

Ice Navigation Scheme Frequently Asked Questions

Here is a list of most commonly asked questions about the Ice Navigation scheme. Please read through them carefully before contacting The Nautical Institute, as they will answer most of your questions.

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COMPLETING THE SCHEME

Who can join the scheme?

To apply under the Grandfathered pathway, applicants must hold a minimum STCW qualification of II/1 Officer in Charge of Navigational Watch on ships of 500 GRT.

On the new entrants pathway cadets may undertake the theory course as cadets but all sea time must be completed after being issued with a II/1 STCW qualification.

How long will the scheme take to complete?

This is dependent on whether you are entering the scheme under the Grandfathered or new participant route, the requirements you wish to fulfil to qualify for a certificate and whether you require a Level 1 or 2 Ice Navigator Certificate. Please refer to the standard for full details of the requirements and options available.

What counts as a day operating in ice?

Any day in ice conditions as defined by the standard.

What shore based training will be accepted?

Training must be delivered by a centre recognised or accredited by The NI. Previous training will be considered on a case by case basis for those applying through the Grandfathered route.

Where can I complete a theory course if I am a new entrant?

The training standard launched on the 3 July 2017 will give training providers an opportunity to become recognised training centres to run the Ice Navigation theory courses. The training centres will need time to apply and for the recognition to be approved by the NI. As soon any centres have been approved, we will publish a list on our website.

Can new entrants start the scheme now?

As the Ice Navigation Scheme and Standard have just been launched, we are currently in the process of inviting training centres to submit applications for approval of their courses. As soon training centres register their interest and have been approved by the NI to conduct the courses, we will publish their details on our website. You will then be able to start the scheme in line with the requirements printed in the Standard.

How much does the theory course cost?

The price for the theory course will be dependent on the training centres as they will set their own fees. Once we publish a list of approved training centres you will need to contact them direct for their course fees.

Will I be given a logbook after completing the theory course?

There is a form available on our website, which must be used by new entrants to record the sea time to be used in the application, as it records information required by us to process the application. This may also be used by applicants taking the grandfathered route to record new sea time. It can also be used in conjunction with their existing documentation to clarify the relevant sea time to be considered in their application.

What evidence will need to be sent to support my application?

For applicants along the Grandfathered pathway acceptable evidence includes:

- Master's logs stating weather/ice conditions/icebreaker operations, crew lists
- Officers logbook stating watchkeeping and ice conditions signed by Master
- Certificate of course completion or training from accredited training provider
- Statutory declaration from applicant that all evidence is true and accurate
- Testimonial letter from an NI member or Fellow on behalf of the applicant's skills and experience
- Seaman's Discharge book or sea service letters
- STCW certificate and ID document

If the applicant is applying along the New entrants pathway they will need to submit

- A copy of their STCW certificate
- Course certificate from Level 1 or 2 theory course
- Logbook or journal with recorded sea time
- Statutory declaration, seaman's discharge book or sea service letters
- ID document

All applicants will need to provide the registration form, signed application document and a passport style picture. **NB All sea time submitted for grandfathered applications must have been accrued within the last five years (see Scheme Guidance > Grandfather route for details).**

Will time claimed on military vessels be accepted?

Time may be accepted subject to the requirements of the Standard.

Does the vessel need to be ice classed? What if the vessel does not have an ice classification?

The NI will expect to see evidence that the vessel is capable of operating in ice regions. Vessels without ice classifications will be considered on a case by case basis.

What if I do not know an NI member who can attest to my experience?

This is a requirement for the certificate. Please contact the NI for advice.

What if I am the Master of the vessel? Can I sign off on my own time?

The Master of the vessel should have their chief officer or superintendent sign off on their time.

What is the difference between Level 1 and 2? Who should apply for which level?

Training for Level 1 consists of basic familiarisation in ice operations for junior officers operating in ice infested waters required to navigate under supervision of a Level 2 Ice Navigator. Level 2 is advanced training required for the Master, Chief Mate or Ice Navigators for all vessels operating in Polar Waters and 'Other waters' as defined by IMO and other regions where ice may be encountered to make command level decisions on routing and tactics.

Can my Level 1 Certificate be upgraded to a Level 2?

A Level 1 training course is required to complete a Level 2 Course and be issued with a Level 2 Certificate. The application for a Level 2 Certificate will be treated as a separate application rather than an upgrade.

Can I complete the Ice Navigation scheme as well as an alternative NI scheme such as DP or Shuttle Tanker?

Yes, the Ice Navigation scheme can be completed in addition to and in parallel to other NI schemes such as the DP Offshore or Shuttle Tanker scheme.

APPLYING

How do I apply?

To apply, you will need to email your completed registration form and all the required supporting documents to The Nautical Institute. The email address to send the documents and any queries regarding the Ice Navigator scheme is icenavigation@nautinst.org.

How do I pay for the application?

Payment is currently via credit/debit card only. There is a credit card form available for download on the website that can be filled out. We advise applicants to fax this to The Nautical Institute and not include it in any emails. Alternatively, when you are ready to make a payment you can call the NI office during UK business hours (0900 – 1700, Monday – Friday) to make a payment over the phone.

How much does the certificate cost?

Applications will cost £150 for NI members and £170 for non-members. This does not include VAT and applicants residing in the European Union are subject to an additional 20% on the application fee, which is beyond the NI's control.

Can I submit digital copies of required documents?

Yes, the entire application will be accepted as a digital copy.

How do I revalidate my certificate?

The revalidation requirement for both Levels 1 and 2 is 30 days on board in ice conditions over the previous five years.

APPLICATION PROCESSING

How will my certificate be sent to me?

Your application fee covers the cost of courier service to return the certificate to you. The Mailing address that you provide cannot be a PO Box, and those residing in Russia or China must provide a company address including the contact name and job title of the receiver as well as the company registration number, which are the requirements from our courier.

How long will it take for the NI to issue a certificate?

Provided all information and documentation is provided the NI should be able to complete the processing and for successful applications, issue the certificate within two weeks of receipt.

MISCELLANEOUS

How long will the certificate remain valid?

The certificate will remain valid for five years from the date of issue. After this the certificate must be revalidated.

Will the Ice Navigator Certificate replace my DP Certificate or be a separate certificate?

The NI Ice Navigator Certificate will be completely independent from the NI DP Certificate and will therefore be issued as a separate certificate.

What if I have a question not listed here about my application?

If you have a question about your specific application or something not listed here, please email icenavigation@nautinst.org.