



Directorate General of Shipping, Mumbai

Standard Operating Procedures for Mercantile Marine Departments

1. The Mercantile Marine Department (MMD) renders varied technical services relating to ship construction, registration of ships, ships survey & certification, ISM & ISPS audits, inspections of FFA & LSA service stations, examination & certification for various grades of Certificate of Competency (CoC) both for engineers and nautical. For the object of uniformity, standardization and harmonization for quality output among all MMDs, these Standard Operating Procedures (SOPs) are issued for the benefit of the industry and public. The SOPs stipulates the procedure to be followed, self certified documents to be submitted, fees to be paid, approximate time required for processing the requests for availing all such services, from the Mercantile Marine Departments located in India.
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 Mercantile Marine Department (MMD) and the applications should reach the MMD preferably atleast 72 hours before the scheduled survey, audit or inspection, so that the request can be processed and undertaken expeditiously.
3. The SOPs to be followed for various services delivered by the MMDs as prescribed under various DGS Orders/Notices/Circulars (refer: the attached chart) and the documentation / supporting information to be submitted, fees to be paid (refer: DGS Circular 13 of 2010 - F & A Branch circular No. F&A/12(3)/97-Part III dated 06/09/2010) have been detailed in the appendices. The SOPs for each of the services rendered by MMDs are contained in the appendix listed below for information and guidance:

[Appendix-1](#): All matters related to Registration of ships.

[Appendix-2](#): All matters related to survey, certification and other allied inspection of vessels/ training institutes/service centre's etc.

[Appendix-3](#): Application for booking for examinations

[Appendix-4](#): Application for Certificate of Competency

[Appendix-5](#): Application for Revalidation of the Certificate of Competency

[Appendix-6](#): Application for Dangerous Cargo Endorsement & GMDSS CoC.

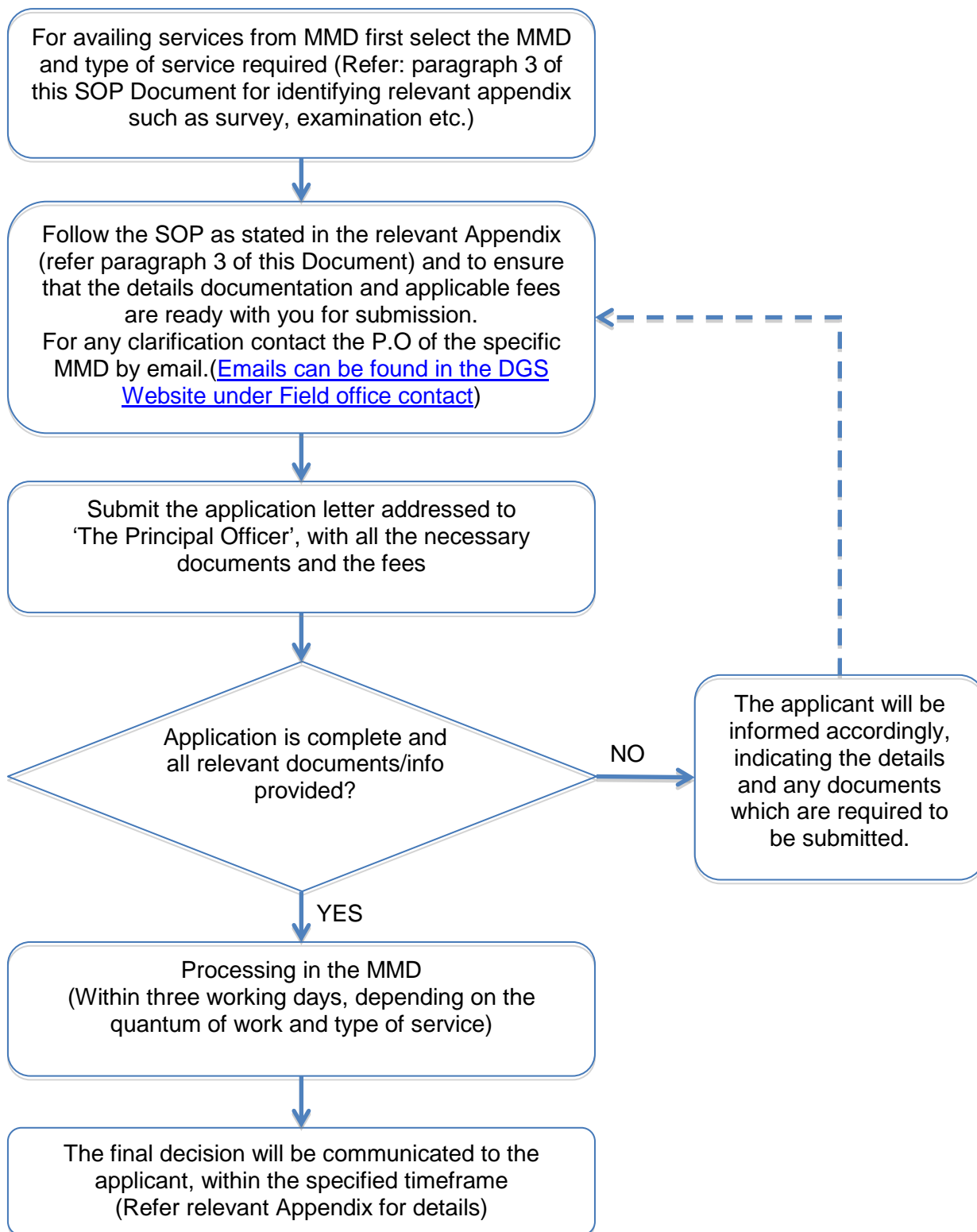
[Appendix-7](#) : Flag State Inspection.

