Dynamic Positioning Operators
Old Offshore Scheme
Online Application Guide

Version 1.0

November 2015

Old Offshore Scheme—Online Application Guide

Contents

This document is designed to be read in its entirety, however, the contents page is provided for your convenience should you need help with a specific part of your application.

Introduction

Welcome to the Old Offshore Scheme Online Application Guide. It is a requirement for all DPOs applying to The Nautical Institute for a DP certificate, to first apply online before sending their physical documents to us for processing. This guide has been designed to assist you in successfully applying online for your DP certificate via the NI Alexis Platform, which was launched on 1 January 2015 as a dedicated website for DP accreditation and certification. Although we have tried to include as much information as we can in this document, it is not a comprehensive guide to the whole training and certification process. Before you start completing your online application, it is essential that you read the documents that are available in the Offshore section via the DP Help Page on the Alexis Platform website, to ensure you fully understand and have met the requirements of the Old Offshore scheme.

This application guide is for Trainee DPOs who are on the Old Offshore scheme and in possession of a small blue, green or large black Nautical Institute DP Logbook. If you own one of the other Nautical Institute DP logbooks listed below or are revalidating your DP certificate, please read the correct Online Application Guide for the scheme and logbook that you own.

Alexis Platform website		http://www.nialexisplatform.org/
New Offshore Scheme	Grey Logbook	http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/ (scroll down to the bottom of the page)
Shuttle Tanker Scheme	Burgundy (Red) Logbook	http://www.nialexisplatform.org/dp-help-page/shuttle-tanker/guidance-application/
Revalidation	Blue, Green, IMCA Logbooks	http://www.nialexisplatform.org/dp-help-page/revalidation/guidance-application/

How to apply

Before sending your documents for processing it is a mandatory requirement that you apply online first. Any documents received without an application firstly being completed online will be returned unprocessed by standard post (untracked). The Nautical Institute does not accept any responsibility for documents lost in the post.

You will first need to complete the online application as explained in this document. Once you have successfully attached your documents, completed, submitted and paid for your online application you are then required to send your physical documents to 'DP Department' at The Nautical Institute in London, UK (address on back page) for processing.

Confirmation Letters

A company confirmation letter is required to verify all of the DP sea time you are using in your application. Please go to the back page of this documents for a sample of the confirmation letter and requirements.

**Why we require you to send your physical documents to The Nautical Institute**

Although, you have completed an online application and attached all of your required documents the reason we ask you to send your original documents into our office is so that they can be processed and verified officially. We are unable to process scanned and attached documents.

Introduction

DP Certificates

Since January 2015, The Nautical Institute started issuing DP certificates in the form of a plastic card the size of a credit card, which can be conveniently kept in your wallet. The new style DP certificate has a QR code that when scanned with a mobile phone or tablet will take you to the Alexis Platform website to show the certificate validity details. Apps for scanning QR codes can be found in the various app stores for all types of phones/tablets. Please note, if you applied online before January 2015 through our previous online application system, you will receive the older style laminated paper certificate.
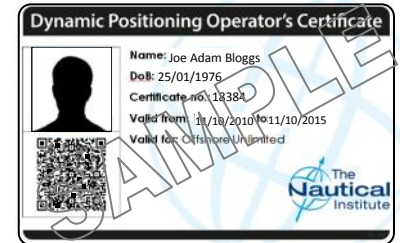
Apple IT Products

Our system support team have advised us that on Apple products, the JavaScript should to be enabled for the website to run, however there may still be some compatibility issues. This is because the system is a Windows based system and is compatible with PCs and Windows products. We also recommend that you use Mozilla Firefox or Google Chrome to ensure full functionality on the website.

Five Year Validity Period

All courses and DP sea time must be dated within the previous five years. Any part of the training scheme that is dated outside of this validity period must be repeated.

The five year validity period is calculated by the date your physical paper documents are received at The Nautical Institute offices in London, after you have firstly applied online. Therefore, on receipt of your application by The Nautical Institute, all of the DP sea time/qualifying employment period and supporting documents required under the Old Offshore scheme must be dated within the previous five years.

Old Offshore Scheme—Online Application Guide

Logging into an existing account or creating a new account

Start

Go to the Alexis Platform website http://www.nialexisplatform.org and click on *Login* at the top of the page to access the DP Online application system.
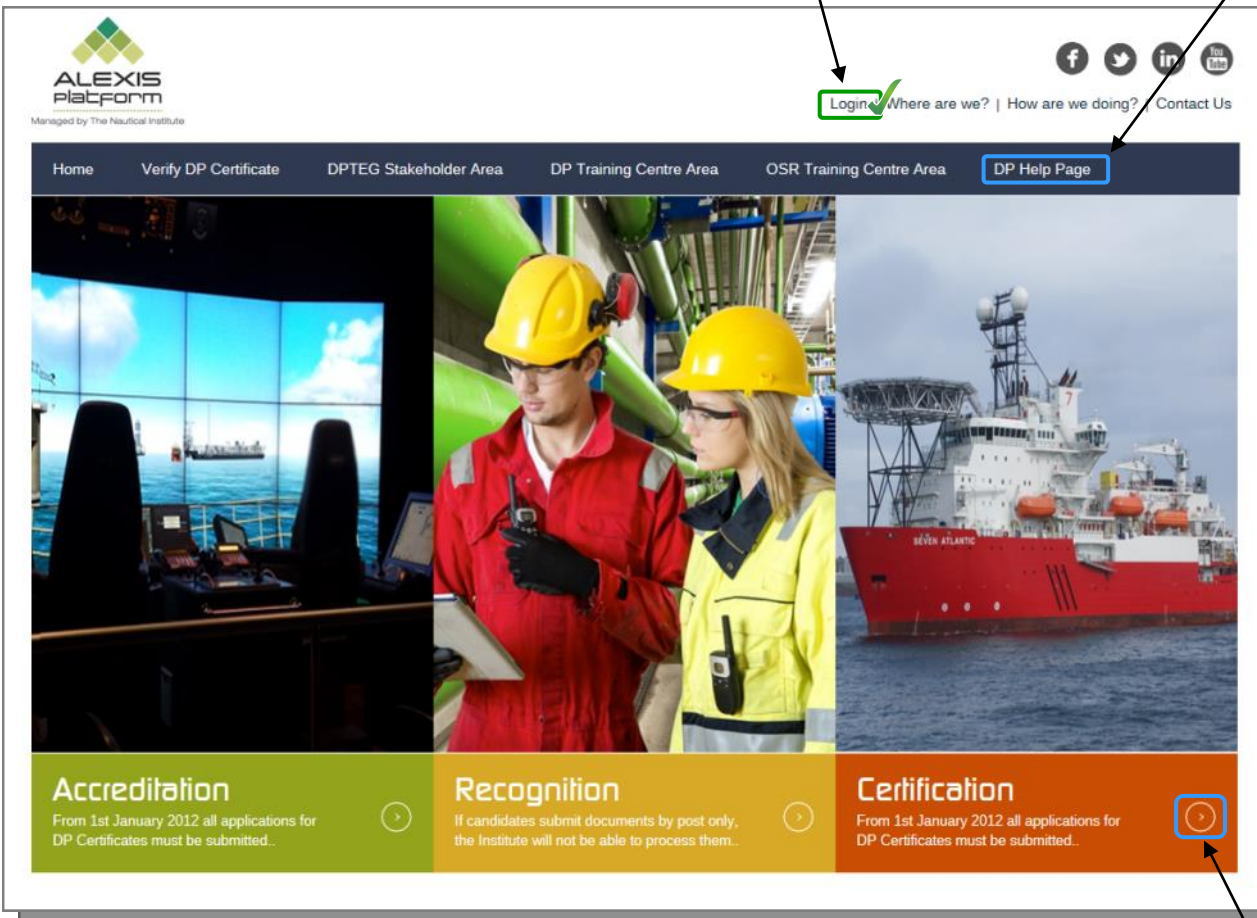
DP Help Page

The Help page contains all of the requirements, guides, FAQs, downloadable forms, etc. The Help Page is subdivided into the different schemes available. Click on *Offshore* to access these documents.
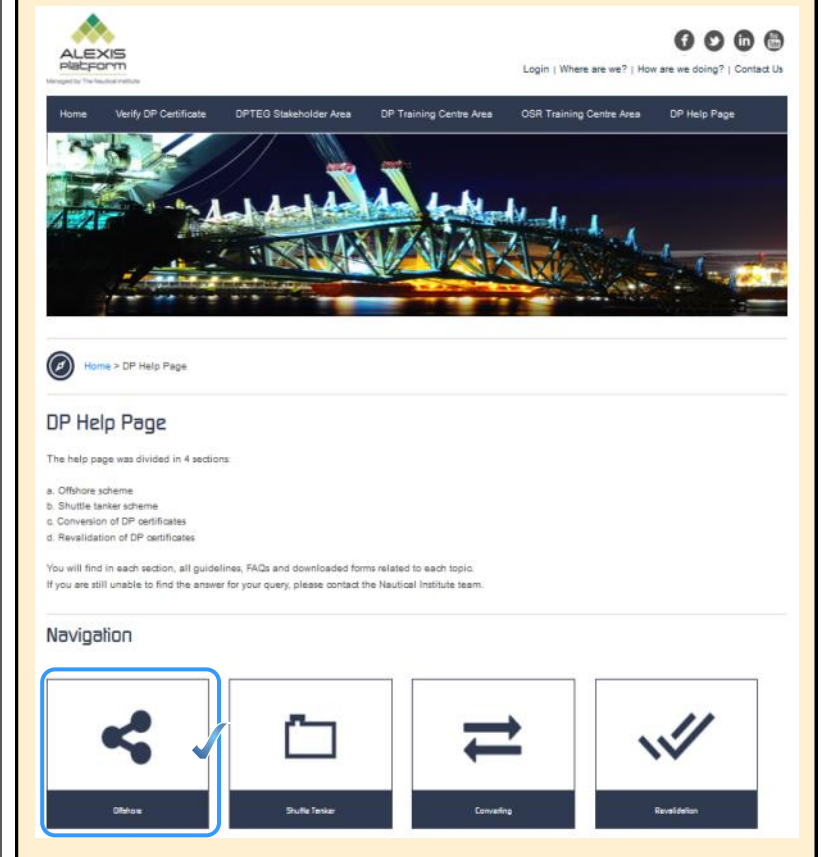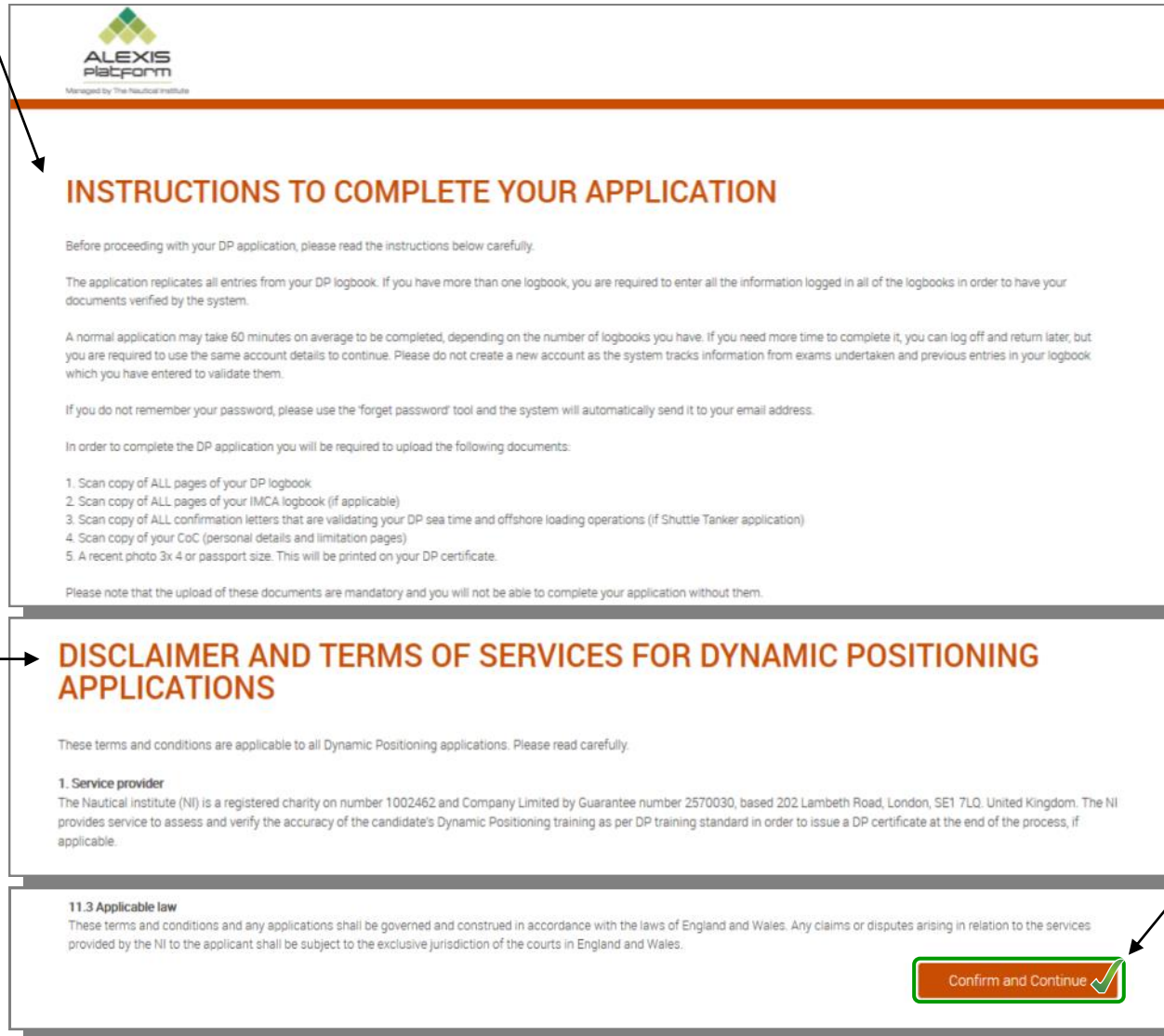

Further information can also be found by clicking on the *Certification* button.

Logging into an existing account or creating a new account

Instructions

Please read all the instructions on this web page very carefully to ensure you complete your application properly and provide all of the documents required when attaching them to your online account and also when sending your application pack to The Nautical Institute offices in London for processing.

ALEXIS
platform
Managed by The Nautical Institute

INSTRUCTIONS TO COMPLETE YOUR APPLICATION

Before proceeding with your DP application, please read the instructions below carefully.

The application replicates all entries from your DP logbook. If you have more than one logbook, you are required to enter all the information logged in all of the logbooks in order to have your documents verified by the system.

A normal application may take 60 minutes on average to be completed, depending on the number of logbooks you have. If you need more time to complete it, you can log off and return later, but you are required to use the same account details to continue. Please do not create a new account as the system tracks information from exams undertaken and previous entries in your logbook which you have entered to validate them.

If you do not remember your password, please use the 'forget password' tool and the system will automatically send it to your email address.

In order to complete the DP application you will be required to upload the following documents:

1. Scan copy of ALL pages of your DP logbook
2. Scan copy of ALL pages of your IMCA logbook (if applicable)
3. Scan copy of ALL confirmation letters that are validating your DP sea time and offshore loading operations (if Shuttle Tanker application)
4. Scan copy of your CoC (personal details and limitation pages)
5. A recent photo 3x 4 or passport size. This will be printed on your DP certificate.

Please note that the upload of these documents are mandatory and you will not be able to complete your application without them.

Disclaimer and terms of services

Lower down this page also contains the disclaimer and terms of service for DP applications.

DISCLAIMER AND TERMS OF SERVICES FOR DYNAMIC POSITIONING APPLICATIONS

These terms and conditions are applicable to all Dynamic Positioning applications. Please read carefully.

1. Service provider
The Nautical institute (NI) is a registered charity on number 1002462 and Company Limited by Guarantee number 2570030, based 202 Lambeth Road, London, SE1 7LQ. United Kingdom. The NI provides service to assess and verify the accuracy of the candidate's Dynamic Positioning training as per DP training standard in order to issue a DP certificate at the end of the process, if applicable.

11.3 Applicable law
These terms and conditions and any applications shall be governed and construed in accordance with the laws of England and Wales. Any claims or disputes arising in relation to the services provided by the NI to the applicant shall be subject to the exclusive jurisdiction of the courts in England and Wales.

[Confirm and Continue ✔]

Click **Continue and Confirm** to verify you have read the instruction and accept the conditions of the disclaimer and terms of services.

This will then take you through to the login page.

Creating a new account or Logging into your existing account

Existing Customers

Since 2012, all students taking the Basic/Induction course were required to set up a DP application account at the training centre. If you took your Basic course since this date then you will already have an account with us.

If you took your Basic/Induction course for the first time <u>before</u> 2012 or have previously applied for a DP certificate, even if the application was unsuccessful, you will also have an account on our system. In this case, please do not create a new account., instead, contact The Nautical Institute's DP department to request your login details if you do not know them.

Creating multiple accounts will prevent you from being able to apply using the correct account. This is because you have two accounts on the database and the system does not know which one to use.

If you create a duplicate account, you will then need to contact us and wait for the accounts to be merged, which will cause a delay in you being able to apply for your DP certificate.

Existing customers skip to the *My Account Overview* on page 10.

Further help on logging into your account can be found on page 11.

Logbook Reference Numbers

For those with black logbooks, the logbook number would have been attached to your account when the Basic/Induction course was completed. If you open a second new account, the number will not be linked and you will not be able to continue with your application until we have merged the accounts together.

