



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANG LADESH

USER MANUAL

FOR

“Certificate of Competency (Deck)”

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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1. Application for Assessment

Seafarers who wish to obtain a COC certificate must first apply for an assessment. Upon successfully completing the assessment, they will be eligible to apply for the written examination & oral examination.

1.1. Assessment Application Procedure

To apply for the assessment, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC menu
3. Select “Application for Assessment”
4. Select Department, Group, Experience and Other Necessary Information
5. Submit the application
6. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.

After successfully completing the assessment application, a seafarer must submit all the required documents to Department of Shipping, Coc Section. If a seafarer meets all the necessary criteria, they are issued an Eligibility ID. This ID contains of a 12-digit system generated number that confirms their qualifications and is valid for a period of five years.

This Eligibility ID is tied to a specific class of competency. If a seafarer wishes to pursue a higher-level certification, they must go through a new assessment for that particular class. This new process will result in the issuance of a new Eligibility ID.

To apply for assessment a seafarer needs to select “Application for Assessment”. Here a seafarer have to fill up his Department, Group & Experience.

Department of Shipping
(Online Application System)

Application Type

1 CoC Types 2 Personal Information 3 Course Information 4 Payment Information

Department *

☐ Deck Officer *

☐ Marine Engineer Officer *

☐ Fishing Vessel *

☐ IME *

Group *

Select Group/Class

Experience *

Select Experience

Assessment Type *

☐ First Time I Am Doing Assessment For This Class *

(Note: If you select this option you have to pay assessment fee 1200 BDT and have to wait for Examiner Approval.)

Next

After clicking ‘Next,’ the seafarer’s details for the application will be displayed, where he or she can upload the required documents.

Department of Shipping
(Online Application System)

Personal Information

1 CoC Type 2 Personal Information 3 Course Information 4 Payment Information

Have You Already CoC DoS Reg No? *

☐ Yes * ☐ No *

Father Name *

Birth Place *

CHATTOTGRAM

Identification Type *

☐ Birth Registration * ☐ NID * ☐ Passport * ☒ CDC *

Photo

Choose File No file chosen

Permanent Address *

12, NORTH NALAPARA LANE, CHATTOTGRAM SADAR, SADARGHAT, CHATTOTGRAM

☐ Same as Present Address

Add your see time records

Vessel Name	IMO Number	Flag	GT/KW	Rank/Capacity	Port of Engagement	Port of Discharge	Voy
Vessel Name	IMO Number	Flag	GT/KW	Rank/Capacity	Port of Engagement	Port of Discharge	Voy

Next

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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. By clicking on the submit button it redirects to Payment Gateway.

Department of Shipping
(Online Application System)

CoC Assessment Payment

Payment Information

Application ID: 1125090804593954

	Taka
Deck Officer Class 3 Eligibility Fees	1,000.00
DOS Registration Fee	200.00
Processing Charge (Service Provider)	0.00
Total Payable	1,200.00

Exit Submit

Here we can see an interface of payment gateway. From mobile banking we can pay using methods such as Bkash, Rocket, Nagad and many more. Also, there are option for Internet Banking / Card as well.

Sonali Bank PLC
Sonali Payment Gateway

Transaction Amount **500.00**

Paid By
Bank Ref.
Invoice No.
Contact No.
Payment To : **Department of Shipping**

Time Remaining : **8:49**

Sonali Bank Card Mobile Banking Internet Banking

VISA Master Amex

Exit 16639, +8809610016639, V 3.0

Sonali Bank PLC
Sonali Payment Gateway

Transaction Amount **500.00**

Paid By
Bank Ref.
Invoice No.
Contact No.
Payment To : **Department of Shipping**

Time Remaining : **8:47**

Sonali Bank Card Mobile Banking Internet Banking


Nagad ROCKET bKash Upay

Cellfin tap OKwallet MeghnaPay

TeleCash Islamic Wallet

Exit 16639, +8809610016639, V 3.0

Seafarer can also check the list of application he/she made from “Assessment List” & download the payment slip.



Department of Shipping
(Online Application System)


Logout

Dashboard

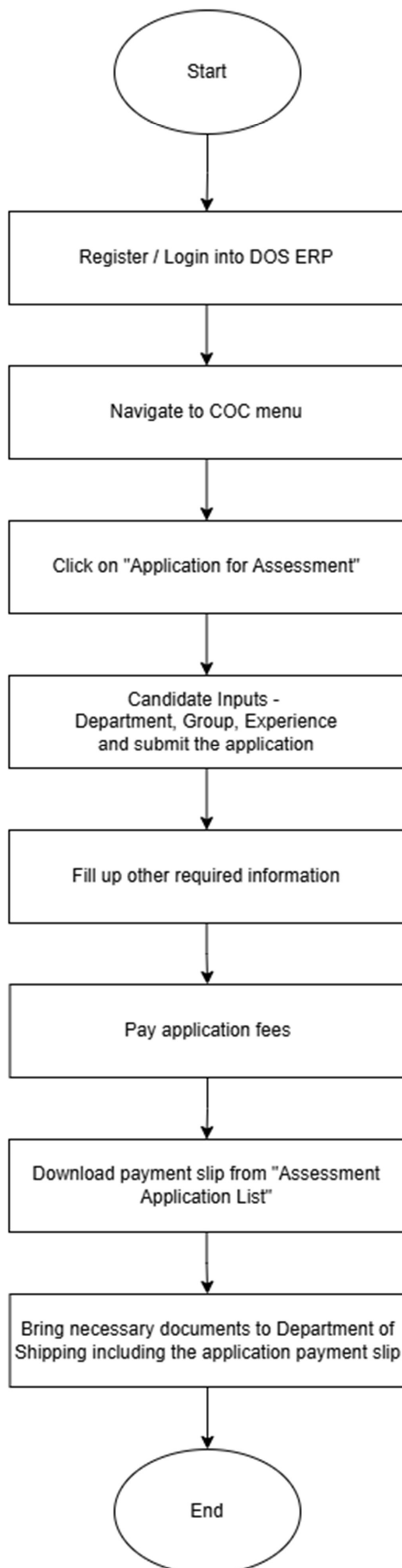
- Profile
- CoP
 - CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)
 - Assessment List
 - Application for Written or Oral
 - Written Test List
 - Apply for Intermediate Oral/ MEO Oral

