



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
নৌপরিবহন মন্ত্রণালয়
নৌপরিবহন অধিদপ্তর
এফ-১২/সি-১, আগারগাঁও, শেরেবাংলা নগর, ঢাকা-১২০৭
www.dos.gov.bd



নং- ১৮.১৭.০০০০.০০৩.৯৯.০০৩.২২.

তারিখঃ ২৬ জুলাই, ২০২৬ খ্রিঃ

নোটিশ/বিজ্ঞপ্তি

নৌপরিবহন অধিদপ্তর কর্তৃক গৃহীত বিভিন্ন পরীক্ষা, সনদায়ন ও মেরিটাইম সংক্রান্ত অন্যান্য সেবার মান ও International Maritime Organization (IMO) এর IMSAS Audit (IMO Member State Audit Scheme) এর বাধ্যবাধকতা বাস্তবায়নে ISO 9000:2015 (Quality Management System) সনদায়নের সেবা কার্যক্রম সম্পন্ন করার নিমিত্ত সংযুক্ত Terms of Reference (TOR) মোতাবেক প্রাক্কলন প্রস্তুতির জন্য আগামী ০২/০৮/২০২৬খ্রিঃ তারিখের মধ্যে নিম্নস্বাক্ষরকারী বরাবর দরপ্রস্তাব জমাদানের জন্য অনুরোধ করা হলো।

সংযুক্তি:

TOR ১সেট

সাইফুল আহমাদ

পরিচালক (রুটিন দায়িত্ব)

নৌপরিবহন অধিদপ্তর, ঢাকা

ও

আহবায়ক, বিনির্দেশ ও প্রাক্কলন কমিটি

বিতরণঃ

- ১। সিস্টেম এনালিস্ট, নৌপরিবহন অধিদপ্তর, ঢাকা (ওয়েব সাইটে প্রচারের অনুরোধসহ)।
- ২। নোটিশ বোর্ড, নৌপরিবহন অধিদপ্তর, ঢাকা।
- ৩। নোটিশ বোর্ড, শেরেবাংলা নগর থানা, ঢাকা।
- ৪। নোটিশ বোর্ড, বাংলাদেশ স্থলবন্দর কর্তৃপক্ষ, আগারগাঁও, ঢাকা।
- ৫। নোটিশ বোর্ড, তথ্য কমিশন, আগারগাঁও, ঢাকা।

Section 6. Terms of Reference

Terms of Reference (ToR) for Appointment of a Certification Body for Re- certification Department of Shipping to ISO 9001:2015, Quality Management System (QMS)

**CORPORATE OFFICE
BIWTA BHABAN (8TH FLOOR), 141-143 MOTIJHEEL C/A, DHAKA
1000, BANGLADESH**

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Contents

1.0	Background.....	3
2.0	Scope of Services.....	3
3.0	Scheme & Location of the Services:	3
4.0	Study Schedule.....	4
5.0	Reporting/ Auditing Requirements.....	4
6.0	Responsibilities of the client.....	4
7.0	Responsibilities of the Certification Body (CB)s.....	4
8.0	Staffing.....	5
9.0	Qualification and Experience of Auditor.....	5
10.0	Qualification and Experience of Firm.....	6

Terms of Reference for Appointment of a Certification Body for Re-certification Department of Shipping to ISO 9001:2015, Quality Management System (QMS)

1.0 Background

The Department of Shipping (DoS) is an agency under the Ministry of Shipping, Bangladesh. It is the maritime safety administration of Bangladesh responsible for the formulation and implementation of the national policies and legislations to ensure the safety of life and ships at sea, development of shipping industry, maritime education and certification, employment and welfare of seafarers and other shipping related matters. The department is also responsible for ensuring the compliance of international conventions relating to maritime matters.

