

# **Dynamic Positioning Operators Shuttle Tanker Scheme Online Application Guide**



**Version 2.0**  
**January 2017**

## Contents

This document is designed to be read in its entirety, however, the contents page is provided for your convenience should you need help with a specific part of your application.

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## Introduction



**Welcome to the New Shuttle Tanker Scheme Online Application Guide.** It is a requirement for all DPOs applying to The Nautical Institute for a DP certificate, to first apply online before sending their physical documents to us for processing. This guide has been designed to assist you in successfully applying for your DP certificate via the NI Alexis Platform. The platform was launched on 1 January 2015 as a dedicated website for DP accreditation and certification. Although we have tried to include as much information as we can in this document, it is not a comprehensive guide to the whole training and certification process. Before you start completing your online application, it is essential that you read the documents that are available in the Shuttle Tanker section via the DP Help Page. This can be found on the Alexis Platform website and will ensure you fully understand and meet the requirements of the Shuttle Tanker scheme.

This application guide is for Trainee DPOs who are on the Shuttle Tanker scheme and in possession of a large burgundy Nautical Institute DP Logbook. If you own one of the other Nautical Institute DP logbooks listed below or are revalidating your DP certificate, please read the correct Online Application Guide for the scheme and logbook that you own.

Alexis Platform website		<a href="http://www.nialexisplatform.org/">http://www.nialexisplatform.org/</a>
Old Offshore Scheme	Blue, Green, Black	<a href="http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/">http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/</a>
New Offshore Scheme	Grey Logbook	<a href="http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/">http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/</a> (scroll down to the bottom of the page)
Revalidation	Blue, Green, Black , IMCA Logbooks	<a href="http://www.nialexisplatform.org/dp-help-page/revalidation/guidance-application/">http://www.nialexisplatform.org/dp-help-page/revalidation/guidance-application/</a>

### How to apply

Before sending your documents for processing it is a mandatory requirement that you apply online first. Any documents received without an application being completed online first will be returned unprocessed by standard post (untracked). The Nautical Institute does not accept any responsibility for documents lost in the post.

You will first need to complete the online application as explained in this document. Once you have successfully attached your documents, completed, submitted and paid for your online application you are then required to send your physical documents to DP Department at The Nautical Institute in London, UK (address on back page) for processing.

### Confirmation Letters

A company confirmation letter is required to verify all of the DP sea time you are using in your application. Please go to the last page of this document for a sample of the confirmation letter and requirements.

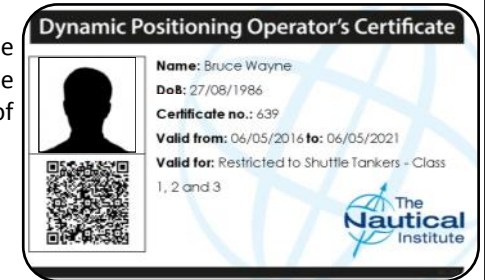
### Why we require you to send your physical documents to The Nautical Institute

Although you have completed an online application and attached all of your required documents, we require you to send your original documents into our office so that they can be processed and verified officially. We are unable to process scanned and attached documents.

## Introduction

### DP Certificates

Since January 2015, The Nautical Institute started issuing DP certificates in the form of a plastic card the size of a credit card, which can be conveniently kept in your wallet. The new style DP certificate has a QR code and when scanned with a mobile phone or tablet, it will take you to The NI Alexis Platform website to show the validity of the certificate. Apps for scanning QR codes can be found in the various app stores for all types of phones/tablets.



### Apple IT Products

Our system support team have advised us that on Apple products, the JavaScript should be enabled for the website to run, however there may still be some compatibility issues. This is because the system is a Windows based system and is compatible with PCs and Windows products. We also recommend that you use Mozilla Firefox or Google Chrome to ensure full functionality on the website. Please contact us if you do have any issues.

### Four Year Validity Period

All courses and DP sea time must be dated within the previous four years to applying. Any part of the training scheme that is dated outside of this validity period must be repeated.

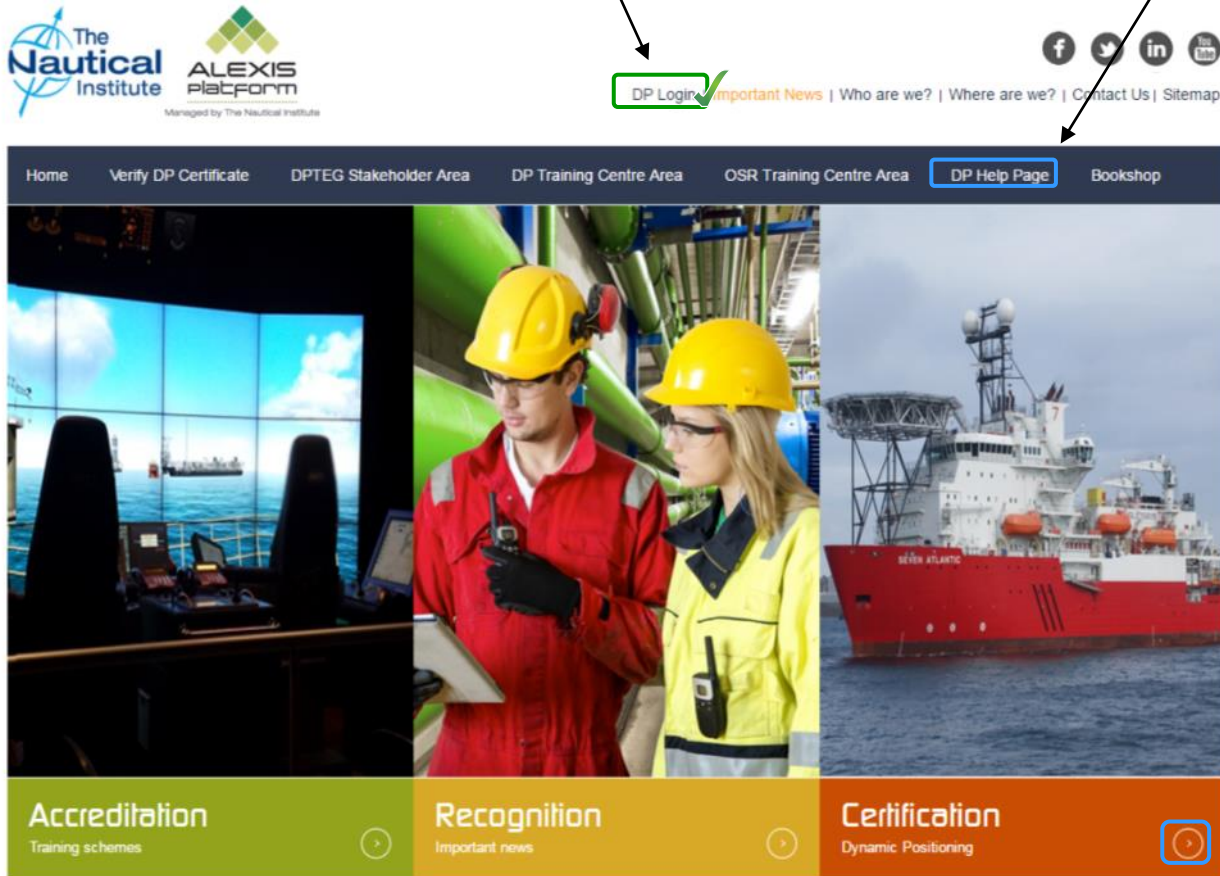
The four year validity period is calculated by the date your physical paper documents are received at The Nautical Institute offices in London, after you have applied online. Please ensure that upon receipt of your application by The Nautical Institute, all of the DP sea time/qualifying employment period and supporting documents required under the Shuttle Tanker scheme is dated within the previous four years.

# Shuttle Tanker Scheme—Online Application Guide

## Logging into an existing account

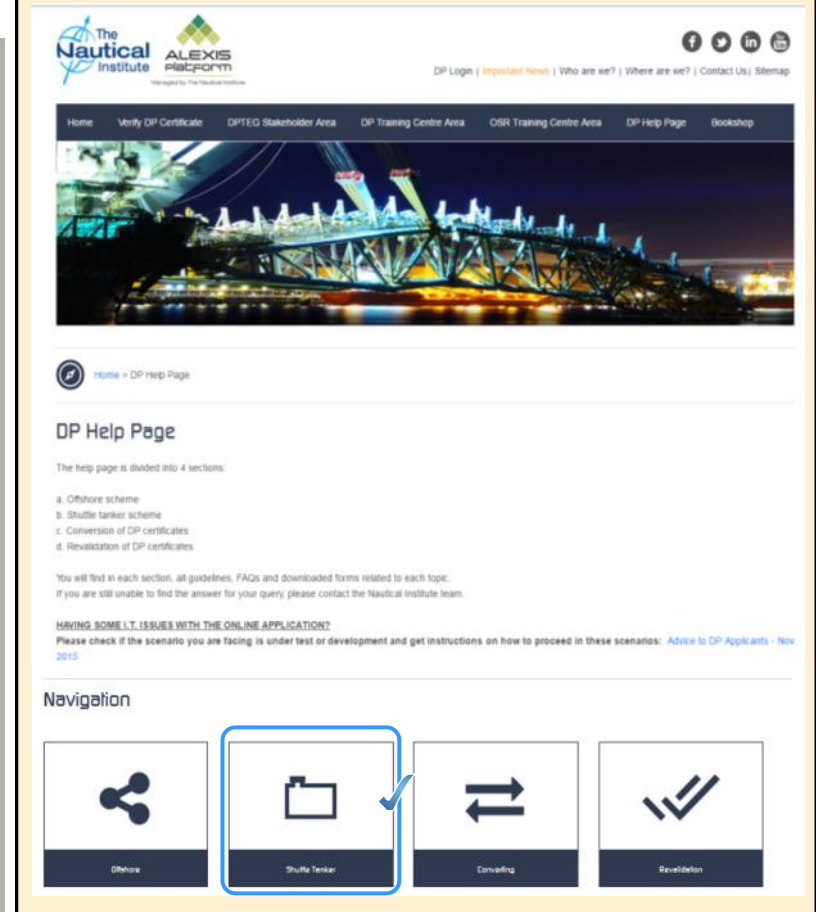
### Start

Go to The Nautical Institute Alexis Platform website <http://www.nialexisplatform.org> and click on **Login** at the top of the page to access the DP Online application system.



### DP Help Page

The DP Help page contains all of the requirements, guides, FAQs and downloadable forms. The Help Page is divided into the different schemes available. Click on **Shuttle Tanker** to access these documents.



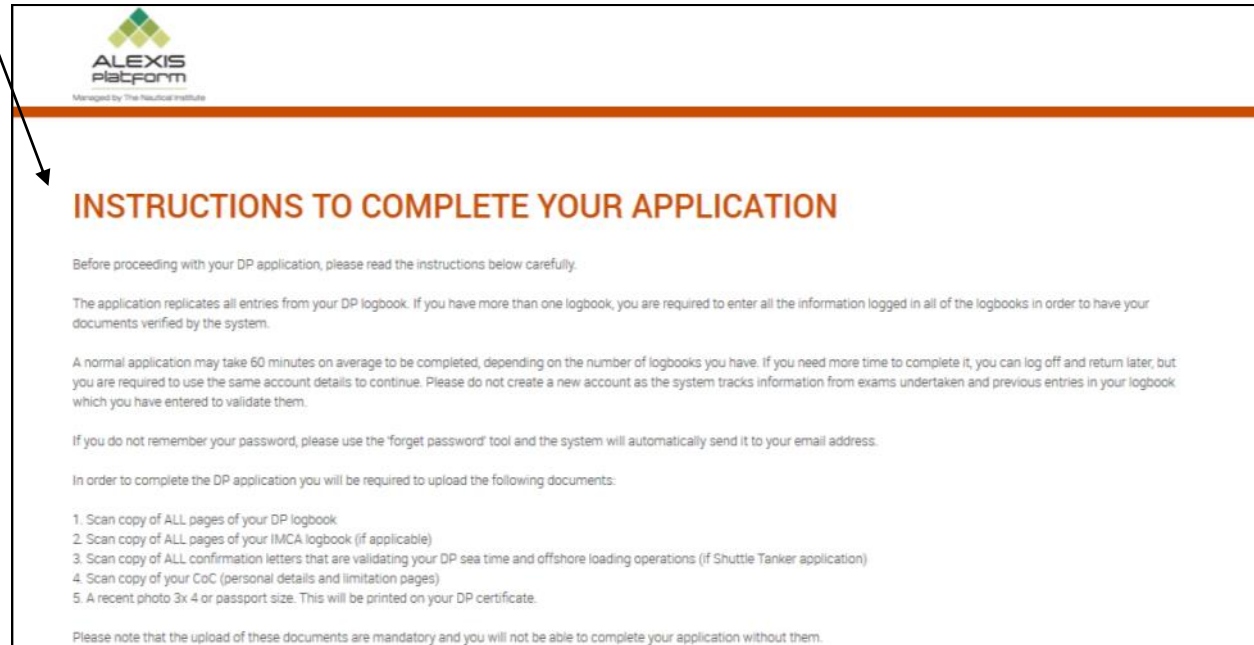
Further information can be found by clicking on the **Certification** button.

# Shuttle Tanker Scheme—Online Application Guide

## Logging into an existing account

### Instructions

Please read all the instructions on this web page very carefully. This will ensure you complete the online application correctly and that all the required documents are attached before being sent in to The Nautical Institute for processing.



**ALEXIS Platform**  
Managed by The Nautical Institute

### INSTRUCTIONS TO COMPLETE YOUR APPLICATION

Before proceeding with your DP application, please read the instructions below carefully.

The application replicates all entries from your DP logbook. If you have more than one logbook, you are required to enter all the information logged in all of the logbooks in order to have your documents verified by the system.

A normal application may take 60 minutes on average to be completed, depending on the number of logbooks you have. If you need more time to complete it, you can log off and return later, but you are required to use the same account details to continue. Please do not create a new account as the system tracks information from exams undertaken and previous entries in your logbook which you have entered to validate them.

If you do not remember your password, please use the 'forget password' tool and the system will automatically send it to your email address.

In order to complete the DP application you will be required to upload the following documents:


1. Scan copy of ALL pages of your DP logbook
2. Scan copy of ALL pages of your IMCA logbook (if applicable)
3. Scan copy of ALL confirmation letters that are validating your DP sea time and offshore loading operations (if Shuttle Tanker application)
4. Scan copy of your CoC (personal details and limitation pages)
5. A recent photo 3x 4 or passport size. This will be printed on your DP certificate.

Please note that the upload of these documents are mandatory and you will not be able to complete your application without them.

**Confirm and Continue**

### Disclaimer and terms of services

Lower down the page you will find the disclaimer and terms of service for DP applications.



### DISCLAIMER AND TERMS OF SERVICES FOR DYNAMIC POSITIONING APPLICATIONS

These terms and conditions are applicable to all Dynamic Positioning applications. Please read carefully.

**1. Service provider**  
The Nautical Institute (NI) is a registered charity on number 1002462 and Company Limited by Guarantee number 2570030, based 202 Lambeth Road, London, SE1 7LQ, United Kingdom. The NI provides service to assess and verify the accuracy of the candidate's Dynamic Positioning training as per DP training standard in order to issue a DP certificate at the end of the process, if applicable.

**11.3 Applicable law**  
These terms and conditions and any applications shall be governed and construed in accordance with the laws of England and Wales. Any claims or disputes arising in relation to the services provided by the NI to the applicant shall be subject to the exclusive jurisdiction of the courts in England and Wales.

**Confirm and Continue**

Click **Continue and Confirm** to verify you have read the instructions and you accept the conditions of the disclaimer and terms of services.

This will then take you through to the login page.



