



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANG LADESH

USER MANUAL

FOR

“Certificate of Proficiency (CoP)”

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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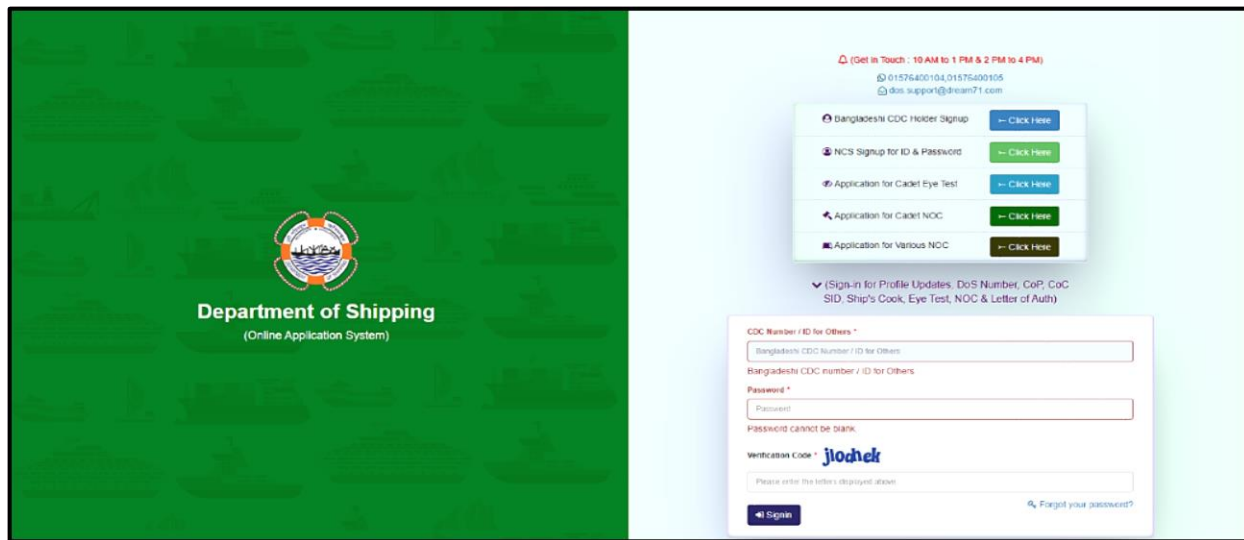
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COP Certificate Issue (Main Course)

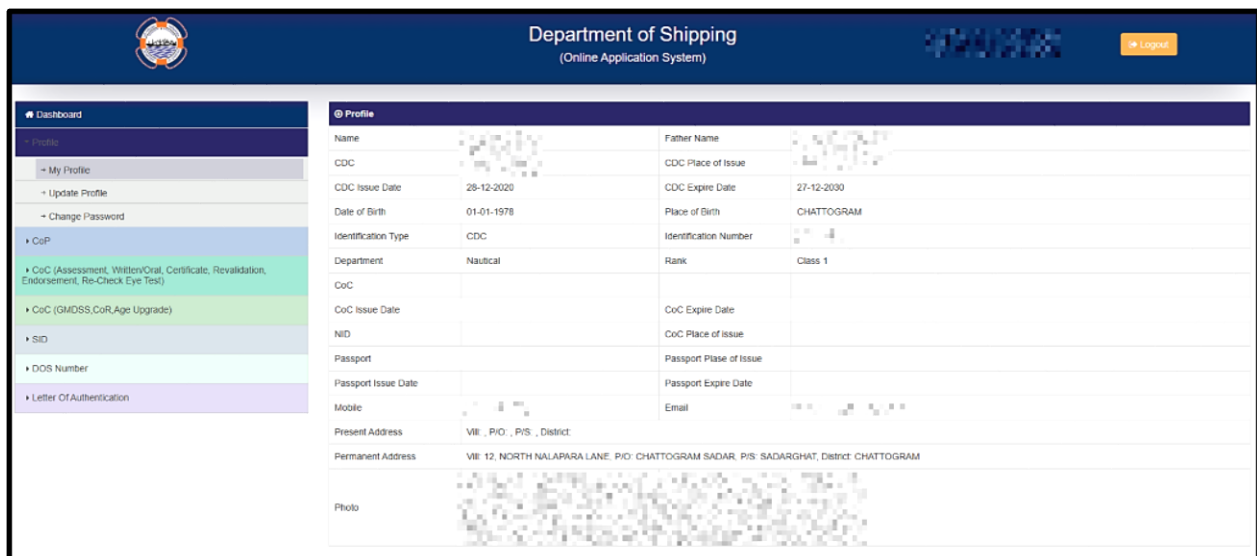
To get the COP certificate from Department of Shipping a seafarer must register him/herself in the DOS ERP Portal and apply for COP. After registration Seafarer must update his profile by updating his valid profile picture and signature before apply for COP.

To apply for a COP, a seafarer must follow the steps outlined below –

- 1) Visit <https://doserp.dos.gov.bd/frontend/web/index.php> and input your CDC or NCS ID, Password and Verification Code to login into your profile.



- 2) Navigate to “My Profile” you will see your details there.



Department of Shipping (Online Application System)			
Name		Father Name	
CDC		CDC Place of Issue	
CDC Issue Date		CDC Expire Date	
Date of Birth		Place of Birth	
Identification Type		Identification Number	
Department		Rank	
CoC		Class 1	
CoC Issue Date		CoC Expire Date	
NID		CoC Place of Issue	
Passport		Passport Place of Issue	
Passport Issue Date		Passport Expire Date	
Mobile		Email	
Present Address			
Permanent Address			
Photo			

- 3) You have to update your profile with your picture (300*300px) and signature (300*80px). Also, you have to update your Department, Rank & Other information.

Department of Shipping
(Online Application System)

Update Profile

Name				Father Name			
CDC				CDC Place of Issue			
CDC Issue Date	26-12-2020	CDC Expire Date	27-12-2030				
Date of Birth	01-01-1978	Place of Birth	CHATTGRAM				
Identification Type	CDC	Identification Number					
Department *	Nautical	Rank *	Class 1				
COC							
CoC Issue Date		CoC Expire Date					
NID		CoC Place of Issue					
Passport		Passport Place of Issue					
Passport Issue Date		Passport Expire Date					
Mobile *							
Present Address	Village		Post Office				
	Thana		District				

- 4) By selecting “COP” menu you will find different submenu. Click on “Apply for COP” and select application type “Main Course Certificate”

a) Main Course Certificate –

By selecting this application type, a seafarer can apply for a COP after completing a new course at the academy.

Apply for CoP

1 Application Types 2 Course Information 3 Payment Information

READ FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING APPLICATION:

Options	Selection of Option	Applying Procedure
Main Course Certificate	If you need CoP after getting a main course attending certificate from a training institute, select this option.	Details
Revalidation by Refresher Course	If you need to revalidate your existing CoP with refresher course select this option. Applicable Courses: PSCRB, AFF, PST, FFFF, MC, MFA	Details
Revalidation by Sea Service	If you need to revalidate your existing CoP with Sea service record select this option. Applicable Courses: All courses except PSCRB, AFF, PST, FFFF, MC, MFA	Details
CoP Reissue	If you have lost your Main Course CoP or want to correct any information on the certificate, select this option.	Details

☒ Main Course Certificate *

☐ Revalidation by Refresher Course *

☐ Revalidation by Sea Service *

☐ Reissue Certificate *

[Next](#)

5) **Select Course** → Choose the main course from the dropdown.

Upload Documents → Mandatory course attendance certificate (PDF ≤ 500 KB), optional other attachments.

