



Directorate General of Shipping, Mumbai

STANDARD OPERATING PROCEDURES FOR IGF COP

Date of Issue: 22.01.2021

Revision No.: 00

1. Procedure for Application for Basic CoP in IGF Code:

- 1.1. The basic CoP shall only be issued in on-line mode and procedure for application through E-Governance system is attached as Annexure I.
- 1.2. No fees shall be charged for issuance of digital CoP.
- 1.3. To prevent hassle free issuance of basic CoP, the Seafarers shall ensure that his following certificates are available on his Seafarer profile as per his eligibility in the Circular:
 - 1.3.1. Basic Safety Course Certificate or CoP for FPFF, PST, EFA & PSSR.
 - 1.3.2. Refresher for PST & FPFF or Combined Refresher for PST/PSCRB & FPFF/AFF as applicable.
 - 1.3.3. CoP for Seafarer with Designated Security Duties (STSDSD).
 - 1.3.4. Basic Training Course Certificate for IGF Code or Basic CoP in Liquefied Gas Tanker Cargo Operations or Advanced CoP in Liquefied Gas Tanker Cargo.

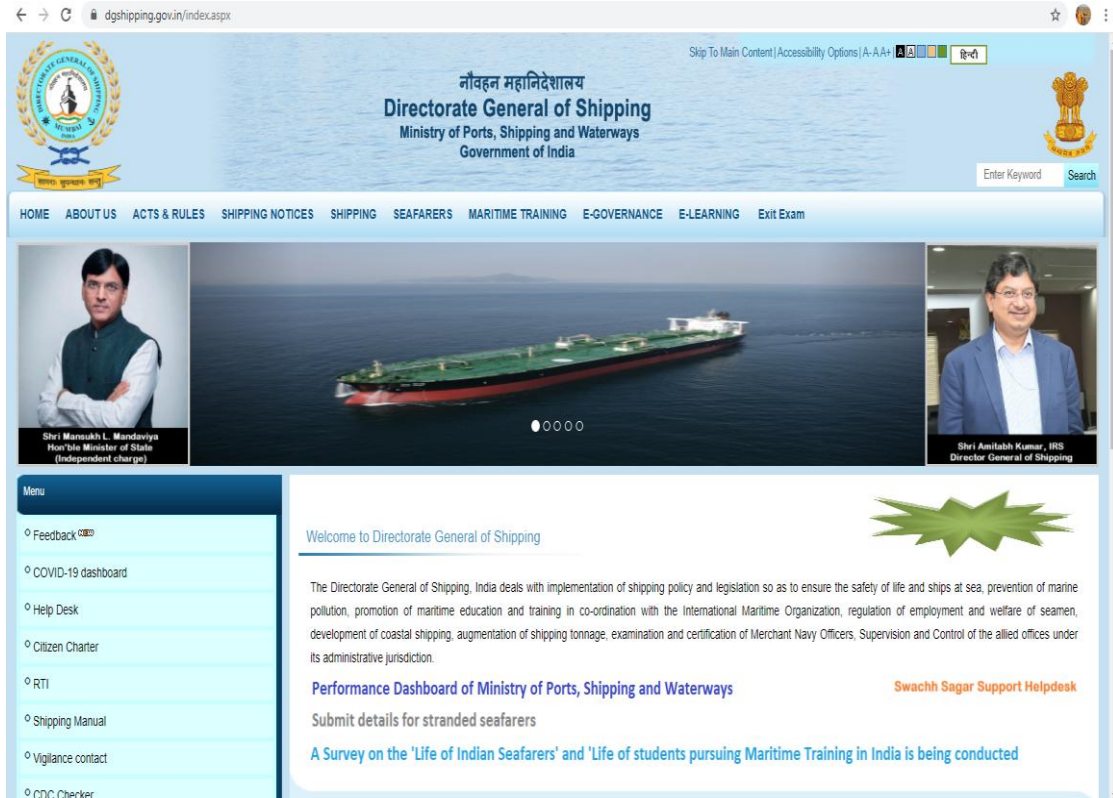
2. Procedure for Application for Advanced CoP in IGF Code:

Note: The Directorate is in the process of developing on-line system for issuance of advanced CoP for IGF Code. Mean-time the application can be made on manual mode to any Principal Officer of MMD. The requirements are as below:

