



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**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

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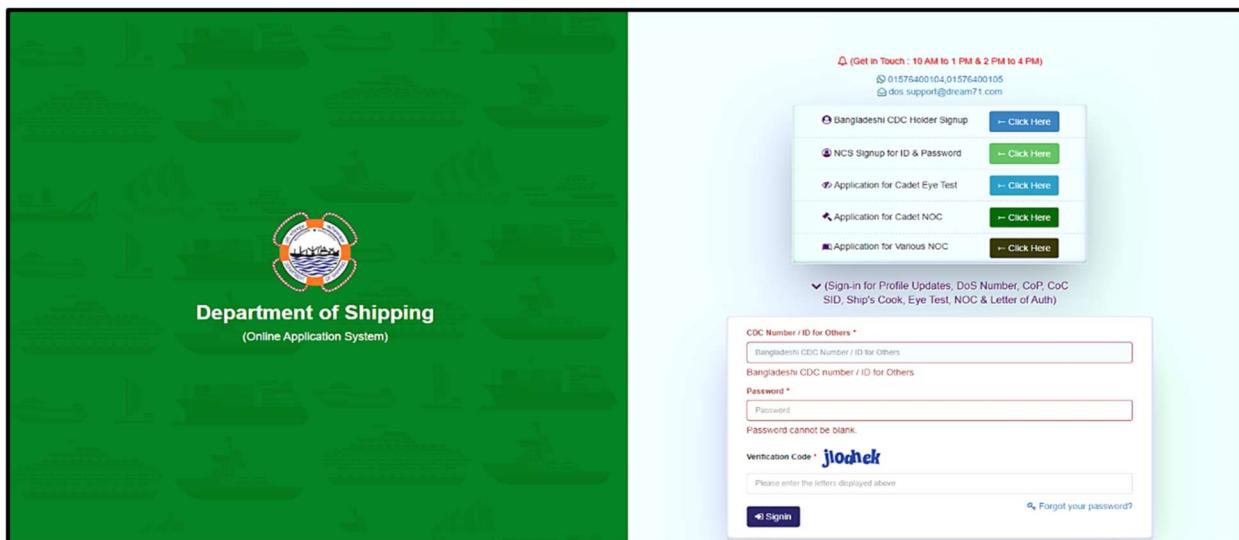
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## COP Certificate Issue (Main Course)

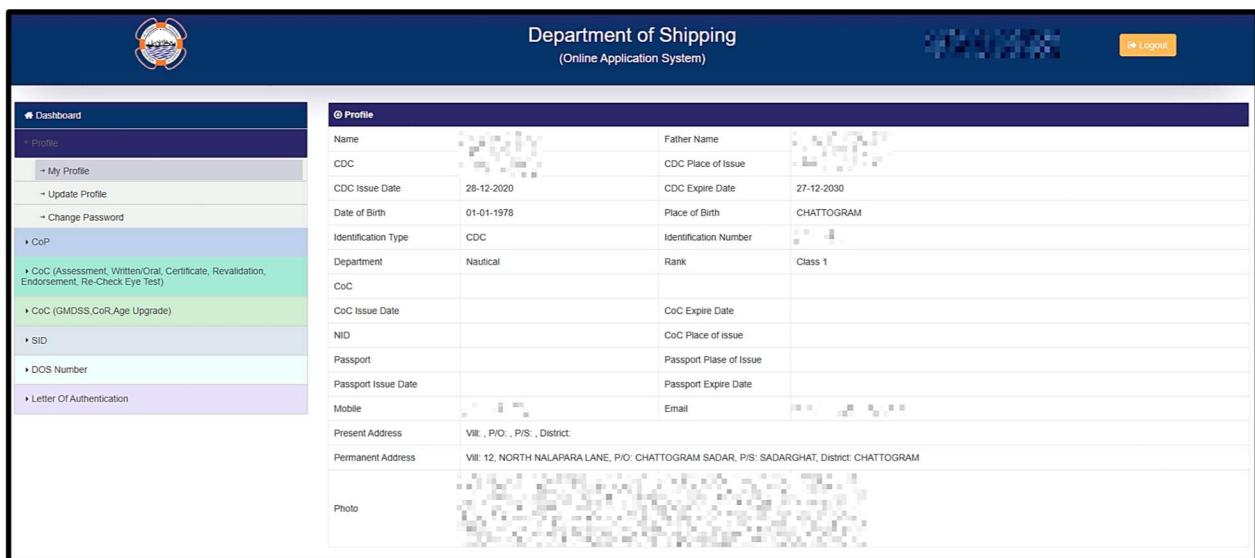
To get the COP certificate from Department of Shipping a seafarer must register him/herself in the DOS ERP Portal and apply for COP. After registration Seafarer must update his profile by updating his valid profile picture and signature before apply for COP.

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.

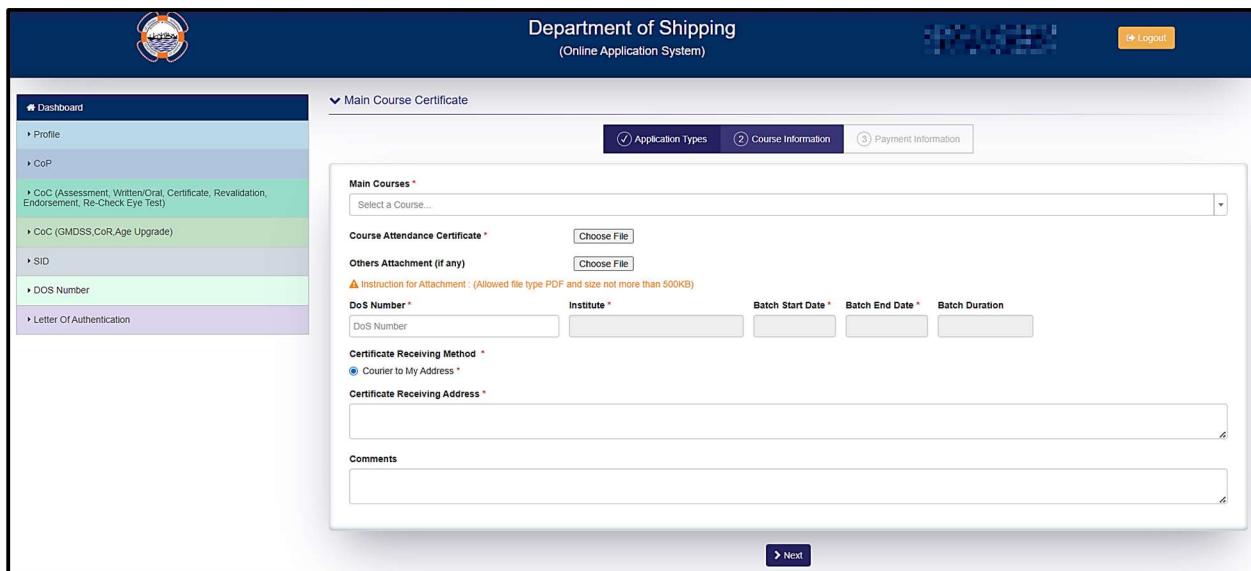
5) **Select Course** → Choose the main course from the dropdown.

