

Mercantile Marine Department

SOPs for Operating Activities

PREAMBLE

1. A standard operating procedure or SOP is a set of step by step instructions compiled by an organization to help employees to carry out routine operations.
2. SOP aim to achieve efficiency quality output and uniformity of performance while reducing miscommunication and failure to comply with regulations.
3. These SOPs' pertain to all normal tasks/ assignments undertaken by the department including but not limited to the following:
 - (i) Ships / Boats Registration.
 - (ii) Survey and Issuance of Certificates.
 - (iii) Port State Inspection.
 - (iv) Flag State Inspection.
 - (v) Casualty Investigation.
 - (vi) Conduct Tests and Examinations.

TIMELINE

1. In order to achieve efficient operational readiness by the optimum utilization of available manpower. It is imperative to set realistic timeline.
2. This will ensure efficiency in service and smooth workflow.
3. After checking and verifying documents, the process time within MMD is around three to four working days, depending on quantum of work and the type of service.

PERIODIC MONITORING & MODIFICATIONS

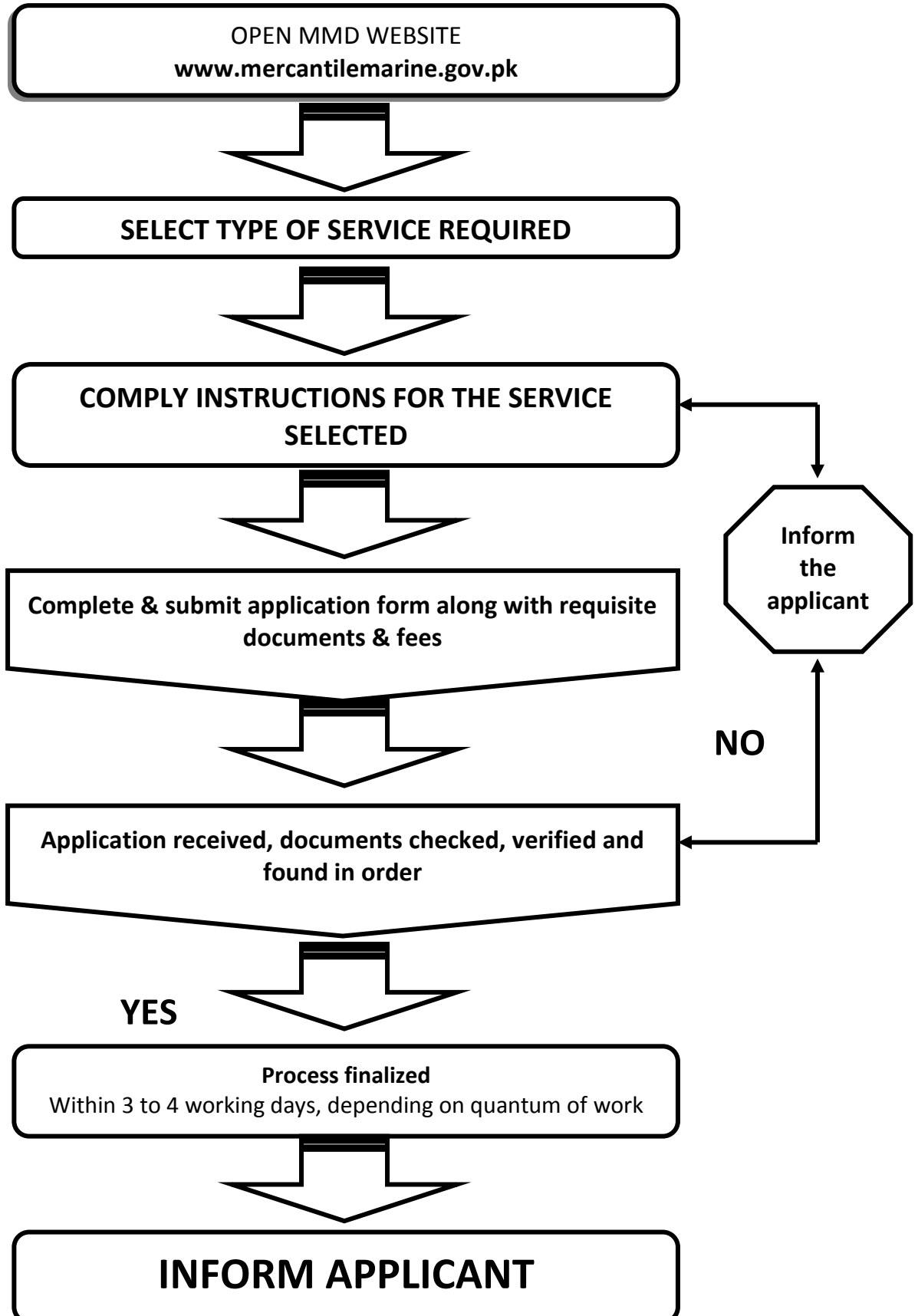
Whilst these Sops have been prepared keeping in perspective historic track records and with reasonable foresight of future requirements, yet these need to be monitored and carefully evaluated on a regular basis. This is particularly important as there is always the possible change in procedures due to change in legislation, introduction of new Rules etc.