# Shuttle Tanker Scheme—Online Application Guide

## Logging into an existing account

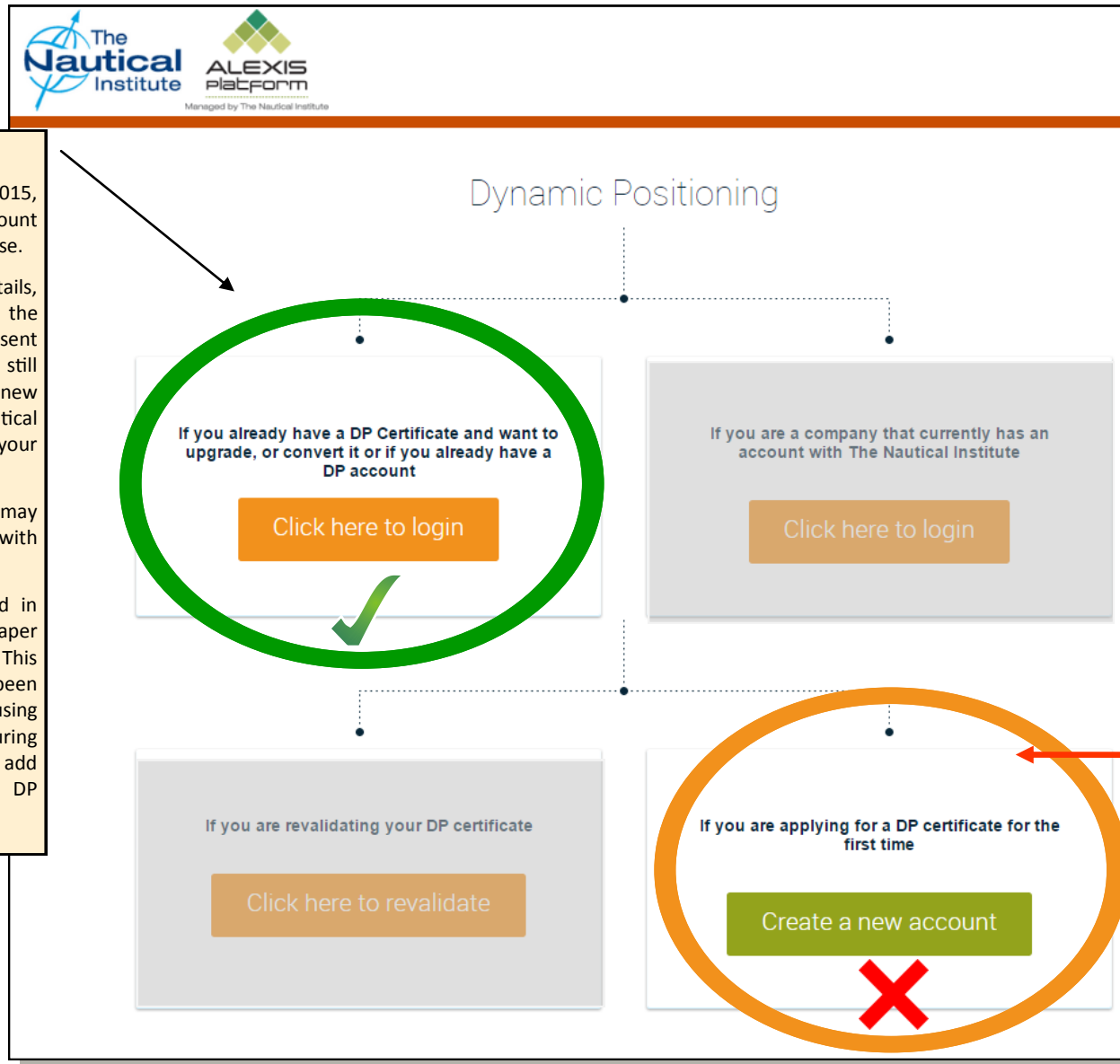
### Existing Customers

As the Shuttle Tanker scheme began in 2015, all applicants should have opened an account when they completed the Induction Course.

If you do not remember your login details, please check in your email for the information as this would have been sent when the account was set up. If you still cannot find them, please do not create a new account, instead, contact The Nautical Institute's DP Department to request your login details.

Please note, creating multiple accounts may prevent you from being able to log in with the correct account.

If the Induction Course was completed in 2015, you would have completed the paper exam rather than the online exam. This means that your logbook number has been sent to The Nautical Institute. If you are using the same account that was opened during the Induction Course but are unable to add your logbook please contact the DP Department.



Please contact the DP Department if you think you do not have an account.

# Shuttle Tanker Scheme—Online Application Guide

## Logging into your account

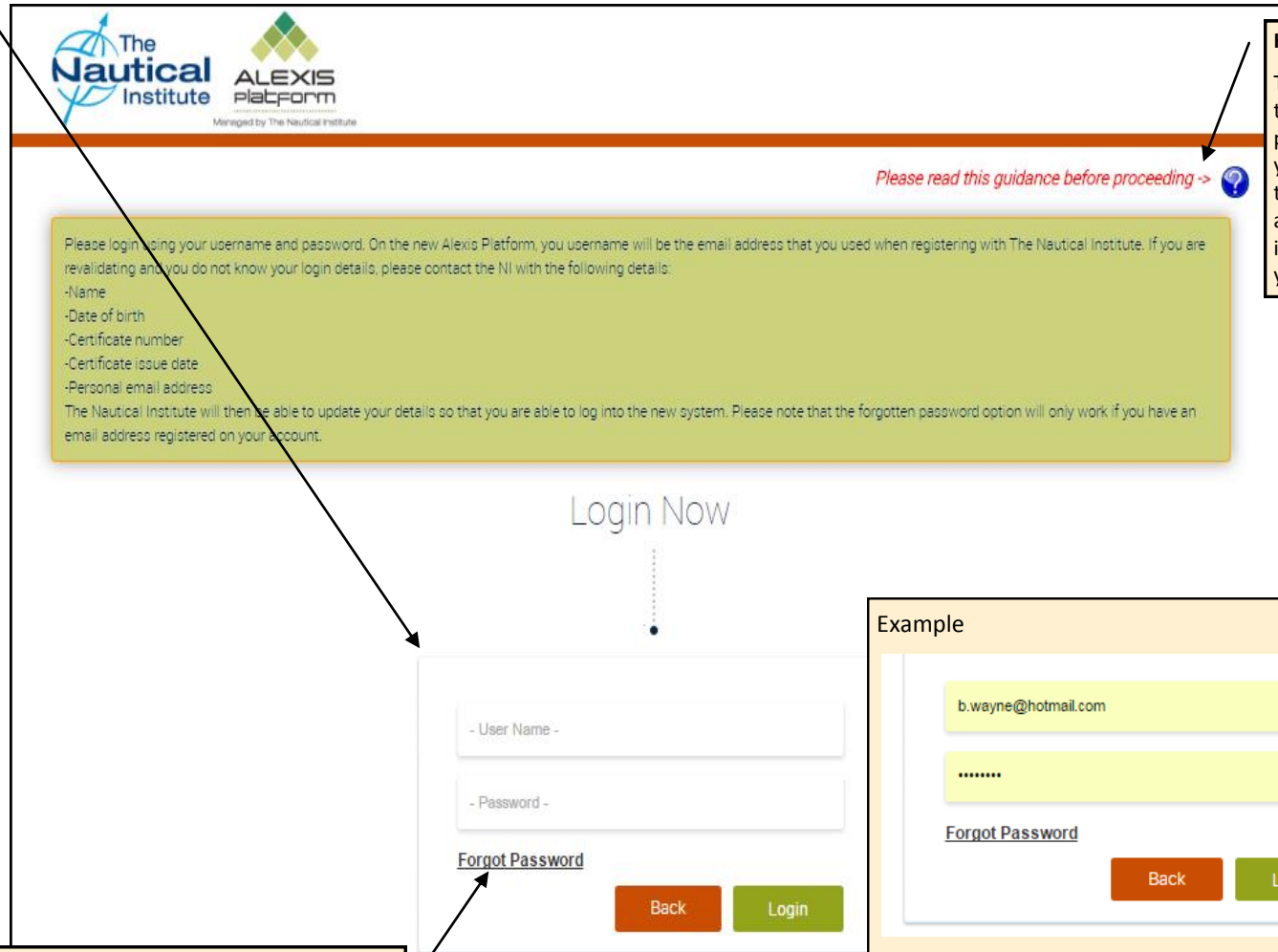
You need to enter your login details here. Your username will be your email address as shown in the example.

If you have any issues with your login details, you will need to contact the DP Department.

Please email [dp@nautinst.org](mailto:dp@nautinst.org) and provide the following information:

- Full name
- Date of birth
- Personal email address
- Logbook number

Please note that the email address must be a personal one and not a ship or a company email address.



Please login using your username and password. On the new Alexis Platform, your username will be the email address that you used when registering with The Nautical Institute. If you are revalidating and you do not know your login details, please contact the NI with the following details:

- Name
- Date of birth
- Certificate number
- Certificate issue date
- Personal email address

The Nautical Institute will then be able to update your details so that you are able to log into the new system. Please note that the forgotten password option will only work if you have an email address registered on your account.

**Login Now**

[Forgot Password](#)

**Back** **Login**

### Help is at Hand

There is a blue question mark in the top right hand corner of each page. Hovering over the ? with your mouse brings up the help text. Please read these carefully as they contain further instructions/requirements to help you complete each page correctly.

### Example

b.wayne@hotmail.com

\*\*\*\*\*

[Forgot Password](#)

**Back**

**Login**

### Forgot your password?

This link can be used to have your password sent to your email address. Please note that the email address that you enter must be the same as the email address on your account.

If you do not have an email address linked to your account, this option will not work and you will need to contact the DP Department for assistance.



# Shuttle Tanker Scheme—Online Application Guide

## My Account Home Page - Overview


### Status and Category

As you start to complete your application, your status will show as "In Progress". This will change as you progress through the application. "New" will appear under **Category** and not change.

### Attachments

Click here to attach the required documents. Instructions are given on Page 12.

### Communication Notes

Click on  Enter New Communication Note to contact us regarding any issues with your application.

When you attach your documents they will appear here.

### Payments

When you have successfully completed your application and made your payment, the payment details will appear at the bottom of the page. Click on View/Print to download and print if required.

### Personal Details

Click here to review and change any of the details you added on the **Create new account** page (e.g. name, postal address, email address, login password, etc).

Don't forget the Help button


### Photograph

Click on **Upload photo** to attach your photograph. Instructions are given on Page 12.

This is where your certificate details will be shown if a certificate is issued.

This is where you click to start filling in your application.

If you do not fully complete and submit the application, the next time you log into your account you will see the '**Complete application**' option as shown below. Please click on this to continue with your application.

Latest application (delete) 


Date	Application ID	Status	Category
-	STS-01202/2016	In Progress	New


Attachments Submit Application Make Payment

If there is information showing in the latest application box but you do not see the '**Complete application**' option, please contact the DP Department for assistance.

The Nautical Institute ALEXIS Platform  
Managed by The Nautical Institute


Mr B Wayne | Logout


Read this guidance before proceeding -> 

Update your personal details 

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute


- New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
- New Offshore Application – Induction course after 2015 (Do not use for Revalidation)
- New Shuttle Tanker Application (Do not use for Revalidation) 

Latest application (delete) 







Date	Application ID	Status	Category
-	STS-01202/2016	In Progress	New

Attachments Submit Application Make Payment

Communication Notes

Action	Date	Description
	16/05/2016	GRN seetime confirmation letter + Saipem 10000 sea time stat...

Attachments (Uploads must be in PDF format)

Action	Date	Description
 	19/05/2016	Wayne - Logbook.pdf
 	19/05/2016	Wayne - Passport details page.pdf
 	19/05/2016	Wayne - Seetime confirmation letter.pdf

Payments

Action	Transaction Date	Transaction ID	Application ID	Amount
<a href="#">View / Print</a>	19/10/2016	9849849	STS-01202/2016	138.00

# Shuttle Tanker Scheme—Online Application Guide

## Update your personal details

### MY ACCOUNT

This page is accessed via the **Update your personal details** link on the **My Account** Home page.

Please check your details are correct and amend where necessary.

#### Name

Please ensure the spelling and capitalisation of your name is correct.

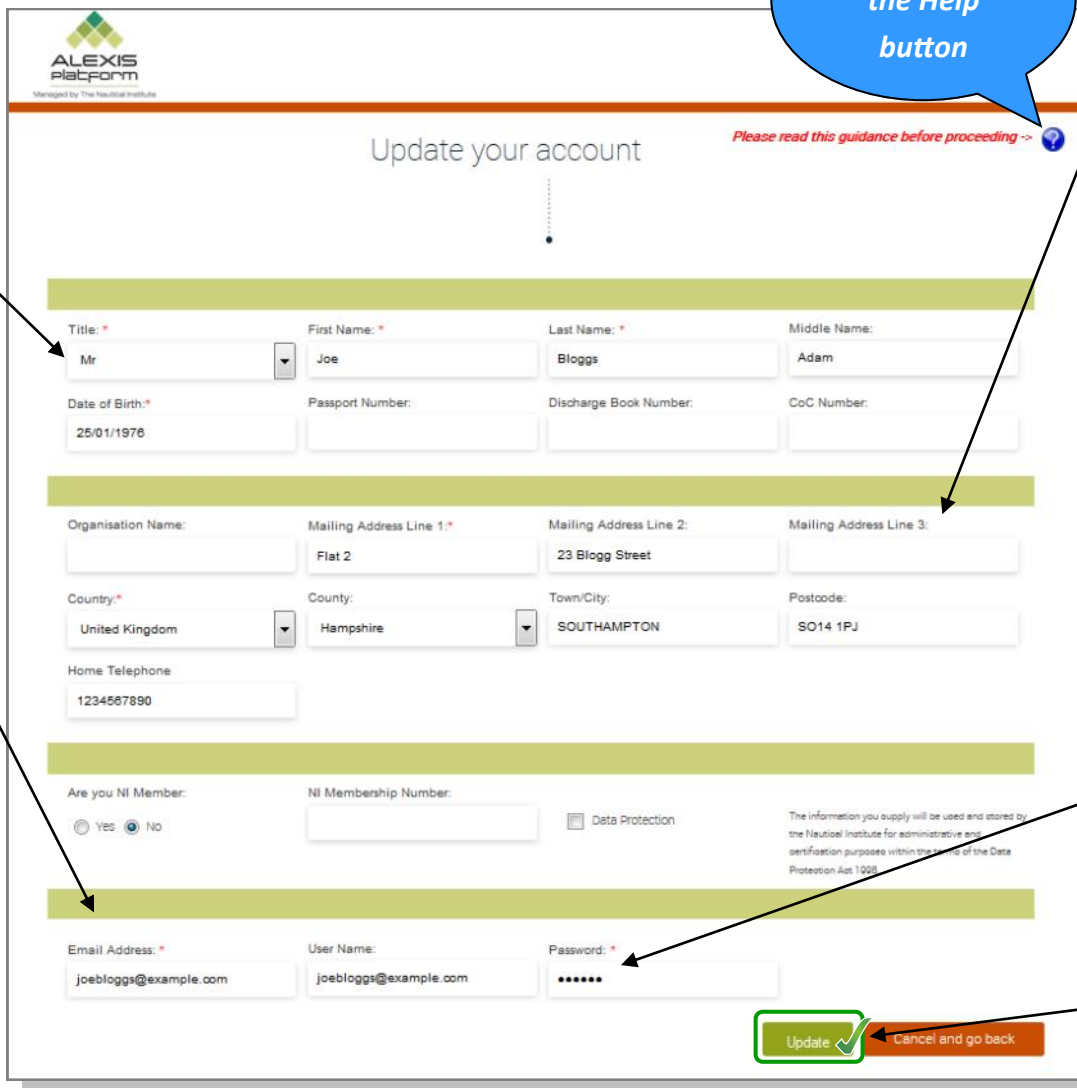
- John alan smith ✗
- JOHN ALAN SMITH ✗
- John Alan Smith ✓

#### Email Address

You must only use your personal email address or if using a company address, it must be one only personal to you (e.g. *Johnsmith@company.com*) and not a shared address as other accounts may have been previously created with this address. If an account is already linked to the email address an error message will show.

