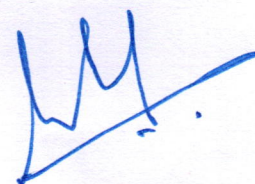
	<b><u>DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI</u></b>	<b>IS/ISO Clause No.7.1</b>
<b>Ref.: QMS 7.0 Page 1 of 3</b>	<b>Subject: Updating latest CIP grading of Maritime Training Institutes</b>	<b>File No. TR/CIR/6(2)/2019</b>
<b>Issued by the Director General of Shipping Govt. of India</b>	<b>Training Circular No. 05 of 2019</b>	<b>Date : 18.03.2019</b>

1. Whereas, the "Annual Scheduled Inspections" of Maritime Training Institute (MTI) by MMDs / Academic Councils was discontinued with the introduction of the "Comprehensive Inspection Programme" (CIP) by the Mercantile Marine Departments (MMD) / Recognized Organizations (ROs).
2. Whereas, Guidelines for Comprehensive Inspection Programme for Maritime Training Institutes approved for competency courses was introduced by the Directorate vide DGS Order No. 23 of 2014 dated 29 / 12 / 2014.
3. Whereas, Guidelines for Comprehensive Inspection Programme (CIP) for pre-sea maritime training institute was revised by the Directorate vide DGS Order No. 04 of 2016 dated 12 / 09 / 2016. This CIP inspection was required to be carried out annually for grading the MTI conducting pre-sea courses.
4. Whereas, Comprehensive Inspection Programme (CIP) for Maritime Training Institutes conducting the basic five STCW courses and/or post-sea modular courses (excluding competency courses) was introduced by the Directorate vide DGS Order No. 33 of 2018 dated 16 / 11 / 2018. This CIP inspection was required to be carried out annually for grading the MTI.
5. Noting that the "Standards of Training, Certification, and Watchkeeping for seafarers (STCW) Convention, 1978 as amended requires the maritime training to be supervised and monitored through Regulations I/6 and I/8 of the said Convention.
6. Noting that a record of annual CIP grading of the MTI is required to be updated and maintained.





7. The Directorate has now developed an online module for updating CIP grading records. The MTI shall update their CIP grade on the online system by following the procedure given below.

8. **Procedure for updating CIP grading**

Step 1: Go to DGS website [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

Step 2: Go to E-GOVERNANCE tab and click on e-governance

Step 3: Login with user id and password

Step 4: Click on **'Training'**

Step 5: Click on **'Submit Details'** menu and click on **'Update CIP Grading'**.

Step 6: Fill all the details in the form and upload CIP report (final grading page)

Step 7: Click on **'Save'** button and system will show confirmation message that the data has been successfully submitted.

Step 8: To view CIP grading submitted by MTI, Click on **'Submit Details'** menu and click on **'View CIP Grading'** to view CIP report.

9. **Application:**

9.1. New pre-sea Maritime Training Institute which has been granted approval for conducting pre-sea maritime course must undertake applicable CIP inspection within 15 months from the date of approval for conducting pre-sea maritime course.

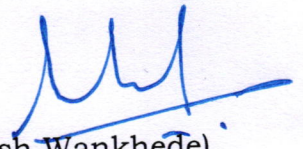
9.2. New post-sea Maritime Training Institute which has been granted approval for conducting post-sea competency course must undertake applicable CIP inspection within 15 months from the date of approval for conducting competency course.

9.3. New Maritime Training Institute which has been granted approval for conducting basic five STCW safety training courses and post-sea modular courses (excluding competency courses) must undertake applicable CIP inspection within 6 months from the date of approval for conducting maritime course.





- 9.4. Maritime Training Institutes which have been granted only In-principle approval for opening a maritime training institute are not required to undertake CIP inspections.
10. The Maritime Training Institutes are hereby directed to update their last CIP grading latest by 31 / 03 / 2019. All MTIs shall update their CIP grading following the above procedure as and when the CIP inspection is undertaken but not later than 15 days from the date CIP inspection is carried out.
11. The Directorate may initiate disciplinary action like suspension of the MTI and denying access to e-governance portal for uploading batch details for maritime course against MTI which has not undertaken CIP inspection within last 15 months.
12. This issues with the approval of the Director General of Shipping.



(Ashish Wankhede)  
Deputy Director General of Shipping