

Introduction

This document has been produced to give guidance to individuals and companies when applying for a DP certificate.

Many applications are submitted with incomplete, incorrect or missing documentation. This document aims to provide guidance and information regarding many of the common errors that are found within the applications to ensure that the when applications are completed and sent in, they are not sent back as unsuccessful.

Important Requirements - Please Read

Minimum Qualification Requirement

From 1st January 2012, The Nautical Institute implemented the following criteria for entry onto the DP Operators Training Scheme:

- The minimum qualification will be set at STCW Regulation II/1 - II/2 - II/3 Deck and Regulation III/1 - III/2 - III/3 Engine.

Alternative appropriate marine vocational qualifications will be considered on a case by case basis.

- Prospective DPOs, who are in the process of training for an STCW certificate can start the DP scheme and complete the Induction/Basic course and 30 days familiarisation only. The Simulator/Advanced course and watchkeeping training can only be completed after they hold an appropriate STCW certificate of competency.

Prospective DPOs, not meeting the above requirements will be able to apply for certification, if they commenced training prior to the implementation date (1 January 2012) and all elements have been completed within a 5 year period at the time of application.

DP Seaside Confirmation Letter

On 1 July 2011 The Nautical Institute introduced a new verification requirement regarding the DP seaside entered in logbooks.

Applying for a Certificate

Online applications

From 1 January 2011 The Nautical Institute introduced an online application system, which allows DPOs to register online and enter the data contained in their logbooks themselves. The new application method significantly reduces the time it takes The DP Department to process applications, and also cuts down on the amount of common queries such as not having enough seaside. This process was made mandatory in January 2012.

Please note that to apply online it is mandatory for you to have your documents returned by courier, which is only payable by credit card at the time of you completing your online DP application.

Once you have applied online and successfully completed the credit card payment, you will receive an email containing a pdf link to download of your application. Please print the entire document and sign the declaration at the back..

There is no need for you to complete the application or credit card form on our website. These are only intended for ordering replacement documents.

For all applications, all elements of the scheme must be dated within the previous five years to the application and receipt of the application at The Nautical Institute offices. Please ensure that the online application is completed with enough time to submit the documents into The Nautical Institute before any element becomes over five years old.

Manual Applications

The Nautical Institute **no longer accepts manual applications**. All documents received without first being properly registered and applied for through the online system, will be returned via normal post without processing. The Nautical Institute does not accept any responsibility for documents lost in the post.

Delivery of Documents

Online Applications

Documents are returned to you by our contracted couriers, DHL. The fees are paid by you during the online application process.

We recommend that you send your logbook to us by courier/special delivery to avoid loss by standard post. The Nautical Institute assumes no responsibility for the loss of logbooks/documents while in transit.

Please note that we solely work with our contracted couriers, DHL to return documents.

The following courier fees are applicable all applications.

Destination: UK & Europe £138; Rest of World £115

(UK and Europe are subject to an additional charge of £23 on the courier fee due to VAT, which is beyond The Nautical Institute's control. This is reflected in the cost above)

We also recommend that you make and keep a photocopy of your logbook before sending it to us.

Replacement Documents

Please note that in the event of loss, the issuance of replacement documents incur the following charges:

- Certificate £63
- Old Logbook £63
- Black Style Logbook £78
- Courier fee UK & Europe £138; Rest of World £115

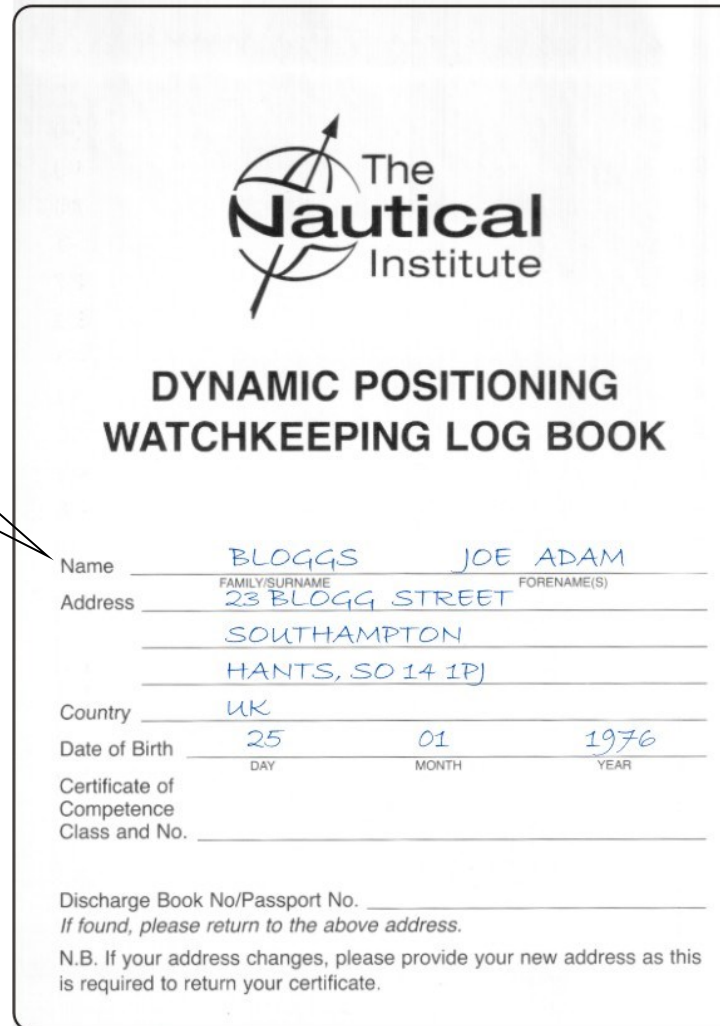
(UK and Europe are subject to an additional charge of £23 on the courier fee due to VAT, which is beyond The Nautical Institute's control. This is reflected in the cost above)