Please read the trouble-shooting section on page 39 for further information on email addresses.





Don't forget the Help button

#### Mailing Address

This is the address where your documents will be sent. Please note that our couriers cannot deliver to PO Boxes, as the documents need to be signed for on delivery.

**Delivery to addresses in Crimea, Russia and China**—You will need to provide a company address where your documents can be delivered. You will also need to provide the name of a person at the company for whose attention the documents can be addressed. This is a requirement of our couriers as they do not deliver to private home addresses in Russia, Crimea and China. The company registration number is also required. Please also ensure that the company it is going back to is Maritime related to avoid any documents being delayed at customs.

**Organisation Name**—To add your company name to your mailing address you need to type the official company name otherwise the system will not recognise it.

#### Password

**Do not** use any special characters other than alphabetical letters found on a standard UK keyboard (e.g. â, é, ø), otherwise you may not be able to log back into your account.

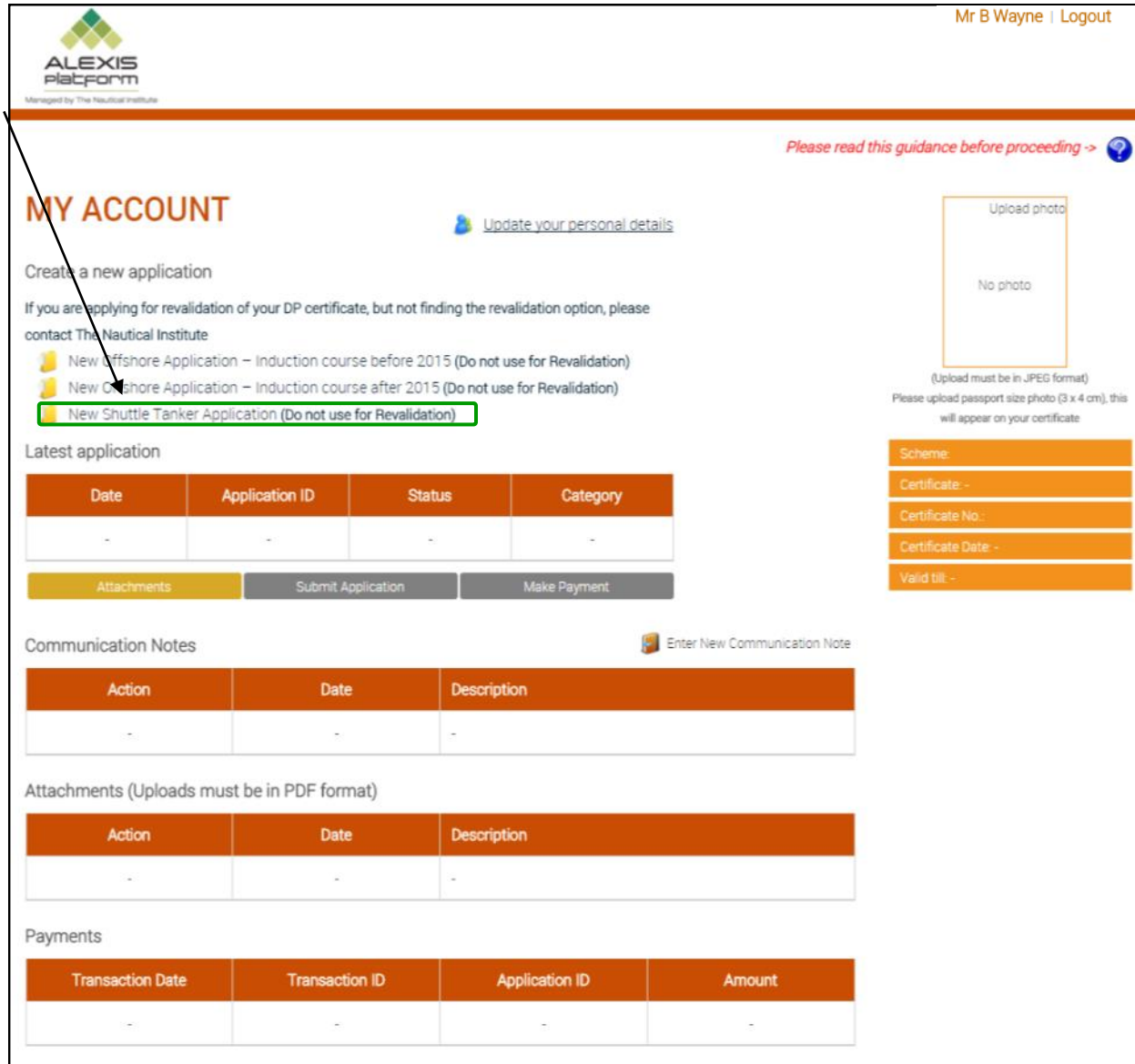
Click on **Update** to save any changes and return to the **My Account** Home page.

# Shuttle Tanker Scheme—Online Application Guide

## Create an application

### Shuttle Tanker DP Training Scheme

As your Induction Course was taken for the first time **on or after 1 January 2015** and you own a Nautical Institute Shuttle Tanker burgundy DP logbook, you will need to select this option.



**ALEXIS platform**  
Managed by The Nautical Institute

Mr B Wayne | Logout

Please read this guidance before proceeding -> ?

### MY ACCOUNT

[Update your personal details](#)

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
- New Offshore Application – Induction course after 2015 (Do not use for Revalidation)
- New Shuttle Tanker Application (Do not use for Revalidation)**

Latest application

Date	Application ID	Status	Category
-	-	-	-

Attachments Submit Application Make Payment

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
-	-	-

Attachments (Uploads must be in PDF format)

Action	Date	Description
-	-	-

Payments

Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-

Upload photo

No photo

(Upload must be in JPEG format)  
Please upload passport size photo (3 x 4 cm), this will appear on your certificate

Scheme: -  
Certificate: -  
Certificate No: -  
Certificate Date: -  
Valid till: -

Don't forget  
the Help  
button

# Shuttle Tanker Scheme—Online Application Guide

## Attaching your photograph and documents

You are required to attach a recent photograph of yourself along with all of your application documents onto your account. These will then be accessible via your **My Account** Home page (Pg. 9) .

Scan and save your documents to a folder on your computer that is easy for you to locate. Please use file names that describe the document scanned e.g. 'Logbook.pdf' for your scanned logbook. You then need to follow the additional instructions on this page.

The maximum size per file you are allowed to upload is 10 MB. If you have a scanned multiple page document that is larger than 10 MB, please scan as two or more separate documents or use an application that can split PDF documents into multiple ones to reduce the individual file size.

### Attaching a photograph (Photo files must be in JPEG format)

1. Click on **Upload photo** in the photo box on the **My Account** Home page.
2. A **File Upload** box will appear. Select the photo you wish to upload. The photo will then appear in the previously blank photo box.

You need to upload a high resolution photograph to fit the 3x4cm box. The pose should also be to passport requirements as this picture will appear on your DP certificate. If you wish to change the photograph you currently have uploaded to your account, click on **Update** in the top right hand corner of the photo box.

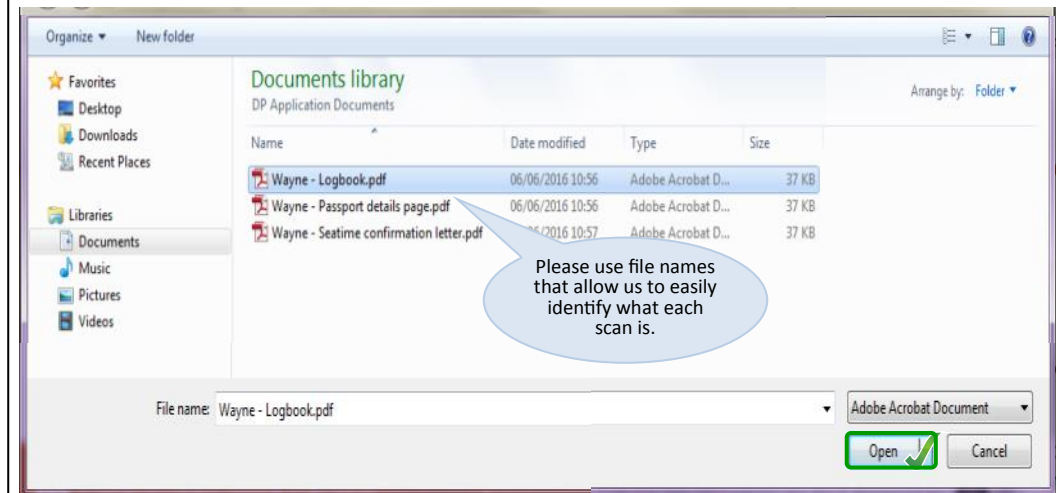


### Attaching documents

Document files must be in PDF format.

From the **My Accounts** Home page (Pg.9) click on **Attachments**. When the **File Upload** box appears use it to locate the files you wish to attach. The file you have just attached will appear in the Attachments list of on the **My Account** Home page.

You will need to repeat this process to upload and attach each of your remaining document files to your account.



Attachments (Uploads must be in PDF format)

Action	Date	Description
 	19/05/2016	Wayne - Logbook.pdf

# Shuttle Tanker Scheme—Online Application Guide

## Logbooks Overview Page

New Shuttle Tanker Application (Do not use for Revalidation)

You are taken to this page when you click on the 'New Shuttle Tanker Application' option on the My Account Home page (Pg. 9). There is only one type of logbook available in this option.

**NI Burgundy Logbook**  
These logbooks were issued from January 2015 as part of the new Shuttle Tanker scheme.

**Previous applications.**  
If you have previously added your logbook this page will have information under the NI Burgundy Logbook section.

Don't forget the Help button

If you have never applied for a DP certificate before, your Logbooks page will appear like this with no data.

**Enter New Logbook**  
Only click on this option if data does not already exist in your application.

NI Burgundy Logbook

Enter New / Another Burgundy Logbook

Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<input type="checkbox"/> Induction Course <input type="checkbox"/> Phase 2 <input type="checkbox"/> Task Book <input type="checkbox"/> Phase 3 <input type="checkbox"/> Phase 4 <input type="checkbox"/> Phase 5 <input type="checkbox"/> Phase 6 <input type="checkbox"/> Phase 7 <input type="checkbox"/> Phase 8 <input type="checkbox"/> Phase 9 <input type="checkbox"/> Phase 10 <input type="checkbox"/> Phase 11

Shuttle Tanker Scheme—Online Application Guide

13

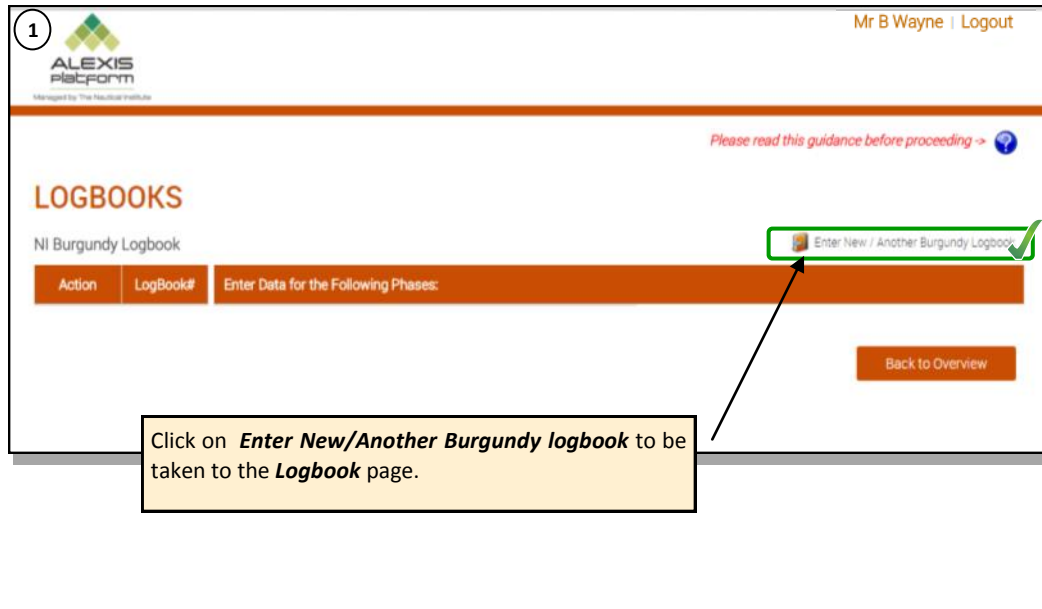
DPWEBSTOG-V2.0-



# Shuttle Tanker Scheme—Online Application Guide

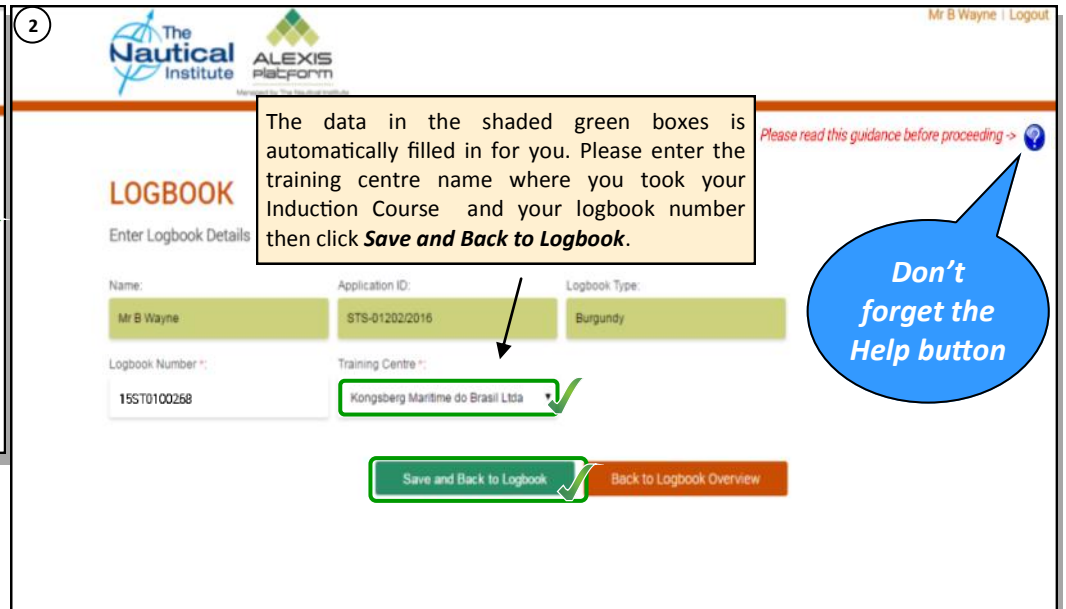
## Adding your logbook to your account

1



Click on **Enter New/Another Burgundy logbook** to be taken to the **Logbook** page.