**Upload Documents** → Mandatory course attendance certificate (PDF  $\leq$  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.



Department of Shipping  
(Online Application System)

Main Course Certificate

Application Types Course Information Payment Information

Main Courses \*

Course Attendance Certificate \*

Others Attachment (if any)

Instruction for Attachment : (Allowed file type PDF and size not more than 500KB)

DoS Number \*

Institute \*

Batch Start Date \*

Batch End Date \*

Batch Duration

Certificate Receiving Method \*

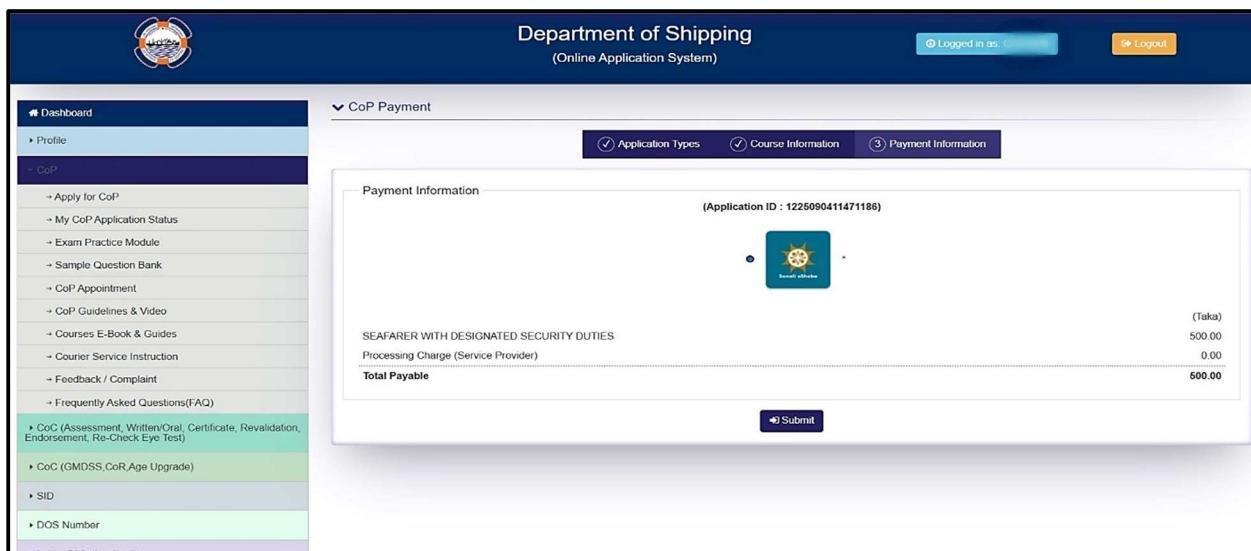
Courier to My Address \*

Certificate Receiving Address \*

Comments

Next

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.



Department of Shipping  
(Online Application System)

Logged in as: [redacted] Logout

CoP Payment

Application Types Course Information Payment Information

Payment Information

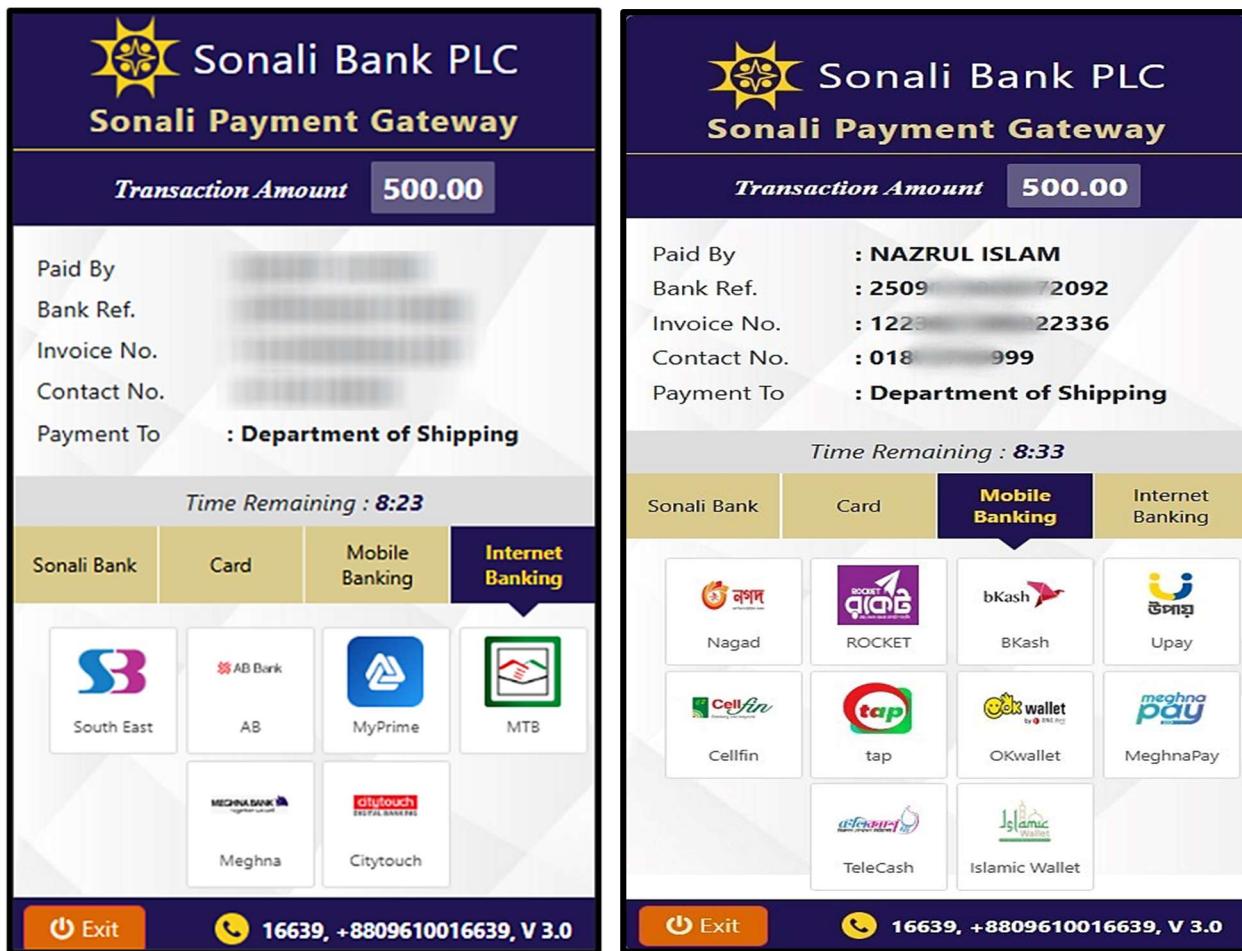
(Application ID : 1225090411471186)

SEAFARER WITH DESIGNATED SECURITY DUTIES

Processing Charge (Service Provider)

Total Payable

Submit



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.