▼ CoC Application List

Showing 1-1 of 1

#	Application ID	Eligibility ID	Full Name	Department	Group	Status	Eligibility Status	Payment
1	112310-291412	2023.1.DC3.0002#9		Deck Officer	Class 3	Paid	Eligible	<div>Invoice</div>

Assessment Application for COC



1.2. Documents required for assessment

To apply for New COC a candidate must submit the following documents in COC Section

Deck Officer Class – 5

1. *Online application and government fee payment*
2. *Photocopy of National Identity Card*
3. *Photocopy of all sea service records from CDC / MMD Testimonial*
4. *Photocopy of sea service testimonials (must mention vessel length)*
5. *Photocopy of SSC certificate and marksheet*
6. *Photocopy of Preparatory Course certificate*
7. *Completed Eligibility/NOE form*
8. *Two passport-size photos (white background, lab print)*
9. *Others*

Deck Officer Class – 4

1. *Online application and government fee payment*
2. *Photocopy of National Identity Card*
3. *Photocopy of all sea service records from CDC / MMD Testimonial*
4. *Photocopy of sea service testimonials (must mention vessel length)*
5. *Photocopy of current COC*
6. *Completed Eligibility/NOE form*
7. *Two passport-size photos*
8. *(white background, lab print)*
9. *Others*

Deck Officer Class – 3

1. *Online application and payment of government fee*
2. *Photocopy of National Identity Card*
3. *Photocopy of CDC with all sea service*
4. *Photocopy of Sea Service testimonial*
5. *Photocopies of SSC & HSC certificates and mark sheets*
6. *Basic Six COP*
7. *Photocopy of Pre-Sea Training certificate*
8. *Photocopy of Preparatory Course certificate*
9. *Photocopy of current COC (if any)*
10. *Completed Eligibility/NOE form*
11. *Original Training Record Book duly completed from the vessel*
12. *Two copies of passport-size photo (white background, lab print)*
13. *Others (if any)*

Deck Officer Class – 2

1. *Online application and payment of government fee*
2. *Photocopy of National Identity Card*
3. *Photocopy of CDC with all sea service*
4. *Photocopy of Sea Service testimonial*
5. *Photocopy of Preparatory Course certificate*
6. *Photocopy of current COC*
7. *Completed Eligibility/NOE form*
8. *Two copies of passport-size photo (white background, lab print)*
9. *Others (if any)*

Deck Officer Class – 1

1. *Online application and payment of government fee*
2. *Photocopy of National Identity Card*
3. *Photocopy of CDC with all sea service*
4. *Photocopy of Sea Service testimonial*
5. *Photocopy of Preparatory Course certificate*
6. *Photocopy of current COC*
7. *Completed original Eligibility/NOE form*
8. *Two copies of passport-size photo (white background, lab print)*

2. Written Test & Oral

It is crucial to note that all previous exam results and records are linked to the specific Eligibility ID under which they were obtained. These results remain valid only for the five-year period of that ID. Once this time expires, the associated results are no longer valid, and a new assessment would be required if the seafarer decides to pursue a different certification in the future.


There is also a separate provision for an Intermediate Oral Examination. This option allows seafarers who have passed all their written subjects to apply for the oral exam without waiting for the regular exam session schedule. The intermediate oral sessions are held more frequently than the standard examination sessions.

This is particularly beneficial for seafarers who have passed all their written tests but have not yet completed the oral component. By utilizing the intermediate oral option, they can avoid the longer waiting period associated with the regular written and oral exam cycles, allowing them to advance their certification process more quickly.

After clicking on **“Application for Written or Oral”**, you must select a valid Eligibility ID for the examination you wish to attend. Please note that if an Eligibility ID is more than 5 years old, you will not be allowed to attend the exam using that ID.

The screenshot shows the 'Department of Shipping (Online Application System)' interface. The left sidebar contains a 'Dashboard' menu with options: Profile, CoP, CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test), Application for Assessment, Assessment List, Application for Written or Oral (highlighted), Written Test List, Apply for Intermediate Oral/ MEO Oral, Intermediate Oral/ MEO OralList, Application for Eye Test, Eye Test List, Application for Re-Check, and Re Check List. The main content area is titled 'Application for Written Test Exam'. It features an 'Eligibility ID *' dropdown menu with '2023.1.DC3.000259' selected, a 'Search' button, and an 'Eligibility ID' input field also containing '2023.1.DC3.000259'. Below this, a red message box states: 'YOU MUST HAVE TO SELECT ALL SUBJECT WHICH YOU HAVE NOT PASSED YET'. Further down, it displays 'Eligibility Group : Class 3' and 'Eligibility Type : Deck Officer'. A text box specifies 'Experience : Pre-Sea Training Certificate from Approved Merchant Marine Training Institution (if syllabus and pass number same)'. At the bottom, a yellow message box indicates: 'There is no available session or subject'. The top right corner shows a 'Logged in as:' field and a 'Logout' button.

After selecting the Eligibility ID, the system will display the subjects you have already passed (if any). For seafarers attending the COC exam for the first time, all the subjects they need to apply for will be shown.



Department of Shipping
(Online Application System)

Logout

Dashboard

- Profile
- CoP
- CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)
 - Application for Assessment
 - Assessment List
 - Application for Written or Oral
 - Written Test List
 - Apply for Intermediate Oral/ MEO Oral
 - Intermediate Oral/ MEO OralList
 - Application for Eye Test
 - Eye Test List
 - Application for Re-Check
 - Re Check List
 - Application for Certificate, Re-validation, Endorsement, Re-issue
 - Certificate, Re-validation, Endorsement, Re-issue List
 - CoC (GMDSS, CoR, Age Upgrade)
 - SID
 - DOS Number
 - Letter Of Authentication

Application for Written Test Exam

Eligibility ID *
2023.1.DC3.000259
Search

YOU MUST HAVE TO SELECT ALL SUBJECT WHICH YOU HAVE NOT PASSED YET

Eligibility Group : Class 3
Eligibility Type : Deck Officer
Experience : Pre-Sea Training Certificate from Approved Merchant Marine Training Institution (if syllabus and pass number same)

Personal Information

Name :
Birth Place :
Mobile Number :
Session :
Date Of Birth :
NID/Passport :

Written Test Subject
You can apply once for this session. Before press next select all subjects you need.