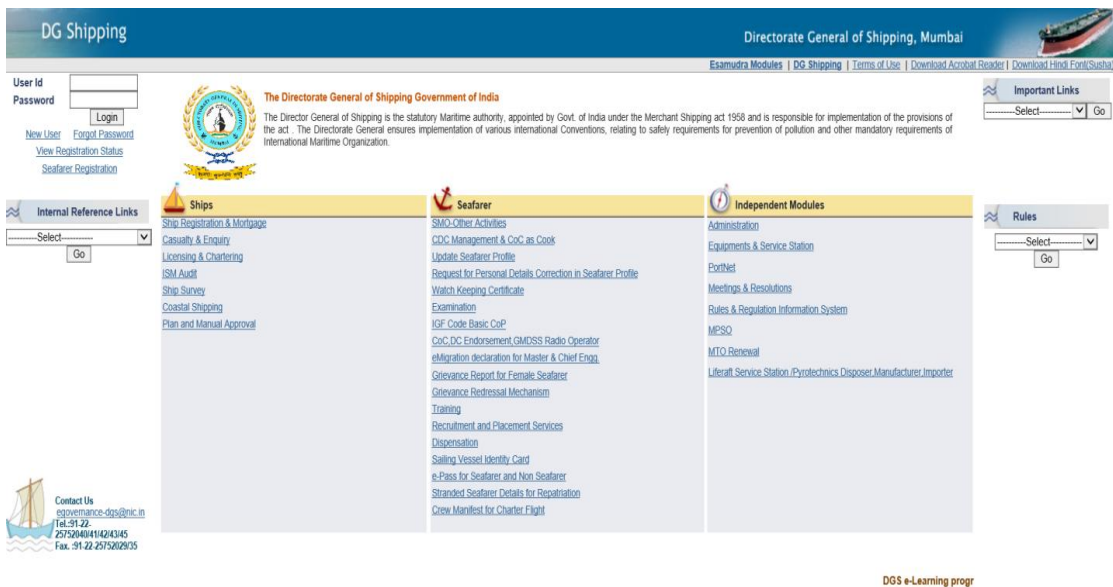
- 2.1. Fill up Form attached with this SoP as Annexure II.
- 2.2. Pay fees of INR 3000/- on Bharat Kosh.
- 2.3. Submit the Form and Bharat Kosh along with necessary self-attested copies of certificates to MMD by e-mail or in-person.
- 2.4. Experience certificate as required for issuance of CoP. The format is attached as Annexure III.

Annexure I: [Basic CoP Subject to IGF Code](#)

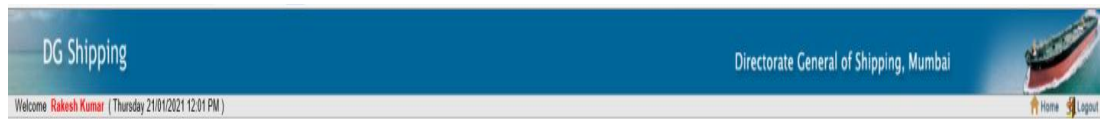
1. Go to www.dgshipping.gov.in



2. Log in E-Governance system using User Id and Password & Click the link “IGF Code Basic CoP”



- Click on "Go to Application" to submit details.



IGF Code Basic CoP

Eligibility for obtaining IGF Code Basic CoP Certificate

- An applicant must have
 - Completed Basic Training in IGF code.
 - or
 - Basic CoP in Liquefied Gas Tanker Cargo Operations.
 - or
 - Advanced CoP in Liquefied Gas Tanker Cargo Operations.
- Valid required Course(s) must have in master checker
 - Basic STCW Safety Training Course.
 - or
 - Elementary First Aid (EFA), Personal Safety and Social Responsibility (PSSR), Personal Survival Techniques(PST) and Fire Prevention and Fire Fighting (FPPF).
- Uploaded photo and signature in the profile
- Valid CDC

[Go to Application](#) [View Application Status](#)

- Select the applicable category.



IGF Code Basic CoP

Category*: Select

- Basic Training in IGF Code
- Basic CoP in Liquefied Gas Tanker Cargo Operations
- Advanced CoP in Liquefied Gas Tanker Cargo Operations

5. Click on 'Continue' after selecting the category.

IGF Code Basic CoP

Category*: Advanced CoP in Liquefied Gas Tanker Cargo Operations

Back Continue Reset

6. System shall populate the personal details, Photo and Signature from Profile & selected category details from master checker. Select Scanned Passport copy in 'PDF-Format' to upload and click "Submit" button to complete the submission process of application. Upon submission, system shall generate application Number.

