



**भारत सरकार/GOVERNMENT OF INDIA**  
**पोत परिवहन मंत्रालय/MINISTRY OF SHIPPING**  
**नौवहन महानिदेशालय/DIRECTORATE GENERAL OF SHIPPING**

टेलीफोन: 022 - 25752040/1/2/3 9वीं मंजिल, बिटा बिल्डिंग/ 9th floor, Beta Building  
 फैक्सो: 022 - 25752029/35 आई थिंक टेक्नोज कैंपस/ I-Think Techno Campus  
 ई-मेल: [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in) कांजूर मार्ग (पूर्व)/Kanjur Marg (East)  
 वेब: [www.dgshipping.gov.in](http://www.dgshipping.gov.in) मुंबई/MUMBAI-400 042

Tele: 022- 25752040/1/2/3  
 Fax: 022-25752029/35  
 E-mail: [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in)  
 Web: [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

## NT/EXAM. CIRCULAR NO. 02 of 2018

Authorized by	Examination, Assessment & Certification (EAC) Branch	IS /ISO Clause No. 7.5.1
Chief Examiner of Master and Mates	Subject: Transitional provisions for Certification of Masters and deck officers on ships operating in polar waters- reg. File No: 7-NT(7)/2013	NT Exam Circular No. 02 of 2018 Date : 01.03.2018

1. The International Code for Ships operating in Polar waters (The Polar Code) entered into force through the new Chapter XIV of SOLAS [i.e. Safety Measures for ships operating in Polar Waters].
2. The 'Manning and Training' Chapter of Polar Code [Chapter 12, Part I-A] at para 12.2 requires Masters, Chief Mates and Officers in charge of a navigational watch to have completed training to attain the required abilities that are appropriate to the capacities to be filled and duties and responsibilities to taken, considering the amended provisions of the STCW Convention and the STCW Code.
3. The amendment to the STCW Convention was carried out vide MSC Resolution 416 (97) dated 25.11.2016 and the STCW Code was amended vide MSC Resolution 417 (98) dated 25.11.2016. The amendments to the STCW Convention and Code introduced new training and certifications requirements for Master, Chief Mates and Officers in charge of a navigational watch on ships operating in Polar waters. The amendments enter into force on 1<sup>st</sup> July, 2018. The new certificates introduced are as follows:

- 3.1 'Certificate of Proficiency (CoP) is Basic training for ships operating in polar waters'.
- 3.2 'Certificate of Proficiency (CoP) in Advanced training for ships operating in polar waters'.
4. Masters, Chief Mates and Officers in charge of a navigational watch are required to be in possession of the said CoPs only if the vessel is operating in polar waters as defined in Chapter XIV of SOLAS at regulations 1.2 to 1.4. For ease of reference, the geographical area of polar waters is indicated on map at Appendix-1 (figure 1 & Figure 2).
5. The said amendment to STCW Convention also provides transitional provisions at para 6 & 7 of Regulation V/4 of Chapter V of the Convention. As per the transitional provision, until, 1<sup>st</sup> July, 202, seafarers who commenced approved sea going service in polar waters, or in equivalent waters, between 1<sup>st</sup> July, 2013 & 1<sup>st</sup> July, 2018 with at least 3 months in total of sea services as a member of the deck watch, at operational, or at a management level, may apply for a Certificate of Proficiency [CoP] in Basic training for ships operating in polar waters or Certificate of Proficiency [CoP] in advanced training for ships operating in polar waters (as appropriate) without undergoing the course.
6. The term "Equivalent approved sea going service" has not been defined in the Convention. However, the Polar Code at Part I-A, Section 12.3.2.5 has indicated an ice concentration figure of 2/10. In view of the same, Equivalent approved sea going service can be considered as ice conditions with ice concentration of 2/10<sup>th</sup> or greater as per the ice nomenclature are as follows:

10/10	Consolidated pack ice compact
9-10/10	Very close pack ice
7-9/10	Close pack ice
4-6/10	Open pack ice
1-3/10	Very open pack ice
<1/10	Open water