☐ Mathematics
☐ Oral
☐ Applied Science

Signalling	Passed
Meteorology	Passed
General Ship Knowledge	Passed
Cargo Operation & Stability	Passed
Ocean & Offshore Navigation	Passed
Coastal Navigation	Passed
Principles of Navigation	Passed
MCQ	Passed
Multimedia	Passed

Next

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After selecting the subjects and clicking on next, it will redirect to payment gateway.

The screenshot shows the 'Department of Shipping (Online Application System)' interface. On the left is a sidebar with a 'Dashboard' menu containing links to Profile, CoP, CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test), CoC (GMDSS, CoR, Age Upgrade), SID, DOS Number, and Letter Of Authentication. The main content area is titled 'CoC Assessment Payment' and displays 'Payment Information' for Application ID: 1125090804593954. It includes a Sonali Bank logo and a table of fees:



	Taka
Deck Officer Class 3 Eligibility Fees	1,000.00
DOS Registration Fee	200.00
Processing Charge (Service Provider)	0.00
Total Payable	1,200.00

Buttons for 'Edit' and 'Submit' are located at the bottom of the payment information section.

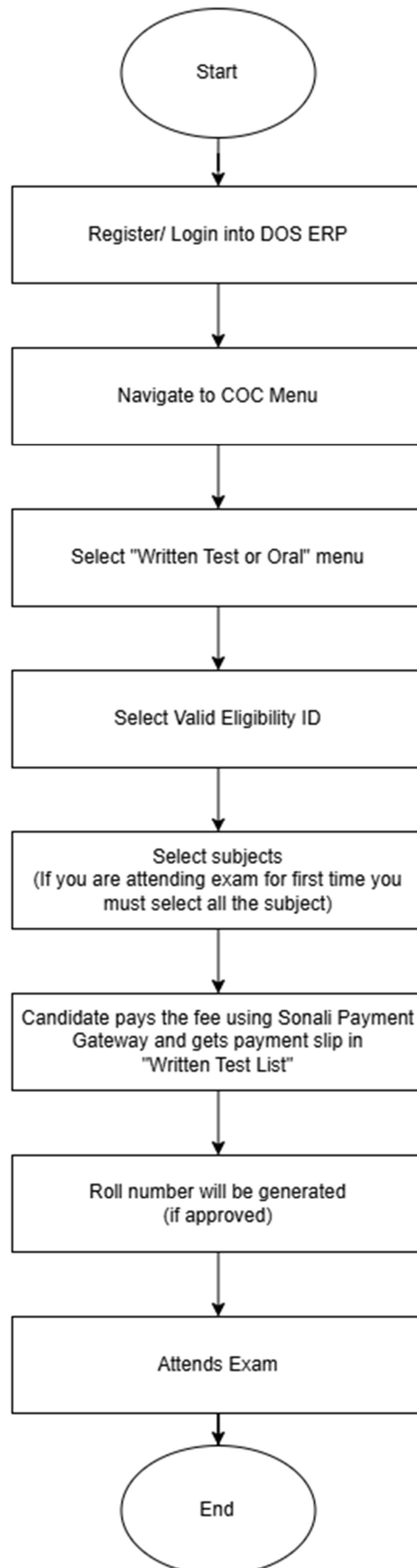
Seafarer can pay for the application by choosing his/her preferable payment method.

The screenshot shows the 'Sonali Bank PLC Sonali Payment Gateway' interface. At the top, it displays the transaction amount as '500.00'. Below this, it shows fields for 'Paid By', 'Bank Ref.', 'Invoice No.', 'Contact No.', and 'Payment To : Department of Shipping'. A 'Time Remaining : 8:23' timer is displayed. The interface offers four payment methods: Sonali Bank, Card, Mobile Banking, and Internet Banking. Under 'Internet Banking', there are icons for South East, AB, MyPrime, MTB, Meghna, and Citytouch. At the bottom, there is an 'Exit' button and a contact number: '16639, +8809610016639, V 3.0'.

After completing the payment, a payment slip will be generated, which you can download. It is mandatory to submit this slip to the Department of Shipping along with the other required documents.

	DoS Copy APPLICATION FOR COC EXAMINATION Deck Officer Class 3 Application ID: 1125080104025840 Bangladeshi CDC/ID for Others : 	
		Documents Attached <input type="checkbox"/> 1x Photocopy of Eligibility Application (Candidate's Copy)
Name of Courses		
Sl	Name of Subject	
1	Oral	
Write Down Previously Passed Subjects, Result and Date:		
01-08-2025 Application Date	Candidate Signature	Chief Examiner (Deck / Engineering)
Online Payment		
Application ID: 1125080104025840		Payment Details
Deck Officer Class 3 Written Test Fees for 1 Subject	3,500.00	Trans. Id : 2508019007380856
Processing Charge (Service Provider)	49.00	Card Type : Nagad
Total Payable:	3,549.00	Card No : 00018
		Payment Date : 01-08-2025 10:04:08
		Payment Type : Online
		Payment Status : Paid
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.		

Written Test or Oral Application for COC



3. Issuance of Certificate of Competency

To get a COC, A seafarer must apply for “NEW CERTIFICATION”.

3.1 New Certification Application Procedure

To apply for new certification, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC, Click on Apply Application for Certificate, Re-validation, Endorsement, Re-issue
3. Select Application Type “NEW CERTIFICATION”
4. Insert Required Information
5. Submit the application
6. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
7. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

When applying for “**NEW CERTIFICATION**”, after selecting the appropriate application type and clicking **Next**, the system will retrieve the relevant data.

Dashboard

- Profile
- CoP
- COC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-check Eye Test)
 - Application for Assessment
 - Assessment List
 - Application for Written or Oral
 - Written Test List
 - Apply for Intermediate Oral/ MEO Oral
 - Intermediate Oral/ MEO Oral List
 - Application for Eye Test
 - Eye Test List
 - Application for Re-Check
 - Re Check List
 - Application for Certificate: Re-validation, Endorsement, Re-issue
 - Certificate, Re-validation, Endorsement, Re-issue List

Application for Certificate

1 Certificate Types 2 Personal Information 3 Course Information 4 Payment Information

If you have completed your written and oral from online then you can apply from here other wise apply from CoC(Certificate, Revalidation, GMDSS).