To order replacement documents, please print and complete the duplicates documents and credit card forms, which are available on our website.

Personal Details Page

The inside cover of the logbook contains the personal details of the holder.

The old style logbook requires the applicants name to be written in the format of surname first followed by first and other names.




**DYNAMIC POSITIONING
WATCHKEEPING LOG BOOK**

Name BLOGGS JOE ADAM
FAMILY/SURNAME FORENAME(S)

Address 23 BLOGG STREET
SOUTHAMPTON
HANTS, SO 14 1PJ

Country UK

Date of Birth 25 01 1976
DAY MONTH YEAR

Certificate of Competence Class and No. _____

Discharge Book No/Passport No. _____
If found, please return to the above address.
 N.B. If your address changes, please provide your new address as this is required to return your certificate.

COMMON QUERIES

- Spelling of name different to additional documentation
- Missing names which are present on additional documentation
- Special characters not written clearly or missing
- Date of birth not matching with additional documents

THE NI IS NOW REQUIRING A COPY OF THE APPLICANTS PASSPORT PERSONAL DETAILS PAGE. THE CERTIFICATE WILL THEN BE ISSUED WITH THE SAME NAME.

CHECKLIST

- Full name written clearly
- Full address written clearly
- Date of birth in UK standard format

Section A—Basic Course Details

This page is to be completed by the training centre where the Basic course has been attended.

If the course has been retaken due to the original date being over five years old, the retaken course details should be entered on page 9 of the logbook in the blank area.

The course must have been completed within 5 years previous to the application date to the NI. If the course is over five years old, the applicant will need to repeat the course at an NI accredited training centre. This retaken course should be recorded on page 9 of the logbook.

This page should be stamped, signed and dated by the instructor at the training centre. If any of this information is missing, please contact the training centre directly to rectify this problem before applying online.

THE PROGRAMME

To receive a D.P. Operator's Certificate from The Nautical Institute the Operator must have successfully completed the following programme:

- (A) Attended and satisfactorily completed a D.P. Induction/Basic course.
- (B) Undergone Seagoing D.P. Familiarisation – 30 days.
- (C) Completed log during seagoing D.P. familiarisation
- (D) Attended and satisfactorily completed the D.P. Simulator Advanced course.
- (E) Satisfactorily completed required supervised D.P. Operations.
- (F) Have a completed statement of suitability as a D.P. Watchkeeper by the Master.

LOG BOOK

Please ensure that the entries are fully completed.

A D.P. INDUCTION/BASIC COURSE
(For those being introduced to the subject)


Centre Marine Blue Centre

Date completed 09 January 2012

I hereby certify that the holder of this Log Book has satisfactorily completed the Induction/Basic Course.

Signed J. Bance

For _____



Training Centre Stamp

1

COMMON QUERIES

- Entering the wrong centre into the online application
- Basic/Induction course over 5 years old at time of receipt of documents at the NI
- Basic/Induction course not completed

CHECKLIST

- Name of training centre clearly stamped
- Date of Basic/Induction course clearly written
- Signature of NI authorised training centre instructor present




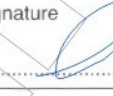



Section B— Seagoing Familiarisation

The Familiarisation should consist of a minimum of 30 DP days onboard a DP classed vessel (DP1, DP2, DP3). Each DP Familiarisation entry should contain the official ship stamp, Masters signature, DP vessel class, date joined and date left along with the total number of DP days.

The dates that are entered into the logbook should be the format dd/mm/yyyy and reflect the period the DP Familiarisation seetime was completed. Please also make a note if the dates have been entered in the American format.

If there is more than 30 DP Familiarisation days, this time can be added to the Watchkeeping seetime and count towards the required 180 DP Watchkeeping days. When entering the time on the online application, any additional time over the mandatory 30 DP Familiarisation days will need to be manually added into the DP Watchkeeping Section. The system will not automatically carry the days over.

B SEAGOING D.P. FAMILIARISATION (30 DAYS)

SHIP	EQ CLASS	FROM	TO	DAYS
1.  (Ship's stamp)	DP1	12.01.12	20.01.12	9
Master's signature 				
2.  (Ship's stamp)	DP1	28.01.12	11.02.12	15
Master's signature 				
3.  (Ship's stamp)	DP2	20.02.12	27.02.12	8
Master's signature 				
4.  (Ship's stamp)				
Master's signature				

2

Each entry should contain the number of actual DP days.

