



THE NAUTICAL INSTITUTE DYNAMIC POSITIONING OPERATOR'S CERTIFICATE

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INTRODUCTION

The Nautical Institute DP training scheme is the Industry recognised, learning route to becoming a qualified Dynamic Positioning Operator (DPO).

The Nautical Institute has managed the scheme since its inception in the mid 1980's and in conjunction with industry has developed the certification criteria. It administers the certification of DPO's together with the accreditation of the training providers.

The institute does not provide DP training, a list of accredited DP training providers can be found on the Institute's website

<http://www.nautinst.org/en/dynamic-positioning/dp-centres.cfm>

The Nautical Institute Dynamic Positioning Operator (DPO) training scheme is based upon the completion of a number of components. Furthermore it is based upon the participation of many parties, namely the prospective DPO, the vessel owner/operator, the Master and DPO of DP (Dynamic Positioning) vessels and the training centres.

This document is designed to give guidance to these parties in the requirements and operation of the scheme.

MINIMUM ENTRY QUALIFICATION REQUIREMENTS ONTO THE DP SCHEME - from 1st January 2012

Following the Manila STCW amendments 2010, The Nautical Institute has implemented the following criteria for entry onto the DP Operators Training Scheme:

- The Minimum qualification will be set at STCW Regulation II/1 - II/2 - II/3 Deck and Regulation III/1 – III /2 – III/3 Engine*

STCW	DEFINITION
II/1 Deck	Officers in charge of a navigational watch on ships of 500 GRT or more.
II/2 Deck	Master and chief mate on ships of 3,000 GRT or more.
II/3 Deck	Officers in charge of a navigational watch and of masters on ships of less than 500 GRT.
III/1 Engine	Officers in charge of an engineering watch in a manned engine-room or designated duty engineers in a periodically unmanned engine-room.
III/2 Engine	Chief engineer officers and 2 nd engineer officers on ships powered by main propulsion machinery of 3,000kW propulsion power or more.
III/3 Engine	Chief engineer officers and 2 nd engineer officers on ships powered by main propulsion machinery of between 750kW and 3,000 kW propulsion power.

Alternative appropriate **marine vocational qualifications** will be considered on a case by case basis.

- *Prospective DPO's, who are in the process of training for an STCW certificate can start the DP scheme and complete the Induction (Basic) course and 30 days Familiarisation only. The Simulator (Advanced) course and watchkeeping training can only be completed after they hold an appropriate STCW certificate of competency.*

