

# Shuttle Tanker Revalidation FAQs

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## **What must be sent to The Nautical Institute for revalidation or conversion of Restricted Shuttle Tanker 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 offshore loading operations claimed after their original Restricted Shuttle Tanker DP certificate was issued
- 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 on the DP certificate.

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

## **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.

## **When can I revalidate?**

The revalidation process is not available until 2<sup>nd</sup> January 2015. This is when the new website and online system will go live.

## **What do I do if I cannot log in online?**

After 1<sup>st</sup> January 2015, you will need to contact the DP department via email with the following information:

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

- Certificate issue date
- Name of the vessel you were on when you completed your familiarisation

Once this information is checked by our staff, we will be able to update your account and provide login details to you via email. This will be sent to the personal email address only.

Please note that company email addresses should not be used as our system will not be able to accept an email address that has been used for another account.

### **My certificate was issued over five years ago and there has been a period of more than five years that I did not complete any DP sea time. Can I still revalidate?**

No. In order to revalidate your DP certificate you must have completed the mandatory amount of offshore loading operations to ensure that your certificate is still valid. If you do not have this time you will need to follow the guidance below:

a) 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

b) 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)

c) 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.

Please check the Dynamic Positioning Operator's Training and Certification Scheme document for more details.

### **What confirmation letters do I need to obtain from my company in order to revalidate?**

Any offshore loading operations completed after 1<sup>st</sup> January 2014 will need to be confirmed on a letter from the company.

### **Do I have to revalidate?**

Revalidation is the choice of the certificate holder. However if you do not choose to revalidate your certificate you may have difficulties working if your company is requiring you to have a valid certificate.

### **How long will the revalidation process take?**

The revalidation applications will be put into a separate queue to the applications for the initial certificate. This means that they will be processed much quicker. We have also staggered the time for people to apply to ensure that applications can be processed in a timely manner.

When an application is received, an automated email will be sent to the applicant confirming receipt of the documents and with this email will be a letter containing a QR code which can be scanned by companies to confirm that your logbook and certificate are currently with The Nautical Institute.

### **How much will it cost?**

The revalidation cost will be £90 (plus VAT where applicable). This will cover the cost of the documents being processed and sent back via courier.

### **I have lost my original certificate, what should I do to revalidate?**

You will need to apply for a duplicate logbook from The Nautical Institute. This is because, a label matching your certificate will be put inside the logbook.

### **My logbook has run out of space. What should I do?**

Once your DP logbook has been completed, you are able to log time in an IMCA logbook. Please note that any time in the IMCA logbook can be used for revalidation only and not a first application.

Please see IMCA details below:

#### **IMCA Publications**

52 Grosvenor Gardens

LONDON

SW1W 0AU

**Tel: 020 7824 5520**

**Fax: 020 7824 5521**

**Email:** [publications@imca-int.com](mailto:publications@imca-int.com)

**Web:** <http://www.imca-int.com/documents/publications/logbooks.html>

### **What if I need my certificate whilst it is with the in being revalidated?**

When you apply for revalidation and email will be sent to you confirming that The Nautical Institute has received your logbook. A letter will also be sent out contain a QR code which can be used to verify that you are the holder of a DP certificate and that it is currently being revalidated.

### **Where should I log the time to be used for revalidation?**

In order to accept time towards the revalidation, these offshore loading operations should be logged in The Nautical Institute's DP logbook.

### **Where do I send my documents once I have applied online?**

Please send all relevant documents into our offices at the below address:

DP Department

The Nautical Institute

202 Lambeth Road

London

SE1 7LQ

Please ensure that you check the PDF Checklist for the documents that you should send in.

### **Why can't I have my documents sent back to a Russian home address?**

This is a requirement from our couriers. They are unable to deliver to Russian home addresses. Please ensure that you enter either a Russian company address, or a home address other than Russia. This will stop any delays when sending your documents back to you.

### **Why can't I have my documents sent back to a PO Box address?**

Our courier requires a signature on delivery which is why the delivery address cannot be a PO Box address. There must be someone physically at the address to sign for the documents. If you are going to sea and there will be no one at home, please ensure that you provide an alternative address that we can send your documents to.

### **Can you send me a copy of my certificate before it is sent out?**

It is The Nautical Institute's policy not to forward copies of issued certificates to DPOs. Once the certificate is printed, it will be despatched back to the address on the application.

### **Can I pay via bank transfer or cheque for my DP certificate?**

No. You must apply online before sending your documents into our office. The payment must be done through the Alexis Platform. The online payment system is linked to the PDF Checklist which becomes available on the account once the payment is made.

Applications made without the payment online may be sent back as unsuccessful via standard post (untrackable).

### **Can I use correction fluid (white-out) to amend dates in my logbook?**

No. Any dates that have been altered with correction fluid may automatically make your application unsuccessful. If there is a simple mistake, please put a line through and have the correct information entered. Please then have the Master sign next to the correction so that it shows he is aware of it.

If you are not sure, please check our logbook guides which are available on our website. Please contact the DP department ([dp@nautinst.org](mailto:dp@nautinst.org)) for any further clarification if needed before sending your documents in.