New Customers

Before creating a new account, please read the additional information for existing customers on this page to see if you may already have an account on our system.

Only create a new account if you are sure you do not fall into any of the categories mentioned.

If you click on the option to create a new account. You will be taken to this screen. Please enter your details correctly.
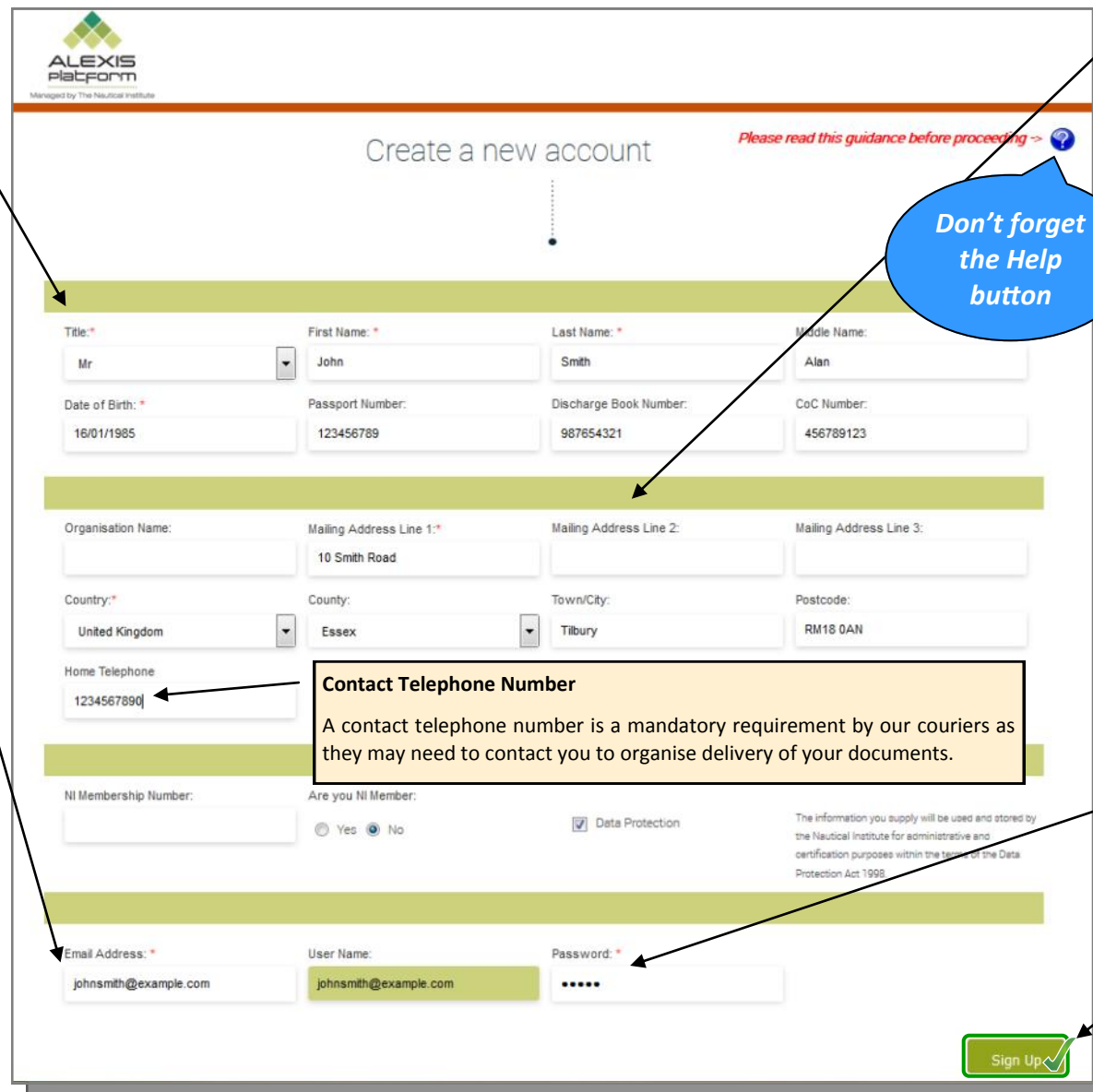
Name

Please ensure the spelling and capitalisation of your name is correct ?

- John alan smith ✗
- JOHN ALAN SMITH ✗
- John Alan Smith ✓

Email address

You must only use your personal email address or if using a company address, it must be one only personal to you *(e.g. Johnsmith@company.com)* and not a shared address as other accounts may have been previously created with this address. If an account is already linked to the email address an error message will show.

Please read the **Troubleshooting** section on page 45 for further information on email addresses.

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Create a new account

Please read this guidance before proceeding ->

Don't forget the Help button

Title:*	First Name: *	Last Name: *	Middle Name:
Mr	John	Smith	Alan

Date of Birth: *	Passport Number:	Discharge Book Number:	CoC Number:
16/01/1985	123456789	987654321	456789123

Organisation Name:	Mailing Address Line 1:*	Mailing Address Line 2:	Mailing Address Line 3:
	10 Smith Road		

Country:*	County:	Town/City:	Postcode:
United Kingdom	Essex	Tilbury	RM18 0AN

Home Telephone
1234567890

Contact Telephone Number

A contact telephone number is a mandatory requirement by our couriers as they may need to contact you to organise delivery of your documents.

NI Membership Number:	Are you NI Member:		
	○ Yes ● No	☑ Data Protection	The information you supply will be used and stored by the Nautical Institute for administrative and certification purposes within the terms of the Data Protection Act 1998

Email Address: *	User Name:	Password: *
johnsmith@example.com	johnsmith@example.com	•••••

Sign Up ✓

Mailing Address

This is the address where your documents will be sent. Please note that our couriers cannot deliver to PO Boxes, as the documents need to be signed for on delivery.

Delivery to addresses in Crimea, Russia and China—You will need to provide a company address where your documents can be delivered. You will also need to provide the name of a person at the company for whose attention the documents can be addressed. This is a requirement of our couriers as they do not deliver to private home addresses in Russia. The company registration number is also required. Please also ensure that the company it is going back to is Maritime related to avoid any documents being stopped at customs.

Organisation Name—To add your company name to your mailing address you need to type the official company name otherwise the system will not recognise it.

Password

Do not use any special characters other than alphabetical letters found on a standard UK keyboard (e.g. â, é, ø), otherwise you may not be able to log back into your account.

Sign Up

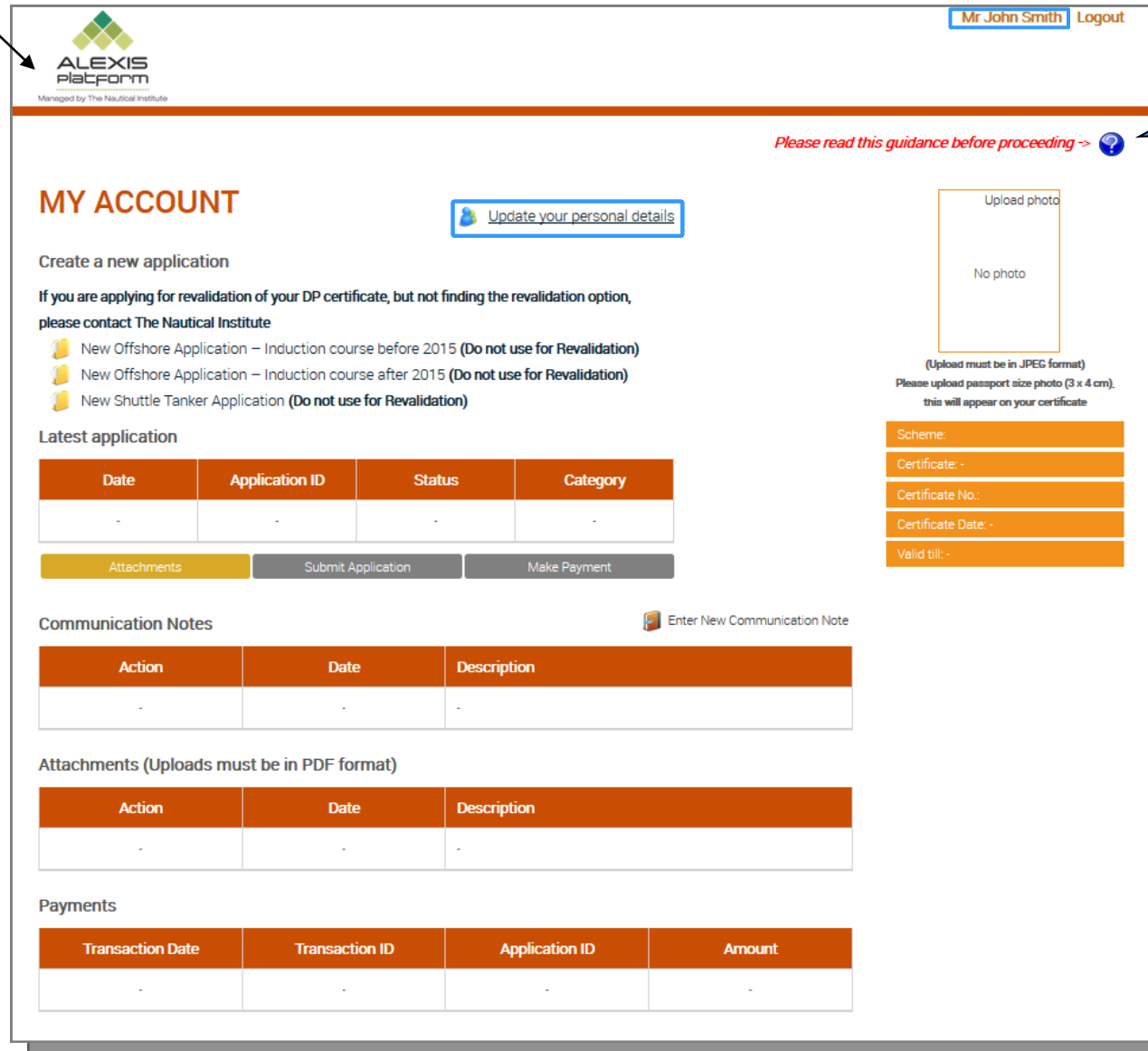Click here to save your details and be taken to the My Account Home page.

Creating a new account

My Account Home page

This is your account's main page. You are taken here after clicking on the *Sign Up* button to create your account or after logging back into your account.

At this stage the only data that appears on this page is your name in the top right hand corner of the screen and if you click on *Update your personal details* you will be able to review and change your name, postal address, email address, password, etc. Once you begin completing your application, additional data will appear here.

The next page shows a complete overview of the *My Account* Home page with data.

Don't forget the Help button

After you first create your new account you will receive an email message to the email address you entered when signing up. It will be from *dp@nautinst.org* with the subject heading *Nautical Institute - Your New Account Details* containing your account login details.

Please add *dp@nautinst.org* to your safe senders list to ensure future emails are not directed to your junk/ spam mail.

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Mr John Smith | Logout

Please read this guidance before proceeding ->

MY ACCOUNT

Update your personal details

Upload photo

No photo

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- New Offshore Application – Induction course before 2015 (**Do not use for Revalidation**)
- New Offshore Application – Induction course after 2015 (**Do not use for Revalidation**)
- New Shuttle Tanker Application (**Do not use for Revalidation**)

(Upload must be in JPEG format)
Please upload passport size photo (3 x 4 cm),
this will appear on your certificate

Latest application

Date	Application ID	Status	Category
-	-	-	-

Scheme:
Certificate: -
Certificate No.:
Certificate Date: -
Valid till: -

Attachments | Submit Application | Make Payment

Communication Notes

Enter New Communication Note

Action	Date	Description
-	-	-

Attachments (Uploads must be in PDF format)

Action	Date	Description
-	-	-

Payments

Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-

My Account Home Page—Overview

5 Status and Category

As you start to complete your application, your status will show as *"In Progress"*. This will change as you progress through the application. *"New"* will appear under **Category** and not change.

7 Attachments

Click here to attach the required documents. Documents must be in PDF format and no more than 10 MB per file.

8 Communication Notes

If you wish to contact us regarding an issue you are experiencing with your application, you can do so by either sending an email to the DP department or by entering a communication note from your account. To add a new note click on the [icon] Enter New Communication Note link above the Communication Notes box.

When you attach your documents they will appear here.

9 Payments

When you have successfully completed your application and made your payment. The payment details will appear at the bottom of the page. Click on the payment details to download and print if required.

1 Help is at Hand

There is a blue question mark in the top right hand corner of each page. Hovering over the **?** with your mouse brings up the help text. Please read these carefully as they contain further instructions/requirements to help you complete each page correctly.

2 Personal Details

Click here to review and change any of the details you added on the **Create new account** page (e.g. name, postal address, email address, login password, etc.
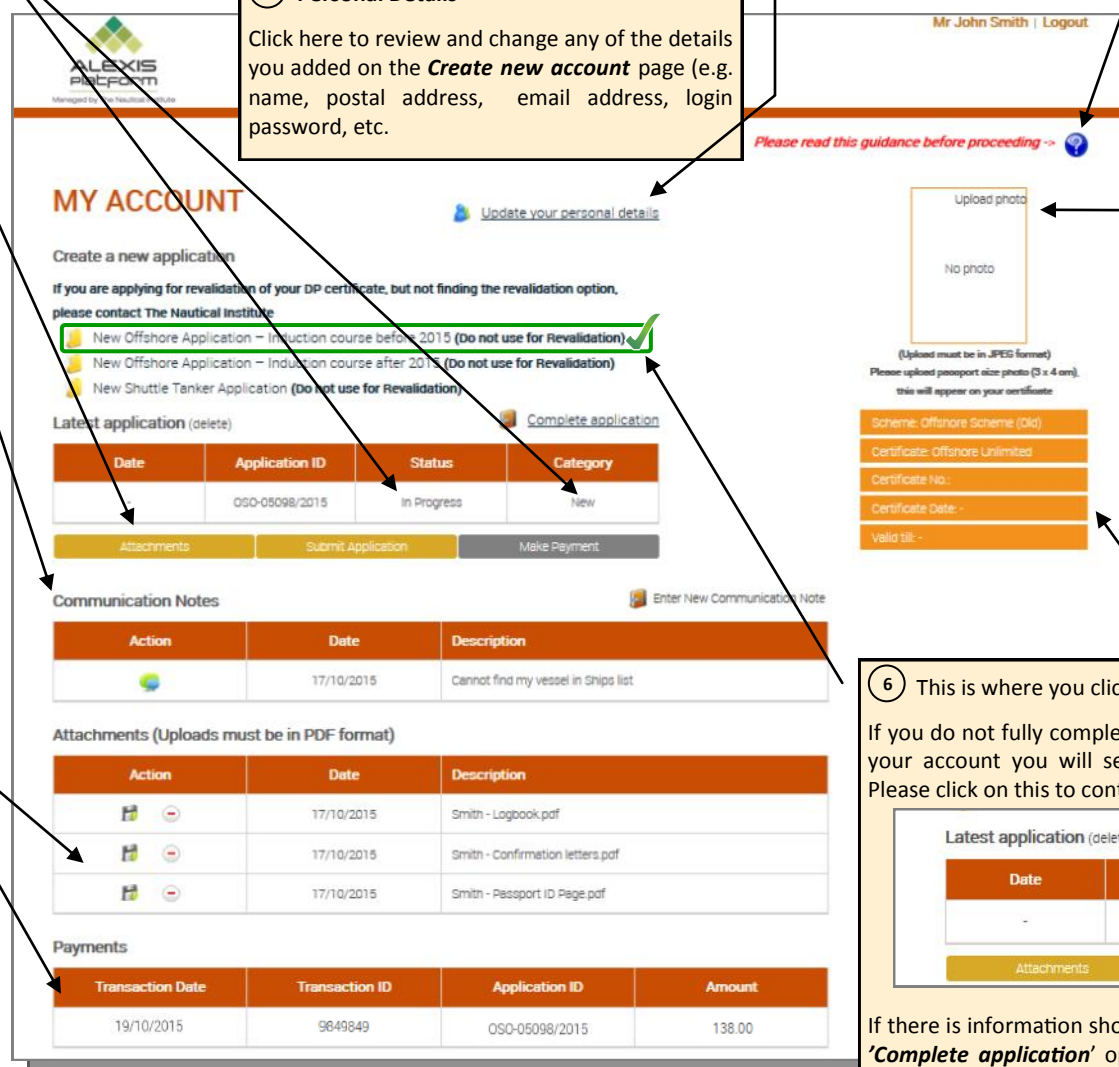
4 Photograph

Click on **Upload photo** to attach your photograph.

You need to upload a 3x4cm high resolution passport size photograph here. The pose should also be to passport requirements as this picture will appear on your DP certificate. If you need to change an already uploaded photograph just click on **Update** at the top of the photograph.
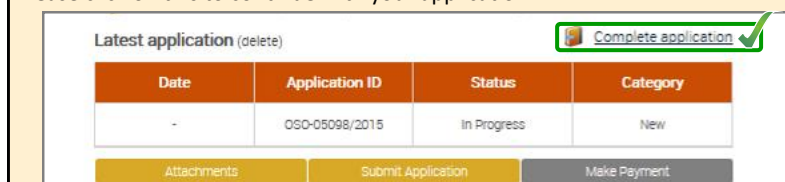
3 This is where your certificate details will be shown if a certificate is issued.

