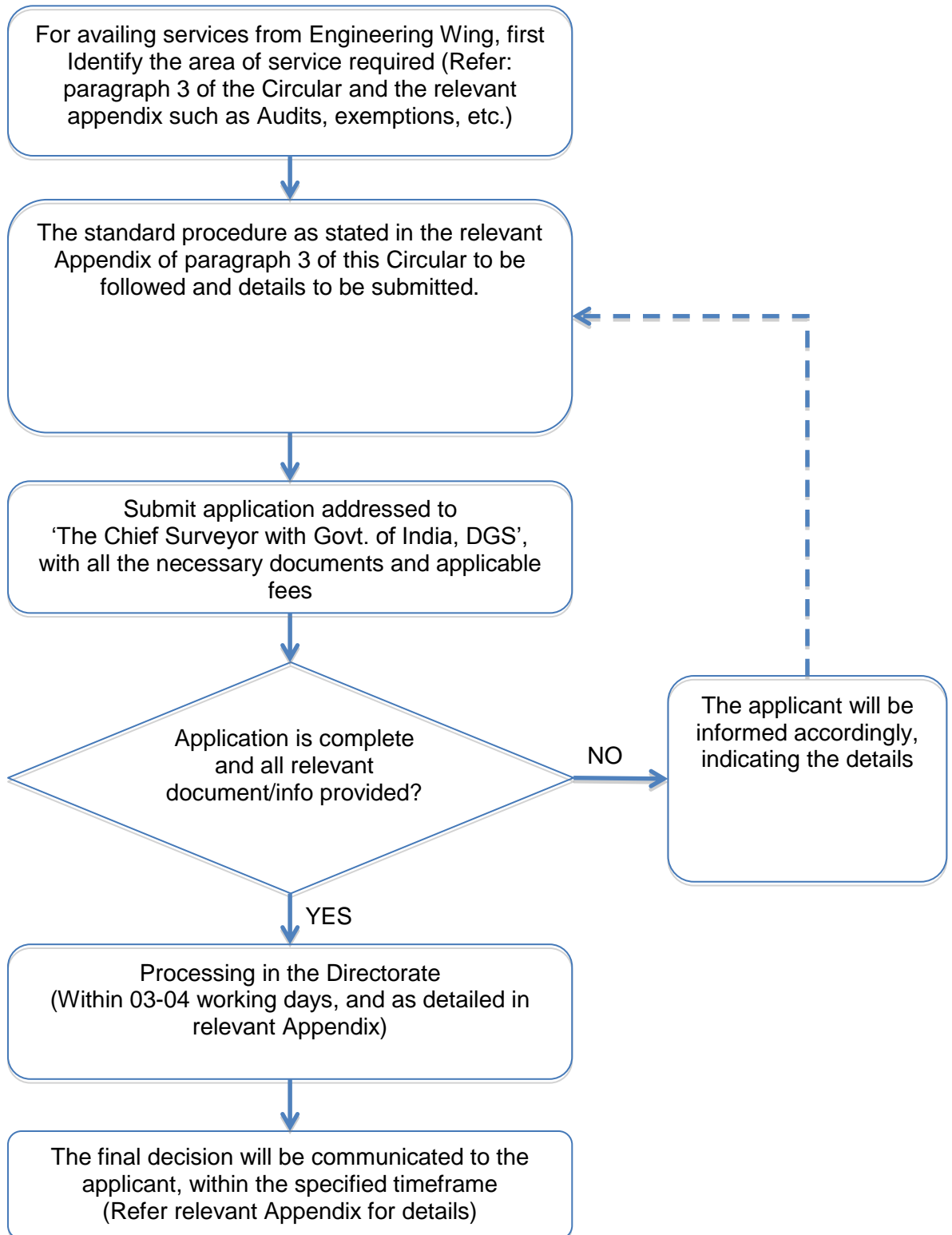
Appendix-7: All matters related to plan approval of passenger ships (FCP plan, Bilge, Ballast & Fire system plans, Fixed CO2 system, etc.)

Appendix-8: All matters related STCW examination and certification, viz.

