



भारत सरकार/ GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय/ MINISTRY OF SHIPPING

नौवहन महानिदेशालय/ DIRECTORATE GENERAL OF SHIPPING

“बिटा बिल्डिंग”, 9 वी मंजिल / “BETA BUILDING”, 9<sup>th</sup> FLOOR

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**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: <u>Transitional provisions for Certification of Masters and deck officers on ships operating in polar waters – reg.</u>	NT Exam Circular No. 02 of 2018
	File No: 7-NT(7)/2013	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 be 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 (97) dated 25.11.2016. The amendments to the STCW Convention and Code introduced new training and certifications requirements for Masters, 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] in 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, 2020, 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 service as a member of the deck watch, at operational, or at 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 of the World Meteorological Organization. The ice concentration and 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 5: 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 the Chief Examiner of Master and Mates.

(Capt. P.C. Meena)

Nautical Surveyor-cum-DDG [Tech.]



## APPENDIX 1

Figures illustrating the Antarctic area and Arctic waters, as defined in SOLAS regulations XIV/1.2 and XIV/1.3, respectively, and MARPOL Annex I, regulations 1.11.7 and 46.2; Annex II, regulations 13.8.1 and 21.2; Annex IV, regulations 17.2 and 17.3; and Annex V, regulations 1.14.7 and 13.2.