ANNEXURES

SOPs and flow chart have been prepared encompassing the various services rendered by MMD are contained in the annexures listed below for information and guidance.

- Annexure -1** Port State Inspection.
- Annexure -2** Flag State Inspection.
- Annexure -3** Matters related to Survey Certifications and other Allied Inspection of Vessels / Training Institute / Service Center etc.
- Annexure-4** Matters related to Registration of Ships / Boats.
- Annexure-5** Examinations conducted by MMD

Mercantile Marine Department (Flow Chart for SOPs)



Annexure -1

Port State Inspection

1. Selection for the port state inspection of foreign vessels mainly due of following reasons:
 - a. Ships which have been permitted to leave the port of a state with deficiencies to be rectified.
 - b. Ships which have been reported as being deficient by pilots or port authorities.
 - c. Ships whose certificates are not in order.
 - d. Ships which have been involved in any kind of accident such as grounding, collusion or stranding on the way to a port.
 - e. Ships which are carrying dangerous or polluting goods and have failed to report relevant information.
 - f. Ships which have been suspended from the Class in the preceding 6 months.
 - g. Ships which have subject of a report or notification by another authority.
 - h. Ships which are accused of an alleged violation of the provision of IMO as to pose a threat to the ship's crew, property or environment.
 - i. By reviewing target factor of Indian Ocean Memorandum of Understanding.
 - j. By reviewing various Memorandum of Understanding websites.
2. Vessel is boarded by the PSC inspector.
3. PSC Officer carries out the inspection as per IMO Assembly Resolution No. A. 1052(27)
4. PSC Officer prepares the report onboard. PSCO and Master sign the report. Original handed over to Master of the vessel.
5. In case of detention:
 - a. If the surveyor found serious deficiencies during inspection, the surveyor consults PO and on approval of PO vessel is detained.
 - b. PSC inspector submits the report to PO, and Detention letter shall be prepared at MMD signed by PO and dispatched to various authorities.
6. In case vessel is not detained, PSC inspector shall submit the report to PO.
7. PO approves the report.
8. Master of the vessel rectifies the deficiencies raised during inspection and submits report to surveyor with documentary evidence. (Class or RO report required in case vessel detained.)
9. Company Submits the re-inspection fees and detention fees (If Detained)
10. PSC inspector re-inspects the vessel and closes/downgrades the deficiencies, if rectified.
11. SC inspector Put up the report to PO.
12. Report is filed.

Annexure -2

Flag State Inspection

For Scheduled Flag State Inspection

1. Application shall be made to the Principal Officer, MMD office along-with the prescribed fees.
2. Application forwarded to the Principal Officer (PO) the same day.
3. PO nominates surveyor to carry out inspection.
4. Date of inspection is mutually fixed with owner and nominated surveyor.
5. Nominated Surveyor carries out the inspection on fixed date.
6. FSI inspector prepares the report onboard. FSI Inspector and Master sign the report. Original handed over to Master of the vessel.
7. In case of detention:
 - a. If the surveyor finds serious deficiencies during inspection, the surveyor consults PO and on approval of PO vessel is detained.
 - b. Surveyor submits the report to PO and Detention Letter is prepared at MMD signed by PO dispatched to various authorities.
8. In case vessel is not detained, Surveyor submits the report to PO.
9. PO approves the report.
10. Master of the vessel rectifies the deficiencies observed during inspection and reports to surveyor with documentary evidence. (Class or RO report required in case vessel detained.)
11. Company submits the re-inspection fees (Detention fees and Re-inspection fees in case of detention.)
12. Surveyor re inspection the vessel and closes/downgrades the deficiencies, if rectified
13. Re inspection and compliance report is put up to PO.
14. Report is filed.

For unscheduled Flag State Inspection

1. By reviewing various Ports and Memorandum of Understanding websites, vessel is selected for unscheduled flag state inspection.
2. Vessel is boarded by the surveyor.
3. Surveyor carries out the inspection.
4. Follow the procedure from Sr. No. 6 onwards of Schedule Flag State inspection.

Annexure-3

Matters related to Survey Certifications and other Allied Inspection of Vessels / Training Institute / Service Center etc...

