

DYNAMIC POSITIONING OPERATOR'S TRAINING AND CERTIFICATION SCHEME

OFFSHORE TRAINING AND CERTIFICATION

SHUTTLE TANKER TRAINING AND CERTIFICATION

**REVALIDATION FOR OFFSHORE AND SHUTTLE
TANKER CERTIFICATION**

**Issued in December 2014
Rules applicable from 1st January 2015
Version 1.1**

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SHUTTLE TANKER TRAINING AND CERTIFICATION
REVALIDATION FOR OFFSHORE AND SHUTTLE TANKER CERTIFICATION
Version 1.1 December 2014

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TRACKING OF CHANGES

Page	Subject	Original content v1.0 (March 2014)	New content v1.1 (November 2014)
10	Restricted to Unclassed vessels certificate	Inexistent	Created
13	DP simulator – practical assessment	Did not specify the practical simulator assessment	Practical assessment rules set up
14	DP auto pilot mode rule	Criteria set up about the use of auto pilot.	Criteria re-written. DP auto pilot not to be accepted as DP sea time.
14	POSMOOR/TAM	POSMOOR/TAM were not accepted for initial training	POSMOOR/TAM accepted for initial training, but companies have to confirm that anchor has not been deployed
16	Calculation of DP sea time for Unclassed vessels	Inexistent	Rules set up
23	Repetition of DP courses	Simulator course to be repeated only	Expired training phases to be repeated
24	Company confirmation letter	5.1 POSMOOR/TAM condition was not required	5.1 POSMOOR/TAM special condition set up
27-31	Training, conversion and revalidation routes	Initial set up	Revised and added Unclassed vessels training, conversion and revalidation. Masters holding DP certificate – condition set up for revalidation.

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GENERAL INFORMATION

1. INTRODUCTION

The Nautical Institute (NI) DP Operator training scheme is an industry scheme, managed by The Nautical Institute. It is recognised by the industry as the learning route to becoming a certificated Dynamic Positioning Operator (DPO). The scheme was comprehensively reviewed and revised with the industry stakeholders during 2013 and this document promulgates the new scheme, including the revalidation of certificates, which will take effect from 1 January 2015.

The Nautical Institute has managed the scheme since its inception in the early 1980s and has developed the certification criteria in conjunction with industry stakeholders. In 2007, it was found that there was a need to bring international representative bodies to the consultation process in order to improve the training scheme. The Dynamic Positioning Training Executive Group (DPTEG) was formed and since then industry stakeholders define the rules of the training scheme.

DPTEG is facilitated by The Nautical Institute and composed of:

IADC – International Association of Drilling Contractors

ICS – International Chamber of Shipping

IDPOA – International Dynamic Positioning Operators Association

IMCA – International Marine Contractors Association

ISOA – International Support Vessel Owners' Association

OCIMF – Oil Companies International Marine Forum

Regional Training Providers (Asia, America and Europe)

The International Safety Management Code (ISM) and Dynamic Positioning (DP) training

The Nautical Institute scheme is considered as initial training towards the DP certificate. Further training and experience should be provided by the company as per IMCA M117 guidelines and the ISM Code.

The objectives of the ISM Code are to ensure safety of life at sea, prevent human injury or loss of life and avoid damage to the environment, in particular to the marine environment.

All companies operating and/or owning ships must:

- Provide for safe practices in ship operations and a safe working environment.
- Establish safeguards against all identified risks.
- Continuously improve safety management skills of personnel ashore and onboard ships, including preparing for emergencies related to both safety and environmental protection.
- Comply with all mandatory rules and regulations.
- Ensure that applicable code, guidelines and standards recommended by IMO, Flag states, Classification Societies and marine organisations are taken into account.

Therefore in regard to DP training, the ship operator, whether owner or charterer, **must** ensure that the DPO undertakes the required initial training, including shore courses (Induction and Simulator), and also that the operator is completely familiar with the equipment installed on the ship, both for normal operations and emergency situations.

The Nautical Institute does not provide DP training; rather it accredits the training institutions to provide training to trainee DPOs. A list of accredited DP training providers can be found on the

Institute's website: <http://www.nautinst.org>

The DP Operator training scheme is based upon the completion of a number of components and the participation of many parties, namely the prospective DPO, the vessel owner/operator, the Master and DPOs of DP vessels and the training centres. The NI issues the final DP certificate to prospective DPOs upon satisfactory completion of all training phases.

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

2. MINIMUM ENTRY QUALIFICATION REQUIREMENTS FOR THE DP TRAINING SCHEMES

Following the 2010 Manila amendments to the STCW Convention and Code, The NI has implemented the following criteria for entry onto the DP Operators Training Scheme:

The minimum qualification is set at STCW Regulation II/1 - II/2 - II/3 Deck, Regulation III/1 – III /2 – III/3 – III/6 Engine and Regulation III/6 for ETOs

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 2nd engineer officers on ships powered by main propulsion machinery of 3,000kW propulsion power or more.
III/3 Engine	Chief engineer officers and 2nd engineer officers on ships powered by main propulsion machinery of between 750kW and 3,000kW propulsion power.
III/6 ETO	Electro-Technical Officer

Alternative appropriate **marine vocational qualifications (MVQs)** will be considered on a case by case basis. The Nautical Institute defines a MVQ as a *non-STCW Certificate of Competency issued by a white list Maritime Administration for use in the administration's local waters only.*

If you are unsure about the eligibility of your licence to enter onto the training scheme, it is advisable to contact The NI for clarification before joining or starting the Induction course.

Officer trainees (Cadets or ratings on a defined training programme)

Prospective DPOs who are in the process of training for an initial STCW or MVQ certificate can start the DP scheme and complete the Induction course, 30 days DP sea time and task sections or Phase 2 of the Shuttle tanker scheme.

- *Offshore scheme:* Once the candidate holds an appropriate Certificate of Competency or Proficiency, the remaining 30 days DP sea time from Phase B (Offshore scheme) shall be completed. After obtaining this DP sea time, the candidate can enrol in the Simulator course and subsequently complete the remaining 60 days required in Phase D.
- *Shuttle tanker:* Once candidate holds an appropriate STCW Certificate of Competency, the Simulator course and subsequent phases shall be completed.

Prospective DPOs not meeting the above requirements will be able to apply for certification if they commenced training prior to the implementation date of this requirement (1 January 2012) and all elements have been completed within a 5-year period at the time of application.

Note that the time to complete the training scheme for those who start the Induction course after January 2015 is 4 years.

MARINE VOCATIONAL QUALIFICATION (MVQ): Before starting the Induction course, the candidate shall present his/her documents to the training centre. If these do not meet the minimum requirements as set out in this document, they will advise the candidate to contact The Nautical Institute for official approval to attend the course. The candidate shall provide a copy of the documents of competency or proficiency and/or any other relevant document as evidence of qualification. The Institute will assess those and may or may not issue an authorisation letter to the candidate to start the course. This procedure shall be done before the candidate starts the Induction course.

STCW CERTIFICATE OF COMPETENCY: Training centres are required to ask for and keep a copy of the Certificate of Competency of their students before accepting them onto the DP Induction course and DP scheme. The Certificate of Competency number should be noted and properly recorded by the centre in the student record as well as in the logbook provided to them. The Nautical Institute will require a copy of the Certificate of Competency when receiving their application to cross-check the information.

OFFICER TRAINEES (Cadets or ratings on a defined training programme): Officer trainees should present proof, such as a letter from the company employing them or the college, indicating that they are on STCW or MVQ training before joining the Induction course and should be instructed by the training centre that they are not able to undertake the Simulator course and 90 DP sea time days until they hold an appropriate Certificate of Competency or Proficiency.

