GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANG LADESH

USER MANUAL

FOR

"Certificate of Proficiency (CoP)"

Under Ministry of Shipping

F-12/C-1, Agargaon, Sher-E-Bangla Nagar Dhaka 1207, Bangladesh, and Phone: +880 2 9513305

# Table of Contents

2
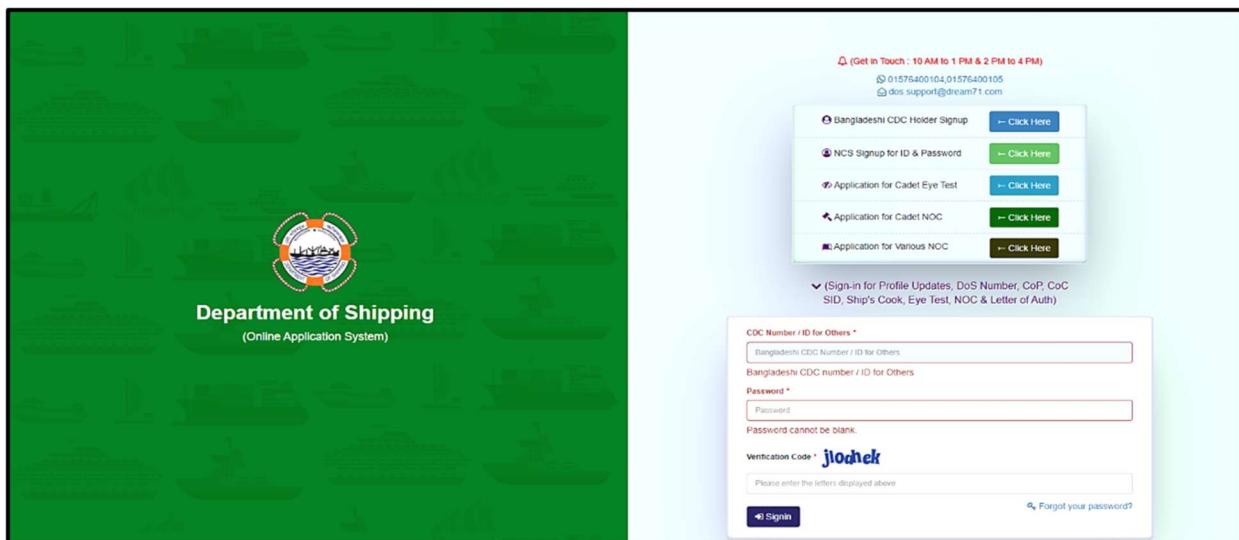
COP Certificate Issue (Main Course)
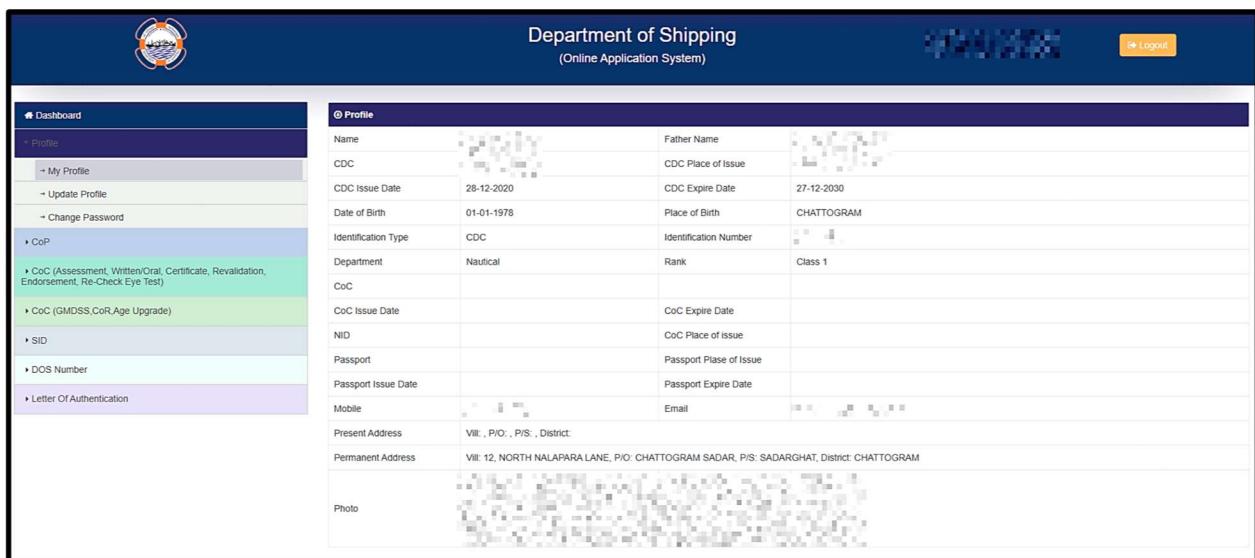
To get the COP certificate from Department of Shipping a seafarer must register him/herself in the DOS ERP Portal and apply or COP. After registration Seafarer must update his profile by updating his valid profile picture and signature before apply for COP.

To apply for a COP, a seafarer must follow the steps outlined below –

1) Visit https://doserp.dos.gov.bd/frontend/web/index.php and input your CDC or NCS ID, Password and Verification Code to login into your profile.

2) Navigate to "My Profile" you will see your details there.

3) You have to update your profile with your picture (300*300px) and signature (300*80px). Also, you have to update your Department, Rank & Other information.

4) By selecting "COP" menu you will find different submenu. Click on "Apply for COP" and select application type "Main Course Certificate"

a) Main Course Certificate –

By selecting this application type, a seafarer can apply for a COP after completing a new course at the academy.
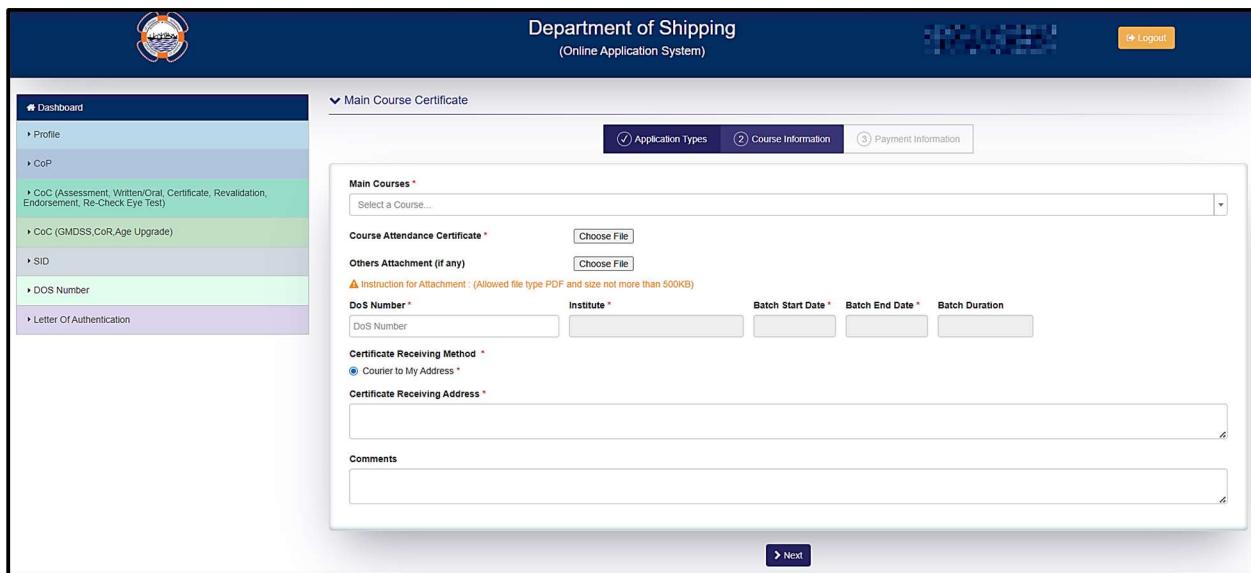
5) **Select Course** → Choose the main course from the dropdown.