Enter DoS Number → When the applicant enters their DOS number (from the course attendance certificate), the system will automatically fetch and display the Institute name, batch start date, batch end date, and course duration.

Add Comments (optional).

Proceed to Payment → Complete payment to finalize the application.


The screenshot shows the 'Main Course Certificate' form in the Department of Shipping Online Application System. The form includes a sidebar with navigation links: 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 form area has a progress bar with three steps: 1. Application Types, 2. Course Information, and 3. Payment Information. The 'Main Courses' section has a dropdown menu to 'Select a Course...'. Below this, there are fields for 'Course Attendance Certificate' (with a 'Choose File' button), 'Others Attachment (if any)' (with a 'Choose File' button), and 'DoS Number' (with a text input field). To the right of the 'DoS Number' field are fields for 'Institute', 'Batch Start Date', 'Batch End Date', and 'Batch Duration'. Below these fields is a 'Certificate Receiving Method' section with a radio button for 'Courier to My Address'. Below that is a 'Certificate Receiving Address' text input field. At the bottom is a 'Comments' text input field. A 'Next' button is located at the bottom right of the form.

6) 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 with multiple PG.

The screenshot shows the 'CoP Payment' form in the Department of Shipping Online Application System. The form includes a sidebar with navigation links: 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 form area has a progress bar with three steps: 1. Application Types, 2. Course Information, and 3. Payment Information. The 'Payment Information' section displays the 'Application ID : 1225090411471186'. Below this is a table showing the payment details:

	(Taka)
SEAFARER WITH DESIGNATED SECURITY DUTIES	500.00
Processing Charge (Service Provider)	0.00
Total Payable	500.00

A 'Submit' button is located at the bottom right of the form.


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 : 8:23


Sonali Bank
Card
Mobile Banking
Internet Banking



 South East




 AB



 MyPrime


 MTB


 Meghna


 Citytouch

 Exit
 **16639, +8809610016639, V 3.0**


Sonali Bank PLC
Sonali Payment Gateway

Transaction Amount 500.00

Paid By : **NAZRUL ISLAM**

Bank Ref. : **2509** **72092**


Invoice No. : **1223** **22336**


Contact No. : **018** **999**


Payment To : **Department of Shipping**


Time Remaining : 8:33


Sonali Bank
Card
Mobile Banking
Internet Banking



 Nagad



 ROCKET



 BKash



 Upay



 Cellfin




 tap


 OKwallet



 MeghnaPay


 TeleCash


 Islamic Wallet

 Exit
 **16639, +8809610016639, V 3.0**

- 7) After the payment is completed, the applicant's profile will display the course and payment-related information, and a payment slip will be generated.

<div style="display: flex; justify-content: space-between; align-items: center; background-color: #003366; color: white; padding: 5px;">  <div> Department of Shipping (Online Application System) </div> <div> Dashboard Logout </div> </div>													
▼ My CoP Application Status													
SL	Application Type	Application ID	Course Name	DoS Number	Assessment	MCQ	ORAL	Certificate Number	Date of Issue	Date of Expire	Status	Action	E-Certificate
1	Main Course Certificate	1225082607184731	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
2	Main Course Certificate	1225053109532282	TANKER FIRE FIGHTING	2025.06.117.0389988		Not Appeared	Not Appeared				Pay Now	Details	
3	Main Course Certificate	1225082408140852	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
4	Main Course Certificate	1225090311194362	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
5	Main Course Certificate	1225090311211440	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
6	Main Course Certificate	1225090304155866	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
7	Main Course Certificate	1225082406551674	TANKER FIRE FIGHTING	2025.06.117.0389988	Assessment Complete	Pass	Pass	117.22.1538	27/08/25	07/02/30	Pay Slip	Details	Download
8	Main Course Certificate	1225082809413164	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	Pass	Retest ORAL				Pay Slip	Details	
9	Main Course Certificate	1225090405114427	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	N/A	Zoom Meeting on 07/09/25 (1:03 PM)				Pay Slip	Details	



DoS Copy
Application for Certificate of Proficiency
(Main Course Certificate)
Application ID : 1223120706562728
Bangladeshi CDC/ID for Others : T/33437



Sl	Course Name	Main Course DoS No.	Result
1	RATING FORMING PART OF A NAVIGATIONAL WATCH	2023.00.D08.D33E748	

DoS Comment:

07-12-2023
Application Date

Candidate Signature

Examiner Signature


(Bank Use Only)

Application ID : 1223120706562728


Application Fee for 1 Certificate	500.00
Processing Charge (Service Provider)	3.50
Total Payable:	503.50

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.

- 8) From the application list, users shall be able to view the details of a selected application by clicking the *Details* button



Department of Shipping
(Online Application System)

Logged in as: 

Logout

Dashboard

- Profile
- CoP
 - CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)
 - CoC (GMDSS CoR/age Upgrade)
- SID
- DOS Number
- Letter Of Authentication

My CoP Application Details


Application Details

Application ID	1225090506450775
Application Type	Main Course Certificate
Institute Name	International Maritime Training Academy
Course Name	SHIP SIMULATOR AND BRIDGE TEAMWORK
DoS Number	2025-01-01-0401725
Batch Start Date	27-05-2025
Batch End Date	01-06-2025
Main Course Attendance Certificate	View
Medical Fitness Certificate	View
Assessment	Assessment Complete
MICQ	N/A
ORAL	Pass
Certificate Number	088-0000350
Certificate Issue Date	09-09-2025
Certificate Expire Date	31-05-2030
Certificate Receiving Method	Courier to My Address Address : Sreekhondee, Sarda, Charghat, Rajshahi 6271 Phone : 016-1111111

- 9) Again, when the payment is completed, the COP application will be stored in the applicant's profile, and the assessment processing of the certificate will begin. The assessment step will first be marked as *In Progress by Operator* and then proceed to *In Progress by Assessor*.

2	Main Course Certificate	1225090306264862	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332		Not Appeared	Not Appeared					Pay Now	Details
3	Main Course Certificate	1225090401354478	FIRE PREVENTION AND FIRE FIGHTING	2025.02.040.0388843		Not Appeared	Not Appeared					Pay Now	Details
4	Main Course Certificate	1225090401090964	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332	Assessment Complete	Go for Exam	Not Appeared					Pay Slip	Details
5	Main Course Certificate	1225090401460651	FIRE PREVENTION AND FIRE FIGHTING	2025.02.040.0388843	In Progress (Operator)	Not Appeared	Not Appeared					Pay Slip	Details
6	Main Course Certificate	1225090305052917	SEAFARER WITH DESIGNATED SECURITY DUTIES	2025.02.050.0390319	In Progress (Operator)	Not Appeared	Not Appeared					Pay Slip	Details
7	Main Course Certificate	1225090402020258	ELEMENTARY FIRST AID	2025.02.041.0390836	In Progress (Operator)	Not Appeared	Not Appeared					Pay Slip	Details
8	Main Course Certificate	1225090402205469	SECURITY AWARENESS	2025.02.049.0389400	In Progress (Operator)	Not Appeared	Not Appeared					Pay Slip	Details
9	Main Course Certificate	1225090402253160	PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES	2025.02.042.0389964	In Progress (Operator)	Not Appeared	Not Appeared					Pay Slip	Details

- 10) Once the assessment is completed, a **Go for Exam** button will appear in the MCQ column. By clicking this button and completing OTP verification, the applicant will be able to take the COP MCQ exam.

