

# Revalidation and Up-gradation of Certificates (Included in TEAP B, App 1/10)

DIRECTOR GENERAL OF SHIPPING		
Authorized by	EAC Branch Eng/Exam-17 (9)/2010	EACQM:0751
(Pratap Bhosle) Dy. Chief Surveyor with the Government of India	Instructions to Examiners	Circular No.114
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## Subject: Revalidation and Upgradation of Certificates

The Certificates of Competency granted to the Engineer Officers under Chapter III of the MERCHANT SHIPPING (STANDARDS OF TRAINING CERTIFICATION AND WATCHKEEPING FOR SEAFARERS) Rules 1998 are required to be revalidated in accordance with Chapter I Rule 10 (2) of the stated rules. (Ref. STCW Regulation I/11 and STCW code A-I/11)

Further, reference is invited to (i) Section M-I/10 Para 2 and Para 3 of Maritime Education, Training and Assessment (META) Manual Volume I and (ii) Appendix M-I/10B of Maritime Education, Training and Assessment (META) Manual Volume II, on the subject.

This Directorate has been issuing Certificates of Competency (CoC) in accordance with the aforesaid rules and conforming to STCW '95 requirements. The Certificates of Competency issued are valid for a period of five years. Certificates of Competency are required to be revalidated every five years, after the candidates meet the requirements laid down in the META Manual and other notifications as applicable.

In this regard, the Directorate has been receiving various queries relating to:-

1. the time span within which the upgradation-course can be (or has to be) attended,
2. the eligibility of candidates attending revalidation/upgradation course much before the expiry date of the certificate.
3. the candidates having partly completed the sea time or have not sailed in previous 5 years or more as required by rules for revalidation of certificate
4. The clarification of shore based service or other service as "equivalent to the seagoing service"
5. the time span within which the revalidation can be (or has to be) applied for, etc,
6. the status of candidates who do not comply with requirements of Sea service / equivalent service for revalidation of the certificate,
7. other queries of "typical" nature on the subject.

Considering the overall situation it has been decided that henceforth the following requirements and procedures will be followed by the respective Examiner of Engineers in all districts, while carrying out the revalidation of the certificate of competency.

## Requirements:

In addition to successful completion of revalidation course, candidate is required to fulfill any of the following criteria:

**A-1**

"Approved seagoing service" of One year; performing functions appropriate to the certificate held, in the five years preceding the date of application for revalidation.

**A-2**

Service [other than sea service (Ref. to Para 4.2)] in marine related industry as equivalent to sea service, in the five years preceding the date of application for revalidation.

**A-3**

Pass (orals) examination for revalidation,

**A-4**

Successful completion of an approved course [Preparatory course + simulator course (for the Grade of CoC for which revalidation is sought)]

**A-5)**

3 months of "Approved seagoing service" performing functions appropriate to the certificate held in Supernumerary Capacity. (Dispensation needs to be obtained in case CoC is not valid)

**A-6**

3 months of "Approved seagoing service" in one rank lower to which the Certificate is held (Dispensation need to be obtained in case CoC is not valid).

**Procedure for Assessment:**

**Case A-1 above:**

In five years preceding the date of application for revalidation. [Approved One year seagoing service]

**This has to be undertaken before expiry of their CoC.**

## **Case A-2 above:**

In five years preceding the date of application for revalidation. [Service (other than sea service) in marine related industry as equivalent to sea service]  
This has to be available on the date of application for revalidation.

In preceding five years on the date of Application for revalidation, the following service will be considered as equivalent to sea service.

## **Maritime Surveyors**

Full time technical surveyors for a period of at least Two Years with a maritime administration or with an organization recognized by the Indian maritime administration and engaged in work related to survey, inspection / certification of ships, examination of candidates for Certificate of Competency.