Upload Documents → Mandatory course attendance certificate (PDF ≤ 500 KB), optional other attachments.

Enter DoS Number → When the applicant enters their DOS number (from the course attendance certificate), the system will automatically fetch and display the Institute name, batch start date, batch end date, and course duration.
Add Comments (optional).

Proceed to Payment → Complete payment to finalize the application.
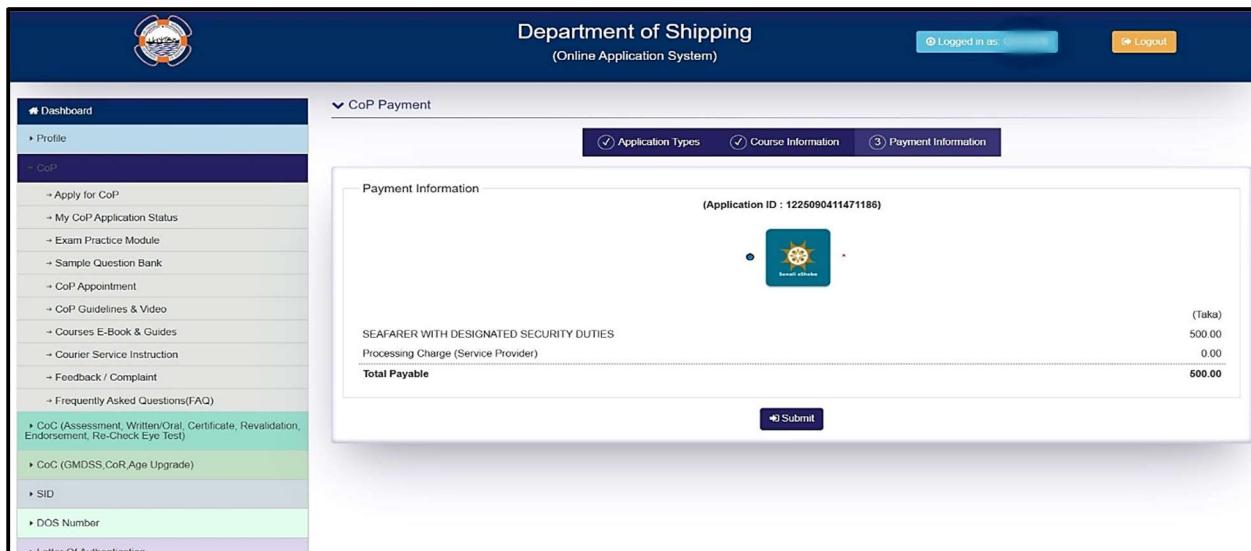
6) After filling up the required information and pressing on next a seafarer will be forwarded to payment gateway where he/she can pay for the assessment with multiple PG.
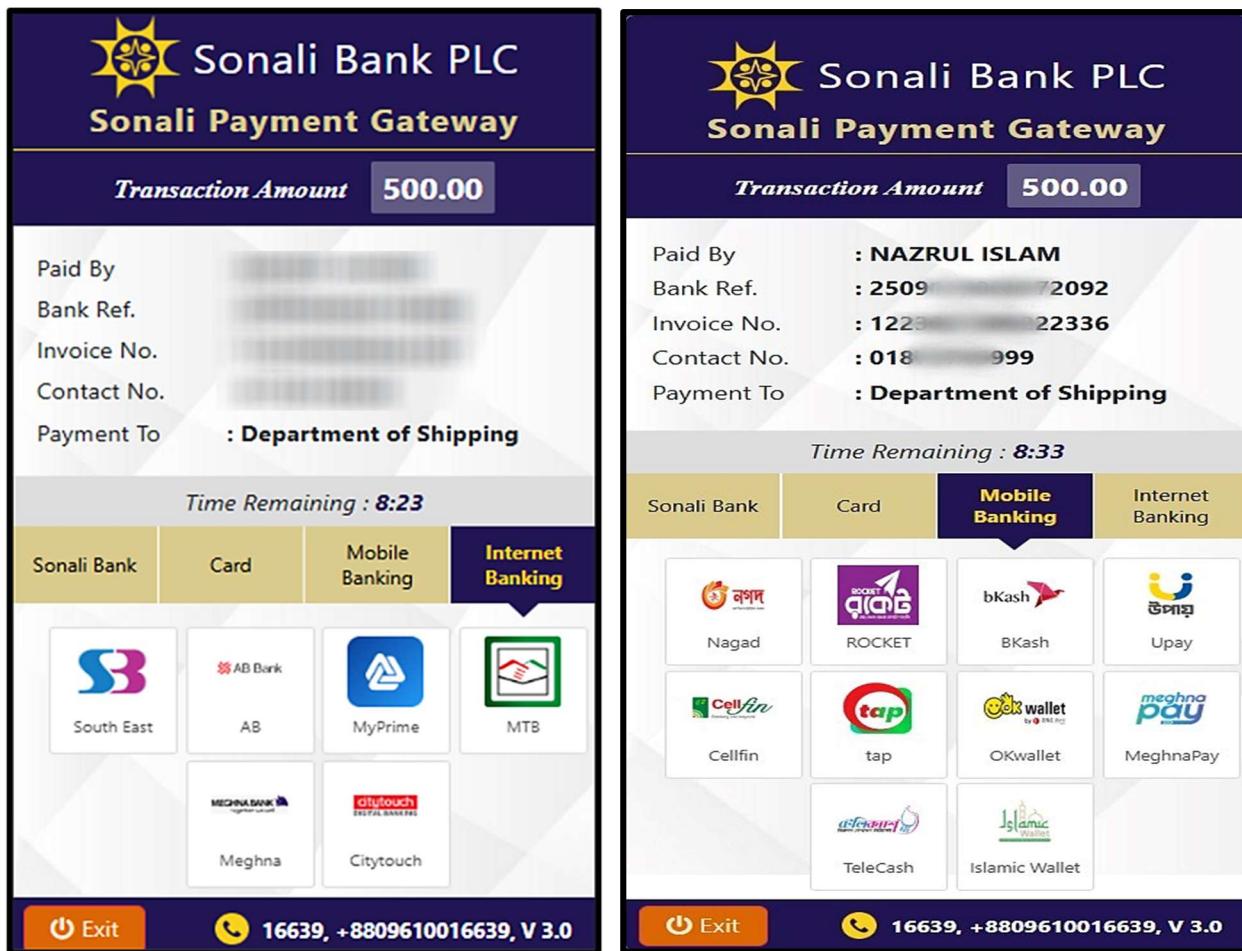
7) After the payment is completed, the applicant's profile will display the course and payment-related information, and a payment slip will be generated.