<div>  <div> Department of Shipping (Online Application System) </div> <div> Dashboard Logout </div> </div>													
My CoP Application Status													
SL	Application Type	Application ID	Course Name	DoS Number	Assessment	MCQ	ORAL	Certificate Number	Date of Issue	Date of Expire	Status	Action	E-Certificate
1	Main Course Certificate	1225090306093335	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332		Not Appeared	Not Appeared				Pay Now	Details	
2	Main Course Certificate	1225090306264862	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332		Not Appeared	Not Appeared				Pay Now	Details	
3	Main Course Certificate	1225090401354478	FIRE PREVENTION AND FIRE FIGHTING	2025.02.040.0388843		Not Appeared	Not Appeared				Pay Now	Details	
4	Main Course Certificate	1225090401090964	PERSONAL SURVIVAL TECHNIQUES	2025.02.039.0389332	Assessment Complete	Go for Exam	Not Appeared				Pay Slip	Details	
5	Main Course Certificate	1225090401460651	FIRE PREVENTION AND FIRE FIGHTING	2025.02.040.0388843	In Progress (Operator)	Not Appeared	Not Appeared				Pay Slip	Details	
6	Main Course Certificate	1225090305052917	SEAFARER WITH DESIGNATED SECURITY DUTIES	2025.02.050.0390319	In Progress (Operator)	Not Appeared	Not Appeared				Pay Slip	Details	
7	Main Course Certificate	1225090402020258	ELEMENTARY FIRST AID	2025.02.041.0390836	In Progress (Operator)	Not Appeared	Not Appeared				Pay Slip	Details	
8	Main Course Certificate	1225090402205469	SECURITY AWARENESS	2025.02.049.0389400	In Progress (Operator)	Not Appeared	Not Appeared				Pay Slip	Details	
9	Main Course Certificate	1225090402253160	PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES	2025.02.042.0389964	In Progress (Operator)	Not Appeared	Not Appeared				Pay Slip	Details	

- 11) During the MCQ exam, the applicant must keep the camera turned on at all times and complete the exam within the specified time limit. The candidate must also ensure an uninterrupted internet connection during the exam.

Department of Shipping
(Online Application System)

Dashboard Logout

1 Online Exam Practice 2 Result

Course Name: ADVANCED TRAINING FOR CHEMICAL TANKER CARGO OPERATIONS

Q1. What is the content of Oil Record Book, Part II?

☐ Cargo/ballast operations (Oil Tankers)

☐ Oil bilge operations

☐ Slop operation

☐ Sludge operations

Jump To: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 → 0 out of 20

Next

14:02

- 12) Once the MCQ exam is completed, the next column in the COP application list for Oral will display a **Get Appointment** button.

Department of Shipping
(Online Application System)

Dashboard Logout

My CoP Application Status


SL	Application Type	Application ID	Course Name	DoS Number	Assessment	MCQ	ORAL	Certificate Number	Date of Issue	Date of Expire	Status	Action	E-Certificate
1	Main Course Certificate	122502010842307	PERSONAL SURVIVAL TECHNIQUES	2024.06.039.0378096	Assessment Complete	Pass	Get Appointment Not Appeared				Play Slip	Details	
2	Main Course Certificate	1225020109055982	SECURITY AWARENESS	2024.06.049.0377264	Assessment Complete	Pass	Get Appointment Not Appeared				Play Slip	Details	
3	Main Course Certificate	1225020109274327	SEAFARER WITH DESIGNATED SECURITY DUTIES	2024.06.050.0378624	Assessment Complete	Pass	Get Appointment Not Appeared				Play Slip	Details	
4	Main Course Certificate	1225020306420693	FIRE PREVENTION AND FIRE FIGHTING	2024.16.040.0372293	Assessment Complete	Pass	Get Appointment Not Appeared				Play Slip	Details	
5	Main Course Certificate	122502030647331	PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES	2024.16.042.0384420	Assessment Complete	Pass	Get Appointment Not Appeared				Play Slip	Details	
6	Main Course Certificate	1225020306524790	ELEMENTARY FIRST AID	2024.16.041.0373522	Assessment Complete	Pass	Get Appointment Not Appeared				Play Slip	Details	

Select this option

13) When the applicant clicks the **Get Appointment** button, they will be redirected to a page containing appointment details and instructions. On this page, the applicant can select an appointment date and view the available time slots.

The screenshot shows a web interface for booking an appointment. On the left is a sidebar menu with items like 'CoP Guidelines & Video', 'Courses E-Book & Guides', 'Courier Service Instruction', 'Feedback / Complaint', 'Frequently Asked Questions (FAQ)', 'CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)', 'CoC (GMDSS, CoR, Age Upgrade)', 'SID', 'Ship's Cook', 'DOS Number', and 'Letter Of Authentication'. The main content area contains instructions for booking an oral exam. A red box highlights the 'Appointment Date' field, which shows '2025-02-13'. Below it, a section titled 'Available Appointment Slot for (Engineering)' shows four time slots: (09:30 AM - 10:30 AM) Available: 57, (10:30 AM - 11:30 AM) Available: 59, (11:30 AM - 12:30 PM) Available: 59, and (12:30 PM - 01:30 PM) Available: 45. Each slot has a 'Book Slot' button. At the bottom, there is a 'Book Appointment' button. Red arrows point to these elements with labels: 'Select Date' points to the date field, 'Select Slot' points to the time slots, and 'Finally click here' points to the 'Book Appointment' button.

14) After selecting the date and slot, the Oral date and time will be displayed in the COP application list.

<div>  <div> Department of Shipping (Online Application System) </div> <div> Dashboard Logout </div> </div>													
My CoP Application Status													
SL	Application Type	Application ID	Course Name	DoS Number	Assessment	MCQ	ORAL	Certificate Number	Date of Issue	Date of Expire	Status	Action	E-Certificate
1	Main Course Certificate	1225082807184731	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
2	Main Course Certificate	1225053109532282	TANKER FIRE FIGHTING	2025.06.117.0389988		Not Appeared	Not Appeared				Pay Now	Details	
3	Main Course Certificate	1225082408140852	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
4	Main Course Certificate	1225090311194362	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
5	Main Course Certificate	1225090311211440	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
6	Main Course Certificate	12250903041155866	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176		Not Appeared	Not Appeared				Pay Now	Details	
7	Main Course Certificate	1225082406551874	TANKER FIRE FIGHTING	2025.06.117.0389988	Assessment Complete	Pass	Pass	117.221538	27/08/25	07/02/30	Pay Slip	Details	Download
8	Main Course Certificate	1225082809413164	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	Pass	Resit ORAL Fail				Pay Slip	Details	
9	Main Course Certificate	1225090405114427	BASIC TRAINING FOR OIL AND CHEMICAL TANKER CARGO OPERATIONS	2025.06.030.0390176	Assessment Complete	N/A	Zoom Meeting on 07/09/25 (1:03 PM) Not Appeared				Pay Slip	Details	

15) A Zoom meeting link will be available for the selected date and slot, and the certificate will be generated within 72 hours after the completion of the Oral exam.