3. STCW LIMITATIONS ON THE REVERSE OF THE DP CERTIFICATE

The minimum requirement of Certificate of Competency to start the scheme was brought up for discussion as many small vessels would be affected by the industry's requirement. On 1 January 2012, The NI started printing the following sentence on the back of DP certificates:

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

After reviewing the scheme in 2013, it was decided that the certificate should either be limited according to the Certificate of Competency or Proficiency due to certain maritime positions that are based on MVQs. As a result, from 1 January 2015 DP certificates will be issued with the following sentence:

DP certificate valid for use in accordance with the privileges of the holder's Certificate of Competency and/or Certificate of Proficiency.

This means that the holder can only use the DP certificate within the limitations allowed by their Certificate of Competency or Proficiency. This is to allow operators who possess non-STCW local Certificates of Competency or Proficiency to operate small DP vessels to the limits allowed on those certificates, i.e. within restricted areas/limits from the coast of the issuing state on vessels of a certain size only.

4. THE OLD AND THE NEW TRAINING SCHEMES RULES

The old scheme and its policies will remain valid for those who started training prior to 1 January 2015. All trainee DPOs who started the training scheme before January 2015 will have their training assessed on the old DP scheme rules.

Trainee DPOs who start the training scheme from 1 January 2015 (i.e. Induction course) will carry on training under the criteria and conditions set up for the new training scheme.

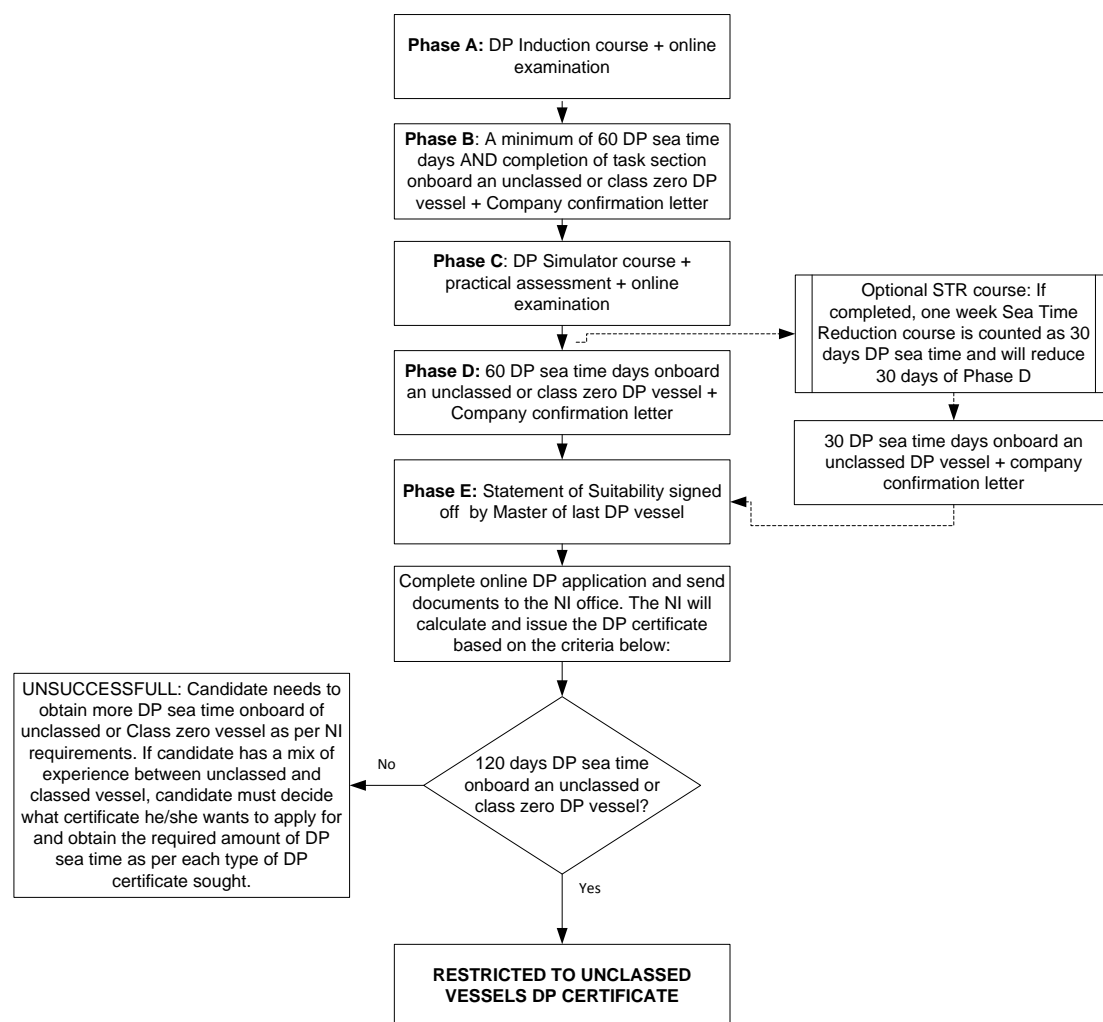
THE DP OFFSHORE TRAINING SCHEME

By completing the Offshore training scheme the DP Operator may receive one of the 3 types of DP certificate:

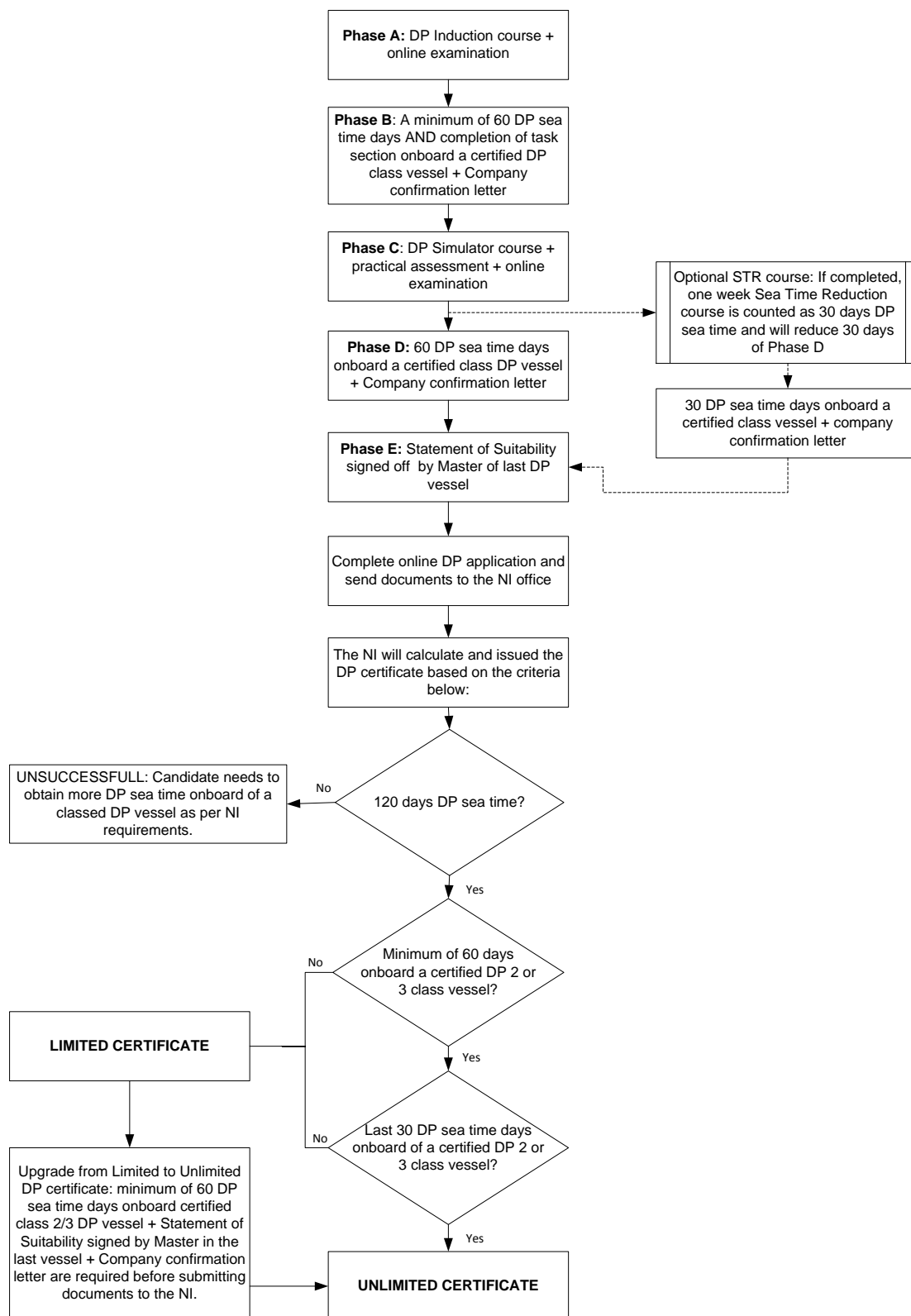
- Restricted to Unclassed vessels: for training completed on board of unclassified DP vessels or DP class zero.
- Limited Certificate: for training completed onboard of classed DP 1 vessel.
- Unlimited Certificate: for training completed onboard of classed DP 2 or 3 vessel.