COMMON QUERIES

- DP seetime being used in both the Familiarisation Section and the Watchkeeping Section. Seetime can only be claimed once in the application
- Missing stamps/signatures/dates
- Familiarisation time not completed in the last five years at time of receipt of documents at the NI
- Insufficient time between Basic/Induction and Advanced/Simulator course

CHECKLIST

- Ship stamp on all entries
- Master's signature on all entries
- Dates joined and left (full date with year)
- Total number of DP days
- DP class of vessel
- Company letter confirming the time logged in the Familiarisation Section
- Minimum of 30 days logged in Familiarisation Section before Advanced/Simulator course has been completed

Section C—Familiarisation Tasks

Section C should be completed as fully as possible during the 30 days DP Familiarisation which has been logged in Section B.

All mandatory items must be completed and a minimum of 7 of these mandatory tasks must have been completed during the DP Familiarisation seatime recorded in Section B of the logbook.

Any remaining mandatory and non-mandatory items completed outside of the 30 days DP Familiarisation period must fall within a date range which has been recorded in the logbook. If more than half of the mandatory items in Section C have been signed off outside of the logged DP Familiarisation time, the applicant will have to complete additional Familiarisation time. This must be logged in the DP Familiarisation Section of the logbook to count and a new Section C should be completed. Additional Section C forms are available on the NI website.






The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO onboard must complete this section. A note should be made if Section B and C are signed by different people to explain who has signed.

The tasks in Section C cannot be block signed. Each item must be signed and dated individually.

C SEAGOING FAMILIARISATION WATCHKEEPING LOG

The following activities are to be undertaken during the 30 day period. In certain circumstances specific items of equipment may not be fitted and a note should be made to this effect. Also, due to operational requirements, it may not be possible to complete fully the exercises and utilise all the controls listed below, in the time available. In that case, a note should be made and the watchkeeper required to complete this part of the log book by the end of the six month period.

D.P. FAMILIARISATION LOG

	Date evolution undertaken	Master's signature
1. SHIPHANDLING		
★ 1.1 Controlling Vessel movements using – Manual controls jointly and individually	14.01.12	
★ 1.2 Controlling Vessel's movement using – Joystick control	14.01.12	
★ 1.3 Setting the Vessel up on D.P.	14.01.12	
★ 1.4 Manoeuvre V/L in Auto D.P. Mode	14.01.12	
1.5 Manoeuvre V/L under reduced Power/Thruster condition	14.01.12	

3

The mandatory items are:

1. SHIPHANDLING

- 1.1 Controlling Vessel movements using - Manual controls jointly and individually
- 1.2 Controlling Vessel's movement using - Joystick control
- 1.3 Setting the Vessel up on D.P.
- 1.4 Manoeuvre V/L in Auto D.P. Mode

COMMON QUERIES

- Missing year of entry
- Block signatures/stamps
- Mandatory items not completed at all
- Less than half the mandatory items completed outside the Section B DP seatime
- Mandatory items completed during time not logged in NI logbook
- Section C not completed within the last five years at time of receipt of documents at the NI
- Signatures in Section C not matching with the DP Familiarisation seatime in Section B with no explanation

CHECKLIST

- Items 1.1, 1.2, 1.3, and 1.4 have been signed and dated individually.
- Dates match within dates of DP Familiarisation seatime (Section B)
- Dates within the last five years

Section C—Familiarisation Tasks







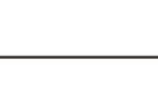
Section C should be completed as fully as possible during the 30 days DP Familiarisation which has been logged in Section B.

All mandatory items must be completed and a minimum of 7 of these mandatory tasks must have been completed during the DP Familiarisation seetime recorded in Section B of the logbook.

Any remaining mandatory and non-mandatory items completed outside of the 30 days DP Familiarisation period must fall within a date range which has been recorded in the logbook. If more than half of the mandatory items in Section C have been signed off outside of the logged DP Familiarisation time, the applicant will have to complete additional Familiarisation time. This must be logged in the DP Familiarisation Section of the logbook to count and a new Section C should be completed. Additional Section C forms are available on the NI website.

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO onboard must complete this section. A note should be made if Section B and C are signed by different people to explain who has signed.

The tasks in Section C cannot be block signed. Each item must be signed and dated individually.