SI No. : 0240950



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
Government of the People's Republic of Bangladesh
Department of Shipping
www.dos.gov.bd

বাংলাদেশ মার্চেন্ট শিপিং অধ্যাদেশ ১৯৮৩ এর আওতায় প্রণীত বাংলাদেশ নৌ-বাণিজ্যিক অফিসার ও নাবিক প্রশিক্ষণ, সনদায়ন, নিয়োগ, কর্মঘণ্টা এবং ওয়াচকপিং বিধিমালা ২০১১ এবং এস টি সি ডব্লিউ ১৯৭৮ কনভেনশন (সংশোধিত) এর বিধান মোতাবেক জারীকৃত সনদ

This Certificate was issued under the provisions of Bangladesh Merchant Marine Officers & Rating Training, Certification, Recruitment, Work Hour, and Watchkeeping Rule 2011 under the Bangladesh Merchant Shipping Ordinance 1983 and the STCW Convention 1978 as Amended

(সার্টিফিকেট নং ও জারির তারিখ) 147.220774
(Cert. No. & Date of issue) 10-08-2025

প্রফেসিয়েন্সি সনদ
CERTIFICATE OF PROFICIENCY

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

Date of Birth : 24 April 2003
Passport :
Course Duration : 19-07-2025 To 21-07-2025
DoS Number : 2025.16.147.0407587
Institute/Academy : International Maritime Training Academy



Has been found duly qualified and satisfied the condition in accordance with the provisions of Regulation V/3, Paragraph 4 of the above Convention, IMO Model Course 7.13 in BASIC TRAINING FOR SHIPS SUBJECT TO THE IGF CODE Course and MSC.1/Circ.1621 (Interim guidelines for the Safety of the Ships using Methyl/Ethyl Alcohol as fuel) until 20-07-2030

উপরোক্ত কনভেনশনের বিধি V/3 , অনুচ্ছেদ 4 এর বিধান এবং আইএমও মডেল কোর্স 7.13 এবং MSC.1/Circ.1621 (Interim guidelines for the Safety of the Ships using Methyl/Ethyl Alcohol as fuel) বেসিক ট্রেনিং ফর শিপস সাবজেক্ট টু দি আইজিএফ কোড এ ২০-০৭-২০৩০ পর্যন্ত যোগ্য

Revalidation Upto : N/A
Limitations : None

সনদ জারির স্থান : নৌপরিবহন অধিদপ্তর, ঢাকা, বাংলাদেশ
Certificate issued at : Department of Shipping, Dhaka, Bangladesh

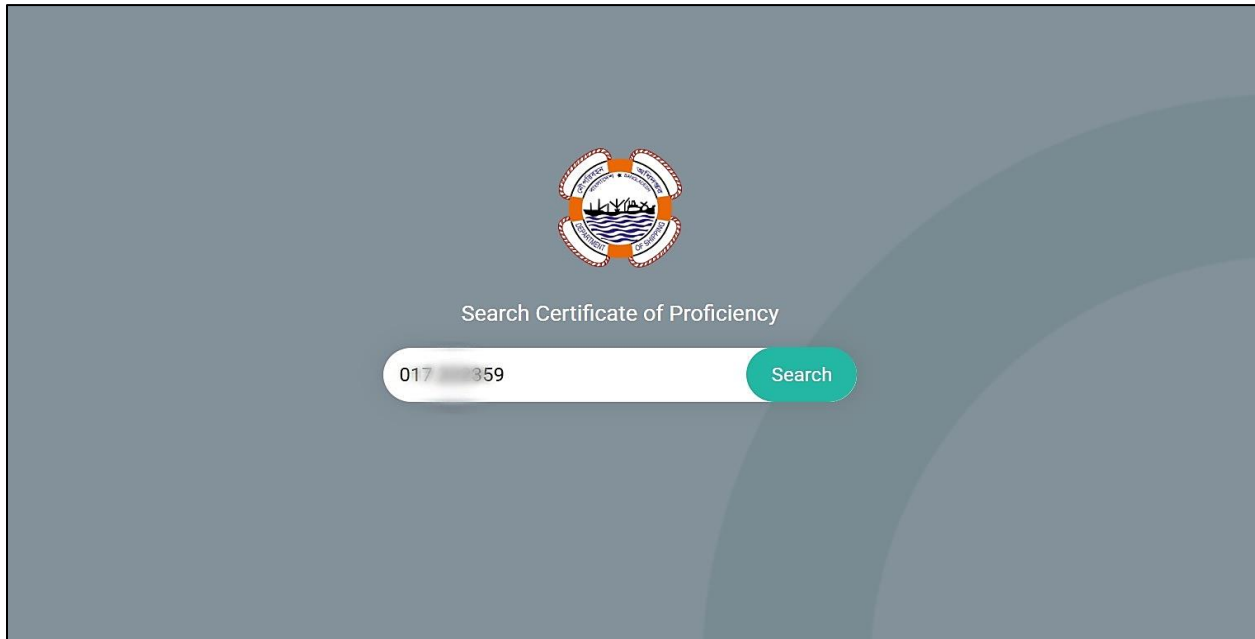

Chief Examiner
Engineer: Md. Manjurul Kabir

To verify this certificate please scan the QR code or contact the Director General , Department of Shipping. F-12/C-1, Agargaon Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh. Tel: +8802223374360, Email: info@dos.gov.bd, verification@dos.gov.bd
www.verification.dos.gov.bd/search/web/cop.html



Application ID : 122507290636331, Prepared by : Rupa Das
(This is a computer generated document, No signature is required)

16) 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/cop.html>) You have to input certificate number in the input field and click on search.



The image shows a web interface for searching a Certificate of Proficiency. At the top center is the logo of the Bangladesh Directorate of Shipping Services (DoS), which features a ship on the water within a circular frame. Below the logo, the text "Search Certificate of Proficiency" is displayed. Underneath this text is a search input field containing the number "017 359". To the right of the input field is a green button with the word "Search" in white text.

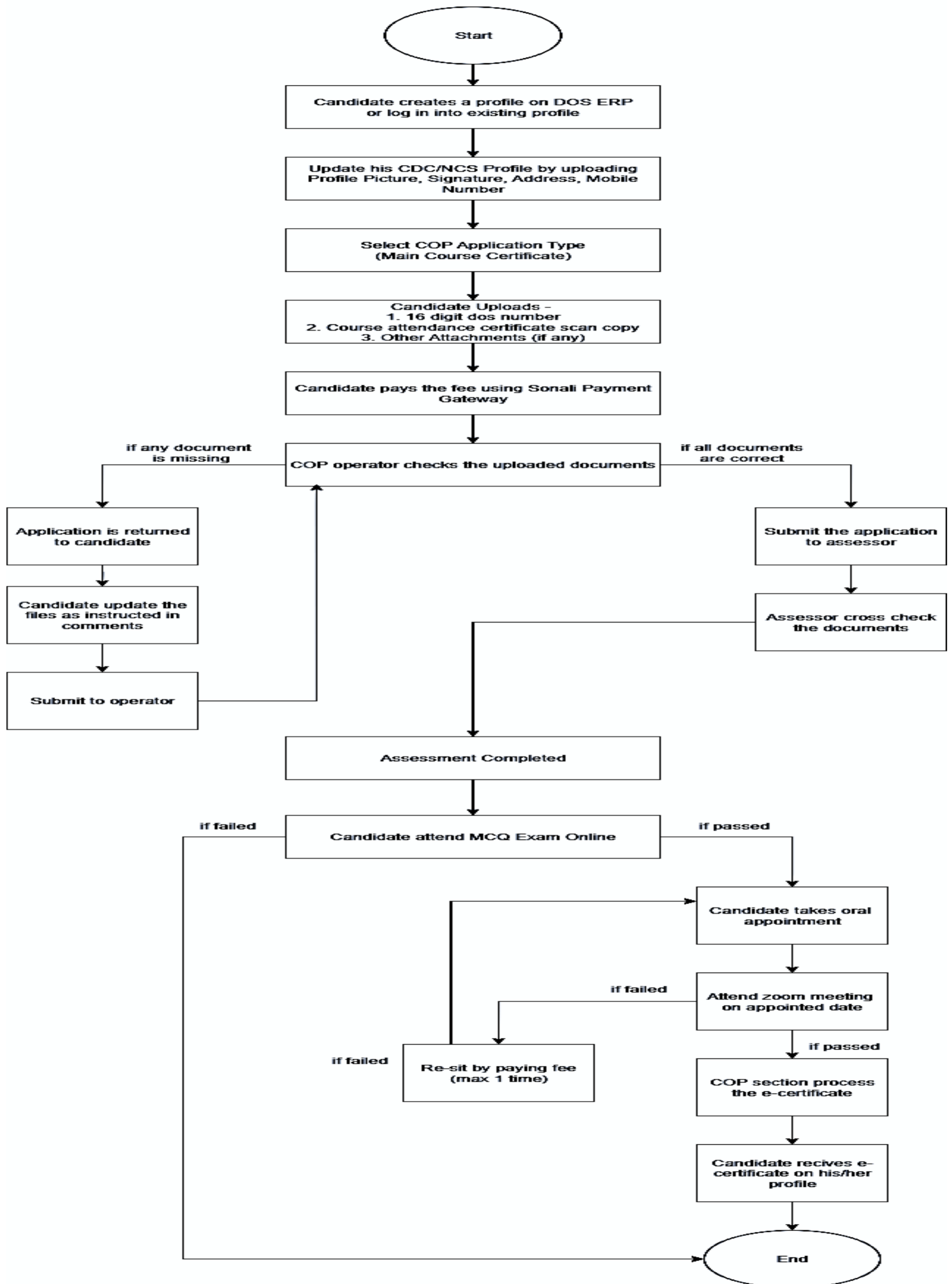
After clicking 'Search,' the system will display all relevant information, including the Issue Date, Expiry Date, CDC No, and other necessary data, allowing the authenticity of the certificate to be confirmed.