7. The details of the new basic and advance course for ships operating in Polar waters are under preparation. However, in the meantime, seafarers desiring to use the transitional

provision provided in the STCW Convention may apply for basic/advance certificate (as appropriate) for ships operating in polar waters by submitting duly completed application and supporting documents to the Mercantile Marine Department by using the format given in Annexure:

- 7.1 Annex 1: Format of making Application for Issue of Certificate of Proficiency (Basic/advanced) to be made by the applicant.
  - 7.2 Annex 2 : Format for issuing record of sea service on ships when operating in polar waters or other equivalent seagoing service [ to be taken from each ship attested by the Master] applicable for sea service performed after 1<sup>st</sup> July, 2018.
  - 7.3 Annex 3 : Format for company issuance of record of sea service on ships operating in Polar waters, or other equivalent waters [to be issued by the company].
  - 7.4 Annex 4 : format for Certificate of Proficiency [CoP] in Basic training for ships operating in Polar Waters [Issued by MMDs].
  - 7.5 Annex 4 : format for Certificate of Proficiency [CoP] in Advanced training for ships operating in Polar Waters [Issued by MMDs].
8. This issues with the approval of Chief Examiner of the Master and Mates.

Sd/-

(Capt. P.C. Meena)

Nautical Surveyor-cum-DDG [Tech.]

## Annex-I

## Application for Issuance of Certificate of Proficiency in

## BASIC/ADVANCED TRAINING FOR MASTERS AND DECK OFFICERS ON SHIPS OPERATING IN POLAR WATERS

(Refer to Instructions and Guidelines given for filling up application form)

Colour Photograph 40mm x 30 mm	To the Principal Officer, MMD at _____ (*strike what is not applicable)							
	Sub : Application for Issuance of Certificate of Proficiency in Basic / Advanced Training for Master and Deck Officers on Ship Operating in Polar Waters.							
	Name (As per Passport) :				Passport No.			
	Surname		Given Name		Nationality :			
	Date of Birth: (DD/MM/YYYY)				INDoS No.			
	Place of Birth :							
CDC No	Date of Issue :				Place of Issue:			
	Date Last Renewed:							
Indian Coc No.		COC GRADE: Rank last held:			Department – DECK			
Certificate of Sea Service: 3 months of sea service on ships operating in Polar Waters or “equivalent approved seagoing service” within the last sixty months is compulsory.								
Vessel particulars			IMO No.	Rank Served	Duration Served		Sea Service	Area of operation
Name	Type	Port of Registry			From	To	Month/Days	
Issuance of Certificate of Proficiency for Service in Polar Waters requested as follows:								
Type of Ships				Level of CoP				
				Basic / Advanced				
I hereby declare that the particulars given above are correct and true to the best of my knowledge and belief. I have read the instructions given overleaf.								
Date			Place			Signature		
Official Use								
Fees Paid		Bhartkosh receipt No		Assistant Sign				
I have scrutinized above application in line with applicable guidelines. Candidate is Eligible / Not Eligible for Issuance of Certificate of proficiency for ships operating in Polar Waters * strike off which is not applicable) as requested and may be issued.								
Certificate No.				Signature of Duly Authorized Officer				
Level of COP	Basic/Advanced			Name of Officer				
Dated				Designation				

## Annex-I

Check list for Issuance of Certificate of Proficiency in  
BASIC/ADVANCED TRAINING FOR MASTERS AND DECK OFFICERS ON SHIP OPERATING IN  
POLAR WATERS

Following Documents Are Required For issuance of a Certificate of Proficiency in "Basic/Advanced Training for Masters and Deck Officers on Ship Operating in Polar Waters"			
Photo Copy /original as required of each documents must be arranged in the following Sequence.			
Name :		Date:	
Place of Birth:		Date of Birth:	
Sr. No.	Topic	Fresh	Remark
1.	Two recent color photographs in light background, passport size 40mm*30mm (with small envelope) attached to application		
2.	Bharatkosh receipt for evidence of fees paid (Rs.3000/- for Basic COP and 4500/- for advanced COP) enclosed for each Certificate of Proficiency or combined.		
3.	Checklist duly filled up		
4.	Application form in original duly filled & signed		
5.	Copy of Indian COC		
6.	Copy of CDC first page only		
<p>Note: 1) All original documents will be verified by the MMD either at the time of application or at the time of issuance of COP.</p> <p>2) Application is liable for rejection if it is not filled up completely and if the necessary documents listed above are not enclosed.</p>			
Name of Applicant :		Signature:	Confirmation by Dealing assistant : Accepted/Not Accepted