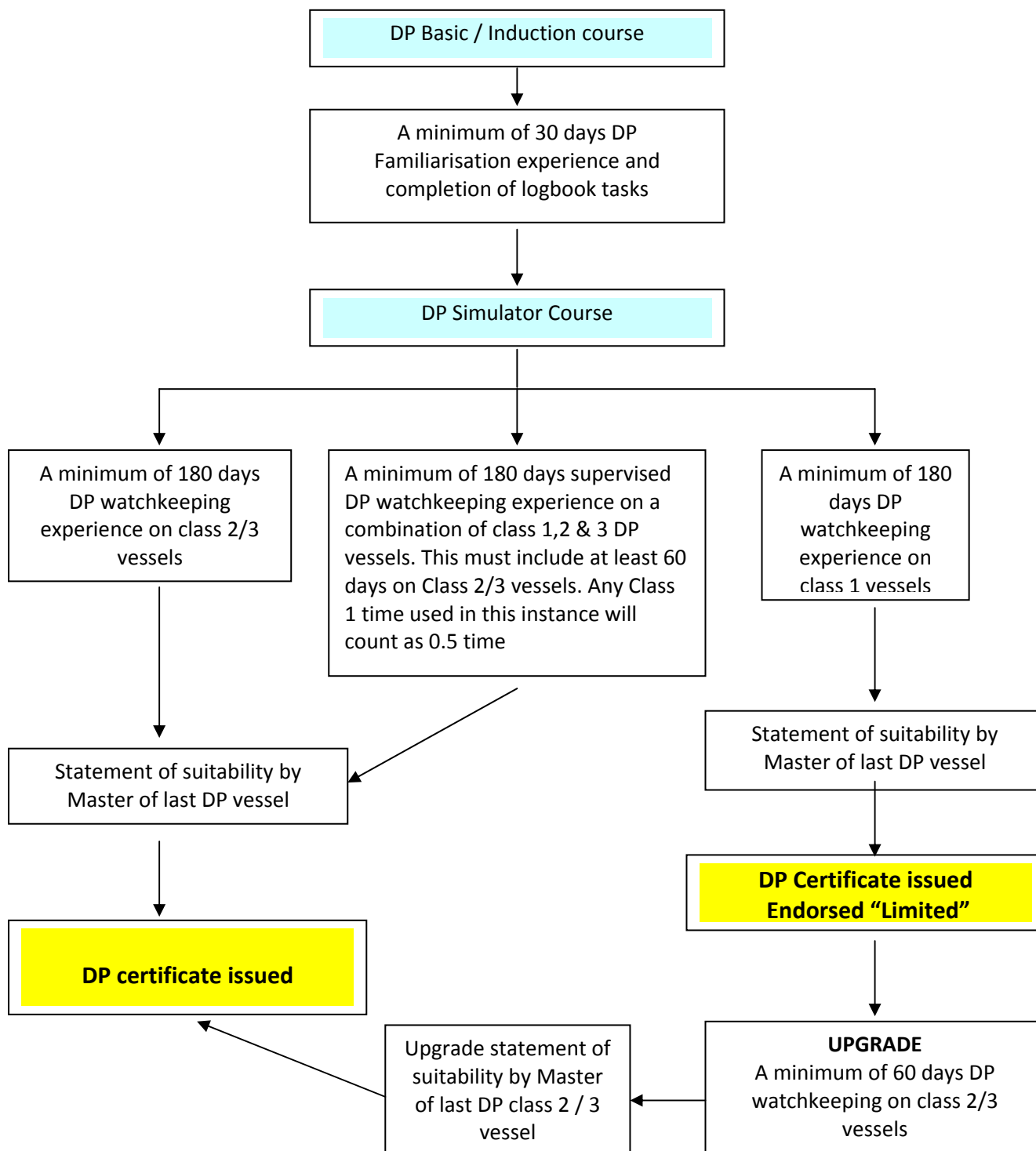
Prospective DPO's, not meeting the above requirements will be able to apply for certification, if they commenced training **prior to the implementation date** and all elements have been completed within a 5 year period at the time of application.

Following implementation of the above all existing DPO certification will be honored and will remain valid.

Marine Vocational qualification: is a non-STCW Certificate of Competency issued by a white list Maritime Administration for use in the administration's local waters only.

THE TRAINING SCHEME

The components of the scheme are set out in the following flowchart:



COURSES

There are two shore-based courses within the training scheme, the Induction or Basic course and the Simulator (Advanced) course. Both these courses are between 4 and 5 days in duration and should contain a minimum of 24 hours tuition. The list of training centres approved for the delivery of these courses may be found on the Institute's website.

The Induction/Basic course involves both theory and practice on a simulated DP system and covers the following topics: -

1. Principles of DP
2. Elements of the DP system
3. Practical operation of the DP system
4. Position reference systems
5. Environment sensors and ancillary equipment
6. Power generation and supply and propulsion
7. DP operations

The Simulator (Advanced) course involves principally simulated DP operations including errors, faults and failures giving the participants the opportunity to apply the lessons learnt in both the Induction/Basic course and the seagoing DP familiarisation. It covers the following topics: -

1. Practical operation of the DP system
2. DP operations
3. DP alarms, warnings and emergency procedures

Ideally, the courses should be undertaken as set out in the scheme. The sea time recorded before the Induction/Basic course will be only accepted up to a maximum of 30 days, from 1st January 2012. These 30 days allow employers to continue the practice of evaluating prospective DPO's prior to attending an Induction course.

Any application received before 1st January 2012 at The Nautical Institute headquarters will be evaluated and honoured by the previous regulation.