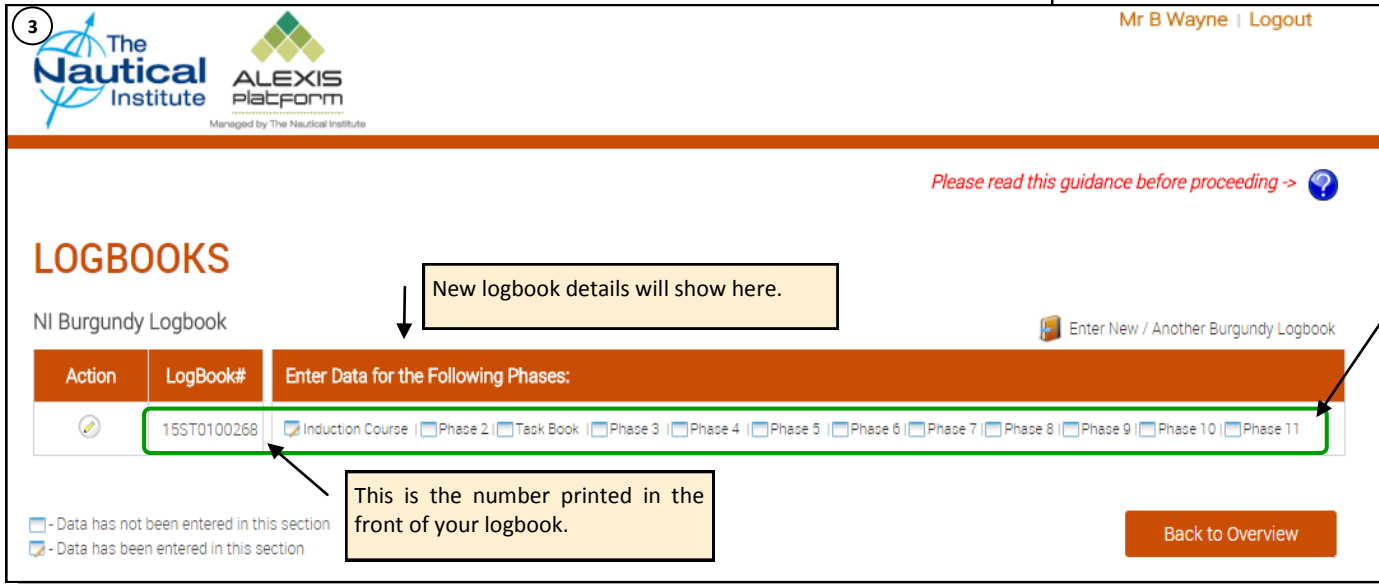
2



The data in the shaded green boxes is automatically filled in for you. Please enter the training centre name where you took your Induction Course and your logbook number then click **Save and Back to Logbook**.

Don't forget the **Help** button

3



New logbook details will show here.

This is the number printed in the front of your logbook.

**IMPORTANT**

Order of Phases: As of 1st January 2017 Phases 2-8 can be completed in any order. Phase 2 must be completed before Phase 3. Please ensure you have carried out ALL of your tasks before starting Phase 3 (Simulator Course). Phase 9 is no longer a requirement see Page 24.



# Shuttle Tanker Scheme—Online Application Guide

## Adding your Induction Course details

NI Burgundy Logbook Enter New / Another Burgundy Logbook

Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<input checked="" type="checkbox"/> Induction Course <input type="checkbox"/> Phase 2 <input type="checkbox"/> Task Book <input type="checkbox"/> Phase 3 <input type="checkbox"/> Phase 4 <input type="checkbox"/> Phase 5 <input type="checkbox"/> Phase 6 <input type="checkbox"/> Phase 7 <input type="checkbox"/> Phase 8 <input type="checkbox"/> Phase 9 <input type="checkbox"/> Phase 10 <input type="checkbox"/> Phase 11

On the **Logbooks Overview** page, click on **Induction Course**.

**INDUCTION COURSE**  
Enter Induction Course Details

Name: Mr B Wayne Application No: STS-01202/2016 Logbook Type: Burgundy Logbook Number: 15ST0100268

Date: 01/10/2015 Centre: Kongsberg Maritime do Brasil Ltda Certificate Number: 1606BR

Name of the Instructor: Renata Vieira de Abreu

☒ Signed\* ☒ I have this course stamped\* ☒ Exam Passed

Click to save the current entry and bring up a new Induction Course screen to enter an additional Induction Course.

Click to save the current entry and be taken to the Induction Courses screen below.

Click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

The Induction Course details now appear on the **Induction Courses Overview** page.

**INDUCTION COURSES**  
List Of Induction Courses Add more Induction Courses

Action	Centre	Certificate No.	Signed	Signed By
	Kongsberg Maritime do Brasil Ltd	1606BR	Y	Renata Vieira de Abreu

Don't forget the Help button

You need to confirm that your course details have been signed, stamped and that you have passed your exam. Contact the training centre where you took your Induction Course if any details are missing/incorrect to have them corrected before sending your application to us for processing.


Click on **Back to Logbook Overview** to return to the main page that contains your logbook.

# Shuttle Tanker Scheme—Online Application Guide


## Adding your Induction Course details

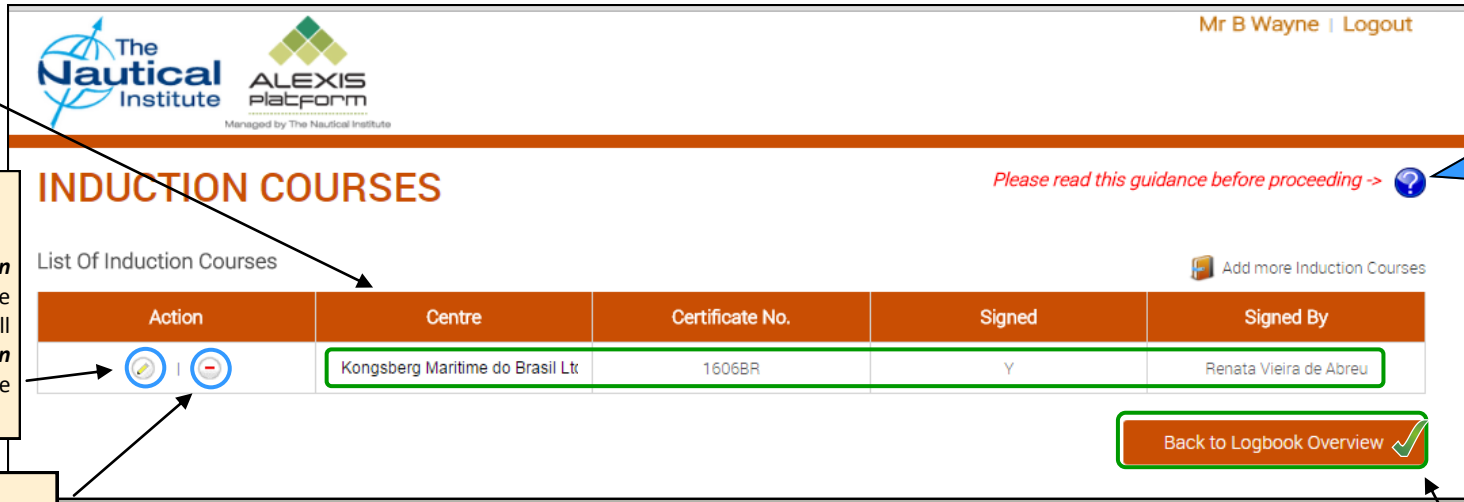
The Induction Course details now appear on the **Induction Courses Overview** page.

### Editing Entries

Click on  in the **Action** column on the same row as the entry you wish to edit. This will take you to the **Induction Course (Pg. 15)** screen where you can amend your entry.

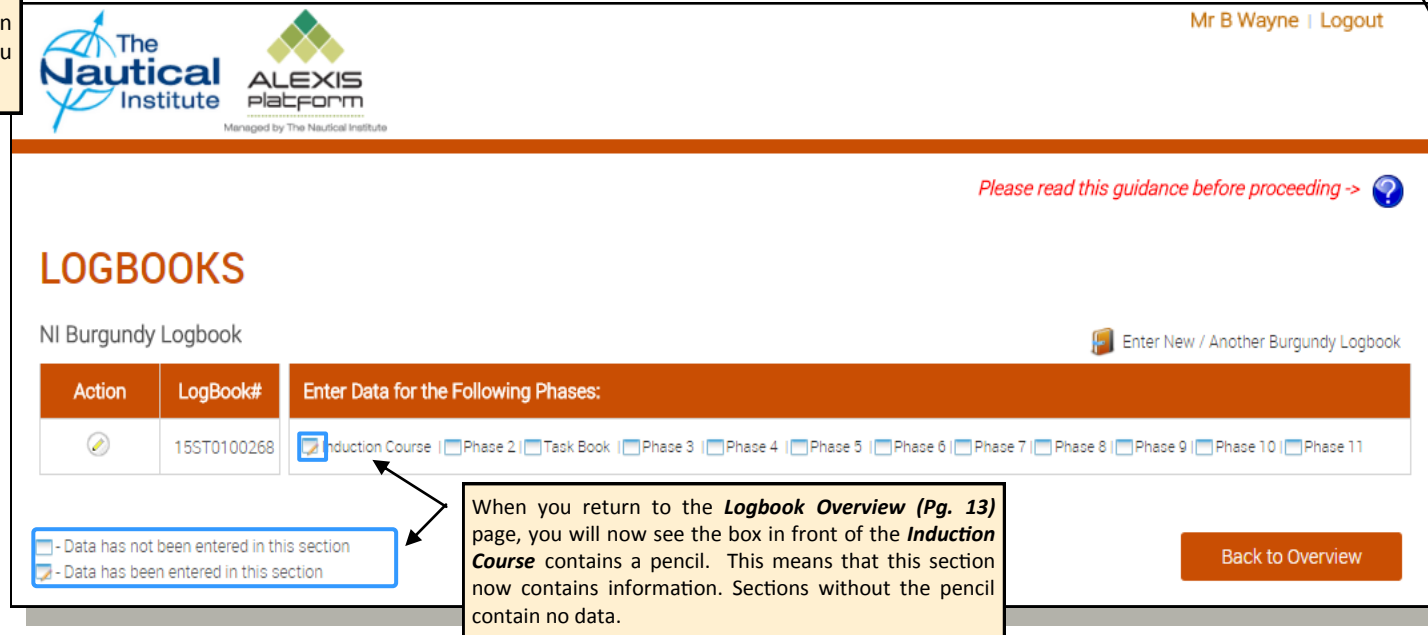
### Deleting Entries

Click on  in the Action column on the same row as the entry you wish to delete.



The screenshot shows the 'INDUCTION COURSES' section of the online application. At the top, it says 'Mr B Wayne | Logout'. Below the header, there's a red text prompt: 'Please read this guidance before proceeding -> ?'. The main content area is titled 'List Of Induction Courses' and features a table with the following columns: Action, Centre, Certificate No., Signed, and Signed By. The table contains one entry for 'Kongsberg Maritime do Brasil Ltr' with Certificate No. '1606BR', signed 'Y' by 'Renata Vieira de Abreu'. In the 'Action' column, there are two icons: a pencil (edit) and a minus (delete). To the right of the table is a button 'Add more Induction Courses'. Below the table is a green button 'Back to Logbook Overview' with a checkmark icon.

Don't forget the Help button



The screenshot shows the 'LOGBOOKS' section of the online application. At the top, it says 'Mr B Wayne | Logout'. Below the header, there's a red text prompt: 'Please read this guidance before proceeding -> ?'. The main content area is titled 'NI Burgundy Logbook' and features a table with the following columns: Action, LogBook#, and Enter Data for the Following Phases. The table contains one entry for LogBook# '15ST0100268'. In the 'Action' column, there is a pencil icon. In the 'Enter Data for the Following Phases' column, there is a checkbox for 'Induction Course' which is checked, followed by checkboxes for Phases 2 through 11. Below the table is a button 'Enter New / Another Burgundy Logbook'. At the bottom right is a button 'Back to Overview'. A text box at the bottom left explains: '- Data has not been entered in this section' and '- Data has been entered in this section'.

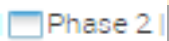
Click on **Back to Logbook Overview** to return to the main page that contains your logbook.

When you return to the **Logbook Overview (Pg. 13)** page, you will now see the box in front of the **Induction Course** contains a pencil. This means that this section now contains information. Sections without the pencil contain no data.

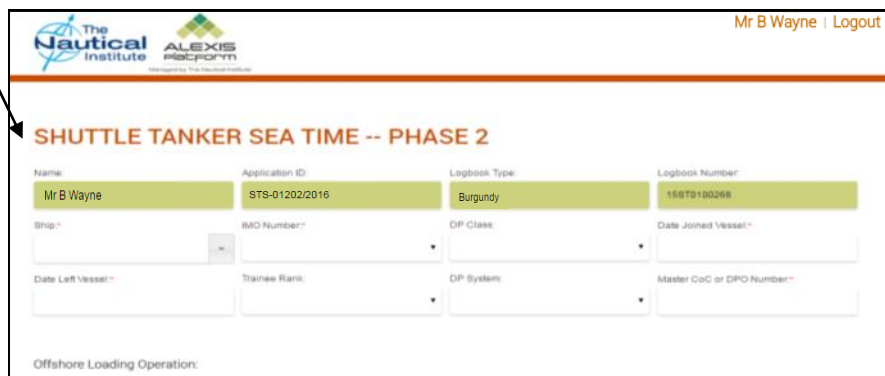
# Shuttle Tanker Scheme—Online Application Guide

## Finding and Entering Vessel Names in Phases

When you click on Phase 2



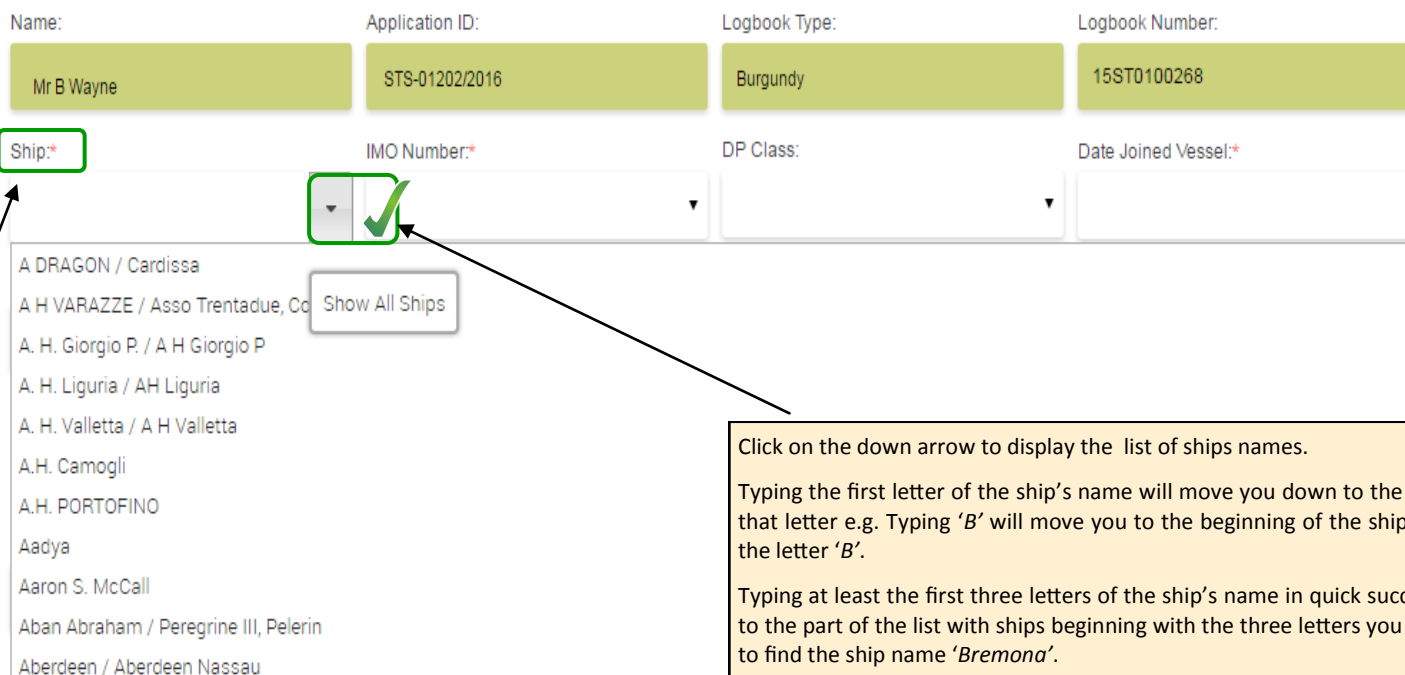
on the **Logbook Overview (Pg. 13)** page you will be taken to this page.