Department of Shipping  
(Online Application System)

My CoP Application Status

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 OILAND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				<a href="#">Pay Now</a>	<a href="#">Details</a>	
2	Main Course Certificate	1225053109532282	TANKER FIRE FIGHTING	2025.06.117.0389988		Not Appeared	Not Appeared				<a href="#">Pay Now</a>	<a href="#">Details</a>	
3	Main Course Certificate	1225082408140852	BASIC TRAINING FOR OILAND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				<a href="#">Pay Now</a>	<a href="#">Details</a>	
4	Main Course Certificate	1225090311194362	BASIC TRAINING FOR OILAND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				<a href="#">Pay Now</a>	<a href="#">Details</a>	
5	Main Course Certificate	1225090311211440	BASIC TRAINING FOR OILAND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				<a href="#">Pay Now</a>	<a href="#">Details</a>	
6	Main Course Certificate	1225090304155666	BASIC TRAINING FOR OILAND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				<a href="#">Pay Now</a>	<a href="#">Details</a>	
7	Main Course Certificate	1225082406551874	TANKER FIRE FIGHTING	2025.06.117.0389988	Assessment Complete	Pass	Pass	117.221538	27/08/25	07/02/30	<a href="#">Pay Slip</a>	<a href="#">Details</a>	<a href="#">Download</a>
8	Main Course Certificate	1225082809413164	BASIC TRAINING FOR OILAND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	Pass	Not Appeared				<a href="#">Pay Slip</a>	<a href="#">Details</a>	
9	Main Course Certificate	1225090405114427	BASIC TRAINING FOR OILAND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	N/A	Zoom Meeting on 07/09/25 (10:30 AM) Not Appeared				<a href="#">Pay Slip</a>	<a href="#">Details</a>	



**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	2023.00.008 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
<b>Total Payable:</b>	<b>503.50</b>

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

Department of Shipping  
(Online Application System)

Logged in as: [Logout](#)

My CoP Application Details

Application Details

Application ID	1223120706562728
Application Type	Main Course Certificate
Institute Name	International Maritime Training Academy
Course Name	SHIP SIMULATOR AND BRIDGE TEAMWORK
DoS Number	2023.00.008 D338748
Batch Start Date	27-05-2025
Batch End Date	01-06-2025
Main Course Attendance Certificate	<a href="#">View</a>
Medical Fitness Certificate	<a href="#">View</a>
Assessment	Assessment Complete
MCQ	N/A
ORAL	<a href="#">Print</a>
Certificate Number	01234567890
Certificate Issue Date	09-09-2025
Certificate Expire Date	31-05-2030
Certificate Receiving Method	Courier to My Address Address : Srekhondee, Sarda, Chorghat, Rajshahi 6271 Phone : 01612345678

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*.

2	Main Course Certificate	1225090306264862	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332		<span>Not Appeared</span>	<span>Not Appeared</span>		<span>⊕ Pay Now</span>	<span>⊕ Details</span>
3	Main Course Certificate	1225090401354478	FIRE PREVENTION AND FIRE FIGHTING	2025.02.040.0388843		<span>Not Appeared</span>	<span>Not Appeared</span>		<span>⊕ Pay Now</span>	<span>⊕ Details</span>
4	Main Course Certificate	1225090401090964	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332	Assessment Complete	<span>⊕ Go for Exam</span>	<span>Not Appeared</span>		<span>⊕ Pay Slip</span>	<span>⊕ Details</span>
5	Main Course Certificate	1225090401460651	FIRE PREVENTION AND FIRE FIGHTING	2025.02.040.0388843	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>		<span>⊕ Pay Slip</span>	<span>⊕ Details</span>
6	Main Course Certificate	1225090305052917	SEAFARER WITH DESIGNATED SECURITY DUTIES	2025.02.050.0390319	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>		<span>⊕ Pay Slip</span>	<span>⊕ Details</span>
7	Main Course Certificate	1225090402020258	ELEMENTARY FIRST AID	2025.02.041.0390836	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>		<span>⊕ Pay Slip</span>	<span>⊕ Details</span>
8	Main Course Certificate	1225090402205469	SECURITY AWARENESS	2025.02.049.0389400	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>		<span>⊕ Pay Slip</span>	<span>⊕ Details</span>
9	Main Course Certificate	1225090402253160	PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES	2025.02.042.0389964	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>		<span>⊕ Pay Slip</span>	<span>⊕ Details</span>

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.

Department of Shipping (Online Application System)													
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	1225090306093335	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>⊕ Pay Now</span>	<span>⊕ Details</span>	
2	Main Course Certificate	1225090306264862	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>⊕ Pay Now</span>	<span>⊕ Details</span>	
3	Main Course Certificate	1225090401354478	FIRE PREVENTION AND FIRE FIGHTING	2025.02.040.0388843		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>⊕ Pay Now</span>	<span>⊕ Details</span>	
4	Main Course Certificate	1225090401090964	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332	Assessment Complete	<span>⊕ Go for Exam</span>	<span>Not Appeared</span>				<span>⊕ Pay Slip</span>	<span>⊕ Details</span>	
5	Main Course Certificate	1225090401460651	FIRE PREVENTION AND FIRE FIGHTING	2025.02.040.0388843	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>				<span>⊕ Pay Slip</span>	<span>⊕ Details</span>	
6	Main Course Certificate	1225090305052917	SEAFARER WITH DESIGNATED SECURITY DUTIES	2025.02.050.0390319	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>				<span>⊕ Pay Slip</span>	<span>⊕ Details</span>	
7	Main Course Certificate	1225090402020258	ELEMENTARY FIRST AID	2025.02.041.0390836	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>				<span>⊕ Pay Slip</span>	<span>⊕ Details</span>	
8	Main Course Certificate	1225090402205469	SECURITY AWARENESS	2025.02.049.0389400	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>				<span>⊕ Pay Slip</span>	<span>⊕ Details</span>	
9	Main Course Certificate	1225090402253160	PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES	2025.02.042.0389964	In Progress (Operator)	<span>Not Appeared</span>	<span>Not Appeared</span>				<span>⊕ Pay Slip</span>	<span>⊕ Details</span>	

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.

Course Name: ADVANCED TRAINING FOR CHEMICAL TANKER CARGO OPERATIONS

Q1. What is the content of Oil Record Book, Part II?

- Cargo/ballast operations (Oil Tankers)
- Oily bilge operations
- Slip operation
- Sludge operations

Jump To → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 > 0 out of 20

Next

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

My CoP Application Status

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	122502010842307	PERSONAL SURVIVAL TECHNIQUES	2024.06.039.0378096	Assessment Complete	Pass	<input type="button" value="Get Appointment"/> Not Appeared						
2	Main Course Certificate	1225020109055982	SECURITY AWARENESS	2024.06.049.0377264	Assessment Complete	Pass	<input type="button" value="Get Appointment"/> Not Appeared						
3	Main Course Certificate	1225020109274327	SEAFARER WITH DESIGNATED SECURITY DUTIES	2024.06.050.0378824	Assessment Complete	Pass	<input type="button" value="Get Appointment"/> Not Appeared						
4	Main Course Certificate	1225020306420693	FIRE PREVENTION AND FIRE FIGHTING	2024.16.040.0372293	Assessment Complete	Pass	<input type="button" value="Get Appointment"/> Not Appeared						
5	Main Course Certificate	122502030647331	PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES	2024.16.042.0384420	Assessment Complete	Pass	<input type="button" value="Get Appointment"/> Not Appeared						
6	Main Course Certificate	1225020306524790	ELEMENTARY FIRST AID	2024.16.041.0373522	Assessment Complete	Pass	<input type="button" value="Get Appointment"/> Not Appeared						

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.