The image shows the verification result page. At the top center is the same DoS logo as in the previous image. Below the logo, the text "Certificate of Proficiency Verification Result" is displayed. Underneath this text, the following information is shown:

- The credentials supplied for CoP number 017 359 are correct.**
- RATING AS ABLE SEAFARER ENGINE**
- The status of this certificate is** Valid
- DoS Registration No. : 2025 0411198**
- Date of Issue : 10-09-2025**
- Expiry Date : 22-08-2030**
- Name of Seafarer : NAZMUL ISLAM**
- Date of Birth : 01-11-2001**
- CDC No : T/32927**

Process of Applying Main Course Certificate on DoS ERP System



COP Certificate Revalidation

COP can be revalidated by following 2 methods

a) Revalidation by Refresher Course –

By selecting this certificate type, a seafarer can revalidate an existing COP by completing and submitting proof of a refresher course.

b) Revalidation by Sea Service –

By selecting this certificate type, a seafarer can revalidate an existing COP by providing proof of sea service.

Options	Selection of Option	Applying Procedure
"Main Course Certificate"	If you need CoP after getting a main course attending certificate from a training institute, select this option.	Details
"Revalidation by Refresher Course"	If you need to revalidate your existing CoP with refresher course select this option. Applicable Courses: PSCRB, AFF, PST, FPFF, MC, MFA	Details
"Revalidation by Sea Service"	If you need to revalidate your existing CoP with Sea service record select this option. Applicable Courses: All courses except PSCRB, AFF, PST, FPFF, MC, MFA	Details
"CoP Reissue"	If you have lost your Main Course CoP or want to correct any information on the certificate, select this option.	Details

☐ Main Course Certificate *

☒ Revalidation by Refresher Course *

☐ Revalidation by Sea Service *

☐ Reissue Certificate *

[Next](#)

Revalidation by Refresher Course application is used to revalidate a certificate by attending a refresher course.

Main Course Section form requires you to:

- Select the main course name from dropdown.
- Upload your **Course Attendance Certificate** and a scanned copy of your **Certificate of Proficiency (CoP)**.

When the user selects a **Main Course**, the following information will be automatically fetched: DoS Number, Certificate Number, Certificate Issue Date, Certificate Expiry Date & Institute Name.

For the **Refresher Course**, you need to:

- Upload the **Course Attendance Certificate**.
- From the uploaded certificate, the user will provide the **DoS Number**

Once the DoS Number is entered, the following information will be automatically fetched:
Batch Start Date, Batch End Date & Batch Duration.

Revalidation by Refresher Course

Application Types Course Information Payment Information

Main Course Information

Main Courses *
Select a Course...

Course Attendance Certificate *
Choose File

Scan Copy of CoP *
Choose File

Others Attachment (if any)
Choose File

Instruction for Attachment: (Allowed file type: PDF and size not more than 500KB)

Certificate Number *
Main Course Certificate Number

Certificate Issue Date *
Certificate Issue Date

Certificate Expire Date *
Certificate Expire Date

DoS Number *
DoS Number

Institute *

Additional DoS Number (If Necessary)
Input 16 digit DoS if your previous DoS is 8 digit

Refresher Course Information

Course Attendance Certificate *
Choose File

DoS Number *
Course DoS Number

Batch Start Date *
Batch Start Date

Batch End Date *
Batch End Date

Batch Duration
Batch Duration

Certificate Receiving Method *
☒ Courier to My Address *

For a revalidation certificate, once the application is submitted, the remaining process will follow the same steps as the COP main course: **payment** must be completed. Once the **assessment** is completed, a **Go for Exam** button will appear. Completing OTP verification, the applicant will be able to take the **MCQ** exam & the **certificate** will be generated within 72 hours.

Department of Shipping
(Online Application System)

Dashboard Logout

Online Exam Practice Result

Course Name
ADVANCED TRAINING FOR CHEMICAL TANKER CARGO OPERATIONS

Q1. What is the content of Oil Record Book, Part II?

☐ Cargo/ballast operations (Oil Tankers)