LOG BOOK (continued)		
2. D.P. CONTROL SYSTEM	Date proficient	Master's signature
2.1 ★ General understanding of Dynamic Positioning System installed on vessel	14.01.12	
2.2 ★ Use of the desk facilities	14.01.12	
2.3 ★ Use of the reference input systems	14.01.12	
3. D.P. COMPUTER SYSTEM		
3.1 ★ Power Supplies	15.01.12	
3.2 ★ Emergency Power supplies	15.01.12	
3.3 ★ Alarm signals	15.01.12	
3.4 Loading and General use of Computer	15.01.12	

The mandatory items are:

2. DP CONTROL SYSTEM

- 2.1 General understanding of Dynamic Positioning System installed on vessel
- 2.2 Use of the desk facilities
- 2.3 Use of the reference input systems

3. DP COMPUTER SYSTEM

- 3.1 Power Supplies
- 3.2 Emergency Power supplies
- 3.3 Alarm signals

COMMON QUERIES

- Missing year of entry
- Block signatures/stamps
- Mandatory items not completed at all
- Less than half the mandatory items completed outside the Section B DP seetime
- Mandatory items completed during time not logged in NI logbook
- Section C not completed within the last five years at time of receipt of documents at the NI
- Signatures in Section C not matching with the DP Familiarisation seetime in Section B with no explanation

CHECKLIST

- Items 2.1, 2.2, 2.3, 3.1, 3.2, and 3.3 have been individually signed and dated within Familiarisation DP seetime
- Dates match within dates of DP Familiarisation seetime (Section B)
- Dates within the last five years

Section C—Familiarisation Tasks

Section C should be completed as fully as possible during the 30 days DP Familiarisation which has been logged in Section B.

All mandatory items must be completed and a minimum of 7 of these mandatory tasks must have been completed during the DP Familiarisation seetime recorded in Section B of the logbook.

Any remaining mandatory and non-mandatory items completed outside of the 30 days DP Familiarisation period must fall within a date range which has been recorded in the logbook. If more than half of the mandatory items in Section C have been signed off outside of the logged DP Familiarisation time, the applicant will have to complete additional Familiarisation time. This must be logged in the DP Familiarisation Section of the logbook to count and a new Section C should be completed. Additional Section C forms are available on the NI website.

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO onboard must complete this section. A note should be made if Section B and C are signed by different people to explain who has signed.

LOG BOOK (continued)

4. D.P. INFORMATION INPUT SYSTEMS	Date proficient	Master's signature
4.1 The use and understanding of the following position reference sensors (a) ARTEMIS		
(b) DGPS	01.02.12	<i>[Signature]</i>
(c) DARPS	01.02.12	<i>[Signature]</i>
(d) TAUT WIRE	01.02.12	<i>[Signature]</i>
(e) ACOUSTIC		
(f) FANBEAM	23.02.12	<i>[Signature]</i>
(f) OTHERS (specify)		
5. USE & UNDERSTANDING OF FOLLOWING		
(a) GYRO		
(b) VRU/VRS/MRU		
(c) WIND SENSORS	01.02.12	<i>[Signature]</i>
(d) OTHER DATA INPUT SYSTEMS (specify)		
(e)		

5

The tasks in Section C cannot be block signed. Each item must be signed and dated individually.

COMMON QUERIES

- Missing year of entry
- Block signatures/stamps
- Mandatory items not completed at all
- Less than half the mandatory items completed outside the Section B DP seetime
- Mandatory items completed during time not logged in NI logbook
- Section C not completed within the last five years at time of receipt of documents at the NI
- Signatures in Section C not matching with the DP Familiarisation seetime in Section B with no explanation

CHECKLIST

- Items on this page are not mandatory but are useful for knowledge.

Section C—Familiarisation Tasks






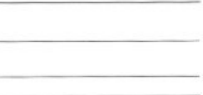
Section C should be completed as fully as possible during the 30 days DP Familiarisation which has been logged in Section B.

All mandatory items must be completed and a minimum of 7 of these mandatory tasks must have been completed during the DP Familiarisation seetime recorded in Section B of the logbook.

Any remaining mandatory and non-mandatory items completed outside of the 30 days DP Familiarisation period must fall within a date range which has been recorded in the logbook. If more than half of the mandatory items in Section C have been signed off outside of the logged DP Familiarisation time, the applicant will have to complete additional Familiarisation time. This must be logged in the DP Familiarisation Section of the logbook to count and a new Section C should be completed. Additional Section C forms are available on the NI website.

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO onboard must complete this section. A note should be made if Section B and C are signed by different people to explain who has signed.

The tasks in Section C cannot be block signed. Each item must be signed and dated individually.

LOG BOOK (continued)		
6. UNDERSTANDING & USE OF PROPULSION UNITS	Date proficient	Master's signature
★ (a) IN MANUAL CONTROL	03.02.12	
★ (b) IN D.P. OPERATION	03.02.12	
(c) LOSS OF INDIVIDUAL PROPS	03.02.12	
(d) USE OF PROPS IN REDUCED POWER SITUATION	03.02.12	
7.1 SHIP'S PRIMARY & AUXILIARY SUPPLY ALTERNATIVE GENERATING & DISTRIBUTION SYSTEMS	23.02.12	
Notes		
7.2 UNDERSTANDING & USE OF UPS SYSTEMS	23.02.12	
6		

The mandatory items are:

6. UNDERSTANDING & USE OF PROPULSION UNITS

- (a) In manual control
- (b) In DP Operation

7.1 SHIP'S PRIMARY & AUXILIARY SUPPLY ALTERNATIVE GENERATING & DISTRIBUTION SYSTEMS

7.2 UNDERSTANDING & USE OF UPS SYSTEMS

COMMON QUERIES

- Missing year of entry
- Block signatures/stamps
- Mandatory items not completed at all
- Less than half the mandatory items completed outside the Section B DP seetime
- Mandatory items completed during time not logged in NI logbook
- Section C not completed within the last five years at time of receipt of documents at the NI
- Signatures in Section C not matching with the DP Familiarisation seetime in Section B with no explanation

CHECKLIST

- Items 6a, 6b, 7.1 and 7.2 have been individually signed and dated within DP Familiarisation seetime
- Dates match within dates of DP Familiarisation seetime (Section B)
- Dates within the last five years

Section C—Familiarisation Tasks

Section C should be completed as fully as possible during the 30 days DP Familiarisation which has been logged in Section B.

All mandatory items must be completed and a minimum of 7 of these mandatory tasks must have been completed during the DP Familiarisation seetime recorded in Section B of the logbook.

Any remaining mandatory and non-mandatory items completed outside of the 30 days DP Familiarisation period must fall within a date range which has been recorded in the logbook. If more than half of the mandatory items in Section C have been signed off outside of the logged DP Familiarisation time, the applicant will have to complete additional Familiarisation time. This must be logged in the DP Familiarisation Section of the logbook to count and a new Section C should be completed. Additional Section C forms are available on the NI website.

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO onboard must complete this section. A note should be made if Section B and C are signed by different people to explain who has signed.

This page should contain the Masters signature. This should also be dated when the Section C is complete.


LOG BOOK (continued)

8. COMMENTS AND NOTES BY OPERATOR (items of specific difficulty due to the particular operating requirements of the vessel).

9. RECOMMENDATIONS FOR AMENDMENTS TO THE FAMILIARISATION PROGRAMME

Signed _____ Master
(Witnessing completion of this section of the log book)

Date 03.02.12



7

If parts of Section C have been completed during the Watchkeeping time, a note should be made here to avoid any queries arising.

COMMON QUERIES

- Signature of the Master missing
- Date completed missing
- Signatures in Section C not matching with the DP Familiarisation seetime in Section B with no explanation
- Section C not completed within the last five years at time of receipt of documents at the NI

CHECKLIST

- Signed and dated by the Master of the vessel

Section D—Advanced Course Details

This page is to be completed by the training centre where the Basic course has been attended.


If the course has been retaken due to the original date being over five years old, the retaken course details should be entered in the space underneath.

This page should be stamped, signed and dated by the instructor at the training centre. If any of this information is missing, please contact the training centre directly to rectify this problem

D. D.P. SIMULATOR/ADVANCED COURSE
 Centre MARINE BLUE CENTRE
 Date Completed 18 April 2012

I hereby certify that the holder of this Log Book successfully completed the D.P. Simulator/Advanced Course.

Signed [Signature]

For  Training Centre Stamp

REMARKS by Course Tutor

8

The course must have been completed within 5 years previous to applying. If the course is over five years old, the applicant will need to repeat the course at an NI accredited training centre. This retaken course should be recorded on page 9 of the logbook.

COMMON QUERIES

- Entering the wrong centre into the online application
- Advanced/Simulator course over 5 years old at time of receipt of documents at the NI
- Advanced/Simulator course not completed

CHECKLIST

- Name of training centre clearly stamped
- Date of Advanced/Simulator course clearly written
- Signature of NI authorised training centre instructor present

Section E—DP Watchkeeping Experience







The Watchkeeping should consist of a minimum of 180 DP days onboard a DP classed vessel (DP1, DP2, DP3). Each DP Watchkeeping entry should contain the official ship stamp, Masters signature, DP vessel class, date joined and date left.

If the trainee DPO is the Master, they are able to sign this section of the logbook.

The dates entered here should be the dates on DP. Some older entries (pre Nov 2011) may have been entered before this requirement. In these cases, the confirmation letter can break down the actual amount of DP days. The information being entered on the online application should also be broken down to ensure that the system is calculating the actual number of DP days for the application.

Each DP seatime entry should have a stamp which shows the name of the vessel. If the stamp does not have a name on it and is only a company stamp, an explanation will need to be provided in writing to the NI.

The rank should be completed as the trainee DPOs rank onboard the vessel.

E. D.P. WATCHKEEPING EXPERIENCE				
VESSEL'S STAMP	EQUIP CLASS (see p iv)	Date Joined	Date Left	RANK
	DP2	23.04.12	25.05.12	2/O DPO
	DP1	01.06.12	14.07.12	2/O DPO
	DP2	03.07.12	05.08.12	2/O DPO
	DP1	07.09.12	09.10.12	2/O DPO
	DP1	03.11.12	15.12.12	2/O DPO
	DP1	01.01.13	10.02.13	2/O DPO
10				

The equipment class should be entered in this column. When applying online, if the vessel is showing as a different class, please contact the DP department with a copy of the classification certificate so that we can update our records.