Approved by	
Chief Examiner of Master and Mates	

(Approved format for issuing record of sea service on Ships when operating in Polar water or other equivalent approved seagoing service – to be taken from MASTER of each ship)

Applicable for sea service performed after 1<sup>st</sup> July, 2018

TO WHOM IT MAY CONCERN

This is to certify that \_\_\_\_\_ whose date of birth is \_\_\_\_\_, CDC No. \_\_\_\_\_ has performed following service and gained experience as indicated below under my supervision:

Name of vessel	EXPERIENCE						Ice Class Vessel (Optional)	Certificate of competence held		Rank Served
	Polar waters1 (PW) Other Equivalent 2 (OE)									
	PW / OE	Service (Date : dd/mm/yy)		No. of Days	Position Lat: XX o XX N/S Long: XXXoXX E/W					
From		To	From		To	Notation	Grade			Number
TOTAL EXPRIENCE (No. of days)										

Date:

Ship Stamp:

Signature of Master \_\_\_\_\_

Name of Master

Master's Certificate of Competency No. \_\_\_\_\_

And Issuing Administration \_\_\_\_\_

--

Polar Waters' includes both Arctic and Antarctic waters (as defined in the polar Code)

Other equivalent seagoing service<sup>2</sup> means approved seagoing service outside of Polar waters, when operating in waters with ice concentration 2/10<sup>th</sup> or greater.

(On company letter head)

Annex-3

Record of Sea service in Polar Waters / Other Equivalent Waters

Date: \_\_\_\_\_

Ref. No. \_\_\_\_\_

To,

The Principal Officer,

Mercantile Marine Department,

.....

..... Address.....

Dear Sir/ Madam,

Sub: Issuance of Certificate of Proficiency (CoP) BASIC / ADVANCED for ships operating in Polar waters

This is to introduce \_\_\_\_\_ holding CDC No. \_\_\_\_\_ and INDoS No. \_\_\_\_\_, who has served on board the vessel (s) in the capacity of \_\_\_\_\_ on worldwide vessel(s), managed/operated by \_\_\_\_\_, whose business address is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We certify below service in last 5 years which is as per his record of sea service on each of the following Ships operating in Polar waters or Other Equivalent waters, as below:

Sr. No.	Name of Vessel	Ice Class vessel	Experience (see Note below) Polar Waters <sup>1</sup> (PW) / Other Equivalent Waters <sup>2</sup> (OEW)					
			Rank served	Duration served		Typed of service PW / OEW	Certificate of competence held	
		Notation		M	D		Grade	No.
1.								
2.								
3.								
4.								
5.								
TOTAL								

We hereby request you to issue him the Certificate of Proficiency for BASIC TRAINING /ADVANCED TRAINING, for ships operating in Polar waters.

This letter is being issued as per his request.

Thanking you.

Yours faithfully,

For \_\_\_\_\_,

\_\_\_\_\_  
Name Designation :

(As agents for and on behalf of Owners)

Our E-Mail ID is





**GOVERNMENT OF INDIA**  
**CERTIFICATE OF PROFICIENCY**  
**IN**

**BASIC TRAINING FOR SHIPS OPERATING IN POLAR WATERS**  
**(Regulation V/4 Paragraph 2 of STCW Convention)**

**CERTIFICATE ISSUED UNDER THE PROVISIONS OF THE MERCHANT SHIPPING ACT, 1958 (44 OF 1958) AND THE INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING CERTIFICATION AND WATCHKEEPING FOR SEAFARERS (STCW), 1978, AS AMENDED.**

The Government of India certifies that \_\_\_\_\_ has been found duly qualified in accordance with the provisions of Regulations V/4 paragraph 2 of the STCW Convention, as amended and found competent to perform the functions at the level type of ships specified for polar Waters, subject to any limitations indicated until (dd/mm/yyyy) ( not more than 5 year from the date of issue).