☐ Oily bilge operations

☐ Stop operation

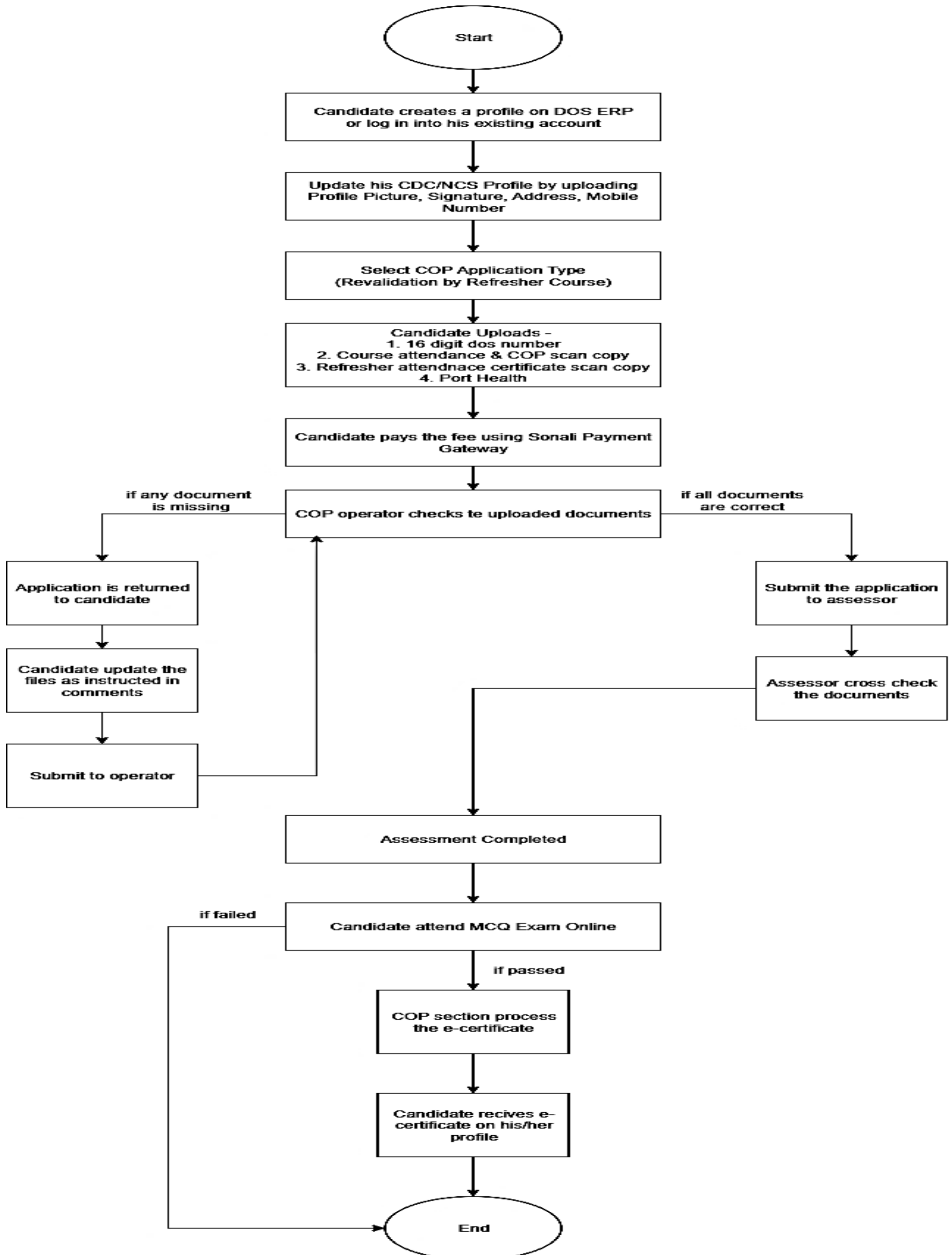
☐ Sludge operations

Jump To → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 » 0 out of 20

Next

14:02

Process of Applying Revalidation by Refresher on DoS ERP System



Revalidation by Sea Service application is used to revalidate a certificate by obtaining sea time or job experience on merchant ship.

The screenshot shows the 'Revalidation by Sea Service' application form. At the top, there are three tabs: 'Application Types' (selected), 'Course Information', and 'Payment Information'. Below the tabs, the form is divided into several sections. The 'Main Courses' section has a dropdown menu labeled 'Select a Course...'. The 'Course Attendance Certificate' section has a 'Choose File' button. The 'Scan Copy of CoP' section has a 'Choose File' button. The 'Others Attachment (if any)' section has a 'Choose File' button. Below these, there is an instruction: 'Instruction for Attachment : (Allowed file type PDF and size not more than 500KB)'. The 'Certificate Number' section has a text input field labeled 'Main Course Certificate Number'. The 'Certificate Issue Date' section has a text input field labeled 'Certificate Issue Date'. The 'Certificate Expire Date' section has a text input field labeled 'Certificate Expire Date'. The 'DoS Number' section has a text input field labeled 'DoS Number'. The 'Institute' section has a text input field. The 'Additional DoS Number (If Necessary)' section has a text input field labeled 'Input 16 digit DoS if your previous DoS is 8 digit'.

Main Course Section form requires you to:

- Select the main course name from dropdown.
- Upload the **Course Attendance Certificate**.
- From the uploaded certificate, the user will provide the **DoS Number**

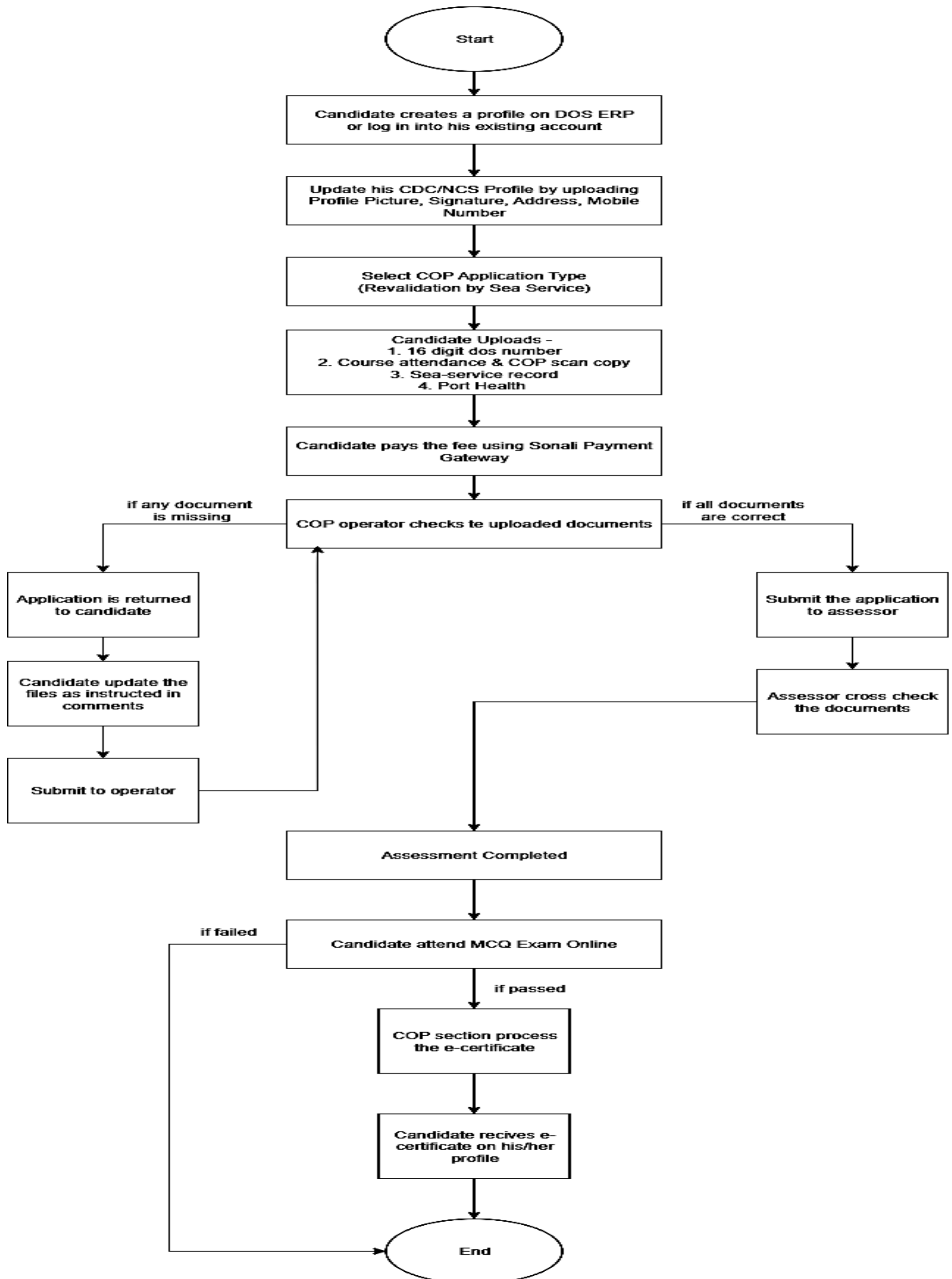
Once the DoS Number is entered, the following information will be automatically fetched:
Batch Start Date, Batch End Date & Batch Duration.

Later, Department of Shipping will verify the Sea time records of the candidate and update the revalidation date accordingly.

For a revalidation certificate, once the application is submitted, the remaining process will follow the same steps as the COP main course: **Payment** must be completed. Once the **assessment** is completed, a **Go for Exam** button will appear. Completing OTP verification, the applicant will be able to take the **MCQ** exam & the **certificate** will be generated within 72 hours.