[Independent/individual surveyors, non-exclusive surveyors, undertaking/part-time, survey/inspection are not covered in this category]

## **2 Lecturers -**

(a) Full time Lecturers for a period of at least Two years at a DG approved training institute who have been teaching revalidation courses/Preparatory Courses continuously for a period of two years at management level i.e. MEO Class-II and MEO Class-I. Non-Government Institute Lecturer's must have DG/MMD faculty approval to teach the above courses in their institutes. [Institute should have conducted these courses during the period and mere approval to conduct the course will not be acceptable]

(b) Full time Lecturers for a period of at least Three Years at a DG approved training institute who have been teaching Pre Sea Four Year Course / One Year Pre-Sea Graduate Entry course/ Certificate of Competence revalidation courses at operational level / preparatory courses at operational level. Non-Government Institute Lecturer's must have DG/MMD faculty approval to teach the above courses in their institutes. [Institute should have conducted these courses during the period and mere approval to conduct the course will not be acceptable]

## **.3 Superintendents**

Full Time Technical Superintendents / Designated Persons (ISM Code) for a period of at least Three Years with companies who are responsible for the technical operation of vessels of more than 750 KW for MEO-CI-II / IV and of vessels more than 3000 KW for MEO-CI-I.

[Service in the Marine field not listed above to be put up to the Chief Examiner of Engineers for his consideration on a case-to-case basis. The applicant in his own interest must justify, why his past service (i.e. service rendered in the preceding five years) can be considered as equivalent to the aforesaid options]

## **Case A-3 above:**

[Pass (orals) examination for revalidation]

This can be undertaken before or after expiry of their CoC.

The candidates can appear for a viva voce at the respective examination centers, provided they have completed the prescribed refresher and updating course (4 days) followed by a revalidation course for (10 days) prior to application. Courses attended more than 12 months before applying for the revalidation will not be acceptable.

The candidate opting for orals to be charged for the oral fees as mentioned in META manual Vol I (or as amended from time to time) for the particular grade. The 'Form 15' should be used for applying for orals. The result should be suitably endorsed in the form and DGS final register by the examiner and should be forwarded to the Directorate along with recommendations for upgradation if any. All other documents e.g. Form 1, 2 and 37 BC etc should accompany the DGS final register. The orals shall in general be mainly composed of matters relating to safety consisting functions MEP, SSEP and recent technical / legal developments in the field of Marine Engineering as commensurate with the grade of revalidation sought. The examiner approved for the particular grade will conduct the orals

#### **Case A-4 above:**

Attend an approved course [Preparatory course + simulator course (for the Grade of CoC)] This has to be undertaken after expiry of their CoC.

The candidates can attend an approved course [Preparatory course + simulator course (for the Grade of CoC)] and complete it successfully, provided they have completed the prescribed refresher and updating course (4 days) followed by a revalidation course for (10 days) prior to application. Courses attended more than 12 months before applying for the revalidation will not be acceptable.

#### **Case A-5 above:**

[3 months of "Approved seagoing service" in Supernumerary Capacity performing functions appropriate to the certificate held (On dispensation after expiry of CoC)] This has to be undertaken after expiry of their CoC.

The candidates can complete their required sea time on coastal vessels of more than 750 KW for MEO-CI-II / IV ; and of vessels more than 3000 KW for MEO-CI-I, serving in Supernumerary rank (Same rank as CoC held), provided they have completed the prescribed refresher and updating course (4 days) followed by a revalidation course for (10 days) prior to this sailing.

The candidates, who have opted for sailing in Supernumerary capacity performing functions appropriate to the certificate held, will have to take special permission from the Directorate and will need to forward the employer's letter showing willingness to employ them onboard. The fees as applicable for dispensation (DGS fee structure) should be paid in form of draft drawn in favor of "Directorate General of Shipping, Mumbai". The fees will have to be paid at the time of Dispensation application. The application is to be made by the company to DGS, along with application of candidate.

Following documents will need to be submitted at the time of special permission

- i) Accommodation availability (Accommodation Plan)
- ii) Approved LSA capacity.

iii) Details of Number of Persons on board.

Following documents will need to be submitted at the time of special permission

i) Sign On / Sign off Documents at the time of Application for Revalidation.

### **Case A-6 above :**

[3 months of "Approved seagoing service" in one rank lower to which the certificate is held. (On dispensation after expiry of CoC)] This has to be undertaken after expiry of their CoC.

The candidates can complete their required sea time on coastal vessels of more than 750 KW for MEO-CI-II / IV ; and of vessels more than 3000 KW for MEO-CI-I, serving in lower rank (included in MSMD) than the certificate is held, provided they have completed the prescribed refresher and updating course (4 days) followed by a revalidation course for (10 days) prior to this sailing.

