

Chief Nautical Surveyor

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 mis-communication and failure to comply with regulations.

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 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 CNS Section are contained in the annexure listed below for information and guidance.

Annexure -1: Application for appearing in the written examinations

Annexure -2: Application for Certificate of Competency

Annexure -3: Application for Revalidation of the Certificate of Competency

Annexure-4 : Application for Dangerous Cargo Endorsement & GMDSS GoC STCW Endorsement.

Annexure-5: Issuance and Revalidation of Certificate of recognition per STCW Reg I/10

Annexure-6: Procedure for Document Corrections.

Annexure-1: Application for appearing in the examinations

Application for appearing in Written/Oral examination of any grade of the examination is through the MMD.

The application along-with the supporting documents needs to be submitted in person to the exam section of MMD, as per the Examination Schedule.

Notice of Eligibility for Deck Class I, II and III/IV examination

The candidate's desirous of applying for the above grades of examinations are required to submit the hand written application through MMD, in person, along with filled Performa for eligibility and original documents.

After the approval NOE (Notice of Eligibility) shall be issued to the candidate which shall be submitted along with other documents for examination.

Duration: Two Weeks

Subsequently the repeater candidates have to submit result card along with application form only.

Annexure-2: Application for Certificate of Competency

The candidate who declared passed in written, oral and signal may submit file along with all documents as mentioned in the notice of eligibility for CoC.

CoC shall be sent to security printing press after all passed candidates files are received for printing.

Duration: Two Weeks

Annexure-3: Application for Revalidation of the Certificate of Competency

All candidates applying for revalidation of the CoC have to submit the application along with all documents required as per checklist in the application form. After scrutiny by the CNS section revalidation for another five years shall be granted.

Duration: Two Weeks

Annexure-4: Application for Dangerous Cargo Endorsement & GMDSS GoC STCW Endorsement.

All candidates applying for DCE & GMDSS CoP have to submit the application along with all documents required as per checklist in the application form. After scrutiny by the CNS section DCE endorsement for five years shall be granted.

Duration: Two Weeks

Annexure-5 : Issuance and Revalidation of Certificate of Recognition per STCW Reg 1/10

All candidates applying for Issuance and Revalidation of Certificate of Recognition as per STCW Reg 1/10 have to submit the application along with photo copy of all documents attested by the company and Original letter issued by Owner of the vessel / Agent and original CoC of the countries, Pakistan has signed MOU for COR. Letter should mention the name of vessel, date of joining and contract period.

The section will scrutinize the documents and put it up to Chief Nautical Surveyor for oral date which shall within a week time, after successful completion of oral examination COR shall be issued or revalidated.

The candidate has to collect his Certificate of endorsement in Person.

Duration: Two Weeks in total

Annexure-6: Procedure for Document Corrections

Documents like CoC, CoR or CoE, DCE and GMDSS GoC STCW Endorsements are prone to mistakes either due to the typographic errors or due to change to the name in the Seafarers passport.

The application is to be made to CNS & PEMM through the POMMD as a change of name application or Document correction with the necessary fees.

The error as mentioned is checked in the CNS Section records and also in the MMD website. Change is made or issued new document as appropriate, and the change is updated online.

The original COC or the letter for the error is issued and collected either by the candidate or a person authorized by him.

Time Duration: 4-5 working days