Mr John Smith | Logout

Please read this guidance before proceeding ->

MY ACCOUNT

Update your personal details

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

New Offshore Application – Induction course before 2015 **(Do not use for Revalidation)** ✓
New Offshore Application – Induction course after 2015 **(Do not use for Revalidation)**
New Shuttle Tanker Application **(Do not use for Revalidation)**

Latest application (delete)   Complete application

Date	Application ID	Status	Category
	OSO-05098/2015	In Progress	New

Attachments | Submit Application | Make Payment

Communication Notes   Enter New Communication Note

Action	Date	Description
🌐	17/10/2015	Cannot find my vessel in Ships list

Attachments (Uploads must be in PDF format)

Action	Date	Description
📄 ⊖	17/10/2015	Smith - Logbook.pdf
📄 ⊖	17/10/2015	Smith - Confirmation letters.pdf
📄 ⊖	17/10/2015	Smith - Passport ID Page.pdf

Payments

Transaction Date	Transaction ID	Application ID	Amount
19/10/2015	9849849	OSO-05098/2015	138.00

Upload photo

No photo

(Upload must be in JPEG format)
Please upload passport size photo (3 x 4 cm),
this will appear on your certificate

Scheme: Offshore Scheme (Old)
Certificate: Offshore Unlimited
Certificate No.:
Certificate Date: -
Valid till: -

6 This is where you click to start filling in your application.

If you do not fully complete and submit the application, the next time you log into your account you will see the '**Complete application**' option as shown below. Please click on this to continue with your application.

Latest application (delete)   Complete application ✓

Date	Application ID	Status	Category
-	OSO-05098/2015	In Progress	New

Attachments | Submit Application | Make Payment

If there is information showing in the latest application box but you do not see the '**Complete application**' option, please contact the DP department for assistance. Please **do not start a new application**.

10

Logging into your account

Once you have already set up an account or are logging into an existing account, you need to enter your login details here.

Your username will be your email address as in the example shown.

If you did not register an email address when your certificate was originally issued, did not update your contact details on our old system, or do not know your login details, you will need to contact the DP department to update the information.

Please email dp@nautinst.org and provide the following information:
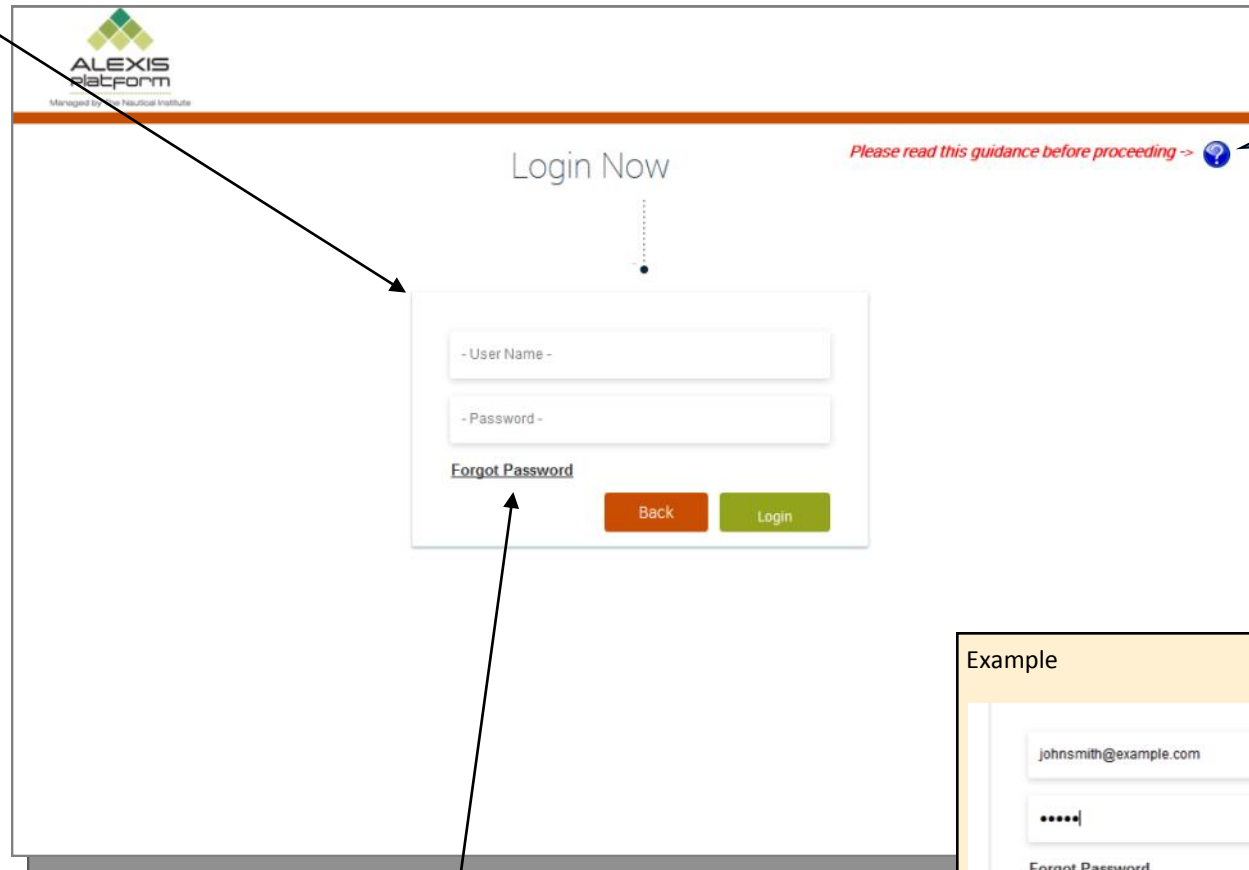
• Full name
• Date of birth
• Personal email address
• Certificate number
• Certificate issue date
• Name of Familiarisation Vessel

Please note that the email address must be a personal one and not that of a ship or a company.

Don't forget the Help button

Login Now

- User Name -

- Password -

Please read this guidance before proceeding ->

Forgot Password

Back   Login

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Example

johnsmith@example.com

•••••

Forgot Password

Back   Login
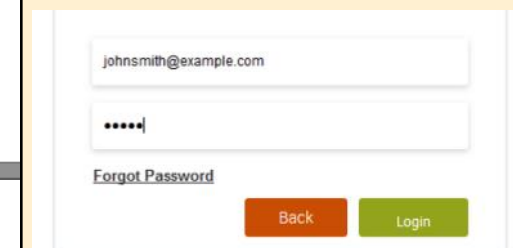
Forgot your password?
This link can be used to have your password sent to your email address. Please note that the email address that you enter must be the same as the email address on your account.
If you do not have an email address linked to your account, this option will not work and you will need to contact the DP department for assistance.

The Nautical Institute currently runs two Offshore DP training schemes. The date you started the scheme and the type of logbook you own determines which scheme you are on.

1. Old Offshore DP Training Scheme

If you took your Basic course for the first time **before 1 January 2015** and own a Nautical Institute DP logbook that is green, blue or black , you need to select this option. If you own a red NMD DP logbook but have not yet been issued with a DP certificate (NMD or NI) you also need to choose this option.

2. New Offshore DP Training Scheme

If you took your Basic course for the first time **on or after 1 January 2015** and own a Nautical Institute New Offshore grey DP logbook, you need to select this option. Please click here to download the New Offshore Online Application Guide. This includes trainee DPOs who took their Basic/Induction course before 1 January 2015 but have since surrendered their original logbooks to be entered onto the New Offshore scheme.

Mr John Smith | Logout

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Don't forget the Help button

Please read this guidance before proceeding -> ❓

MY ACCOUNT

👤 Update your personal details

Upload photo

No photo

(Upload must be in JPEG format)
Please upload passport size photo (3 x 4 cm), this will appear on your certificate

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

1. 📁 New Offshore Application – Induction course before 2015 **(Do not use for Revalidation)**
2. 📁 New Offshore Application – Induction course after 2015 **(Do not use for Revalidation)**
   📁 New Shuttle Tanker Application **(Do not use for Revalidation)**

Scheme:
Certificate: -
Certificate No.:
Certificate Date: -
Valid till: -

Latest application

Date	Application ID	Status	Category
-	-	-	-

Attachments	Submit Application	Make Payment

Communication Notes

📋 Enter New Communication Note

Action	Date	Description
-	-	-

Attachments (Uploads must be in PDF format)

Action	Date	Description
-	-	-

Payments

Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-

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3. Have you applied to us before?

If you have applied to us before for a DP certificate but were unsuccessful, you will have the **Complete application** option on your home page as shown on page 11, item 6. If you have this option, you should use it instead of creating a new application, as it will bring up the data (courses, DP sea time, etc.) from your previous application which will save you from having to enter it again.

Attaching your photograph and documents

You are required to attach a recent photograph of yourself along with all of your application documents into your account. These will then be accessible via your **My Account** Home page.

Scan and save your documents to a folder on your computer that is easy for you to locate. Please use file names that describe the document scanned eg. *'Logbook.pdf'* for your scanned logbook. You then need to follow the additional instructions on this page.

The <u>maximum size per file you are allowed to upload Is 10 MB</u>. If you have a scanned multiple page document that is larger than 10 MB, try rescanning it as two or more separate documents or use an application that can split PDF documents into multiple ones to reduce the individual file size.

Attaching a photograph (Photo files must be in JPEG format)

1. Click on **Upload photo** in the photo box near the top right hand corner of the **My Account** Home page.

2. A **File Upload** box will appear. Locate the photo file you wish to upload and double-click on it, or click once to select the file then click **Open** at the bottom of the **File Upload** box to attach it. The photo will then appear in the previously blank photo box.

If you wish to change the photograph you currently have uploaded to your account, click on **Update** in the top right hand corner of the photo box.

From the **Upload Photo** link, only files that are in JPEG format are shown.
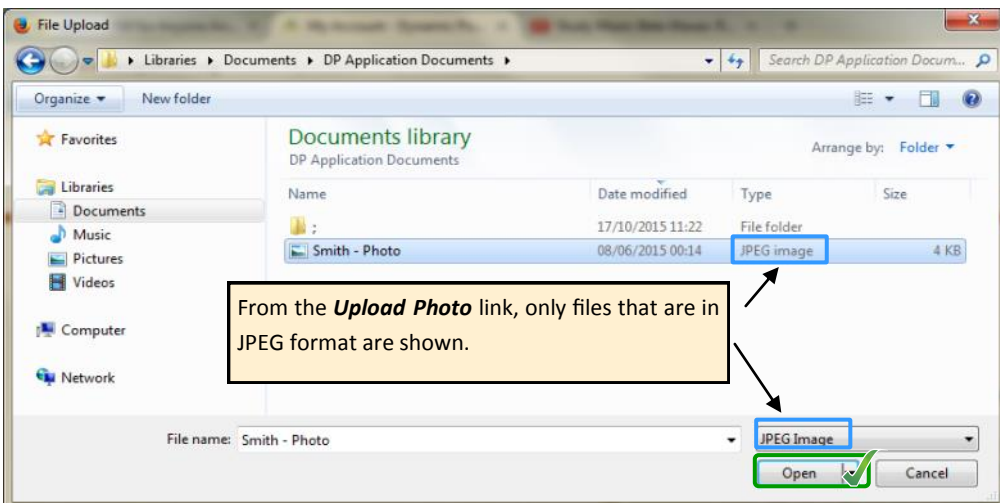
Attaching documents

Document files must be in PDF format.

On the **My Accounts** Home page click on **Attachments**. When the **File Upload** box appears use it to locate the files you wish to attach. Attach one file at a time by double-clicking on it, or click once to select the file then click **Open** at the bottom of the dialog box. The file you have just attached will appear in the Attachments box on the **My Account** Home page.

You will need to repeat this process to upload and attach each of your remaining document files to your account.
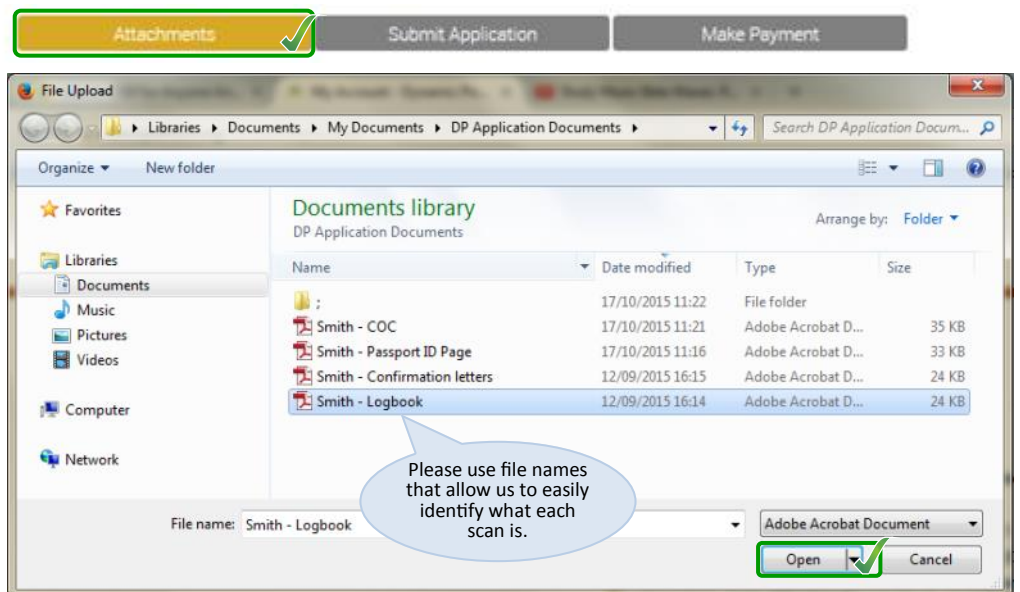
Please use file names that allow us to easily identify what each scan is.

Logbooks Overview Page

New Offshore Application – Induction course before 2015 (Do not use for Revalidation)

You are taken to this page when you click on the **New Offshore Application—Induction course before 2015** option on the **My Account** Home page.

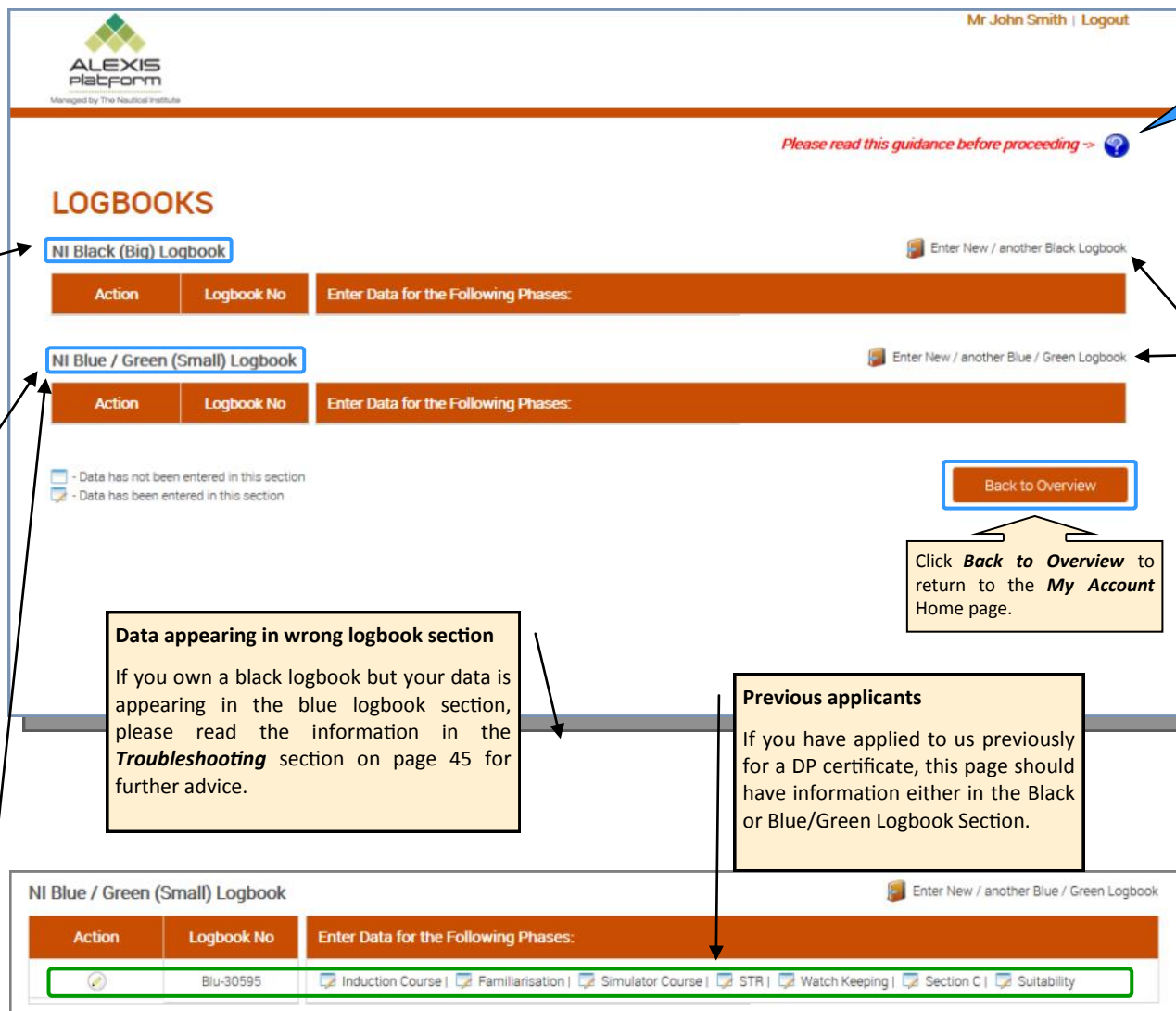There are two types of logbook available in this option.