- Issuance of Certificate of Competency (CoC),
- extension of Certificate of Competency (CoC) and Dangerous Cargo Endorsement,
- Revalidation of CoC and Dispensation to sail one rank lower in Indian Coast to revalidate the CoC,
- Certificate of Endorsement (COE) for Indian nationals holding foreign CoC recognised by Govt. of India,
- Miscellaneous :
 - Correction in CoC (i.e name, place of birth, date of birth etc.),
 - transfer of exam application from one MMD to other,
 - review of results,
 - approval of external examiners,
 - Duplicate CoC

Appendix-9: Miscellaneous matters (Not falling in any of the above categories)

STANDARD PROCEDURE FOR AVAILING SERVICES FROM ENGINEERING WING



Appendix-1: All matters related to ISM Audits (DOC Audits of the companies, SMC audits of cargo vessels, SMC audits of passenger ships, etc.)

The following services may be availed under this category. The related details including forms are available in the [MS Notice No.9 of 2014](#), dated 15th May 2014:

- Application process for issuance of a Interim Document of Compliance(DOC)
- Request for Initial, Annual, Renewal and Additional DOC audits
- Intimation of Change of DPA, Change in Company Name or Office premises, Change of flag/ ownership/ Registry of the vessel
- Application of Interim/Initial/ Intermediate/Renewal SMC audit.

Appendix-2: All matters related to DSM audits (DSM Audits of the companies, SMC audits of River Sea Vessels and Coastal Vessels)

The following services may be availed under this category. The related details including forms are available in the [DGS Engineering Circular No.135](#) dated 10th August 2011:

- Application process for issuance of a Initial Domestic Document of Compliance(DDOC)
- Request for Initial, Intermediate, Renewal and Additional DDOC audits
- Intimation of Change of DPA, Change in Company Name or Office premises, Change of ownership of a vessel

Appendix-3: All matters related to Survey and certification of vessels (Exemptions, Dispensations, and Extensions etc.)

The following services may be availed, under this category:

- **Extension of renewal surveys**, connected with the Docking survey may be submitted to the Naval Architecture Wing of the Directorate.
- **Extension of Tail-shaft survey:** Application may be made to the Directorate as per [Engineering Circular No.7 of 2013](#), dated 4th September 2013, alongwith the [Annexure – 2](#), as appended.
- **Overdue Statutory surveys:** Application may be made to the Directorate with the fee prescribed in the [MS Notice No.21 of 2011](#), dated 20th July 2011, alongwith the [Annexure – 2](#), as appended.
- Allied request for exemption pertaining to various conventions such as SOLAS, MARPOL etc. may be made to the Directorate on the company letter head alongwith the [Annexure – 2](#), as appended.
- **Single Voyage permission** for passenger and cargo vessels, registered under the Merchant Shipping Act, 1958 for proceeding to/from a Dry-docking facility due to non-compliance with some of the provisions of statutory requirements may be considered upon receipt of an application from the Owner/Manager of the vessel, in the format as appended in the [Annexure-5](#), as appended.

Appendix-4: All matters related to vessel safe manning – engine side (Exemption, Dispensation, etc.)

The company desirous of obtaining an Exemption/Dispensation as above, may submit an application on the company letter head alongwith the processing fee, the basic wage as per [DGS Circular No.4 of 2005](#), dated 31st March 2005 and the following:

[Check List for Manning Dispensation](#)

[Proforma for Manning Dispensation](#)

Appendix-5: All matters related to registration of bunker supplier (Interim, Initial, Annual and Renewal verification audit and certification)

The following services may be availed under this and all the associated details including forms are available in the [MS Notice No.3 of 2014](#) dated 19th March 2014:

- Application process for issuance of a Interim Registration as Bunker Supplier
- Request for Initial, Annual, Renewal and Additional verification audits
- Intimation of Change in Company/Authorised person's Name or Change in Office premises

Appendix-6: All matters related to registration of FFA/LSA service stations (Initial and Renewal Inspections & Certification)

The following services may be availed under this:

- Registration of Fire Fighting Appliances (FFA) Service stations
- Registration of Life Saving Appliances (LSA) [*limited to* Life boat launching gear and associated equipments] Service Stations.
- Renewal of Registrations of FFA/LSA Service stations.