1. Application may be made to the Principal Officer, MMD along-with the Appendice-1, as appended and the fees and company letter detailing the type of survey / inspection / audit.
2. Upon receiving such application MMD will assign the surveyor / inspector for the said inspection or survey (within a period of two days).
3. The company will be informed about the nomination by letter / email / Telephone.
4. The company representative will then liaise with the nominated surveyor / inspector for the survey / inspection and fix up the date and time of inspection.
5. After the completion of survey / inspection the surveyor will report to Principal Officer.
6. Thereafter, Principal Officer shall order for preparing Certificate which shall be issued to the party within five working days.
7. The information will be sent to the Chief Nautical Surveyor or Chief Engineer and Ship Surveyor at DGP&S, if matter concerned to them for appropriate action.

Annexure -4

Matters Related to Registration of Ships/ Boats

The following services may be availed under this and all the associated details including forms are available at <http://www.mercantilemarine.gov.pk/body/vessels%20Reg/vessels%20Reg.htm>

1. Registration of Merchant Ships (Pvt. Owner/Govt. Owned) Sailing Vessels / Fishing Boats under MSO 2001 and others under IMPV act 1917 and Coastal Vessels act.
2. Creation / Discharge of Mortgage.
3. Change of Ownership / Change of Name of Ship / Change of Name and Address of Owner / Particulars of Ship / Transfer of Port of Registry etc.
4. Closure of Registry
5. Issuance of Call Sign and MMSI Number to Foreign Going Vessels.

Annexure -5

Examination Conducted by MMD

1. EYE SIGHT TEST DECK & ENGINEERING CANDIDATES (For New Entrance)

1.1 Eligibility Criteria

Deck Apprentice	Distance Vision		Near Vision	Color Vision
	ONE EYE	OTHER EYE		
Unaided	6/9	6/6	A Visual acuity sufficient to carry out duties efficiently	Lantern Test for White, Red & Green or Test on Ishihara Charts
Aided	6/6	6/6		
Engineering Apprentices				
Unaided	6/36	6/36	A Visual acuity sufficient to carry out duties efficiently	Lantern Test for White, Red & Green or Test on Ishihara Charts
Aided	6/9	6/9		

1.2 Documents to be Submitted

- i. Application.
- ii. Copy of CNIC
- iii. Two (02) passport size photographs with blue background.

1.3 Fees : **Rs. 300/-**

1.4 Validity : **TWO (2) YEARS**

2. ENGINE ROOM WATCH KEEPING CERTIFICATE FOR RATINGS STCW 1995: REGULATION : III/4; FORMING PART OF AN ENGINE ROOM WATCH ON A SEA GOING SHIP POWERED BY MAIN PROPULSION MACHINERY OF 750 KW PROPULSION POWER OR MORE

2.1 Eligibility Criteria

a. Age:

Minimum 18 years.

b. Medical :

- i. Medical fitness certificate from the administrative approved medical center or doctor. An eye test fitness certificate for color vision and visual acuity from MMD.

c. Ancillary Technical And Safety Courses

- i. Personal Survival Techniques(STCW Code-Table A - VI/1-1)
- ii. Fire Prevention and Fire Fighting (STCW Code-Table A - VI/1-2)
- iii. Elementary First Aid (STCW Code-Table A - VI/1-3)
- iv. Personal Safety and Social Responsibility (STCW Code-Table A - VI/1-4)

d. Sea Service

i. For PMA Engineering Cadets & KPT Engg Apprentices

03 months sea-going service fully devoted to engine room watch keeping duties under the direct supervision of a qualified engineer officer.

OR

06 months on PQA/KPT crafts or supply boats, landing crafts tug etc.

ii. GP III, DM, ELECTRICIAN

06 months sea-going service fully devoted to engine room watch keeping duties under the direct supervision of a qualified engineer officer whilst holder approved GP III training.

OR

12 months for GP III or Technical Ratings on PQA / KPT or supplying boats, landing crafts, tug etc.

2.2 Documents to be Submitted:

- i. Application for examination.
- ii. 02 latest passport size photographs with blue background.
- iii. Original along with copy of medical fitness certificate from administration approved center or doctor.
- iv. Original along with copy of Eye test fitness certificate from MMD.
- v. Original along with copies of Ancillary Technical and Safety courses.
- vi. Original and copy of seamen service discharge book for verification of seagoing service.
- vii. Original and copies of testimonials signed by Master or Chief Engineer. The testimonials must also cover conduct and ability of the candidate.
- viii. Original along with copy of passport.
- ix. Original along with copy of Secondary School Certificate.

