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Circular Letter No.4254/Add.4
13 July 2020

To: All IMO Members
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: **Communication from the Government of the Republic of India**

The Government of the Republic of India has sent the attached communications, with the request that they be circulated by the Organization.



भारत सरकार/ GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No. 13-11012/1/202 – ENG-DGS

Date: 30.06.2020

Standard Operating Procedures

For extending validity of Certificates of those Seafarers whose Certificates are expiring after 31st December, 2020 but intending to join ships on or before 31st October 2020.

1. Considering the Force Majeure, caused by COVID-19 pandemic, the Directorate vide DGS Order No 16 of 2020 has extended all STCW certificates and associated endorsements issued by the Directorate General of Shipping (DGS) which are expiring on or before 31st December 2020, till 31 December 2021, irrespective of whether the seafarer is / was on ship at the time of expiry or not.
2. To facilitate those Seafarers who do not fall under the purview of above provisions, the Directorate has devised this SOP for extension of CoC / CoP of seafarers who are planning to join a ship but unable to fulfil all the necessary requirements for re-validation.
3. This SOP is applicable only to seafarers who are intending to join ship prior to 31st October 2020 with certificates validity expiring after 31st December 2020. All seafarer intending to join ship after 31st October 2020 with certificates expiring after 31st December 2020, will have to undergo courses and revalidate their certificates in normal way as training institutes are expected to be functional by that time.
4. Procedures for revalidation / refresher of CoC / CoP issued under Chapter II, III, IV, V, VI and VII of STCW under force majeure conditions:
 - a) Capt Girdhar Shenoy, NS for Nautical grades and Shri P. Gopinandan, E&SS for Engineering grades has been appointed by the Competent Authority as the contact person and all applications for extensions should be submitted to them at gp.shenoy@gov.in and gopinandanp-dgs@gov.in, respectively.
 - b) Copies of following documents duly self-attested to be submitted to the aforesaid contact persons along with the application.
 - Demonstration of continuous professional competence as stated in annex-1 i.e., copies of relevant pages of CoC, CoP (FPFF, AFF, PST, PSCRB, MFA, Tanker endorsements and sea services), copies of CDC and Sea-service testimonials etc as applicable.

- Letter of contract from Company about joining and period of contract.
 - Address where re-validation letter can be forwarded.
5. After satisfactory review of application, a letter extending the validity of CoC and relevant CoP till 31 December 2021 shall be issued by e-mail to the given address only without payment of requisite fees.
 6. When the Candidate comes for re-validation, his CoC shall only be re-validated for a period of 5-years, after completion of all requirements, from the date of original expiry of CoC.

This issues with the approval of Director General of Shipping.


(Vikrant Rai)

Engineer & Ship Surveyor
-cum-DDG (Tech)



ANNEX 1

Standard Operating Procedures For Extending validity of certificates of seafarers whose certificates expiring after 31st December 2020 but intending to join ships prior to 31st October 2020.

1. Regulation I/11 of the STCW Convention- Revalidation of Certificates

- .1 Every Master, Officer and Radio Operator holding a Certificate issued or recognized under any Chapter of the Convention other than Chapter VI, who is serving at sea or intends to return to sea after a period ashore, shall, in order to continue to qualify for seagoing service, be required, at intervals not exceeding five years, to:
 - .2 meet the standards of medical fitness prescribed by Regulation I/9; and
 - .3 establish **continued professional competence** in accordance with section A-1/11 of the STCW Code.
2. Every master, officer and radio operator shall, for continuing seagoing service on board ships for which special training requirements have been internationally agreed upon, successfully complete approved relevant training.
3. Every master and officer shall, for continuing seagoing service on board **tankers**, meet the requirements in paragraph 1 of this regulation and be required, at intervals not exceeding **five years**, to establish continued professional competence for tankers in accordance with section A-1/11, paragraph 3 of the STCW Code.

4. Section A-I/11 of the STCW Convention - Professional competence

Continued professional competence as required under regulation I/11 shall be established by:

- .1 approved seagoing service, performing functions appropriate to the certificate held, for a period of at least:
 - .1.1 **twelve months** in total during the preceding five years, or
 - .1.2 **three months** in total during the preceding six months immediately prior to revalidating;
- .2. Continued professional competence for tankers, as required under Regulation I/11, shall be established by:
 - .1 approved seagoing service, performing the duties appropriate to the **tanker certificate** or endorsement held, for a period of at least **three months** in total during the preceding **five years**; or
 - .2 successfully completing an approved relevant training course or courses.