The Department of Shipping was established in 1976. As a regulatory body, its functions are administered in accordance with two main legal instruments: The Bangladesh Merchant Shipping Ordinance 1983 and The Inland Shipping Ordinance 1976. The head office of the Department is situated in Dhaka. Following are the subordinate/field offices under the administrative and functional control of the department:

2.0 Scope of Services:

1. The scope of service broadly include the following-
 - a. To re-issue a Valid certificate (03 Years for QMS) UKAS accredited against ISO 9001:2015 (QMS)- QUALITY MANAGEMENT SYSTEM (QMS) under scope of activities as "CONDUCTING FLAG STATE AND PORT STATE SURVEY, REGISTRATION AND INSPECTION BASED ON LOCAL AND INTERNATIONAL RULES AND REGULATIONS. CONDUCTING EXAMINATION AND ISSUANCE OF CERTIFICATE TO SEAFARERS. CONDUCTING MONITORING, INSPECTION AND APPROVAL OF MARINE RELATED SERVICE PROVIDER, MARITIME TRAINING INSTITUTE. FORMULATE, UPDATE AND AMEND MARITIME RELATED LEGISLATION AND IMPLEMENTATION OF INTERNATIONAL CONVENTIONS".
This is to be done through the recertification audit.
 - b. To Carry out 02 (two) surveillance audits @ 12, 24 month interval after the issuance of certificate.

3.0 Scheme & Location of the Services:

3.1 Scheme of the Services:

- a. Stage-2/Recertification audit:
 - 1) Prepare audit plan
 - 2) Conduct full system audit of the management system
 - 3) Prepare audit findings
 - 4) Presentation of audit report
 - 5) Follow-up of audit for any nonconformities
 - 6) Submission of final audit report
 - 7) Declaration of certification .
 - 8) Issue of certificate
- b. Periodic surveillance audit in 2nd year
- c. Periodic surveillance audit in 3rd year.

3.2 Location & Scope of the Services:

SITES COVERED UNDER CERTIFICATION	SCOPE
DEPARTMENT OF SHIPPING(DOS) - BIWTA BHABAN (8TH FLOOR), 141-143 MOTIJHEEL C/A, DHAKA 1000, BANGLADESH	CONDUCTING FLAG STATE AND PORT STATE SURVEY, REGISTRATION AND INSPECTION BASED ON LOCAL AND INTERNATIONAL RULES AND REGULATIONS. CONDUCTING EXAMINATION AND ISSUANCE OF CERTIFICATE TO SEAFARERS. CONDUCTING MONITORING, INSPECTION AND APPROVAL OF MARINE RELATED SERVICE PROVIDER, MARITIME TRAINING INSTITUTE. FORMULATE, UPDATE AND AMEND MARITIME RELATED LEGISLATION AND IMPLEMENTATION OF INTERNATIONAL CONVENTIONS
MERCANTILE MARINE OFFICE (MMO)- CGO BUILDING NO 1, AGRABAD, CHATTOGRAM	CONDUCTING FLAG STATE AND PORT STATE SURVEY, REGISTRATION AND INSPECTION BASED ON LOCAL AND INTERNATIONAL RULES AND REGULATIONS.
GOVT SHIPPING OFFICE (GSO)- CGO BUILDING NO 1, AGRABAD, CHATTOGRAM	ISSUANCE AND RENEWAL OF CDC (CONTINUOUS DISCHARGE CERTIFICATE), MANAGEMENT OF SIGN ON AND SIGN OFF; MANAGEMENT OF WELFARE OF SEAFARERS

4.0 Study Schedule

The assignment is to be completed in the following phases:

1. Obtain ISO 9001:2015 (QMS) AS QUALITY MANAGEMENT SYSTEM certificate in favour of DEPARTMENT OF SHIPPING after completing Stage 2/Recertification audit within 12 (twelve) Months from the date of signing of Contract.
2. Carry out 02 (two) surveillance audit in 2nd and 3rd year.

5.0 Reporting/ Auditing Requirements

The following reports in connection with the ISO 9001:2015, certification of DEPARTMENT OF SHIPPING are required to be prepared by the Certification Body (CB) and to be submitted to Department of Shipping.