[Appendix 8](#): Port state Inspection and Revisit.

[Appendix-9](#): Issuance and Revalidation of Certificate of Endorsement as per STCW Reg I/10 (Issuance of COE).

[Appendix-10](#): Procedure for Document corrections.

FLOW CHART FOR AVAILING SERVICES FROM MMD



Appendix-1: All matters related to Registration of ship

The following services may be availed under this and all the associated details including forms are available at <http://mmd.gov.in:7778/checklists.html>

- Registration of Merchant ships (Pvt. Owner / Govt. owned) / Sailing Vessels / Non-propelled Vessels under Coasting Vessels Act.
- Creation / Discharge of Mortgage
- Change of ownership / Change of Name of ship / Change of name and address of owner / Particulars of Ship / Transfer of Port of registry etc.
- Closure of Registry
- Issuance of Call Sign and MMSI Number to Naval Vessels, Fishing Vessels, Sailing Vessels and IV registered Vessels

Appendix-2: All matters related to survey, certification and other allied inspection of vessels/training institutes/service centre's etc.

Application may be made to the Principal Officer, MMD along-with the [Annexure 1](#), as appended and the fees and company Letter detailing the type of survey / Inspection /Audit.

Upon Receiving such applications, MMD will assign the surveyor/Inspector for the said Inspection or survey (within a period of two days).

The company will be informed about the nomination by letter / e-message / email /Telephone.

The company representative will then liaise with the nominated surveyor/inspector for the survey /inspection and fix up the date and time of Inspection.

After the completion of Survey/ Inspection the surveyor will report to Dy.CS/ DyNA/Principal Officer.

Thereafter the information will be sent to the Directorate and in cases of completion of statutory surveys Also inform IRS head office in cases of Intermediate SEQ survey / Intermediate SMC Audit/ Intermediate ISPS Audit, etc to update the online statutory survey status of the vessel.

Appendix-3: Application for booking of examinations

MEO Class IV

Application for assessment and booking of seat for the examination is through the online module, and the candidate may register at the following link and follow the instruction therein:

<http://220.156.188.226/CREBS/Authentication/Login>

The hard copy of the online application along-with the self attested supporting documents needs to be submitted to the exam section, MMD, on the last Friday of the month.

