



Government of the People's Republic of Bangladesh
Ministry of Shipping
Department of Shipping
Co-ordinator Section
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Circular

**Subject: Revalidation of Certificates of Competency (CoC) and Certificates of Proficiency (CoP) –
Procedure and Clarification.**

Circular No.: DoS/MET-01/26

1. PREAMBLE

This circular is issued in line with Rule 9 of the “Bangladesh Merchant Shipping Officers and Ratings Training, Certification, Recruitment, Work Hours and Watch keeping Rules, 2011” to provide a uniform and clear procedure for the revalidation of Certificates of Competency (CoC) and Certificates of Proficiency (CoP). The Department of Shipping hereby notifies all concerned parties of the mandatory requirements and conditions for revalidation, effective from the date of issuance of this circular.

2. VALIDITY OF CERTIFICATES

As per Rule 9(1), each Certificate of Competency and Certificate of Proficiency shall be valid for five (5) years from the date of issue.

3. ELIGIBILITY REQUIREMENTS FOR REVALIDATION

Candidates may apply for revalidation one year before the expiration of validity, provided they fulfill the following criteria:

(a) Medical Fitness Examination and Eye Test

The candidate must pass a medical fitness examination and eye test as per Rule 25. Medical certificates issued by approved authorities from the following countries shall be recognized and accepted by the Department of Shipping:

Singapore, Australia, UK, UAE.

(b) Sea Service or Alternative Experience

The candidate shall have, within the preceding five (5) years of the date of application, at least one of the following:

- 12 (twelve) months of sea service in a certificate-related capacity and function, or in a capacity one rank below the certificate held; OR
- 3 (three) months of sea service in a certificate-related capacity within the preceding six (6) months before revalidation; OR
- 3 (three) months of sea service as a supernumerary in a similar related capacity within the preceding six (6) months before revalidation; OR
- 2 (two) years of experience in any post in a shipping-related company, or in any government or semi-government organization related to the capacity and function of the certificate, within the preceding five (5) years.

4. REVALIDATION THROUGH APPROVED COURSE AND EXAMINATION

Seafarers who do not comply with any of the sea service or alternative experience criteria mentioned in point 3(b) above must complete an approved training course and pass an approved examination conducted by the Department of Shipping.

5. APPROVED COURSE AND EXAMINATION FOR REVALIDATION

For the purpose of revalidation:

- For Certificate of Proficiency (CoP) renewal:

The approved course shall be the main course relevant to the certificate, and the approved examination shall be the oral examination conducted by the Department. Approved examination for simulator-based CoP is the simulator-based examination.

- For Certificate of Competency (CoC) renewal:

The approved course shall be the preparatory course approved by the Department, and the approved examination shall be the oral examination conducted by the Department.

6. ACTION BY CONCERNED PARTIES

- Maritime Training Institutes (MTIs) are directed to offer the approved courses and facilitate for the approved simulator-based examination when required.
- Ship Owners, Managers, and Manning Agents shall ensure that their seafaring personnel are informed of these requirements and scheduled for necessary training or examinations in a timely manner.
- Seafarers are advised to plan their revalidation process well in advance to avoid any lapse in certification and subsequent disruption to their employment.

7. ENFORCEMENT

This circular shall come into effect immediately. Non-compliance with these requirements may result in the rejection of revalidation applications and the invalidation of certificates for continued service on board.



14-07-2026

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Distribution (Not in the order of seniority):

1. Commandant, Office of the Commandant, Bangladesh Marine Academy.
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5. Commandant, Office of the Commandant, Bangladesh Marine Academy, Rangpur.
6. Principal, Office of the Principal, Marine Fisheries Academy.
7. Principal, Office of the Principal, National Maritime Institute.
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10. Principal, Bangladesh Maritime Training Institute (BMTI), House No: 38/A, Road No: 07, Sector: 03, Uttara Model Town, Dhaka-1230.
11. Principal, MAS Marine Academy, House-1, Road-1, Lane-5, Block-L, Haliashahar Estate, Chattagram.
12. Principal, Ocean Maritime Academy, Tulatuli Road, Fauzdarhat, Chattagram.
13. Principal, International Maritime Training Academy (IMTA), 152, Besides Hamdard Public College, S-8 F Bhaban, 1 Green Rd, Dhaka 1205.
14. Principal, Western Maritime Academy, 8 Shah Magdum Avenue, Dhaka 1230.
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16. System Analyst, ICT Section, Department of Shipping (With upload request on the notice board of the Department of Shipping).
17. Managing Director, Bangladesh Shipping Corporation, BSC Bhaban Saltgola Road, P.O. Box No. 641, Chittagong-4100, BSC.
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19. Bangladesh Ship Manning Agent Association, 4th Floor, Plot No: 4860, 4100, Kazi Complex, 6188 Agrabad Access Rd, Beparipara, Chattogram.
20. Bangladesh Ocean Going Ship Owners Association (BOGSOA), House-11/B (4th floor), Road-30, Block-CWS (A), Gulshan-1, Dhaka-1212.



A handwritten signature in black ink, appearing to read 'Sayeed Ahmed'.

15-07-2026

Captain Sayeed Ahmed
Controller of Maritime Education
(Current duty)