2.3 Fees

- i. For Eye Test in MMD Rs. 300/-
- ii. For Oral Examination Rs. 1000/-

2.4 Examination And Certification

The candidates who comply with the eligibility criteria shall appear in Oral Examination for their basic knowledge of minimum standard of competence for ratings and certificates to successful candidates shall be issued as per **STCW-1995** as amended

3. ENGINE ROOM WATCH KEEPING CERTIFICATE FOR RATINGS STCW 2010: REGULATION : III/5; AS ABLE SEAFARER FORMING PART OF AN ENGINE ROOM WATCH ON A SEA GOING SHIP POWERED BY MAIN PROPULSION MACHINERY OF 750 KW PROPULSION POWER OR MORE

3.1 Eligibility Criteria

a. Age

Minimum 18 years.

b. Medical

- i. Medical fitness certificate from the administrative approved medical center or doctor.
- ii. An eye test fitness certificate for color vision and visual acuity from MMD.

c. Ancillary Technical and Safety Courses

- i. Personal Survival Techniques(STCW Code-Table A - VI/1-1)
- ii. Fire Prevention and Fire Fighting (STCW Code-Table A - VI/1-2)
- iii. Elementary First Aid (STCW Code-Table A - VI/1-3)
- iv. Personal Safety and Social Responsibility (STCW Code-Table A - VI/1-4)

d. SEA SERVICE

i. Minimum One Year of Sea Service

ii. For PMA Engineering Cadets & KPT Engg Apprentices

03 months sea-going service fully devoted to engine room watch keeping duties under the direct supervision of a qualified engineer officer.

OR

06 months on PQA/KPT crafts or supply boats, landing crafts tug etc.

iii. FOR GP III, DM & ELECTRICIAN

06 months sea-going service fully devoted to engine room watch keeping duties under the direct supervision of a qualified engineer officer whilst holder approved GP III training.

OR

12 months for GP III or Technical Ratings on PQA / KPT or supplying boats, landing crafts, fug etc.

3.2 Documents to be Submitted

- i. Application for examination.
- ii. 02 latest passport size photographs with blue background.
- iii. Original along with copy of medical fitness certificate from administration approved center or doctor.
- iv. Original along with copy of Eye test fitness certificate from MMD.
- v. Original along with copies of Ancillary Technical and Safety courses.
- vi. Original and copy of seamen service discharge book for verification of seagoing service.
- vii. Original and copies of testimonials signed by Master or Chief Engineer. The testimonials must also cover conduct and ability of the candidate.
- viii. Original along with copy of passport.

3.3 Fees

- i. For Eye Test in MMD ———Rs. 300/-
- ii. For Oral Examination ———Rs. 1000/-

3.4 Examination and Certification

- i. The candidates who comply with the eligibility criteria shall appear in oral examination for their basic knowledge of minimum standard of competence for ratings and certificates to successful candidates shall be issued as per **STCW-2010** as amended

4. DIESEL MECHANIC / FITTER

4.1 Eligibility Criteria

- a. **Age**
Minimum 18 years.

- b. **Medical**
 - i. Medical fitness certificate from the administrative approved medical center or doctor.
 - ii. An eye test fitness certificate for color vision and visual acuity from MMD.

- c. **Ancillary Technical and Safety Courses**
 - i. Personal Survival Techniques(STCW Code-Table A - VI/1-1)
 - ii. Fire Prevention and Fire Fighting (STCW Code-Table A - VI/1-2)
 - iii. Elementary First Aid (STCW Code-Table A - VI/1-3)
 - iv. Personal Safety and Social Responsibility (STCW Code-Table A - VI/1-4)

- d. **Academic Qualification**
 - i. Minimum Secondary school certificate / Equivalent.

- e. **Technical Qualification**
3 years Diploma from a Polytechnic institution of the country or abroad in the following:
 - i. Auto / Diesel Technology.
 - ii. Mechanical / Power Technology.
 - iii. 3-years Trade apprenticeship as DIESEL MECHANIC/FITTER under the apprenticeship ordinance of 1962 in a marine workshop.
 - iv. Ex-Naval Dockyard apprentice having completed 4-years industrial training in Mechanical Diesel trade under the naval dockyard training scheme.

- f. **Service/Training**
 - i. 6-months service/on the job Training in a Marine workshop for operation and maintenance of Diesel Engine and welding.
 - ii. 3-months prescribed course in the field of Marine Diesel Engine and welding.

NOTE: Application to Technical Qualification Para (i) & (ii) only.

4.2 Documents to be Submitted

- i. Application for examination.
- ii. 02 latest passport size photographs with blue background.
- iii. Original along with copy of Medical Fitness Certificate from administration approved center or doctor.
- iv. Original along with copy of Eye Test Fitness Certificate from MMD.
- v. Original along with copies of Ancillary Technical and Safety Courses.
- vi. Original along with copy of Secondary School Certificate / Equivalent.
- vii. Original along with copy of Technical Qualification.
- viii. Original along with copy of passport.