NI Black Logbook
These logbooks were issued from January 2013—December 2014. If you own one of these logbooks, you will need to add your logbook data into this section.

NI Blue / Green (Small) Logbook
These are the original logbooks issued by The Nautical Institute and were issued up to December 2012.
If you own an NI Blue or Green logbook, please note that they were not printed with numbers. The logbook number that appears on your account is automatically generated by the system to identify the source of the data. The logbook numbers have the 3–letter prefix **'Blu'**. This prefix does not change, so even if you have a green NI logbook or one of the logbooks mentioned below, the 3-letter prefix will still be **'Blu'**.

[NMD & CIAGA red logbooks]
If you own either of these logbooks, the data needs to be entered in the **NI Blue / Green** Logbook section.

Mr John Smith | Logout

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Please read this guidance before proceeding ->

LOGBOOKS

NI Black (Big) Logbook — Enter New / another Black Logbook

Action	Logbook No	Enter Data for the Following Phases:

NI Blue / Green (Small) Logbook — Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:

- Data has not been entered in this section
- Data has been entered in this section

Back to Overview

Click **Back to Overview** to return to the **My Account** Home page.

Data appearing in wrong logbook section

If you own a black logbook but your data is appearing in the blue logbook section, please read the information in the **Troubleshooting** section on page 45 for further advice.

Previous applicants

If you have applied to us previously for a DP certificate, this page should have information either in the Black or Blue/Green Logbook Section.

NI Blue / Green (Small) Logbook — Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
⊘	Blu-30595	Induction Course	Familiarisation	Simulator Course	STR	Watch Keeping	Section C	Suitability

Don't forget the Help button

If you have never applied to us before for a DP certificate, your Logbooks page will appear like this with no data.

Enter New Logbook

Only click on these options if data does not already exist in your application or if you are adding a new logbook that you did not have when you previously applied for your DP certificate.

Owners of two logbooks

There are some applicants who may own a blue/green and black NI logbook that both contain data.

As the pages of these two types of logbooks are set out differently, you will need to enter the data from both logbooks into the appropriate logbook sections.

Any DP sea time duplicated in both logbooks must only be entered once or you will receive an error message.
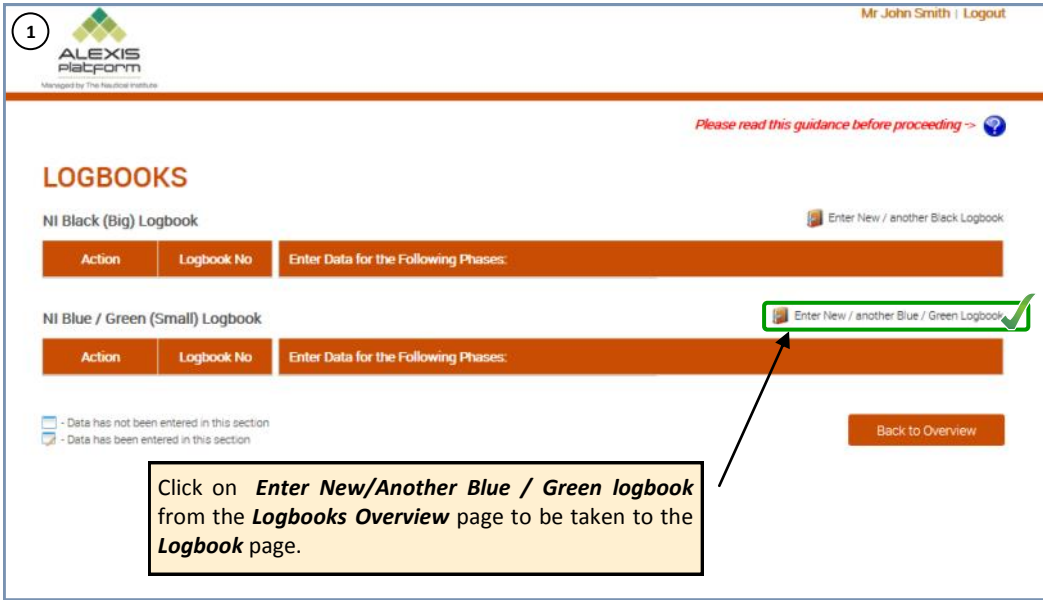
If you own two logbooks of the same type e.g. two blue/green, you need to add a new logbook to your account to add the information contained in it.

Adding a new NI Blue / Green Logbook to your account

1

Click on **Enter New/Another Blue / Green logbook** from the **Logbooks Overview** page to be taken to the **Logbook** page.

2
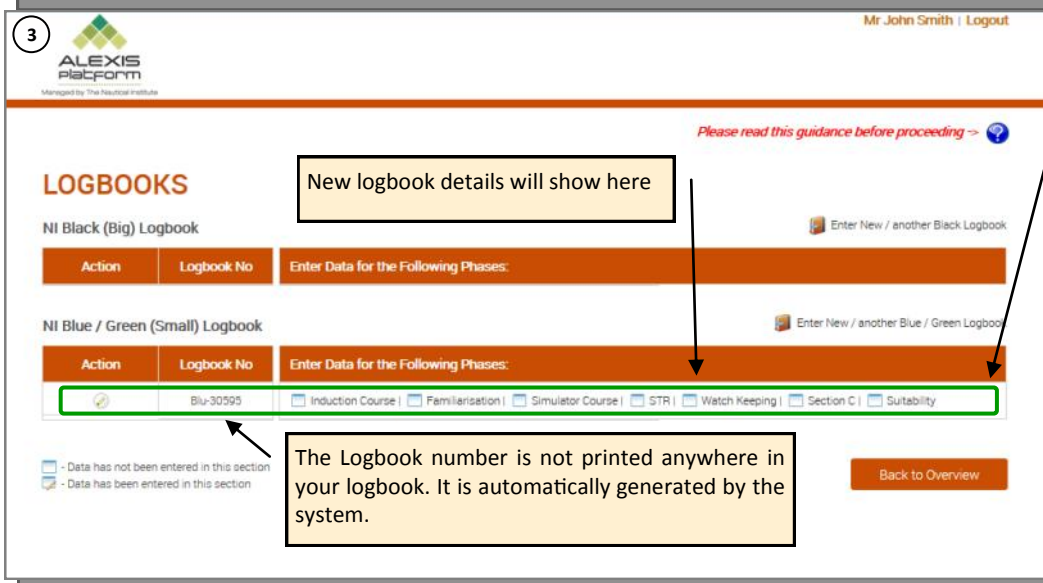
The data in the shaded green boxes is automatically filled in for you. Just enter the training centre name where you took your / Basic/Induction course then click **Save and Back to Logbook**

Don't forget the Help button

3

New logbook details will show here

The Logbook number is not printed anywhere in your logbook. It is automatically generated by the system.

IMPORTANT

Order of Sections: The sections in the online application system are not laid out in the same order as in your logbook. This is because the system has multiple checks in place to cross-check and verify the dates of your courses, DP time, Section C tasks, etc., to ensure that your application is completed correctly. To avoid issues when filling in your online application, it is important that you complete each section in the order set out in the online application, i.e.,

1. Induction Course
2. Familiarisation
3. Simulator Course
4. STR (if applicable)
5. Watchkeeping
6. Section C
7. Suitability

Adding a new NI Black Logbook to your account

1

Click on **Enter New/Another NI Black logbook** from the **Logbooks Overview** page to be taken to the **Logbook** page.

2

The data in the shaded green boxes is automatically filled in for you. Just enter your logbook number and the training centre name where you took your Basic/Induction course then click **Save and Back to Logbook**

Don't forget the Help button

The logbook number is located on the inside title page of your black logbook. The system will check the number you enter against the one already linked to your account.

3

New logbook details will show here

This number is not printed anywhere in your logbook. It is automatically generated by the system.

IMPORTANT

Order of Sections: The sections in the online application system are not laid out in the same order as in your logbook. This is because the system has multiple checks in place to cross-check and verify the dates of your courses, DP time, Section C tasks, etc., to ensure that your application is completed correctly. To avoid issues when filling in your online application, it is important that you complete each section in the order set out in the online application, i.e.,

1. Induction course
2. Familiarisation
3. Simulator Course
4. STR (if applicable)
5. Watchkeeping
6. Section C
7. Suitability

Adding your Basic/Induction course details

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

☑ Induction Course | ☐ Familiarisation | ☐ Simulator Course | ☐ STR | ☐ Watch Keeping | ☐ Section C | ☐ Suitability

On the **Logbooks Overview** page, click on **Induction course.**

Mr John Smith | Logout

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Managed by The Nautical Institute

Don't forget the Help button

Please read this guidance before proceeding ->

INDUCTION COURSE

Enter your Basic/Induction course date details in the spaces provided. Use the dropdown list to select the training centre name.

Enter Induction Course Details

Repeated courses

If you have retaken the Basic/Induction course due to your previous one being over five years old, the expired course details also need to be entered into the system. This is to show the system that any DP familiarisation and/or watchkeeping time* you have dated after taking your original course but before retaking the course again is valid.

As the system currently only allows you to enter course dates dated within the previous five years, you need to contact the DP department by email with a scan of your original Basic/Induction course certificate, to have the original course added to your application.

*Only DP sea time dated within the previous five years are valid to be used towards the time required to gain a DP certificate.

| Name: | Application ID: | Logbook Type: | Logbook Number: |
| Mr John Smith | OSO-05098/2015 | Blue | Blu-30595 |

| Date: | Centre:* | Certificate Number: |
| 23/12/2011 | Marine Blue Centre ▼ | 111111111111 |

This is printed on your Basic/Induction course certificate.

Name of the Instructor:
Henry Sauce

You need to confirm that your course details have been signed and stamped. Contact the training centre where you took your Basic/Induction course if any details are missing/incorrect to have them corrected before sending your application to us for processing.

☑ Signed*   ☑ I have this course stamped*

| Save and Enter New Phase | Save and Back to Phase ✓ | Back to Logbook Overview |

Click to save the current entry and bring up a new **Induction course** screen to enter an additional Induction course.

Click to save the current entry and be taken to the **Induction courses** screen below.

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

Mr John Smith | Logout

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Please read this guidance before proceeding ->

INDUCTION COURSES

List Of Induction Courses

Add more Induction Courses

Action	Centre	Certificate No.	Signed	Instructor Name
✎ | ⊖	Marine Blue Centre	111111111111	Y	Henry Sauce

The induction course details now appear on the **Induction Courses Overview** page.

Click on **Back to Logbook Overview** to return to the main page that contains your logbook(s).

Back to Logbook Overview ✓
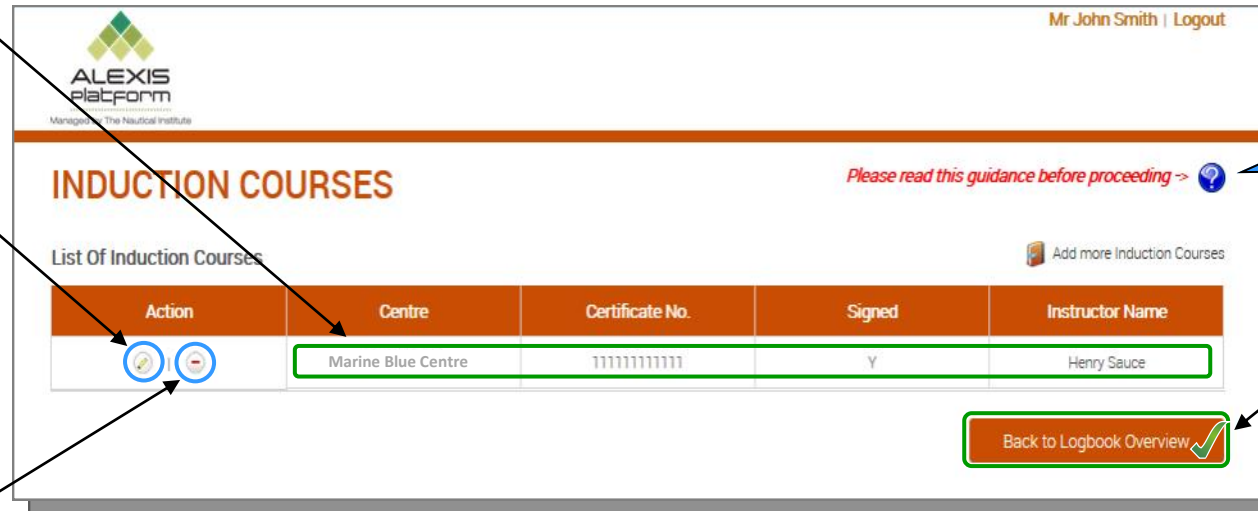
Adding your Basic/Induction course details

The Basic/Induction course details now appear on the *Induction Courses Overview* page.

Editing Entries

Click on ✎ in the **Action** column on the same row as the entry you wish to edit. This will take you to the *Induction course* screen where you can amend your entry.

Deleting Entries

Click on ⊖ in the Action column on the same row as the entry you wish to delete (if you have more than one course entered). **Please do not delete any entries that you have asked us to add for expired courses or any pre-existing entries that you did not create yourself.** Doing so will prevent you from being able to submit your application and delay you being able to apply your DP certificate.

Mr John Smith | Logout

ALEXIS platform
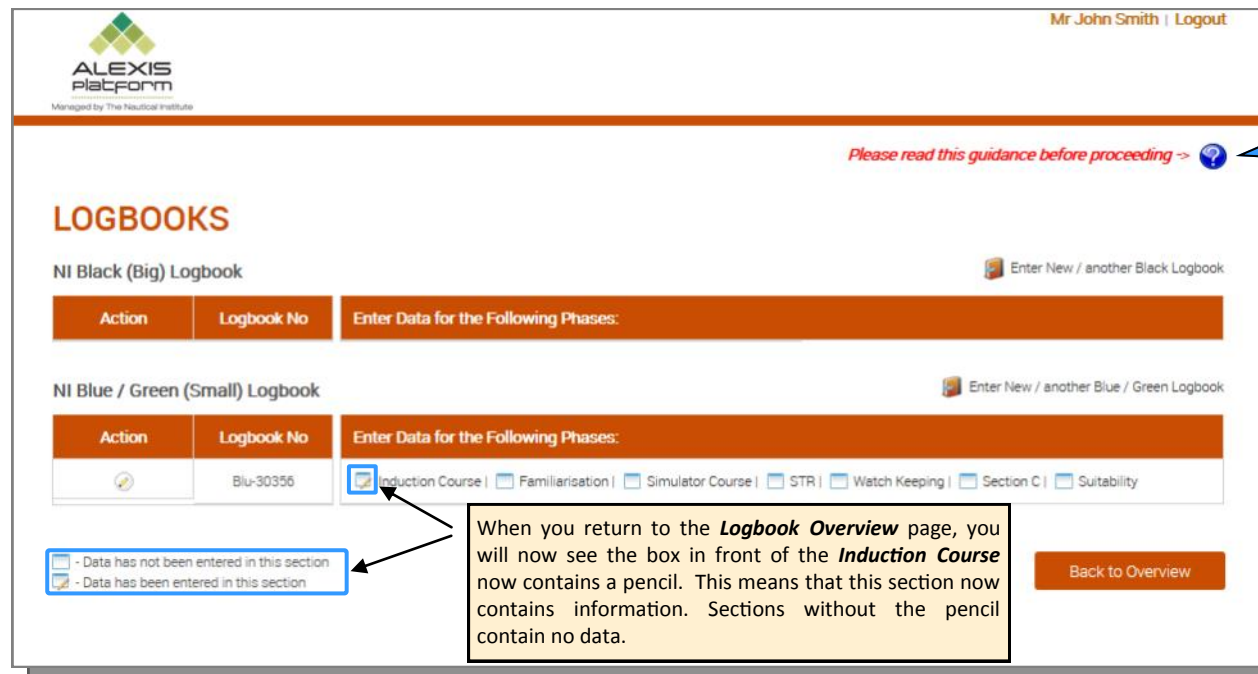Managed by The Nautical Institute

INDUCTION COURSES

Please read this guidance before proceeding -> ❓

List Of Induction Courses

Add more Induction Courses

Action	Centre	Certificate No.	Signed	Instructor Name
✎ ⊖	Marine Blue Centre	11111111111	Y	Henry Sauce

Back to Logbook Overview ✓

Don't forget the Help button

Click on **Back to Logbook Overview** to return to the main page that contain your logbook(s).

Mr John Smith | Logout

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Please read this guidance before proceeding -> ❓

LOGBOOKS

Don't forget the Help button

NI Black (Big) Logbook

Enter New / another Black Logbook

Action	Logbook No	Enter Data for the Following Phases:

NI Blue / Green (Small) Logbook

Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
✎	Blu-30356	✎ Induction Course	☐ Familiarisation	☐ Simulator Course	☐ STR	☐ Watch Keeping	☐ Section C	☐ Suitability

☐ - Data has not been entered in this section
✎ - Data has been entered in this section

Back to Overview

When you return to the *Logbook Overview* page, you will now see the box in front of the *Induction Course* now contains a pencil. This means that this section now contains information. Sections without the pencil contain no data.
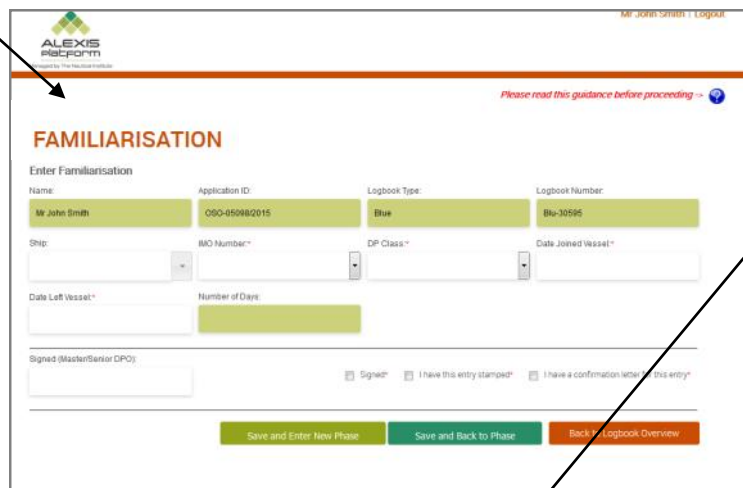
Finding and Entering Vessel Names in Familiarisation and Watchkeeping

When you click on

the Following Phases:
☑ Familiarisation

on the **Logbook Overview** page you will be taken to this page.