Certificate Type *

☒ NEW CERTIFICATION *

☐ REVALIDATION *

☐ ENDORSEMENT *

☐ RE-ISSUE CERTIFICATE *

Next

When applying for new certification it will show the list of the subject that a seafarer must pass before obtaining the certificate.

The screenshot shows the 'Application for Certificate' page in the Department of Shipping Online Application System. The interface includes a sidebar menu with options like Dashboard, Profile, CoP, CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test), CoC (GMDSS, CoR, Age Upgrade), SID, DOS Number, and Letter Of Authentication. The main content area is titled 'Application for Certificate' and features a progress bar with four steps: 1. Certificate Types (selected), 2. Personal Information, 3. Course Information, and 4. Payment Information. Below the progress bar, there is a search bar for 'Assistment' with a dropdown menu showing '2023.1.DC3.000259' and a 'Search' button. The eligibility group is 'Class 3' and the eligibility type is 'Deck Officer'. The experience is 'Pre-Sea Training Certificate from Approved Merchant Marine Training Institution (if syllabus and pass number same)'. A table lists the subjects for the Written Test Subject, including Eye Test, Signalling, Oral, Meteorology, General Ship Knowledge, Cargo Operation & Stability, Ocean & Offshore Navigation, Coastal Navigation, Principles of Navigation, MCQ, and Multimedia. A checkbox labeled 'I Want Letter of Authentication' is checked. A 'Next' button is at the bottom of the form.

Department of Shipping
(Online Application System)

Application for Certificate

1 Certificate Types 2 Personal Information 3 Course Information 4 Payment Information

Assistment *

2023.1.DC3.000259 Search

Eligibility Group : Class 3
Eligibility Type : Deck Officer
Experience : Pre-Sea Training Certificate from Approved Merchant Marine Training Institution (if syllabus and pass number same)

Name:
Father Name:
Birth Place:
Birth Date:
Mobile Number:
NID/Passport:

Written Test Subject
Make sure you passed all Subject before applying for certificate

Eye Test	
Signalling	
Oral	
Meteorology	
General Ship Knowledge	
Cargo Operation & Stability	
Ocean & Offshore Navigation	
Coastal Navigation	
Principles of Navigation	
MCQ	
Multimedia	

☒ I Want Letter of Authentication

Next

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At this stage, a seafarer can review their requirements and create a new application. Upon clicking next, they will be redirected to the payment gateway.

All the application for New Certification/ Revalidation / Reissue can be found at “Certificate, Re-validation, Endorsement, Re-issue List” menu.

CoC Application List

Showing 1-1 of 1

#	Application Type	Application ID	Certificate No	Full Name	Department	Group	Status	Payment
1	NEW CERTIFICATION	1123053105084835	1.DC3.000865	MAHEDY HASAN	Deck Officer	Class 3	Paid	Invoice

Upon applying for the certificate, the candidate shall submit the required documents in accordance with Section 3.2. The Department of Shipping will verify these documents and, thereafter, issue the Certificate of Competency (COC).

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
Government of the people's Republic of Bangladesh

বাংলাদেশ মার্চেন্ট শিপিং অধ্যাদেশ ১৯৮৩ এর আওতায় প্রণীত বাংলাদেশ নৌ-বাণিজ্যিক জাহাজ অফিসার ও নাবিক প্রশিক্ষণ, সনদায়ন, নিয়োগ, কর্মঘট্টা এবং ওয়াচকপিং বিধিমালা, ২০১১ এবং এসটিসিডব্লিউ ১৯৭৮ কনভেনশন (সংশোধিত) এর বিধান মোতাবেক জারীকৃত সনদ

Certificate issued under the provisions of Bangladesh Merchant Marine Officers & Ratings Training, Certification, Recruitment, Hours of Work and Watchkeeping Regulation 2011 made under the Bangladesh Merchant Shipping Ordinance 1983 and the STCW Convention 1978 as Amended

যোগ্যতা সনদ
CERTIFICATE OF COMPETENCY

সনদ নম্বর ও জারীর তারিখ
 Cert. no. and date of issue

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার এই মর্মে প্রত্যয়ন করিতেছে যে,
 The Government of the People's Republic of Bangladesh certifies that

has been found duly qualified in accordance with the provisions of regulation III/1 of the above Convention, as amended, and has been found competent to perform the following functions, at the levels specified, subject to any limitations indicated until

উপরোক্ত সংশোধিত কনভেনশন এর বিধি-III/1 মোতাবেক যোগ্য এবং নিম্নোক্ত কার্যক্রমসমূহ চিহ্নিত ধাপে, সীমাবদ্ধতার শর্তসাপেক্ষে পর্যন্ত
 or until the date of expiry of the extension of the validity of this certificate as may be shown overleaf:
 অথবা অপর পৃষ্ঠায় প্রদর্শিত এই সনদের বর্ধিত মেয়াদ পর্যন্ত সম্পাদনে সক্ষম:

কার্যক্রম (FUNCTION)	ধাপ (LEVEL)	সীমাবদ্ধতা (যদি থাকে) LIMITATIONS APPLYING (IF ANY)
3	O	Motor Ships only. Not valid for service in tankers and passenger vessels without additional certificates issued in accordance with regulation V/1-1, V/1-2, V/2, V/3 of the Convention as appropriate.
4	O	
5	O	
6	O	

