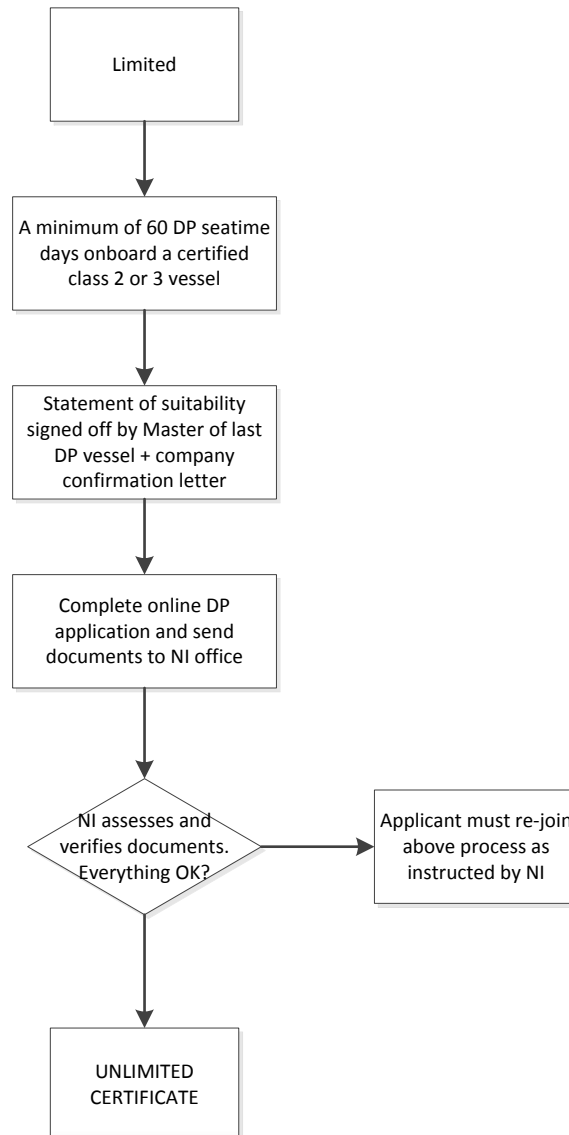


UPGRADING LIMITED DP CERTIFICATE ⇒ UNLIMITED CERTIFICATE



REQUIREMENTS FOR UPGRADING

A Limited Dynamic Positioning certificate can be upgraded to an Unlimited certificate providing that the applicant meets the NI's requirements:

- **60 DP2 OR DP3 SEA TIME DAYS**

The 60 DP2 or DP3 sea time days which are needed to upgrade the Limited certificate must be completed on an officially classed vessel. Time on unclassified vessels cannot be used. These days must have been completed after the date of receipt of the Limited certificate by the applicant. If any days before 1st January 2015 are being counted towards the upgrade, the applicant needs to have

completed a minimum of one hour per day on the DP desk with this being signed off in the NI logbook. After 1st January 2015, the definition of a sea time day increases to two hours.

DP1 sea time days cannot be used for upgrading but they can still be logged in the NI logbook. Any DP2 or DP3 sea time days accumulated before the issuance of the Limited certificate cannot be used towards the upgrading of the certificate and sea time reduction courses are also not valid for this.

This DP sea time should be logged in the NI (or IMCA) logbook following on from the last sea time recorded for the issuance of the Limited certificate.

- **UPGRADING SECTION F/STATEMENT OF SUITABILITY FORM**

An Upgrading Section F/Statement of Suitability form must be completed after the 60 DP2 or DP3 sea time days have been completed. This form can be downloaded from the NI website. If you are the holder of an Old Offshore Scheme black logbook or a New Offshore Scheme grey logbook, an Upgrading Section F/Statement of Suitability form is printed in your logbook to use.

The Master of the last vessel needs to sign the Section F/Statement of Suitability form. The applicant must also sign this form. The signatures on the Upgrading Section F/Statement of Suitability form will be checked against the DP2 or DP3 sea time days recorded in the logbook for upgrade and also the PDF application form.

Please note that if the applicant is the master of the vessel, the Section F/Statement of Suitability form must be signed off by one of the following authorised personnel:

- The vessel Relief Master
- A certified DPO onboard (DP certificate number to be noted on form)
- A Marine Superintendent/Manager who is aware of the applicants DP capabilities

A note should be also be made and submitted with the application to explain. Failure to include this may result in delays or rejection of the application.

Scanned or photocopied versions of this form cannot be accepted. The original signed form must be submitted with the application.

- **CONFIRMATION LETTERS**

For all applications, company letters confirming the DP sea time days must be provided for any time to be used as part of the application. The definition of a DP sea time day for applicants on the old scheme is classed as a minimum of one hour per day on the DP desk.

APPLICATION FOR UNLIMITED CERTIFICATE

Once the above requirements have been completed, the applicant will need to apply online for the Upgrade of the certificate. The applicant must now apply using their email address as their user ID. As the applicant is upgrading, an account will already be held on The Nautical Institute database and this account must be used. If the user ID is not known, the applicant will need to contact the DP department for the login details.

Once logged in on the NI website, the applicant should update any personal details which may have changed. The additional 60 days DP2 or DP3 sea time should be entered in the Upgrade area of the online application underneath the previous sea time which was used for the original Limited



application. The new Section F/Statement of Suitability form details should also be added on the following page. Once the new details have been added and saved, the system will confirm if the applicant is eligible for the upgrade.

If the system says that only a Limited certificate will be issued and the applicant believes that they are entitled to an Unlimited certificate, the applicant will need to check the amount of DP sea time on class 2/3 vessels and the verification document available on the DP website

Once the information has been accepted and the payment has been completed, the application and all supporting documents should be sent into The Nautical Institute offices for processing.

Please note that all applications are subject to verification once they are received by The Nautical Institute.