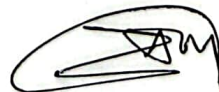
- a) **2nd Stage Report:** 2nd Stage Report for Certification of ISO 9001:2015 (QMS) DEPARTMENT OF SHIPPING shall have to be submitted to DEPARTMENT OF SHIPPING within 3 weeks from the completion of audit.
- b) **Issuance of ISO 9001:2015 (QMS) AS QUALITY MANAGEMENT SYSTEM Certificate:** UKAS accredited Certificate to be issued within 8 weeks of closure of all nonconformities of stage-2/Re-certification audits.
- c) **Surveillance Audit (1st time & 2nd time) Report:** Surveillance Audit (1st time & 2nd time) Report shall have to be submitted to DEPARTMENT OF SHIPPING within 3 weeks after the completion of surveillance audits.

6.0 Responsibilities of the Client

DEPARTMENT OF SHIPPING will provide access to all information and location to the certification body (CB) for all audits. The management representative (XEN (Monitoring), Department of Shipping will be the main focal point of the certification body for planning, communication and other issues in connection of execution of the assignment.

7.0 Responsibilities of the Certification Body (CB)

The Certification Body (CB) shall carry out the audit as detailed in the "Scope of services" and "Responsibilities" in the best interest of the client for the successful realization of the project with all reasonable care, skill sound engineering, administrative and financial practices and shall be responsible to the Execution Agency (Department of Shipping) for discharge of responsibilities.



8.0 Staffing

The person-days of the professional staff & supporting staff for the Certification & Surveillance Audit should include the following:

Sl. No.	Position	Number of Persons	Days	Person - Days
Certification Audit (2nd Stage & re-certification)				
1	Lead Auditor	01	03.50	03.50
2	Auditor	01	02.00	02.00
Sub Total-2:				05.50
Surveillance Audit (1st time)				
1	Lead Auditor	01	02.50	02.50
2	Auditor	01	02.00	02.00
Sub Total-3:				04.50
Surveillance Audit (2nd time)				
1	Lead Auditor	01	02.50	02.50
2	Auditor	01	02.00	02.00
Sub Total-4:				04.50
Total:		02		15.00

9.0 Qualification and Experience of Auditor:

Educational qualifications, experiences and responsibilities of the professional staff for the Certification & Surveillance Audit should be as follows (Evidence of the qualification to be provided):

9.1 Lead Auditor:

Minimum Qualification of the 01 (one) Lead Auditor shall be at least Bachelor degree in Engineering/Masters. The lead auditor should be a permanent employee of the certification body and to have experience of auditing and certifying at least 100 (hundred) organizations as Lead auditor out of which at least 10 organizations in Shipping sectors of Bangladesh. Lead Auditor with qualification of IRCA_CQI tutorship is desirable.

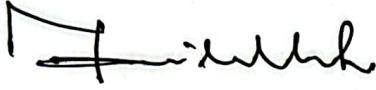
9.2 Auditor:

Minimum Qualification of the Auditors shall be at least Bachelor degree in engineering/Masters and a . The auditors should be a permanent employee of the certification body and to have experience of auditing and certifying at least 50 (fifty) organization as auditor out of which at least 05 organization in Shipping sectors of Bangladesh. Auditor with qualification of IRCA_CQI tutorship is desirable.

10.0 Qualification and Experience of Firm:

Qualifications and experiences for the Certification & Surveillance Audit should be as follows (Evidence of the qualification to be provided):

- a) Certification body must be an internationally reputed one having registered office in Bangladesh.
- b) Must have 10 (IAF Enlisted Members) accreditations including UKAS/ANAB for certification.
- c) Must possess at least 20 years of experience in conducting audit and certifying to QMS/EMS/OHS out of which at least 18 years of experience in Bangladesh.
- d) Must have experience of issuing at least 15 (Sixteen) certificates against QMS in Power Sector of Bangladesh within the last 15 (fifteen) calendar years.
- e) The certification body should have appropriate logistics and operational support team in Bangladesh.



মোঃ ওবায়দ উল্লাহ ইবনে বশির
ইন্টিনিয়াল এড গ্লোব সার্ভিসেস এন্ড এয়ামিনিটি
নৌপরিবহন অধিদপ্তর, ঢাকা।



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অনুমোদিত



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