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DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F. No. 25-17011/4/2020-NT - DGS-Part (1)

Date: 22.06.2020

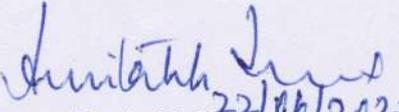
DGS Order No. 16 of 2020

Subject: Re-validation of Seafarers Certificates of Competency (CoC) / Certificate of Proficiency (CoP) - reg.

1. The coronavirus (COVID-19) pandemic has created a global crisis which has impacted all aspects of life and adversely affected in the normal functioning of the work environment. In the maritime sector, it has severely impacted the ship to shore interactions, including crew changes and in maintaining the validity of the certificates by the seafarers.
2. The actions taken worldwide and within India, as a result of the outbreak, pose a serious challenge to the Directorate to allow the continued training of seafarers, revalidate certificates, including medical certificates and issuance of endorsement attesting recognition of certificates in accordance with International Convention on Standards of Training, Certification and Watchkeeping for seafarers (STCW Convention), 1978 as amended.
3. The Directorate has earlier issued extensions to the validity of seafarer's certificates and ship's Statutory certificates, periodical surveys & audits in view of COVID-19 pandemic vide DGS Order No. 13 of 2020 dated 21.05.2020, where in by para 14 “*All STCW certificates (including the training certificates i.e., certificates required under Chapter VI of the STCW) and associated endorsements issued by the Directorate General of Shipping (DGS) which are expiring between 01st March and 31st December 2020 (both dates inclusive), were extended for a period of 06 (six) months from the expiry date printed / typed on the relevant certificate (CoC / CoP/ CoE), irrespective of whether the seafarer is / was on ship at the time of expiry or not*”.
4. The Directorate has reviewed the situations again as representation have been received from industry stakeholders seeking further extensions of seafarer's certificates for gaining employment opportunities on ships worldwide.

5. In view of the foregoing and also as emphasized by International Maritime Organization (IMO) vide its *Circular letter No. 4204/Add.5/Rev.1 dated 2 April 2020*, taking a pragmatic and practical approach with regard to the extension of the validity of seafarer's certificates the Directorate prescribes the following:

- (i) All Certificates of Competency and Certificates of Proficiency for all Seafarers (including the training certificates required under Chapter V or VI of the STCW Convention, or their Refresher Training as prescribed under the STCW Convention, as amended or as per the guidance provided in the Maritime Labour Convention, as amended); and the associated endorsements issued by or under the authority of the Directorate General of Shipping (DGS), which have expired or are expiring on or before 31st December 2020, who comply with the provisions of the STCW Convention as amended in 2010, which is attached to this order as **Annex 1**, *Shall be deemed to be REVALIDATED till 31st December 2021, irrespective of whether the seafarer is / was on ship at the time of expiry or not. However, this interim revalidation is only for the purpose of allowing the seafarer either with existing expired or expiring certificates to join ships but not for issuance of new CoCs or new endorsements. For issuance of new CoCs or new endorsements, the existing requirements will continue to be applied.*
- (ii) No application is required to be made for the aforesaid interim revalidation.
- (iii) Notwithstanding the above, whenever the revalidation of the expired certificate is to be carried out, the normal processes / fees will be applicable and the new validity date shall be for a period of five years from the original date of expiry of the Certificate. No benefit shall accrue to the Seafarer concerned by this Order; in terms of the cycle of the validity period or the fees payable.
- (iv) Seafarers and the shipping companies, including Recruitment and Placement Services (RPS) are required to ensure that the seafarers concerned to have a print-out of their sea service record from the seafarers profiles Master Checker available with them, which can be obtained from the E-Governance system. Further, the shipping companies need to demonstrate their responsibilities as required under Regulation I/14 and Section A-I/14 of the STCW on "Responsibilities of companies".


(Amitabh Kumar) 22/06/2020

Director General of Shipping

ANNEX 1

1. Regulation I/11 of the STCW Convention- Revalidation of Certificates

- .1 Every Master, Officer and Radio Operator holding a Certificate issued or recognized under any Chapter of the Convention other than Chapter VI, who is serving at sea or intends to return to sea after a period ashore, shall, in order to continue to qualify for seagoing service, be required, at intervals not exceeding five years, to:
 - .2 Meet the standards of medical fitness prescribed by Regulation I/9; and
 - .3 Establish **continued professional competence** in accordance with section A-1/11 of the STCW Code.
2. Every master, officer and radio operator shall, for continuing seagoing service on board ships for which special training requirements have been internationally agreed upon, successfully complete approved relevant training.
3. Every master and officer shall, for continuing seagoing service on board **tankers**, meet the requirements in paragraph 1 of this regulation and be required, at intervals not exceeding **five years**, to establish continued professional competence for tankers in accordance with section A-I/11, paragraph 3 of the STCW Code.