COMMON QUERIES

- Missing ship stamps
- Ship stamps used for more than one entry
- Date left or joined missing the year
- Ship stamp not confirming the vessel name
- Minimum required DP seatime not completed in the last five years (180 days) at time of receipt of documents at the NI
- Minimum required DP seatime not completed before application
- DP seatime duplicated in the Familiarisation and Watchkeeping
- Fewer days confirmed in company letter than in logbook leading to less than the minimum required

CHECKLIST

- All entries stamped (even if two entries have been made in one line)
- Dates clearly written (stated if American format)
- Rank and Equipment class completed
- Company letter confirming the actual DP time logged in the Watchkeeping Section
- Minimum of 180 DP Watchkeeping days (60 DP Watchkeeping days for an Upgrade)

Section E—DP Watchkeeping Experience







The Watchkeeping should consist of a minimum of 180 DP days onboard a DP classed vessel (DP1, DP2, DP3). Each DP Watchkeeping entry should contain the official ship stamp, Masters signature, DP vessel class, date joined and date left.

If the trainee DPO is the Master, they are able to sign this section of the logbook.

The columns to be filled in here are the area of operation and the type of DP system which is onboard the vessel.

UPGRADE APPLICATION

In order to upgrade from a Limited certificate to an Unlimited certificate, a minimum of 60 DP days onboard a DP2/3 vessel must be completed and logged in the NI logbook, with an additional Section F.

OPERATIONAL LOCATION and Type of Work (see p vii)	D.P. SYSTEM	MASTER'S Signature
AH Gulf of Mexico	Kongsberg SDP21	1 
		2
SU Gulf of Mexico	Kongsberg SDP11	1 
		2
SU Gulf of Mexico	Kongsberg SDP21	1 
		2
SU N Sea	Kongsberg SDP11	1 
		2
SU N Sea	Kongsberg SDP11	1 
		2
SU N Sea	Kongsberg SDP11	1 
		2

Each seetime entry must have the Master's signature and a ship stamp.

If the trainee DPO has used one line in the logbook for two entries, each entry must have the Master's signature. If the line has been split but only signed once, only the first entry will be able to be used. This may mean that the applicant does not have enough signed DP time and the application may be unsuccessful.

COMMON QUERIES

- Missing signatures/signatures trying to cover more than one entry

CHECKLIST

- All entries signed (even if two entries have been made in one line)
- Information clearly written

Section F—Suitability of

The Section F form must be filled in after all other elements have been completed. The form must be dated after the 180 days DP Watchkeeping.

The Section F cannot be self-signed by the trainee DPO.

If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO onboard must complete this section.

The Operator's signature is where the trainee DPO should sign. This is the owner of the logbook

The Master's Signature is where the Master/certified DPO should sign to confirm that they believe the trainee DPO is competent and should receive their DP certificate.

The ship stamp of the last vessel must be added on this page

UPGRADE APPLICATION
A new Section F must be provided signed off after the minimum 60 DP2/3 days. The Upgrade Section F forms are available on the NI website.

F. SUITABILITY OF OFFICER TO UNDERTAKE FULL WATCH-KEEPING RESPONSIBILITY ON BOARD A D.P. VESSEL

I, Captain GREGORY GRIPEN verify that
MR JOE ADAM BLOGGS


has completed the D.P. Operator's Log Book to my satisfaction and in my opinion is competent to undertake D.P. Watchkeeping duties, and in particular

- Possesses an adequate knowledge.
- 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.

Operator's Signature [Signature]

Master's Signature [Signature]

Date 10.02.13

Ship's stamp 

On completion of the Log Book and satisfactory completion of the relevant courses a D.P. Operator's Certificate will be issued by The Nautical Institute. The Operator should forward the Log Book to: The Education and Training Manager, The Nautical Institute, 202 Lambeth Road, London SE1 7LQ.

14

The Section F must be signed and dated by the Master of the last vessel that DP seetime is being claimed.

- COMMON QUERIES**
- Spelling of name different to additional documentation
 - Missing names which are present on additional documentation
 - Special characters not written clearly or missing eg â , æ
 - Missing Master/certified DPO's signature
 - Master signing both lines and the trainee DPO's signature missing
 - Trainee DPO self-signing both signature lines

- CHECKLIST**
- Name of the trainee DPO clearly written
 - Name of the Master/certified DPO clearly written
 - Trainee DPOs signature
 - Master/certified DPO signature
 - Dated
 - Stamped onboard the last vessel in logbook

Company Confirmation Letters

Confirmation letters must be provided for all DP seatime which is to be used in the application. This includes all Familiarisation DP seatime and Watchkeeping DP seatime which is to be used in the application. Applications received without the correct confirmation letters will be sent back as unsuccessful.

Please note that the NI no longer accepts applications with additional documents sent in separately. All documentation must be obtained by the applicant and sent in together.