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

RESTRICTED TO UNCLASSED VESSELS



LIMITED AND UNLIMITED DP CERTIFICATE



1. PHASES A AND C - DP INDUCTION AND SIMULATOR COURSES

There are two shore-based courses within the training scheme, the Induction course and the Simulator course. Both courses are between four and five days in duration and each should contain a minimum of 28 hours tuition. The list of training centres approved for the delivery of these courses may be found on the Institute's website.

The Induction 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 course principally involves simulated DP operations including errors, faults and failures, giving the participants the opportunity to apply the lessons learnt in both the Induction course and the 60 DP sea time days required for completion of qualifying DPO training tasks. It covers the following topics:

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

These courses cannot be taken in consecutive weeks (back-to-back). This is because the DP sea time gives the prospective DPO the opportunity to reinforce, consolidate and put into practice skills learned during the Induction course and the opportunity to complete the task sections of the NI DPO logbook. Those who complete both courses in consecutive weeks will have to restart the training scheme from the beginning.

Induction and Simulator courses must be undertaken within 4 years of the date of the application and submission of documents to The Nautical Institute. In the event any of these courses fall outside of the 4 year period, the trainee will be required to repeat the expired course.

1.1 ONLINE EXAMINATION

Every student is required to undertake an online assessment/exam at the training centre after completing the Induction and Simulator courses. The exam is composed of multiple-choice questions and shall be completed in 1 hour and 15 minutes. Students who fail the first attempt are allowed to have another two attempts within six months of the first attempt date; however, the second attempt must be undertaken within 24 hours of the first attempt in the same training centre where the first was attempted. If the student fails these three initial attempts, he/she is required to repeat the Induction or Simulator course respectively and undertake another exam.

On successful completion of both the Induction course and Induction online exam, the trainee DPO will be issued with a NI DPO logbook in which the courses, DP sea time, tasks and

suitability statement are recorded.

The new logbook is only issued to trainee DPOs that start training after 1 January 2015. Trainee DPOs who have entered into the training scheme before this date and are repeating the Induction course shall continue to use their existing logbooks.

1.2 PRACTICAL EXAM – SIMULATOR COURSE

The DP Simulator Course has a three part assessment process. Two parts of the process are standard assessments that are delivered across all training centres. These include the DP Set-up Practical Assessment and an online multiple choice exam. The third part of the assessment process is the feedback given to students throughout the course, most often based on their performance on simulator exercises. This is accomplished through formative assessment process that will vary from training centre to centre.

Practical Simulator

Practical assessments will be accomplished as the course progress.

Assessment

Each candidate is required to demonstrate their competence to perform the tasks listed in the DP Set-up Practical Assessment Table.

The Control Sheet establishes the conditions under which the practical assessment occurs and the criteria against which the student's performance will be measured.

- The Simulator Assessment Form for the practical assessment is to be used by the instructor/assessor when conducting assessments of the practical skills demonstration on the simulator.
- The instructor/assessor will observe the candidate for the demonstration of the skills listed in the Nautical Institute's DP Set-up Practical Assessment Table and determine if the candidate passes or fails.

Re-Test Policy

The DP Set-up Practical Assessment may not be retaken; it must be passed on the first attempt. If test is failed, student must repeat the Simulator course.

Completion

On successful completion of the Simulator course, the DP Set-up Practical Assessment and the online assessment, the student will receive a course completion certificate and may return to sea to accumulate the sea time required for Phase D of the training program.

2. PHASES B AND D - DP SEA TIME AND TASKS

2.1 DEFINITION OF DP SEA TIME DAY

One DP sea time day can be counted if the trainee DPO is involved with Active or Passive DP training for a minimum of two (2) hours per day claimed. A maximum of 25% DP sea days can be Passive time but 75% of the total DP sea time claimed must be done in Active mode.

Active – with propulsion under the guidance of an NI-certified DPO

Using DP system to control ship.

Setting up on DP.

Completing task sections combined with DP operations.

FMEA, annual, class, charterer, field arrival and DP proving trials.
Emergency ship handling training using manual controls using ONLY the thrusters available after worst case failure.

Passive – without propulsion under the guidance of a NI-certified DPO

Training on in-built ship-based DP simulator on a vessel with simulator mode in the DP system or a standalone DP simulator.

Task sections training and assessments by a NI-certified DPO and countersigned by the Master.

Notes about the DP sea time definition

1. Not all DP training has to be completed monitoring the DP system with the vessel in a high-risk position.
2. Passive DP sea time allows DPOs to gain DP training and familiarisation with a vessel without exposing the vessel to risk.
3. Passive DP sea time can only be claimed between the Induction and Simulator courses.
4. Most of the tasks in the task section of the logbook can be completed using passive DP sea time. The task section of the Institute DP logbook clearly states what training can be conducted in passive mode.
5. The NI DP sea time days allow for many different DP vessel types and operations and specify the minimum number of hours that will count as a day. If the ship and trainee DPO is engaged in DP for more than 2 hours in the day, only one day may still be claimed.
6. DP sea time cannot be counted in any circumstances when using the DP auto pilot mode.
7. It is the duty of the senior DPO (NI certificated DPO onboard) to verify and sign off DP tasks.
8. DP sea time must be verified and signed off by the Master.
9. The definition of DP sea time and the Active and Passive concept is not valid for the Shuttle Tanker training scheme.
10. Position Mooring or THRUSTER-ASSISTED MOORING (TAM): The time onboard a vessel with the classification of POSITION MOORING or THRUSTER-ASSISTED MOORING (TAM) and DP class notation can be counted as DP sea time for initial DP training. The Nautical Institute will require the candidate to present evidences that the anchor was not deployed for the DP sea time claimed during DP operations when applying for a DP certificate.

For recording DP sea time in The Nautical Institute DP logbook, there is one page for each embarkation. The DP sea time dates shall be recorded individually each day according to the DP operation of the vessel. This is to be signed off by the certificated DPO/Master.

Practical training with manual ship handling is not counted. Every trainee DPO must be able to manually control a vessel, but manual ship handling training shall be conducted in addition to DP training.

The total of up to 25% of qualifying time in passive mode must be completed between the Induction and Simulator courses within the task section.

NOTE

DP certified classed vessel means the vessel must have a DP class 1, 2 or 3 notation with a certificate issued by a classification society and not simply be fitted with DP equipment or capability.

Unclassed vessel: mean those with a DP capability but not classified or certified by a classification society. The Nautical Institute also considers DP class zero vessels under this definition.

Certified Senior DPO: is the DP Operator holding a valid NI DPO certificate with delegated responsibility from the Master as the senior person in charge of the DP watch.

2.2 DP SEA TIME BEFORE THE INDUCTION COURSE

The Nautical Institute will continue to accept up to a maximum of 30 days DP sea time recorded before the Induction course for those who entered into the DP scheme prior to 1 January 2015. Applications received under the old scheme rules at The Nautical Institute headquarters will be evaluated and honoured under the previous regulation.

Those who have entered the training scheme after 1 January 2015 will be subject to the requirements of the new scheme criteria. This means that DP sea time obtained prior to the Induction course will not be acceptable and not counted towards the DP sea time claimed by the trainee DPO. This is to enable better evaluation of trainee DPOs during the training scheme.

2.3 DP SEA TIME BETWEEN THE INDUCTION AND SIMULATOR COURSES, TASK SECTIONS

Induction and Simulator courses cannot be completed back-to-back. A minimum of 60 DP sea time days between these courses is required for completion of the task sections of the logbook.

All tasks in the task section must be completed before the simulator course in order to ensure that the trainee is ready to progress to that course. It is a requirement of the scheme that all tasks are completed between the Induction and Simulator courses as training centres are not able to accept students onto the Simulator course if the task sections are not fully completed.

In case any task is completed afterwards, the trainee DPO will be required to re-start the training scheme on phase B and complete all the following phases again.

Any time gained in excess of the 60 DP sea time days between the Induction and the Simulator course will normally be counted towards the total requirement of 120 DP sea time days. However, the candidate must complete at least 30 DP sea time days after the Simulator course and obtain the Statement of Suitability signed by the Master of the last vessel the candidate has served on before submitting his/her documents to The Nautical Institute.

Until the student passes the online assessment of the Simulator course, he/she will not be able to log any further DP sea time in the logbook. Any DP sea time incorrectly logged under this condition will not be considered or validated by The NI towards the total of 120 DP sea time days.

The task section can only be signed off by a certificated DPO onboard the vessel (senior DPO). Those responsible for signing this section of the logbook should adhere to high professional standards and appropriately rigorous assessments of trainees before signing that a training task has been completed. Although the trainee DPO should have manual ship

handling experience before commencing his/her DP training this task should not be signed off unless the certified DPO onboard the vessel is satisfied that the trainee DPO has completed the task.

The tasks must not be block signed; each task must be signed and dated individually.

The Master is required to countersign each section once that is completed and signed by a certified DPO onboard. If the Master is a certified DPO onboard, then a note shall be made in the logbook and the Master's DP certificate number must be annotated for verification.

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

The dates of joining and leaving the vessel may be confirmed through the Discharge Book, but not the DP sea time, which shall be confirmed by the company to verify the DP sea time logged.

Any DP sea time gained while the logbook is at the NI for verification will not be counted towards gaining certification or applying for an upgrade. This is because the DP sea time cannot be verified or validated with backdated signatures and stamps.

2.4 DP SEA TIME REDUCTION

The period of supervised DP sea time days after the Simulator course may be reduced by a maximum of 30 days by the satisfactory completion of an intensive DP simulator training course.

This course can be done straight after the Simulator course, but trainee DPOs are required to do a minimum of 30 days DP sea time onboard a classed DP vessel and have the Statement of Suitability signed by Master after the course. A company confirmation letter is required for verification of that DP sea time.

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 4 years.

The Sea Time Reduction training cannot be used for upgrading a certificate from Limited to Unlimited.

2.5 CALCULATION OF SEA TIME TO ISSUE A RESTRICTED TO UNCLASSED DP VESSEL, LIMITED OR UNLIMITED CERTIFICATE

RESTRICTED TO UNCLASSED DP VESSEL CERTIFICATE will be gained if the trainee has 120 days DP sea time onboard a DP unclassified vessel or class zero.

If DP sea time has a mix of training onboard of unclassified, class zero and classed DP vessel, candidate shall decide what type of certificate he/she wants to obtain, and then seek the amount of DP sea time in that class of DP vessel required for that certification. By the time of the application to obtain the DP certificate, candidate must inform the Nautical Institute the type of certificate sought.

LIMITED CERTIFICATE will be gained if the trainee DPO has:
120 days DP sea time onboard a DP1 classed vessel

UNLIMITED CERTIFICATE will be gained if the trainee DPO has:

- 120 days DP sea time entirely done onboard a DP2/3 classed vessel, or
- 120 days DP sea time of which a minimum of 60 DP days should be onboard a DP2/3 vessel. If less than 60 days DP sea time is completed onboard a DP2/3 vessel, then a LIMITED certificate will be issued to the candidate.

2.6 UPGRADING FROM LIMITED TO UNLIMITED CERTIFICATE

To upgrade from a LIMITED to UNLIMITED certificate, the trainee DPO will need to obtain a minimum of 60 days DP sea time onboard a DP2/3 classed vessel. This sea time has to be recorded in the NI logbook.

Any DP time onboard DP class 2 or 3 vessels previously used to obtain a Limited Certificate cannot be used towards the time required for the award of an Unlimited DP certificate.

When applying for an Unlimited from the certificate, the Institute will require the logbook, a new Suitability upgrade form signed by the Master of the last class 2 or 3 vessel, the **original** Limited certificate and the confirmation letter from the shipping company for the new sea time experience to be sent in with the application. This is to ensure that the required additional conditions have been met. The upgrade request should be done through the online system, where the applicant shall use the same candidate customer account number that was issued prior to his first DP certificate. The NI should be contacted in the event that an individual has lost or forgotten their Customer Number. Once all qualification requirements have been confirmed, an Unlimited Certificate will be issued by the NI.

SHUTTLE TANKER TRAINING SCHEME

1. GENERAL OVERVIEW

Shuttle Tanker DP certification is restricted to DPOs who have completed their DP training onboard a DP shuttle tanker. This training can be done in any DP classes (i.e. classes 1, 2 or 3 shuttle tanker vessels) which shall be classed by a classification society.

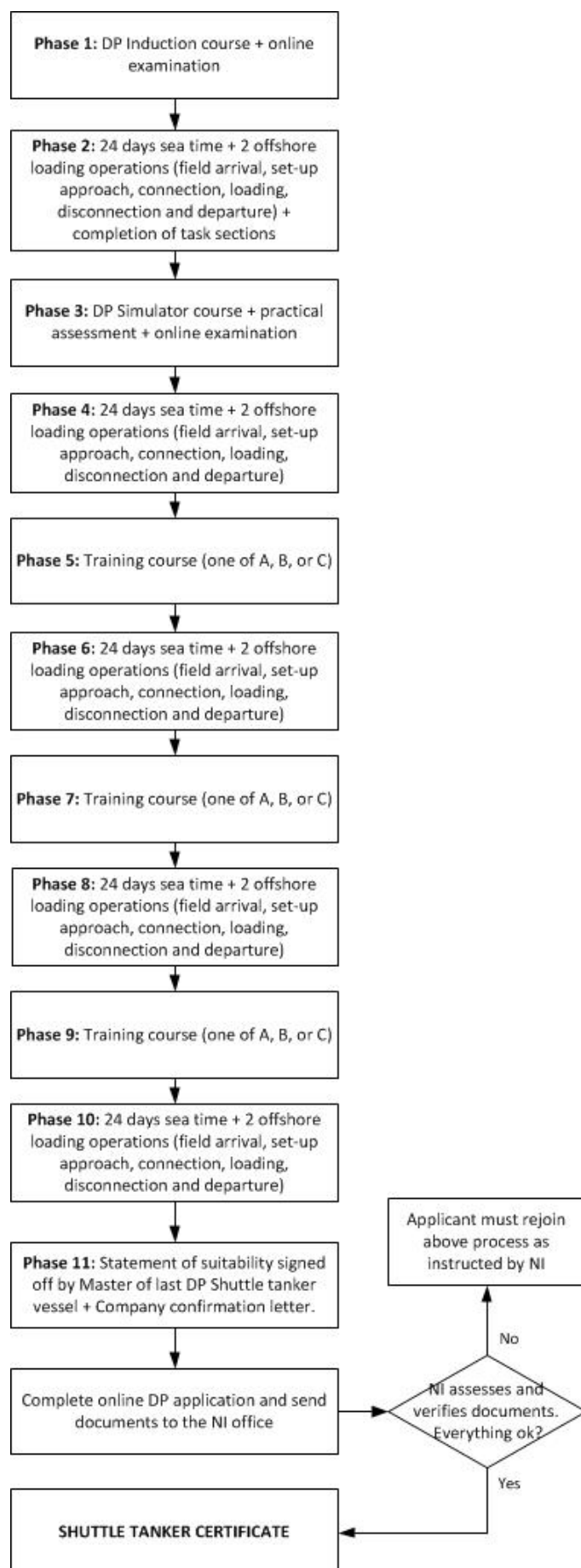
The existing concept of the DP Induction course and then some practical experience, followed by a DP Simulator course as the precursor to the practical training regime is well proven, and needs little change – except for some additional shuttle tanker specific tasks as an amendment/supplement to the DP training task section in The Nautical Institute DP logbook.

Following this, a mix of practical experience and further simulator training is used, including shuttle tanker operation specific simulations e.g. Offshore Loading Course Phase 2, which is a good example of the type of simulations expected. The practical DP sea time should be based on the number of complete offshore loading operations experienced, rather than the number of DP days only. A regime of time onboard the shuttle tanker is expected as the trainee will be in an environment where questions can be asked of experienced DPOs and equipment studied independently to try and help consolidate the training course learning.

The shuttle tanker vessel Master and the vessel operating company are both required to confirm the trainee's practical experience and understanding is satisfactory under the same manner as the Offshore DP application process. This provides the assurance that the trainee's logbook entries are legitimate and that they have achieved a recognised level of competence as a trainee DPO.

2. TRAINING PROCESS PHASES

Shuttle Tanker training and the definition of sea time is completely different to the Offshore training scheme and trainees should look carefully at these differences. Shuttle Tanker training has a total of 11 phases to be completed by the trainee DPO as described in the following diagram and explanation.



Phase 1: DP Induction course + online examination. By completing this course and passing the examination, the trainee will receive a burgundy Shuttle tanker logbook.

Phase 2: Minimum of 24 days sea time as practical time onboard a shuttle tanker with participation in at least two complete offshore loading operations (field arrival, set-up approach, connection, loading, disconnection and departure). Both criteria must be achieved, i.e. if the person completes only one offshore loading operation within 24 days, it will be necessary for the trainee to undertake more sea time until he/she completes the second offshore loading operation as required.

During this period, the task section entries should be completed to ensure that a good knowledge of DP operations is achieved prior to attending the DP Simulator course.

The attention of operators and Masters is drawn to the task sections expectation and it is recommended that trainee DPOs have few other duties during this period to ensure that they have the opportunity to meet these guidelines.

Phase 3: DP Simulator course to help consolidate general DP theory and understanding as well as coping with errors, faults and failures + practical assessment + online examination.

Phase 4: Minimum of 24 days sea time as practical time onboard a shuttle tanker with participation in at least two complete offshore loading operations (field arrival, set-up approach, connection, loading, disconnection and departure). Both criteria to be achieved.

Phase 5: Training course (one of A, B, or C described further in this document)

Phase 6: Minimum of 24 days sea time as practical time onboard a shuttle tanker with participation in at least two complete offshore loading operations (field arrival, set-up approach, connection, loading, disconnection and departure.) Both criteria to be achieved.

Phase 7: Training course (one of A, B, or C not already completed)

Phase 8: Minimum of 24 days sea time as practical time onboard a shuttle tanker with participation in at least two complete offshore loading operations (field arrival, set-up approach, connection, loading, disconnection and departure). Both criteria to be achieved.

Phase 9: Training course (one of A, B or C not already completed during the training)

Phase 10: Minimum of 24 days sea time as practical time onboard a shuttle tanker with participation in at least two complete offshore loading operations (field arrival, set-up approach, connection, loading, disconnection and departure). Both criteria to be achieved.

Phase 11: Upon satisfactory assessment of performance, submission of application to The Nautical Institute for the Shuttle Tanker DPO certificate, with appropriate confirmations and details from the Master and company that the training regime has been complied with. Training logbook entries to specify location and type of installations experienced.

This gives an aggregate minimum of 120 days onboard and a minimum of 10 loading operations as the pre-certification practical experience. Each practical experience stage must comply with 24 days onboard and 2 complete loading operations – whichever limit is reached last. There is no option for any sea time reduction within this programme i.e. the Sea Time Reduction and Offshore Loading courses will not reduce the sea time required, but will be counted for training purposes only.

NOTE about Shuttle Tanker DP operations: Offshore Loading Operations not conducted with the DP system in use shall not be counted as Offshore Loading Operations within the training and certification scheme.

Definition of Shuttle Tanker days: shuttle tanker sea service days are not the same as those in the Offshore scheme. Shuttle Tanker sea time days are considered the days from embarking to disembarking the DP shuttle tanker. However, the times recorded for the offshore loading operations should be done while the vessel is operating in DP mode.

3. COURSES A, B and C

Courses A, B, and C can be taken in any order but may not move from their position in the order of training, respecting the minimum amount of sea time required between them. These courses are available in accredited training centres or from manufacturers recognised by The Nautical Institute.

However, there may be occasions in exceptional circumstances whereby there is no reasonably accessible training establishment available even with reasonable forward planning by the vessel operator. In such circumstances, a course (A, B, or C) may be completed in the same 'off vessel' period as another course, but such circumstances will have to be documented and forwarded to The Nautical Institute as an exception request with the certificate application. The trainee will remain obligated to complete the full sea service expectation, either as two consecutive minimum 24 day/two loading operations periods or combined into a single minimum 48 days sea service with minimum four loading operations, so that the scheme rota remains on track.

4. INTERIM ARRANGEMENTS FOR THOSE WHO HAVE STARTED TRAINING AND WILL FINISH THIS BEFORE 31 DECEMBER 2014 AND THAT WANT TO OBTAIN A SHUTTLE TANKER RESTRICTED CERTIFICATE

Trainee DPOs who have started the existing training scheme and want to move to the Shuttle Tanker scheme can do so if they have completed the Induction course, 24 days sea time and 2 offshore loading operations. In this case, Phases 3 to 9 can be completed in any sequence thereafter, but Phases 10 and 11 are fixed and therefore shall be undertaken only after phases 1 to 9 have been completed. Task sections can be completed during any of the sea time phases within that training, but application must be submitted to The Nautical Institute before 31 December 2014. After 1 January 2015 the rules of the Shuttle Tanker training scheme will apply and the phases shall be completed in the sequence determined by the scheme.

Holders of DP Simulator course certificates and at least 30 DP days sea time gained between the Induction and Simulator courses can enter the Shuttle Tanker scheme at Phase 4. In this scenario, everything that should be done in Phase 2 is to be added and completed in Phase 4, i.e., 4 offshore loading operations. If 2 offshore loadings were already completed in Phase 2, then these loadings do not need to be added to the requirements of Phase 4. Phases 5 to 9 can be done in any sequence afterwards. However, Phases 10 and 11 are fixed and therefore shall be undertaken only after phases 1 to 9 have been completed. Task sections can be completed during any of the sea time phases within that training, but applications must be submitted to The Nautical Institute before 31 December 2014. After 1 January 2015 the rules of the Shuttle Tanker training scheme will apply and the phases shall be completed in the sequence determined by the scheme.

Note 1: For trainee DPOs who have entered into the Shuttle Tanker scheme at Phase 6, completion of the training up to Phase 11 is required. It is not allowed for the trainee to miss any phase in the sequence from 6 to 11.

Note 2: The number of loading operations must be confirmed in the company confirmation letter as a record is kept by most ships/companies of each type of loading installation the DPO attends (active FPSO, OLS, Passive FPSO, etc).

Note 3: Task sections for the interim period can be obtained from The Nautical Institute upon request. The Institute will issue and assign the task section papers to the specific candidate. Task sections not issued by the Institute and received with further applications will not be validated or accepted by The Nautical Institute.

Existing Limited or Unlimited certificates will be valid on vessels of appropriate class, but Limited certificate holders wishing to serve on all types of shuttle tankers must convert to the Shuttle Tanker certificate (after having met the requirements – undertaken at least 6 offshore loading operations) for validity on all classes of shuttle tanker. Such a conversion process will be possible from 1 March to 31 December 2014.

Companies can add value to the training programme by appointing such trainees as 'extras', in addition to the full complement of DPOs on the shuttle tanker. In such cases, the quality of oversight and guidance can be kept to the highest standards.

Should a vessel operator wish to follow the normal DPO certification process for personnel who spend some or all of their time on shuttle tankers, that will remain an alternative, assuming the requisite DP sea time can be achieved.

INFORMATION APPLICABLE FOR BOTH TRAINING SCHEMES

1. STATEMENT OF SUITABILITY

The attention of Masters is drawn to this statement: the *suitability of the officer to undertake full DP watchkeeping responsibility on board a DP vessel*.

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

The Statement of Suitability should be completed at the end of 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 Phase D (for Offshore scheme) or in Phase 10 (for Shuttle tanker scheme).

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

2. TIME TO COMPLETE THE TRAINING SCHEME

In order to avoid deterioration of skills during the training period, all elements of the DP training scheme shall be completed within 4 years. The 4 year rule applies for those who enter into the scheme from January 2015.

When applying for the certificate and submitting documents to the NI, ALL components of the programme (shore-based courses, DP sea time, task sections, Statement of Suitability form and other elements) must have been completed within the previous 4 years. In the event any of training phases fall outside of the 4 year validity period, the trainee will be required to repeat the expired training phase.

The 4 year rule also applies to the Shuttle Tanker scheme.

3. COMPANY CONFIRMATION LETTER

Trainee DPOs are required to provide a confirmation or testimonial letter from the shipping companies for all the DP sea time in Phases B and D of the Offshore Scheme, or for all the sea time and offshore loading of the Shuttle Tanker scheme. This letter shall follow the conditions below:

1. Be written on **original headed paper** from the shipping company;
2. Signed and stamped by the Operations Manager or Marine Superintendent or equivalent. (Letters signed by Masters or agency staff are not acceptable);
3. Dated (the letter should be written and therefore dated only after the DPO has completed the DP sea time claimed);
4. Confirm the total time the applicant has performed as a trainee DPO on board the

vessel(s), **including the tasks from the task section;**

5. Offshore scheme: Recorded DP sea time must only include actual DP time served onboard the vessel(s), not time on leave/attending courses, etc. This DP sea time must be broken down and listed as individual trips.
6. Offshore scheme - POSMOOR/TAM DP vessels: Time claimed onboard of POSMOOR/TAM DP vessels must be confirmed by the company through a confirmation letter. The company must confirm that the DP training was completed while anchors were not deployed. The NI reserves the right to ask for further and more detailed information such as deck log if applicable.
7. Shuttle Tanker scheme: Recorded sea time, number, dates and location of the offshore loading operations.
8. Limited DPO certificate holders upgrading to Unlimited certificates only need to provide confirmation of DP sea time days gained after their Limited certificates were issued.
9. DP sea time (for offshore scheme) or offshore loading operations (for shuttle tanker scheme) experience not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating reasons.
10. The confirmation letter shall be obtained by the candidate and sent to The Nautical Institute with their application, not after. Applications received by The Nautical Institute without a confirmation letter for all the DP sea time claimed will be treated as unsuccessful applications and will be returned automatically to the candidate.
11. It is the company's responsibility to cross-check the DP sea time claimed by the trainee DPO to ensure that the candidate has completed the proper training and done the correct amount of DP sea time. Should any false statement be received, The NI reserves the right to take actions as necessary.
12. The NI reserves the right to do spot checks directly with the company to confirm the signees and any other relevant information for verification of sea time. This includes the daily report of the vessel and crew list.

4. CERTIFICATION APPLICATION

The attention of trainee and Masters is drawn to the Logbook Guide that is available on the NI's website (www.nautinst.org) and on request from the Institute.

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 so 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/her personal details and DP sea time online, through The NI website.

The NI does not answer routine questions about DP sea time. There is a self-calculator tool on the NI's website.

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 sea time.

If the trainee DPO wishes to submit his/her logbook while still aboard the DP vessel he/she should have an appropriate date entered and that date may not be in the future. Entries should not be block signed or stamped.

If the trainee DPO submits his/her logbook and decides to carry on aboard while the documents are being assessed and verified by The NI, this sea time cannot be used or counted towards DP sea time to obtain the DP certificate and/or a 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.

After completing the online application, the applicant shall send the following documents to The NI:

- ✓ Copy of the STCW or NVQ Certificate (page with personal details, validity date and CoC number);
- ✓ Original DP logbook;
- ✓ Original Company confirmation letter confirming all DP sea time;
- ✓ Copy of the DP application form which was completed online and sent to the candidate's email address. It is compulsory for the trainee DPO to sign the declaration of data contained in the online application.

The NI reserves the right to return the logbook and application to the candidate if these are not done online or if anything is found to be incorrect or incomplete in the application/training.

If 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.

5. LOSS OF CERTIFICATE OR LOGBOOK

Certificates and logbooks are considered official and controlled documents by The NI and cannot exist in more than one copy.

In the case of loss of the new logbook (grey or burgundy), the trainee will be required to provide an affidavit and police report to The NI. Only the Institute will be able to replace the logbook.

The logbook will receive the same number as the lost one and will be stamped on its pages as a duplicate.

If the trainee DPO holds an old version of the DP logbook, two situations will be considered:

- a) Holders of blue or green logbooks: these logbooks are not numbered and only the training centre where the trainee DPO undertook the Induction course will be able to replace this document under condition of receiving a copy of the affidavit and police

report from the trainee DPO.

Training centres are required to inform The NI of every logbook replaced and a note is put into the trainee DPO's Institute account for future verification.

If a DP certificate has been issued, then the duplicate logbook and certificate can only be replaced by The Nautical Institute.

- b) Holders of black logbooks (issued in 2013): these logbooks are numbered and only The NI can replace them. The original affidavit and police report are required to be presented to the Institute.

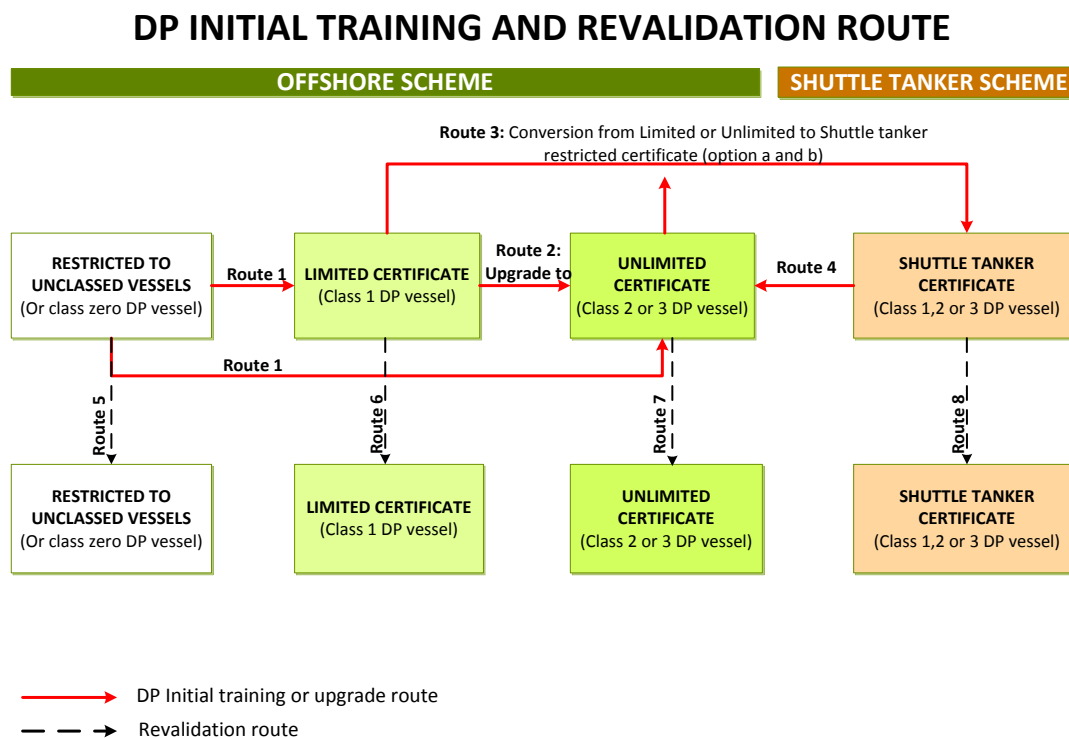
The logbook will receive the same number as the previous one and will be stamped as a duplicate.

6. FALSE INFORMATION OR FRAUDULENT APPLICATIONS

The NI has recently received a number of fraudulent DP applications. As a result, staff and training centres are being extra vigilant and checking directly with companies to cross-check the DP sea time claimed by trainee DPOs. Applications and certificates that are found to be fraudulent may be revoked and the individual banned from The Nautical Institute's DP training scheme for a period of up to five years. Others found involved in the fraud cases may also have their DP certificates removed and banned from the system for a period of time. The Institute reserves the right to not accept applications or letters from companies involved in fraudulent cases.

REVALIDATION CRITERIA AND CONVERSION ROUTES FOR NI DP CERTIFICATES

1. ROUTE DIAGRAM



2. VALIDITY OF DP CERTIFICATES AND REVALIDATION ROUTES

Until 31 December 2014, the DPO'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.

From 1 January 2015, all DP certificates issued by The Nautical Institute will have to be revalidated every five years.

Based on STCW standards, The Nautical Institute will consider any **one of the following routes** for the revalidation:

ROUTE 1: CONVERTING FROM 'UNCLASSSED VESSELS' TO LIMITED OR UNLIMITED DP CERTIFICATES ISSUED BY THE NAUTICAL INSTITUTE

120 days DP sea time onboard a DP1, 2 or 3 classed vessel + completion of a new task section + Statement of Suitability form signed off by the Master + confirmation letter from the company.

To convert from UNCLASSSED VESSELS to LIMITED or UNLIMITED certificate, the trainee DPO will need to obtain a minimum of 120 days DP sea time onboard a DP1 or 2/3 classed vessel, respectively. This DP sea time has to be recorded in the Nautical Institute logbook, in the conversion pages.

Any DP time previously used to obtain a DP certificate cannot be used towards the time required for the removal of the restriction from the DP certificate.

When applying for the removal of the restriction from the certificate, the Institute will require the logbook, a new Statement of Suitability form (upgrade) signed by the Master of the last class 1, 2 or 3 vessel, the **original** 'RESTRICTED TO UNCLASSSED VESSEL' certificate and the confirmation letter from the shipping company for the new sea time experience to be sent in with the application. This is to ensure that the required additional conditions have been met. The conversion request should be done through the online system, where the applicant shall use the same candidate customer account number that was issued to his/her 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 of this process, and if appropriate, a new certificate will be issued without the endorsement Restricted to Unclasssed Vessel.

ROUTE 2: UPGRADE FROM LIMITED TO UNLIMITED CERTIFICATES ISSUED BY THE NAUTICAL INSTITUTE

60 days DP sea time onboard a DP2/3 classed vessel + Statement of Suitability sign off form by the Master + confirmation letter from the company.

ROUTE 3: CONVERSION FROM LIMITED OR UNLIMITED CERTIFICATES ISSUED BY THE NAUTICAL INSTITUTE TO SHUTTLE TANKER RESTRICTED CERTIFICATE

- a) For those DP Operators **holding a Limited or Unlimited certificate** already issued by The Nautical Institute and who wish to convert to the Shuttle Tanker restricted certificate: the completion of 6 offshore loading operations, Statement of Suitability sign off form and a letter from the company to confirm these operations will be required.

DPOs wishing to choose this option must do so by 31 December 2014, and the date of issue of this restricted Shuttle Tanker certificate will determine the start of the next 5-year revalidation programme. Those not choosing to convert in 2014 will be subject to the guidance stated in Route 5 for any subsequent conversion/revalidation.

- b) For DPOs **currently training to obtain the initial DP Certificate**, see interim arrangement above (page 18).

ROUTE 4: CONVERSION FROM SHUTTLE TANKER RESTRICTED CERTIFICATES ISSUED BY THE NAUTICAL INSTITUTE TO THE OFFSHORE CERTIFICATE (OUTSIDE OF THE REVALIDATION PERIOD)

To convert a DP certificate from Shuttle Tanker Restricted to an Offshore DP certificate, applicants need to complete 90 days of DP sea time (not onboard a shuttle tanker; this is equivalent to 75% of active DP sea time days required for the Offshore training scheme), plus Statement of Suitability sign-off and Company confirmation letter. All tasks in the task section would have been completed as mandatory during the Shuttle Tanker training and therefore do not need to be repeated for this conversion.

In this case, the type of DP certificate will be determined by the class of the vessel on which the DP Operator has completed the DP sea time. This means that a Limited or Unlimited certificate may be issued. In order to gain the Unlimited certificate, the candidate must have undertaken a minimum of 60 DP sea time days onboard a DP 2 or 3 classed vessel.

