	DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI	**IS/ISO Clause No.7.1**
Ref.:QMS - 7.0 Page 1	Subject: Procedure for online reporting of Comprehensive Inspection Programme (CIP) for maritime training institute (MTI).	**No.**TR/Cir/6(5)/2017
	Training Circular No. 10 of 2018	**Date : 06.04.2018**

In continuation of DGS Order No.23 of 2014 & DGS Order No.4 of 2016, the Directorate in its endeavour to simplify and expedite the reporting of Comprehensive Inspection Programme (CIP) of Maritime Training Institute (MTI), has developed an online module in the e-governance system to report the CIP grading of MTI. The following online procedure may be followed by MTI & CIP reporting Recognized Organization (RO) /Mercantile Marine Department (MMD).

2. Procedure for online reporting of CIP.

2.1 The Institute may follow the steps as given below for submitting the self-assessment ratings:

Steps – 1: Go to DGS website - dgshipping.gov.in

Steps – 2: Click on e-governance tab and select e-governance section using the user id and password.

Steps – 3: Click on 'Training' Module from home page.

Steps – 4: In the training module select the top menu 'Submit Details' and go to sub menu 'CIP Reporting'. Fill in the assessment details and submit the form.(Note: The RO / MMD is selected at this step)

Note:- System shows the confirmation message as an acknowledgement of CIP self assessment data has been submitted to RO / MMD for their Inspection.

2.2 The Inspection Authority (RO / MMD) may follow the steps given below for reporting the assessment ratings for the MTI:

Step – 1: Go to DGS website - dgshipping.gov.in

Step – 2: Click on e-governance tab and select e-governance section using the user id and password.

Step – 3: Click on 'CIP Reporting' module from home page.

Step – 4: In the CIP reporting section select the top menu 'Submit Inspections' and go to sub menu 'CIP - Institute Inspection'.

Step – 5: Select the Institute from the drop down menu and click on 'Submit' button. Fill in the assessment details and submit the form.

Note:- System shows the confirmation message as an acknowledgement of CIP assessment. - Once the assessment report is submitted on-line, the institute or RO/MMD can click view link on the main page to see the assessed record.

3. All the Recognized Organisations (RO) are advised to collect their user id and Password from the Directorate General of Shipping.

4. This Circular will be effective from the date of issuance.

5. This issues with the approval of the Director General of Shipping and Special Secretary to the Government of India.
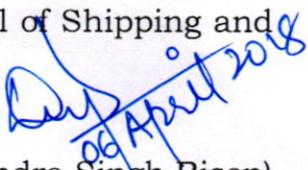
(Deependra Singh Bisen)
Asstt.Director General of Shipping

To

1. All DGS approved MTIs

2. Engg. branch

3. Nautical branch

4. All MMDs

5. All Recognized Organizations.