4.3 FEES

- i. For Eye Test in MMD ———Rs. 300/-
- ii. For Oral Examination ———Rs. 1200/-

4.4 Examination and Certification

- i. The candidates who comply with the eligibility criteria shall appear in oral examination and certificates to successfully candidates shall be issued as per rules.

5. ELECTRICIAN

5.1 Eligibility Criteria

a. Age

Minimum 18 years.

b. Medical

- i. Medical fitness certificate from the administrative approved medical center or doctor.
- ii. An eye test fitness certificate for color vision and visual acuity from MMD.

c. Ancillary Technical and Safety Courses

- i. Personal Survival Techniques(STCW Code-Table A - VI/1-1)
- ii. Fire Prevention and Fire Fighting (STCW Code-Table A - VI/1-2)
- iii. Elementary First Aid (STCW Code-Table A - VI/1-3)
- iv. Personal Safety and Social Responsibility (STCW Code-Table A - VI/1-4)

d. Academic Qualification

- i. Minimum Secondary school certificate / Equivalent.

e. Technical Qualification

- i. 3 years Diploma from a Polytechnic institution of the country or abroad in Electrical/Electronics Technology along with 6 months experience in the relevant field.
- ii. Trade apprenticeship having done 3-years Industrial training as ELECTRICAL under the apprenticeship ordinance of 1962 in a marine workshop.
- iii. Ex-Naval Dockyard apprentice having completed 4-years industrial training in Mechanical Diesel trade under the naval dockyard training scheme.

5.2 Documents to be Submitted

- i. Application for examination.
- ii. 02 latest passport size photographs with blue background.
- iii. Original along with copy of medical fitness certificate from administration approved center or doctor.
- iv. Original along with copy of Eye test fitness certificate from MMD.
- v. Original along with copies of Ancillary Technical and Safety Courses.
- vi. Original along with copy of Secondary School Certificate / Equivalent.
- vii. Original along with copy of Technical Qualification.
- viii. Original along with copy of passport.

5.3 FEES

- i. For Eye Test in MMD ———Rs. 300/-
- ii. For Oral Examination ———Rs. 1200/-

5.4 Examination and Certification

- i. The candidates who comply with the eligibility criteria shall appear in oral examination and certificates to successful candidates shall be issued as per rules.

6. NOTICE OF ELIGIBILITY (NOE) AND EXAMINATION OF ELECTRO-TECHNICAL RATINGS (ETR) FOR EXISTING ELECTRICIAN ASSISTANT ELECTRICIAN

6.1 Eligibility Criteria For (NOE)

- a. Age:**
Minimum 18 years

- b. Medical:**
 - i. Medical fitness certificate from the administration approved medical center or doctor as per medical fitness and Eyesight standards required by the merchant shipping (Maritime Labour Convention) medical certification Regulations 2010 S.I 2010/737 Fitness certificate must specify the date of examination the period of validity and any restriction applied.
 - ii. An eye test fitness certificate for colour vision and visual acuity from MMD.

- c. Sea Service**
 - i. At least 6 months sea going service performed within the previous last 5 years of service as an Electrician.

- d. Ancillary, Technical and Safety Courses**
 - i. Personal survival techniques (STCW Code Table A - VI/1-1)
 - ii. Fire prevention and fire fighting (STCW Code Table A - VI/1-2)
 - iii. Elementary first aid (STCW Code Table A - IV/1-3)
 - iv. Personal safety and social Responsibility (STCW Code Table A - IV/1-4)
 - v. Proficiency in Survival craft and Rescue boats other than fast Rescue Boats (STCW Code Table A-IV/2)
 - vi. Advanced Fire Fighting (STCW Code Table A - IV/3)
 - vii. High Voltage (Management) (STCW Code Table A - III/2)

6.2 Documents to be Submitted

- i. Application for examination.
- ii. 02 latest passport size photographs with blue background.
- iii. Original along with copy of medical fitness certificate from administration approved center or doctor.
- iv. Original along with copy of Eye test fitness certificate from MMD.
- v. Original along with copies of Ancillary Technical and Safety Courses.
- vi. Original along with copy of passport.
- vii. Original copy of Seamen Service Discharge Book for verification of seagoing service.
- viii. Original copies of testimonials signed by Master or Chief Engineer. Testimonials must also cover conduct and ability of the Candidate.

6.3 FEES

- i. For Eye Test in MMD Rs. 300/-
- ii. For Notice of Eligibility for oral examination Rs. 2,500/-
- iii. For Oral Examination Rs. 5,000/-

6.4 EXAMINATION AND CERTIFICATION

- i. Candidates who comply with the eligibility criteria shall be issued Notice of Eligibility (NOE) for appearing in oral examination of ETR.
- ii. Successfully candidates in oral examination shall be issued certificates as per STCW-2010 as amended.