MEO Class I, MEO Class II, Second mate, Chief mate and ASM examination

The candidate's desirous of applying for the above grade of examinations are required to submit the assessment application through online module of [e-governance system of the DGS](#). MMDs will put up online schedules for booking and verification of the original documents which has to be done in case of fresher candidates.

After the online approval of assessment, the candidate can proceed and book a seat online.

Subsequently the repeater candidates can see the Booking schedules, exam schedules and oral schedules.

Candidates are requested to follow the DGS EAC branch Circulars, STCW circulars ([www.dgshipping.gov.in-> Shipping Notices->DGS circulars](http://www.dgshipping.gov.in->Shipping%20Notices->DGS%20circulars)) and TEAP manual ([www.dgshipping.gov.in->Shipping Notices-> DGS Circular-> STCW Branch](http://www.dgshipping.gov.in->Shipping%20Notices->DGS%20Circular->STCW%20Branch)) which can be found on the DGS website.

Note: The candidates desirous of appearing for other grades of examination that have not been referred above, have to submit the application along-with the fees at the exam centre of the MMD.

Appendix-4: Application for Certificate of Competency

Engineering side: The candidates eligible for application for the Certificate of Competency (CoC) of all grades under STCW 1978, as amended, may be guided by the [EAC Branch circular No.130](#) dated 26th August 2015.

MEO Class I & MEO Class II application for CoC have to be submitted through the e-governance system of the DGS.

Nautical side: The candidate eligible for application for the Certificate of Competency (CoC) has to make an application to the MMD using the form given in the Quality manual (EAC) and follow the procedures provided therein.

Appendix-5: Application for Revalidation of the Certificate of Competency

All candidates applying for revalidation of the CoC have to submit the completed checklist which is appended as [Annexure 2](#) (for engineering side) and [Annexure 3](#) (for nautical side), along-with the supporting documents and the fees.

Appendix-6: Application for Dangerous Cargo Endorsement & GMDSS CoP

All candidates applying for DCE & GMDSS CoP have to submit the application through the e-governance system of the DGS.

Appendix-7: Flag State Inspection

A) For Scheduled Flag State Inspection

1. Application may be made to the Principal Officer, MMD along-with the [Annexure 1](#), as appended and the fees. For services operating with E-samdura module, the company has to register themselves once and pay the fees online.
2. Submit the required Fees.
3. Application forwarded to the Principal Officer (PO).
4. PO nominates surveyor to carry out inspection.
5. Date of inspection is mutually fixed with owner and nominated surveyor.
6. Nominated Surveyor carries out the inspection on fixed date
7. FSI inspector prepares the report onboard. FSI Inspector and Master sign the report. Original handed over to Master of the vessel.
8. In case of detention.
 - (i) If the surveyor finds serious deficiencies during inspection, the surveyor consults PO and on approval of PO vessel is detained.
 - (ii) Surveyor submits the report to PO through Dy.CS/DY.NA, if any, and uploads the initial report on website (fsidgs.nic.in). Detention letter is prepared at MMD signed by PO and dispatched to various authorities.
9. In case vessel is not detained, Surveyor submits the report to PO through DyCS/DyNA, if any, and uploads the initial report on website (fsidgs.nic.in).
10. PO approves the report.
11. Master of the vessel rectifies the deficiencies observed during inspection and reports to surveyor with documentary evidence.
(Class or RO report required in case vessel detained.)
12. Company submits the re-inspection fees (Detention fees and Re-inspection fees in case of detention.)
13. Surveyor re inspects the vessel and closes/downgrades the deficiencies, if rectified.
14. Re-inspection and compliance report is put up to PO through DyCS/DyNA, if any.
15. Re-inspection/follow up report uploaded on website.
16. Report is filed.