The time in excess of the 30 days between the Induction/basic and the advanced/simulator course will normally be counted towards the required 6 months DP watchkeeping experience.

On successful completion of the Induction/Basic course the prospective Dynamic Positioning Operator will be issued with a Nautical Institute's Dynamic Positioning Operator's logbook in which the courses, seetime and suitability as a DPO are recorded.

These courses cannot be taken in consecutive weeks (back to back). This is because the seagoing familiarisation gives the prospective DPO the opportunity to reinforce, consolidate and put into practice lessons learnt during the Induction/Basic course.

SEAGOING FAMILIARISATION

This is a period of 30 days seagoing DP experience during which the prospective DPO has to complete the majority of the tasks set out in Section C of The Nautical Institute's Dynamic Positioning Operator's logbook.

The Institute does not wish to extend this familiarisation unnecessarily and so, for example, if the prospective DPO is on a 28-day work/leave cycle they may be allowed to attend the Simulator/Advanced course after one period of sea service. However approval to attend should be sought from the training centre and/or Institute.

It is important that as many of the tasks as possible are completed. Furthermore the attention of those responsible for signing this section is drawn to the need to accurately complete this section. Although the prospective DPO should have manual ship handling experience before commencing his/her DP training this task should not be signed off unless the Master or **Competent Officer** is satisfied that the prospective DPO has satisfactorily completed this task.

Competent Officer: is a deck officer who holds a DP Certificate and a STCW Certificate of Competency issued by a Maritime Administration on the IMO white list.

Unsupervised DP sea service: is when a DP Operator (senior or junior) forms part of a two man DP watch.

Supervised DP sea service: is where a trainee DP Operator is the third person on the DP watch and never operates the equipment unless under supervision by a qualified senior DPO.

These tasks should not be block signed, each should be an indication that the prospective DPO has satisfactorily completed the task. The Institute suggests that DPOs take every opportunity afforded to handle their vessels in manual control.

If the Master is the holder of the logbook and there is no suitable person to sign the tasks and the declaration in section C, then he/she may sign them but must provide an additional declaration signed by either their relief or a company Manager – The additional declaration can be obtained from the Institute or downloaded from The Nautical Institute website.

DP WATCHKEEPING EXPERIENCE

To be eligible for the issue of a DPO certificate, the prospective DPO must have logged the appropriate amount of DP time, for the certificate being applied for, on a DP Classed vessel. The certificate issued will be dependent upon the DP class of the vessels on which he/she has served.

A DP Classed vessel means the vessel must have a DP class notation and not simply be fitted with DP equipment.

Those prospective DPO's seeking certification are required to enter the dates on which they operated the DP system aboard of the vessel.

There has been some misunderstanding in regard to the dates entered in the logbook for joining and leaving the DP vessel. The dates recorded in the logbook should only be for the time the vessel was undertaking DP Operations. The logbook should not be used as a seaman's book or discharge book.

The **DP time** should be carefully and accurately entered in this section. It is important that the DP class and the DP system are entered.

The rank entry should include an indication that the prospective DPO had responsibility for the DP. Thus if operating the DP system rather than 2nd Mate the entry should be DPO/2nd Mate.

DP day: Is any day when DP operations are undertaken by the vessel. (A minimum of one hour is accepted)

Dates on DP: are the dates the vessel is actively engaged in DP operations.

DP SEA TIME REDUCTION

The period of supervised DP watchkeeping experience may be reduced by the satisfactory completion of certain intensive DP courses.

- Intensive DP simulator training
- Shuttle tanker offshore loading courses
- DP competence, assurance and Practice training (DPCAP)

The Nautical institute recognises but does not accredit the shuttle tanker offshore loading or DPCAP training. Third parties approve these courses.

Details of the DP time reductions for each of the above courses are included in the tables below.

Intensive simulator training	DP time reduction
1 st week	6 weeks (42 days)
2 nd week	6 weeks (42 days)

Offshore loading	DP time reduction
Phase 2, 22.5 hrs simulator time	5 weeks (35 days)
Phase 3, 15 hrs simulator time	3 weeks (21 days)

DP CAP*	DP time reduction
First cycle	3 weeks (21 days)
Second cycle	5 weeks (35 days)

None of the above training may be used to replace the DP familiarisation time, the final 30 days of DP time or be used for upgrading a certificate.