7. 1ST CLASS MOTOR ENGINE DRIVER (INLAND)

7.1 Eligibility Criteria

- a. Age**
Minimum 22 years.
- b. Nationality**
Citizen of Pakistan.
- c. Medical**
 - i. Medical fitness certificate from the administrative approved medical center or doctor.
 - ii. An eye test fitness certificate for color vision and visual acuity from MMD.
- d. Qualification:**
 - i. 18 months service as 2nd Class Driver of vessel having Engine 226 B.H.P in charge of watch an main Engine.

7.2 Documents to be Submitted

- i. Application for examination.
- ii. 02 latest passport size photographs with blue background.
- iii. Original along with copy of Eye test fitness certificate from MMD.
- iv. Original along with copy of CNIC
- v. Original along with copy of service testimonial.

7.3 Fees

- i. For Eye Test in MMD Rs. 300/-
- ii. For Oral Examination Rs. 2,000/-

7.4 Examination And Certification

- i. The candidates who comply with the eligibility criteria shall appear in oral examination and certificates to successfully candidates shall be issued as per rules.

8. 2ND CLASS MOTOR ENGINE DRIVER (INLAND)

8.1 Eligibility Criteria

a. Age

Minimum 22 years.

b. Nationality

Citizen of Pakistan.

c. Medical

- i. Medical fitness certificate from the administrative approved medical center or doctor.
- ii. An eye test fitness certificate for color vision and visual acuity from MMD.

d. Qualification:

6 years service in the Engine Room of the vessel having Engine of not less than 40 B.P.H of which period not less than **one year** as Chief Greaser.

OR

5 years Service of vessel in the Engine Room having Engine of not less than 85 B.P.H.

8.2 Documents to be Submitted

- i. Application for examination.
- ii. 02 latest passport size photographs with blue background.
- iii. Original along with copy of Eye test fitness certificate from MMD.
- iv. Original along with copy of CNIC
- v. Original along with copy of service testimonial.

8.3 Fees

- i. For Eye Test in MMD Rs. 300/-
- ii. For Oral Examination Rs. 2,000/-

8.4 Examination And Certification

The candidates who comply with the eligibility criteria shall appear in oral examination and certificates to successfully candidates shall be issued as per rules.

9. ELIGIBILITY FOR CERTIFICATE OF PROFICIENCY FOR “RATING FORMING PART OF A NAVIGATIONAL WATCH”

For applicant holding watch –keeping certificate issued under the provision of STCW-78 Convention and desires replacement of such certificate under the provision of STCW-95 must meet following conditions of STCW including 2010 Manila Amendments.

9.1 Eligibility Criteria

a. Age

Minimum 18 years

b. Nationality:

Citizen of Pakistan.

c. Medical

- i. Medical fitness certificate from the administrative approved medical center or doctor.
- ii. An eye test fitness certificate for color vision and visual acuity from MMD.

d. Ancillary, Technical and Safety Courses

- i. Personal Survival Techniques(STCW Code-Table A - VI/1-1)
- ii. Fire Prevention and Fire Fighting (STCW Code-Table A - VI/1-2)
- iii. Elementary First Aid (STCW Code-Table A - VI/1-3)
- iv. Personal Safety and Social Responsibility (STCW Code-Table A - VI/1-4)

e. Sea Service

- i. Have approved sea going service on Seaman Book of at least 10 months on board merchant vessels of 500 gross tonnage.

Or

- ii. He proves sea service Pakistan Navy Ship of 500 GT or more for at least 12 months. **Three months** remission in approved sea going service may granted, if he holds GP III certificate issued from any Institute approved by Port and Shipping Wing.

and

- iii. At least 06 months service out of total service required under this para should be associated with navigational watch keeping function involving performing of duties carried out under the direct supervision Master or Officer in charge of the navigational Watch or a qualified rating.
- iv. Minimum 3 months of the qualifying sea service must be performed within **five (5)** years preceding the application.
- v. Have at least 20 hours, steering certificate from Master/Company.

9.2 Documents to be Submitted

- i. Application for examination.
- ii. Original & copy of Steering Certificate from Master.

- iii. 02 latest passport size photographs with blue background.
- iv. Original along with copy of medical fitness certificate from administration approved center or doctor.
- v. Original along with copy of Eye test fitness certificate from MMD.
- vi. Original along with copies of Ancillary Technical and Safety Courses.
- vii. Original and copy of seamen service discharge book for verification of seagoing service.
- viii. Original along with copy of passport.