SL	Application Type	Application ID	Course Name	DoS Number	Assessment	MCQ	ORAL	Certificate Number	Date of Issue	Date of Expire	Status	Action	E-Certificate
1	Main Course Certificate	1225082807184731	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
2	Main Course Certificate	1225053109532282	TANKER FIRE FIGHTING	2025.06.117.0389988		Not Appeared	Not Appeared				Pay Now	Details	
3	Main Course Certificate	1225082408140852	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
4	Main Course Certificate	1225090311194362	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
5	Main Course Certificate	1225090311211440	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
6	Main Course Certificate	1225090304155866	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
7	Main Course Certificate	1225082406551874	TANKER FIRE FIGHTING	2025.06.117.0389988	Assessment Complete	Pass	Pass	117.221538	27/08/25	07/02/30	Pay Slip	Details	Download
8	Main Course Certificate	1225082809413164	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	Pass	Resit ORAL / Fail				Pay Slip	Details	
9	Main Course Certificate	1225090405114427	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	N/A	Zoom Meeting on 07/09/25 (1:03 PM) Not Appeared				Pay Slip	Details	

DoS Copy
Application for Certificate of Proficiency
(Main Course Certificate)
Application ID : 1223120706562728
Bangladeshi CDC/ID for Others : T/33437

SI	Course Name	Main Course DoS No.	Result
1	RATING FORMING PART OF A NAVIGATIONAL WATCH	2023.00.D08.D338748	

DoS Comment:

07-12-2023		
Application Date	Candidate Signature	Examiner Signature

(Bank Use Only)

Application ID : 1223120706562728

Application Fee for 1 Certificate	500.00
Processing Charge (Service Provider)	3.50
Total Payable:	**503.50**

Please submit DoS, Bank & Candidate copies to Bank during payment and get these copies signed and sealed by Bank. Then appear for examination. After examination submit the DoS copy to Counter.

8) From the application list, users shall be able to view the details of a selected application by clicking the *Details* button

7

9) Again, when the payment is completed, the COP application will be stored in the applicant's profile, and the assessment processing of the certificate will begin.
The assessment step will first be marked as *In Progress by Operator* and then proceed to *In Progress by Assessor*.

10) Once the assessment is completed, a **Go for Exam** button will appear in the MCQ column. By clicking this button and completing OTP verification, the applicant will be able to take the COP MCQ exam.

11) During the MCQ exam, the applicant must keep the camera turned on at all times and complete the exam within the specified time limit. The candidate must also ensure an uninterrupted internet connection during the exam.

12) Once the MCQ exam is completed, the next column in the COP application list for Oral will display a **Get Appointment** button.

13) When the applicant clicks the **Get Appointment** button, they will be redirected to a page containing appointment details and instructions. On this page, the applicant can select an appointment date and view the available time slots.

14) After selecting the date and slot, the Oral date and time will be displayed in the COP application list.

15) A Zoom meeting link will be available for the selected date and slot, and the certificate will be generated within 72 hours after the completion of the Oral exam.

SI No. : 0240950

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
Government of the People's Republic of Bangladesh
Department of Shipping
www.dos.gov.bd

বাংলাদেশ মার্চেন্ট শিপিং অধ্যাদেশ ১৯৮৩ এর আওতায় প্রণীত বাংলাদেশ নৌ-বাণিজ্যিক অফিসার ও নাবিক প্রশিক্ষণ, সনদায়ন, নিয়োগ, কর্মঘন্টা এবং ওয়াচকিপিং বিধিমালা ২০১১ এবং এস টি সি ডব্লিউ ১৯৭৮ কনভেনশন (সংশোধিত) এর বিধান মোতাবেক জারীকৃত সনদ
This Certificate was issued under the provisions of Bangladesh Merchant Marine Officers & Rating Training, Certification, Recruitment, Work Hour, and Watchkeeping Rule 2011 under the Bangladesh Merchant Shipping Ordinance 1983 and the STCW Convention 1978 as Amended

(সার্টিফিকেট নং ও জারির তারিখ) 147.220774
(Cert. No. & Date of issue) 10-08-2025

প্রফেসিয়েন্সি সনদ
CERTIFICATE OF PROFICIENCY

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার এই মর্মে প্রত্যয়ন করিতেছে যে,
The Government of the People's Republic of Bangladesh certifies that,

Date of Birth	: 24 April 2003
Passport	:
Course Duration	: 19-07-2025 To 21-07-2025
DoS Number	: 2025.16.147.0407587
Institute/Academy	: International Maritime Training Academy

Has been found duly qualified and satisfied the condition in accordance with the provisions of Regulation V/3, Paragraph 4 of the above Convention, IMO Model Course 7.13 in BASIC TRAINING FOR SHIPS SUBJECT TO THE IGF CODE Course and MSC.1/Circ.1621 (Interim guidelines for the Safety of the Ships using Methyl/Ethyl Alcohol as fuel) until 20-07-2030

উপরোক্ত কনভেনশনের বিধি V/3 , অনুচ্ছেদ 4 এর বিধান এবং আইএমও মডেল কোর্স 7.13 এবং MSC.1/Circ.1621 (Interim guidelines for the Safety of the Ships using Methyl/Ethyl Alcohol as fuel) বেসিক ট্রেনিং ফর শিপস সাবজেক্ট টু দি আইজিএফ কোড এ ২০-০৭-২০৩০ পর্যন্ত যোগ্য