The maximum allowable reduction in DP time that may be achieved in attending any combination of the above courses, when applying for a certificate is 84 days of the required DP time.

None of the above courses can replace the required 60 days practice on a Class 2 or 3 vessel when applying for a Full DP certificate.

Prior to commencing DP time reduction training, Phase 3 (Advanced / Simulator course) of the DPO training scheme should be completed, followed by a minimum period of 30 days DP sea time.

A period of at least 30 days DP sea time must be gained between DP time reduction training courses.

As with the other components of the scheme all DP time or courses leading to reduction of DP time must have been completed within the previous five years.

New condition for Sea Time Reduction from 1st January 2013

The DPTEG meeting of 7th June 2011, determined that the allowable Sea Time Reduction course should be reduced from 2 weeks (12 weeks sea time equivalent overall) to 1 week (6 weeks sea time equivalent overall).

In order to allow centres that run Sea Time Reduction courses to prepare themselves and their booking system, the Nautical Institute is instigating this requirement from **1st of January 2013**.

Intensive simulator training	DP time reduction
1 week	6 weeks sea time equivalent overall

For students who commenced their Sea Time Reduction training before January 2013 and have more than one entry for this course (more than 6 weeks) in their DP logbook before January 2013, the entries will still be acceptable by the Nautical Institute, based in the old criteria.

However, those students who have more than one entry for sea time reduction prior to 2013 and obtain further entries for the sea time reduction course in 2013, the 2013 entry or any subsequent ones will not be considered by the Nautical Institute if the total sea time reduction exceeds 6 weeks.

For those who have started the Sea Time Reduction course after January 2013, the maximum allowance to reduce sea time will be 6 weeks.

All the other conditions will still apply as following:

The Sea Time Reduction training cannot be used to replace the DP familiarisation time, or the final 30 days of DP sea time nor to be used for upgrading a certificate.

The maximum allowable reduction in DP sea time that may be achieved in attending this course, when applying for a certificate is 6 weeks of the required DP sea time.

This course cannot replace the required 60 days DP service on a Class 2 or 3 vessel when applying for a DP certificate.

Prior to commencing the DP sea time reduction training, Phase 3 (Advanced / Simulator course) of the DPO training scheme should be completed, followed by a minimum period of 30 days DP sea service.

A period of at least 30 days DP sea service must be gained between the DP sea time reduction training courses.

STATEMENT OF SUITABILITY

The attention of Masters is drawn to Section F, the "Suitability of officer to undertake full watchkeeping responsibility on board a DP vessel. "

This is the final assessment of the prospective DPO and Masters should carefully consider whether they are able to affirm the statements within this section before signing.

Section F should be completed in the final period of sea time prior to a certificate application being made.

Masters signing this should enter their own DP certificate number if held. The signature and the ship's stamp should correspond to the final entry in Section E.

If the Master is the holder of the logbook he/she should have this section signed by a certificated DPO on board who should enter his/her own DP certificate number.

If the Master finds himself/herself in the position where he/she is unable to have a certificated DPO sign this section, he/she should sign this section himself/herself and have either their relief or a company marine manager who is aware of their DP abilities, to authenticate it.

F. SUITABILITY OF OFFICER TO UNDERTAKE FULL WATCH-KEEPING RESPONSIBILITY ON BOARD A D.P. VESSEL

I, Captain _____ verify that

M _____

has completed the D.P. Operator's Log Book to my satisfaction and in my opinion is competent to undertake D.P. Watchkeeping duties, and in particular

- i) Possesses an adequate knowledge.
- ii) Knows the underlying principles of DP.
- iii) Can take control of the DP system in normal operational conditions.
- iv) Understands what to do in an emergency.
- v) Understands the operational procedures on board and can safely operate the vessel's DP system.