IGF Code Basic CoP

Personal Details

Name of the candidate*: RAKESH Kumar Date of Birth*: 11-AUG-1981

Place of Birth*: Thane Discipline*: Nautical

INDOS No.*: SR_N0001 CDC*: MUM 150115T

Note: Above personal details are as per INDOS.

For any modification in details use the link "Request for Personal Details Correction in Seafarer Profile" prior to submission of online application.

Advanced CoP in Liquefied Gas Tanker Cargo Operations Details

Category*: Advanced CoP in Liquefied Gas Tanker Cargo Operations Certificate No.*: DCN01MUM15000013

Issue Date*: 15-DEC-2020 Expiry Date*: 14-DEC-2025

Basic STCW Course Details

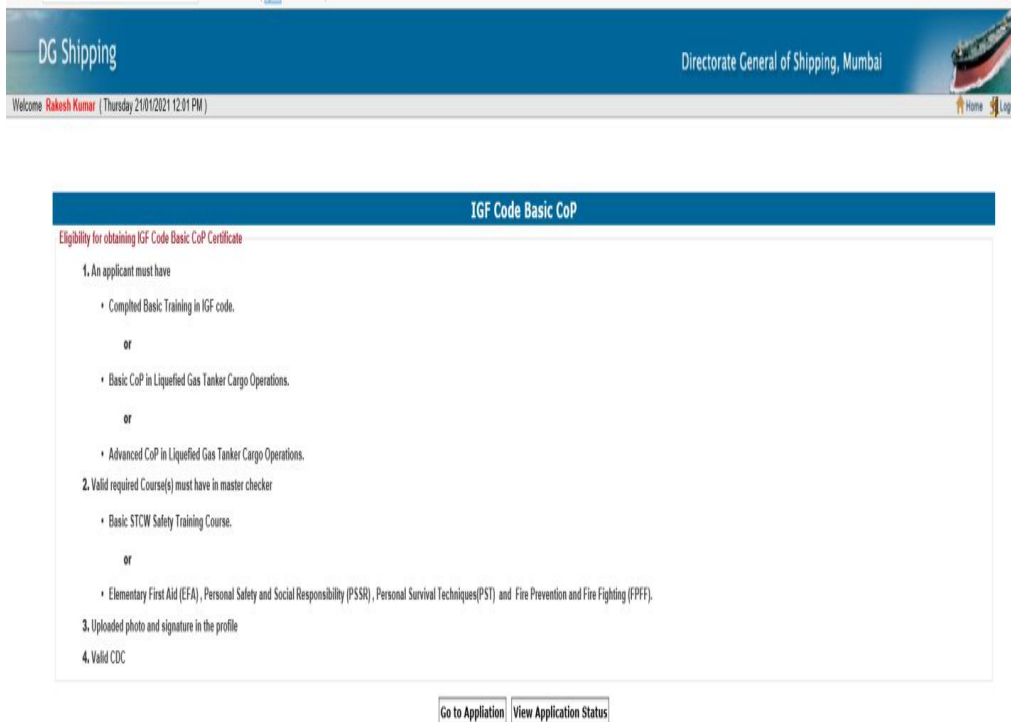
Sr. No.	Name of Course	Certificate No.	Issue Date	Valid Date	Name of Institute
1.	Basic Safety Training	1001307200027	11-AUG-2020	02-JUL-2022	ABC Institute
2.	REFRESHER TRAINING FOR PROFICIENCY IN PST	10011512000111	16-DEC-2020	15-JUN-2022	ABC Institute
3.	Basic Safety Training	1001307200031	18-AUG-2020	17-AUG-2025	ABC Institute

Passport Details

Scanned Copy of Passport*: Browse... (in pdf)

Back Submit Reset

7. To view the application status, click the “View Application Status” button



The screenshot shows the DG Shipping website header with the logo and "Directorate General of Shipping, Mumbai". A welcome message for Rakesh Kumar is displayed. The main content area is titled "IGF Code Basic CoP" and lists the eligibility criteria for obtaining the certificate. At the bottom, there are two buttons: "Go to Application" and "View Application Status".