FAMILIARISATION

Enter Familiarisation

| Name: | Application ID: | Logbook Type: | Logbook Number: |
| Mr John Smith | OSO-05098/2015 | Blue | Blu-30595 |

Ship: | IMO Number:* | DP Class:* | Date Joined Vessel:*

Date Left Vessel:* | Number of Days:

Signed (Master/Senior DPO):

☐ Signed* | ☐ I have this entry stamped* | ☐ I have a confirmation letter for this entry*

Save and Enter New Phase | Save and Back to Phase | Back Logbook Overview

---

WATCH KEEPING

Ship:

☑

| Application ID: | Logbook Type: | Logbook Number: |
| OSO-01057/2012 | Blue | Blu-17439 |

Ship: | IMO Number:* | DP Class: | Date Joined Vessel:*

A DRAGON / Cardissa
A. H. Giorgio P. / A H Giorgio P
A. H. Liguria / AH Liguria
A. H. Valletta / A H Valletta
A.H. Camogli
A.H. PORTOFINO
Aadya
Aaron S. McCall
Aban Abraham / Peregrine III, Pelerin
Aberdeen / Aberdeen Nassau
ABI C / Bishop Oscar, Bishop Oscar Solis
Abigail Claire
Abis Dover
Abis Dublin
ABIS Duisberg
Abis Dundee
Academic Golits
ACE Nature / Ace Nature
Acergy Viking
Adam Tide
ADAMS AQUANAUT
Adams Challenge
Adams Nomad
ADELE ELISE
Adessa Legend / Acergy Legend, Laney Chouest, Seaway Legend
Adessa Ocean King / Kingfisher, Atlantic Surveyor, Seaway Kingfisher,
Adinath One
Admiral Tide

Finding the Ship Name

The vessels are listed under their current name first but the system will find any previous names for the vessel listed in our database. If you cannot find the vessel you wish to enter DP sea time for, search under the IMO number instead. If the vessel is not listed on our database under its name or IMO number, please send a copy of the vessel's classification certificate to the DP department at dp@nautinst.org so it can be added to our database.

Click on the down arrow to display the list of ships names.

Use the scroll bar to the far right of the screen to scroll down the list of names.

Typing the first letter of the ship's name will move you down to the ships beginning with that letter eg. Typing '*B*' will move you to the beginning of the ship names starting with the letter '*B*'.

Typing at least the first three letters of the ship's name in quick succession will bring you to the part of the list with ships beginning with the three letters you typed. eg. type '*BRE*' to find the ship name '*Bremona*'.
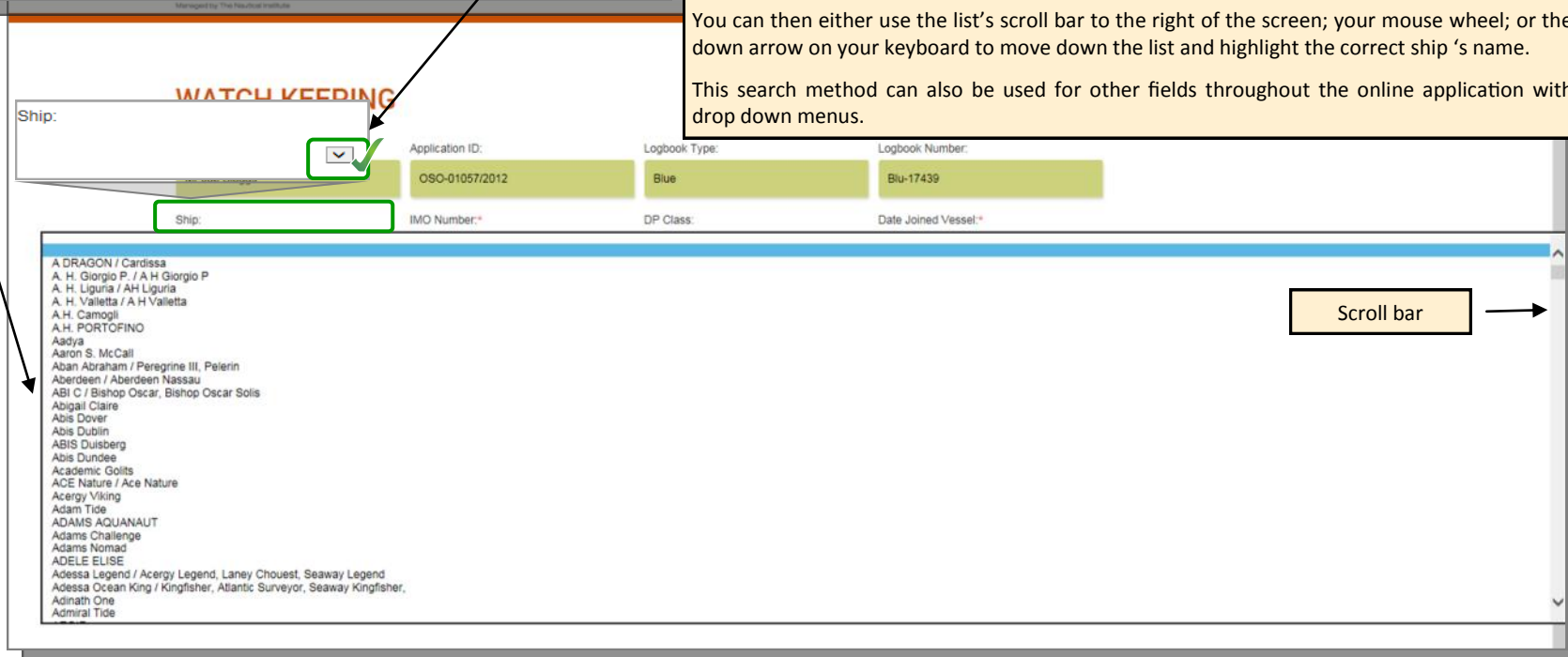
You can then either use the list's scroll bar to the right of the screen; your mouse wheel; or the down arrow on your keyboard to move down the list and highlight the correct ship 's name.

This search method can also be used for other fields throughout the online application with drop down menus.

Scroll bar

If the vessel you wish to enter is not showing under the ship or IMO Number **do not use a sister ship** to complete your application, otherwise your application will be returned to you as unsuccessful. You must enter the correct information only.

You must provide a classification certificate that was for valid for the dates you wish to enter.

Email the DP department with a copy of the vessel's classification certificate as instructed above.

Adding your DP Familiarisation Time from your NI Blue/Green Logbook

NI Blue / Green (Small) Logbook — Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
✎	Blu-30595	☐ Induction Course	☑ Familiarisation	☐ Simulator Course	☐ STR	☐ Watch Keeping	☐ Section C	☐ Suitability

Don't forget the Help button

On the **Logbooks Overview** page, click on **Familiarisation.**

If you own an NI Black logbook , go to the next page for instructions on how to add your familiarisation time.

Repeated familiarisation

If you have repeated your familiarisation due to your previous one being over five years old, or not being completed on a classed vessel, the details of the original familiarisation sea time also need to be entered into the system. This is to show the system that you had the required DP familiarisation before taking the Advanced/Simulator course.

As the system currently only allows you to enter DP sea time dates dated within the previous five years, you need to contact the DP department to have this added to your account. Please make sure a scan of your logbook is attached to your account before contacting us by email. Further information can be found in the **Troubleshooting** section.

*Only DP sea time dated within the previous five years are valid to be used towards the time required to gain a DP certificate.

Once you select the ship's name the IMO number is automatically inserted; or the Ship's name is automatically inserted if you select the vessel by its IMO number.

You then need to enter the vessel's DP Class.

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Mr John Smith | Lo...

Please read this guidance before proceeding

FAMILIARISATION

Enter Familiarisation

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05098/2015	Blue	Blu-30595

Ship:	IMO Number:	DP Class:	Date Joined Vessel:*
Nautiwave II	9999999	DP 2	26/12/2011

Date Left Vessel:*	Number of Days:
16/01/2012	22

Signed (Master/Senior DPO):

☑ Signed*   ☑ I have this entry stamped*   ☑ I have a confirmation letter for this entry*

The **Number of Days** field is automatically inserted once you fill in the dates joined and left vessel.

Save and Enter New Phase	Save and Back to Phase	Back to Logbook Overview

Click to save the current entry and bring up a new **Familiarisation** screen to enter additional DP familiarisation sea time entries.

Click to save the current entry and be taken to the **List of Familiarisation** screen (Page 23).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

Dates Joined and Left Vessel

These dates must be entered in DD/MM/YYYY format. Click in the blank space under the **Date Joined/Left** headings to type the date. You can also use the calendar that appears to select the date.

Date Joined Vessel:*

23/04/2013 ✕

| ◀ | Apr ▾ | 2013 ▾ | ▶ |

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

By ticking here you are declaring that you have a confirmation letter for this entry. Any entries not verified by a confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

Adding your DP Familiarisation Time from your NI Black Logbook

NI Black (Big) Logbook

Enter New / another Black Logbook

Action	Logbook No	Enter Data for the Following Phases:
⊘	99999999	☐ Induction Course ☑ Familiarisation ☐ Simulator Course	☐ STR	☐ Watch Keeping	☐ Section C	☐ Suitability

Don't forget the Help button

On the **Logbooks Overview** page, click on **Familiarisation.**

Repeated familiarisation

If you have repeated your familiarisation due to your previous one being over five years old, or not being completed on a classed vessel, the details of the original familiarisation sea time also need to be entered into the system. This is to show the system that you had the required DP familiarisation before taking the Advanced/Simulator course.

As the system currently only allows you to enter DP sea time dates dated within the previous five years, you need to contact the DP department to have this added to your account. Please make sure a scan of your logbook is attached to your account before contacting us by email. Further information can be found in the **Troubleshooting** section.

*Only DP sea time dated within the previous five years are valid to be used towards the time required to gain a DP certificate.

Once you select the ship's name the IMO number is automatically inserted; or the Ship's name is automatically inserted if you select the vessel by its IMO number.

You then need to enter the vessel's DP Class.

Please read this guidance before proceeding ->

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Managed by The Nautical Institute

Mr John __ ogout

FAMILIARISATION

Enter Familiarisation

Name:
Mr John Smith

Application ID:
OSO-05273/2018

Logbook Type:
Black

Logbook Number:
99999999

Ship:
Nautiwave II

IMO Number:*
9999999

DP Class:
DP 2

Date Joined Vessel:*
26/12/2011

Date Left Vessel:*
16/01/2012

DP System:
SDP 21

Master or Senior DPO Number:

Master or Senior CoC Number:*
0000

Signed (Master/Senior DPO):
Gregory Gripen

Enter the DP certificate number or CoC number of the Master or SDPO who signed your entry.

☑ Signed* ☑ I have this entry stamped* ☑ I have a confirmation letter for this entry

| Save and Add Sea Time | Save and Back to Phase | Back to Logbook Overview |

Click to save the familiarisation trip details. An extended page will then appear for you to add your **Dates worked on DP**. This must be completed for the system to count these days

Click to save the current entry and be taken to the **List of Familiarisation** screen (Page 23).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

Dates Joined and Left Vessel

These dates must be entered in DD/MM/YYYY format. Click in the blank space under the **Date Joined/Left** headings to type the date. You can also use the calendar that appears to select the date.

Date Joined Vessel:*
23/04/2013

◀ Apr ▾ 2013 ▾ ▶

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

By ticking these boxes you are declaring that the entry in your logbook is individually signed and stamped and that you have a confirmation letter for this entry. Any entries not verified by an appropriate signature, stamp or confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

Adding your DP Familiarisation Time from your NI Black Logbook

After clicking on **Save and Add Sea Time** from the previous screen, an extended screen will appear with the **Enter Familiarisation Details** table at the bottom for you to add your Dates worked on DP.

You must add your DP days to this section. If you do not, the system will not count the entry.

Mr John Smith | Logout

Don't forget the Help button

Please read this guidance before proceeding ->

FAMILIARISATION

Enter Familiarisation

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05273/2015	Black	99999999

Ship:	IMO Number:*	DP Class:*	Date Joined Vessel:*
Nautiwave II	9999999	DP 2	26/12/2011

Date Left Vessel:*	DP System:	Master or Senior DPO Number:*	Master or Senior CoC Number:*
16/01/2012	SDP 21		0000

Signed (Master/Senior DPO):
Gregory Gripen

☑ Signed* ☑ I have this entry stamped* ☑ I have a confirmation letter for this entry*

Save and Back to Phase ✓   Back to Logbook Overview

Enter Familiarisation Details

From	To	Number of Days	Activity Code
28/12/2011	30/12/2011	3	Anchor Handling

🗑 Delete ✚ Add ✎ Edit 💾 Save ⊘ Cancel   Page 1 of 1   10   View 1 - 1 of 1

6. To enter more *Dates worked on DP* for this trip, follow steps **1** to **5**. Continue repeating these steps until you have added all of your Dates worked on DP for this trip on the page.

7. When you have finished entering all of your *Dates worked on DP* click on **Save and Back to Phase** to be taken to the **List of Familiarisation** screen (Page 23).

2. Enter your Dates on DP here.

5. When you have finished, click on **Save** or press **Enter** on your keyboard to save the entry.

4. Select the **Activity Code** from the dropdown menu.

3. Enter the number of days you worked on DP here which are recorded in your logbook.

1. Click on Add

If you need to edit an entry. Click on the line containing the entry you wish to edit then click on **Edit** at the bottom of the screen.

Adding your DP Familiarisation Time from your Logbook

List of Familiarisation

for Blue/Green Logbook

Don't forget the Help button

Important

The "No of Days" on board the vessel for each entry is displayed here and not the number of days that you spent on DP for each trip. A minimum of 30 DP days must be entered in the familiarisation section and dated before the Advanced/ Simulator course. Please ensure you enter all your familiarisation dates and have a confirmation letter to verify a minimum of 30 days on DP. Applications received with less than 30 DP days for familiarisation verified by a confirmation letter will be returned as unsuccessful.

List of Familiarisation

for Black Logbook

Click on **Add more Familiarisation** to add additional familiarisation time.

Adding your Advanced/Simulator course

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

Induction Course | Familiarisation | Simulator Course | STR | Watch Keeping | Section C | Suitability

On the **Logbooks Overview** page, click on **Simulator course**.

Don't forget the Help button

Mr John Smith | Logout

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Please read this guidance before proceeding ->

SIMULATOR COURSE
Enter Simulator Course Details

Enter your Advanced/Simulator course details in the spaces provided.

You need to confirm that your course details have been signed and stamped. Make sure that this has been done in your logbook and contact the training centre where you took your Advanced/Simulator course to have any errors/omissions corrected before sending your application to us for processing.

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05098/2015	Blue	Blu-30595

Date: 09/03/2012
Centre: Marine Blue Centre
Certificate Number: 222222222222

Name of the Instructor: Henry Sauce

☑ Signed*   ☑ I have this course stamped*

Click on **Save and Back to Phase** once you have entered your course details.

Save and Enter New Phase | **Save and Back to Phase** ✓ | **Back to Logbook Overview**

Click to save the current entry and bring up a new Advanced/Simulator course screen to enter an additional Advanced/Simulator course.

Click to save the current entry and be taken to the logbook **Simulator course** screen below.

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14)

Mr John Smith | Logout

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SIMULATOR COURSE

Please read this guidance before proceeding ->

List of Simulator Course

Add more Simulator Courses

Action	Centre	Certificate No.	Signed	Instructor Name
✎ | ⊖	SIMSEA AS	222222222222	Y	Henry Sauce

Back to Logbook Overview

The Simulator course details now appear on the **Simulator Course Overview** page.

Click on **Back to Logbook Overview** to return to the main page that contain your logbook(s).

Adding your Sea Time Reduction (STR) course

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

Induction Course | Familiarisation | Simulator Course | STR | Watch Keeping | Section C | Suitability

Don't forget the Help button

On the **Logbooks Overview** page, click on **STR**.

Mr John Smith | Logout

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Please read this guidance before proceeding ->

SEA TIME REDUCTION (STR)

Enter Sea Time Reduction Details

Enter your STR course details in the spaces provided. Use the dropdown lists to select the training centre name and the number of weeks the course is equivalent to (this should be written in your logbook).

STR course details are entered in the Watchkeeping section of your logbook. You need to confirm that your course details have been signed and stamped. Contact the training centre where you took your STR course if any details are missing/incorrect to have them corrected before sending your application to us for processing.

STR Course Completion (optional)

For the STR course to count towards the required DP watchkeeping time needed to obtain a DP certificate; you must have completed the Advanced/Simulator course plus a minimum of 30 DP days sea time before taking the STR course. You must also have a minimum of 30 DP days sea time after taking the STR course,

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05098/2015	Blue	Blu-30595

Date: 04/05/2012

Centre: Marine Blue Centre

Number of Weeks: Six

Name of the Instructor: Henry Sauce

☑ Signed*   ☑ I have this entry stamped*

Click on **Save and Back to Phase** once you have entered your course details.