→ CoP Guidelines & Video  
 → Courses E-Book & Guides  
 → Courier Service Instruction  
 → Feedback / Complaint  
 → Frequently Asked Questions(FAQ)  
 ▶ CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)  
 ▶ CoC (GMDSS,CoA, Age Upgrade)  
 ▶ SID  
 ▶ Ship's Cook  
 ▶ DOS Number  
 ▶ Letter of Authentication

(b) Rating as Able Seafarer Deck  
 (b) Ship Simulator and Bridge Teamwork  
 (d) Operational use of Electronic Chart Display and Information Systems  
 (e) Bridge resource management and application of leadership and team working skills  
 (f) Efficient Deck Hand  
 (g) Navigational Aids and Electronic Navigation Systems  
 (h) Radar Navigation (Operational level)  
 (i) Radar Navigation (Management level)

2. If you are attending CoP exam on any of the following Engineering courses please select the dates when a Engineering Examiner will take your CoP oral.  
 (a) Rating forming part of an Engineering Watch  
 (b) Rating as Able Seafarer Engine  
 (c) Engine room Simulator Course  
 (d) Engine Room Resource Management and Application of Leadership and Team working skills  
 (e) Engine Room Resource Management and Application of Leadership and Managerial skills  
 (f) High voltage system (management level)  
 (g) High voltage system (operation level)

3. For other courses you can book your oral at any day provided you have empty slot.

Appointment Date \*  
 2025-02-13

(09:30 AM - 10:30 AM) Available : 57 <input type="button" value="Book Slot"/>	(10:30 AM - 11:30 AM) Available : 59 <input type="button" value="Book Slot"/>	(11:30 AM - 12:30 PM) Available : 59 <input type="button" value="Book Slot"/>	(12:30 PM - 01:30 PM) Available : 45 <input type="button" value="Book Slot"/>
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Finally click here

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

Department of Shipping  
 (Online Application System)

Dashboard Logout

My CoP Application Status

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		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>Pay Now</span>	<span>Details</span>	
2	Main Course Certificate	1225053109532282	TANKER FIRE FIGHTING	2025.06.117.0389988		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>Pay Now</span>	<span>Details</span>	
3	Main Course Certificate	1225082408140852	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>Pay Now</span>	<span>Details</span>	
4	Main Course Certificate	1225090311194362	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>Pay Now</span>	<span>Details</span>	
5	Main Course Certificate	1225090311211440	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>Pay Now</span>	<span>Details</span>	
6	Main Course Certificate	1225090304155866	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		<span>Not Appeared</span>	<span>Not Appeared</span>				<span>Pay Now</span>	<span>Details</span>	
7	Main Course Certificate	1225082406551874	TANKER FIRE FIGHTING	2025.06.117.0389988	Assessment Complete	<span>Pass</span>	<span>Pass</span>	117.221538	27/08/25	07/02/30	<span>Pay Slip</span>	<span>Details</span>	<span>Download</span>
8	Main Course Certificate	1225082809413164	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	<span>Pass</span>	<span>Resit ORAL</span>				<span>Pay Slip</span>	<span>Details</span>	
9	Main Course Certificate	1225090405114427	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	<span>N/A</span>	<span>Zoom Meeting on 07/09/25 (10:00 PM)</span>	<span>Not Appeared</span>			<span>Pay Slip</span>	<span>Details</span>	

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 মার্চেট শিপিং অধ্যাদেশ ১৯৮৩ এর আওতায় প্রীত বাংলাদেশ নৌ-বাণিজ্যিক অফিসার ও নাবিক প্রশিক্ষণ, সনদায়ন, নিয়োগ, কর্মস্টো এবং ওয়াচকিপিং বিধিমালা ২০১১ এবং এস টি সি ডিস্ট্রিউট 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

প্রফেসিয়েলি 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

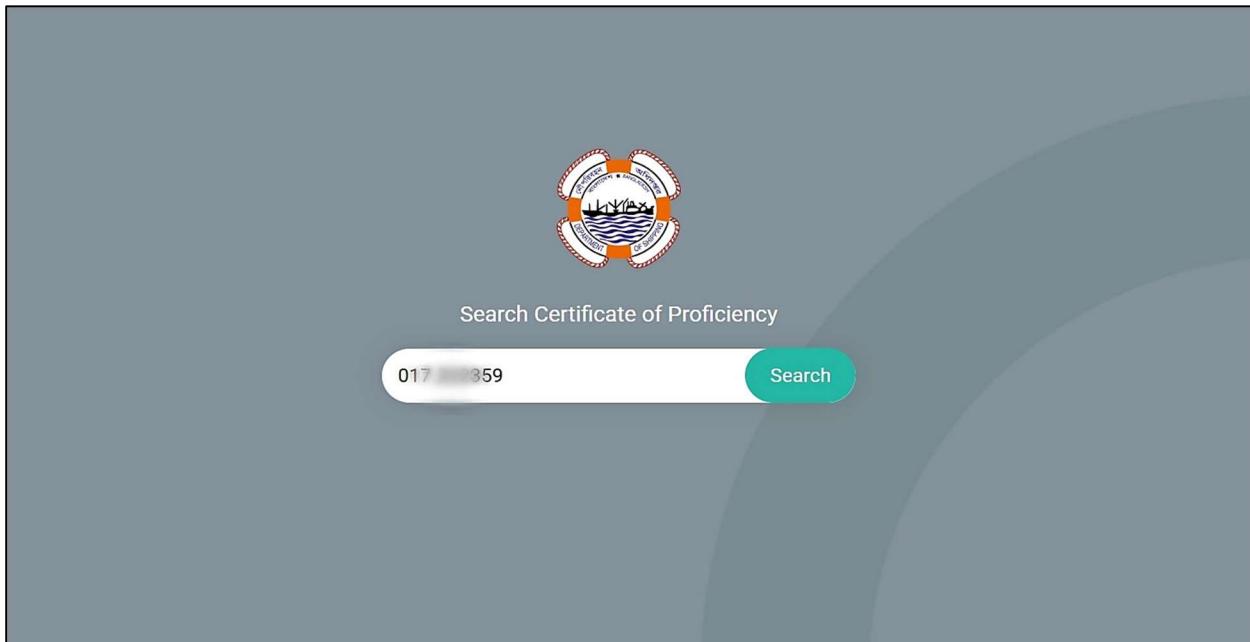
Chief Examiner  
Engineer: Md. Manjurul Kabir

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](http://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)