IGF Code Basic CoP

Eligibility for obtaining IGF Code Basic CoP Certificate

1. An applicant must have
 - Completed Basic Training in IGF code.
 - or
 - Basic CoP in Liquefied Gas Tanker Cargo Operations.
 - or
 - Advanced CoP in Liquefied Gas Tanker Cargo Operations.
2. Valid required Course(s) must have in master checker
 - Basic STCW Safety Training Course.
 - or
 - Elementary First Aid (EFA), Personal Safety and Social Responsibility (PSSR), Personal Survival Techniques (PST) and Fire Prevention and Fire Fighting (FPFF).
3. Uploaded photo and signature in the profile
4. Valid CDC

[Go to Application](#) [View Application Status](#)

8. Status of the application is visible to the applicant.



The screenshot shows the DG Shipping website header. Below the header, there is a table titled "Status of Application for Course Approval". The table has 8 columns: Sr No., Application Date, Application No., Category, Discipline, Application Status, Remarks, and Certificate No. The first row shows an application received on 2021-01-21 12:25:36.0 for the category "Advanced CoP in Liquefied Gas Tanker Cargo Operations" under the discipline "Nautical".

Status of Application for Course Approval							
Sr No.	Application Date	Application No.	Category	Discipline	Application Status	Remarks	Certificate No.
1.	2021-01-21 12:25:36.0	23	Advanced CoP in Liquefied Gas Tanker Cargo Operations	Nautical	Application Received	-	

9. Digital generated Certificate will be visible in the Master Checker of seafarers profile after approval of application.

Annexure-II
Directorate General of Shipping
EAC Branch
Application for Issuance of Certificate of Proficiency in
BASIC/ADVANCE TRAINING FOR SHIPS SUBJECT TO IGF CODE
(Refer to Instruction and Guidelines issued by DGS)

Colour Photograph 40mm x 30 mm	To PO, MMD _____						
	Subject: Application for Issuance of Certificate of Proficiency in Basic/ Advance* training for ships subject to IGF Code (*Strike off as applicable)						
	Name (as per Passport): Surname			Given Name		Passport No. :	
	Date of Birth: (DD/MM/YYYY)			Nationality:			
			INDoS No.				
CDC No.	Date of issue/Renewal			Place of Issue			
COP No.	Date of issue/Renewal			Place of Issue	Basic /Advanced in LGT/ Basic on Ships Subject to IGF Code		
Capacity in which working on board				Department – DECK/ENGINE			
Courses done relevant to issuance of COP				Cert. No	Date Issued		
1							
2							
Certificate of Sea Service (only for Re validation every 5 years) – Sea service on ships subject to IGF code							
Vessel particulars			Rank Served	Duration Served		Sea Service	Rank Held
Name	Type	IMO No		From	To		
Issuance of Certificate of Proficiency of Service on Ships subject to IGF Code requested as follows:							
Type of Ship				Level of Training			
Ships Subject to IGF Code				Basic/Advance Training * (*Strike off as applicable)			
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		
OFFICIAL USE							
Fees Paid		Challan No.		Assistant Sign			
I have scrutinized above application in line with applicable guidelines. Candidate is Eligible / Not Eligible for Issuance of Certificate of proficiency for service on ships subject to IGF code)							
As requested and may be issued.							
CERTIFICATE NO					Signature of Duty Officer		
In Capacity of					Name of Officer		
Dated					Designation		

Annexure-III

(Company Letter Head with office address and contact details)

To,
The Principal Officer
Mercantile Marine Department
_____ Address

Date:

Dear Sir/Madam,

Sub: Issuance of Certificate of Proficiency for Basic/ Advanced for ships subject to IGF code

This is certify that Mr _____ whose date of birth is _____, CDC No _____, INDOS No _____ who has served onboard Vessel(s) in the capacity of _____ on vessel(s) managed/operated by _____ whose full style business address is as below,

We certify that below service in last five years which is as per attached record of sea service on each of the following vessels as below,

Name of Vessel	IMO No	Service		Whether* (Indicate “Yes” or “No ”or “N/A”)			Certificate of Competence held		Rank
		From	To	Vessel subject to IGF code	Carried cargo, fuels covered by the IGF Code	Using gases or low flash point fuel as fuel	Grade	Number	
				Experience (seafarer tenure onboard)					
				No of cargo operation carried on Liquified gas Tanker	No of Bunkering operations carried on ships subject to IGF code				

Yours Faithfully,
For _____
Name and Designation and company seal.