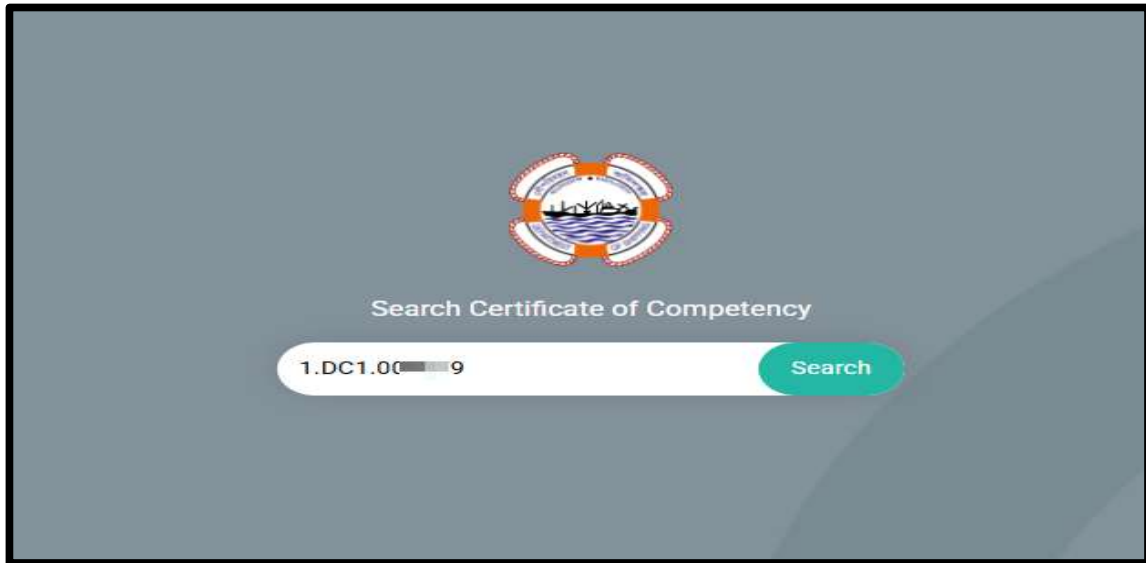
এই সনদের বৈধ অধিকারী মেরিটাইম প্রশাসন কর্তৃক জারীকৃত প্রযোজ্য সেইফ ম্যানিং দলিলে চিহ্নিত নিম্নোক্ত পদ অথবা পদসমূহে চাকুরী করিতে পারিবে।
 The lawful holder of this certificate may serve in the following capacity or capacities specified in the applicable safe manning documents issued by the Maritime Administration.

পদ (CAPACITY)	সীমাবদ্ধতা (যদি থাকে) LIMITATIONS APPLYING (IF ANY)
Engineering Watchkeeping Officer	

হাক্ব (Signature)
 নাম (Name)
 প্রধান পরীক্ষক (ইঞ্জিনিয়ারিং)
 Chief Examiner (Engineering)

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/coc.html>)

You have to input certificate number in the input field and click on search

The image shows a web interface for searching certificates. At the top center is a circular logo with a ship and text. Below the logo, the text "Search Certificate of Competency" is displayed. Underneath this is a white input field containing the text "1.DC1.00" followed by a small grey bar and the number "9". To the right of the input field is a green button with the word "Search" in white text.

After clicking 'Search,' the system will display all relevant information, including the Issue Date, Expiry Date, CDC details, and other necessary data, allowing the authenticity of the certificate to be confirmed.



Certificate of Competency Verification Result

The credentials supplied for CoC number 1.DC1.00[REDACTED]g are correct.

The status of this certificate is Valid

Date of Issue : 14-06-2023
 Expiry Date : 25-01-2026
 Revalidated Until : 25-01-2031

Name of Seafarer : H.M. MOZ[REDACTED]
 Date of Birth : 16-12-1975
 CDC No : 543[REDACTED]

CAPACITY	LIMITATION	EXPIRE
MASTER, CHIEF OFFICER	UNLIMITED	25-01-2031

3.2 Required Documents for New Certification

Any person shall have to comply with following requirements for certificate of competency

Deck Officer Class 5 –

1. *DOS copy of Government Fee Payment through Online Application*
2. *Original Certificate of Eye Test Qualification*
3. *Photocopy of Medical Fitness Certificate*
4. *COC Examination Result Sheet*
5. *Photocopy of GMDSS Certificate*
6. *Photocopy of Preparatory Course Certificate*
7. *Photocopy of CDC with Voyages / MMD Testimonial*
8. *Photocopy of Passport and NID Card*
9. *Photocopy of Valid COPs:*
 - a. *MC*
 - b. *PSCRB*
 - c. *AFF*
 - d. *MFA*
 - e. *RADAR (OL)*
 - f. *EDH*

g. ECDIS

- 10. Current Original COC (if available)*
- 11. 2 Copies of Passport-Size Photo & 2 Copies of Stamp-Size Photo (White Background, Lab Print)*
- 12. Others (if applicable)*

Deck Officer Class 4 –

- 1. DOS copy of Government Fee Payment through Online Application*
- 2. Original Certificate of Eye Test Qualification*
- 3. Photocopy of Medical Fitness Certificate*
- 4. COC Examination Result Sheet*
- 5. Photocopy of GMDSS Certificate*
- 6. Photocopy of Preparatory Course Certificate*
- 7. Photocopy of CDC with Voyages / MMD Testimonial*
- 8. Photocopy of Passport and NID Card*

9. Photocopy of Valid COPs:

- a. MC*
- b. PSCRB*
- c. AFF*
- d. MFA*
- e. RADAR (OL)*
- f. EDH*
- g. ECDIS*

- 10. Current Original COC*
- 11. 2 Copies of Passport-Size Photo & 2 Copies of Stamp-Size Photo (White Background, Lab Print)*
- 12. Others (if applicable)*

Deck Officer Class 3 –

- 1. DOS copy of government fee payment for online application*
- 2. Original certificate of Eye Test qualification*
- 3. Photocopy of Medical Fitness Certificate*
- 4. COC Examination Result Sheet*
- 5. Photocopy of Preparatory Course Certificate*
- 6. Photocopy of CDC with voyage records*

7. *Photocopy of Passport and National ID Card*
8. *Photocopies of valid COPs:*
 - a. *MFA*
 - b. *AFF*
 - c. *PSCRB*
 - d. *EDH*
 - e. *RADAR (OL)*
 - f. *SSO*
 - g. *NAENS*
 - h. *ECDIS*
 - i. *PSSR*
 - j. *EFA*
 - k. *FPFF*
 - l. *PST*
 - m. *BRM*
 - n. *SATDSD*
 - o. *SA*
9. *Current original COC (if available)*
10. *Two (02) passport-size photos & two (02) stamp-size photos (white background, lab print)*