4. Section A-I/11 of the STCW Convention - Professional competence

Continued professional competence as required under regulation I/11 shall be established by:

- .1 approved seagoing service, performing functions appropriate to the certificate held, for a period of at least:
 - .1.1 **Twelve months** in total during the preceding five years, or
 - .1.2 **Three months** in total during the preceding six months immediately prior to revalidating;
- .2. Continued professional competence for tankers, as required under Regulation I/11, shall be established by:
 - .1 Approved seagoing service, performing the duties appropriate to the **tanker certificate** or endorsement held, for a period of at least **three months** in total during the preceding **five years**; or
 - .2 Successfully completing an approved relevant training course or courses



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DIRECTORATE GENERAL OF SHIPPING, MUMBAI

DGS Order 17 of 2020

File No. ENG/MISC-29(73)/09	Date: 29.06.2020
Subject: Extension to validity of Seafarer's Certificate and Ship's Statutory Certificates, Periodical Surveys & Audits in view of COVID-19 Pandemic	

1. Noting that there have been difficulties faced by shipowners to meet the statutory requirements in maintaining the validity of ship and seafarer certificates, due to force majeure situation posed by COVID-19 resulting lock-down of many countries around the world including India, the Directorate vide DGS Order 6 of 2020 dated 23rd March 2020, allowed extension of Ship's Statutory Certificates on a case to case basis by three months and extension of one month to the validity of Seafarer Certificate of Competency/Proficiency/Recognition of Equivalence.
2. Noting further that the continued lock-down has resulted in non-availability of Recognized Organization Surveyors, service suppliers and dry-docks, the Directorate vide Addendum No.2 to DGS Order 6 of 2020 dated 21st April 2020, allowed extension of ship statutory certificates expiring on/before 31st May 2020, beyond what is permitted by various International Conventions, subject to a Risk assessment carried out by Recognized Organization, and imposition of certain specific conditions such as enhanced monitoring of ships from shore by ship managers/owners during this period of extension.
3. Even though the lock-down started easing out with effect from end May 2020, yet many ship-owners faced problems in docking their vessels, either due to continued closure of the dry-docks or inability of the ship-owners to attend his ship at dry-dock due to non-availability of flights to foreign destinations, the Directorate vide DGS Order 13 of 2020, allowed extension of ship statutory certificates expiring on/before 30th June 2020 under revised conditions such as ensuring attendance of the vessel by Recognized Organization, wherever possible, for progressing of the surveys as far as practicable.
4. Now, the Indian National Ship Owner Association has requested extension of Statutory Certificates expiring on/prior to 31st August 2020 citing the prevailing waiting period at

various dry-docks around world, which are operating at full capacity to clear pending ships requiring dry-dock.

5. Recognizing the changing situation world-wide and also noting that Recognized Organizations have started carrying out surveys at an increasing number of ports world-wide, the Directorate now reviews its procedure for grant of extension of statutory certificates to ships whose statutory surveys are expiring after 30th June 2020 but on/prior to 31st August 2020 and the revised procedure as laid down in the following paragraphs will apply.
6. The DGS Order 13 of 2020 dated 21st May 2020 remains applicable for ships with statutory certificates expiring on/prior 30 June 2020 and thereafter this order will replace and will be in force till 31st August 2020.
7. The Risk assessment by RO, where-ever mentioned in this Order, is to be based on past survey and inspection history, satisfactory continuation of past imposed Condition of Class/Statutory Condition, if any, declaration by Master and CE that they have carried out a satisfactory general examination and a declaration by DPA/Owner/Manager that there is no known defect in any part of hull, machinery, fittings and equipment
8. The revised procedure for **extension of Annual/Periodical Statutory Surveys or Interim/Initial/Intermediate/Renewal Audits/Inspections:**
 - a) It is to be noted that, the Convention provisions provide sufficient time ranging between 3-12 months to the ship owners to complete these surveys/inspections/audits. Therefore, all efforts should be made by all owners to offer their ships to the RO for surveys, in case these are within the range period.
 - b) In general, no extension shall be granted/considered unless the Recognized Organization provides in writing that the Surveyor cannot attend the vessel due to lock-down at any port visited by the ship, after the issue of this Order.
 - c) Even if an extension is to be considered on a case to case basis, same will be after a satisfactory Risk assessment, and same shall only be granted for the period to enable the ship to reach a port where Recognized Organization Surveyor can attend the vessel.

