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### OFFICIAL MESSAGE – CIRCULAR

<b>From:</b> NI/ DP Department	<b>Number:</b> 007/2015	<b>Date:</b> 16/09/2015	<b>Number of pages:</b> 3
<b>To:</b> Dynamic Positioning Accredited Training Centres, DPTEG stakeholders			
<b>Referent to:</b> OFFSHORE LOGBOOK			
<b>Subject:</b> Error in the task sections			
<b>OFFSHORE LOGBOOK – ERRORS IN TASK SECTION</b>			
<p>The Nautical Institute (NI) printed a new batch of Offshore logbooks in April 2015 and added the heading in each page to facilitate the filling of the tasks and signatures. This changed the pagination of the tasks and consequently moved some tasks from one page to another.</p> <p>By doing this, some tasks were missed as per below:</p> <p><b>Page 108</b> It is missing task 7.11.</p> <p><b>Page 112</b> It is missing task 7.23.</p> <p><b>Page 114</b> It is missing task 8.3.</p> <p><b>Page 118</b> It is missing task 9.10.1.</p> <p>In order to rectify the problem, the Nautical Institute:</p> <ol style="list-style-type: none"><li>a. Will email a pdf copy of the task sections with the missing tasks and explanation to all DPOs and training centres asking them to add the loose leaf pages into their logbooks.</li><li>b. Add a hard copy of the task sections with the missing tasks and explanation into all new logbooks that are in stock in NI warehouse and for future orders.</li><li>c. Allow these tasks to be undertaken at any time within the training standard; i.e. before or after the Simulator course, but before the Suitability sign off. So it will not affect the students that have already completed the task section.</li><li>d. These tasks however shall be completed within Phase B or D and match with the logged sea time (active time) as indicated in the task section.</li><li>e. Amend the IT system to accept these tasks in any order, but this exception will be done only for the logbook number range specified in item f below.</li><li>f. The logbook numbers that were affected by this error are in the range of 15OF0205001 and 15OF0210000</li></ol> <p>Kindly promulgate this information to your members. The information will be also displayed in our website <a href="http://www.Alexisplatform.org">www.Alexisplatform.org</a></p>			
REGINA BINDAO Director of Accreditations Dynamic Positioning Department - The Nautical Institute			

These additional pages are valid for logbook numbers in the range of 15OF0205001 and 15OF0210000

Name of the Trainee DPO:..... DOB:..... Logbook number:.....

<b>SECTION 7:</b> Demonstrate a satisfactory level of competence in all aspects of transferring the vessel from manual to DP control.  <b>The following must be completed with vessel engines and thrusters running. It is recommended that the trainee DPO should practise on vessel's in-built simulator if possible, as well as in Active mode.</b>	Initial training			Repeated training (if required) or to be used for conversion from Unclassed 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>7.11</b> Selection of the appropriate centre of rotation. Different centres of rotation may be appropriate for different locations and operations						
<b>7.23</b> Determination of the appropriate heading. Candidates should be competent in assessing the best heading after considering all the factors, including final position, wind, sea conditions, current, tides, weather forecast, operations to be carried out						

**Initial Training**

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

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

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

**Repeated Training**

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

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

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

These additional pages are valid for logbook numbers in the range of 15OF0205001 and 15OF0210000

Name of the Trainee DPO:..... DOB:..... Logbook number:.....

<b>SECTION 8:</b> Plan and execute the moving of the vessel from the stand off position to the working position.  <b>The following must be completed with vessel engines and thrusters running. It is recommended that the Trainee DPO should practise on vessel's in-built simulator if possible, as well as in Active mode.</b>	Initial training			Repeated training (if required) or to be used for conversion from Unclassed 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>8.3</b> Controlling the size of the movement steps. Be aware that as the distance to the installation decreases, the step size should be adjusted as necessary. Complete only if the vessel conducts DP operations in the proximity of a surface or subsea installation						
<b>SECTION 9:</b> Demonstrate competence as a DP operator whilst conducting DP operations and monitor the vessel in the working position.  Candidates should be able to monitor all of the factors below and continuously assess that the operation is being carried out in a safe manner. They should always bear in mind how the vessel could be manoeuvred to a safe position in the event of the worst case failure.  <b>This section must be completed during Active DP seetime only</b>	Initial training			Repeated training (if required) or to be used for conversion from Unclassed 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>9.10.1</b> Monitor thruster performance						

**Initial Training**

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

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

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

**Repeated Training**

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

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

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