### Finding the Ship Name

The vessels are listed under their current name first but the system will find any previous names for the vessel listed in our database. If you cannot find the vessel you wish to enter DP sea time for, search under the IMO number instead. If the vessel is not listed on our database under its name or IMO number, please send a copy of the vessel's classification certificate to the DP Department at [dp@nautinst.org](mailto:dp@nautinst.org) so it can be added to our database.

If the vessel you wish to enter is not showing under the ship or IMO Number **do not use a sister ship** to complete your application, otherwise your application will be returned to you as unsuccessful. You must enter the correct information only.



Click on the down arrow to display the list of ships names.

Typing the first letter of the ship's name will move you down to the ships beginning with that letter e.g. Typing 'B' will move you to the beginning of the ship names starting with the letter 'B'.

Typing at least the first three letters of the ship's name in quick succession will bring you to the part of the list with ships beginning with the three letters you typed. eg. type 'BRE' to find the ship name 'Bremona'.

This search method can also be used for other fields throughout the online application with drop down menus.

# Shuttle Tanker Scheme—Online Application Guide

## Adding Sea Time from your logbook

NI Burgundy Logbook Enter New / Another Burgundy Logbook

Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<input checked="" type="checkbox"/> Induction Course <input checked="" type="checkbox"/> Phase 2 <input type="checkbox"/> Task Book <input type="checkbox"/> Phase 3 <input type="checkbox"/> Phase 4 <input type="checkbox"/> Phase 5 <input type="checkbox"/> Phase 6 <input type="checkbox"/> Phase 7 <input type="checkbox"/> Phase 8 <input type="checkbox"/> Phase 9 <input type="checkbox"/> Phase 10 <input type="checkbox"/> Phase 11

On the **Logbooks Overview (Pg. 13)** page, click on **Phase 2** this will take you to the page where you can enter your sea time and offshore loading operations.

Once you select the ship's name the IMO number is automatically inserted; or the Ship's name is automatically inserted if you select the vessel by its IMO number. **Please see Page 17 for further guidance.**

Mr B Wayne | Logout

### Dates Joined and Left Vessel

These dates must be entered in DD/MM/YYYY format. Click in the blank space under the **Date Joined/Left** headings to type the date. You can also use the calendar that appears to select the date.

## SHUTTLE TANKER SEA TIME -- PHASE 2

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr B Wayne	STS-01202/2016	Burgundy	15ST0100268
Ship:*	IMO Number:*	DP Class:	Date Joined Vessel:*
Nautiwave II	9999999	DP 2	01/06/2015
Date Left Vessel:*	Trainee Rank:	DP System:	Master CoC or DPO Number:*
25/06/2015	Master	Kongsberg K POS DP2	65314

You then need to enter the vessel's DP Class.

Date Joined Vessel:\*

01/06/2015

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### IMPORTANT

*Only DP sea time and offshore loading operations dated within the previous four years can be used towards the time required to gain a certificate.*

Enter the DP certificate number and/or CoC number of the Master or Senior DPO (SDPO) who signed your entry. This should have been entered in your logbook.

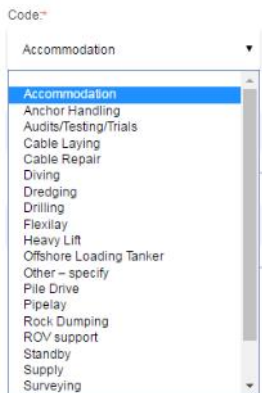
# Shuttle Tanker Scheme—Online Application Guide

## Adding Offshore Loading Operations from your logbook

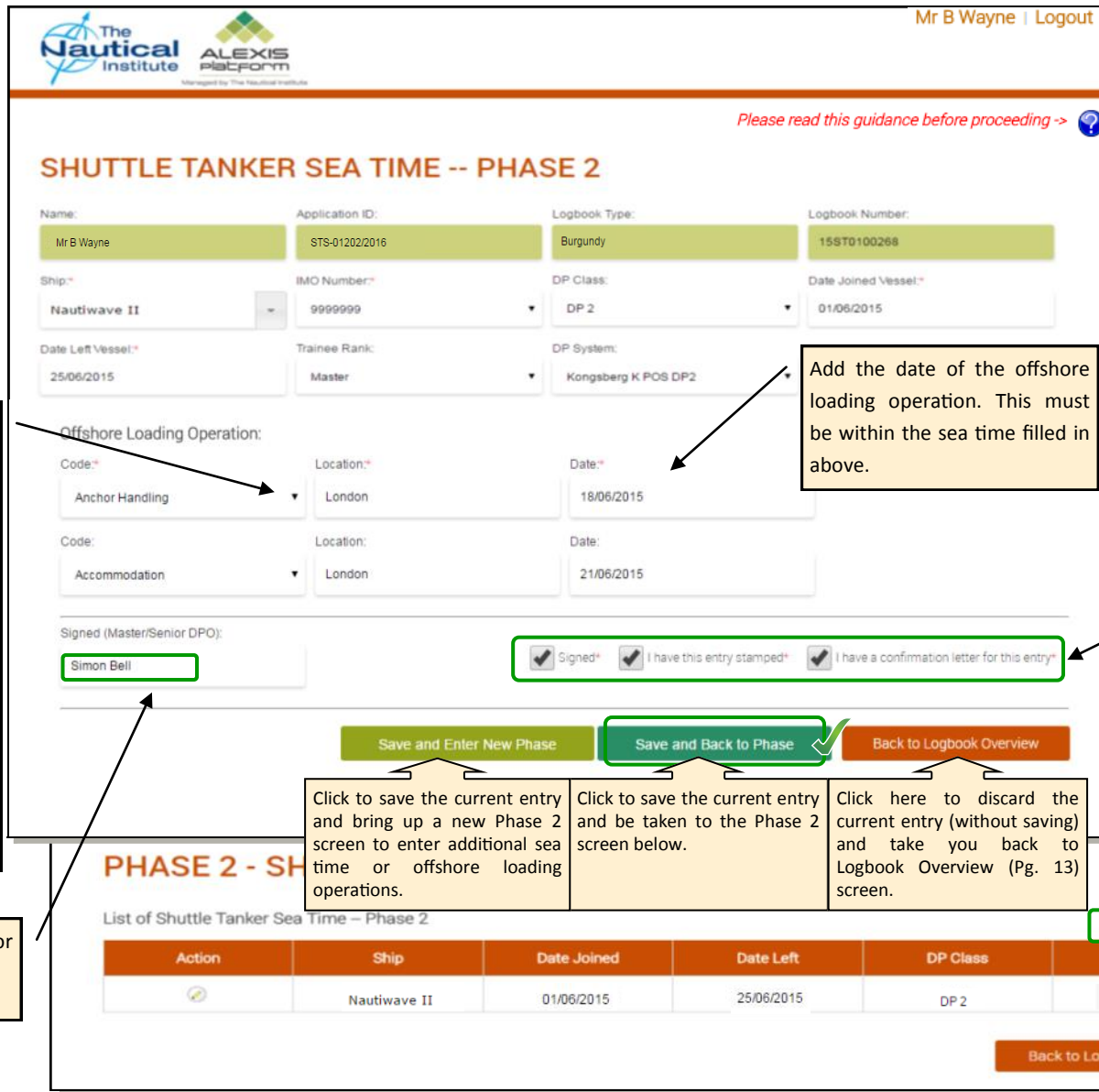
### IMPORTANT

Only sea time and offshore loading operations dated within the previous four years can be used towards the time required to gain a certificate.

Click on the down arrow to display the list of codes.



Enter the name of Master or SDPO who signed your entry.



**SHUTTLE TANKER SEA TIME -- PHASE 2**

Name: Mr B Wayne Application ID: STS-01202/2016 Logbook Type: Burgundy Logbook Number: 15ST0100268

Ship: Nautiwave II IMO Number: 9999999 DP Class: DP 2 Date Joined Vessel: 01/06/2015

Date Left Vessel: 25/06/2015 Trainee Rank: Master DP System: Kongsberg K POS DP2

Offshore Loading Operation:

Code: Anchor Handling Location: London Date: 18/06/2015

Code: Accommodation Location: London Date: 21/06/2015

Signed (Master/Senior DPO): Simon Bell

☒ Signed\* ☒ I have this entry stamped\* ☒ I have a confirmation letter for this entry\*

Save and Enter New Phase Save and Back to Phase Back to Logbook Overview

**PHASE 2 - SH**

List of Shuttle Tanker Sea Time -- Phase 2

Action	Ship	Date Joined	Date Left	DP Class	IMO Number
	Nautiwave II	01/06/2015	25/06/2015	DP 2	9999999

Back to Logbook Overview

Don't forget the Help button

Add the date of the offshore loading operation. This must be within the sea time filled in above.

By ticking these boxes you are declaring that the entry in your logbook is individually signed and stamped and that you have a confirmation letter for this entry. Any entries not verified by an appropriate signature, stamp or confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

Click to save the current entry and bring up a new Phase 2 screen to enter additional sea time or offshore loading operations.

Click to save the current entry and be taken to the Phase 2 screen below.

Click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

Click on **Add more Sea time** to add additional sea time or offshore loading operations.

Click here to return to the Logbook Overview (Pg. 13) screen and fill out a new phase.



# Shuttle Tanker Scheme—Online Application Guide

## Adding dates into the Task Book from your logbook

NI Burgundy Logbook Enter New / Another Burgundy Logbook

Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<input type="checkbox"/> Induction Course   <input type="checkbox"/> Phase 2   <input checked="" type="checkbox"/> Task Book   <input type="checkbox"/> Phase 3   <input type="checkbox"/> Phase 4   <input type="checkbox"/> Phase 5   <input type="checkbox"/> Phase 6   <input type="checkbox"/> Phase 7   <input type="checkbox"/> Phase 8   <input type="checkbox"/> Phase 9   <input type="checkbox"/> Phase 10   <input type="checkbox"/> Phase 11

On the **Logbooks Overview (Pg. 13)** page, click on **Task Book** this will take you to the page where you can enter your dates for the tasks carried out during Phase 2.

Please read this guidance before proceeding -> ?

### PHASE 2 – SHUTTLE TANKER SEA TIME TASK BOOK

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr B Wayne	STS-01202/2016	Burgundy	15ST0100268

Section	DP Sea Date Time	
1.1.1 - Vessel FMEA. Be aware of the content and purpose of this document.	23/06/2015	
1.1.2 - Annual trials. Be aware of the content and purpose of this document.	11/06/2015	
1.1.3 - Capability plots. Be aware of why these are produced and their interpretation	11/06/2015	
1.1.4 - Class required DP checklists. Be aware of what checklists must be completed at each stage of the DP operation	16/06/2015	
1.1.5 - Vessel DP Operations Manuals. Be aware of the DP manual and have a general understanding of what it contains	12/07/2015	

11.11 - Partial Blackout. Candidates should be fully aware of what would happen during a blackout. Whilst the vessel s...	13/06/2015	
11.12 - Degraded status. Candidates must be able to recognise when DP capability is degraded and the need to manoeuvre...	12/06/2015	
11.13 - Vessel operations. Candidate should be fully aware of the operations undertaken by the vessel and understand p...	10/06/2015	

☒ I confirm that all of the completed mandatory items have been individually signed and dated (including the year)\*

Back to Logbook Overview

**Don't forget the Help button**

**Green flag**

The green flag appears when you have entered a date that is within the date range of your Phase 2 entries.

**Red flag**

If you enter a date that does not match the date range of any of your Phase 2 entries, a red flag will appear. Check that you have entered the task date correctly, also check that your entries in Phase 2 are correct and amend it if necessary.

If after checking, you find that your task and/or Phase 2 dates are correct and the task has been dated outside of a DP sea time entry, you will need to complete additional Phase 2 sea time to repeat this task and have the new entry signed and dated again.

By ticking this box at the end of the page you are declaring that the tasks in your logbook have been individually signed and dated. Any entries not verified by an appropriate signature will not be counted and your application may be unsuccessful.

Click here to return to the Logbook Overview (Pg. 13) screen and fill out a new phase. Your dates will automatically save when the green flag appears.



# Shuttle Tanker Scheme—Online Application Guide

## Adding your Simulator Course from your logbook

NI Burgundy Logbook Enter New / Another Burgundy Logbook

Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<input type="checkbox"/> Induction Course   <input type="checkbox"/> Phase 2   <input type="checkbox"/> Task Book   <input checked="" type="checkbox"/> Phase 3   <input type="checkbox"/> Phase 4   <input type="checkbox"/> Phase 5   <input type="checkbox"/> Phase 6   <input type="checkbox"/> Phase 7   <input type="checkbox"/> Phase 8   <input type="checkbox"/> Phase 9   <input type="checkbox"/> Phase 10   <input type="checkbox"/> Phase 11

On the **Logbooks Overview (Pg. 13)** page, click on **Phase 3**. This will take you to the page where you can enter your Simulator Course.

**PHASE 3 – SIMULATOR COURSE**

Enter Simulator Course Details

Please read this guidance before proceeding ->

Enter your Simulator Course details in the spaces provided.

Name:  Application ID:  Logbook Type:  Logbook Number:

Date:  Centre:  Certificate Number:

Name of the Instructor:

☒ Signed\* 
 ☒ I have this course stamped\* 
 ☒ Exam Passed

Don't forget the Help button

By ticking these boxes you are declaring that the course entry in your logbook is signed and stamped and that you have passed your Simulator Course. Any entries not verified by an appropriate signature or stamp will not be counted and your application may be returned as unsuccessful.

Enter the name of the Instructor.

Click to save the current entry and bring up a new Phase 3 screen.

Click to save the current entry and be taken to the Phase 3 screen below.

Click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

**PHASE 3 – SIMULATOR COURSES**

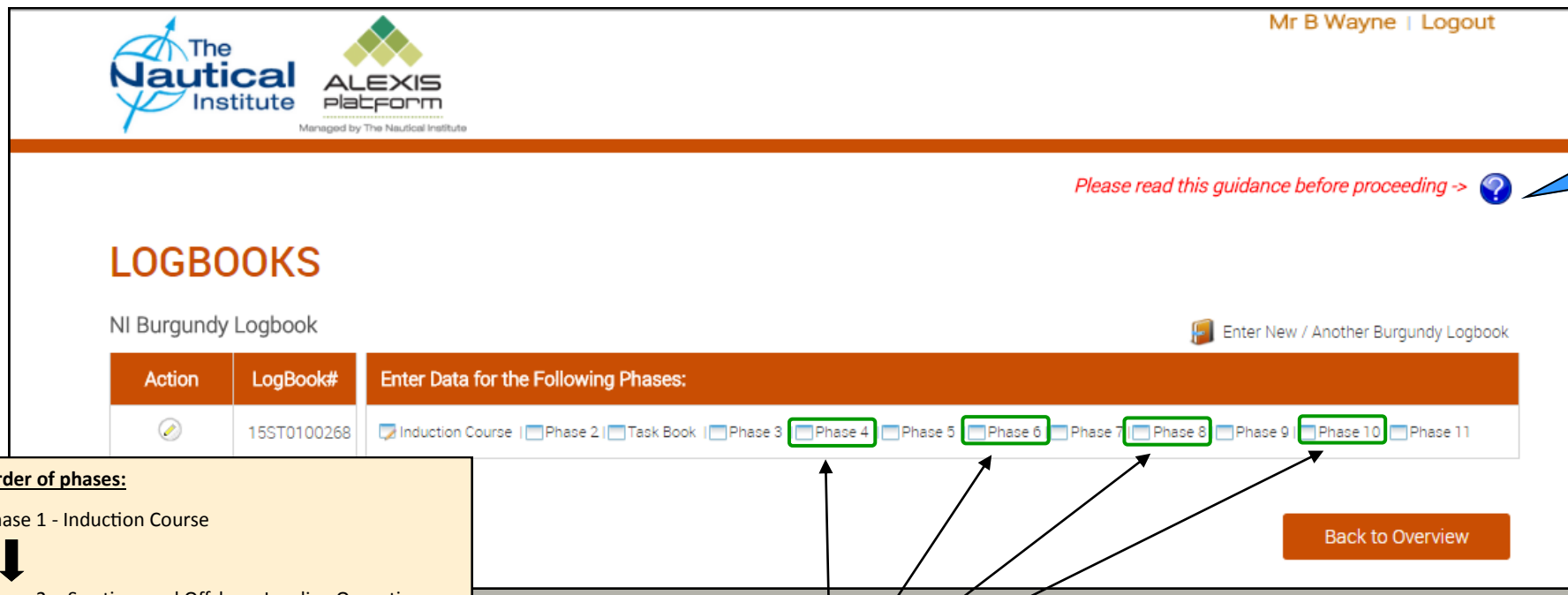
List of Simulator Course Add more Simulator Courses

Action	Centre	Certificate No.	Signed	Instructor Name
	Kongsberg Maritime d...	15489456	Y	Montse Paz

Click here to return to the Logbook Overview (Pg. 13) screen and fill out a new phase.