Revalidation Upto : N/A

Limitations : None

সনদ জারির স্থান : নৌপরিবহন অধিদপ্তর, ঢাকা, বাংলাদেশ
Certificate issued at : Department of Shipping, Dhaka, Bangladesh
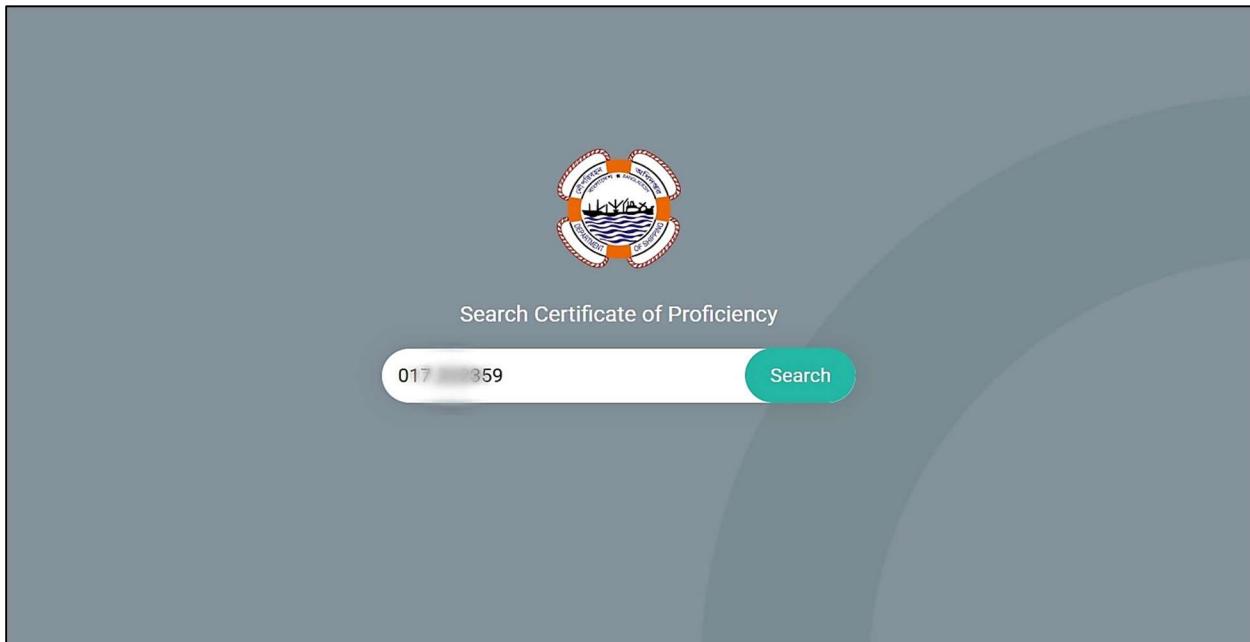
_____
Chief Examiner
Engineer: Md. Manjurul Kabir

To verify this certificate please scan the QR code or contact the Director General , Department of Shipping. F-12/C-1, Agargaon Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh. Tel: +8802223374360, Email: info@dos.gov.bd, verification@dos.gov.bd
www.verification.dos.gov.bd/search/web/cop.html

Application ID : 122507290636331, Prepared by : Rupa Das
(This is a computer generated document, No signature is required)

11
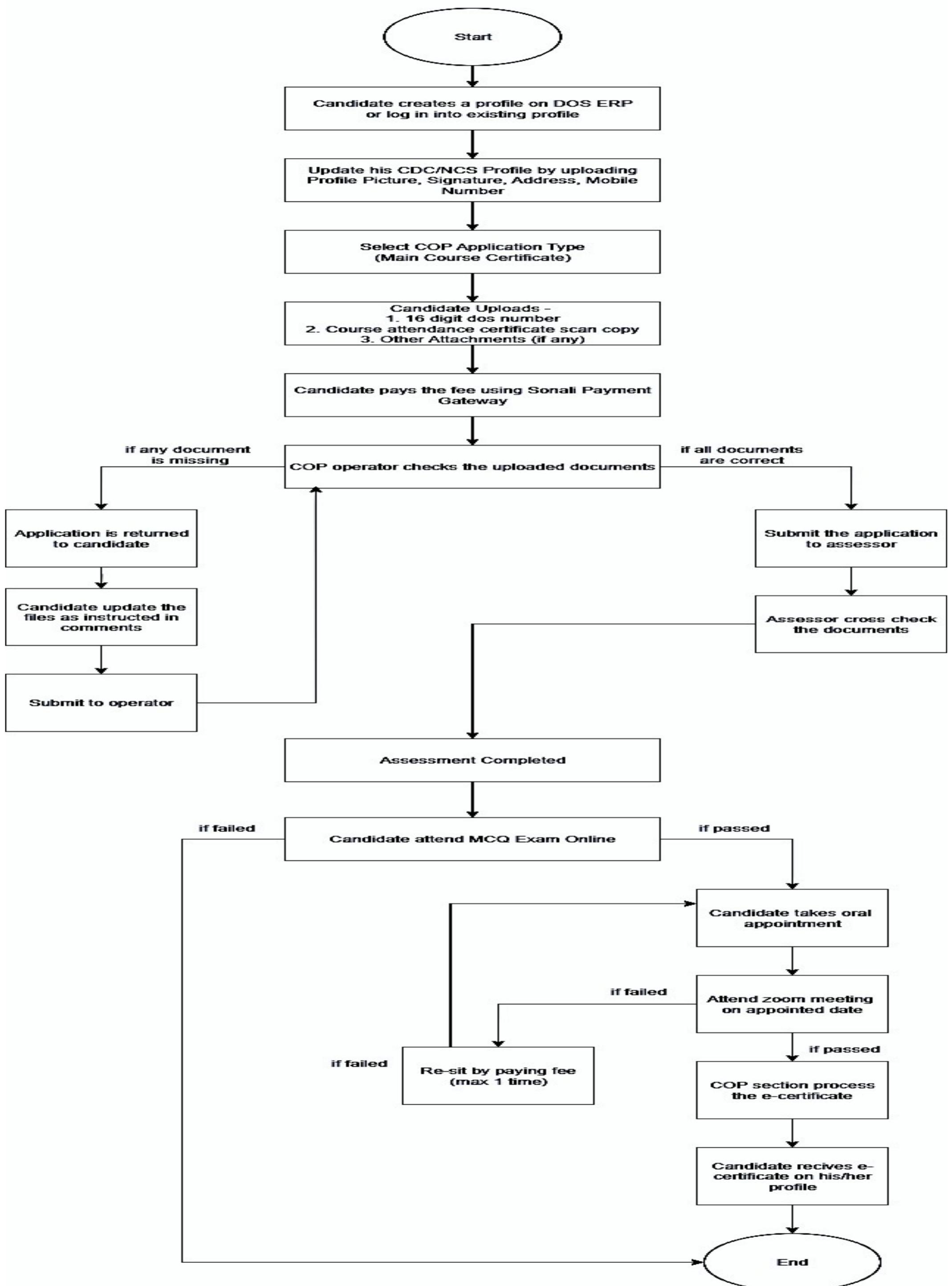
16) Once the certificate has been issued and authenticated by the Director General, it can be verified online from this link. (https://verification.dos.gov.bd/search/web/cop.html) You have to input certificate number in the input field and click on search.

After clicking 'Search,' the system will display all relevant information, including the Issue Date, Expiry Date, CDC No, and other necessary data, allowing the authenticity of the certificate to be confirmed.