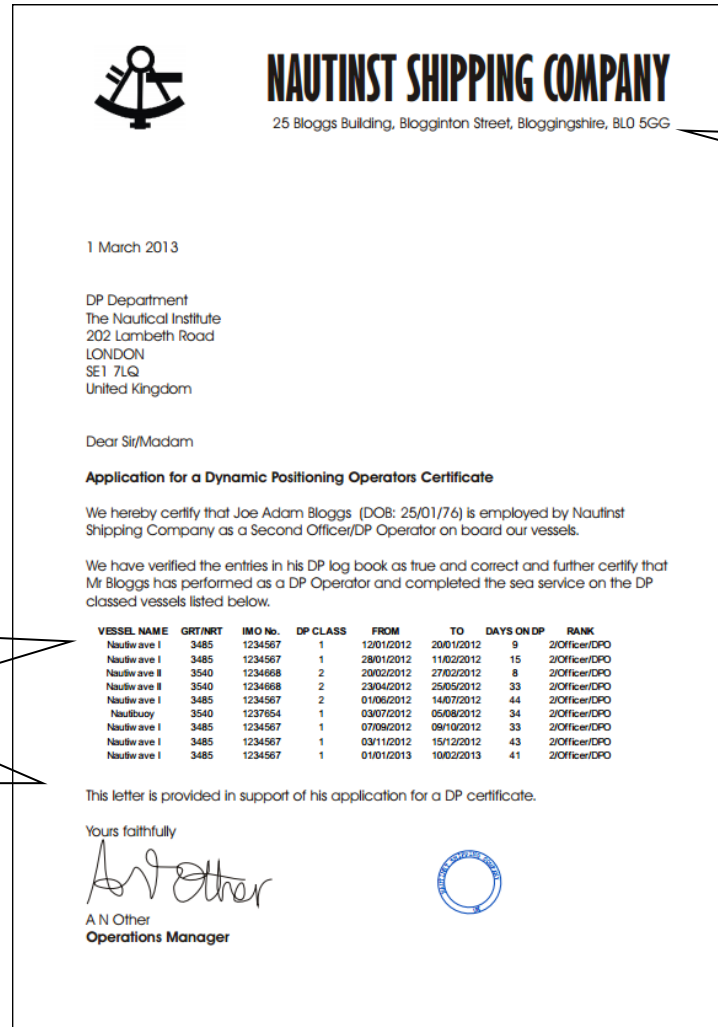
More details regarding the company confirmation letter can be found on our [website](#).

The letters should confirm all Familiarisation and Watchkeeping DP seatime. These entries should contain the from and to date as well as the total amount of DP days onboard.

The letter should be signed by an authorised signatory. This is the Operations Manger, Crewing Manager, Superintendent or equivalent. If you are unsure, please contact the NI.

UPGRADE APPLICATION

Confirmation letters for the Upgrade DP2/3 seatime need to be provided for those who are upgrading from a Limited certificate to an Unlimited certificate.



NAUTINST SHIPPING COMPANY
25 Bloggs Building, Blogginton Street, Bloggingshire, BL0 5GG

1 March 2013

DP Department
The Nautical Institute
202 Lambeth Road
LONDON
SE1 7LQ
United Kingdom

Dear Sir/Madam

Application for a Dynamic Positioning Operators Certificate


We hereby certify that Joe Adam Bloggs (DOB: 25/01/76) is employed by Nautinst Shipping Company as a Second Officer/DP Operator on board our vessels.

We have verified the entries in his DP log book as true and correct and further certify that Mr Bloggs has performed as a DP Operator and completed the sea service on the DP classed vessels listed below.

VESSEL NAME	GRT/NRT	IMO No.	DP CLASS	FROM	TO	DAYS ON DP	RANK
Nautifw ave I	3485	1234567	1	12/01/2012	20/01/2012	9	2/Officer/DPO
Nautifw ave I	3485	1234567	1	28/01/2012	11/02/2012	15	2/Officer/DPO
Nautifw ave II	3540	1234668	2	20/02/2012	27/02/2012	8	2/Officer/DPO
Nautifw ave II	3540	1234668	2	23/04/2012	25/05/2012	33	2/Officer/DPO
Nautifw ave I	3485	1234567	2	01/06/2012	14/07/2012	44	2/Officer/DPO
Nautibuoy	3540	1237654	1	03/07/2012	05/08/2012	34	2/Officer/DPO
Nautifw ave I	3485	1234567	1	07/09/2012	09/10/2012	33	2/Officer/DPO
Nautifw ave I	3485	1234567	1	03/11/2012	15/12/2012	43	2/Officer/DPO
Nautifw ave I	3485	1234567	1	01/01/2013	10/02/2013	41	2/Officer/DPO

This letter is provided in support of his application for a DP certificate.

Yours faithfully
A N Other
A N Other
Operations Manager



Confirmation letters must be submitted on original letter headed paper from the company. The logo should be clear .