9. **The procedure for extension of Intermediate Surveys shall be:**

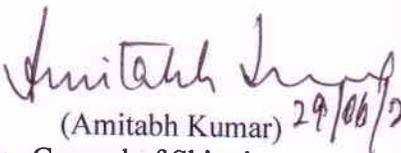
- a) No extension shall be granted for a period more than 3-months after the due date of intermediate survey or 42 months since last dry-dock or the date of availability of dry-dock plus 15 days, which-ever is earlier.
- b) This extension shall be granted only upon submission of a firm evidence of date of dry-dock availability from the selected dry-dock.
- c) The Surveys related to **Statutory Certificates not requiring dry-dock (such as Safety Equipment/Radio/IOPP/IAPP etc.)** shall be completed either prior extension or at the first port, where RO Surveyor can board the vessel during the period of extension.
- d) The extension of Surveys of **Statutory Certificates requiring dry-dock(Such as load-line/Safety Construction etc.)** shall be extended based on RO recommendation after satisfactory general examination of hull, machinery, fittings (structural and non-structural) and equipment, satisfactory thickness measurement, as applicable, examination of fore-peak ballast tank, aft-peak ballast tank and other representative water-ballast tanks, examination of fore-most and aft Cargo holds and one other Cargo Hold in case of Single-Hull Bulk Carriers and a CCTV examination of the underwater portion of the hull, appendages, propeller and rudder.
- e) The above **Survey for extension** is to be carried out either prior extension or at first port after extension, where RO Surveyor can board the vessel. Extension without the stated surveys, even till the next port where a RO Surveyor can attend the ship shall be granted only after a Risk Assessment.

10. **Extension of Renewal Surveys beyond three months from expiry date:**

- a) For extension of renewal surveys by 3-months from expiry date or 36 months since last dry-dock, which-ever is earlier, the usual procedure for extension shall apply.
- b) No extension shall be granted for a period more than 6-months after the due date of renewal survey or 42 months since last dry-dock or date of availability of dry-dock plus 15 days, which-ever is earlier.
- c) This extension shall be granted only upon submission of a firm evidence of date of dry-dock availability from the selected dry-dock.

- d) The Surveys related to **Statutory Certificates not requiring dry-dock** shall be completed to the extent possible either prior extension or at first port, where RO Surveyor can board the vessel during the period of extension. A risk assessment to be conducted for items outstanding to be completed at dry-dock such as 5-yearly load testing of life-boat/rescue boat and launching appliances and recommended for extension with the Risk assessment.
 - f) The **Surveys of Statutory Certificates requiring dry-dock** to be progressed as far as practicable. The extension shall be based on RO recommendation after a satisfactory general examination of hull, machinery, fitting (structural and non-structural), equipment's, satisfactory thickness measurement, as applicable, examination of fore-peak ballast tank, aft-peak ballast tank and other representative water-ballast tanks, examination of fore-most and aft Cargo holds and one other Cargo Hold in case of Single-Hull Bulk Carriers and a CCTV examination of the underwater portion of the hull, appendages, propeller and rudder.
 - e) These Surveys are to be carried out either prior extension or at first port after extension, where RO Surveyor can board the vessel. Extension without the stated surveys even till the next port where a RO Surveyor can attend the ship shall be granted only after a Risk Assessment.
 - f) In case Service supplier for 5-yearly load test of life-boat/rescue boat and launching appliances is unable to attend due to any reason, Owner can appoint any other local Service supplier who is approved by Directorate but may not be approved by Manufacturer and the testing to be conducted in presence of RO Surveyor.
11. **Exemptions from Safe Manning Document:**Any dispensation from safe manning shall be on case to case basis where-in a seafarer is signed-off in an emergency and a risk assessment is submitted.
 12. The waiver of applicable extension fees as applicable for surveys falling due on/before 30 June 2020 shall also be applicable to ships to which this Order applies.
 13. The extension of surveys beyond the IMO Convention provisions will be under the following conditions.

- a) If the extension is granted beyond the IMO Convention provisions, the Company, prior entering any foreign load/discharge port, will take permission from relevant Maritime Authorities for acceptance of statutory certificates.
- b) The Company should ensure increased monitoring of ship for safety of ship and seafarer by shore staff during this period of extension. Procedure for such monitoring to be developed and approved by DPA (for ISM/DDOC vessels) and records to be maintained for verification at next audit/FSI.
14. All Port State Control Officer are hereby advised to take a pragmatic approach while inspecting foreign ships visiting India till further Orders. Foreign ships with Statutory Certificates, having similar extension of Annual/Periodical/ Surveys by 3-months from expiry date and Interim/Initial/Intermediate/Renewal Audit/Inspection by 3-months beyond expiry date, 42-month period since last dry-docking and renewal surveys extension by 6-months beyond expiry date may be accepted. No ship shall be detained for any other period of extension unless approved by concerned Principal Officer based on present condition of ship.


(Amitabh Kumar) 29/06/2020
Director General of Shipping