# Shuttle Tanker Scheme—Online Application Guide

## Adding Sea Time and Offshore Loading Operations from your logbook



Don't forget the Help button

### Order of phases:

Phase 1 - Induction Course



Phase 2 - Sea time and Offshore Loading Operations

Phase 3 - Simulator Course

Phase 4 - Sea time and Offshore Loading Operations

Phase 5 - Course A or B

Phase 6 - Sea time and Offshore Loading Operations

Phase 7 - Course A, or B

Phase 8 - Sea time and Offshore Loading Operations



Phase 10 - Sea time and Offshore Loading Operations

Phase 11 - Statement of Suitability

**Phases 2-8 can be completed in any order. Phase 2 must be completed before Phase 3.**

For Phase 4, Phase 6, Phase 8 and Phase 10 please follow the instructions on Pages 17 to 19. The same procedures will apply when filling in this sea time and offshore loading operations. Please ensure that you fill in your course details in Phase 5 and Phase 7 instructions on how to do this are shown on the following page (Page 23).

### IMPORTANT

With effect from 1<sup>st</sup> January 2017, applicants on the Shuttle Tanker training scheme will no longer be required to complete Course C previously required for this qualification.

# Shuttle Tanker Scheme—Online Application Guide

## Adding Course A or B from your logbook

NI Burgundy Logbook Enter New / Another Burgundy Logbook

Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<input type="checkbox"/> Induction Course   <input type="checkbox"/> Phase 2   <input type="checkbox"/> Task Book   <input type="checkbox"/> Phase 3   <input type="checkbox"/> Phase 4   <input checked="" type="checkbox"/> Phase 5   <input type="checkbox"/> Phase 6   <input type="checkbox"/> Phase 7   <input type="checkbox"/> Phase 8   <input type="checkbox"/> Phase 9   <input type="checkbox"/> Phase 10   <input type="checkbox"/> Phase 11

On the **Logbooks Overview (Pg. 13)** page, click on **Phase 5** this will take you to the page where you can enter Course A or B.

Please read this guidance before proceeding ->

**Don't forget the Help button**

### PHASE 5 – COURSE A OR B

Enter Course Details

Enter your Course A or B details in the spaces provided.

Name: Mr B Wayne Application ID: STS-01202/2016 Logbook Type: Burgundy Logbook Number: 15ST0100268

Date: 02/10/2015 Centre: Kongsberg Maritime do Brasil Ltda Certificate Number: 1234567

Signed By: Harvey Dent ☒ Course A ☐ Course B

☒ Signed\* ☒ I have this course stamped\*

By ticking these boxes you are declaring that the course entry in your logbook is signed and stamped and that you have passed your Course A or B. Any entries not verified by an appropriate signature or stamp will not be counted and your application may be returned as unsuccessful

Save and Enter New Phase Save and Back to Phase Back to Logbook Overview

Click to save the current entry and bring up a new Phase 5 screen. Click to save the current entry and be taken to the Phase 5 screen below. Click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

Enter the name of Master or SDPO who signed your entry.

### PHASE 5 – COURSE A OR B

List Of Course AorB Add more courses



Action	Centre	Certificate No.	Signed	Signed By
	Kongsberg Maritime d...	1234567	Y	Montse Paz

Back to Logbook Overview

Click here to return to the Logbook Overview (Pg. 13) screen and fill out a new phase.

# Shuttle Tanker Scheme—Online Application Guide

## Adding Course A or B from your logbook

Managed by The Nautical Institute

Mr B Wayne | Logout

Please read this guidance before proceeding -> ?

### LOGBOOKS

NI Burgundy Logbook


Enter New / Another Burgundy Logbook

Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<input type="checkbox"/> Induction Course   <input type="checkbox"/> Phase 2   <input type="checkbox"/> Task Book   <input type="checkbox"/> Phase 3   <input type="checkbox"/> Phase 4   <input type="checkbox"/> Phase 5   <input type="checkbox"/> Phase 6   <input type="checkbox"/> Phase 7   <input type="checkbox"/> Phase 8   <input type="checkbox"/> Phase 9   <input type="checkbox"/> Phase 10   <input type="checkbox"/> Phase 11

Back to Overview

#### Order of phases:

Phase 1 - Induction Course



Phase 2 - Sea time and Offshore Loading Operations

Phase 3 - Simulator Course


Phase 4 - Sea time and Offshore Loading Operations

Phase 5 - Course A or B

Phase 6 - Sea time and Offshore Loading Operations

Phase 7 - Course A, or B

Phase 8 - Sea time and Offshore Loading Operations



Phase 10 - Sea time and Offshore Loading Operations

Phase 11 - Statement of Suitability

Phases 2-8 can be completed in any order. Phase 2 must be completed before Phase 3.

For Phase 7 please follow the instructions on Page 23. The same procedures will apply.

Phase 9 is no longer required. Please leave this phase blank.

After filling in Phase 8 you will need to add your last sea time entries and offshore loading operations into Phase 10 (Pages 17 to 19) and move on to Phase 11 to fill in your Statement of Suitability details (Page 25). Phase 10 and 11 must be completed together.

Don't forget the Help button

#### IMPORTANT

With effect from 1<sup>st</sup> January 2017, applicants on the Shuttle Tanker training scheme will no longer be required to complete Course C previously required for this qualification.

# Shuttle Tanker Scheme—Online Application Guide

## Adding your Statement of Suitability details from your logbook

NI Burgundy Logbook Enter New / Another Burgundy Logbook


Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<input checked="" type="checkbox"/> Induction Course <input type="checkbox"/> Phase 2 <input type="checkbox"/> Task Book <input type="checkbox"/> Phase 3 <input type="checkbox"/> Phase 4 <input type="checkbox"/> Phase 5 <input type="checkbox"/> Phase 6 <input type="checkbox"/> Phase 7 <input type="checkbox"/> Phase 8 <input type="checkbox"/> Phase 9 <input type="checkbox"/> Phase 10 <input checked="" type="checkbox"/> Phase 11

Mr B Wayne | Logout

**Statement of Suitability**

The system checks to make sure the details you enter here matches the last sea time entry in your application.

The system requires either the Master's CoC number or the Master's DP certificate number. Both can be added. SDPO information can also be added below. If the Master is not a DPO then the SDPO should have countersigned your Phase 11.



PHASE 11 - SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

Name: Mr B Wayne

Application ID: STS-01202/2016

Logbook Type: Burgundy

Logbook Number: 15ST0100268

Master CoC Number: 756756

Master DP Number: 7567

Country of Issue:

DPO Country of Issue: United Kingdom

Senior DPO Number: 7567

Senior CoC Number: 756756

Date: 02/01/2016

Ship: Stena Sirlita

IMO Number: 9188099

Signed (Master/Senior DPO): Christian Bale

☒ Signed\* 
 ☒ Trainee Operator's Signature 
 ☒ I have this entry stamped\*

Save and Enter New Phase

Save and Back to Phase

Back to Logbook Overview

Don't forget the Help button

The country of issue should be added into this field.

The vessel that the Statement of Suitability was completed on should be added and the system will automatically add the IMO number. The IMO number can also be entered to automatically add the vessel name.

The Statement of Suitability should be dated after ALL phases have been completed.

The Statement of Suitability form must be signed and stamped. If these are ticked and the Statement of Suitability form does not contain this information the application will be returned as unsuccessful.

Click to save the Statement of Suitability details and open a blank page for new details.

Click to save the current Statement of Suitability entry and be taken to the List of Suitability screen (Page 26) .

Click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

# Shuttle Tanker Scheme—Online Application Guide

## Suitability and Logbook Overview

### Suitability Overview page

If more than one Statement of Suitability form has been added, these will show on this page.



Mr B Wayne | Logout

### PHASE 11 - SUITABILITY SIGN OFF

Please read this guidance before proceeding -> ?

List of Suitability

Action	Ship	DPO Number	Signed	Instructor Name
	Spider Black List Sh...	765765	Y	Christian Bale

[Add Additional Suitability](#)

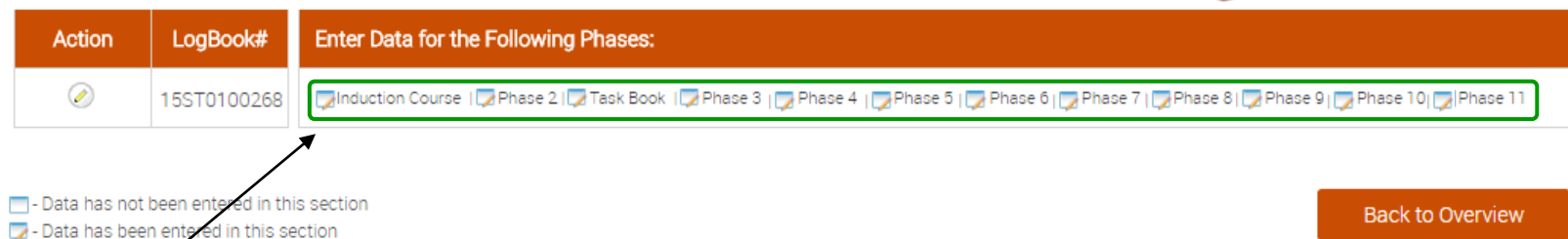
[Back to Logbook Overview](#)

Don't forget the Help button

Click here to return to the Logbook Overview (Pg. 13) screen as shown below.

## LOGBOOKS

### NI Burgundy Logbook



[Enter New / Another Burgundy Logbook](#)

Action	LogBook#	Enter Data for the Following Phases:
	15ST0100268	<a href="#">Induction Course</a>   <a href="#">Phase 2</a>   <a href="#">Task Book</a>   <a href="#">Phase 3</a>   <a href="#">Phase 4</a>   <a href="#">Phase 5</a>   <a href="#">Phase 6</a>   <a href="#">Phase 7</a>   <a href="#">Phase 8</a>   <a href="#">Phase 9</a>   <a href="#">Phase 10</a>   <a href="#">Phase 11</a>

☐ - Data has not been entered in this section  
☒ - Data has been entered in this section

[Back to Overview](#)

The box in front of each section should now have a pencil, indicating that there is data in all of the sections.

Click here to return to the 'My Account' home page (Page 11) and submit your application.

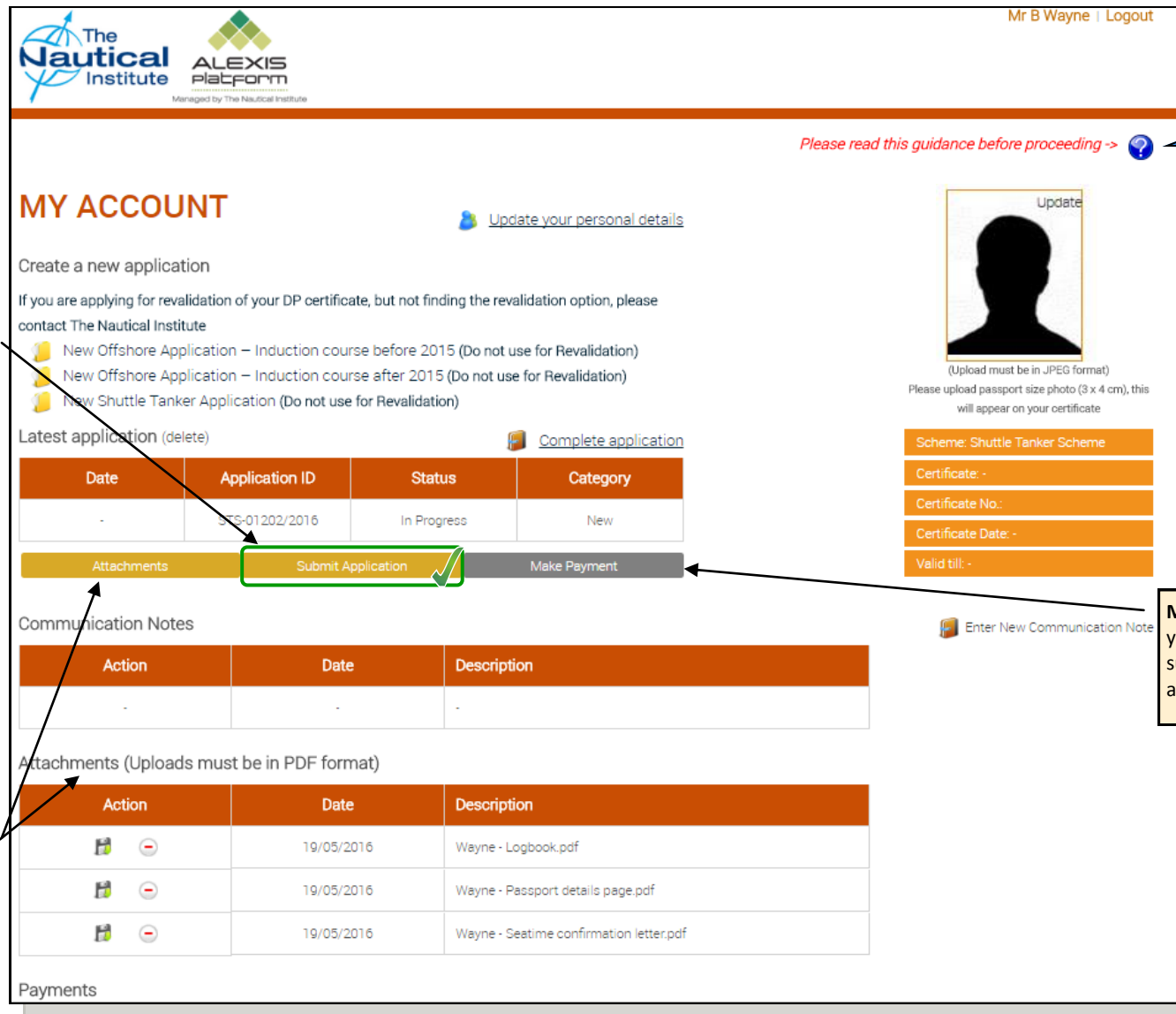


# Shuttle Tanker Scheme—Online Application Guide

## Submitting your application

When you have filled in all of the sections in your application and entered all of the DP sea time required for you to qualify apply for your DP certificate and have attached your photograph and all of the required documents. Click on **Submit Application**.

Please ensure your photo and all documents have been attached before submitting.