Operator's Signature _____

Master's Signature _____

Date _____

Ship's stamp

On completion of the Log Book and satisfactory completion of the relevant courses a D.P. Operator's Certificate will be issued by The Nautical Institute. The Operator should forward the Log Book to: The Education and Training Manager, The Nautical Institute, 202 Lambeth Road, London SE1 7LQ.

CERTIFICATION APPLICATION

When applying for the certificate, ALL components of the programme, that is, shore-based courses, seagoing familiarisation, supervised DP watchkeeping experience and other elements, must have been completed within the previous 5 years.

At the time of application, any element of the scheme not completed, within the 5 year period will have to be repeated.

DP Operators who have been employed "continuously" as a DPO, but who attended their Basic and Simulator / Advanced courses 5 years before applying for their certificate, will be awarded a certificate subject to attendance at a Simulator/Advanced course at an accredited training centre.

"Continuous" employment will be interpreted as evidence of an operator being employed in a DP vessel for at least 2 years in the last 5 years service at the point of applying for the award of a certificate, with the last 6 months being prior to application for the certificate.

The Nautical Institute does not answer "routine" questions about DP time. There is a self calculator facility on its website

www.nautinst.org/en/dynamic-positioning/calculator-public-form.cfm

All applications must end with a period of sea service (30 days minimum) that is concluded with a completed Section F - "Suitability of officer to undertake full watchkeeping responsibility on board a DP vessel". An application that concludes with any shore-based course will not be accepted.

If the six months supervised DP watchkeeping experience has been exclusively aboard DP Class 1 vessels, or there is insufficient Class 2/3 DP time in the event of a candidate having a combination of Class 1,2,3 DP time, a DPO certificate endorsed with the word "Limited" will be issued.

It is important that every period of service aboard a DP vessel should have a start and finish date and be authenticated by the Master's signature. Entries without a finish date will not be counted towards the required DP time.

If the prospective DPO wishes to submit his/her logbook whilst still aboard the DP vessel he/she should have an appropriate date entered and that date may not be in the future. However, as with the tasks in the seagoing DP familiarisation, these should not be block signed or stamped.

If the prospective DPO submits his/her logbook and decides to carry on aboard while his documents are being assessed and verified by The Nautical Institute, this sea time cannot be used or counted towards watchkeeping and/or future upgrade of their DP certificate. In this case, the Institute will only consider the sea time gained after the issue date of the DP Certificate.

Candidates and Masters attention is drawn to the document "Logbook Guide" that was issued with the logbook and is available on the Institute's website and on request from the Institute.

<http://www.nautinst.org/en/dynamic-positioning/guidance/logbook-guidance.cfm>

It is strongly recommended that the guide is read prior to making an application in order to avoid incorrect completion of the logbook. Failure to meet the requirements for application of a certificate will cause a delay in the issue of a certificate.

The logbook has been designed such that all elements of the training scheme can be completed and entered. In order to apply for a DP Certificate, the applicant is required to register his personal details and sea time online, through The Nautical Institute website:

<http://www.nautinst.org/en/dynamic-positioning/dp-online.cfm>

After completing it, the applicant should send the following documents to The Nautical Institute:

- Copy of the STCW Certificate (page with personal details, validity date and CoC number);
- Original logbook;
- Confirmation or testimonial letter from the shipping companies, with the following conditions:
 1. Be written on **original headed paper** from the shipping company;
 2. Signed and stamped by the Operations Manager, Marine Superintendent or HR Manager. (Letters signed by Masters or Agency staff are not acceptable).
 3. Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience);
 4. Confirm the total time the applicant has performed as a DP operator on board the vessel(s), **including the seagoing familiarisation period**.
 5. Recorded sea time must only include actual DP time served on board the vessel(s); not time on leave/attending courses, etc. This DP sea time must be broken down and listed as individual trips.
 6. Limited DPO certificate holders upgrading to Full certificates only need to provide confirmation of DP watchkeeping time gained after their Limited certificates were issued.
 7. Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating reasons.
- Copy of the DP application form, which was completed online and sent to the candidate's email address. It is compulsory for pages 7 and 8, to be signed where applicable.