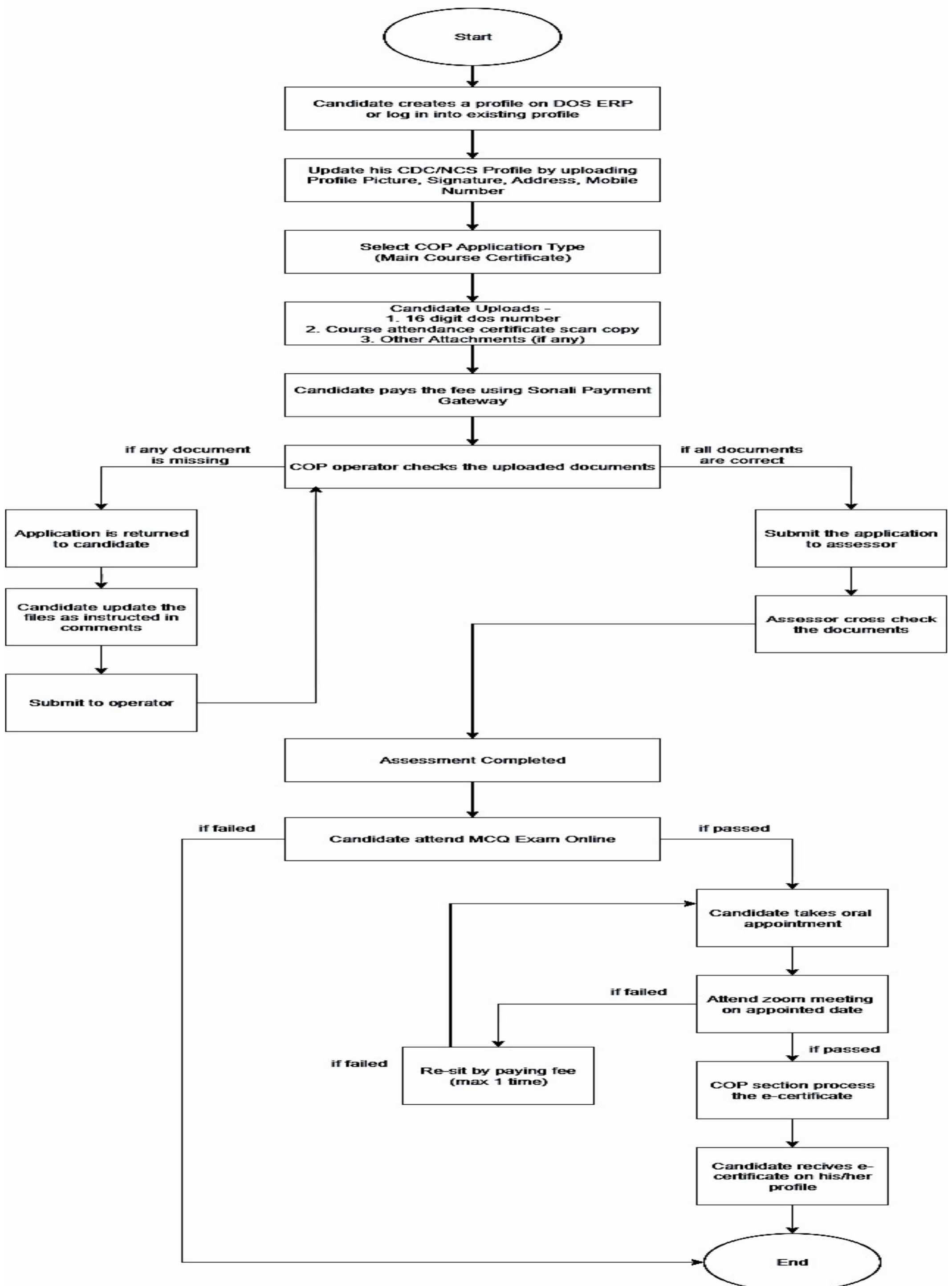
16) Once the certificate has been issued and authenticated by the Director General, it can be verified online from this link. (<https://verification.dos.gov.bd/search/web/cop.html>) You have to input certificate number in the input field and click on search.



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



## 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.

Options	Selection of Option	Applying Procedure
"Main Course Certificate"	If you need CoP after getting a main course attending certificate from a training institute, select this option.	<a href="#">Details</a>
"Revalidation by Refresher Course"	If you need to revalidate your existing CoP with refresher course select this option. Applicable Courses;PSCRB, AFF, PST, FPF, MC, MFA	<a href="#">Details</a>
"Revalidation by Sea Service"	If you need to revalidate your existing CoP with Sea service record select this option. Applicable Courses; All courses except PSCRB, AFF, PST, FPF, MC, MFA	<a href="#">Details</a>
"CoP Reissue"	If you have lost your Main Course CoP or want to correct any information on the certificate, select this option.	<a href="#">Details</a>

**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.

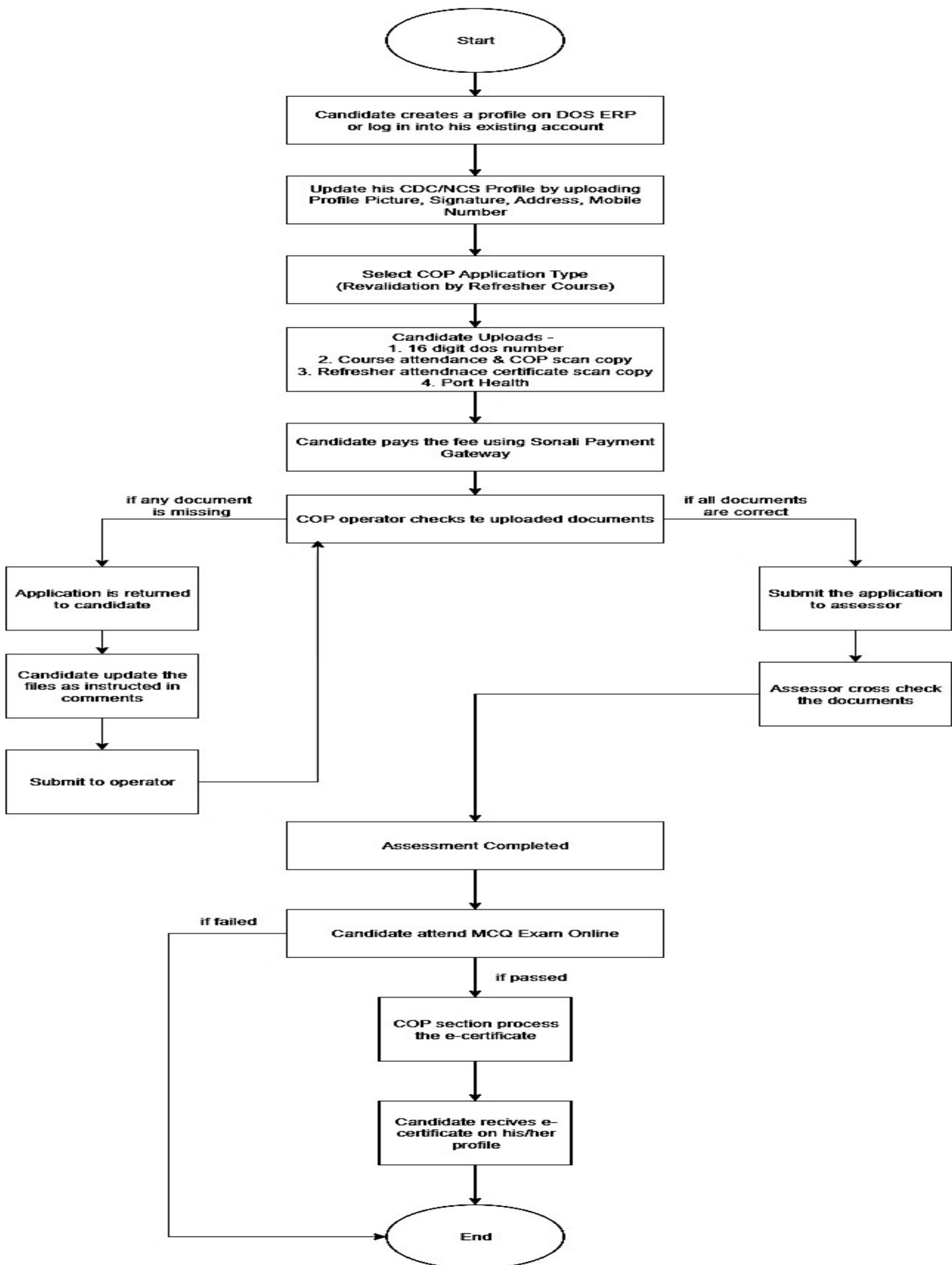
For the **Refresher Course**, you need to:

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

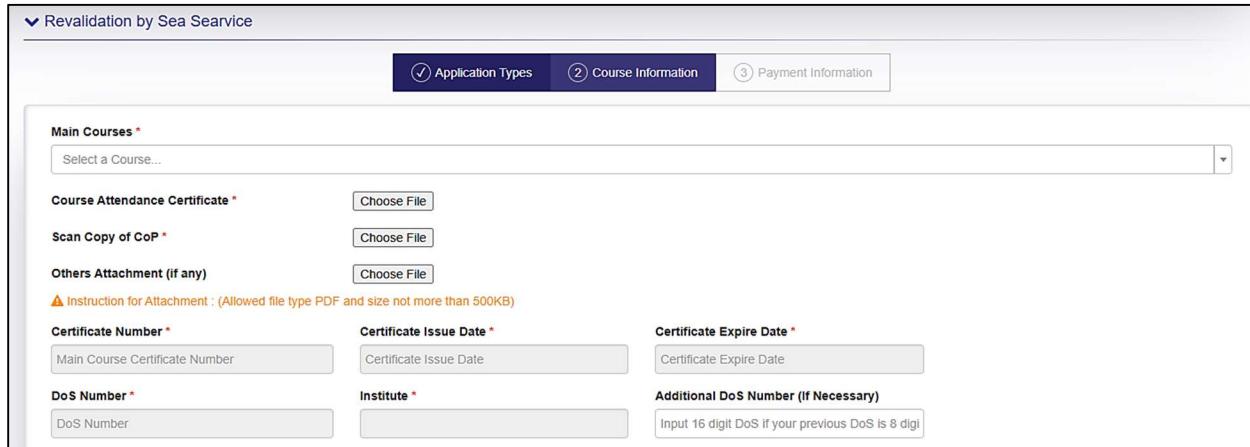
Once the DoS Number is entered, the following information will be automatically fetched: Batch Start Date, Batch End Date & Batch Duration.

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



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



Revalidation by Sea Service

Application Types Course Information Payment Information

Main Courses \*

Select a Course...

Course Attendance Certificate \* Choose File

Scan Copy of COP \* Choose File

Others Attachment (if any) Choose File

⚠ Instruction for Attachment : (Allowed file type PDF and size not more than 500KB)

Certificate Number \* Main Course Certificate Number

Certificate Issue Date \* Certificate Issue Date

Certificate Expire Date \* Certificate Expire Date

DoS Number \* DoS Number

Institute \* Institute

Additional DoS Number (If Necessary) Input 16 digit DoS if your previous DoS is 8 digit

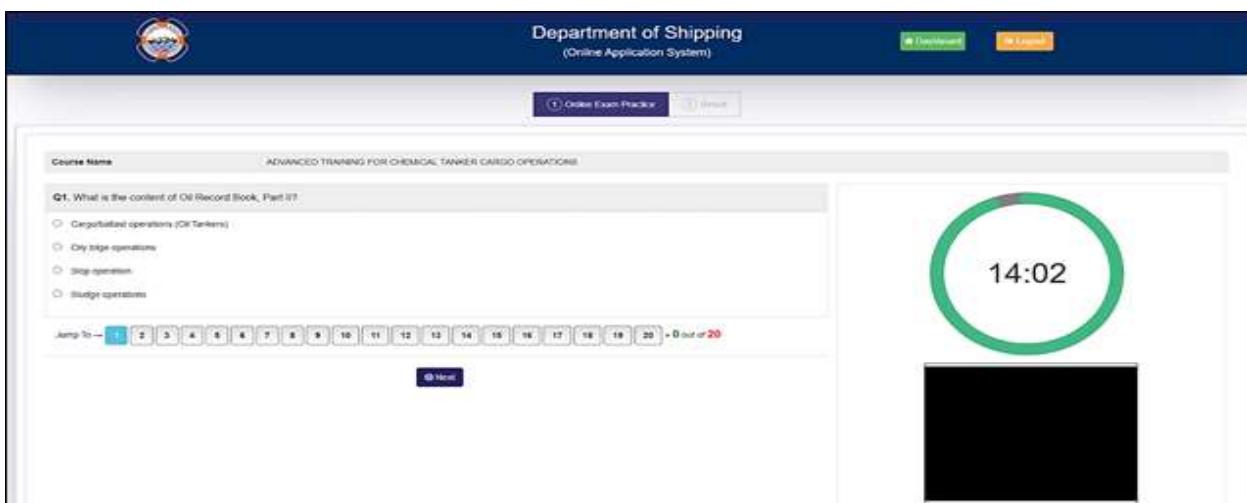
**Main Course Section** form requires you to:

- 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.



Department of Shipping  
(Online Application System)