Mr B Wayne | Logout

**MY ACCOUNT**

[Update your personal details](#)

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
- New Offshore Application – Induction course after 2015 (Do not use for Revalidation)
- New Shuttle Tanker Application (Do not use for Revalidation)

Latest application (delete) [Complete application](#)

Date	Application ID	Status	Category
-	STTS-01202/2016	In Progress	New

Attachments **Submit Application** [Make Payment](#)

Communication Notes

Action	Date	Description
-	-	-

Attachments (Uploads must be in PDF format)

Action	Date	Description
	19/05/2016	Wayne - Logbook.pdf
	19/05/2016	Wayne - Passport details page.pdf
	19/05/2016	Wayne - Seetime confirmation letter.pdf

Payments

Update

(Upload must be in JPEG format)  
Please upload passport size photo (3 x 4 cm), this will appear on your certificate

Scheme: Shuttle Tanker Scheme

Certificate: -

Certificate No.: -

Certificate Date: -

Valid till: -


[Enter New Communication Note](#)

Don't forget the Help button


**Make Payment** will be greyed out and you cannot select it until you successfully submit your application and your status changes to **Eligible**.

# Shuttle Tanker Scheme—Online Application Guide

## Submitting your application

Latest application (delete)  [Complete application](#)

Date	Application ID	Status	Category
-	OSO-05098/2015	Not Eligible	New

Attachments [Submit Application](#) [Make Payment](#) 

### IMPORTANT

If you have filled out all the information in each phase correctly and have left Phase 9 blank your status will appear as 'Not eligible'. Please contact The Nautical Institute at [dp@nautinst.org](mailto:dp@nautinst.org) so that your application can be made manually eligible.

On this page you are required to confirm all of the documents you have scanned and attached to your account.

If you have not scanned and attached any of the items on the list please select **Cancel** and attach the required documents before trying to submit again.

Please note the last item in the list **Signed application** only becomes available once you have successfully submitted and paid for your application.

You will therefore need to tick this to confirm that you will attach a copy of the signed application. Once you have submitted and paid, please print the PDF application. Instructions are given on Pages 35 to 36.

 **ALEXIS Platform**  
Managed by The Nautical Institute

Mr B Wayne | [Logout](#)

Please read this guidance before proceeding -> 

## SUBMIT

Please confirm if you have scanned and attached the following:

- ☒ Full pages of DP Logbook(s) \*
- ☒ Full pages of CoC (If applicable) \*
- ☒ All confirmation letters \*
- ☒ Additional documents (Section C, F etc.) \*
- ☒ Additional certificates \*
- ☒ Copies of course certificates \*
- ☒ I will attach a copy of the signed application once I have made the online payment (original to be sent with application) \*

[Submit Application](#) [Cancel](#)

Don't forget the Help button

This is also a checklist of the documents you are required to send to The Nautical Institute in your application pack when applying to revalidate your DP certificate.


If you receive an error message when you click on **Submit**, please read the message carefully and check the part of your application it is referring to and make amendments where necessary. Please also check the troubleshooting section on Page 38 to 39.

If you have fully checked your application and believe you have completed it correctly, but are still receiving the error message, please contact the DP Department for assistance.

# Shuttle Tanker Scheme—Online Application Guide

## Submitting your application


Mr B Wayne | Logout



ALEXIS Platform  
Managed by The Nautical Institute




Please read this guidance before proceeding -> ?


### MY ACCOUNT

 [Update your personal details](#)

Create a new application


If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

-  New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
-  New Offshore Application – Induction course after 2015 (Do not use for Revalidation)
-  New Shuttle Tanker Application (Do not use for Revalidation)

Latest application (delete)  [Complete application](#)


Date	Application ID	Status	Category
-	STS-01202/2016	Not Eligible	New

Attachments
Submit Application
Make Payment

 Enter New Communication Note

Action	Date	Description
-	-	-

Update



(Upload must be in JPEG format)  
Please upload passport size photo (3 x 4 cm).  
this will appear on your certificate

Scheme: Shuttle Tanker Scheme

Certificate: -

Certificate No.: -

Certificate Date: -

Valid till: -

If you receive an error message when trying to submit your application you will see that your **Status** has changed to **Not Eligible** when you return to the **My Account** Home page.

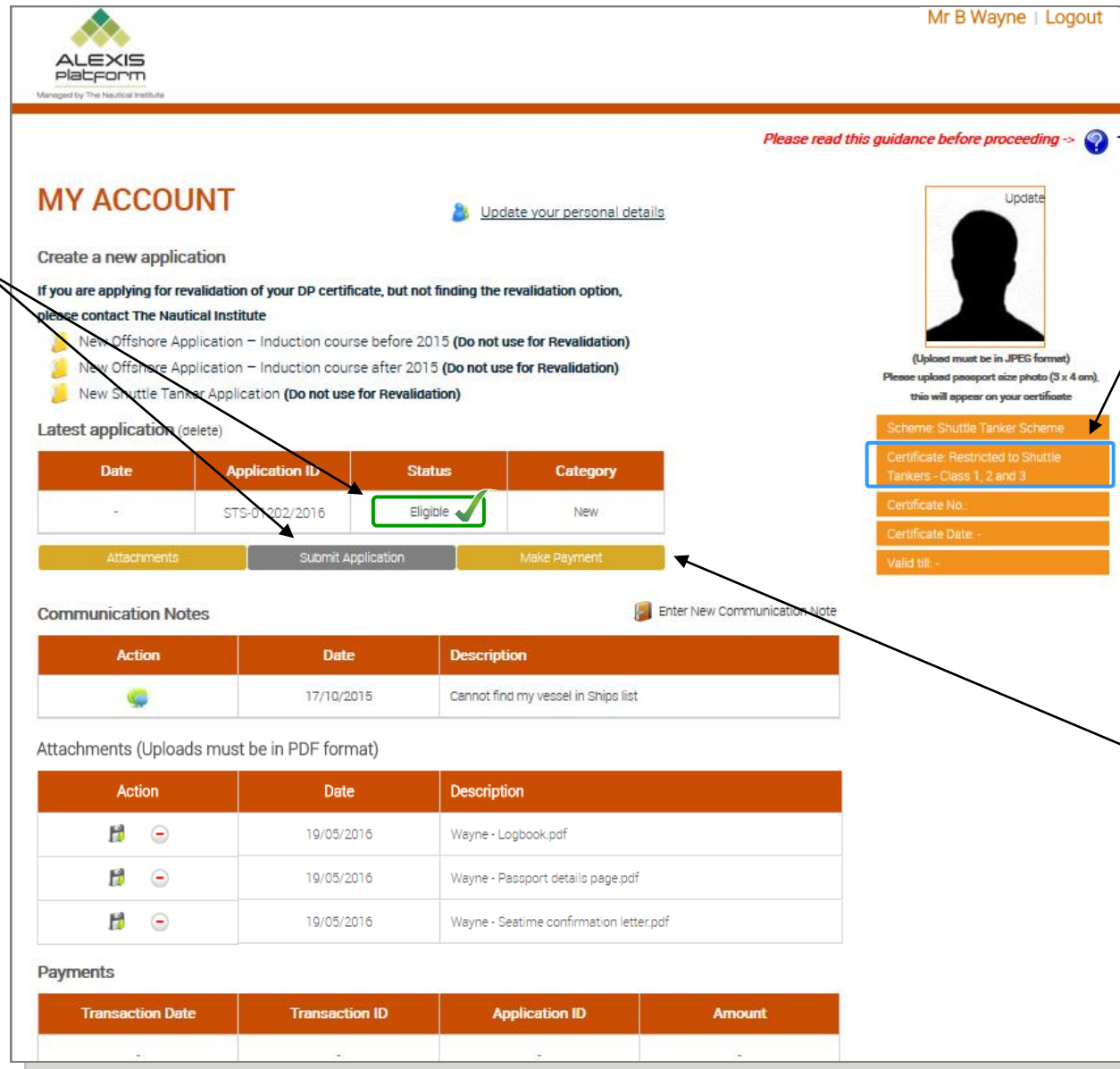
You will be able to go back into your account and add/amend additional information before resubmitting to change your status to **Eligible**.

Don't forget the Help button

# Shuttle Tanker Scheme—Online Application Guide

## Submitting your application

When you have successfully submitted your application you will see that the Status changes to **Eligible** when you return to the **My Account** home page. The **Submit Application** button is grey. This means that this step has been completed.



**ALEXIS Platform**  
Managed by The Nautical Institute

Mr B Wayne | Logout

Please read this guidance before proceeding -> ?

### MY ACCOUNT

[Update your personal details](#)

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
- New Offshore Application – Induction course after 2015 (Do not use for Revalidation)
- New Shuttle Tanker Application (Do not use for Revalidation)

Latest application (delete)

Date	Application ID	Status	Category
-	STS-01202/2016	Eligible ✓	New

Attachments   Submit Application   Make Payment

#### Communication Notes

[Enter New Communication Note](#)

Action	Date	Description
	17/10/2015	Cannot find my vessel in Ships list

#### Attachments (Uploads must be in PDF format)

Action	Date	Description
	19/05/2016	Wayne - Logbook.pdf
	19/05/2016	Wayne - Passport details page.pdf
	19/05/2016	Wayne - Seetime confirmation letter.pdf

#### Payments

Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-

Update

(Upload must be in JPEG format)  
Please upload passport size photo (3 x 4 cm), this will appear on your certificate

Scheme: Shuttle Tanker Scheme

Certificate: Restricted to Shuttle Tankers - Class 1, 2 and 3

Certificate No.:

Certificate Date.:

Valid till.:

Don't forget the Help button

The type of certificate the system has calculated you are eligible for is now displayed here.

Please note this is not a guarantee that you will be issued with a DP certificate.

The documents must be fully processed by the DP Department before the certificate is issued. If the certificate issued is different to what was applied for, a member of the DP team will contact you.

The **Make Payment** option is now available to click on. Please proceed to the payment pages via this button.

# Shuttle Tanker Scheme—Online Application Guide


## Making a Payment

Latest application (delete)


Date	Application ID	Status	Category
-	STS-01202/2016	Eligible	New

Attachments


Submit Application



Make Payment 


Mr B Wayne | Logout







  
 ALEXIS Platform  
 Managed by The Nautical Institute


### PAYMENT OPTIONS








 **PayPal**



 **BARCLAYS**  




 **WorldPay**  

 **Proceed to Payment** 

Cancel Order

Click on your chosen payment method then click on **Proceed to Payment** to complete your payment details.

# Shuttle Tanker Scheme—Online Application Guide

## Making a Payment with Barclays

When completing your payment details please ensure that you check the following:

- Address Matching – address entered must match the records held with the credit card company.
- Postcode/ZIP Matching – same as the postcode/ZIP held by the credit card company.
- Card Verification – usually a 3-digit security code.

NI ALEXIS PLATFORM

Secure, reliable internet payments from



ePDQ



Payment Information - Total Payment Value: £ 156.00

### 1 - Card details

Card Type \*

Card number \*

Expiry date \*

Card Security Code  [What is this?](#)

### 2 - Cardholder Information

Full Name \*

Address line 1 \*

Address line 2

Address line 3

Town / City \*

County

Post / Zip Code \*  State (\*if US)

Country \*

Telephone Number

E-mail address \*

\* Indicates an obligatory field

[Clear Form](#)

[Submit Payment](#)

### Common Problems

- Use of a Non-Standard Keyboard - as this type of keyboard is common outside the UK and in particular Europe & South America, many non-UK users may encounter problems when using such a keyboard. In order to rectify the problem please ensure that characters and symbols entered match with a standard keyboard. (e.g. â becomes a; é becomes e; ø becomes o)
- Verification Process put in place by the individual's bank - this process is outside the control of The Nautical Institute as this has been set up by the user's bank to reduce the risk of fraud. Please contact the bank.
- Repeated attempts at processing - the EPDQ system may lock-out the individual if excessive attempts have been made at processing card payments. This is a fraud preventative measure by the individual's credit card issuer. The individual can try a different computer to attempt processing.

If the address showing on this page is incorrect please see Page 39.

Once you have completed your payment details, click on **Submit Payment**.



# Shuttle Tanker Scheme—Online Application Guide

## Making a Payment with WorldPay

If you need assistance with completing your WorldPay payment, please use **Help** and **FAQs** on the WorldPay payment page.



The screenshot shows the WorldPay 'Secure Payment Page'. At the top, there's a navigation bar with 'Help', 'FAQs', and 'Security' links. Below this is a large padlock icon. The main content area is titled 'Secure Payment Page' and includes a message: 'Please review your purchase details, then select a payment method to continue.' Below this, there's a 'Select language' dropdown set to 'English'. The merchant information is 'THE NAUTICAL INSTITUTE'. The description is 'DP 84522 85850867' and the amount is '£156.00'. A section titled 'Select your payment method' shows five options: MasterCard, VISA, Maestro, JCB, and MasterPass. A green box highlights these options. At the bottom right, there is a 'Cancel' button with a close icon. The footer includes 'payments powered by WorldPay' and a link to 'WorldPay Help'.

You need to click on one of the payment methods here to continue to complete your payment.


# Shuttle Tanker Scheme—Online Application Guide

## Making a Payment with PayPal

### Your order summary

Descriptions	Amount
NIDP	£130.00
Item number: 1	
Item price: £130.00	
Quantity: 1	
<b>Item total</b>	<b>£130.00</b>
<b>Total</b>	<b>£130.00 GBP</b>

### Choose a way to pay

[Pay with my PayPal account](#)






Log in to your account to complete the purchase

[Pay with a debit or credit card](#)

(Optional) Join PayPal for faster future checkout

Country: United States

Card number:

Payment types:    

Expiration date: mm / yy  /

CSC:

What is this?

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State:  NY


ZIP code:

Phone type: Home

Why is this needed?

Phone number:

Email:



[Cancel and return to The Nautical Institute.](#)

### Existing PayPal Account Holders

If using PayPal for the payment method, please click here to log into your account and follow the instructions to complete the payment.

### Non PayPal Account Holders

Non PayPal account holders can make a payment using their credit or debit card or can sign up for a new PayPal account to complete the payment.