B) For unscheduled Flag State Inspection

1. After checking port trust website vessel is targeted.
2. Vessel is boarded by the surveyor.
3. Surveyor carries out the inspection.
4. Follow the procedure from Sr. No.8 onwards of Schedule Flag State Inspection.

Appendix-8: Port State Control Inspection:

1. After checking port trust website target factor of the vessel is targeted as per procedure mentioned on IOMOU website on target factor calculation.
2. Vessel is boarded by the PSC inspector.
3. PSC Officer carries out the inspection as per [A.1052\(27\)](#).

4. PSC Officer prepares the report onboard. PSCO and Master sign the report. Original handed over to Master of the vessel.
5. In case of detention.
 - (i) If the surveyor finds serious deficiencies during inspection, the surveyor consults PO and on approval of PO vessel is detained.
 - (ii) PSC inspector submits the report to PO through DyCS/DyNA, if any, and uploads the initial report on website (iomou.nic.in).
Detention letter is prepared at MMD signed by PO and dispatched to various authorities.
6. In case vessel is not detained, PSC inspector submit the report to PO through DyCS/DyNA, if any, and uploads the initial report on website(iomou.nic.in).
7. PO approves the report .
8. Master of the vessel rectifies the deficiencies raised during inspection and submits report to surveyor with documentary evidence.
(Class or RO report required in case vessel detained.)
9. Company Submits the re-inspection fees and Detention fees(If Detained)
10. PSC inspector re-inspects the vessel and closes/downgrades the deficiencies, if rectified.
11. PSC inspector Put up the report to PO through DyCS/DyNA, if any.
12. Re-inspection/follow up report updated on IOMOU website.
13. Report is filed.

Appendix -9 : Issuance and Revalidation of Certificate of Endorsement as per STCW Reg I/10 (Issuance of COE).

All candidates applying for Issuance and Revalidation of Certificate of Endorsement as per STCW Reg I/10 have to submit the completed checklist ([Checklist of COE found in the Engine side checklists](#)) along with photo copy of all documents attested by the company and Original letter issued by Owner of the vessel / RPSL Agent.

Letter should mention the name of vessel, date of joining, contract period and also undertaking that they will comply with [DGS Order No. 01 of 2012](#) and that the TME placed onboard will be over and above the Tonnage Tax Commitment of the company.

The section will scrutinize the documents and put it up to Engineer and Ship Surveyor.

The documents will be scrutinized and put up to DyCS/P.O for approval.

If the candidates' application is found deficient the deficiencies are told to the candidate in person on the day of submission or later by email/ letter to the candidate.

After the verification and review of the application by the DyCS /P.O, if the application is found to be suitable then the candidate will be issued with a Provisional COE for 3 months. And the file will be forwarded to the Directorate for preparation of Certificate of Endorsement.

If there are any deficiencies pointed out by the Directorate then the same will be sent to the MMD for further clarifications. After the receipt of these documents at MMD either or email or letter same will be sent to the Directorate.

After the final scrutiny of the Documents at the Directorate by the Chief Examiner of Engineers, the certificate of endorsement will be issued and sent to the MMD's.

The candidate has to collect his Certificate of endorsement in Person at the MMD.

Appendix-10: Procedure for Document Corrections

Documents like COC, COE, DCE, GMDSS COP and Rating watch keeping certificates are prone to mistakes either due to the typographic errors or due to change to the name in the Seafarers passport.

DCE, GMDSS COP and Rating watch keeping certificates are issued by MMD's or Facilitation centres so the Document correction application should be forwarded to the issuer of the document that is the MMD concerned.

COC and COE issued by DGS will be handled by DGS Engineering and Nautical branch as the case may be.

The second case where there are Changes in COC/COE due to the seafarers change in personal documents. The application is to be made to DGS through the MMD's as a change of name application or Document correction with the necessary fees.

We endeavour to minimise the typo errors in documents issued by this office by the new online system. Still due to manual intervention at some stages we still face the challenge of typographic errors.