Logout Logout

Course Name: ADVANCED TRAINING FOR CHEMICAL TANKER CARGO OPERATIONS

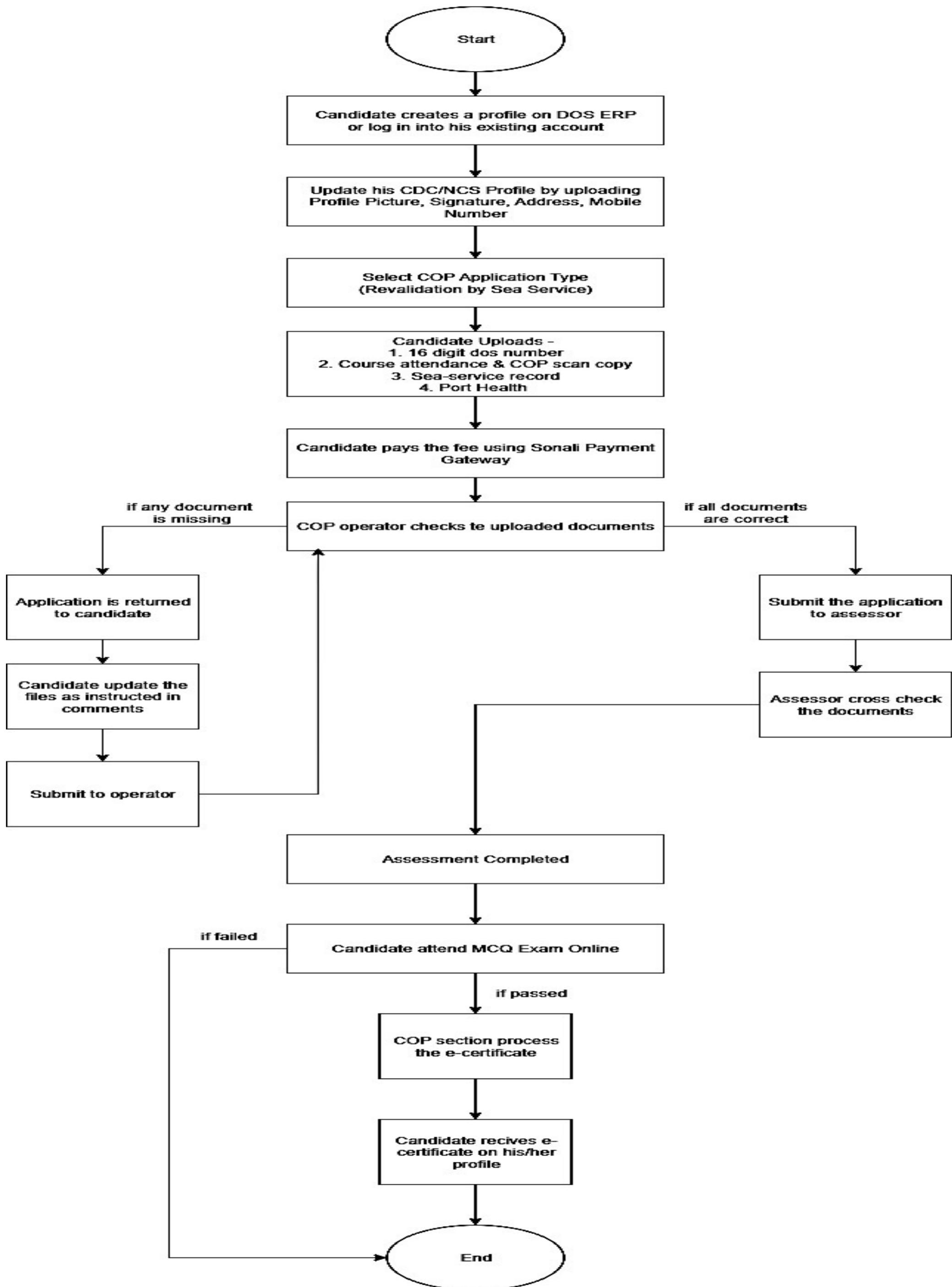
Q1. What is the content of Oil Record Book, Part II?

Cargo/land operations (Oil Tankers)  
 Dry cargo operations  
 Ship operations  
 Waste operations

Jump To: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 > 0 out of 20

14:02

## Process of Applying Revalidation by Sea Service on DoS ERP System



## COP Reissue

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

Dashboard

Profile

CoP

- Apply for CoP
- My CoP Application Status
- Exam Practice Module
- Sample Question Bank
- CoP Appointment
- CoP Guidelines & Video
- Courses E-Book & Guides
- Courier Service Instruction
- Feedback / Complaint
- Frequently Asked Questions(FAQ)

CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)

CoC (GMDSS, CoR, Age Upgrade)

SID

DOS Number

Apply for CoP

① Application Types   ② Course Information   ③ Payment Information

READ FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING APPLICATION:

Options	Selection of Option	Applying Procedure
"Main Course Certificate"	If you need CoP after getting a main course attending certificate from a training institute, select this option.	<a href="#">Details</a>
"Revalidation by Refresher Course"	If you need to revalidate your existing CoP with refresher course select this option. Applicable Courses;PSCRB, AFF, PST, FFFF, MC, MFA	<a href="#">Details</a>
"Revalidation by Sea Service"	If you need to revalidate your existing CoP with Sea service record select this option. Applicable Courses; All courses except PSCRB, AFF, PST, FFFF, MC, MFA	<a href="#">Details</a>
"CoP Reissue"	If you have lost your Main Course CoP or want to correct any information on the certificate, select this option.	<a href="#">Details</a>

Main Course Certificate \*

Revalidation by Refresher Course \*

Revalidation by Sea Service \*

Reissue Certificate \*

Next

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.

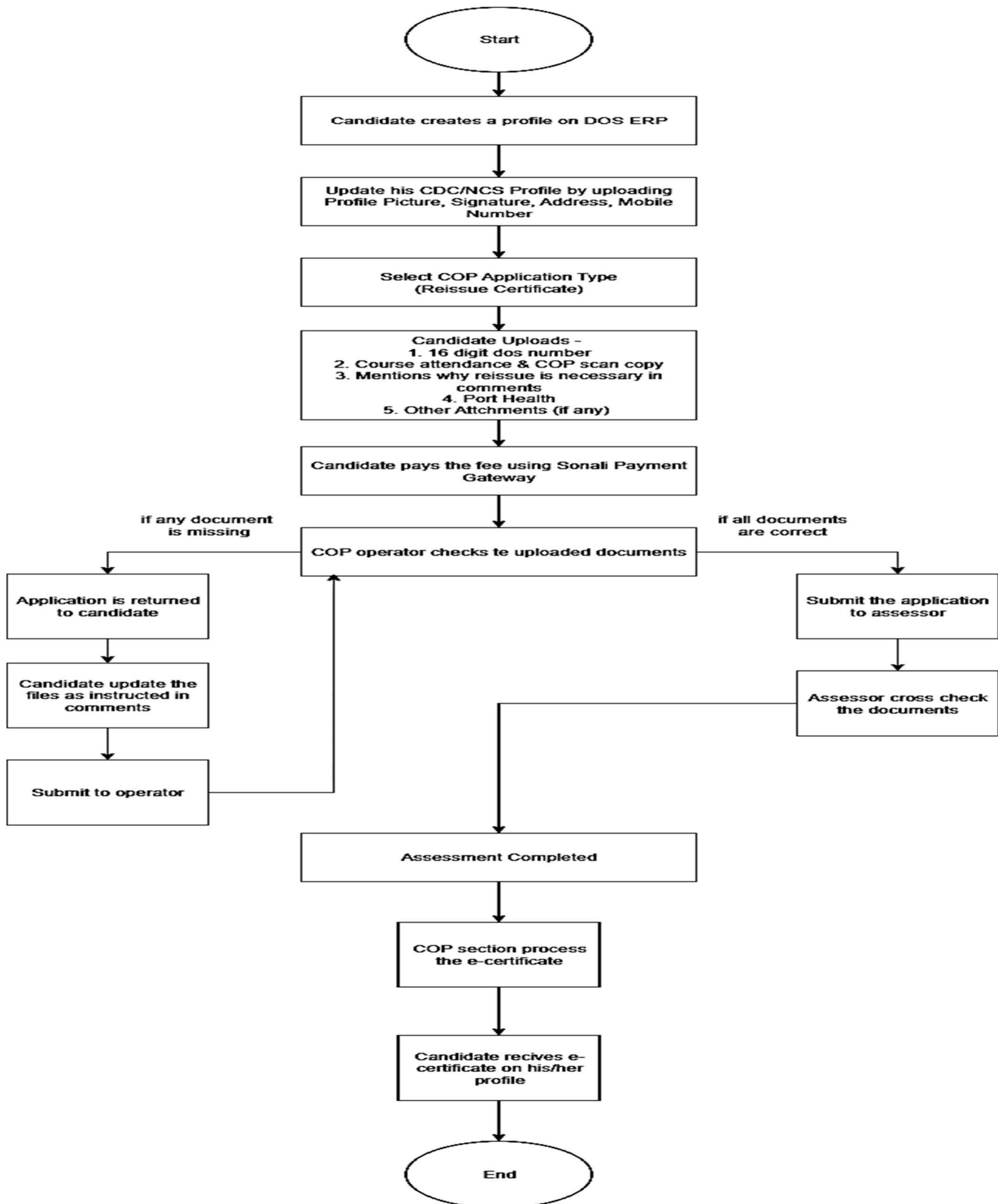
### Reissue Certificate Application Process