The screenshot shows the 'Department of Shipping (Online Application System)' interface. At the top, there is a header with the department logo and name, and two buttons: 'Dashboard' and 'Logout'. Below the header, there are two tabs: 'Online Exam Practice' (selected) and 'Result'. The main content area is divided into two sections. The left section is titled 'Course Name' and 'ADVANCED TRAINING FOR CHEMICAL TANKER CARGO OPERATIONS'. It contains a question: 'Q1. What is the content of Oil Record Book, Part B?' with four radio button options: 'Cargo/ballast operations (Oil Tankers)', 'Dry barge operations', 'Slip operation', and 'Sludge operations'. Below the question, there is a 'Jump To' section with a series of numbered buttons from 1 to 20, and a 'Next' button. The right section features a large green circular timer showing '14:02' and a black rectangular area below it.

Process of Applying Revalidation by Sea Service on DoS ERP System



COP Reissue

By selecting this certificate type, a seafarer can request the reissue of their COP.

Options	Selection of Option	Applying Procedure
"Main Course Certificate"	If you need CoP after getting a main course attending certificate from a training institute, select this option.	Details
"Revalidation by Refresher Course"	If you need to revalidate your existing CoP with refresher course select this option. Applicable Courses;PSCRB,AFF,PST,FPIFF,MC,MFA	Details
"Revalidation by Sea Service"	If you need to revalidate your existing CoP with Sea service record select this option. Applicable Courses;All courses except PSCRB,AFF,PST,FPIFF,MC,MFA	Details
"CoP Reissue"	If you have lost your Main Course CoP or want to correct any information on the certificate, select this option.	Details

☐ Main Course Certificate *

☐ Revalidation by Refresher Course *

☐ Revalidation by Sea Service *

☒ Reissue Certificate *

[Next](#)

A COP can be reissued in the following cases:

- If the seafarer has lost their COP (previously issued physical copies).
- If any information on the COP is incorrect or contains errors.

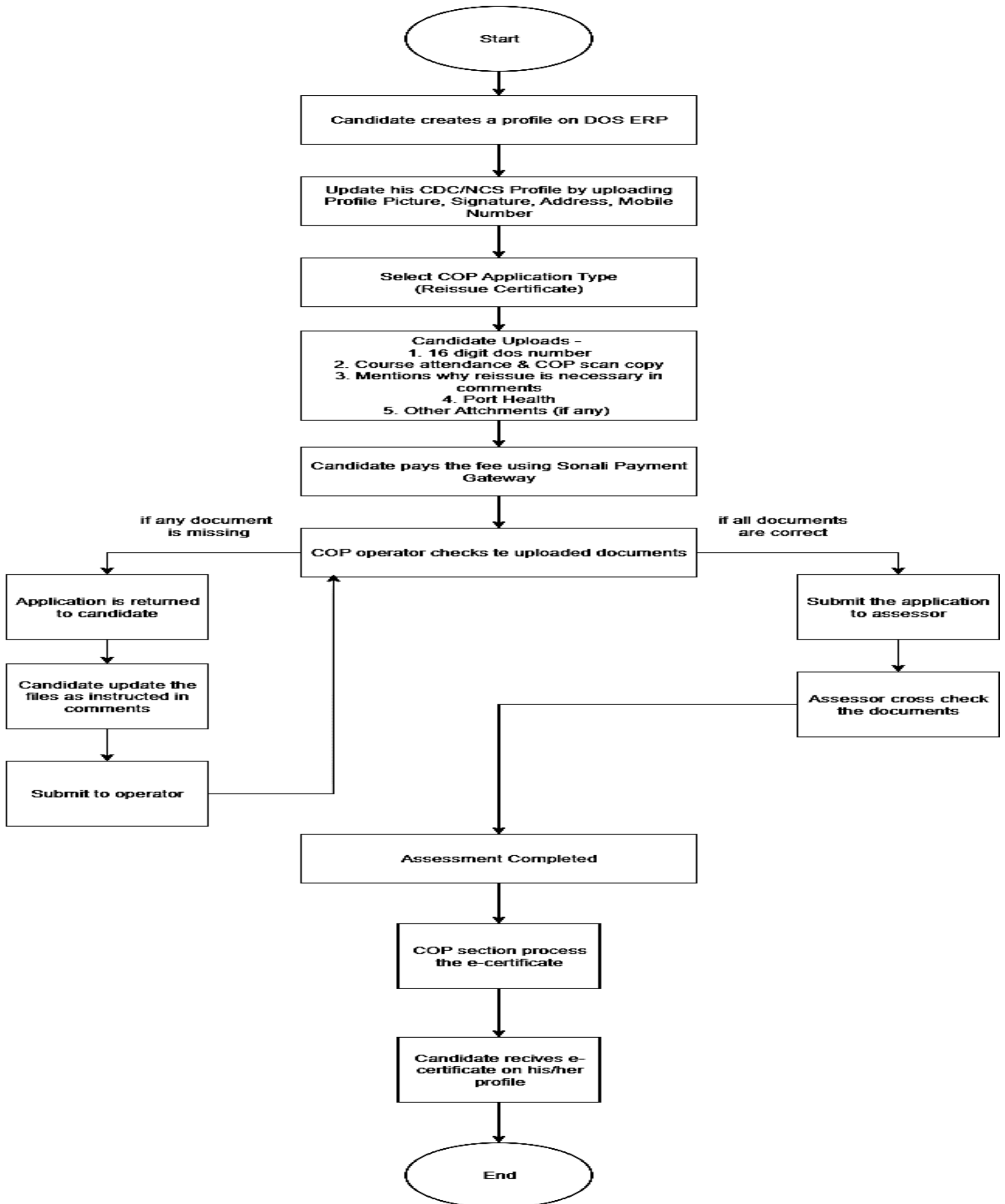
Reissue Certificate Application Process

- Select the main course name from dropdown.
- Upload your **Course Attendance Certificate**.
- Other Attachments – Additional supporting documents (optional)

When the user selects a **Main Course**, the following information will be automatically fetched: DoS Number, Certificate Number, Certificate Issue Date, and Certificate Expiry Date & Institute Name.

For a Re-issue certificate, once the application is submitted, the remaining process will follow the same steps as the COP main course: ***Payment*** must be completed. Once the ***assessment*** is completed, operator section will process the certificate within 24 – 72 hours.

Process of Applying COP Reissue on DoS ERP System



Documents Required for Application Type & Courses

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
1	SAT	1	For CDC Holders,	For CDC Holders, 1. Attendance course certificate, 2.COP and COP both side scan copy 3. Medical certificate 4. 1 Year Sea Service Record within last 5 years or 3-month Sea Service record within last 6 months.	For CDC Holders, 1. Attendance course certificate 2. COP and COP both side scan copy 3. Medical certificate 4. Reason mentioned for reissue in comments of assessment
	DSD	2			
	EFA	3			
	PSSR	3	1. Attendance course certificate 2. Medical certificate		
	ERM(M)	5			
	ERM(O)	3			
	BRM(M)	5			
	BRM(O)	3	For NCS Holders,		
	HVS(M)	5			
	HVS(O)	1			
	RN(M)	5	1. Attendance course certificate 2. Medical certificate 3. Pre-sea course copy or ID page or document related to coc(officers course)/class 3	For NCS Holders, 1. Attendance course certificate, 2. COP and COP both side scan copy 3. Medical certificate 4. ID, ID sea time page, passport, visa, arrival, departure page 5. 1 Year Sea Service Record within last 5 years or 3-month Sea Service record within last 6 months.	For NCS Holders – Previous 4 Documents & 5. Pre-sea or ID copy
	RN(O)	10			
	NAENS	3			
	ECDIS	5			
	SSBT	5			
	ERSC	5			
	TFF	1			
	Basic (IGF)	3			
	BMSO	3			
	SSO	3			
	EDH	5			
	PMTA	10			
	SBSO	4			
2	BOCT	5	For CDC Holders,	For CDC Holders, 1. Attendance course certificate, 2.COP and COP both side	Previously mentioned documents in SL 1 + TFF
	Basic (gas)	4			
			1. Attendance course		