Save and Enter New Phase | Save and Back to Phase | Back to Logbook Overview

Mr John Smith | Logout

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Managed by The Nautical Institute

SEA TIME REDUCTION

Please read this guidance before proceeding ->

List Of Sea Time Reduction(STR)

Add more STR

The STR course details now appear on the **Sea Time Reduction Overview** page.

Action	Centre	Number of Weeks	Signed	Instructor Name
✎ | ⊖	SIMSEA AS	Six	Y	Henry Sauce

Back to Logbook Overview

Click on **Back to Logbook Overview** to return to the main page that contain your logbook(s).

Adding your DP Watchkeeping Sea Time from your NI Blue/Green Logbook

The Nautical Institute

NI Blue / Green (Small) Logbook

Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
✎	Blu-30595	Induction Course | Familiarisation | Simulator Course | STR | Watch Keeping | Section C | Suitability

On the **Logbooks Overview** page, click on **Watchkeeping**.

If you own an NI Black logbook , go to the next page for instructions on how to add your watchkeeping time.

Once you select the ship's name the IMO number is automatically inserted; or the Ship's name is automatically inserted if you select the vessel by its IMO number.

Don't forget the Help button

You then need to enter the vessel's DP Class.

Please read this guidance before proceeding ->

Dates Joined and Left Vessel

These dates must be entered in DD/MM/YYYY format. Click in the blank space under the **Date Joined/Left** headings to type the date. You can also use the calendar that appears to select the date.

Date Joined Vessel:*
23/04/2013

| ◀ | Apr | 2013 | ▶ |

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WATCH KEEPING

Name: Mr John Smith

Application ID: OSO-05098/2013

Logbook Type: Blue

Logbook Number: Blu-30595

Ship: Nautiwave II

IMO Number:* 9999999

DP Class: DP 2

Date Joined Vessel:* 10/03/2012

Date Left Vessel:* 01/04/2012

Number of Days: 23

Trainee Rank: First Officer DPO

Operational Location: Gulf of Mexico

DP System: Kongsberg SDP 21

The **Number of Days** field is automatically inserted once you fill in the dates joined and left vessel.

Signed (Master/Senior DPO): Gregory Gripen

☑ Signed* ☑ I have this entry stamped* ☑ I have a confirmation letter for this entry*

By ticking these boxes you are declaring that the entry in your logbook is individually signed and stamped and that you have a confirmation letter for this entry. Any entries not verified by an appropriate signature, stamp or confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

Complete the remaining fields on this page. If the **Location** or **DP system** for your vessel are not listed, you can leave them blank as they are not mandatory fields.

Save and Enter New Phase	Save and Back to Phase	Back to Logbook Overview

Click to save the current entry and bring up a new **Watchkeeping** screen to enter additional sea time entries.

Click to save the current entry and be taken to the NI Blue/Green logbook **Watch-keeping List screen** (Page 29)

Clicking here will discard the current entries (without saving) and take you back to the **Logbooks Overview** (page 14).

Adding your DP Watchkeeping Time from your NI Black Logbook

NI Black (Big) Logbook   Enter New / another Black Logbook

Action	Logbook No	Enter Data for the Following Phases:
✎	99999999	Induction Course	Familiarisation	Simulator Course	STR	Watch Keeping ✓	Section C	Suitability

Don't forget the Help button

On the **Logbooks Overview** page, click on **Watchkeeping**.

Once you select the ship's name the IMO number is automatically inserted; or the Ship's name is automatically inserted if you select the vessel by its IMO number.

If you are unable to find your watchkeeping vessel please check page 19 for instructions on how to get the information added to our database.

You then need to enter the vessel's DP Class.

Dates Joined and Left Vessel

These dates must be entered in DD/MM/YYYY format. Click in the blank space under the **Date Joined/Left** headings to type the date. You can also use the calendar that appears to select the date.

ALEXIS platform
Managed by The Nautical Institute

Mr John Smith   Logout

Please read this guidance before proceeding → ?

WATCH KEEPING

Name: Mr John Smith
Application ID: OSO-05273/2015
Logbook Type: Black
Logbook Number: 99999999

Ship: Nautiwave II
IMO Number: 9999999
DP Class: DP 2
Date Joined Vessel:* 10/03/2012

Date Left Vessel:* 01/04/2012
DP System: SDP 21
Master or Senior DPO Number:*
Master or Senior CoC Number:* 0000

Signed (Master/Senior DPO): Gregory Gripen

Enter the DP certificate number or CoC number of the Master or SDPO who signed your entry.

Date Joined Vessel:*
23/04/2013 ×

◄	Apr ▼	2013 ▼	►

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

☑ Signed*   ☑ I have this entry stamped*   ☑ I have a confirmation letter for this entry*

Complete the remaining fields on this page. If the **Location** or **DP system** for your vessel are not listed, you can leave them blank as they are not mandatory fields.

By ticking these boxes you are declaring that the entry in your logbook is individually signed and stamped and that you have a confirmation letter for this entry. Any entries not verified by an appropriate signature, stamp or confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

Save and Add Sea Time ✓   **Save and Back to Phase**   **Back to Logbook Overview**

Click to save the watchkeeping trip details. An extended page will then appear for you to add your **Dates worked on DP**. This must be completed for the system to count these days

Click to save the current entry and be taken to the **List of Watchkeeping** screen (Page 29).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

Adding your DP Watchkeeping Time from your NI Black Logbook

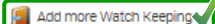After clicking on **Save and Add Sea Time** from the previous screen, an extended screen will appear with the **Enter Watchkeeping Details** table at the bottom for you to add your Dates worked on DP.

Don't forget the Help button

Mr John Smith | Logout

ALEXIS platform
Managed by The Nautical Institute

Please read this guidance before proceeding ->

WATCH KEEPING

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05273/2015	Black	99999999

Ship:	IMO Number:*	DP Class:	Date Joined Vessel:*
Nautiwave II	9999999	DP 2	10/03/2012

Date Left Vessel:*	DP System:	Master or Senior DPO Number:*	Master or Senior CoC Number:*
01/04/2012	SDP 21		0000

Signed (Master/Senior DPO):

Gregory Gripen

☑ Signed* ☑ I have this entry stamped* ☑ I have a confirmation letter for this entry*

Save and Back to Phase ✓   Back to Logbook Overview

Enter Watch Keeping Details

From	To	Number of Days	Activity Code
14/03/2012	18/03/2012	5	Anchor Handling
11/03/2012	12/03/2012	2	Anchor Handling

🗑 De... + Add ✎ Edit 💾 Save ⊘ Cancel   Page 1 of 1   2 of 2

6. To enter more *Dates worked on DP* for this trip, follow steps **1** to **5**. Continue repeating these steps until you have added all of your Dates worked on DP for this trip on the page.

7. When you have finished entering all of your *Dates worked on DP*, click on **Save and Back to Phase** to be taken to the **List of Watchkeeping** screen (Page 29).

4. Select the **Activity Code** from the dropdown menu.

2. Enter your Dates on DP here.

5. When you have finished, click on **Save** or press **Enter** on your keyboard to save the entry.

3. Enter the number of days you worked on DP here which are recorded in your logbook.

1. Click on Add

If you need to edit an entry. Click on the line containing the entry you wish to edit then click on **Edit** at the bottom of the screen.

Adding your DP Watchkeeping Time from your Logbook

Don't forget the Help button

Editing Entries

Click on [pencil icon] in the **Action** column on the same row as the entry you wish to edit. This will take you to the individual **Watchkeeping** screen where you can amend your entry.

Deleting Entries

Click on [minus icon] in the Action column on the same row as the entry you wish to delete.

Adding Additional Time

More Watchkeeping seatime can be added from this page by clicking on the Add More Watchkeeping link. This will take you to a blank Watchkeeping page to add more information.

Adding your Section C Task Dates

The Section C on the online application is the same for both the Blue/Green logbook and the Black logbook. The information on this page is for both.

Don't forget the Help button

On the **Logbooks Overview** page, click on **Section C**.

The system checks both your familiarisation and watchkeeping entries against your task dates in Section C, to make sure the tasks have been completed during DP sea time entered in your application. It also checks that a minimum of 50% of the mandatory tasks have been completed during your DP Familiarisation time.

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

Induction Course | Familiarisation | Simulator Course | STR | Watch Keeping | Section C | Suitability

Mr John Smith | Logout

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Please read this guidance before proceeding ->

SECTION C

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05098/2015	Blue	

Section	DP Sea Date Time
1.1 - Controlling vessel movements using - manual controls jointly and individually	09/01/2012
1.2 - Controlling vessel movements using - joystick control	31/01/2012
1.3 - Setting the vessel up on DP	09/01/2012
1.4 - Manoeuvre V/L in Auto DP Mode	18/01/2012
1.5 - Manoeuvre V/L under reduced power/thruster condition	
2.1 - General understanding of DP system installed on vessel	
2.2 - Use of the desk facilities	
2.3 - Use of the reference input systems	
3.1 - Power supplies	

Green flag

The green flag appears when you have entered a date that is within the date range of your familiarisation or watchkeeping entries.

Red flag

If you enter a date in Section C that does not match the date range of any of your familiarisation or watchkeeping entries, a red flag will appear. Check that you have entered the task date correctly, also check that your entries in the Familiarisation and Watchkeeping sections are correct and amend it if necessary.

If after checking, you find that your task, familiarisation and/or watch-keeping dates are correct and the task has been dated outside of a DP sea time entry, you will need to complete additional DP familiarisation time to repeat this task and have the new entry signed and dated again.

Adding your Section F Suitability Sign Off details from your NI Blue / Green Logbook

NI Blue / Green (Small) Logbook — Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
✐	Blu-30595	Induction Course | Familiarisation | Simulator Course | STR | Watch Keeping | Section C | Suitability ✔

On the **Logbooks Overview** page, click on **Suitability**.

If you own an NI Black logbook , go to the next page for instructions on how to add your Section F—Suitability details.

Suitability

The system checks to make sure the details you enter here currently matches the last watchkeeping entry in your application.

If you have retaken your familiarisation and this is your last DP sea time entry you may receive an error message. If you do, please contact DP department for assistance.

The system requires either the Master's CoC number or the Master's DP certificate number. Both can be added.

Don't forget the Help button

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Managed by The Nautical Institute

Mr John Smith | Logout

Please read this guidance before proceeding ->

SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05098/2015	Blue	Blu-30595

Master CoC Number:	Master DPO Number:	Master Country of Issue:	Senior Country of Issue:
00000000	0000	United Kingdom	

Date:	Ship: *	IMO Number:*
26/09/2015	Nautiwave II	9999999

Signed (Master/Senior DPO):

Gregory Gripen

☑ Signed*   ☑ I have this entry stamped*

[Save and Enter New Phase]   [Save and Back to Phase]   [Back to Logbook Overview]

The country of issue should be added into these fields.

The vessel that the Suitability Sign Off was completed should be added and the system will automatically add the IMO number. The IMO number can also be entered to automatically add the vessel name.

The Suitability form must be signed and stamped. If these are ticked and the Suitability form does not contain this information the application will be returned as unsuccessful.
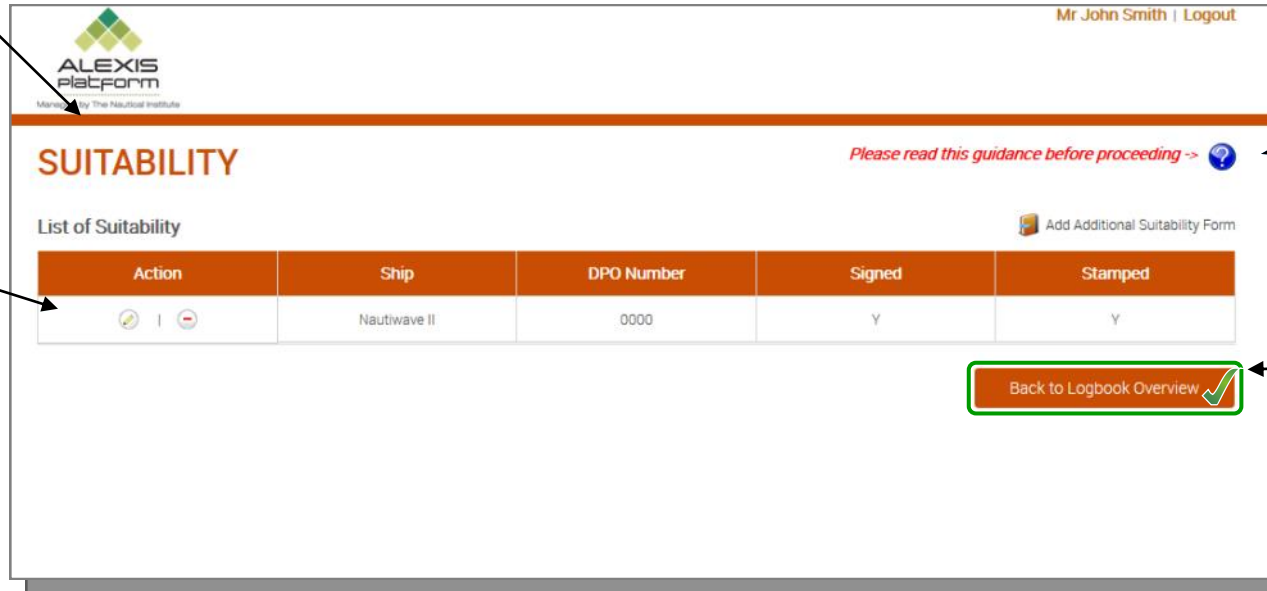
Click to save the Suitability details and open a blank page for new Suitability details.

Click to save the current suitability entry and be taken to the **List of Suitability** screen (Page 33).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 15).

Adding your Section F Suitability Sign Off details from your NI Black Logbook

NI Black (Big) Logbook

Enter New / another Black Logbook

Action	Logbook No	Enter Data for the Following Phases:
✎	99999999	Induction Course	Familiarisation	Simulator Course	STR	Watch Keeping	Section C	Suitability ✓

On the **Logbooks Overview** page, click on **Suitability**.

Don't forget the Help button

Mr John Smith | Logout

ALEXIS platform
Managed by The Nautical Institute

Please read this guidance before proceeding ->

The country of issue should be added into these fields.

SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

Suitability

The system checks to make sure the details you enter here currently matches the last watchkeeping entry in your application.

If you have retaken your familiarisation and this is your last DP sea time entry you may receive an error message. If you do, please contact DP department for assistance.

The system requires either the Master's CoC number or the Master's DP certificate number. Both can be added.

For the Black logbook, the system also requires the Senior DP Number if the Master was not a certified DPO.

Name: Mr John Smith

Application ID: OSO-05273/2015

Logbook Type: Black

Logbook Number: 99999999

Master CoC Number:

Master DP Number: 11111111111

Country of Issue: United Kingdom

DPO Country of Issue: United Kingdom

Senior CoC Number:

Senior DP Number:

Date: 13/07/2014

Ship: * Nautiwave II

IMO Number: * 9999999

Signed (Master/Senior DPO): Gregory Gripen

☑ Signed*   ☑ I have this entry stamped*

The vessel that the Suitability Sign Off was completed should be added and the system will automatically add the IMO number. The IMO number can also be entered to automatically add the vessel name.

The Suitability form must be signed and stamped. If these are ticked and the Suitability form does not contain this information the application will be returned as unsuccessful.

Save and Enter New Phase

Save and Back to Phase

Back to Logbook Overview

Click to save the Suitability details and open a blank page for new Suitability details.

Click to save the current suitability entry and be taken to the **List of Suitability** screen (Page 33).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

Adding your Section F Suitability Sign Off details

The **List of Suitability** on the online application is the same for both the Blue/Green logbook and the Black logbook. The information on this page applies to applicants with either logbook.

Suitability Overview page

If more than one Suitability form has been added, these will show on this page.

Mr John Smith | Logout
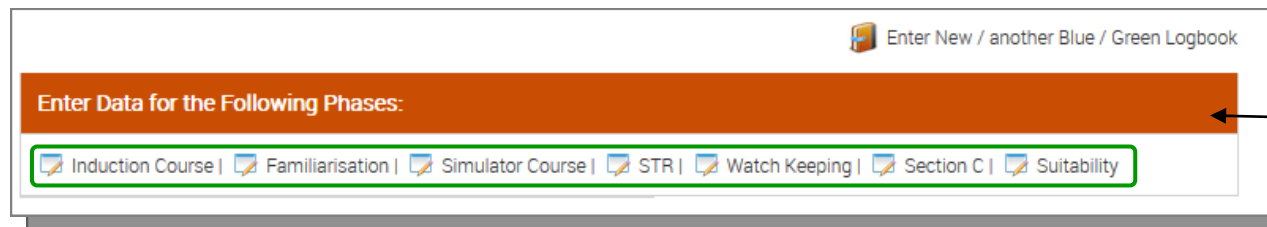
ALEXIS platform
Managed by The Nautical Institute

SUITABILITY

Please read this guidance before proceeding ->

Don't forget the Help button

List of Suitability

Add Additional Suitability Form

Action	Ship	DPO Number	Signed	Stamped
✏ | ⊖	Nautiwave II	0000	Y	Y

Back to Logbook Overview ✓

Click on **Back to Logbook Overview** to return to the **overview page**

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

✏ Induction Course | ✏ Familiarisation | ✏ Simulator Course | ✏ STR | ✏ Watch Keeping | ✏ Section C | ✏ Suitability

The box in front of each section should now have a pencil, indicating that there is data in all of the sections.