9.3 Fees

- i. For Eye Test in MMD Rs. 300/-
- ii. For Oral Examination Rs. 1,000/-

9.4 Examination and Certification

The candidates who comply with the eligibility criteria shall appear in oral examination for their basic knowledge of minimum standard of competence for ratings and certificates to successful candidates shall be issued as per **STCW-2010** as amended.

10. ELIGIBILITY FOR CERTIFICATE OF PROFICIENCY FOR RAITING AS ABLE SEAFARER DECK (EDH)

10.1 Eligibility Criteria

- a. Age**
Minimum 18 years
- b. Nationality:**
Citizen of Pakistan.
- c. Medical**
 - i. Medical fitness certificate from the administrative approved medical center or doctor.
 - ii. An eye test fitness certificate for color vision and visual acuity from MMD.
- d. Ancillary, Technical and Safety Courses**
 - i. Personal Survival Techniques(STCW Code-Table A - VI/1-1)
 - ii. Fire Prevention and Fire Fighting (STCW Code-Table A - VI/1-2)
 - iii. Elementary First Aid (STCW Code-Table A - VI/1-3)
 - iv. Personal Safety and Social Responsibility (STCW Code-Table A - VI/1-4)
- e. Sea Service**
 - i. Have worked in a relevant capacity in deck department on board vessels of 500 gross tonnage or more, for at least 18 months for PMA CADETS (in case of GP Ratings 24 months)
 - ii. Hold navigational watch keeping certificate meeting the requirements of regulation ii/4 of STCW –78, including 2010 Amendments (for ratings only)
 - iii. Hold steering certificate for at least 20 hours on a vessel of 500 gross tonnage or more.
 - iv. Have evidence of attendance EDH course from P&S Wing recognized institute.

10.2 Documents To Be Submitted

- i. Application for examination.
- ii. Original & copy of Steering Certificate from Master.
- iii. 02 latest passport size photographs with blue background.
- iv. Original along with copy of medical fitness certificate from administration approved center or doctor.
- v. Original along with copy of Eye test fitness certificate from MMD.
- vi. Original along with copies of Ancillary Technical and Safety Courses.
- vii. Original and copy of seamen service discharge book for verification of seagoing service.
- viii. Original along with copy of passport.

10.3 Fees

- i. For Eye Test in MMD Rs. 300/-
- ii. For Oral Examination Rs. 1,500/-

10.4 Examination and Certification

The candidates who comply with the eligibility criteria shall appear in oral examination for their basic knowledge of minimum standard of competence for ratings and certificates to successful candidates shall be issued as per **STCW-2010** as amended.

11. QUALIFICATION FOR CERTIFICATES OF COMPETENCY AS FIRST CLASS MASTER (INLAND)

11.1 Eligibility Criteria

a. Age

Minimum 18 years

b. Nationality

Citizen of Pakistan.

c. Medical

- i. Medical fitness certificate from the administrative approved medical center or doctor.
- ii. An eye test fitness certificate for color vision and visual acuity from MMD.

d. Qualifications

- i. Candidates must have served as 2nd Class Master of a Mechanically propelled vessel of not less than 30 N.H.P or equivalent brake horse power for 3 years.

OR

He must be not less than 22 years of age and Hold a C.O.G as 2nd MATE.

OR

MATE home trade and have served as MATE of as inland Mechanically propelled vessel for not less than ONE YEAR.

- ii. One year service Master of a self-propelling dredger.
- iii. 3 years as MATE of an inland or home trade vessel.

OR

Relieving officer or MATE of an inland or home trade VSL shall be accepted as sufficient Qualification.

e. Sea Service

Such candidates must have served five years at sea or on inland waters, One year of which service must be as helmsman.

11.2 Documents to be Submitted

- i. Application for Examination.
- ii. 2 latest photos passport size with blue background.
- iii. Testimonial on prescribed form.
- iv. Character Certificate from Master/Company.
- v. Original 2nd Class Master (inland) C.O.C along with photocopy.
- vi. Copy of CNIC

11.3 Fees

- i. For Eye Test in MMD ———Rs. 300/-
- ii. For Oral Examination ———Rs. 3000/-

11.4 Examination and Certification

The candidates who comply with the eligibility criteria shall appear in oral examination and certificates to the successfully candidates shall be issued as per rules.

12. QUALIFICATION FOR CERTIFICATES OF COMPETENCY AS INLAND SECOND CLASS MASTER

12.1 Eligibility Criteria

a. Age

Minimum 18 years

b. Nationality:

Citizen of Pakistan.

c. Medical

- i. Medical fitness certificate from the administrative approved medical center or doctor.
- ii. An eye test fitness certificate for color vision and visual acuity from MMD.

d. Qualifications

Intelligence testimonials.

e. Sea Service

Candidates must have at least 6 years of sea service.