Deck Officer Class 2 –

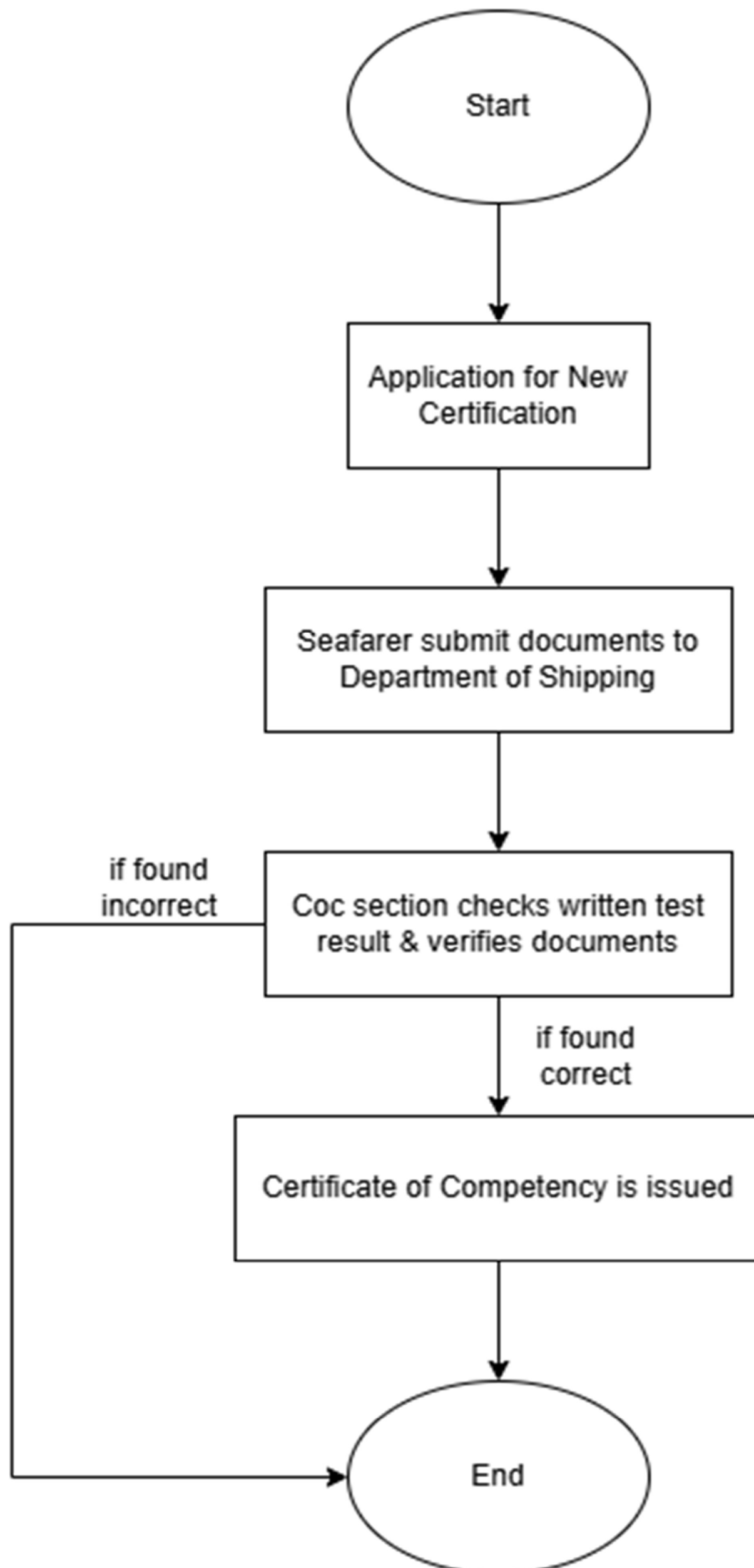
1. *DOS copy of Government Fee Payment through Online Application*
2. *Original Certificate of Eye Test Qualification*
3. *Photocopy of Medical Fitness Certificate*
4. *COC Examination Result Sheet*
5. *Photocopy of GMDSS Certificate*
6. *Photocopy of Preparatory Course Certificate*
7. *Photocopy of CDC with Voyages*
8. *Photocopy of Passport and NID Card*
9. *Photocopy of Valid COPs:*
 - a. *MC*
 - b. *SSBT*
 - c. *ECDIS*
 - d. *NAENS*
 - e. *RADAR (ML)*
 - f. *PST*
 - g. *FPFF*
 - h. *EFA*
 - i. *PSSR*
 - j. *EDH*

- k. SSO
 - l. SA
- 10. Current Original COC
- 11. 2 Copies of Passport-Size Photo & 2 Copies of Stamp-Size Photo (White Background, Lab Print)

Deck Officer Class 1 –

- 1. DOS copy of Government Fee Payment through Online Application
- 2. Original Certificate of Eye Test Qualification
- 3. Photocopy of Medical Fitness Certificate
- 4. COC Examination Result Sheet
- 5. Photocopy of GMDSS Certificate
- 6. Photocopy of Preparatory Course Certificate
- 7. Photocopy of CDC with Voyages
- 8. Photocopy of Passport and NID Card
- 9. Photocopy of Valid COPs:
 - a. MC
 - b. SSBT
 - c. ECDIS
 - d. NAENS
 - e. RADAR (ML)
 - f. PST
 - g. FPFF
 - h. EFA
 - i. PSSR
 - j. EDH
 - k. SSO
 - l. SA
 - m. PSCRB
- 10. Current Original COC
- 11. 2 Copies of Passport-Size Photo & 2 Copies of Stamp-Size Photo (White Background, Lab Print)
- 12. Others (if applicable)

Issuance of Certificate of Competency



4 Revalidation of Certificate of Competency

Revalidation of a COC refers to extending the validity of the issued certificate. Every COC is required to be revalidated every five years.

4.1 COC Revalidation Application Procedure

To apply for revalidation, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC
3. Select Application Type “Revalidation”
4. Insert your COC Certificate Number & Submit the application
5. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
6. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

From this menu, seafarer should select “REVALIDATION”

The screenshot displays the 'Application for Certificate' interface within the Department of Shipping (DOS) Online Application System. The header includes the DOS logo, the text 'Department of Shipping (Online Application System)', and a 'Logout' button. The main content area is titled 'Application for Certificate' and features a progress bar with four steps: 1. Certificate Types, 2. Personal Information, 3. Course Information, and 4. Payment Information. A red box highlights the 'Certificate Types' section, which contains four radio button options: 'NEW CERTIFICATION *', 'REVALIDATION *', 'ENDORSEMENT *', and 'RE-ISSUE CERTIFICATE *'. A red arrow points from the 'REVALIDATION *' option to the 'Next' button. On the left sidebar, under the 'CoP' (Certificate of Proficiency) section, the 'Application for Certificate, Re-validation, Endorsement, Re-issue' option is highlighted with a red box. A red arrow also points from this sidebar option to the 'REVALIDATION *' option in the main content area. A pink notification banner at the top of the main content area states: 'If you have completed your written and oral then you can apply from here other wise apply from CoC(Certificate, Revalidation, GMDSS)'.