Process of Applying Main Course Certificate on DoS ERP System

```
                    ( Start )
                        │
                        ▼
        ┌───────────────────────────────────┐
        │ Candidate creates a profile on DOS │
        │ ERP or log in into existing profile│
        └───────────────────────────────────┘
                        │
                        ▼
        ┌───────────────────────────────────┐
        │ Update his CDC/NCS Profile by      │
        │ uploading Profile Picture,         │
        │ Signature, Address, Mobile Number  │
        └───────────────────────────────────┘
                        │
                        ▼
        ┌───────────────────────────────────┐
        │ Select COP Application Type        │
        │ (Main Course Certificate)          │
        └───────────────────────────────────┘
                        │
                        ▼
        ┌───────────────────────────────────┐
        │ Candidate Uploads –                │
        │ 1. 16 digit dos number             │
        │ 2. Course attendance certificate   │
        │    scan copy                       │
        │ 3. Other Attachments (if any)      │
        └───────────────────────────────────┘
                        │
                        ▼
        ┌───────────────────────────────────┐
        │ Candidate pays the fee using       │
        │ Sonali Payment Gateway             │
        └───────────────────────────────────┘
```

if any document is missing ← **COP operator checks the uploaded documents** → if all documents are correct

- **Application is returned to candidate**
- **Candidate update the files as instructed in comments**
- **Submit to operator**

- **Submit the application to assessor**
- **Assessor cross check the documents**

Assessment Completed

if failed ← **Candidate attend MCQ Exam Online** → if passed

- **Candidate takes oral appointment**
- **Attend zoom meeting on appointed date** — if failed → **Re-sit by paying fee (max 1 time)** — if failed
- if passed → **COP section process the e-certificate**
- **Candidate recives e-certificate on his/her profile**

(End)

COP Certificate Revalidation

COP can be revalidated by following 2 methods

    a)   Revalidation by Refresher Course –

By selecting this certificate type, a seafarer can revalidate an existing COP by completing and submitting proof of a refresher course.

    b) Revalidation by Sea Service –

By selecting this certificate type, a seafarer can revalidate an existing COP by providing proof of sea service.

Revalidation by Refresher Course application is used to revalidate a certificate by attending a refresher course.

Main Course Section form requires you to:

- Select the main course name from dropdown.
- Upload your **Course Attendance Certificate** and a scanned copy of your **Certificate of Proficiency (CoP)**.

When the user selects a **Main Course**, the following information will be automatically fetched: DoS Number, Certificate Number, Certificate Issue Date, Certificate Expiry Date & Institute Name.
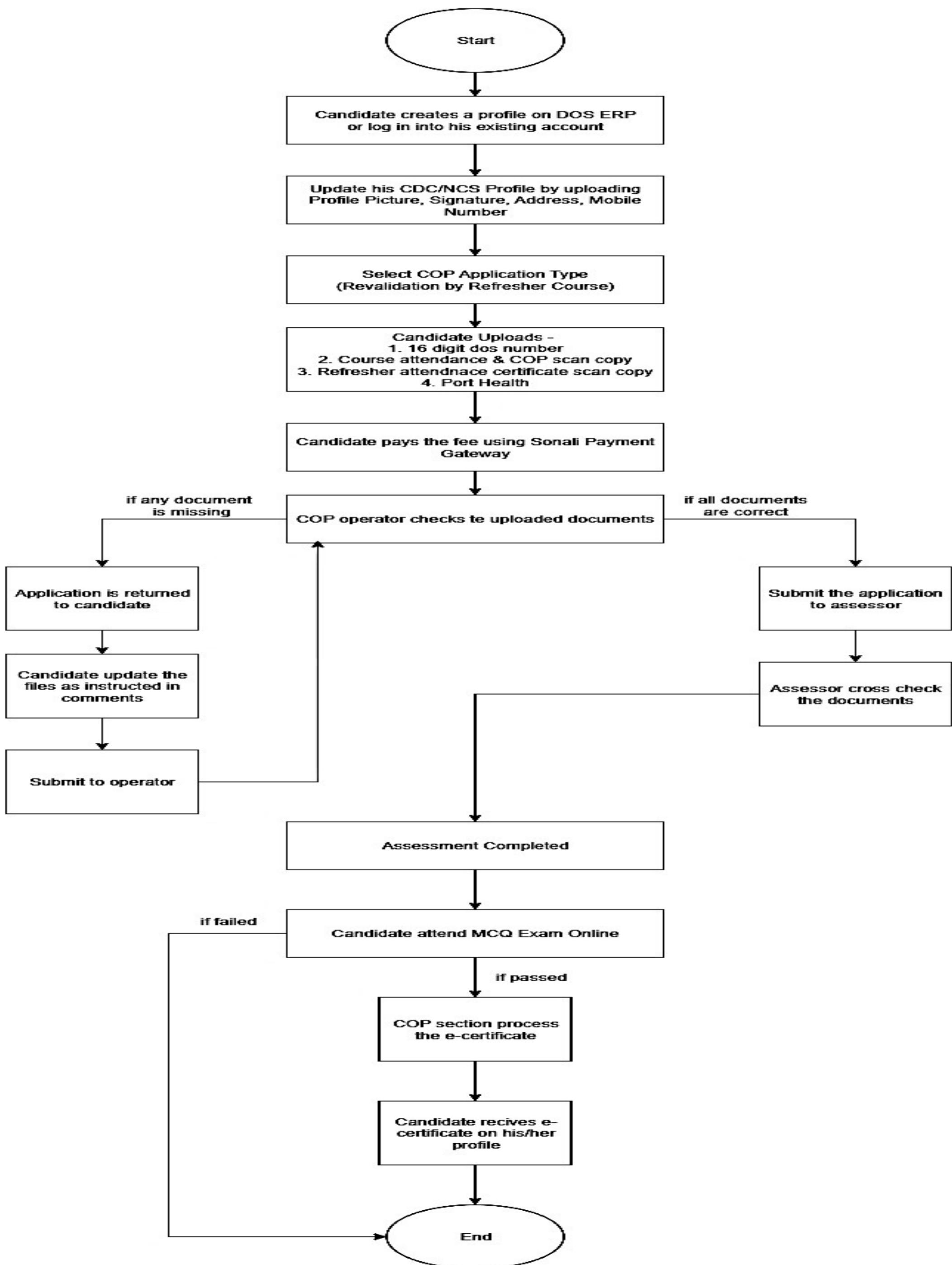
For the **Refresher Course**, you need to:

- Upload the **Course Attendance Certificate**.
- From the uploaded certificate, the user will provide the **DoS Number**

Once the DoS Number is entered, the following information will be automatically fetched: Batch Start Date, Batch End Date & Batch Duration.

For a revalidation certificate, once the application is submitted, the remaining process will follow the same steps as the COP main course: *payment* must be completed. Once the *assessment* is completed, a *Go for Exam* button will appear. Completing OTP verification, the applicant will be able to take the *MCQ* exam & the *certificate* will be generated within 72 hours.

