

Checklist for obtaining advance COP as per IGF code

Name:
MMD: Chennai

Rank:
Date:

SNO	Documents Required to be physically submitted	Check
1	Application Form (Annex 2)- As per standard Operating Procedure IGF COP	
2	Sea Service Letter in original issued by vessel owner/agent with RPSL no. stating the required sea service (Annex 3) - As per standard Operating Procedure IGF COP. (Bunkering Note is required for those who performed Bunkering Operations)	
3	Advance Course Certificate (GASCO) / Advance IGF course Certificate	
4	Dangerous Cargo Endorsement Certificate (ADVANCE) / BASIC IGF COP	
5	CDC Booklet page showing relevant sea service along with 1st and last Page	
6	Relevant Pages of COC	
7	Medical Fitness Certificate (First Page, Annexure – IV & V) from DG Approved Doctor with a minimum validity of six months	
8	AFF, PSCRB, PSSR, STSDSD/SSO course certificates	
9	Passport size(3.5x3.5cm) photograph and signature with clear white background & face covering 70% [2 NOS], 4 Signatures legibly signed on A4 sheet	
10	Copy of 1st & Last page of passport	
11	Copy of INDOS certificate	
12	Proof of Fees paid (Bharatkhoosh Receipt)	
13	Copy of Email communication of the application to mmdchn-eexam-ship@gov.in with all above attachments	

Note:All supporting documents to be self-attested (Except Original Sea service letter)

Checklist for obtaining Basic (Renewal) IGF COP

Name:

Rank:

MMD: Chennai

Date:

SNO	Documents Required to be physically submitted	Check
1	Application Form (Annex 2)- As per standard Operating Procedure IGF COP	
2	Sea Service Letter in original issued by vessel owner/agent with RPSL no. stating the required sea service (Annex 3) - As per standard Operating Procedure IGF COP. Or Basic Training Course on ships subject to IGF Code	
3	Basic IGF COP	
4	CDC Booklet page showing relevant sea service along with 1st and last Page	
5	Relevant Pages of COC	
6	Medical Fitness Certificate from DG Approved Doctor	
7	FPFF, PSCRB, PSSR, STSDSD/SSO course certificates	
8	Passport size(3.5x3.5cm) photograph and signature with clear white background & face covering 70% [2 NOS], 4 Signatures legibly signed on A4 sheet	
9	Copy of 1st & Last page of passport	
10	Copy of INDOS certificate	
11	Proof of Fees paid (Bharatkhoosh Receipt)	

Note: All supporting documents to be self-attested (Except Original Sea service letter)