Submitting your application

When you have filled in all of the sections in your application and entered all of the DP sea time required for you to qualify apply for your DP certificate and have attached your photograph and all of the required documents. Click on **Submit Application**.

Please ensure all documents and you photo have been attached before submitting.

Don't forget the Help button

Make Payment is greyed out and you cannot select this until you successfully submit your application and your status changes to *Eligible*.

Submitting your application

Date	Application ID	Status	Category
-	OSO-05098/2015	Not Eligible	New

Latest application (delete)   Complete application

Attachments | Submit Application ✓ | Make Payment

Mr John Smith | Logout

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Don't forget the Help button

Please read this guidance before proceeding -> ❓

On this page you are required to confirm all of the documents you have scanned and attached to your account.

If you have not scanned and attached any of the items on the list please select *Cancel* and attach the required documents before trying to submit again.

SUBMIT

Please confirm if you have scanned and attached the following:

☑ Full pages of DP Logbook(s) *
☑ Full pages of CoC (If applicable) *
☑ All confirmation letters *
☑ Additional documents (Section C, F etc.) *
☑ Additional certificates *
☑ Copies of course certificates *
☑ I will attach a copy of the signed application once I have made the online payment (original to be sent with application) *

Submit Application ✓ | Cancel

Please ensure you attach a scan of your original DP certificate if upgrading.

Some of the items listed are not required for all applications but you still need to tick them to be able to submit your application.

Please note the last item in the list only becomes available once you have successfully submitted and paid for your application. You will therefore need to tick this as well as all of the other mandatory items in the list to be able to progress to the next stage. Once you have submitted your application, please print the application template following the instructions on page 42.

This is also a checklist of the documents you are required to send to The Nautical Institute in your application pack when applying for your DP certificate.

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Submitting your application

SUBMIT

Please confirm if you have scanned and attached the following:

- ☑ Full pages of DP Logbook(s) *
- ☑ Full pages of CoC (If applicable) *
- ☑ All confirmation letters *
- ☑ Additional documents (Section C, F etc.) *
- ☑ Additional certificates *
- ☑ Copies of course certificates *
- ☑ I will attach a copy of the signed application once I have

You are eligible for Unlimited certificate.

OK

After clicking on Submit Application as shown on the previous page, you should receive a message telling you that you are eligible for either a Limited or Unlimited certificate.
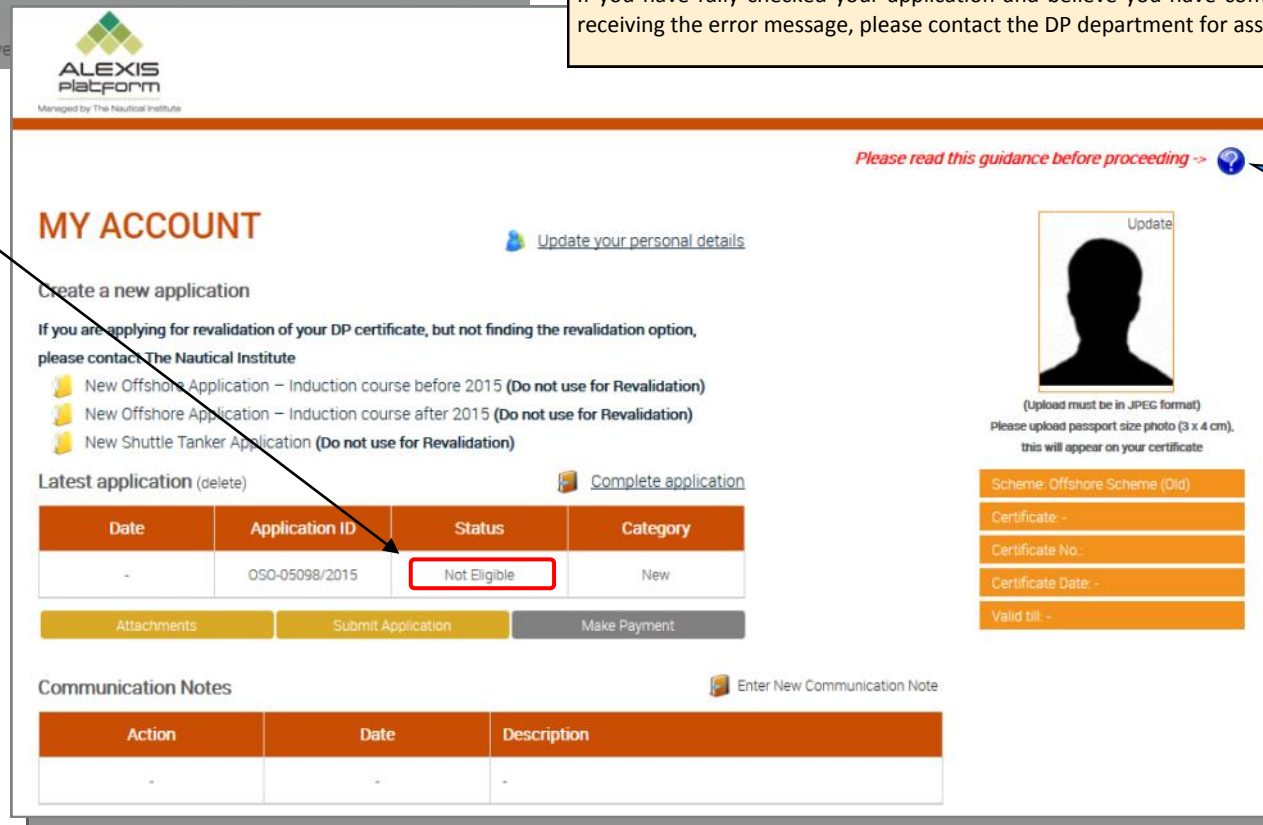
If you receive a message telling you that you are eligible for a limited certificate but you believe you qualify for an Unlimited, do not make payment on your application. Please recheck your application for errors/omissions and make amendments where necessary. If after checking you are still receiving the Limited certificate message, contact the DP department for assistance.

If you receive an error message when you click on **Submit**, please read the message carefully and check the part of your application it is referring to and make amendments where necessary. Please also check the **Troubleshooting** section on page 45).

If you have fully checked your application and believe you have completed it correctly, but are still receiving the error message, please contact the DP department for assistance.

If you receive an error message when trying to submit your application, when you return to the **My Account** Home page, you will see that your **Status** has changed to **Not Eligible**.

You will be able to go back into your account and add/amend additional information before resubmitting.

ALEXIS platform
Managed by The Nautical Institute

Please read this guidance before proceeding ->

MY ACCOUNT

👤 Update your personal details

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- 📁 New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
- 📁 New Offshore Application – Induction course after 2015 (Do not use for Revalidation)
- 📁 New Shuttle Tanker Application (Do not use for Revalidation)

Latest application (delete)   📄 Complete application

Date	Application ID	Status	Category
-	OSO-05098/2015	Not Eligible	New

Attachments | Submit Application | Make Payment

Communication Notes   📄 Enter New Communication Note

Action	Date	Description
-	-	-

Update

(Upload must be in JPEG format)
Please upload passport size photo (3 x 4 cm),
this will appear on your certificate

Scheme: Offshore Scheme (Old)
Certificate: -
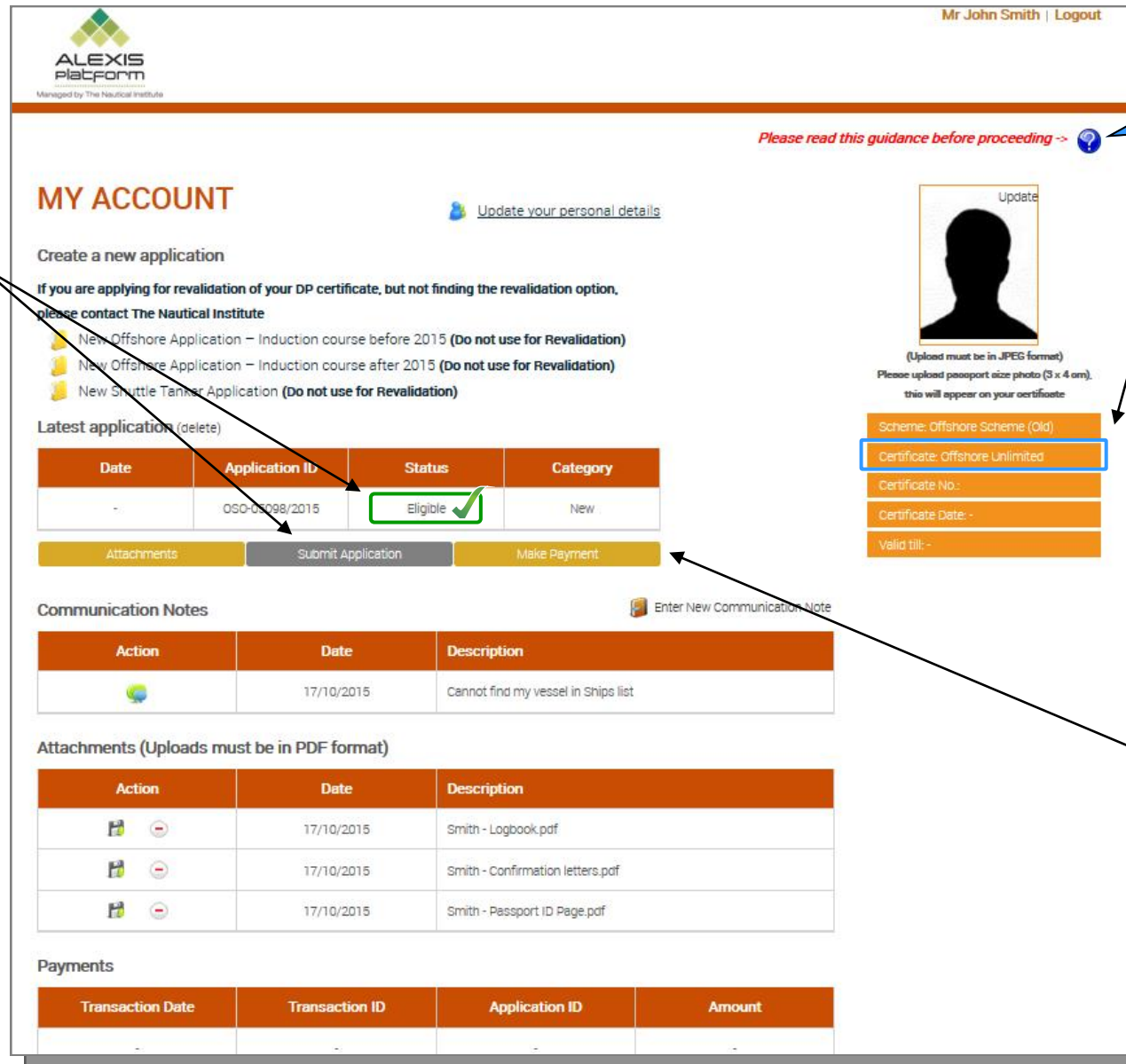Certificate No.: -
Certificate Date: -
Valid till: -

Don't forget the Help button

Submitting your application

Mr John Smith | Logout

ALEXIS platform
Managed by The Nautical Institute

Please read this guidance before proceeding ->

Don't forget the Help button

MY ACCOUNT

Update your personal details

Update

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- New Offshore Application – Induction course before 2015 (**Do not use for Revalidation**)
- New Offshore Application – Induction course after 2015 (**Do not use for Revalidation**)
- New Shuttle Tanker Application (**Do not use for Revalidation**)

(Upload must be in JPEG format)
Please upload passport size photo (3 x 4 cm), this will appear on your certificate

Latest application (delete)

Date	Application ID	Status	Category
-	OSO-05098/2015	Eligible ✓	New

Attachments	Submit Application	Make Payment

Scheme: Offshore Scheme (Old)
Certificate: Offshore Unlimited
Certificate No.:
Certificate Date: -
Valid till: -

Communication Notes

Enter New Communication Note

Action	Date	Description
💬	17/10/2015	Cannot find my vessel in Ships list

Attachments (Uploads must be in PDF format)

Action	Date	Description
💾 ⊖	17/10/2015	Smith - Logbook.pdf
💾 ⊖	17/10/2015	Smith - Confirmation letters.pdf
💾 ⊖	17/10/2015	Smith - Passport ID Page.pdf

Payments

Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-

When you have successfully submitted your application and return to the *My Account* home page, you will see that the Status changes to *Eligible* and the *Submit Application* button is now grey. This is because the option is no longer available..

The type of certificate the system has calculated you are eligible for is now displayed here.

Please note this is not a guarantee that you will be issued with a DP certificate or with the type that the system is showing you as eligible. The documents must be fully processed by the DP department before the certificate is issued. If the certificate issued is different to what was applied for, a member of the DP team will contact you.
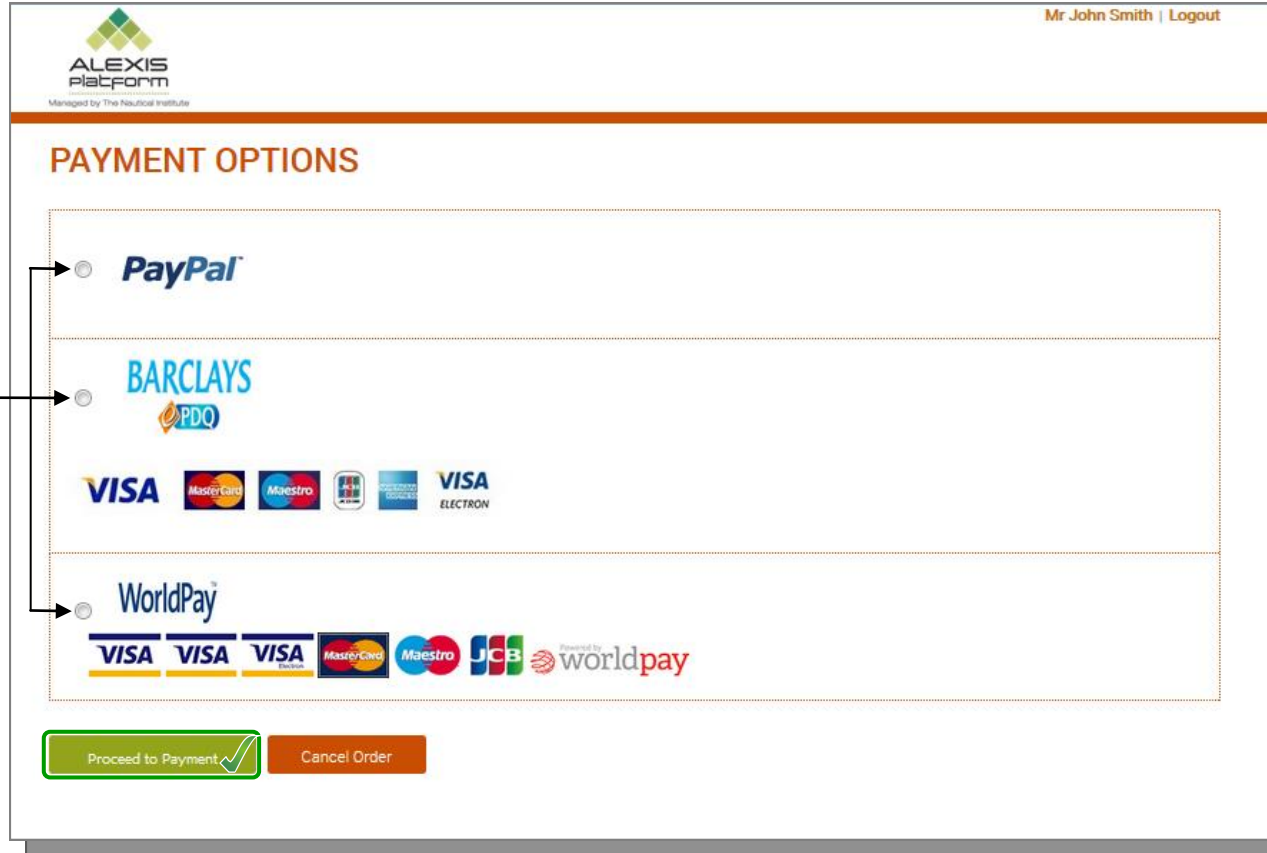
The *Make Payment* option, which was grey earlier is now available to click on. Please proceed to the payment pages via this button.

Making Payment

Click on your chosen payment method then click on **Proceed to Payment** to complete your payment details.

Making Payment with Credit/Debit Cards

NI ALEXIS PLATFORM

VISA MasterCard Maestro JCB AMERICAN EXPRESS VISA ELECTRON

Payment Information - Total Payment Value: £ 138.00

1 - Card details

Card Type *	Select... ▼
Card number *	
Expiry date *	mm ▼ yy ▼
Card Security Code		What is this?

2 - Cardholder Information

Full Name *	John Alan Smith
Address line 1 *	10 Smith Road ,
Address line 2	
Address line 3	
Town / City *	Tilbury
County	Essex
Post / Zip Code *	RM180AN State(* if US) - - ▼
Country *	UNITED KINGDOM ▼
Telephone Number	1234567890
E-mail address *	johnsmith@example.com

* Indicates an obligatory field

Clear Form   Submit Payment ✓

When completing your payment details please ensure that you check the following:

- Address Matching – address entered must match the records held with the credit card company.

- Postcode/ZIP Matching – same as with the credit card company.

- Card Verification – usually 3-digit security code.