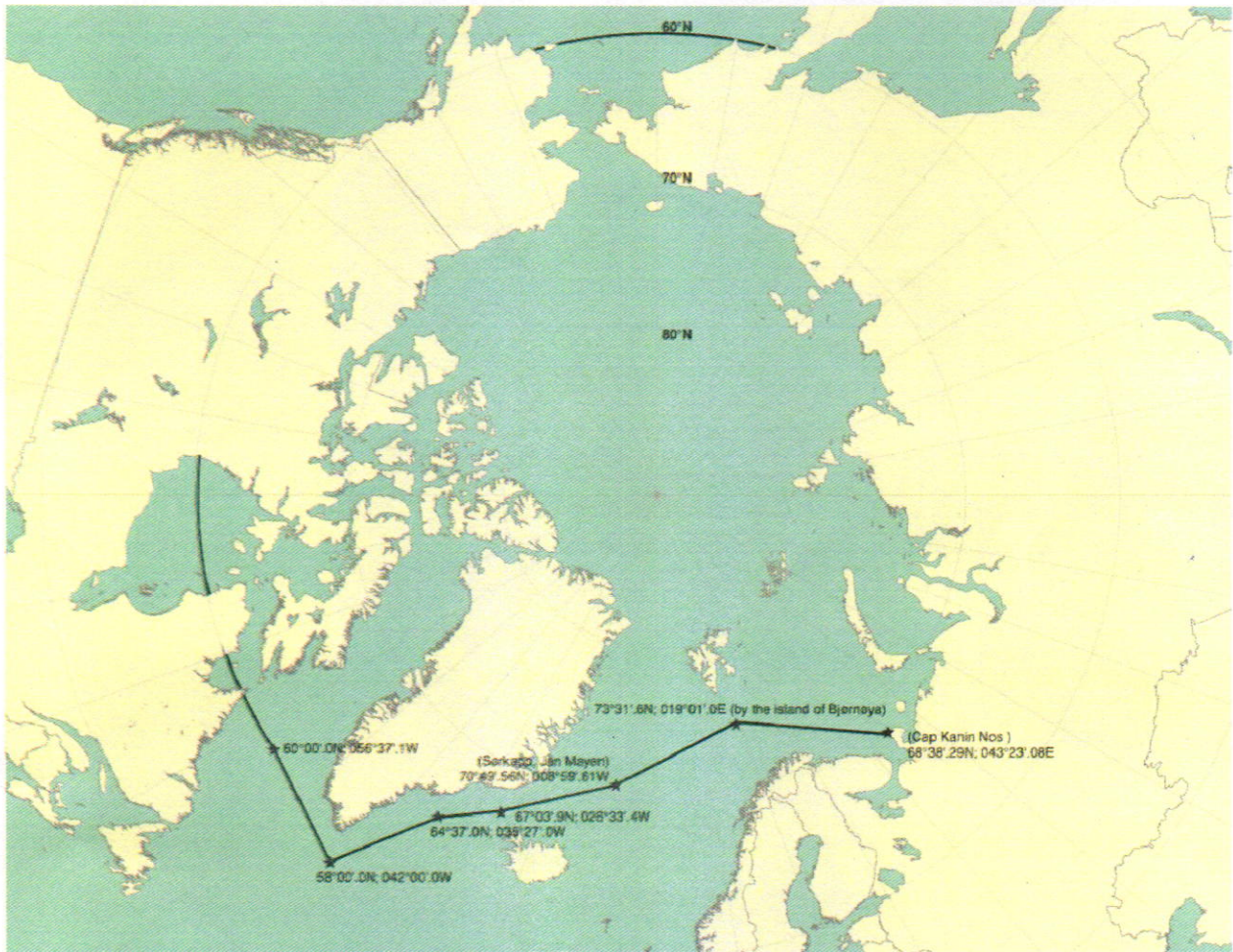
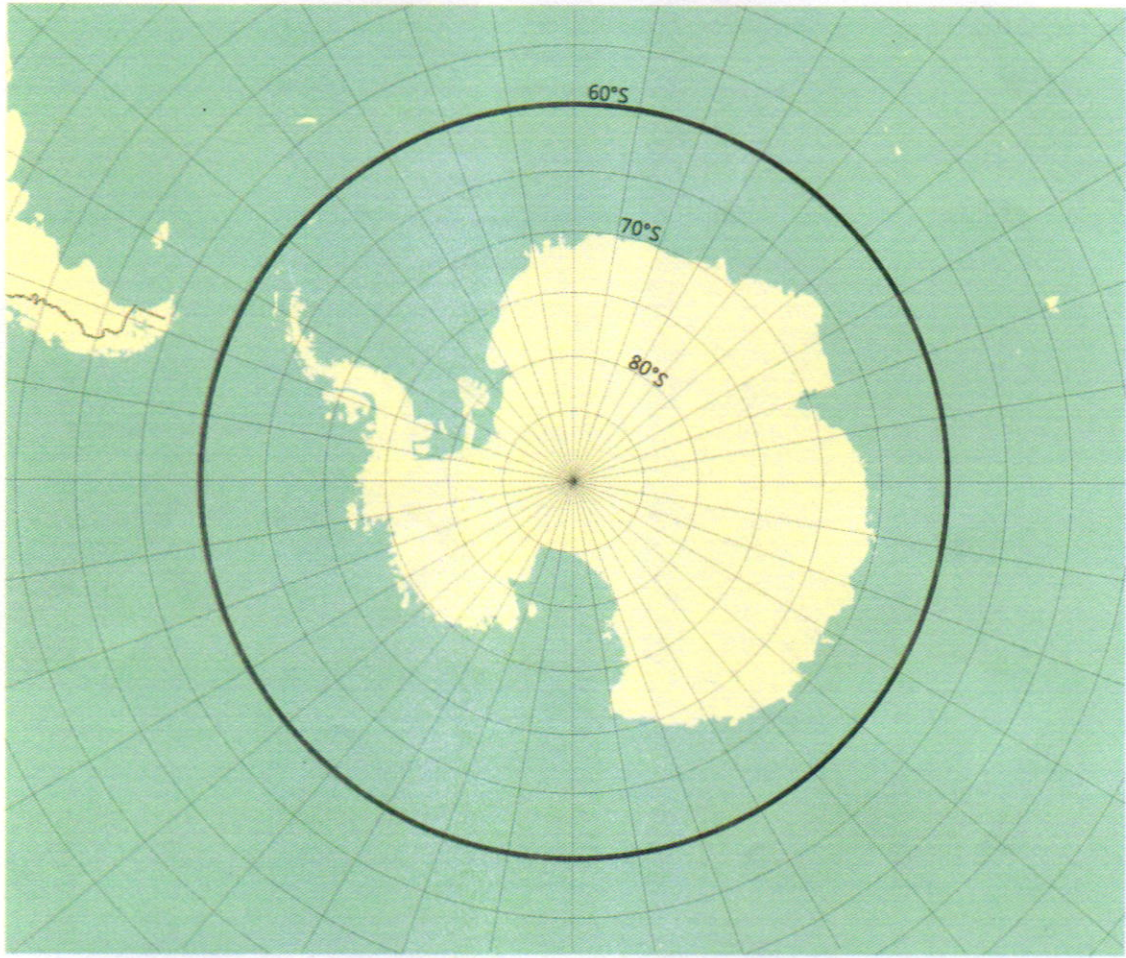