Hence we develop this procedure for handling these Typographic errors.

Standard Operating Procedure for handling Typographic errors.

- 1) An application made to the DGS with a letter and copy of the COC/COE.
- 2) The Application is received in the Engineering Branch / Nautical Branch.
- 3) The error as mentioned is checked by the Section In charge, in the DGS records and also in the DGS website by entering the INDOS number.
- 4) Error in the COC is handled by clearly marking the error by a star sign and giving reference to where (on which page) the correction is made in the original COC.
- 5) COC/COE is put up for verification and signatures to E&SS/DyCS/NS/DyNA.
- 6) If seafarer is sailing and original COC is unavailable for making corrections, a letter is issued to facilitate him to sail without any trouble of external agencies like PSC regimes.
- 7) After making this change, the change is updated online in governance.
- 8) The case is filed in the COC/COE error file.
- 9) The original COC or the letter for the error is issued and collected either by the candidate or a person authorised by him.

(Time required for the application to be processed and error correction is 4-5 working days.)

ANNEXURE-1

(Format of application to be submitted to MMD for statutory survey/inspection/audit)

To,
The Principal Officer, MMD, _____.

Subject: _____

Sir,
We enclose the following details and associated documents and request you to nominate surveyor for subject inspection/survey/audit. (*)

Date and place of last inspection/survey/audit (*)	Name of Surveyor(s) carrying out last Inspection/Survey/audit. (*)

An amount of Rs. _____ dated _____ deposited vide D.D No./online payment No _____ dated _____ (OR) deduct from our account _____ towards fees for above stated inspection/survey/audit. (*)

Yours faithfully,
(Name, Mobile &
Email Id)
(* *delete whichever is not applicable*)

Note:

1. Application to be submitted in the company letter head with e-mail address, name and mobile no. of the person submitting the application.
2. The subject of the letter may indicate one of the following:
 - i) Request for nomination of Surveyor(s) for participation in Renewal IOPP/SRT/SAFCON Survey being undertaken by R.O. (name of the R.O. to be stated) of Vessel _____.
 - ii) Request for nomination of Surveyor(s) for carrying out Intermediate SEQ Survey at (name of the port to be indicated) on _____ (date to be indicated) of vessel _____.
 - iii) Request for Intermediate audit for SSC at _____ on _____ of vessel _____.
 - iv) Request for Intermediate audit for SMC at _____ on _____ of vessel _____.
 - v) Request for Flag State Inspection at _____ on _____ of our vessel _____.
 - vi) Request for inspection for Petroleum License at _____ on _____.
 - vii) Request for inspection of our service station located at _____ on _____.
3. Enclose the copy of last inspection report in case of Flag State Inspection and enclose copy of Statutory Certificate in case of audit/survey for which request is made.

Annexure- 2 (Revalidation checklist for Engineering Candidates)