It will provide an option for Certificate Number.

Department of Shipping
(Online Application System)

Application for Certificate Re Validation

1 Certificate Types 2 Personal Information 3 Payment Information

Certificate No *

Search

Upon entering certificate number, it will retrieve data of the certificate.

Department of Shipping
(Online Application System)

Application for Certificate Re Validation

1 Certificate Types 2 Personal Information 3 Payment Information

Certificate No *

1.DC3.000865 Search

Name:	MAH JY HASAN
Father Name:	ABUL BA
Birth Place:	1994-10-18
Birth Date:	TANGAIL
Mobile Number:	
NID/Passport:	

☒ I Want Letter of Authentication

Next

4.2 Documents Required for Revalidation

1. Two copies of the government fee payment receipt for the online application.
 2. Original certificate of eyesight/vision test.
 3. Photocopy of medical fitness certificate.
 4. Photocopy of the certificate, verified online and found correct.
 5. Photocopy of CDC and testimonial (Sea-service testimonials for coastal vessels and fishing vessels must be attested by MMD).
 - a) Within the last 5 years, at least 12 months sea service in the certificate-related rank or in one rank lower; or
 - b) At least 3 months sea service within 6 months prior to renewal; or
 - c) At least 3 months sea service as Supernumerary in a similar rank within 6 months prior to renewal;
- or

d) At least 2 years' work experience in the last 5 years in a shipping-related company or in a government/semi-government organization in relevant duties; or

e) Completion of an approved training course; or

f) Successful completion of an examination approved by the Directorate.

6. Photocopies of valid COPs:

1. PST

2. AFF

3. FPFF

4. PSCRB

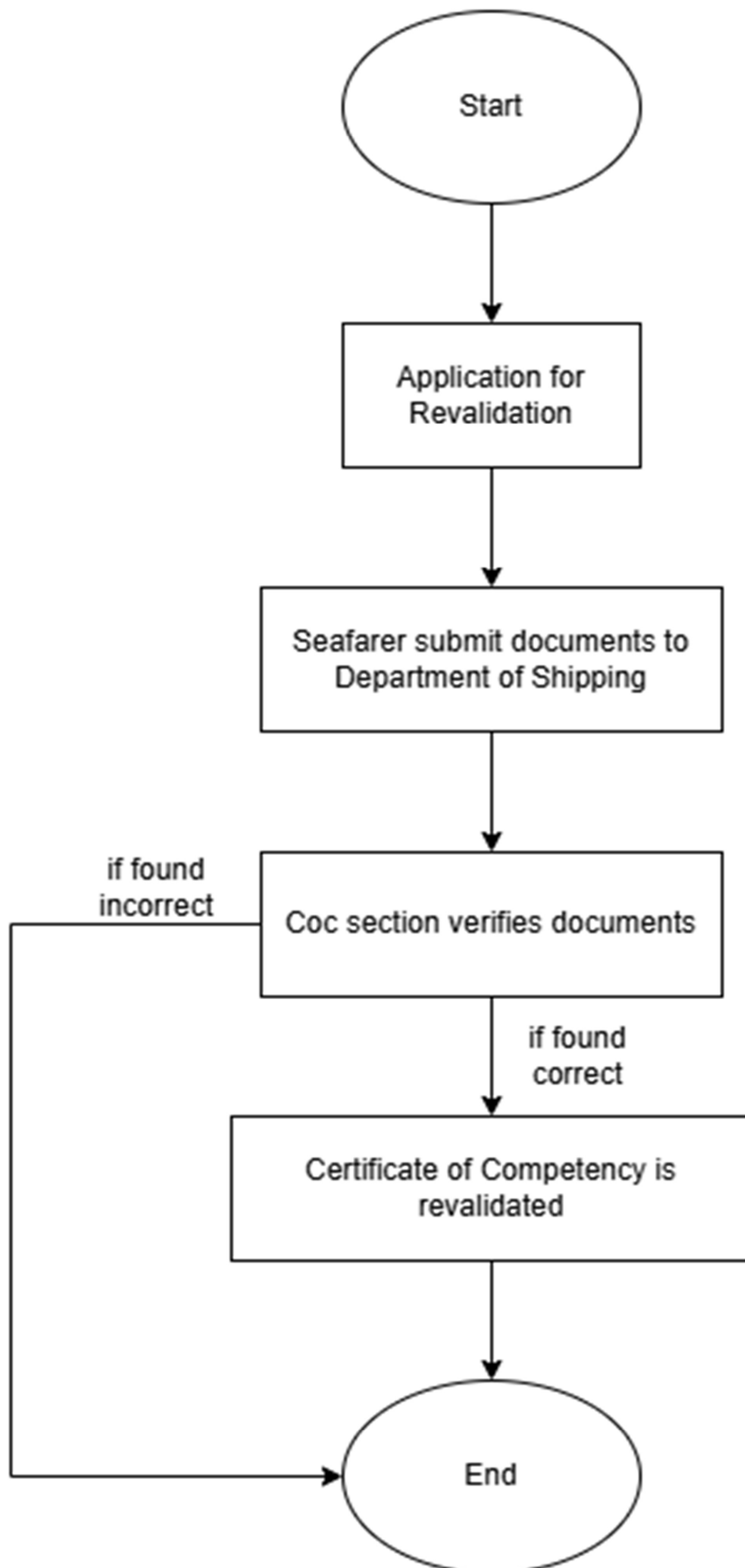
5. ECDIS

7. Original valid COC attached.

8. Two passport-size photographs (white background, lab print).

9. Others (if applicable)

Revalidation of Certificate of Competency



5 Endorsement of Certificate of Competency

To obtain a COC endorsement, such as Basic or Advanced Tanker Cargo Operations, a seafarer must apply through this menu.