COMMON QUERIES

- Companies confirming time onboard vessels that are not owned or managed by themselves.
- Wrong signatory
- Blurry/pixelated/unclear logo and letterhead
- Missing confirmation of DP Familiarisation time
- Incorrect dates
- Not containing the actual amount of DP days
- Scanned/copied letter
- Missing signatory name and job title
- Letter confirming total number of hours and not days

CHECKLIST

- Company letter head clearly printed
- Approved signatory with job title
- Covers all DP seatime for company owned or run vessels for application

Online Application

- The online application is mandatory for all applicants. Any logbooks and documents which are received in the NI office without a current online application will not be processed and will be sent back via standard post (untraceable). The NI accepts no responsibility for any items lost in transit.
- All information pertaining to the application must be entered online. Any time which is in the logbook but not included in the online application will not be considered.
- Any application which is sent back as unsuccessful will need to be corrected and resubmitted. The application will be classed as a new application and will be placed at the back of the processing queue.
- The PDF checklist (page 1) must be completed for the application to be accepted. Any applications which are received without this checklist filled in will be sent back via courier and the application will have to be resubmitted online before the documents are resent into the NI office. (Please see page 17)
- All confirmation letters must be submitted as part of the main application. During the online application, in order to move through to subsequent pages, the applicant must tick to confirm that the confirmation letters have been obtained. If the application arrives without these letters, the application will be classed as unsuccessful.
- Any additional documents e.g additional Section C/F, copies of CoC, certified copies of passport, discharge book etc must be sent in with the main application. As per the checklist, all items must be ticked to confirm that they are included in the application.
- Pages 8/9 of the PDF document must be signed. This signature should match the operators signature in Section F.
- All elements of the training scheme must have been completed within the five years previous to the application and the receipt of application at The Nautical Institute Offices. Any application with elements over five years old at the time of receipt will be sent back as unsuccessful. Please ensure that the application is made with enough time to submit the documents into the NI office before any element is over five years old.

UPGRADE APPLICATION

All DP2/3 time to be claimed as part of an upgrade application must be added to the online application. Please check that an Unlimited certificate will be issued before proceeding to the payment page. Please see the Online Help Guide for more information.

COMMON QUERIES

- Upgrade DP2 time not included in upgrade applications
- Missing seatime to be used in application
- Missing PDF form with application
- PDF not signed
- PDF signature not matching the Section F signature
- PDF checklist not ticked and signed

CHECKLIST

- Application completed online
- PDF signed on page 8/9
- Checklist on PDF ticked and signed on page 1
- All documentation sent in as one application


Online Application

This checklist will appear at the front of all applications.

If this checklist is not completed and signed, the application will not be processed and will be returned as unsuccessful. This checklist is to aid applicants when preparing their documents to be submitted for processing.

All items which have been included in the application must be ticked. If a document is ticked but not provided, the application will be sent back as unsuccessful.

The declaration at the bottom of the page must be completed in order to accept the application for processing. If the declaration is not completed, the application will be sent back as unsuccessful.

NAME:		DOB:		
CUSTOMER NO:				
APPLICATION FOR A DP CERTIFICATE				
CHECKLIST FOR SUBMISSION OF DOCUMENTS - <u>MUST BE COMPLETED</u>				
This checklist is to ensure that all mandatory documents necessary have been included in your application. Please note that you must tick and sign to confirm that the items have been included.				
Failure to provide the required documentation will result in automatic rejection of your application.				
If this checklist has not been signed, your application will not be processed and will be sent back as unsuccessful.				
MANDATORY FOR ALL FIRST APPLICATIONS				
I confirm that I am enclosing the docs below:				
Enclosed - please tick		Office use only		
	All pages of this PDF document (signed by yourself on page 8/9)			
	Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>			
	Original NI Logbook(s)			
	Copy of STCW certificate (if Basic course taken after January 2012) Personal and Limitations pages			
	Confirmation letter from company for all Familiarisation and Watchkeeping DP seetime <i>Any DP time that is being used in the Familiarisation Section or the Watchkeeping section must be confirmed on a company letter.</i> This must be enclosed with your documents when submitting your application. The Institute does not accept letters delivered directly from the company and no longer accepts letters sent separately or after the date the initial application has been receive.			
	Additional documents where necessary (i.e. Section F, Section C)			
MANDATORY FOR ALL UPGRADE APPLICATIONS				
I confirm that I am enclosing the docs below:				
Enclosed - please tick		Office use only		
	All pages of this PDF document (signed by yourself on page 8/9)			
	Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>			
	Original NI Logbook(s)			
	Confirmation letter from company for all Watchkeeping DP seetime used for upgrade			
	Original Limited certificate			
	Upgrading Section F			
	Other Logbook/Discharge Book, please specify:			
Enclosed - please tick	SPECIAL REQUIREMENTS FOR UKRANIAN, RUSSIAN AND NIGERIAN APPLICATIONS	Office use only		
	Certified copies of the passport, CoC and discharge book (all pages)			
DECLARATION				
I confirm that I read and agree with the disclaimer and terms of services provided by the Nautical Institute (page 10/11). I confirm that all the above ticked documents have been included in my application. As per disclaimer, I understand that if I have not provided the mandatory items in my application my documents will be sent back as unsuccessful automatically without processing.				
Printed Name:		Date:		
Signed:				

COMMON QUERIES

- Checklist not ticked
- Checklist not signed
- Checklist confirming items which have not been sent in with the application

CHECKLIST

- Application completed online
- PDF printed on page 8/9
- Checklist on PDF ticked and signed on page 1
- All documentation sent in as one application