Figure 1 – Maximum extent of Arctic waters application\*

*[Handwritten signature]*  
1/3/18





**Figure 2 – Maximum extent of Antarctic area application\***

(\* It should be noted that this figure is for illustrative purposes only.)

*LOH*  
1/3/18



**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: <b>ACCEPTED / NOT ACCEPTED*</b>


*(Handwritten Signature)*



**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 30mm	To The Principal Officer, MMD at _____ (*Strike off what is not applicable) Sub.: Application for Issuance of Certificate of Proficiency in Basic/Advanced Training for Masters and Deck Officers on Ship Operating in Polar Waters.						
	Name (as per Passport): Surname _____ Given Name _____			Passport No. _____			
	Date of Birth: (DD/MM/YYYY) PLACE OF BIRTH: _____			Nationality: _____			
CDC NO	Date of issue: Date last Renewed: _____			INDoS No. _____			
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:							
<u>Type of Ships</u>			<u>Level of CoP</u>				
			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			
<b>OFFICIAL USE</b>							
Fees Paid		Bharatkosh receipt No		Assistant Sign			
I have scrutinized above application in line with applicable guidelines. Candidate is <b>Eligible / Not Eligible</b> 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					







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:

S. No	Name of Vessel	Ice Class vessel	EXPERIENCE (see Note below)					
			Polar Waters <sup>1</sup> (PW) / Other Equivalent Waters <sup>2</sup> (OEW)					
		Notation	Rank served	Duration served		Type of service	Certificate of competence held	
m	d			PW / OEW	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 Regulation V/ 4 paragraph 2 of the STCW Convention, as amended and found competent to perform the functions at the level and type of ships specified for Polar Waters, subject to any limitations indicated until (dd/mm/yyyy) \_\_\_\_\_ (not more than 5 years from the date of issue).

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

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

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

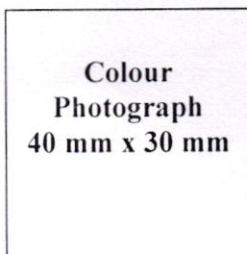
Date and Place of birth of holder of the certificate (dd/mm/yyyy) \_\_\_\_ / \_\_\_\_\_

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

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

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

Photograph of the holder of the certificate



Signature of duly authorised Officer

Official Seal

Name of duly authorised Officer

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

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





**GOVERNMENT OF INDIA  
CERTIFICATE OF PROFICIENCY  
IN**

**ADVANCED TRAINING FOR SHPS 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 Regulation V/4 paragraph 4 of the STCW Convention, as amended and found competent to perform the functions at the level and type of ships specified for Polar Waters, subject to any limitations indicated until \_\_\_\_\_ (dd/mm/yyyy) (not more than 5 years from the date of issue).

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

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

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

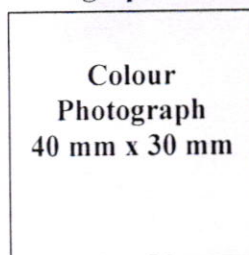
Date and Place of birth of holder of the certificate \_\_\_\_\_ (dd/mm/yyyy) / \_\_\_\_\_

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

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

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

Photograph of the holder of the certificate



Official Seal

Signature of duly authorised Officer

Name of duly authorised Officer

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

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