**Directorate General of Shipping EAC Branch
Checklist for revalidation of COC by MMD**

Candidate Name			
Candidate Address			
Mobile No.		Tel No	
E-Mail ID			

Sr No	Documents	Yes/ No
1)	Application Form – 2 pages	
2)	Photo size 35mm*35mm pasted on application and endorsed by examiner	
3)	2 Nos. Colour Photographs (Additional in small Envelop)	
4)	Fees Receipt Copy IF NOT ON FORM 29	
5)	DGS Register (Original)	
6)	EXN – 45 (Copy)	
7)	INDOS Certificate Copy	
8)	Existing COC Copy (Soft Cover)	
9)	Certificate of Revalidation Course Copy	
10)	Certificate of Up gradation Course as applicable	
11)	Sea Services Testimonials ** Copy (A-1)	
12)	Article of Agreement for Employment of Seafarers Copy	
13)	Co's confirmation letter regarding Sea Service on the vessel addressed to PO MMD.	
14)	CDC indicating Sea Services (ALL pages with entries) Copy	
15)	Passport (1 st and last page) Copy	
16)	Medical Fitness Certificate Copy	
17)	STCW Certificates TO SITE ORIGINAL AND RETURNED BACK a) Advance Fire Fighting Course 2010 or + Refresher 2010 b) Proficiency in Survival Craft or Proficiency in Survival Technique 2010 or + Refresher 2010 c) Medical First Aid valid within the last 5 years d) Personal Safety & Social Responsibility Refresher 2010 e) SSO or STSDSD	
18)	Security Training for Seafarers with Designated Security Duties Course/ Ship Security Officers (SSO) Course TO SITE ORIGINAL AND RETURNED BACK	
Note	Required in case candidate has not upgraded to STCW 95 Convention Certificate	
	In case of insufficient Sea Service as per A-1 – “ Approved seagoing service” of one year, then a) Case A-2 Service (other than sea service) in marine related industry b) Case A-3 Pass (orals) examination for revalidation c) Case A-4 Attend an approved course (Preparatory course + Simulators course < for the Grade of COC>) d) Case A-5 3months of “Approved seagoing service” performing function appropriate to the certificate held in Supernumerary Capacity (On dispensation after expiry of COC) e) Case A-6: 3 months of “Approved seagoing service” In lower rank for which the Certificate in held (On dispensation after expiry of COC)	

Annexure-3(Revalidation checklist for Nautical candidates)

Directorate General of Shipping EAC Branch - Nautical

Checklist and requirements for Revalidation and Up-gradation of COC's of Masters & Deck Officers

Following documents are required for revalidation of COC of Masters and Deck officers (*Note: strike out which are not applicable)			
Self attested photo copy of each document must be arranged in the following sequence			
NAME: _____		RANK: _____	Date: _____
SR. NO.	DESCRIPTION OF DOCUMENT	Attached YES / NO / NA	Checked by DA
1	Original Chalan of Fees paid (Rs. 5000/-)		
2	Two recent color passport size photographs in light background (Size: 35mm x 35mm) attached with the application. (to be given in small envelope)		
3	Checklist duly completed		
4	Application Form in original duly filled up & signed		
5	DGS Updated Seafarer's profile printout – 1 st page only		
6	Copy of existing Indian Certificate of Competency		
7	Copy of valid Indian COC as GMDSS Radio operator (UK GMDSS with valid endorsement may be accepted if the UK GMDSS course was done prior to 2002.)*		
8	Copy of Refresher and Updating training course for Masters and Deck officers (5 days for operational level / 11 days for Mgmt level) as applicable* [Important Note: This RUT course will not be required for those candidates who have completed Second Mate FG competency course under the new STCW 2010 syllabus i.e. 2M FG course commenced on or after Dec-2010]		
9	Copy of Refresher training course in PST & PSCRB, only if the original course certificates are more than 5 yrs old.		
10	Copy of Refresher training course in FPFF and AFF, only if the original course certificates are more than 5 yrs old.		
11	Copy of SSO course COP for Management level COCs OR STSDSD / SSO course for operational level COCs*		
12	Copy of DGS approved ECDIS course		
13	Original letter issued by the owner of the vessel / Agent regarding sea service with RPSL Number & E-mail Address or Sea service letter from the company (owners) in case of Indian Flag Ships to be submitted : (At least one of the following requirements to be met) 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*		
14	Copy of CDC pages containing record of sea service in the last five years		
15	Copy of Passport (First & last page)		
16	Copy of valid Medical Fitness Certificate (Copy of company medical certificate obtained prior joining last ship will also be accepted)		
Note: 1) All original documents will be verified by the MMD either at the time of application or at the time of issuance of COC 2) Application is liable for rejection if it is not filled up completely and if the necessary documents listed above are not enclosed.			
Name of Applicant: _____		Signature: _____	Confirmation by Dealing Assistant: ACCEPTED / NOT ACCEPTED*