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			<p>certificate, 2. Medical certificate 3.TFF COP scan copy</p> <p>For NCS Holder,</p> <p>1.Attendance course certificate, 2. Medical certificate 3. TFF COP scan copy 4. Pre-sea course copy or ID page</p>	<p>scan copy 3. Medical certificate 4. Sea service record of 3 months in the last 5 years on Tanker/Gas Tanker Ship</p> <p>For NCS Holders,</p> <p>1.Attendance course certificate, 2.COP and COP both side scan copies 3. Medical certificate 4.ID, ID sea time page, passport, visa, arrival, departure page 5. Sea service record of 3 months in the last 5 years on Tanker/Gas Tanker Ship</p>	
3	Ad (oil)	8	<p>For CDC Holders,</p> <p>1. Attendance course certificate, 2. Medical certificate 3.AFF, BOCT/Basic gas COP scan copy 4. cargo carry 5. 3-month tanker/Gas Tanker sea service record</p> <p>For NCS Holders,</p> <p>1.Attendance course certificate, 2.Medical</p>	<p>For CDC Holders,</p> <p>1. Course attendance certificate 2.COP and COP both side scan copy 3. Medical certificate 4.cargo carry testimonial 5. Sea service record of 3 months in the last 5 years on Tanker/Gas Tanker Ship</p> <p>For NCS Holders,</p> <p>1. Attendance course certificate, 2.COP and COP both side scan copy 3. Medical certificate 4.ID, ID sea time page, passport, visa, arrival, departure page 5. Sea service record of 3 months in the last 5 years</p>	<p>Same as mentioned in SL 1 + BOCT COP + AFF COP +Cargo Carry Testimonial</p>
	Ad (che)	8			
	Ad (gas)	8			

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			certificate 3.AFF, BOCT/Basic gas COP scan copy 4.cargo carry testimonial 5. ID, ID sea time page, passport, visa, arrival, departure page 6. 3-month tanker/Gas Tanker sea service record	on Tanker/Gas Tanker Ship	
4	Ad (IGF)	5	1. Attendance course certificate, 2. Medical certificate. 3. Basic IGF code cop scan copy. 4. Bunkering testimonial		Same as mentioned in SL 1
5	PSCRB	5	For CDC Holders, 1. Attendance course certificate, 2. Medical 3. 1 Year Sea Service Record For NCS Holders, 1. Attendance course certificate, 2. Medical certificate 3. 1-year sea service	For CDC Holders, 1. Attendance course certificate, 2.COP and COP both side scan copies 3. Refresher course copy 4. Medical certificate For NCS Holders, 1. Attendance course certificate, 2.COP and COP both side scan copies 3. Refresher course copy 4. Medical certificate 5. Pre-sea course copy or ID copy	Same as mentioned in SL 1

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			record 4. ID, ID sea time page, passport, visa, arrival, departure page		
6	PST	3	For CDC holders: 1. Attendance course certificate 2. Medical certificate	For CDC Holder: 1. Attendance course certificate, 2.COP and COP both side scan copy 3. Refresher course copy 4. Medical certificate	Same as mentioned in SL 1
	MC	6			
	MFA	4	For NCS holders: 1. Attendance course certificate 2. Medical certificate	For NCS Holders: 1. Attendance course certificate, 2.COP and COP both side scan copy 3. Refresher course copy	
	AFF	5	3. Pre-sea course copy or ID copy	4. Medical certificate 5. Pre-sea course copy or ID copy	
	FPFF	3			
7	NWR	5	For CDC Holders: 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy	For CDC Holders: 1. Attendance course certificate 2. COP (Certificate of Proficiency) – both sides scanned copy 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record	Same as mentioned in SL 1 + Eye Test Copy + 100 hour steering certificate copy

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			<p>5. 100-Hour Steering Certificate</p> <p>6. If 6 months sea service is available → 3 months sea service record OR full 6 months sea service record</p> <p>For NCS Holders:</p> <p>1. Attendance course certificate</p> <p>2. SSC (Secondary School Certificate)</p> <p>3. Medical certificate</p> <p>4. DG Shipping approved eye test copy</p> <p>5. 100-Hour Steering Certificate</p> <p>6. If 6 months sea service is available → 3 months sea service record or full 6 months sea service record</p> <p>7. ID card, ID sea-time page,</p>	<p>Or, if within the last 6 months → at least 3 months sea service record</p> <p>For NCS Holders:</p> <p>1. Attendance course certificate</p> <p>2. COP (Certificate of Proficiency) – both sides scanned copy</p> <p>3. Medical certificate</p> <p>4. DG Shipping approved eye test copy</p> <p>5. Sea service record:</p> <p>6. ID, ID sea time page, passport, visa, arrival, departure page</p>	

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			passport, visa, arrival record		
8	EWR	5	<p>For CDC Holders:</p> <ol style="list-style-type: none"> 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 6 months → at least 3 months sea service record Or, full 6 months sea service record <p>For NCS Holders:</p> <ol style="list-style-type: none"> 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 	<p>For CDC Holders:</p> <ol style="list-style-type: none"> 1. Attendance course certificate 2. COP (Certificate of Proficiency) – scanned copy (both sides) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record Or, if within the last 6 months → at least 3 months sea service record <p>For NCS Holders:</p> <ol style="list-style-type: none"> 1. Attendance course certificate 2. COP (Certificate of Proficiency) – scanned copy (both sides) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record Or, if within the last 6 months → at least 3 months sea service record 6. ID card, ID sea-time page, passport, visa, arrival and departure pages 	Same as mentioned in SL 1 + Eye Test Copy

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			4. DG Shipping approved eye test copy 5. Sea service record: If within the last 6 months → at least 3 months sea service record Or, full 6 months sea service record 6. ID card, ID sea-time page, passport, visa, arrival and departure pages		
9	RASD RASE	10 10	For CDC Holders: 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 6 months → at least 3 months sea service record	For CDC Holders: 1. Attendance course certificate 2. COP (Certificate of Proficiency) – scanned copy (both sides) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record Or, if within the last 6 months → at least 3 months sea service record For NCS Holders: 1. Attendance course certificate	Same as mentioned in SL 1 + Eye Test Copy + PSCRB COP + NWR/EWR COP

Serial Number	Course Name	Course Duration	Application Type – Main Course Certificate	Application Type – Revalidation By Refresher Course/ Revalidation by Sea Service	Application Type – Reissue Certificate
			<p>Or, full 6 months sea service record</p> <p>For NCS Holders:</p> <ol style="list-style-type: none"> 1. Attendance course certificate 2. SSC (Secondary School Certificate) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 6 months → at least 3 months sea service record <p>Or, full 6 months sea service record</p> <ol style="list-style-type: none"> 6. ID card, ID sea-time page, passport, visa, arrival page 	<ol style="list-style-type: none"> 2. COP (Certificate of Proficiency) – scanned copy (both sides) 3. Medical certificate 4. DG Shipping approved eye test copy 5. Sea service record: If within the last 5 years → at least 1 year sea service record <p>Or, if within the last 6 months → at least 3 months sea service record</p> <ol style="list-style-type: none"> 6. ID card, ID sea-time page, passport, visa, arrival and departure pages 	