- I. The registration and renewal process of the FFA Service stations may submit an application on the company letterhead, as per the [Engineering Circular No.17 of 2003](#), dated 8th October 2003 and [Engineering Circular No.2 of 2014](#), dated 20th March 2014, alongwith the following checklist:

[Check List for Issuance/Renewal of Certificate of Registration as FFA Service Station](#)

- II. The registration and renewal process of the LSA Service stations for Life boat launching gear and associated equipments, may submit an application on the company letterhead, as per the [Engineering Circular No.2 of 2014](#), dated 20th March 2014, alongwith the following checklist:

[Check List for Approval of Workshop for Servicing and Maintenance of Lifeboats, Launching Appliances and On-Load Release Gear onboard ship](#)

Appendix-7: All matters related to plan approval of passenger ships (Fire Control Plan, Bilge, Ballast & Fire system plans, Fixed CO2 System etc)

The above mentioned plans has to be submitted to the DGS for approval, alongwith the applicable processing fee, mentioned in the DGS Circular No.13 of 2010, after scrutiny by the Indian Register of Shipping [IRS].

Appendix-8: All matters related STCW examination and certification, viz.

- **Issuance of Certificate of Competency (CoC)**
The candidates eligible for application of the Certificate of Competency (CoC), for all grades under STCW 1978, as amended, may be guided by the [EAC Branch circular No.130](#) dated 26th August 2015.
- **Extension of Certificate of Competency (CoC) and Dangerous Cargo Endorsement**
The application for extension of CoC / Dangerous Cargo Endorsement may be submitted by the company on their letter head to the Directorate as per the appended **Annexure -1**.
- **Revalidation of CoC and Dispensation to sail one rank lower in Indian Coast to revalidate an expired CoC**
The candidates desirous of revalidating their CoCs, and to sail one rank lower onboard vessels operating on the Indian coast for the purpose of revalidation may be guided by the [EAC Branch Circular No. 114 of 2010](#), dated 6th August 2010.
- **Certificate of Endorsement (COE) for Indian nationals holding foreign CoC recognised by Govt. of India**
Any Indian national with CoC issued by an authority, recognized by the Govt. of India, and desirous of sailing in a Indian flag vessel (Ref. [NT/ENG Circular No. 14 dated 30/08/2013](#)), may apply to the nearest PO, MMD, through the Shipping company, enclosing the documents as per the checklist, appended as **Annexure-4**.
- **Miscellaneous :**
 - **Correction in CoC issued** (i.e name, place of birth, date of birth etc.)
If any candidate on receipt of his/her CoC, finds any error w.r.t. any details, may directly approach the concerned MMD or the DGS with the supporting documents (for eg.Passport for verifying personal details) for immediate correction.
 - **Transfer of exam application from one MMD to other MMD**
Any candidate desirous of changing his/her place (MMD) of the examination, may directly make a written application to the MMD from he/she is seeking a transfer.
 - **Review of results**
Any candidate, upon declaration of results, if wish to apply for re-evaluation, may be guided by the [EAC Branch circular No.86](#) dated 23rd February 2005.
 - **Approval of external examiners**
The procedure for empanelment of external examiners, are detailed in the [DGS letter No.ENG/Misc-29\(34\)/2010-Pt-II](#), dated 31st December 2013.

➤ **Duplicate CoC:**

If any candidate lost his/her CoC issued by the Govt. of India may be guided by the [EAC Branch Circular No. 28](#) dated 19th January, 2001 for making application to nearest Mercantile Marine Department.

Appendix-9: Miscellaneous matters (Not falling in any category of above)

(A) Miscellaneous matters other than those covered in other appendices

- Annexure - 3
- Relevant supporting documents
- Class survey status report, as applicable
- Recommendation from RO, as applicable
- Payment of fees *as per DGS Circular No.13 of 2010 and its amendments from time to time.*

Note: *The application should be made in advance, keeping in mind the time required for processing the request.*

Annexure – 1

Check List for Extension of CoC / DCE & Documents required to be attached			
Sr. No.	Documents	Yes	No
1	Application of Company on letter head		
2	Willingness letter of candidate addressed to company		
3	Copy of existing Certificate of Competency		
4	Copy of existing Dangerous Cargo Endorsement		
5	Copy of medical fitness certificate of candidate		
6	Copy of valid Passport & CDC		
7	Processing fee as per DGS Circular No.13 of 2010, as amended		

APPLICATION FOR EXEMPTION/DISPENSATION/EXTENSION OF SURVEY/ CERTIFICATE

(This application form to be submitted through the concerned RO or directly to the Directorate, along with the report from RO, copies of relevant certificate(s)/ supporting documents, and the fees at least 5 days before the expiry of certificates. Please refer the DGS Circular for the fees payable for each case).