Process of Applying Revalidation by Refresher on DoS ERP System

Start

Candidate creates a profile on DOS ERP or log in into his existing account

Update his CDC/NCS Profile by uploading Profile Picture, Signature, Address, Mobile Number

Select COP Application Type (Revalidation by Refresher Course)

Candidate Uploads –
1. 16 digit dos number
2. Course attendance & COP scan copy
3. Refresher attendnace certificate scan copy
4. Port Health

Candidate pays the fee using Sonali Payment Gateway

if any document is missing — COP operator checks te uploaded documents — **if all documents are correct**

Application is returned to candidate

Candidate update the files as instructed in comments

Submit to operator

Submit the application to assessor

Assessor cross check the documents

Assessment Completed

if failed — Candidate attend MCQ Exam Online

if passed

COP section process the e-certificate

Candidate recives e-certificate on his/her profile

End

Revalidation by Sea Service application is used to revalidate a certificate by obtaining sea time or job experience on merchant ship.

Main Course Section form requires you to:
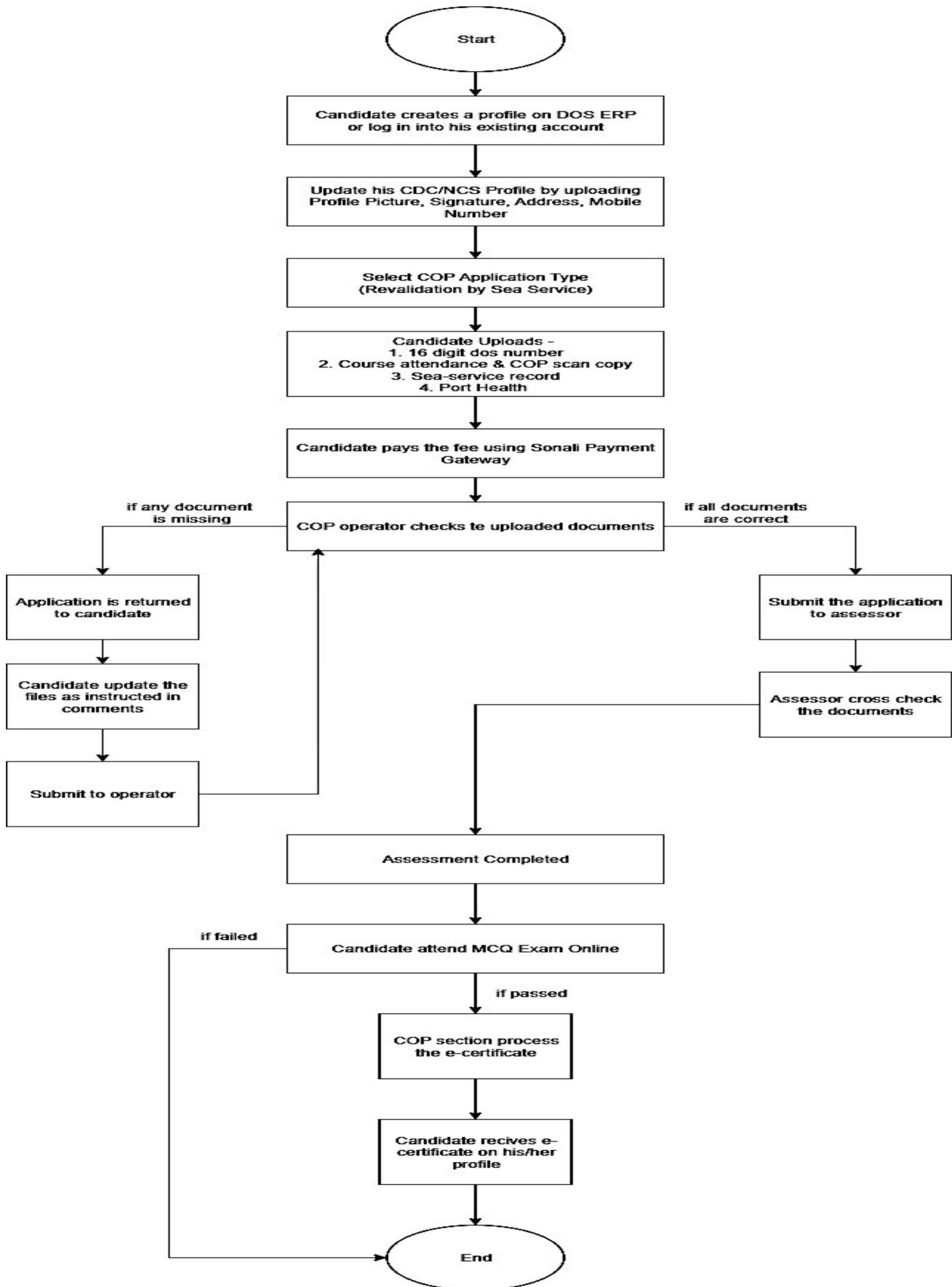
- Select the main course name from dropdown.
- Upload the **Course Attendance Certificate**.
- From the uploaded certificate, the user will provide the **DoS Number**

Once the DoS Number is entered, the following information will be automatically fetched: Batch Start Date, Batch End Date & Batch Duration.

Later, Department of Shipping will verify the Sea time records of the candidate and update the revalidation date accordingly.

For a revalidation certificate, once the application is submitted, the remaining process will follow the same steps as the COP main course: *Payment* must be completed. Once the *assessment* is completed, a *Go for Exam* button will appear. Completing OTP verification, the applicant will be able to take the *MCQ* exam & the *certificate* will be generated within 72 hours.

Process of Applying Revalidation by Sea Service on DoS ERP System

```
                    ┌─────────────┐
                    │    Start    │
                    └──────┬──────┘
                           │
          ┌────────────────▼────────────────┐
          │ Candidate creates a profile on   │
          │ DOS ERP or log in into his       │
          │ existing account                 │
          └────────────────┬────────────────┘
                           │
          ┌────────────────▼────────────────┐
          │ Update his CDC/NCS Profile by    │
          │ uploading Profile Picture,       │
          │ Signature, Address, Mobile       │
          │ Number                           │
          └────────────────┬────────────────┘
                           │
          ┌────────────────▼────────────────┐
          │ Select COP Application Type      │
          │ (Revalidation by Sea Service)    │
          └────────────────┬────────────────┘
                           │
          ┌────────────────▼────────────────┐
          │ Candidate Uploads –              │
          │ 1. 16 digit dos number           │
          │ 2. Course attendance & COP scan  │
          │    copy                          │
          │ 3. Sea-service record            │
          │ 4. Port Health                   │
          └────────────────┬────────────────┘
                           │
          ┌────────────────▼────────────────┐
          │ Candidate pays the fee using     │
          │ Sonali Payment Gateway           │
          └────────────────┬────────────────┘
                           │
```

- **if any document is missing** ← COP operator checks te uploaded documents → **if all documents are correct**

- Application is returned to candidate
- Candidate update the files as instructed in comments
- Submit to operator

- Submit the application to assessor
- Assessor cross check the documents

- Assessment Completed

- **if failed** ← Candidate attend MCQ Exam Online → **if passed**

- COP section process the e-certificate
- Candidate recives e-certificate on his/her profile

```
                    ┌─────────────┐
                    │     End     │
                    └─────────────┘
```

COP Reissue

By selecting this certificate type, a seafarer can request the reissue of their COP.