The Institute reserves the right to return incomplete or incorrectly completed logbooks to the candidate if the application is not done online or if the candidate does not respond to the query within 3 months of the application being received.

If, however, additional information needs to be submitted, this should be in the form of authenticated copies. The Institute may make a charge for processing certificates where a significant amount of the required information is in supporting documentation rather than the logbook.

A number of companies have found that a better method of ensuring that only suitable candidates from their company apply is to have the logbooks submitted to the company in the first instance, which then separately verifies that all the requirements have been met. This also assists the company in the management of their DP personnel and their training and progression.

UPGRADING FROM LIMITED TO UNLIMITED CERTIFICATE

All applicants for upgrading i.e. removal of the word “limited” must have at least two months (60 days) actual DP watchkeeping time aboard DP Class 2 or 3 vessels subsequent to the issue of their “Limited” certificate.

Any DP time on board DP Class 2 or 3 vessels during the seagoing DP familiarisation period or previously used to obtain a Limited Certificate may not be used towards the time required for the removal of “Limited” from the DP certificate.

When applying for the removal of “Limited” from the certificate the Institute will require the logbook, the **original** “Limited” certificate and the confirmation letter from the shipping company for the new sea time experience. This is to ensure that the required additional conditions have been met. The upgrade request should also be done through the online system, where the applicant shall use the same candidate customer account number, in which was issue his first DP certificate. In case the person does not know his/her customer number, it is advised to contact The Nautical Institute. At the end, and if appropriate, a new certificate will be issued without the endorsement “Limited”.

A section F (upgrade) will be required to be completed prior to an application being made. These can be obtained from the Institute website or by contacting the Institute.

VALIDITY OF CERTIFICATE

At the moment, the Dynamic Positioning Operator’s certificate remains valid as long as the holder operates DP systems regularly. This is defined as a minimum of six months DP watchkeeping experience within the previous five years or if the holder works as a DP instructor at an Institute accredited training centre.

Should a period of five years elapse and the holder does not serve aboard DP vessels, operate the DP equipment or instruct, the holder should recommence the training at the Simulator/Advanced course and complete all the requirements thereafter. On the attendance at the Simulator/Advanced course, the training centre will issue a new logbook and clearly mark this as part of the certificate renewal process.

From January 2012, the Institute will start printing a validity date of 5 years from the certificate date issued on the certificates. Further instructions and procedures are being developed by The Nautical Institute to determine what the period will be for mariners who have been issued with a DP license to re-validate their certificate. The re-validation process will start in January 2014, allowing industry to become familiar with the information and procedures.

Based on STCW standards, The Nautical Institute will consider any **one of the following** for the re-validation:

- a. The holder will need to revalidate the certificate if he/she has less than one year of unsupervised DP service within the past 5 years.
- b. If no DP sea service is obtained after receiving the DP certificate, then the person would then have to undertake a refresher DP course. If no sea time has been gained within the last 5 years, then the person will need to have a minimum of 90 days DP sea time on a DP vessel as well as taking a refresher course in order for their license to be re-validated.
- c. The DPO can be considered to be revalidated if he/she has 90 days supervised DP sea service within the preceding 12 months.
- d. If the DPO has been engaged in an occupation The Nautical Institute considers being equivalent to the sea service required for revalidation for at least two and a half years of the preceding 5 years; e.g. DP Lecturer, DP surveyor, DP consultant.

STCW LIMITATIONS ON THE BACK OF THE DP CERTIFICATE

The minimum requirement of Certificate of Competence to start the scheme was brought up for discussion as many small vessels would be affected by the Institute's requirement. For this reason, The Nautical Institute will insert from 1st January 2012, the following sentence at the back of the DP certificates:

'Valid for use in accordance with the privileges of the holder's Certificate of Competency'

This means that the holder can only use the DP certificate within the limitations allowed by their certificate of competency. In other words, this is to allow operators who possess non STCW local certificates of competency to operate small DP vessels to the limits allowed on their certificates of competency, i.e., within restricted areas/limits from the coast of the issuing state on vessels of a certain size only. I.e., Vocational marine qualifications.