1. Name of the Vessel:
2. IMO Number:
3. Official Number:
4. Gross Tonnage:
5. Keel Laid Date:
6. Ship Type:
7. Type of voyage as specified in the certificate
(e.g. RSV/Costal/ international/inter island etc.)
8. The relevant main certificate for which the exemption is required (e.g. SAFCON, SEQ, IOPP, ISPP, IAPP, etc.):
9. The expiry date of the certificate, if available:
- 10: Reference of MS Rules/ IMO Convention provisions from which exemption is required (title of rule or convention, chapter, rule/regulation number):
11. Justifications for requesting the exemption:
12. Alternate arrangements provided and/or conditions to be imposed:
13. The provision in the Rules/Convention which allows the exemption to be granted:
14. Copy of exemption certificate or letter of approval issued in the past, if any,
15. Whether RO recommends the grant of exemption:
16. Details of fees paid:
17. Any other comments / additional information:

PARTICULARS OF APPLICANT

Name:

Owner / Company/ Agent*:

Telephone No.:

Fax No.:

Email:

Date:

APPLICATION FOR MISCELLANEOUS MATTERS

(This application form to be submitted through the concerned RO to the Directorate, as applicable along-with copies of relevant certificates(s)/supporting documents, and the fees. The application should be submitted in advance considering a processing time of thirty working days for plan approval and seven working days for other services. Please refer the DGS Circular for the fees payable for each case)

1. Service requested for (eg: Plan approval/endorsement/issuance of Certificate):
2. Details of Fees paid:
3. Details of the Vessel/Company:
4. Reference of MS Rules/IMO Convention based on which the certificate/service is required (title of rule or convention, chapter, rule/regulation number):
5. Copy of certificate or letter of approval issued in the past, if any.
6. Supporting documents submitted:
7. Any other comments / additional information:

PARTICULARS OF APPLICANT

Name:

Owner /Company :

Telephone No.:

Fax No.:

Email:

Date:

CHECK LIST FOR CERTIFICATE OF ENDORSEMENT (COE)

Sr. No.	Documents	Yes	No
1	Application on Company Letter head		
2.	Copy of existing valid U.K. CoC with on-line verification for authenticity		
3.	Copy of INDOS Certificate, CDC, Passport & STCW Courses		
4.	Management Level Officers : Passed Oral examination / 3-day Course on Indian Maritime Legislation at LBSCAMSAR		
5.	Details of TME to be placed on board for training alongwith COE Holder (Refer DGS order No. 1 of 2012)		
6.	Photo size 35mm * 35mm pasted on application and endorsed by examiner.		
7.	4 Nos. Colour Photographs (Mat Finish)		
8.	Copy of Medical Fitness Certificate.		

**APPLICATION FOR SINGLE VOYAGE PERMISSION FOR VESSELS
REGISTERED UNDER MERCHANT SHIPPING ACT, 1958**

(This application form to be submitted directly to the Directorate, along with copies of relevant certificate(s)/ supporting documents and the fees)

1. Name of the Vessel:
2. IMO Number:
3. Official Number:
4. Gross Tonnage:
5. Keel Laid Date:
6. Ship Type:
8. Type of voyage as specified in the existing/expired certificates (e.g. RSV/Costal/
international/inter island etc.)
9. The expiry date of the certificates, if available:
10. Reasons for asking single voyage permission:
11. Justifications for requesting such permission:
12. The provision in the Rules/Convention which allows such permission:
13. Details of fees paid:
14. Any other comments / additional information:

PARTICULARS OF APPLICANT

Name:

Owner / Company:

Telephone No.:

Fax No.:

Email:

Date: