

# LOGBOOK GUIDE

Version 3 | July 2021

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# INTRODUCTION



## ABOUT THIS GUIDE

The information contained in this document relates to the Dynamic Positioning Operator new Offshore training scheme only.

All references to 'our website' within this guide refers to our accreditation and certification website NI Alexis Platform [www.nialexisplatform.org](http://www.nialexisplatform.org).

This guide has been designed to assist you, as a trainee DPO, in completing your logbook correctly before applying to The Nautical Institute for your DP Certificate. It is to be used in conjunction with the grey A5 (14.8cm x 21cm) size Nautical Institute DP logbook, which has been issued since 1 January 2015.

There is more than one version of this logbook and the information, page layout and page numbering may differ slightly to the one shown in this guide.

If you own a Nautical Institute black or small blue/green logbook and started your training before 2015 then you are on the old Offshore scheme and need to use the [Old Offshore DP Scheme](#) section for guidance.

This guide is not to be used as a sole source of information for the rules pertaining to the new Offshore Training scheme. Full details of the scheme requirements can be found in our website's [New Offshore DP Scheme](#) section in the DP Information Centre.

## DECLARATION

This Logbook Guide supersedes all previous versions for the new Offshore scheme and applies to all applicants who have not yet been issued with a DP Certificate or who is upgrading their Limited Certificate to an Unlimited DP Certificate.

## REQUIREMENTS FOR THE NEW OFFSHORE SCHEME

- Phase A: DP Induction Course
- Phase B: Minimum of 60 DP sea time days
- Phase B: Tasks
- Phase C: DP Simulator Course
- Phase D: Minimum of 60 DP sea time days
- Phase E: Statement of Suitability
- Confirmation letter

## VALIDITY PERIOD

On 12 June 2020 the validity period for the new Offshore scheme changed from four years to five. All elements of the scheme must be completed within this timeframe. This applies to everyone on the scheme who has not yet been issued with a DP certificate.

When applying to The Nautical Institute for your certificate, you are required to repeat any item within a phase that falls outside of the validity period.

## DP CLASSED VESSELS

All DP sea time must be completed on board a vessel classified DP1, 2 or 3 by a classification society.

*Unclassed vessel:* means those with a DP capability but not classified or certified by a classification society. The Nautical Institute also considers DP class zero (0) vessels under this definition.

## RESTRICTED TO UNCLASSIFIED DP CERTIFICATE

This certificate type will be issued if you have accumulated DP sea time on board unclassified DP vessels matching the definition above. Further details can be found on our website.

## DP SEA TIME DAY

One DP sea time day can be counted if you, as the

trainee DPO, are involved with active or passive DP training for a minimum of two (2) hours per day claimed. A maximum of 25% DP sea time days can be Passive time, but 75% of the total DP sea time claimed must be done in Active mode. Passive mode can only be used in the initial 60 day period (Phase B) after the Induction and before the DP Simulator Course.

The Nautical Institute reserves the right to request additional documentation as part of its verification process.

## MINIMUM QUALIFICATION REQUIREMENT

Please read the [Minimum Requirements for starting the DP Scheme](#) on our website.

## APPLYING FOR A DP CERTIFICATE

### Online Applications

The online application system is mandatory. Please read the [New Offshore Scheme Online Application Guide](#) for assistance in completing the process.

Any documents received without first being applied for through the online system, will be returned via standard post without processing. The Nautical Institute assumes no responsibility for documents lost in the post.

## REPLACEMENT DOCUMENTS

In the event of loss or damage, replacement documents can be ordered from The Nautical Institute. The order form is available to download from the DP Information Centre on our website.

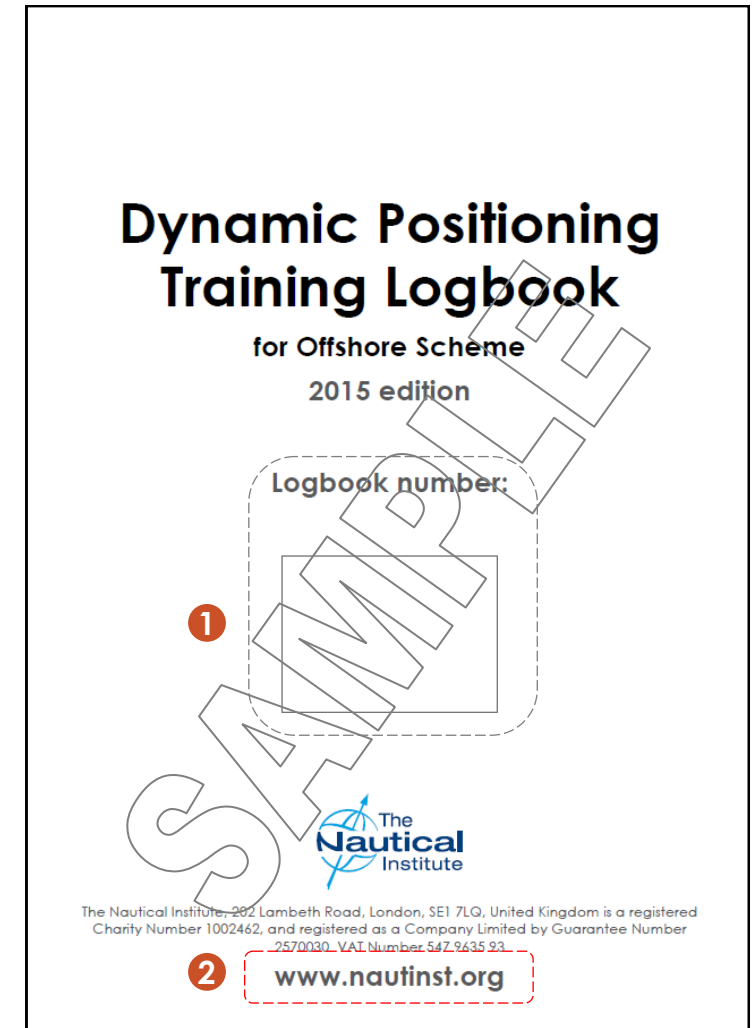
# TITLE PAGE

## 1 LOGBOOK NUMBER

Each logbook has a unique number and barcode. Make a note of your logbook number and keep it in a safe place.

## 2 DP CERTIFICATION WEBSITE

Older logbooks have The Nautical Institute's main website address. Please note the website address for DP accreditation and certification is [www.nialexisplatform.org](http://www.nialexisplatform.org)



# PERSONAL DETAILS

## PHOTOGRAPH

You will need two 35mm x 45mm size identical photographs of yourself taken within the last six months. The training centre will affix one to this page and stamp it.

## YOUR DETAILS

The details on this page should be written clearly by the training centre in **BLOCK CAPITALS**. Please ensure the training centre has your full name so they can enter it properly.

## ONLINE REGISTRATION

You will need to register online for an account before taking the DP Induction Course examination. This is so the training centre can register you for the examination.

Keep a note of the email address and password that you used to register as your application must be made on the same account. This is because the result of your examination is automatically added to your account.

If you are a current or past member of The Nautical Institute or have ever bought books from us, you will already have an account with us.

Please ensure that you only register once as duplicated accounts will cause delays to you being able to apply for your DP Certificate.



It is very important that you take care to ensure that your name is entered correctly on your account using the correct capitalisation, e.g.


✗ JOE ADAM BLOGGS

✗ joe adam bloggs

✓ Joe Adam Bloggs

**Note:** Please ensure that if you have any special characters in your name that these are entered correctly. Do not use block capitals to complete your personal details on your account.

2 Personal details



## Your Details

All details below are mandatory to be completed in full

Logbook number

Logbook issued to (full name): .....  
JOE ADAM BLOGGS

Address: .....  
23 BLOGG STREET  
.....  
SOUTHAMPTON  
.....  
HANTS

Country: UNITED KINGDOM Post code: SO14 1P

Phone number (inc. country code): +44 (0) 1234 555 555

Date of birth: 25/01/1976

Passport number: 987654321


CoC number: 1234567

CoC country: UNITED KINGDOM

CoC date of issue: 24/11/2014

Logbook issued by (training centre): MARINE BLUE CENTRE

NI Customer number: 89XXX

Signature of Holder: 

# PERSONAL DETAILS (cont'd)

## UPDATING YOUR INFORMATION

**Contact Details:** Please ensure your current contact details are recorded in your logbook and put a line through any old information.

**Official Documents:** Your passport and Certificate of Competency details also need to be updated here.

Personal details 3

**Change of name, CoC or Passport:**

Change of name: .....

Passport number: .....

CoC number: .....

CoC country: .....

CoC date of issue: .....

---

**Change of address and contact details**

Address: .....

.....

.....

Country: ..... Post code: .....

Email: .....

Phone number: .....

---

Address: .....

.....

.....

Country: ..... Post code: .....

Email: .....

Phone number: .....

# PHASE A DP INDUCTION COURSE

## 1 COURSE DETAILS

This page is filled in by the training centre after you complete your DP Induction Course.

It must be:

- Signed
- Dated
- Stamped
- Course certificate number added

Contact the relevant training centre if any of the details are missing or incorrect.

### COURSE VALIDITY

This course is valid for five years only.

The five year validity period on courses is not relevant when applying for an upgrade from a Limited DP Certificate.

**Please note: The five year validity period is based on 60 months and not a calendar year (e.g. If you attended the DP Induction Course on 15th September 2016, it will expire on 15 September 2021).**

## 2 REPEATING THE DP INDUCTION COURSE

If for any reason you need to repeat the DP Induction Course, it will be added to this part of the page by the training centre. You will not be issued with a new logbook.

**You will be required to repeat the DP Induction Course if** you have not yet been issued with a Limited or Unlimited DP Offshore certificate and;

- It is older than five years (60 months) or;
- The course has not yet reached its five year expiry limit but you are unable to apply to The Nautical Institute before the expiry date has been reached.

You will also need to repeat your 60 days DP sea time in Phase B and tasks if they have or will expire as described above.

Phase A: DP Induction Course 23

## Logbook

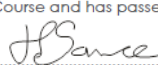
Please ensure the entries are fully completed

**1 Phase A DP Induction Course**  
(for those being re-introduced to the subject)

Centre ..... MARINE BLUE CENTRE

Date Completed ..... 04/08/2016 ..... Course certificate No. .... 000000

I hereby certify that the holder of this logbook has satisfactorily completed the DP Induction Course and has passed the examination

Signed .....  .....

Print Name ..... HENRY SANCE .....

Training Centre stamp: 

**2 INDUCTION COURSE: When applying for the certificate, ALL components of the programme must have been completed within the previous 4 years**

**Phase A DP Induction Course repeated (after 4 years)**  
(for those being re-introduced to the subject)

Centre .....

Date Completed ..... Course certificate No. ....

I hereby certify that the holder of this logbook has satisfactorily completed the DP Induction Course and has passed the examination

Signed .....

Print Name .....

Training Centre stamp: .....

# PHASE B DAYS DP SEA TIME RECORDS

## PAGE LAYOUT

The layout of the page will depend on the version of the logbook that you have.

Later versions have space at the bottom of the page for two Masters to sign, in case there is a change in Master during the trip. With the earlier version shown here you can start a new page instead.

## DP SEA TIME TABLE

This page is to record your initial DP sea time after you have completed the DP Induction Course (Phase A). An example of how to complete your DP sea time entries can be found at the beginning of your logbook.

A new page must be used for each separate trip.

## ACTIVE AND PASSIVE DP SEA TIME

A maximum of 25% DP sea time days can be passive time, but 75% of the total DP sea time claimed must be done in active mode.

**Only passive mode DP sea time completed in Phase B can be counted towards the total DP sea time required for a DP Offshore certificate. All DP sea time within Phase D must be active.**

See 'Definitions of Offshore Scheme' in the information pages at the front of your logbook for further details.

## INSUFFICIENT SPACE

If you complete more DP days during a trip than the page allows, continue recording your DP sea time on a separate page and write 'continued' at the top of the page. Please note that all the details at the top of the page must

also be completed for each continuation page as well as the bottom, which must also be filled in and signed by the Master of the vessel.

## CORRECTING ERRORS

The use of correction fluid is not permitted. If a mistake is made recording DP sea time entries, the Master must cross out the line containing the incorrect entry and the correct data entered on the line below as in example 1.

Example 1: when there is space directly under the incorrect entry

13/02/16	4	P	AH	
14/02/16	6	A	AH	

Errors found after additional DP sea time entries have been made underneath can be corrected by crossing out the incorrect entry and adding the correct data in the next available space below. Each correction must be initialled individually by the Master to show that he/she is aware of the changes made.

Example 2: when other entries have been made after the incorrect one

10/09/16	8	A	AH	
13/09/16	4	P	AH	
14/09/16	6	A	AH	
11/09/2016	8	A	AH	

Additional entries have been made before the error was discovered


Incorrect entry crossed out

Correct entry entered in the next available space

Any entries amended with correction fluid or overwritten will not be counted towards the time required to qualify for a DP Offshore certificate.

24 Phase B: DP sea time records

## Phase B 60 days DP sea time records

Ship's stamp	IMO number	DP equip class	DP system make and model
	1234567	DP1	KONGSBERG

Trainee details		Period onboard (dates)	
Rank:	Location:	From:	To:
Trainee DP0/2nd Officer	Singapore	06/08/16	27/09/16

DP sea time				
DP Sea Time Day (one day per entry)	Number of Hours	Active or Passive	Activity Code	Master's Initial
07/08/16	3	P	AH	
17/08/16	5	A	AH	
20/08/16	2	P	AH	
29/08/16	11	A	AH	
10/09/16	8	A	AH	
14/09/16	4	P	AH	
15/09/16	6	A	AH	
Total	7	Total	39	

Master's full name	GREGORY GRIPEN
Master's signature	
Master's DP cert. no.	0000
Master's CoC no.	00000000

Note to Master: uncompleted DP sea time and date fields should be crossed out. DP entries cannot be block signed, completed or stamped. DP sea time date entries without the Master's signature or initials will not be counted or validated. Dates shall be in dd/mm/yyyy format. Cadets or STCW officer training should be noted in the 'rank' cell. Activity codes as per page 22.



# PHASE B DP SEA TIME RECORDS (cont'd)

## 1 SHIP DETAILS

The ship details and DP equipment on board must be added here. All details must be fully and correctly completed.

## 2 TRAINEE DETAILS

This must include both your DP and non DP rank, e.g. 'TDPO/2nd Officer'.

## 3 PERIOD ON BOARD

Enter the signed on and signed off dates for your trip.

DP sea time dates entered outside of the 'From' and 'To' dates will not be counted. Entries without both of these dates will not be counted towards your application.

## 4 DP SEA TIME TABLE

- Only enter your actual days on DP here.
- Both active and passive DP sea time must be recorded.
- Each day on DP must be entered individually
- Use a separate line for each day as shown.

DP sea time cannot be entered in blocked date ranges (e.g. 17/08/16 - 20/08/16. Dates written in this format will not be counted even if each of those days were on DP.

**DP sea time day** is when you spend at least two (2) hours on DP. Please note that if you have spent 10 hours or more on DP in one day it still counts as one DP sea time day only.

## 5 UNSIGNED ENTRIES

The 'Master's Initial' column must be completed by the Master.

DP sea time entries without the Master's initials or signature will not be counted.

## 6 & 7 UNUSED SPACES AND MASTER'S DETAILS

Spaces not used must be crossed out by the Master.

The Master must only complete this section once all of the DP sea time for the trip has been completed and any unused spaces crossed out.

If you have a newer logbook version with two Master sign offs and the Master is signing off the vessel early before the trip has ended, any unused spaces can be left blank but the Master must make sure the date he/she signed off the page is entered in the space provided.

## EXCESS DP SEA TIME TAKEN BEFORE THE DP SIMULATOR COURSE

If you have more than 60 DP sea time days in Phase B, you can use the excess towards the total 120 days required. However, you must complete a minimum of 30 DP sea time days in Phase D after the DP Simulator Course.


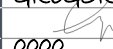
## NOTE TO TRAINEE DPOS



It is advised that you fully check all entries on the page are correct while both you and the Master are still on board the vessel so that any errors/omissions can be easily rectified.

24 Phase B: DP sea time records

**Phase B 60 days DP sea time records**

1	Ship's stamp 	IMO number 1234567	DP equip class DP1	DP system make and model Kongsberg
2	Trainee details Rank: Trainee DPO/2nd Officer Location: Singapore		3 Period onboard (dates) From: 05/08/16 To: 27/08/16	
4	DP sea time			
	DP Sea Time Day (one day per entry)	Number of Hours	Active or Passive	Activity Code
	07/08/16	3	P	AH
	17/08/16	5	A	AH
	20/08/16	2	P	AH
	29/08/16	11	A	AH
	10/08/16	8	A	AH
	14/08/16	4	P	AH
	15/08/16	6	A	AH
6	Total 7	Total 39		
7	Master's full name GREGORY GRIPEN			
	Master's signature 			
	Master's DP cert. no. 0000		Master's CoC no. 00000000	

Note to Master: uncompleted DP sea time and date fields should be crossed out. DP entries cannot be block signed, completed or stamped. DP sea time date entries without the Master's signature or initials will not be counted or validated. Dates shall be in dd/mm/yyyy format. Cadets or STCW officer training should be noted in the 'rank' cell. Activity codes as per page 22.



# TASK SECTIONS

ALL tasks must be completed during the sea time recorded in Phase B. The task dates must correspond with a DP sea time day recorded during these trips.

All tasks must be completed before taking the DP Simulator Course.

**Any tasks completed after the DP Simulator Course will not be valid. You then have to restart the training scheme from Phase B and complete all of the subsequent phases again.**

There are 11 sections within the tasks. All tasks are mandatory unless otherwise specified in the task description.

## LOGBOOKS WITH MISSING TASKS

Logbooks with the number range of **15OF0205001** to **15OF0210000** have four tasks missing from their logbooks. The NI will allow these tasks to be completed before or after the DP Simulator Course is completed and within Phase B or D. Further information regarding this is available on the homepage of our website.

## 1 TASK SECTIONS INSTRUCTIONS

**Please read the instructions very carefully and ensure that both the Senior DPO and Master completing the task sections have also read them to ensure they know how to complete these sections correctly.**

If no certified DPO is on board the vessel to supervise you, you cannot have this section completed and will have to wait until there is one on board to oversee your training.

## 2 DP MODE

There is information at the start of each task

section instructing you on which DP mode the tasks in that section can or must be completed in, i.e. Passive or Active (engines and thrusters running).

## 3 TASKS SIGNATORIES

Each item must be completed by the certified DPO assigned to supervise you. If the Master is the assigned certified DPO on board he/she must still complete and sign each task individually as well as the Master's sign off at the end of each task section.

## 4 INITIAL TRAINING

- Each task item must be individually dated, signed and contain the Senior DPO's certificate number.
- Missing information and/or block signed/dated entries are not permitted and the tasks will not be valid.
- If the sections are not completed correctly, you will need to carry out further Phase B sea time to complete the tasks correctly.

## 5 REPEATED TRAINING

Any tasks that need to be redone can be entered in the 'Repeated training' columns.

94 Tasks
Tasks 95

### 1 Task Sections

All the tasks are mandatory unless specified in the task row. ALL tasks must be completed before the DP Simulator Course and **not be block signed**. Repeated training to be completed only when required.

- DP sea time date – this must be within the DP sea time days logged on phase B. The master who countersigns the task section of the logbook must be the same signatory in Phase B.
- If the ship has trainee DPOs onboard, the company has a responsibility to have a qualified DPO onboard to supervise the training.
- That qualified DPO may be a permanent member of the ship's staff or a DP consultant sailing with the ship whilst training is being undertaken, and is responsible for signing off each task when completed satisfactorily.
- A Master not qualified as a DPO, whilst ultimately responsible for the ship and all onboard, cannot be expected to know whether the training has been conducted properly unless advised by a qualified DPO.
- Once the Master has been given this advice, has checked the logbook and assessed the performance of the trainee as a DP watch-keeping officer / ship handler, he can countersign each task section when it is fully completed.
- If the Master is the certified DPO onboard, then a note shall be made in the logbook (p122) and the Master's DP certificate number must be provided for verification. The Master still must sign off each task item individually in this case.

	4 Initial training			5 Repeated training (if required) or to be used for conversion from Unclassified to Limited/Unlimited Certificate		
	DP sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number	DP sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number
<b>2 SECTION 1:</b>						
Demonstrate an in-depth knowledge of all the relevant documents relating to the DP system and the Statutory and Class requirements and industry Best Practice recommendations. This section only to be completed for documents found onboard.						
Candidates should have a thorough knowledge of the DP system documentation carried on the vessel. They should understand the reason for these documents, the requirements to comply with their content and to keep them up to date. They should confirm having read and signed the vessel's FMEA and DP operations manuals.						
<b>This section can be completed during Passive DP sea time</b>						
<b>1.1 DP CLASS REQUIREMENTS:</b>						
1.1.2 Annual trials. Be aware of the content and purpose of this document	20/08/16		0000			
1.1.3 Capability plots. Be aware of why these are produced and their interpretation	20/08/16		0000			
1.1.4 Class required DP checklists. Be aware of what checklists must be completed at each stage of the DP operation	20/08/16		0000			
1.1.5 Vessel DP operations manuals. Be aware of the DP manual and have a general understanding of what it contains	20/08/16		0000			

# TASK SECTIONS (cont'd)

## 1 MASTER'S SIGN OFF

Each section within the tasks has its own sign off page, which must be completed by the Master **only** after the items within the section have been completed.

### Example: When the Master is a certified DPO

On the previous page, Gregory Gripen, who is the Master, is also the certified DPO on board. He therefore has to sign off the individual tasks as well as the individual task section—Master's sign off at the end of the Section.

### Example: When the Master is not a certified DPO

This page shows Leonard Rind is the Master on board but is not a certified DPO. In this case, the individual tasks have been signed off by the assigned certified DPO on board, C Wharf, and the Individual task section—Master sign off has been completed by Leonard Rind.

## MASTER IS THE TRAINEE DPO

If the Master is the trainee DPO, he can complete the Master's sign off at the bottom of the tasks sections but cannot sign the individual tasks himself.

122 Tasks		Tasks 123			
11.11 Partial blackout. Candidates should be fully aware of what would happen during a blackout. Whilst the vessel should remain in DP control they must recognise the need to manoeuvre the vessel to a safe position before normal power supplies are restored	15/10/16	00000	Conf		
11.12 Degraded status. Candidates must be able to recognise when DP capability is degraded and the need to manoeuvre to a safe position until a normal status is restored.	15/10/16	00000	Conf		
11.13 Vessel operations. Candidate should be fully aware of the operations undertaken by the vessel and understand procedures to be followed, relating to the operation, should a DP related failure occur	15/10/16	00000	Conf		

**Initial Training**

1 Master's signature: Leonard Rind Date: 30/04/16

Master's name: LEONARD RIND

Master's CoC: 000000 CoC country issued: UK

**Repeated Training**

Master's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Master's name: \_\_\_\_\_

Master's CoC: \_\_\_\_\_ CoC country issued: \_\_\_\_\_

**Comments and notes by DP trainee, Certified Senior DPO or Master**

\_\_\_\_\_

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\_\_\_\_\_

**Before attending the DP Simulator Course:**

Review all material taught in the DP Induction Course and reinforced in Sections 1-6 of this task book. There is not time in the DP Simulator Course to review all the DP Induction Course material.

Complete ALL tasks in Section 1-11.

There will be a practical assessment and online examination during the DP Simulator Course. Guidance for the practical assessment should be provided to the student at the end of the DP Induction Course by the training centre.

At the end of the DP Simulator Course, the student must pass a multiple choice exam, similar in format to the DP Induction Course assessment and based on the material covered during the DP Simulator Course.

Build your skills in manual driving as per task items (7.2, 7.3, 10.1, 10.2, 11.11, 11.12, 11.13).

# PHASE C DP SIMULATOR COURSE

## 1 COURSE DETAILS

You can only advance onto the DP Simulator Course once you have completed all of the required DP sea time and tasks within Phase B.

This page is filled in by the training centre after you complete your DP Simulator Course.

It must be:

- Signed
- Dated
- Stamped
- Course certificate number added

Contact the relevant training centre if any of the details are missing or incorrect.

This course is valid for five years only.

The five year restriction on courses is not relevant when applying for an upgrade from a Limited DP Certificate.

**Please note: The five year validity period is based on 60 months and not a calendar year e.g. If you attended the DP Simulator Course on 15th September 2016, it will expire on 15 September 2021).**

## 2 REPEATING THE DP SIMULATOR COURSE

If for any reason you need to repeat the DP Simulator Course, it will be added to this part of the page by the training centre. You will not be issued with a new logbook.

**You will be required to repeat the DP Simulator Course if** you have not yet been issued with a Limited or Unlimited DP Offshore certificate and;

- a. It is older than five years (60 months) or;
- b. the course has not yet reached its five year expiry limit but you are unable to apply to The Nautical Institute before the expiry date has been reached.

124 Phase C: DP Simulator Course

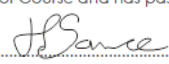
1

**Phase C DP Simulator Course**


Centre ..... MARINE BLUE CENTRE .....

Date Completed ..... 13/02/2017 ..... Course certificate No. .... 000000 .....

I hereby certify that the holder of this logbook has satisfactorily completed the DP Simulator Course and has passed the examination

Signed .....  .....

Print Name ..... HENRY SAUCE .....

Training Centre stamp: 

SIMULATOR COURSE: When applying for the certificate, ALL components of the programme must have been completed within the previous 5 years.

2

**Phase C DP Simulator Course repeated (after 4 years or for conversion of DP certificates)**

Centre .....

Date Completed ..... Course certificate No. ....

I hereby certify that the holder of this logbook has satisfactorily completed the DP Simulator Course and has passed the examination

Signed .....

Print Name .....

Training Centre stamp: .....

# SEA TIME REDUCTION COURSE

## 1 SEA TIME REDUCTION COURSE (STR)

This is not a mandatory course but it enables you to reduce the amount of practical DP sea time needed to obtain a DP Offshore certificate by 30 days. It is recommended that it is taken directly after the DP Simulator Course as a minimum of 30 DP sea days are required after this course.

### Restrictions:

- Only one course will be counted towards your total required DP sea time needed to obtain a DP Offshore certificate.
- Cannot be taken before the DP Simulator Course.
- Cannot reduce the minimum requirement of 60 DP2/3 DP sea time days to obtain an Unlimited DP Offshore Certificate for initial applications.
- Cannot be used to upgrade a Limited DP Certificate to an Unlimited.
- Cannot replace the minimum of 30 days DP sea time required before your Statement of Suitability (Phase E) can be signed off by the Master.

Full details of the Sea Time Reduction Course are contained in *The Nautical Institute Dynamic Positioning Certification and Accreditation Standard* available on our website.

If you choose to take an STR Course, your initial course details will be added here.

## 2 REPEATING THE SEA TIME REDUCTION COURSE

Repeated STR Course details will be entered here by the training centre.

Sea Time Reduction Course 125

1

Sea Time Reduction Course (optional)

Centre .....

Date Completed ..... Course certificate No. ....

I hereby certify that the holder of this logbook has satisfactorily completed the Sea Time Reduction Course

Signed .....

Print Name .....

Training Centre stamp:

2

Sea Time Reduction Course repeated (after 4 years)

Centre .....

Date Completed ..... Course certificate No. ....

I hereby certify that the holder of this logbook has satisfactorily completed the Sea Time Reduction Course

Signed .....

Print Name .....

Training Centre stamp:

# TRAINING CENTRE USE ONLY PAGE



## OFFICIAL USE ONLY

Please DO NOT write on this page. This is for use by the training centres only.

126

For training centres use only

For training centres' use only

SAMPLE

# PHASE D DP SEA TIME RECORDS

## PAGE LAYOUT

The layout of the page will depend on the version of the logbook that you have.

Later versions have space at the bottom of the page for two Masters to sign, in case there is a change in Master during the trip. With the earlier version shown here you can start a new page instead.

## DP SEA TIME TABLE

This page is to record your DP sea time after you have completed the DP Simulator Course (Phase C). An example of how to complete your DP sea time entries can be found at the beginning of your logbook.

A new page must be used for each separate trip.

## ACTIVE AND PASSIVE DP SEA TIME

All DP sea time recorded within Phase D must be active. Passive time can only be used for initial training in Phase B.

See 'Definitions of Offshore Scheme' in the information pages at the front of your logbook for further details.

## INSUFFICIENT SPACE

If you complete more DP days during a trip than the page allows, continue recording your DP sea time on a separate page and write 'continued' at the top of the page. Please note that all the details at the top of the page must also be completed for each continuation page as well as the bottom, which must also be filled in and signed by the Master of the vessel.

## CORRECTING ERRORS

The use of correction fluid is not permitted. Any entries amended with correction fluid or overwritten will not be counted towards the time required to qualify for a DP Offshore certificate.

If a mistake is made recording DP sea time entries, the Master must cross out the line containing the incorrect entry and the correct data entered on the line below as in example 1.

Example 1: when there is space directly under the incorrect entry

<del>13/02/16</del>	<del>4</del>	<del>P</del>	<del>AH</del>	<del>Gr</del>
14/02/16	6	A	AH	Gr

Errors found after additional DP sea time entries have been made underneath can be corrected by crossing out the incorrect entry and adding the correct data in the next available space below. Each correction must be initialled individually by the Master to show that he/she is aware of the changes made.

Example 2: when other entries have been made after the incorrect one

<del>10/09/16</del>	<del>8</del>	<del>A</del>	<del>AH</del>	<del>Gr</del>
13/09/16	4	P	AH	Gr
14/09/16	6	A	AH	Gr
11/09/2016	8	A	AH	Gr


Additional entries have been made before the error was discovered

Incorrect entry crossed out

Correct entry entered in the next available space

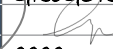
Phase D: DP sea time records 127

## Phase D 60 days DP sea time records

Ship's stamp	IMO number	DP equip class	DP system make and model
	1234568	DP2	KONGSBERG SDF21

Trainee details		Period onboard (dates)	
Rank:	Location:	From:	To:
Trainee DPO/2nd Officer	Singapore	18/03/17	20/04/17

DP sea time				
DP Sea Time Day (one day per entry)	Number of Hours	Active or Passive	Activity Code	Master's Initial
20/03/17	5	A	AH	Gr
21/03/17	2	A	AH	Gr
22/03/17	3	A	AH	Gr
24/03/17	7	A	AH	Gr
25/03/17	2	A	AH	Gr
28/03/17	6	A	AH	Gr
29/03/17	9	A	AH	Gr
30/03/17	3	A	AH	Gr
01/04/17	4	A	AH	Gr
Total 9	Total 41			

Master's full name	GREGORY GRIPEN		
Master's signature			
Master's DP cert. no.	0000	Master's CoC no.	00000000

Note to Master: uncompleted DP sea time and date fields should be crossed out. DP entries cannot be block signed, completed or stamped. DP sea time date entries without the Master's signature or initials will not be counted or validated. Dates shall be in dd/mm/yyyy format. Cadets or STCW officer training should be noted in the 'rank' cell. Activity codes as per page 22.



# PHASE D DP SEA TIME RECORDS (cont'd)

## 1 SHIP DETAILS

The ship details and DP equipment on board must be added here. All details must be fully and correctly completed.

## 2 TRAINEE DETAILS

Please add your DP and non DP rank, e.g. 'TDPO/2nd Officer'. Also the country the vessel is located in during the trip.

## 3 PERIOD ON BOARD

Enter the signed on and signed off dates for your trip.

DP sea time dates entered outside of the 'From' and 'To' dates will not be counted. Entries without both of these dates will not be counted towards your application.

## 4 DP SEA TIME TABLE

- Only enter your actual days on DP here.
- Both active and passive DP sea time must be recorded.
- Each day on DP must be entered individually
- Use a separate line for each day as shown.

DP sea time cannot be entered in blocked date ranges (e.g. 17/08/16 - 20/08/16. Dates written in this format will not be counted even if each of those days were on DP.

**DP sea time day** is when you spend at least two (2) hours on DP. Please note that if you have spent 10 hours or more on DP in one day it still counts as one DP sea time day only.

## 5 UNSIGNED ENTRIES

The 'Master's Initial' column must be completed by the Master.

DP sea time entries without the Master's initials or signature will not be counted.

## 6 PASSIVE TIME

Passive DP sea time completed after the DP Simulator Course cannot be counted towards your DP Certificate.

## 7 & 8 UNUSED SPACES AND MASTER'S DETAILS

The Master must only complete this section (8) once all of the DP sea time for the trip has been completed and any unused spaces crossed out.

If you have a newer logbook version with two Master sign offs and the Master is signing off the vessel early before the trip has ended, any unused spaces can be left blank but the Master must make sure the date he/she signed off the page is entered in the space provided.

## EXCESS DP SEA TIME TAKEN BEFORE THE DP SIMULATOR COURSE

If you have more than 60 DP sea time days in Phase B, you can use the excess towards the total 120 days required. However, you must complete a minimum of 30 DP sea time days in Phase D after the DP Simulator Course.

## NOTE TO TRAINEE DPOS

It is advised that you fully check all entries on the page are correct while both you and the Master are still on board the vessel so that any errors/omissions can be easily rectified.



Phase D: DP sea time records 127

**Phase D 60 days DP sea time records**

<b>Ship's stamp</b>	<b>IMO number</b>	<b>DP equip class</b>	<b>DP system make and model</b>
	1234568	DP2	KONGSBERG SDP21

<b>Trainee details</b>		<b>Period onboard (dates)</b>	
<b>Rank:</b>	<b>Location:</b>	<b>From:</b>	<b>To:</b>
Trainee DP0/2nd Officer	Singapore	16/12/17	18/01/18

DP sea time				
DP Sea Time Day (one day per entry)	Number of Hours	Active or Passive	Activity Code	Master's Initial
20/12/17	6	A	AH	Handwritten initials
21/12/17	3	A	AH	Handwritten initials
22/12/17	3	A	AH	Handwritten initials
24/12/17	7	A	AH	Handwritten initials
25/12/17	3	A	AH	Handwritten initials
28/12/17	2	A	AH	Handwritten initials
29/12/17	6	A	AH	Handwritten initials
14/01/18	4	P	AH	Handwritten initials
15/01/18	4	A	AH	Handwritten initials
<b>Total</b>	9	<b>Total</b>	58	

<b>Master's full name</b>	LEONARD RIND
<b>Master's signature</b>	Handwritten signature
<b>Master's DP cert. no.</b>	
<b>Master's CoC no.</b>	000000

Note to Master: uncompleted DP sea time and date fields should be crossed out. DP entries cannot be block signed, completed or stamped. DP sea time date entries without the Master's signature or initials will not be counted or validated. Dates shall be in dd/mm/yyyy format. Cadets or STCW officer training should be noted in the 'rank' cell. Activity codes as per page 22.



# PHASE E STATEMENT OF SUITABILITY

## THE STATEMENT OF SUITABILITY

- The Statement of Suitability must be signed off and stamped by the Master of the last vessel recorded in your logbook before applying to The Nautical Institute for a DP Offshore Certificate. This is usually recorded in Phase D of your logbook but could be in Phase B if you have had to repeat any additional DP sea time in this Phase.
- You must also provide a confirmation letter that verifies this DP entry along with any other DP sea time being used in your application.
- The form must only be completed by the Master after you have taken all of the courses and acquired all of the DP sea time required to qualify for the type of DP Offshore Certificate you wish to obtain.
- Only DP sea time dated on or before the date of your Statement of Suitability can be used towards your required time needed for a DP Offshore Certificate.
- If you wish to include additional DP sea time in your application that is dated after your Statement of Suitability you will need to have a new form completed that complies with the requirements. An extra form is in your logbook and additional forms are available in the DP Information Centre on our website.

## DP SEA TIME NEEDED WHEN APPLYING FOR AN UNLIMITED DP OFFSHORE CERTIFICATE

### Requirements:

- A minimum of 120 days DP sea time of which at least 60 DP days must be completed on board a DP2 or 3 class vessel.
- The last 30 days of the total DP sea time required, must be completed on board a DP2 or 3 vessel in active mode; and
- The Statement of Suitability must be signed off and stamped by the Master of this last DP2/3 vessel after all of the required DP days have been acquired.

If you do not fulfil all of the requirements listed, you might only qualify for a Limited DP Certificate.

192 Phase E: Statement of Suitability form

**Phase E Statement of Suitability form for an officer to undertake full watch-keeping responsibility onboard a DP vessel**

I, Captain LEONARD RIND ..... verify that

(Trainee DP Operator's name) JOE ADAM BLOPPS .....

has completed the DP Operator's logbook and DP tasks to my satisfaction and has demonstrated in my opinion that he/she is capable to undertake DP watch-keeping duties, in particular:

- Posesses an adequate knowledge of DP;
- Knows the underlying principles of DP;
- Can take control of the DP system in normal operational conditions;
- Understands what to do in an emergency;
- Understands the operational procedures onboard and can safely operate the vessel's DP system.
- Has Bridge team work behaviour and communication skills required for safe DP operations.

**If the Master is not a DPO, the Senior DPO should countersign**

Master's signature ..... Date 15/01/18 .....

Master's CoC no./DP certificate no. .... Country of issue UK .....

Countersigned by Senior DPO C WHARF .....


Senior DPO's DP certificate no. 10600 ..... Date 15/01/18 .....

Trainee DP Operator's signature Joe Adams .....

CoC no. 1234567 .....

Country of issue UNITED KINGDOM .....

**Ship's stamp**



The information contained here is that on which a certificate to practice will be issued and The Nautical Institute takes a serious view of false information being submitted, or false endorsement by Competent Officer/Master. The penalty for doing so can lead to suspension or cancellation of a DP certificate for up to five years. The Nautical Institute reserves the right to take further action if applicable. Verification may be sought on any information contained in this document.

On completion of the logbook and satisfactory completion of the relevant courses, a DP Operator's Offshore certificate will be issued by The Nautical Institute. The operator should forward the logbook to: The DP Department, The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, UK

# PHASE E STATEMENT OF SUITABILITY (cont'd)

This form must be written clearly in BLOCK CAPITALS.

## 1 & 3 MASTER'S DETAILS

The Master must

- Write his full name
- Sign
- Date
- add his DP Certificate number details if he is a certified DPO, if not, he needs to add his CoC number

## 2 TRAINEE DP OPERATOR'S NAME

Your name must be written here.

## 4 COUNTERSIGNATURE OF SENIOR DPO

If the Master signing the Statement of Suitability does not hold a valid DP Certificate, the form must be countersigned and dated by the certified DPO in charge. The DPO should also write his DP Certificate number in the space provided and write his name in BLOCK CAPITALS on the same line as his signature.

## 5 TRAINEE DPO DETAILS

Your signature, current CoC number and the country the CoC was issued in must be completed here. Please ensure that your signature here matches the one on your PDF and CoC.

## 6 SHIP STAMP AND MASTER

The ship stamp and Master's name and signature must match the last sea time entry in your logbook.

If the Master is the Trainee DPO one of the following authorised personnel who is aware of your capabilities as a trainee DPO must complete and sign the form in the spaces indicated that the Master of the vessel should sign.

- The vessel's Relief Master
- Certified DPO

If the certified DPO completes 1 & 3 the Senior DPO's countersignature (section 4) can be left blank.

The Master who is also the Trainee DPO must sign and complete the form in the spaces provided for the Trainee DPO details—see 2 & 5.

192 Phase E: Statement of Suitability form

**Phase E Statement of Suitability form for an officer to undertake full watch-keeping responsibility onboard a DP vessel**

1 I, Captain LEONARD RIND verify that

2 (Trainee DP Operator's name) JOE ADAM BLOPPS

has completed the DP Operator's logbook and DP tasks to my satisfaction and has demonstrated in my opinion that he/she is capable to undertake DP watch-keeping duties, in particular:

- i. Possesses an adequate knowledge of DP;
- ii. Knows the underlying principles of DP;
- iii. Can take control of the DP system in normal operational conditions;
- iv. Understands what to do in an emergency;
- v. Understands the operational procedures onboard and can safely operate the vessel's DP system.
- vi. Has Bridge team work behaviour and communication skills required for safe DP operations.

**If the Master is not a DPO, the Senior DPO should countersign**

3 Master's signature [Signature] Date 15/01/18

Master's CoC no./DP certificate no. [blank] Country of issue UK

4 Countersigned by Senior DPO [Signature] C WHARE

Senior DPO's DP certificate no. 05000 Date 15/01/18

5 Trainee DP Operator's signature [Signature]

CoC no. 1234567

Country of issue UNITED KINGDOM

6 Ship's stamp

**SHIP STAMP**

THE NAUTICAL INSTITUTE

DP OPERATOR'S CERTIFICATE

SHR 3540

IMO 1234568

UK

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On completion of the logbook and satisfactory completion of the relevant courses, a DP Operator's Offshore certificate will be issued by The Nautical Institute. The operator should forward the logbook to: The DP Department, The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, UK

# PHASE E STATEMENT OF SUITABILITY UPGRADE

## UPGRADING

This page is for upgrading from a Limited DP Offshore Certificate to an Unlimited. Please see the instructions on the previous page on how to complete the Statement of Suitability correctly.

If you have not yet been issued with a DP Certificate of any kind, the Statement of Suitability on the previous pages of your logbook must be used.

## UPGRADE APPLICATIONS

The Statement of Suitability must be signed off and stamped by the Master of the last DP2/3 vessel after all of the required DP days have been acquired.

### 1 COUNTERSIGNATURE OF SENIOR DPO

If the Master signing the Statement of Suitability does not hold a valid DP Certificate, the form must be countersigned and dated by the certified DPO in charge. The DPO should also write his DP Certificate number in the space provided and write his name in BLOCK CAPITALS on the same line as his signature.

### 2 SHIP STAMP

To upgrade your Limited DP Certificate to an Unlimited, you must obtain your required DP sea time on board a DP2 or 3 vessel and your Statement of Suitability upgrade form must be signed off on the same vessel to qualify for an Unlimited certificate.

## DP SEA TIME NEEDED WHEN APPLYING FOR AN UPGRADE FROM A LIMITED TO UNLIMITED DP OFFSHORE CERTIFICATE

Requirements:

- A minimum of 60 active DP sea time days on board a DP2 or 3 vessel dated after the issue date of your Limited DP Certificate.

For the full upgrade requirements, please visit the *DP Information Centre* on our website.

Phase E: Statement of Suitability upgrade form 193

### Phase E Statement of Suitability Upgrading form from a limited to an unlimited certificate

Suitability of officer to undertake full watch-keeping responsibility on board a DP vessel

I, Captain ..... verify that  
(Trainee DP Operator's name) .....  
has completed the DP Operator's logbook and DP tasks to my satisfaction and has demonstrated in my opinion that he/she is capable to undertake DP watchkeeping duties in particular:


- Possesses an adequate knowledge of DP;
- Knows the underlying principles of DP;
- Can take control of the DP system in normal operational conditions;
- Understands what to do in an emergency;
- Understands the operational procedures on board and can safely operate the vessel's DP system.
- Has Bridge team work behaviour and communication skills required for safe DP operations.

**If the Master is not a DPO, the senior DPO should countersign**

Master's signature ..... Date .....

Master's CoC no./DP certificate no. .... Country of issue .....

**1** Countersigned by Senior DPO .....  
Senior DPO's DP certificate no. .... Date .....

Trainee DP Operator's signature ..... **2** 

CoC no. ....

Country of issue .....

The information contained here is that on which a certificate to practice will be issued and The Nautical Institute takes a serious view of false information being submitted, or false endorsement by Competent Officer/Master. The penalty for doing so can lead to suspension or cancellation of a DP certificate for up to five years. The Nautical Institute reserves the right to take further action if applicable. Verification may be sought on any information contained in this document.

On completion of the logbook and satisfactory completion of the relevant courses, a DP Operator's Offshore certificate will be issued by The Nautical Institute. The operator should forward the logbook to:  
The DP Department, The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, UK