The candidates who have opted for sailing one rank lower (included in MSMD) than the CoC held, will have to take special permission from this Directorate and will have to forward the employer's letter showing willingness to employ them onboard. The fees as applicable for dispensation (DGS fee structure) should be paid in form of draft drawn in favor of "Directorate General of Shipping, Mumbai". The fees will have to be paid at the time of Dispensation application and the application is to be made by the company to DGS, along with application of candidate.

### **Procedure for Application:**

1. Candidates can apply for the revalidation of his CoC at any declared examination district of his choice. His application can be submitted anytime after 18 months of the issue of CoC.
2. Candidates must quote, in their applications, the mobile number and e-mail ID as updated on their INDoS data base.
3. Candidates must meet the eligibility requirements for revalidation of their CoC's as per above Assessment Procedure. [Enumerated in the META Manual and other requirements as notified by the Directorate from time to time.]
4. Directorate will endeavor to issue hard-cover CoC, while revalidating soft-cover CoC, before the expiry date of existing soft-cover CoC. to those candidates who apply at least six months prior to the expiry of soft-cover CoC.
5. The Examiner of Engineers or his authorized representative of the district must acknowledge the receipt of application. (Photostat copy of the list of documents attached by the candidate may be endorsed for acceptance and handed over to the candidate).
6. The Examiner of Engineers or his authorized representative shall clearly intimate the candidate by e-mail /SMS, in case any deficiency is noticed with respect to the application, for rectification.
7. The Examiner of Engineers or his authorized representative of the district may revalidate the CoC after confirming and verifying compliance of rules / guidelines. Records of same must be kept in MMDs for a minimum period of five years.
8. The Examiner of Engineers or his authorized representative of the district must forward details of revalidated CoC's carried out by them to the INDoS Cell and D.G. Shipping on a weekly basis without fail.

Following documents are required to be forwarded to the Directorate;

- .1 Copy of the application form as per enclosed format.

.2 Proofs of sea service / shore service

3 Copy of endorsed pages of the Hard Cover (Certificate of Competency)

### **Procedure for Validity of the "Certificate of Competency" :**

It shall be determined as follows:

The CoC shall be revalidated for Five Years from the date of completion of the revalidation course in all cases.

### **Procedure for Cases not covered:**

(Such applications to be forwarded to the Directorate)

1 Cases of Part sea service or Part shore service or any other cases not covered above will be decided by the Chief Examiner of Engineers at the Directorate.

2 Service in the Marine field (in-case of A-2) not listed above to be put up to the Chief Examiner of Engineers for his consideration on a case-to-case basis.

### **Annexes:**

(1) [Application Form for Revalidation.](#)

(2) [Check list of Document to be attached with Application Form](#)

(3) [Check list of Document to be attached with Application Form for NCV Category](#)

(4) [Annex I : engcir15\\_annexI](#)

(5) [Annex IA : engcir15\\_annexIA](#)

(6) [Annex II : engcir15\\_annexII](#)

(7) [Annex IIA : engcir15\\_annexIIA](#)

(8) [Annex III : engcir15\\_annexIII](#)

(9) [Annex IV : engcir15\\_annexIV](#)

(10) [Proforma \(3 Sheets\) for Dispensation \(Age/Rank\) on Engineering side.](#)

**9.0 Repeals:**

Following circulars will stand repealed from the date of implementation of this circular.

Sr. No.	Circular No.	Date	Subject	Remark
1	Circular No. 044	20 Jul. 2002	<a href="#">Instructions for the candidates who have not completed their sea service as per STCW requirement and META Manual Vol.II and Sea Rule 1989</a>	
2	Circular No. 044 A	01 Oct.2003	<a href="#">Instructions for the candidates who have not completed their sea service as per STCW requirement and META Manual Vol.II and Sea Rule 1989 (supersedes circular044 issued on 29th July 2002)</a>	
3	Circular No. 061	11 Mar. 2004	<a href="#">Upgradation and revalidation of Class IV -Part A</a>	
4	Circular No. 064	25 May. 2004	Partial modification of Circular No. 61 -Upgradation and revalidation of Class IV -Part A	
5	Circular No. 073	10 Aug. 2004	Supersession of Circular No. 64 dated 25 May 2004	
6	Circular No. 097	29 Nov. 2005	<a href="#">Revalidation and up gradation of certificates</a>	C/S's approval Reqd. for unlisted Category
7	Circular No. 105	05 Jan. 2006	<a href="#">Revalidation of Certificate of Competency</a>	

This issues with the approval of the Chief Examiner of Engineers.