5.1 COC Endorsement Application Procedure

To apply for endorsement, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC
3. Select Application Type “Endorsement”
4. Insert your COC Certificate Number & Submit the application
5. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
6. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

Department of Shipping
(Online Application System)

Application for Certificate

1 Certificate Types 2 Personal Information 3 Course Information 4 Payment Information

If you have completed your written and oral from online then you can apply from here other wise apply from CoC(Certificate, Revalidation, GMDSS).

Certificate Type *

- ☐ NEW CERTIFICATION *
- ☐ REVALIDATION *
- ☐ ENDORSEMENT *
- ☐ RE-ISSUE CERTIFICATE *

Next

Department of Shipping
(Online Application System)

Application for Certificate Re Validation

1 Certificate Types 2 Personal Information 3 Payment Information

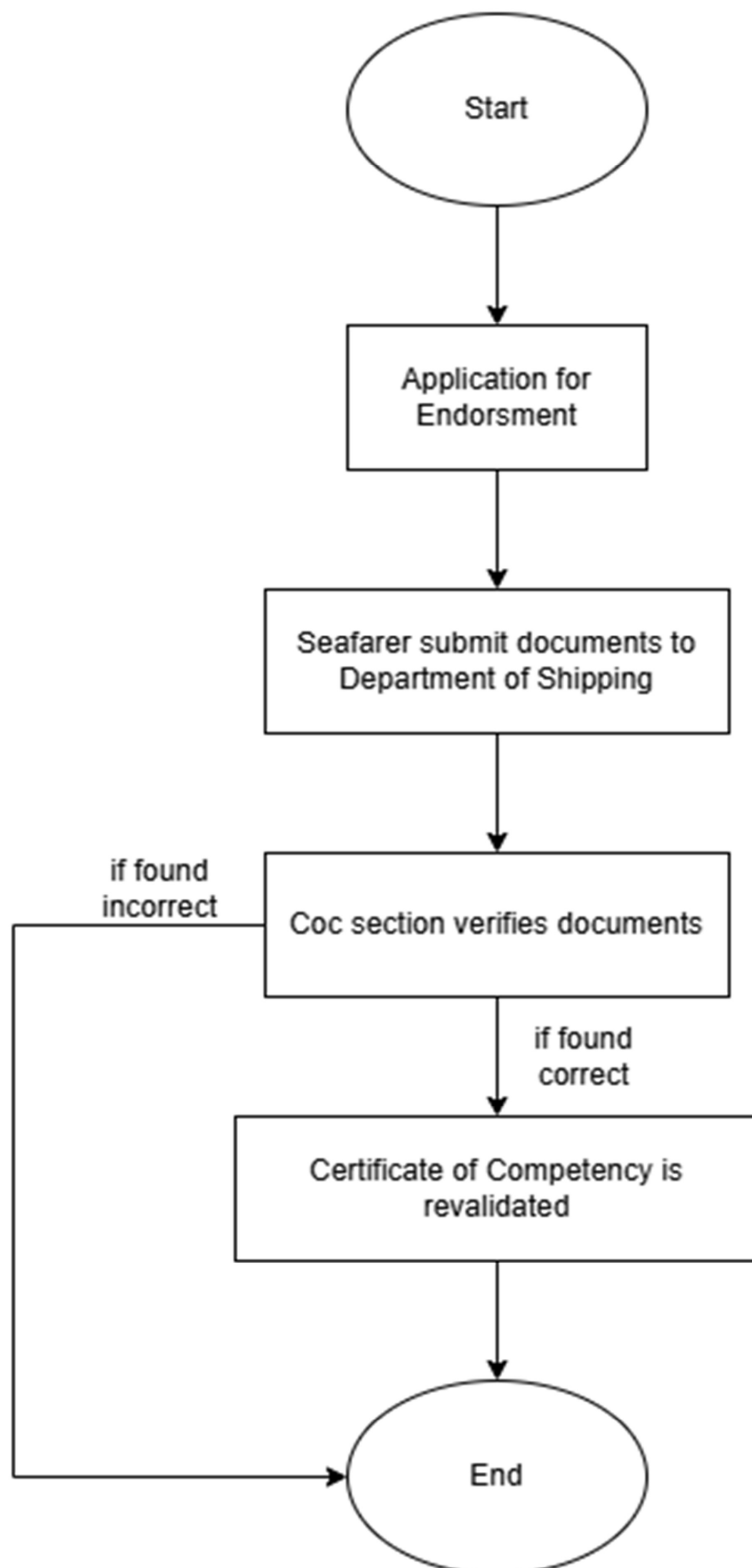
Certificate No *

Search

5.2 Required Documents for COC Endorsement

1. DOS copy of government fee payment for online application
2. COP (photocopies):
 - a. COP for Applicable Endorsment
 - b. Advanced Fire Fighting
 - c. Tanker Fire Fighting
3. Photocopy of CDC showing all sea service records
4. Photocopy of Sea Service Testimonial (with mention of “Dangerous Cargo”)
5. Photocopy of Medical Fitness Certificate
6. Current original COC attached
7. Others

Endorsment of Certificate of Competency



6. Reissue of Certificate of Competency

In the event that a COC certificate is lost or damaged, a reissue may be requested.

6.1 Reissue Application Procedure

To apply for endorsement, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC
3. Select application Type “Reissue Certificate”
4. Insert your COC Certificate Number & Submit the application
5. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
6. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

Department of Shipping
(Online Application System)

Application for Certificate

1 Certificate Types 2 Personal Information 3 Payment Information

If you have completed your written and oral from online then you can apply from here other wise apply from CoC(Certificate, Revalidation, OSMSRS)

Certificate Type *

- ☐ NEW CERTIFICATION *
- ☐ REVALIDATION *
- ☐ ENDORSEMENT *
- ☒ RE-ISSUE CERTIFICATE

Next

After selecting the application type you have to input the certificate number, it will retrieve data of the certificate. After checking the we have to pay for the application.

Department of Shipping
(Online Application System)

Application for Certificate Re Validation

1 Certificate Types 2 Personal Information 3 Payment Information

Certificate No *

1.DC3.000865 Search

Name: MAH JY HASAN

Father Name: ABUL BA

Birth Place: 1994-10-18

Birth Date: TANGAIL

Mobile Number:

NID/Passport

☒ I Want Letter of Authentication

Next

6.2 Required documents for Reissue

1. DOS copy of government fee payment for online application
2. Application to DG
3. CDC, NID, Old COC Copy

Reissue of Certificate of Competency