Type of Ships	LEVEL OF TRAINING	LIMITATIONS APPLYING (IF ANY)
SHIP OPERATING IN POLAR WATERS	BASIC TRAINING	

Certificate No. \_\_\_\_\_ Issued on (dd/yy/yyyy) \_\_\_\_\_

The original of this certificate must be kept available in accordance with Regulations I/2 Paragraph 11 of the STCW Convention, as amended, while its holder is serving on a ship.

Date and Place of birth of holder of the certificate (dd/mm/yyyy) / \_\_\_\_\_

Signature of the holder of the certificate \_\_\_\_\_

INDoS No. \_\_\_\_\_

C.D.C. No. \_\_\_\_\_

Photograph of the holder of the certificate



Signature of duly authorized Officer

Official seal

Name of duly authorized Officer

Issued by: Mercantile Marine Department, (Place) \_\_\_\_\_

Contact details: Directorate General of Shipping, 9th floor, BETA Building. I-Think Techno Campus. Kanjur Marg ( West ).Mumbai - 400 042, INDIA. Phone: 91-22-25752040/41/42/43/45, Fax: 91-22-25752029/35, E-mail: [deship-dgs@nic.in](mailto:deship-dgs@nic.in)

The authenticity of this certificate can be verified online using INDoS/COP Checker on website [www.dgshipping.gov.in](http://www.dgshipping.gov.in). Any further inquiry concerning this certificate should be addressed to the INDoS Cell, at email: [mttindos@gmail.com](mailto:mttindos@gmail.com)



**GOVERNMENT OF INDIA  
CERTIFICATE OF PROFICIENCY  
IN**

**BASIC TRAINING FOR SHIPS OPERATING IN POLAR WATERS  
(Regulation V/4 Paragraph 4 of STCW Convention)**

**CERTIFICATE ISSUED UNDER THE PROVISIONS OF THE MERCHANT SHIPPING ACT, 1958 (44 OF 1958) AND THE INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING CERTIFICATION AND WATCHKEEPING FOR SEAFARERS (STCW), 1978, AS AMENDED.**

The Government of India certifies that \_\_\_\_\_ has been found duly qualified in accordance with the provisions of Regulations V/4 paragraph 4 of the STCW Convention, as amended and found competent to perform the functions at the level type of ships specified for polar Waters, subject to any limitations indicated until (dd/mm/yyyy) ( not more than 5 year from the date of issue).

Type of Ships	LEVEL OF TRAINING	LIMITATIONS APPLYING (IF ANY)
SHIP OPERATING IN POLAR WATERS	ADVANCED TRAINING	

Certificate No. \_\_\_\_\_ Issued on (dd/yy/yyyy) \_\_\_\_\_

The original of this certificate must be kept available in accordance with Regulations I/2 Paragraph 11 of the STCW Convention, as amended, while its holder is serving on a ship.

Date and Place of birth of holder of the certificate (dd/mm/yyyy) / \_\_\_\_\_

Signature of the holder of the certificate \_\_\_\_\_

INDoS No. \_\_\_\_\_

C.D.C. No. \_\_\_\_\_

Photograph of the holder of the certificate



Signature of duly authorized Officer

Official seal

Name of duly authorized Officer

Issued by: Mercantile Marine Department, (Place) \_\_\_\_\_

Contact details: Directorate General of Shipping, 9th floor, BETA Building. I-Think Techno Campus. Kanjur Marg ( West ).Mumbai - 400 042, INDIA. Phone: 91-22-25752040/41/42/43/45, Fax: 91-22-25752029/35, E-mail: [deship-dgs@nic.in](mailto:deship-dgs@nic.in)

The authenticity of this certificate can be verified online using INDoS/COP Checker on website [www.dgshipping.gov.in](http://www.dgshipping.gov.in). Any further inquiry concerning this certificate should be addressed to the INDoS Cell, at email: [mttindos@gmail.com](mailto:mttindos@gmail.com)