A COP can be reissued in the following cases:

- If the seafarer has lost their COP (previously issued physical copies).
- If any information on the COP is incorrect or contains errors.
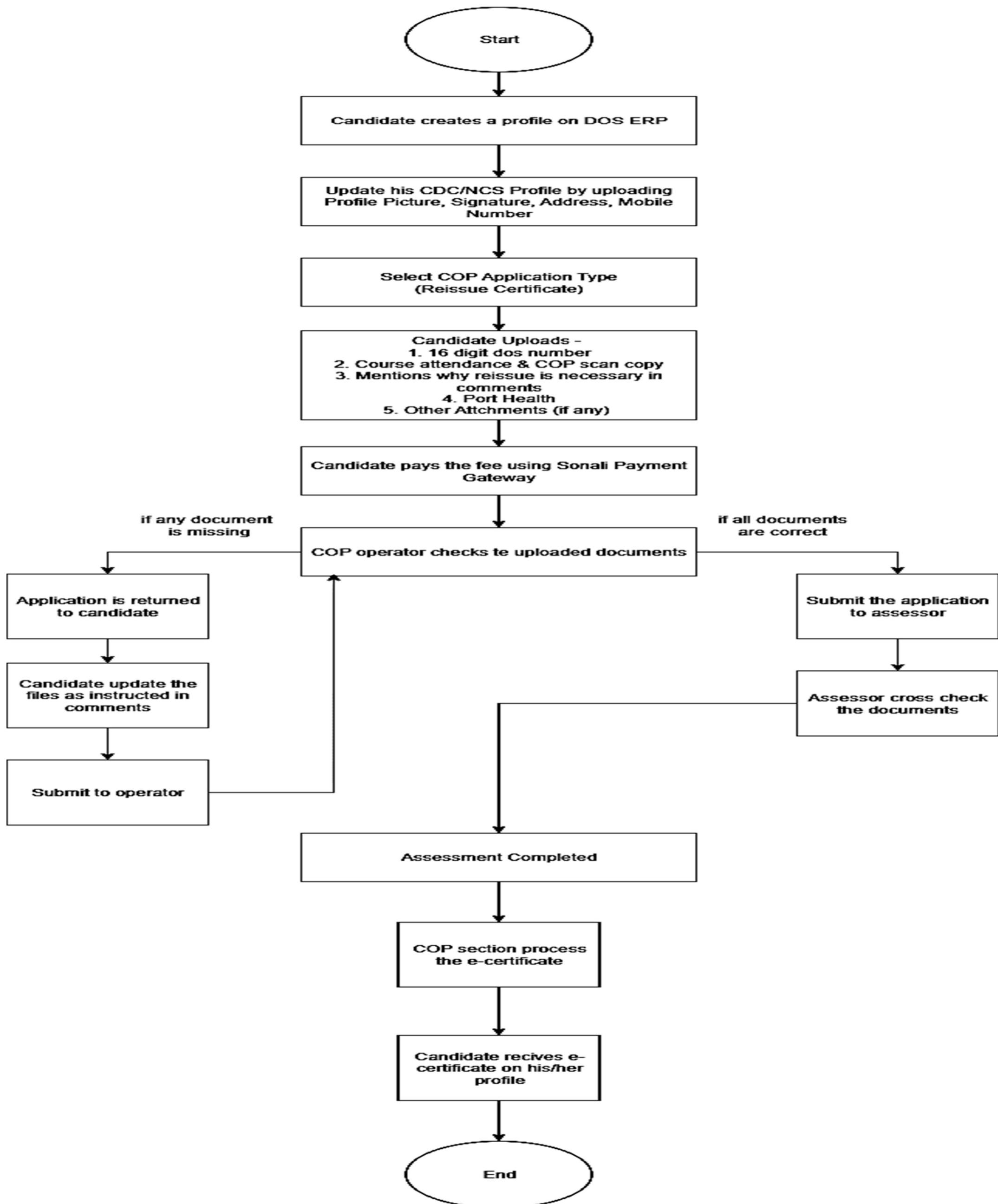
Reissue Certificate Application Process

- Select the main course name from dropdown.
- Upload your **Course Attendance Certificate**.
- Other Attachments – Additional supporting documents (optional)

When the user selects a **Main Course**, the following information will be automatically fetched: DoS Number, Certificate Number, Certificate Issue Date, and Certificate Expiry Date & Institute Name.

For a Re-issue certificate, once the application is submitted, the remaining process will follow the same steps as the COP main course: **Payment** must be completed. Once the **assessment** is completed, operator section will process the certificate within 24 – 72 hours.

Process of Applying COP Reissue on DoS ERP System

```
                          ( Start )
                             |
                             v
        +------------------------------------------+
        |  Candidate creates a profile on DOS ERP  |
        +------------------------------------------+
                             |
                             v
        +------------------------------------------+
        |  Update his CDC/NCS Profile by uploading |
        |  Profile Picture, Signature, Address,    |
        |  Mobile Number                           |
        +------------------------------------------+
                             |
                             v
        +------------------------------------------+
        |      Select COP Application Type         |
        |        (Reissue Certificate)             |
        +------------------------------------------+
                             |
                             v
        +------------------------------------------+
        |            Candidate Uploads –           |
        |        1. 16 digit dos number            |
        |   2. Course attendance & COP scan copy   |
        |   3. Mentions why reissue is necessary   |
        |              in comments                 |
        |            4. Port Health                |
        |        5. Other Attchments (if any)      |
        +------------------------------------------+
                             |
                             v
        +------------------------------------------+
        |   Candidate pays the fee using Sonali    |
        |           Payment Gateway                |
        +------------------------------------------+
                             |
                             v
```

if any document is missing — **COP operator checks te uploaded documents** — if all documents are correct

| Application is returned to candidate | | Submit the application to assessor |

| Candidate update the files as instructed in comments | | Assessor cross check the documents |

| Submit to operator |

Assessment Completed

COP section process the e-certificate

Candidate recives e-certificate on his/her profile

(End)