# Shuttle Tanker Scheme—Online Application Guide

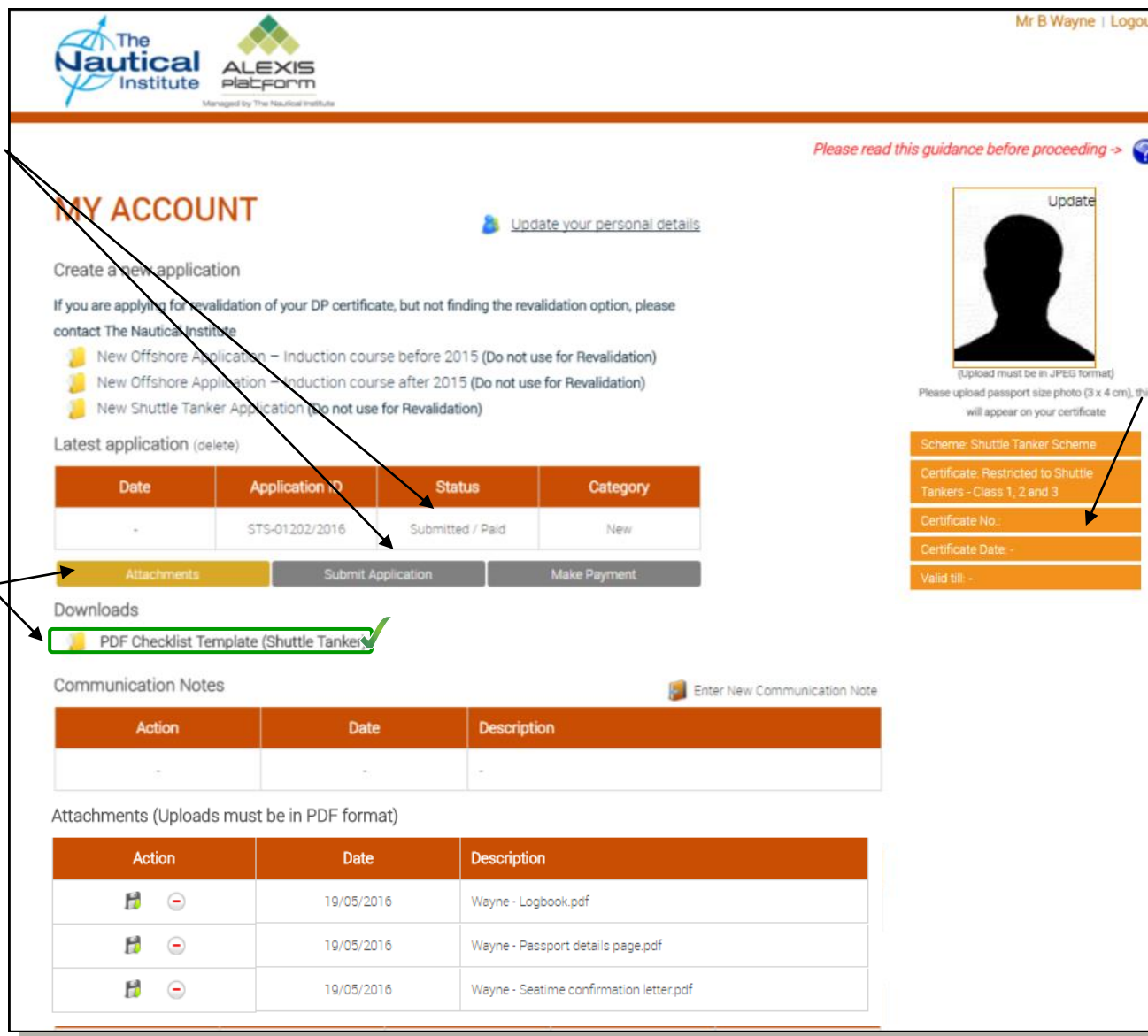
## Downloading the PDF Checklist Template

When you have successfully made your payment and return to the **My Account** home page, you will see that the Status has changed to **Submitted/Paid**. **Submit Application** and **Make Payment** are now greyed out. Meaning both of these stages of the application have now been completed.

Click on **PDF Checklist Template** to download and print the checklist.

Once signed and completed, please scan and attach it using the **Attachments** button.

The original signed version of this document will need to be sent in with the logbook and other supporting documents



Mr B Wayne | Logout

**MY ACCOUNT** [Update your personal details](#)

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
- New Offshore Application – Induction course after 2015 (Do not use for Revalidation)
- New Shuttle Tanker Application (Do not use for Revalidation)

Latest application (delete)

Date	Application ID	Status	Category
-	STS-01202/2016	Submitted / Paid	New

Attachments: Submit Application (greyed out), Make Payment (greyed out)

Downloads

- [PDF Checklist Template \(Shuttle Tanker\)](#) (highlighted with a green box)

Communication Notes

[Enter New Communication Note](#)

Action	Date	Description
-	-	-

Attachments (Uploads must be in PDF format)

Action	Date	Description
	19/05/2016	Wayne - Logbook.pdf
	19/05/2016	Wayne - Passport details page.pdf
	19/05/2016	Wayne - Seetime confirmation letter.pdf

Don't forget the **Help** button

The **Certificate Date** and **Valid till** details are still blank and will only update once a certificate has been issued.

# Shuttle Tanker Scheme—Online Application Guide

## Downloading the PDF Checklist and sending your documents

Attachments Submit Application Make Payment

Downloads  
PDF Checklist Template (Revalidation)

Communication Notes  
Enter New Communication Note

Action	Date	Description		
NAME: Mr B Wayne DOB: 27/08/1986				
CUSTOMER NO: 87759				
APPLICATION FOR A RESTRICTED SHUTTLE TANKER DP CERTIFICATE				
<b>CHECKLIST FOR SUBMISSION OF DOCUMENTS - MUST BE COMPLETED</b>				
This checklist is to ensure that all mandatory documents necessary have been included in your application. Please note that you must tick and sign to confirm that the items have been included.				
Failure to provide the required documentation will result in automatic rejection of your application. If this checklist has not been signed, your application will not be processed and will be sent back as unsuccessful.				
<b>MANDATORY FOR ALL APPLICATIONS</b>				
I confirm that I am enclosing the docs below:				
Enclosed - please tick		Office use only		
<input type="checkbox"/>	Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>			
<input type="checkbox"/>	Original NI Logbook			
<input type="checkbox"/>	Copy of STCW certificate held at time of induction course (if induction course was taken after January 2012) -Personal and Limitations pages			
<input type="checkbox"/>	Confirmation letter/s from company for all Phase 2, 4, 6, 8 and 10 DP days sea time and offshore loading operations <i>Any DP days sea time and offshore loading operations being used in the Phase 2, 4, 6, 8 and 10 must be confirmed on a company letter. This must be enclosed with your documents when submitting your application. The Institute does not accept letters delivered directly from the company and no longer accepts letters sent separately or after the date the initial application has been received.</i>			
<input type="checkbox"/>	Additional documents where necessary (i.e. Statement of Suitability)			
<b>SPECIAL REQUIREMENTS FOR UKRAINIAN, RUSSIAN AND NIGERIAN APPLICATIONS</b>				
<input type="checkbox"/>	Certified and English translated copies of the passport, CoC and discharge book (all pages)	Office use only		
<b>DECLARATION</b> I confirm that I read and agree with the disclaimer and terms of services provided by The Nautical Institute. I confirm that all the above ticked documents have been included in my application. I declare that the data contained in this application is, to the best of my knowledge, true and correct. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in the application by The Nautical Institute (including any processing necessary to establish the authenticity and validity of the issued certificate). As per disclaimer, I understand that if I have not provided the mandatory items in my application my documents will be sent back as unsuccessful automatically without processing.				
Printed Name:		Date:		
Signed:				
Received	Queries	Approved (Y or N)	Date	Cert. Gained

The **Copy of signed application** referred to in the Submit checklist, is the **PDF Checklist**. This only becomes available on the **My Account** home page when you successfully make your payment. Please print and complete this form to add to the documents to be sent in for processing.

Please read and complete the application form fully ensuring that you have attached all of the documents listed to your online account and have also included it in your application pack.

### Application Pack Checklist

#### Please make sure you have enclosed the following

- ☒ Original NI logbook
- ☒ CoC/STCW qualifications page
- ☒ Copy of your passport personal details page (to verify the correct spelling and order of your names)
- ☒ Original confirmation letters from companies for all DP sea time in Phases 2, 4, 6, 8 and 10 and for all offshore loading operations with dates and locations.
- ☒ Original course certificates for Courses A or B
- ☒ Limited DP certificate (if upgrading)
- ☒ Original PDF Checklist (completed, signed and dated)

Now package and send your DP documents to the address below by courier for processing.

DP Department  
(Shuttle Tanker Scheme)  
The Nautical Institute  
202 Lambeth Road  
LONDON  
SE1 7LQ  
United Kingdom

Please DO NOT write in these boxes. They are for use by The Nautical Institute only.

# Shuttle Tanker Scheme—Online Application Guide

## Receipt and processing of documents

Once we receive your documents, they are logged onto our system and placed in a queue for processing. Applications are processed in the order that they are received.

Three automated emails are set up on our system, which you will receive at the following stages:

**Received** Sent when we have received your documents and they have been logged into our system

**Verified** Sent when your documents have been successfully processed and verified

**Despatched** Sent when your documents have been printed. Documents are usually printed and prepared for despatch at the end of each week. Please note that once printed, your documents are subject to final checks and if an issue is found during these checks your documents will be retained to resolve the issue. This could also include any additional address checks if the stated address is not accepted by our courier.






An additional email should be received from our couriers once the documents have been collected from our office. This email will include the tracking number for the delivery.

A member of the DP Department will also contact you by email if a query has been found, that is possible to resolve while your documents are with us. If a query is found that makes your application automatically unsuccessful you will also receive an automated email from us with the subject title *“Unsuccessful Application Details.”*






# Shuttle Tanker Scheme—Online Application Guide

## Troubleshooting

Section	Error Message	Solution
Adding NI Burgundy logbook	 Failed to validate the LogBook Number. Please contact the DP department at <a href="mailto:DP@nautinst.org">DP@nautinst.org</a> with your full name, date of birth, logbook number and the place and date of the Induction course.	<p>The logbook number is added to the account when it was opened at the training centre at the time of the Induction Course. If you have opened a new account you will need to contact the DP Department to merge these accounts.</p> <p>If you are using the same account that was opened when the course was carried out, please send an email to the DP Department with scans of the personal details page (containing the logbook number) and the Induction Course page. We can then check and update the account where necessary.</p>
Courses Induction/ Simulator / A & B	 -Centre is not accredited in the selected date	<p>The training centre you have entered was not accredited on the date you have entered.</p> <p>Please cross-check the information you have entered against your logbook and course certificate. If you have entered the details correctly and are still receiving this error message. Please contact the DP Department <a href="mailto:dp@nautinst.org">dp@nautinst.org</a> for assistance.</p>
Courses Induction / Simulator / A & B	 -The date should be greater than the leaving date in previous phase and the previous phase must have at least 24 days of sea time experience.	<p>The date you are trying to enter for Course A or B is not after 24 days of sea time or after 2 offshore loading operations in the previous phase.</p> <p>You will need to complete more sea time in the previous phase. You may be required to repeat your course. Please contact the DP Department <a href="mailto:dp@nautinst.org">dp@nautinst.org</a> for assistance.</p>
Sea Time / Offshore Loading Operations	 -A Phase with same dates already exists	<p>You have either duplicated an entry that already exists, or are trying to enter sea time within dates that already exist in your application. Please re-check the information that you are entering against the information already on your account and in your logbook.</p>
Sea Time / Offshore Loading Operations	 -Failed to validate ship and DP class	<ol style="list-style-type: none"> <li>1. The vessel that you are trying add is not on our database for the time being claimed.</li> <li>2. The DP class you have entered for the ship does not match the DP class we have recorded in our system. Please follow the instructions in the Help button on the Phase pages.</li> </ol> <p>Please note that you can check the dates for a specific vessel that we have on our database by going to: <a href="http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/">http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/</a></p>

# Shuttle Tanker Scheme—Online Application Guide

## Troubleshooting

Suitability	 -Failed to validate the ship for suitability sign-off	The ship name for the entry in Phase 10 does not match with the ship name you have entered in Phase 11 . You may be required to redo your Phase 11. Please contact the DP Department at <a href="mailto:dp@nautinst.org">dp@nautinst.org</a> for assistance.
Registering	 This email has already been registered. Please use Forgotten Password if you do not remember your password	<p>If you receive this message do not continue creating a new account using a different email address as the message means that you already have an account on our system. Instead, please contact the DP Department with the following information to request your login details:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of Birth</li> <li>• Personal email address</li> <li>• Induction Course date</li> </ul> <p>You must only use your personal email address or if using a company address it must be one only personal to you (e.g. Johnsmith@company.com) and not a shared address as other accounts may have been previously created with this address.</p>
Dates	 Please fill out the following field(s): -The selected date cannot be a future date	You have entered a date that is greater than the current date. Please note we cannot accept any dates in logbooks or confirmation letters that are dated in the future.
Making a Payment with Barclays	If the address is showing incorrectly on the payment page shown on Page 31.	If the address cannot be changed use a different method of payment, such as PayPal or WorldPay. If the problem persists then this as an issue with your bank and not The Nautical Institute. Please contact your bank to amend the address.

# Shuttle Tanker Scheme—Online Application Guide

## Confirmation Letter

### Requirements

In order to further improve the integrity of the application process and to prevent cases of fraud, The Nautical Institute now requires additional documentation, in the form of a testimonial letter from shipping companies, to be submitted with every application.

This letter must match the following criteria:

- Contain information based upon the vessel deck logs, DP logs and internal DP information. The company should only provide letters when they can confirm the actual DP time completed for the required offshore loading operations and not only time on board the vessel. The confirmation letter is a secondary check on the time completed and if required, should be able to provide evidence to The Nautical Institute to prove that the time was on DP. Please note that confirmation letters cannot be based upon the DP information in the individual's logbook only. **The Nautical Institute reserves the right to request copies of the information used to verify the DP offshore loading operations and prepare the confirmation letter before a certificate is issued;**
- Be written by the shipping company on original company headed paper, which must also include the company contact details; a direct email address for the signatory should be provided as it enables us to contact them easily if further verification is required;
- Company logos must be of a high resolution and appear clear. Letters received with logos that appear pixelated and/or blurry will not be accepted by The Nautical Institute;
- Contain the company's official stamp or seal;
- Signed and stamped by the Operations Manager, Marine Superintendent or other position directly involved with the operations of the vessel, whose full name and job title must also appear on the letter under their signature. *(Letters signed by Masters, Agency staff and HR personnel are not acceptable).* Signatures and stamps must be ink originals, not digital scans;
- Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience);
- State that the applicant has **trained/worked as a DPO on board the vessel(s) listed for the time listed;**
- The following information must be included for each sea time entry: Vessel name, GRT, IMO number, DP class, trip dates (from and to), total days on DP, DPO's rank and dates on DP for the offshore loading operations;
- Confirm the total time the applicant has performed as a DP operator on board the vessel(s).
- Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating circumstances;

When the requested confirmation letter has been obtained, please include the original with your application documents and send them by courier to The Nautical Institute; (photocopies and emailed scans of the letter cannot be accepted).

Note that this letter does not replace the entries, signatures and stamps in the logbook, which needs to be sent along with this document to The Nautical Institute.

Applications with confirmation letters not meeting with the above requirements will be subject to delay and possible rejection.

Samples of the confirmation letters can be found on our website along with editable Word versions templates.

**[Company Headed paper]**

[Date]

DP Department  
The Nautical Institute  
202 Lambeth Road  
LONDON  
SE1 7LQ  
United Kingdom

Dear Sir/Madam

**Application for a Dynamic Positioning Operators Certificate**

We hereby certify that [DPO'S FULL NAME] ([DATE OF BIRTH]) is employed by [COMPANY NAME] [DPO'S RANK] DP Operator on board our shuttle tanker vessels.

We have verified the entries in his/her DP log book as true and correct and further certify that [DPO'S] has performed as a DP Operator and completed the below offshore loading operations during DP sea service on the DP class vessels listed.

This letter is provided in support of his/her application for a DP certificate.

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DDMMYY	DDMMYY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERAT			
1					
2					

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DDMMYY	DDMMYY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERAT			
1					
2					

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DDMMYY	DDMMYY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERAT			
1					
2					

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DDMMYY	DDMMYY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERAT			
1					
2					

Yours faithfully

[Name]  
[Job Title]

Sea time confirmation letters are required by The Nautical Institute to enable us to cross-check the sea time that has been recorded and signed off by the Master in your DP logbook, against the company's records on whose vessel(s) you obtained the sea time.

Confirmation letters are another main reason why applications are rejected due to them not meeting the guidelines set out by The Nautical Institute.

There is a sea time confirmation letter template available for use via the DP Help Page on The Nautical Institute's accreditation and certification website [www.nialexisplatform.org](http://www.nialexisplatform.org) for your company's convenience as it contains all of the required wording and data columns needed to enable us to verify the information recorded in your logbook and confirm that you have met the sea time requirements.

For further information, contact:

DP Department, The Nautical Institute, 202 Lambeth Road, LONDON SE1 7LQ, UK

Tel +44(0)20 7928 1351

Fax +44(0)20 7401 2817

Email [dp@nautinst.org](mailto:dp@nautinst.org) Website [www.nialexisplatform.org](http://www.nialexisplatform.org)