By the time the candidate applies for the conversion of the certificates, all the sea time in the logbook must be within the past 4 years. This means that if any sea time phase is out of date, he/she will be required to re-undertake that part of the training.

ROUTE 5, 6 and 7: REVALIDATION OF 'RESTRICTED TO UNCLASSED' (ROUTE 5), LIMITED (ROUTE 6) AND UNLIMITED (ROUTE 7) CERTIFICATES ISSUED BY THE NAUTICAL INSTITUTE

The following rules apply to revalidating DP certificates (Offshore scheme) currently held. To revalidate a certificate the following criteria should be met:

- a) If 150 days or more DP sea service is done within a period of 5 years, then the person needs to re-send the documents to the Institute to receive a certificate with a new validity date.
- b) If the DPO has less than 150 days of DP sea service within the preceding 5 years, then the person needs to do a Simulator course and a minimum of 30 days DP sea service.
- c) If no DP sea service was obtained within the period of the last 5 years, then the person would have to undertake a Simulator course and do a minimum of 60 days DP sea time on a DP vessel to have his/her licence revalidated.
- d) If the DP professional has been engaged in an occupation The Nautical Institute considers as being equivalent to the sea service (i.e. DP lecturer/instructor, DP surveyor, DP consultant, DP auditor, DP superintendent, DP supervisor), revalidation of his/her DP certificate will require a minimum of 150 days in the activity claimed in the preceding 5 years.

The entries to prove the activity shall be made in an NI or IMCA logbook and signed by the accredited training centre (in the case of a DP lecturer), the vessel's Operations Manager (in the case of a DP superintendent, DP consultant, or DP supervisor) where the person has performed the work/activity or by The Nautical Institute's authorised person (in the case of a DP auditor).

If the person decides to apply with a mix of experience that involves criterion (b) and criterion (d), then the sea time obtained during the last 5 years shall be counted towards the required cumulative 150 days. Example: 15 days as a DP lecturer and 15 days DP sea service, totalling (the minimum) 30 days.

Masters holding a DP certificate can claim for the DP sea time due to their direct responsibility for and supervision of the DP operations. In this case, the DP sea time shall be recorded in the NI or IMCA logbook, signed and stamped as the DP Master.

NOTE

a) Passive DP sea time will not be accepted for revalidation purposes as it can only be counted for initial training in the task section of the logbook.

b) POSITION MOORING (POSMOOR) or THRUSTER-ASSISTED MOORING (TAM): The time onboard a vessel with the classification POSITION MOORING or THRUSTER-ASSISTED MOORING (TAM) and DP class notation can be counted towards the DP sea time obtained for revalidation purposes.

ROUTE 8: REVALIDATION OF SHUTTLE TANKER RESTRICTED CERTIFICATES ISSUED BY THE NAUTICAL INSTITUTE

The following criteria shall be used for **revalidating** the DP certificates for shuttle tankers:

- Revalidation of a Shuttle Tanker DPO certificate requires participation in at least 18 offshore loading operations and one set of annual trials (or FMEA) within a five-year period.
- If less than 18 offshore loading operations but more than 6, re-start the training process again at level 9, but specify training course B prior to the 24 days time onboard the shuttle tanker.
- If less than 6 offshore loading operations in the five-year period, the DPO should re-start the above process at the Simulator course (Phase 3)
- Where these revalidation requirements specify participation in annual trials or a FMEA test within a five-year period, in exceptional circumstances this requirement may be fulfilled by participation in an additional simulator course (such as Offshore Loading Ph3) in lieu of the trials, completed during this five-year period.

CONVERTING AND REVALIDATING FROM 1 JANUARY 2015 WHILE WORKING ON SHUTTLE TANKERS

For those that have been issued with a Limited or Unlimited certificate by The Nautical Institute and do not have sufficient DP sea time days to revalidate their certificates at the end of the 5-year period, they may choose to have their certificate revalidated as a Shuttle Tanker Restricted certificate. In such cases, the conditions of Route 8 will apply. Those converting from the Offshore certificate to Shuttle Tanker will require a Statement of Suitability signed off.

Where these revalidation requirements specify participation in annual trials or a FMEA test within a five-year period, in exceptional circumstances this requirement may be fulfilled by participation in an additional simulator course (such as Offshore Loading Ph3) in lieu of the trials, completed during this five-year period.

All offshore loading operations, FMEA and trials must be confirmed by the company through a confirmation letter. The confirmation letter shall only be signed by the Operations Manager or person of equivalent position.

FOR ALL ROUTES: The DP certificate re-issued during the revalidation will be the same type of the certificate initially issued, independent of the class of the vessel the candidate has the experience in within the previous 5 years. This means that although the candidate may have a mix of experiences onboard of DP classed and/or unclassified vessels, the type of the certificate initially issued to the candidate will remain the same. Candidates wishing to remove the limitation of their certificates or change to the Shuttle tanker scheme must take the conversion route first and obtain a new certificate from the Nautical Institute once the new training is completed. The revalidation date and routes will apply to the new type of certificate after conversion.

3. REVALIDATION STARTING DATE

The revalidation of DP certificates will start on 1 January 2015 and will be phased as below:

2015: Revalidation of DP certificates issued from 1984 to 2002, 2009 and 2010

2016: Revalidation of certificates issued from 2003 to 2004 and 2011

2017: Revalidation of certificates issued from 2005 to 2006 and 2012

2018: Revalidation of certificates issued from 2007 to 2008 and 2013

2019: Revalidation of certificates issued in 2014 and so on

Candidates are required to apply for revalidation of their DP certificates in the same month that the initial certificate was initially issued and is shown on the DP certificate.

Q&A: WHAT MUST BE SENT TO THE NAUTICAL INSTITUTE FOR REVALIDATION OR CONVERSION OF DP CERTIFICATES?

Candidates are required to apply online through the website of The Nautical Institute. The following documents shall be sent as part of the application:

- Original NI DP logbook and IMCA logbook (IMCA logbook if applicable)
- Original DP certificate issued by The Nautical Institute
- Confirmation letter for all sea time claimed after 1 January 2014
- Copy of Certificate of Competency (CoC) or Proficiency if holder started the scheme after January 2012.

In the case of revalidation, The Nautical Institute requires that DPOs send their documents in the same month as their original DP certificate was initially issued, i.e. the month printed in the DP certificate.

After verification and if applicable, the DP certificate will be replaced with a new expiry date, valid for 5 years.

Q&A: WHAT HAPPENS IF A DPO DOES NOT APPLY FOR THE CERTIFICATE TO BE REVALIDATED IN THE PERIOD REQUIRED BY THE NAUTICAL INSTITUTE?

The Nautical Institute is going to issue the certificate based on the date of the revalidation recall. Example: if the DPO is required to revalidate the certificate in 2015 but only applies for

this process in 2017, then the Institute will issue the DP certificate with validity until 2020. It means that the DPO will lose two years of his renewal process and will be due to revalidate the DP certificate again in three years time instead of five.

In order to avoid future issues and complaints on this matter, The Nautical Institute has been communicating the requirements and processes for revalidation since 2012 through many channels, including the Institute's website, companies, conferences and DPTEG members to make sure that everyone in the industry is aware of the need to revalidate their certificates.

Q&A: HOW WILL THE SEA TIME IN THE IMCA LOGBOOK BE COUNTED IF RECORDED IN HOURS?

The hours recorded in an individual's logbook will be divided by 2 to get the number of DP days that the person has obtained in the last 5 years. This produces the formula below:

$$(Total\ number\ of\ hours\ for\ each\ embark / 2h) = X$$

Where X cannot be more than the number of days of that embarkation.

The 2 hours comes from the definition of DP sea time for the offshore industry.