OR

On inland water 3 years of which service must be as a helmsman of a steam vessel of not less than 50 NHP (282 BHP)

OR

Two year of service as "Certified Serang" and one year as helmsman of a steam vessel of not less than 50 NHP (282 BHP)

OR

Three years as Serang In charge of a steam vessel of not less than 20 NHP (113 BHP)

The above sea service must be on MMD prescribed form.

12.2 Documents to be Submitted

- i. The above sea service must be on MMD prescribed form.
- ii. CNIC photocopy.
- iii. 2 latest photo passport size with blue background.
- iv. Serang Certificate along with a photocopy.
- v. Performance / Intelligence Certificate from company.

12.3 Fees

- i. For Eye Test in MMD Rs. 300/-
- ii. For Oral Examination Rs. 2,000/-

12.4 Examination And Certification

The candidates who comply with the eligibility criteria shall appear in oral examination and certificates to the successfully candidates shall be issued as per rules.

13. QUALIFICATION FOR CERTIFICATES OF COMPETENCY AS SERANG (INLAND)

13.1 Eligibility Criteria

- a. **Age:**
Minimum 18 years
- b. **Nationality:**
Citizen of Pakistan.
- c. **Medical**
 - i. Medical fitness certificate from the administrative approved medical center or doctor.
 - ii. An eye test fitness certificate for color vision and visual acuity from MMD.
- d. **Qualifications**
 - i. For COC as Serang exams candidate must have served 5 years at sea or inland water ways one year which must be as helmsman.
 - ii. He shall be examined viva voce as to his knowledge of the following:
 - 1. Candidate shall give application in form No. 1 with his testimonials and discharges.
 - 2. Deposit at least one day before exam between 10:30 To 11:00 Am.

Testimonials Required

- a. Character Cert. & sobriety.
 - b. Experience Cert.
 - c. Ability Cert.
 - d. Good conduct Cert. on ship Service Cert shall be of last 12 months preceding application the Cert. of like Nature from other employees if unemployed or from some other respectable house holder
- e. **Sea Service**
 - i. Service of Two years in last 6 years and 6 months in last 3 years preceding date of application to be examined on prescribed form of MMD.
 - ii. Verify sea service & all other cert from employers office record.
 - iii. If service can not be verified from employees office record, then:
 - 1. Affidavit from men under with he served.
 - 2. Affidavit of candidate himself to verify service.

13.2 Documents to be Submitted

- i. Good conduct / Character cert on ship.
- ii. Service certificate 5 years sea service one year as helmsman.
- iii. CNIC card photocopy.

13.3 Fees

- i. For Eye Test in MMD Rs. 300/-
- ii. For Oral Examination Rs. 2,000/-

13.4 Examination and Certification

The candidates who comply with the eligibility criteria shall appear in oral examination and certificates to the successfully candidates shall be issued as per rules.

Failure

If a candidate fails in an examination for a certificate of competency as serang, he shall not be re-examined till he has rendered additional service for three months as helmsman.

APPENDICE-1

(Format of application to be submitted to MMD for statutory survey/inspection/audit)

To,

The Principal Officer, MMD, _____

Subject: _____

Sir,

We enclose the following details and associated documents and request you to nominate surveyor for subject inspection/survey/audit. (*)

Date and place of last inspection/survey/audit (*)	Name of surveyor(s) carrying out last Inspection/Survey/audit. (*)

An amount of Rs. _____ dated _____ deposited vide D.D No. _____

Dated _____ towards fees for above stated inspection/survey/audit. (*)

Yours faithfully,

(*) delete whichever is not applicable

Note:

1. Application to be submitted in the company letter head with e-mail address, name and mobile no. of the person submitted in the application.
2. The subject of the letter may indicate one of the following:
 - i) Request for nomination of surveyor(s) for participation in Renewal IOPP/SRT/SAFCON survey being undertaken by R.O. (name of the R.O. to be stated) of Vessel _____.
 - ii) Request for nomination for Surveyor(s) for carrying out Intermediate SEQ Survey at (name of port to be indicated) on _____ (date to be indicated) of vessel _____
 - iii) Request for Intermediate audit for SSC at _____ on _____ of vessel _____
 - iv) Request for Intermediate audit for SMC at _____ on _____ of vessel _____
 - v) Request for Flag State Inspection at _____ on _____ of our vessel _____
 - vi) Request for inspection for Petroleum License at _____ on _____
 - vii) Request for inspection of our service station located at _____ on _____
3. Enclose the copy of last inspection report in case of Flag State Inspection and enclose copy of Statutory Certificate in case of audit/survey for which request is made.