- 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



## 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 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. 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. 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
			<p>certificate, 2. Medical certificate 3.TFF COP scan copy</p> <p>For NCS Holder,</p> <p>1.Attendance course certificate, 2. Medical certificate 3. TFF COP scan copy 4. Pre-sea course copy or ID page</p>	<p>scan copy 3. Medical certificate 4. Sea service record of 3 months in the last 5 years on Tanker/Gas Tanker Ship</p> <p>For NCS Holders,</p> <p>1.Attendance 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</p>	
3	Ad (oil)	8	<p>For CDC Holders,</p> <p>1. Attendance course certificate, 2. Medical certificate 3.AFF, BOCT/Basic gas COP scan copy</p> <p>4. cargo carry 5. 3-month tanker/Gas Tanker sea service record</p> <p>For NCS Holders,</p> <p>1.Attendance course certificate, 2.Medical</p>	<p>For CDC Holders,</p> <p>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</p>	<p>Same as mentioned in SL 1 + BOCT COP + AFF COP +Cargo Carry Testimonial</p>
	Ad (che)	8			
	Ad (gas)	8		<p>For NCS Holders,</p> <p>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</p>	

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	For NCS Holders: 1. Attendance course certificate, 2.COP and COP both side scan copy 3. Refresher course copy 4. Medical certificate	
	AFF	5			
	FPFF	3	3. Pre-sea course copy or ID copy	5. Pre-sea course copy or ID copy	
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
			<p>5. 100-Hour Steering Certificate</p> <p>6. If 6 months sea service is available → 3 months sea service record OR full 6 months sea service record</p> <p>For NCS Holders:</p> <ol style="list-style-type: none"> <li>1. Attendance course certificate</li> <li>2. SSC (Secondary School Certificate)</li> <li>3. Medical certificate</li> <li>4. DG Shipping approved eye test copy</li> <li>5. 100-Hour Steering Certificate</li> <li>6. If 6 months sea service is available → 3 months sea service record or full 6 months sea service record</li> <li>7. ID card, ID sea-time page,</li> </ol>	<p>Or, if within the last 6 months → at least 3 months sea service record</p> <p>For NCS Holders:</p> <ol style="list-style-type: none"> <li>1. Attendance course certificate</li> <li>2. COP (Certificate of Proficiency) – both sides scanned copy</li> <li>3. Medical certificate</li> <li>4. DG Shipping approved eye test copy</li> <li>5. Sea service record:</li> <li>6. ID, ID sea time page, passport, visa, arrival, departure page</li> </ol>	

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	<p>For CDC Holders:</p> <ol style="list-style-type: none"> <li>1. Attendance course certificate</li> <li>2. SSC (Secondary School Certificate)</li> <li>3. Medical certificate</li> <li>4. DG Shipping approved eye test copy</li> <li>5. Sea service record: If within the last 6 months → at least 3 months sea service record Or, full 6 months sea service record</li> </ol> <p>For NCS Holders:</p> <ol style="list-style-type: none"> <li>1. Attendance course certificate</li> <li>2. SSC (Secondary School Certificate)</li> <li>3. Medical certificate</li> </ol>	<p>For CDC Holders:</p> <ol style="list-style-type: none"> <li>1. Attendance course certificate</li> <li>2. COP (Certificate of Proficiency) – scanned copy (both sides)</li> <li>3. Medical certificate</li> <li>4. DG Shipping approved eye test copy</li> <li>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</li> </ol> <p>For NCS Holders:</p> <ol style="list-style-type: none"> <li>1. Attendance course certificate</li> <li>2. COP (Certificate of Proficiency) – scanned copy (both sides)</li> <li>3. Medical certificate</li> <li>4. DG Shipping approved eye test copy</li> <li>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</li> <li>6. ID card, ID sea-time page, passport, visa, arrival and departure pages</li> </ol>	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
			<p>4. DG Shipping approved eye test copy</p> <p>5. Sea service record:</p> <p>If within the last 6 months → at least 3 months sea service record</p> <p>Or, full 6 months sea service record</p> <p>6. ID card, ID sea-time page, passport, visa, arrival and departure pages</p>		
9	RASD RASE	10 10	<p>For CDC Holders:</p> <p>1. Attendance course certificate</p> <p>2. SSC (Secondary School Certificate)</p> <p>3. Medical certificate</p> <p>4. DG Shipping approved eye test copy</p> <p>5. Sea service record:</p> <p>If within the last 6 months → at least 3 months sea service record</p>	<p>For CDC Holders:</p> <p>1. Attendance course certificate</p> <p>2. COP (Certificate of Proficiency) – scanned copy (both sides)</p> <p>3. Medical certificate</p> <p>4. DG Shipping approved eye test copy</p> <p>5. Sea service record:</p> <p>If within the last 5 years → at least 1 year sea service record</p> <p>Or, if within the last 6 months → at least 3 months sea service record</p> <p>For NCS Holders:</p> <p>1. Attendance course certificate</p>	<p>Same as mentioned in SL 1 + Eye Test Copy + PSCRB COP + NWR/EWR COP</p>

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
			<p>Or, full 6 months sea service record</p> <p>For NCS Holders:</p> <ol style="list-style-type: none"> <li>1. Attendance course certificate</li> <li>2. SSC (Secondary School Certificate)</li> <li>3. Medical certificate</li> <li>4. DG Shipping approved eye test copy</li> <li>5. Sea service record: If within the last 6 months → at least 3 months sea service record</li> <li>Or, full 6 months sea service record</li> <li>6. ID card, ID sea-time page, passport, visa, arrival page</li> </ol>	<ol style="list-style-type: none"> <li>2. COP (Certificate of Proficiency) – scanned copy (both sides)</li> <li>3. Medical certificate</li> <li>4. DG Shipping approved eye test copy</li> <li>5. Sea service record: If within the last 5 years → at least 1 year sea service record</li> <li>Or, if within the last 6 months → at least 3 months sea service record</li> <li>6. ID card, ID sea-time page, passport, visa, arrival and departure pages</li> </ol>	