Documents Required for Application Type & Courses

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
1	SAT	1	For CDC Holders, 1. Attendance course certificate 2. Medical certificate For NCS Holders, 1. Attendance course certificate 2. Medical certificate 3. Pre-sea course copy or ID page or document related to coc(officers course)/class 3	For CDC Holders, 1. Attendance course certificate, 2.COP and COP both side scan copy 3. Medical certificate 4. 1 Year Sea Service Record within last 5 years or 3-month Sea Service record within last 6 months. For NCS Holders, 1. Attendance course certificate, 2. COP and COP both side scan copy 3. Medical certificate 4. ID, ID sea time page, passport, visa, arrival, departure page 5. 1 Year Sea Service Record within last 5 years or 3-month Sea Service record within last 6 months.	For CDC Holders, 1. Attendance course certificate 2. COP and COP both side scan copy 3. Medical certificate 4. Reason mentioned for reissue in comments of assessment For NCS Holders – Previous 4 Documents & 5. Pre-sea or ID copy
	DSD	2			
	EFA	3			
	PSSR	3			
	ERM(M)	5			
	ERM(O)	3			
	BRM(M)	5			
	BRM(O)	3			
	HVS(M)	5			
	HVS(O)	1			
	RN(M)	5			
	RN(O)	10			
	NAENS	3			
	ECDIS	5			
	SSBT	5			
	ERSC	5			
	TFF	1			
	Basic (IGF)	3			
	BMSO	3			
	SSO	3			
	EDH	5			
	PMTA	10			
	SBSO	4			
2	BOCT	5	For CDC Holders, 1. Attendance course	For CDC Holders, 1. Attendance course certificate, 2.COP and COP both side	Previously mentioned documents in SL 1 + TFF
	Basic (gas)	4			

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			certificate, 2. Medical certificate 3.TFF COP scan copy For NCS Holder, 1.Attencance course certificate, 2. Medical certificate 3. TFF COP scan copy 4. Pre-sea course copy or ID page	scan copy 3. Medical certificate 4. Sea service record of 3 months in the last 5 years on Tanker/Gas Tanker Ship For NCS Holders, 1.Attencance course certificate, 2.COP and COP both side scan copies 3. Medical certificate 4.ID, ID sea time page, passport, visa, arrival, departure page 5. Sea service record of 3 months in the last 5 years on Tanker/Gas Tanker Ship	
3	Ad (oil) Ad (che) Ad (gas)	8 8 8	For CDC Holders, 1. Attendance course certificate, 2. Medical certificate 3.AFF, BOCT/Basic gas COP scan copy 4. cargo carry 5. 3-month tanker/Gas Tanker sea service record For NCS Holders, 1.Attencance course certificate, 2.Medical	For CDC Holders, 1. Course attendance certificate 2.COP and COP both side scan copy 3. Medical certificate 4.cargo carry testimonial 5. Sea service record of 3 months in the last 5 years on Tanker/Gas Tanker Ship For NCS Holders, 1. Attendance course certificate, 2.COP and COP both side scan copy 3. Medical certificate 4.ID, ID sea time page, passport, visa, arrival, departure page 5. Sea service record of 3 months in the last 5 years	Same as mentioned in SL 1 + BOCT COP + AFF COP +Cargo Carry Testimonial

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			certificate 3.AFF, BOCT/Basic gas COP scan copy 4.cargo carry testimonial 5. ID, ID sea time page, passport, visa, arrival, departure page 6. 3-month tanker/Gas Tanker sea service record	on Tanker/Gas Tanker Ship	
4	Ad (IGF)	5	1. Attendance course certificate, 2. Medical certificate. 3. Basic IGF code cop scan copy. 4. Bunkering testimonial		Same as mentioned in SL 1
5	PSCRB	5	For CDC Holders, 1. Attendance course certificate, 2. Medical 3. 1 Year Sea Service Record

For NCS Holders, 1. Attendance course certificate, 2. Medical certificate 3. 1-year sea service | For CDC Holders, 1. Attendance course certificate, 2.COP and COP both side scan copies 3. Refresher course copy 4. Medical certificate

For NCS Holders, 1. Attendance course certificate, 2.COP and COP both side scan copies 3. Refresher course copy 4. Medical certificate 5. Pre-sea course copy or ID copy | Same as mentioned in SL 1 |

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			record 4. ID, ID sea time page, passport, visa, arrival, departure page		
6	PST	3	For CDC holders: 1. Attendance course certificate 2. Medical certificate	For CDC Holder: 1. Attendance course certificate, 2.COP and COP both side scan copy 3. Refresher course copy 4. Medical certificate	Same as mentioned in SL 1
	MC	6			
	MFA	4	For NCS holders: 1. Attendance course certificate 2. Medical certificate 3. Pre-sea course copy or ID copy	For NCS Holders: 1. Attendance course certificate, 2.COP and COP both side scan copy 3. Refresher course copy 4. Medical certificate 5. Pre-sea course copy or ID copy	
	AFF	5			
	FPFF	3			
7	NWR	5	For CDC Holders: 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy	For CDC Holders: 1. Attendance course certificate 2. COP (Certificate of Proficiency) – both sides scanned copy 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record	Same as mentioned in SL 1 + Eye Test Copy + 100 hour steering certificate copy

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			5. 100-Hour Steering Certificate 6. If 6 months sea service is available → 3 months sea service record OR full 6 months sea service record For NCS Holders: 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy 5. 100-Hour Steering Certificate 6. If 6 months sea service is available → 3 months sea service record or full 6 months sea service record 7. ID card, ID sea-time page,	Or, if within the last 6 months → at least 3 months sea service record For NCS Holders: 1. Attendance course certificate 2. COP (Certificate of Proficiency) – both sides scanned copy 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: 6. ID, ID sea time page, passport, visa, arrival, departure page	

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			passport, visa, arrival record		
8	EWR	5	For CDC Holders: 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 6 months → at least 3 months sea service record Or, full 6 months sea service record For NCS Holders: 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate	For CDC Holders: 1. Attendance course certificate 2. COP (Certificate of Proficiency) – scanned copy (both sides) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record Or, if within the last 6 months → at least 3 months sea service record For NCS Holders: 1. Attendance course certificate 2. COP (Certificate of Proficiency) – scanned copy (both sides) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record Or, if within the last 6 months → at least 3 months sea service record 6. ID card, ID sea-time page, passport, visa, arrival and departure pages	Same as mentioned in SL 1 + Eye Test Copy

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			4. DG Shipping approved eye test copy 5. Sea service record: If within the last 6 months → at least 3 months sea service record Or, full 6 months sea service record 6. ID card, ID sea-time page, passport, visa, arrival and departure pages		
9	RASD RASE	10 10	For CDC Holders: 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 6 months → at least 3 months sea service record	For CDC Holders: 1. Attendance course certificate 2. COP (Certificate of Proficiency) – scanned copy (both sides) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record Or, if within the last 6 months → at least 3 months sea service record For NCS Holders: 1. Attendance course certificate	Same as mentioned in SL 1 + Eye Test Copy + PSCRB COP + NWR/EWR COP

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			Or, full 6 months sea service record For NCS Holders: 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 6 months → at least 3 months sea service record Or, full 6 months sea service record 6. ID card, ID sea-time page, passport, visa, arrival page	2. COP (Certificate of Proficiency) – scanned copy (both sides) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record Or, if within the last 6 months → at least 3 months sea service record 6. ID card, ID sea-time page, passport, visa, arrival and departure pages	