Common Problems

- Use of a Non-Standard Keyboard: as this type of keyboard is common outside the UK and in particular Europe & South America, many non-UK users may encounter problems when using such a keyboard. In order to remedy the problem please ensure that characters and symbols entered match with a standard keyboard. (e.g. â becomes a; é becomes e; ø becomes o)

- Verification Process put in place by the individual's bank: this process is outside the control of The Nautical Institute as this has been set up by the user's bank to reduce the risk of fraud. Please contact the bank.

- Repeated attempts at processing: the EPDQ system may lock-out the individual if excessive attempts have been made at processing card payments. This is a fraud preventative measure by the individual's credit card issuer. The individual can try a different computer to attempt processing.

If the address showing on this page is incorrect and cannot be changed use a different method of payment, such as PayPal or WorldPay.

Once you have completed your payment details, click on *Submit Payment*.

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Making Payment with WorldPay

If you need assistance with completing your WorldPay payment, please use **Help** and **FAQs** on the WorldPay payment page.

You need to click on one of the payment methods here to continue to complete your payment.

Making Payment with PayPal

The Nautical Institute

Your order summary

Descriptions	Amount
NIDP	£138.00
Item number: 1	
Item price: £138.00	
Quantity: 1	
Item total	**£138.00**
	Total £138.00 GBP

Choose a way to pay

► **Pay with my PayPal account**
Log in to your account to complete the purchase

PayPal 🔒

▼ **Pay with a debit or credit card**
(Optional) Sign up to PayPal to make your next checkout faster

| Country | United Kingdom |
| Card type | Select Card |

Billing information

First name	John
Last name	Smith
Address line 1	10 Smith Road
Address line 2 (optional)	
Town/City	Tilbury
County (optional)	Essex
Postcode	RM18 0AN
Delivery address	☑ Same as billing address

Contact information

| Telephone | 1234567890 |
| Email | johnsmith@example.com |

In order to process your payment, PayPal collects certain personal information from you which it holds in accordance with its Privacy Policy. For more information on this process, click PayPal Account Optional.

| Note to seller | Add |

Click Pay to complete your purchase. Please review your information to make sure that it is correct.

Pay

Payments processed by PayPal

Cancel and return to The Nautical Institute.

Existing PayPal Account Holders

If using PayPal for the payment method, please click here to log into your account and follow the instructions to complete the payment.

Non PayPal Account Holders

Non PayPal account holders can make a payment using their credit or debit card or can sign up for a new PayPal account to complete the payment.
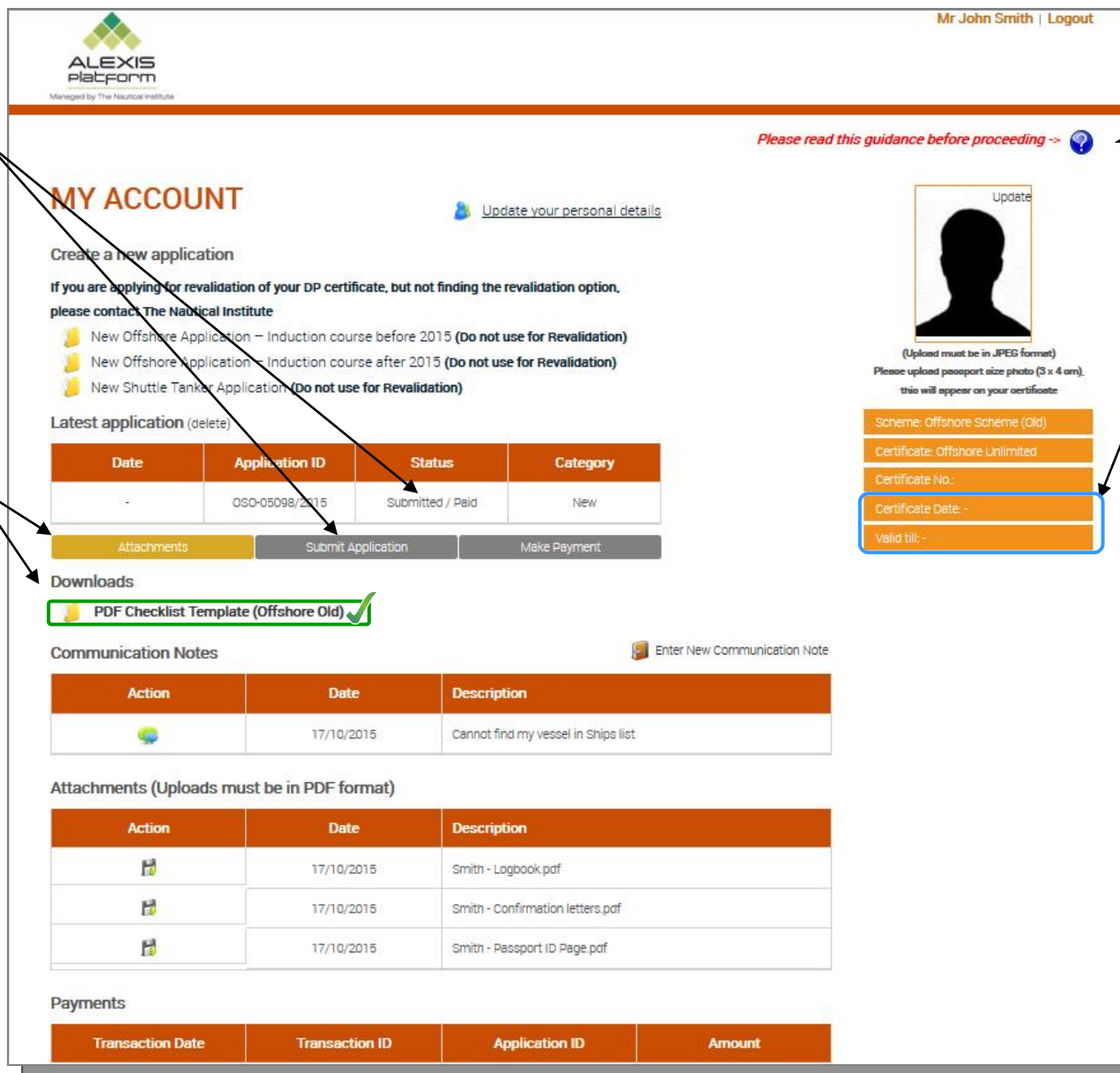
Downloading the PDF Checklist Template

When you have successfully made your payment and return to the *My Account* Home page, you will see that the Status changes to *Submitted / Paid* and both Submit Application and *Make Payment* are now greyed out. Meaning both of these stages of the application have now been completed.

Click on *PDF Checklist Template* to download and print the checklist.

Once signed and completed, please scan and attach it using the *Attachments* button.

The original signed version of this document will need to be sent in with the logbook and other supporting documents.

Mr John Smith | Logout

ALEXIS platform
Managed by The Nautical Institute

Please read this guidance before proceeding ->

Don't forget the Help button

MY ACCOUNT

Update your personal details

Update

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- New Offshore Application – Induction course before 2015 **(Do not use for Revalidation)**
- New Offshore Application – Induction course after 2015 **(Do not use for Revalidation)**
- New Shuttle Tanker Application **(Do not use for Revalidation)**

(Upload must be in JPEG format)
Please upload passport size photo (3 x 4 cm), this will appear on your certificate

Scheme: Offshore Scheme (Old)
Certificate: Offshore Unlimited
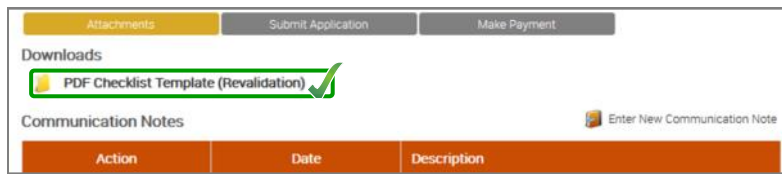Certificate No.:
Certificate Date: -
Valid till: -

The *Certificate Date* and *Valid till* details are still blank and will only update once a certificate has been issued.

Once your status is showing as *Certificate Issued* **(and the certificate date is the current year)**, **do not** click on Revalidate or any other options. If you do, it will change your application status from *Certificate Issued* and prevent us from printing your certificate on the scheduled date. This will lead to delays with the return of your documents.
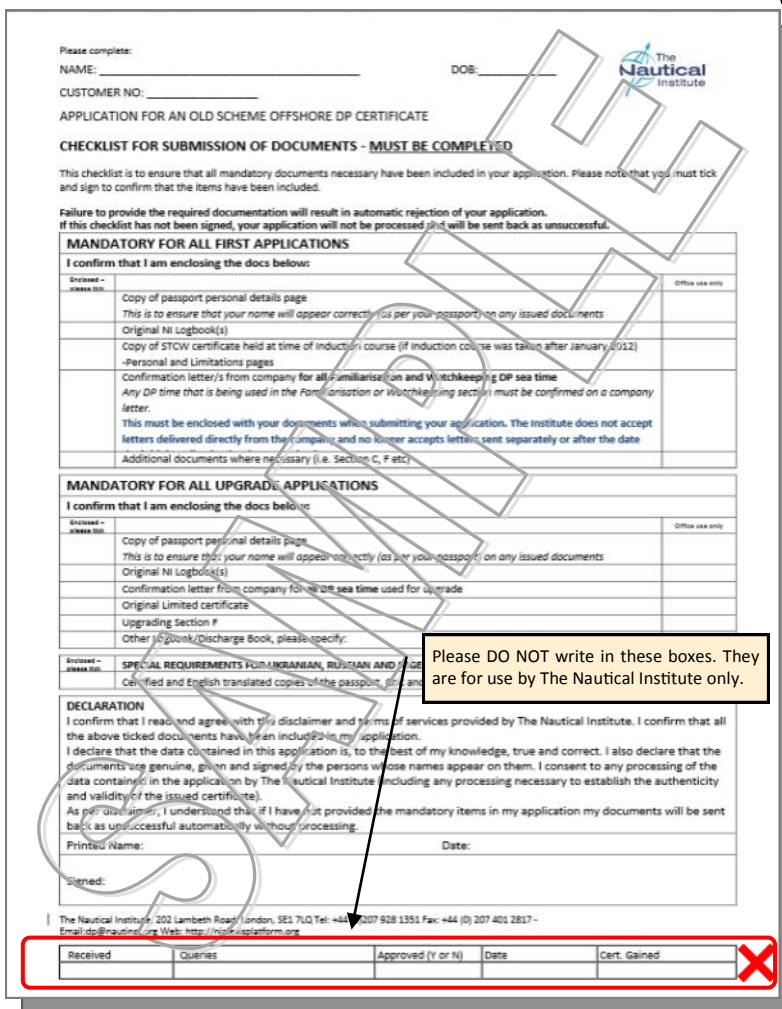
Latest application (delete)

Date	Application ID	Status	Category
-	OSO-05098/2015	Submitted / Paid	New

Attachments | Submit Application | Make Payment

Downloads

PDF Checklist Template (Offshore Old) ✔

Communication Notes   Enter New Communication Note

Action	Date	Description
💬	17/10/2015	Cannot find my vessel in Ships list

Attachments (Uploads must be in PDF format)

Action	Date	Description
💾	17/10/2015	Smith - Logbook.pdf
💾	17/10/2015	Smith - Confirmation letters.pdf
💾	17/10/2015	Smith - Passport ID Page.pdf

Payments

Transaction Date	Transaction ID	Application ID	Amount

Downloading the PDF Checklist Template and sending your documents

The **Signed application** referred to in the Submit checklist, is the **PDF Checklist Template**. This only becomes available on the **My Account** home page when you successfully make your payment. Please print and complete this form to add to the documents to be sent in for processing.

Please read and complete the application form fully ensuring that you have attached all of the documents listed to your online account and have also included it in your application pack.

Application Pack Checklist

Please make sure you have enclosed the following

✓ Original DP logbook

✓ CoC qualifications page (if the Basic/Induction course was taken on or after 1 January 2012)

✓ Original Limited DP certificate (if upgrading)

✓ Original confirmation letters that are validating all of your DP sea time (familiarisation and watchkeeping) being used in your application.

✓ Additional documents (if applicable) Section F, C, etc. the PDF Checklist form has a list of the required mandatory documents.

✓ Copy of your passport personal details page (to verify the correct spelling and order of your names)

✓ Original PDF Checklist (completed, signed and dated)

Now package and send your DP documents to the address below by courier for processing.

DP Department
(Old Offshore Scheme)
The Nautical Institute
202 Lambeth Road
LONDON
SE1 7LQ
United Kingdom

Receipt and processing of documents

Once we receive your documents they are logged in and placed in a queue to await processing. Applications are processed in the order that they are received.

Three automated emails are set up on our system, which you will receive at the following stages:

Received   Sent when we have received your documents and they have been logged into our system

Verified   Sent when your documents have been successfully processed and verified

Despatched   Sent when your documents have been printed. Documents are usually printed and prepared for despatch at the end of each week. Please note that once printed, your documents are subject to final checks and if an issue is found during these checks your documents will be retained to resolve the issue. This could also include any additional address checks if the stated address is not accepted by our courier.

An additional email should be received from our couriers once the documents have been collected from our office. This email will include the tracking number for the delivery.

Once you receive the 'Verified' automated email, please do not click on any of the options available in your account such as 'Convert to Shuttle Tanker Scheme' as this starts a new application and prevents us from printing your certificate. This then causes a delay in your documents being sent back to you as your account will need to be amended to revert it to its previous status before we are able to print your documents.

A member of the DP team will also contact you by email if a query has been found, that is possible to resolve while your documents are with us. If a query is found that makes your application automatically unsuccessful you will also receive an automated email from us with the subject title *"Unsuccessful Application Details."*

Troubleshooting

Section	Error Message	Solution
Creating New black logbook	⚠️ Failed to validate the Logbook Number	The logbook number is added to the account when it was opened at the training centre at the time of the Basic/Induction course. If you have opened a new account you will need to contact the DP department to merge these accounts. If you are using the same account that was opened when the courses was done, please send an email to the DP department with scans of the personal details page (containing the logbook number) and the Basic/Induction course page. We can then check and update the account where necessary.
Courses Basic/Advanced/ STR	⚠️ Centre is not accredited in the selected date	The training centre you have entered was not accredited on the date you have entered. Please cross-check the information you have entered against your logbook and course certificate. If you have entered the details correctly and are still receiving this error message. Please contact the DP department at dp@nautinst.org for assistance.
Courses Basic/Advanced	⚠️ The date entered should only fall between current and past five years	You have entered a date for your course that is over five years old. If this is the correct date for your course, you will need to repeat it before applying for your DP certificate. Currently, the DP department will need to add this course onto your account. Please email with the subject heading of **Course over 5 years old**. Please also check the logbook and verification guides on the DP Help Page on Alexis Platform to check if there is any other requirements you need to fulfil before applying for your DP certificate.
Familiarisation / Watchkeeping	⚠️ A Phase with the same dates already exists	You have either duplicated an entry that already exists, or are trying to enter seatime within dates that already exist in your application. Please re-check the information that you are entering against the information already on your account and in your logbook.
Familiarisation / Watchkeeping	⚠️ Failed to validate ship and DP class	1. The vessel that you are trying add is not on our database for the time being claimed. 2. The DP class you have entered for the ship does not match the DP class we have recorded in our system. Please follow the instructions in the Help button on the Familiarisation and Watchkeeping pages. Please note that you can check the dates for a specific vessel that we have on our database by going to : http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/

Troubleshooting

Suitability	⚠️ The suitability sign-off ship does not match with the last record's ship of Phase D	The ship name for the entry in Phase D (watchkeeping) with the most recent date does not match with the ship name you have entered for your Suitability sign off. You may be required to have an additional Section F form signed off. These can be downloaded from our help section of our website.
Registering	⚠️ This email has already been registered. Please use Forgotten Password if you do not remember your password	If you receive this message do not continue creating a new account using a different email address as the message means that you probably already have an account on our system. Instead, please contact the DP department with the following information to request your login details: • Full name • Personal email address • Certificate number • Certificate issue date • Name of familiarisation vessel You must only use your personal email address or if using a company address it must be one only personal to you (e.g. Johnsmith@company.com) and not a shared address as other accounts may have been previously created with this address.
Dates	⚠️ Please fill out the following field(s): The selected date cannot be a future date	You have entered a date that is greater than the current date. Please note we cannot accept any dates in logbooks or confirmation letters that are dated in the future.
Black Logbook	⚠️ Logbook data showing in Blue / Green Logbook section	If you own a black NI logbook but your data is showing in the blue/green logbook section, please contact the DP department as soon as possible so that this can be rectified. **Do not** submit your documentation as this can cause longer delays with solving the issue. Please email the DP Department with the subject line **Black logbook information in blue logbook.** Please ensure that you have uploaded a full scan of your logbook onto your account.

Confirmation Letter

Requirements

In order to further improve the integrity of the application process and to prevent cases of fraud, The Nautical Institute requires additional documentation, in the form of a testimonial letter from shipping companies, to be submitted with every application.

This letter must match the following criteria:

- Contain information based upon the vessel deck logs, DP logs and internal DP information. The company should only provide letters when they can confirm the actual DP time completed and not only time on board the vessel. The confirmation letter is a second check on the time completed and if required, should be able to provide evidence to The Nautical Institute to prove that the time was on DP.

- Be written by the shipping company on original company headed paper, which must also include the company contact details; a direct email address for the signatory, is very helpful as it enables us to contact them easily if further verification is required.

- Company logos must be of a high resolution and appear clear. Letters received with logos that appear pixelated and/or blurry will not be accepted by The Nautical Institute;

- Contain the company's official stamp or seal.

- Signed and stamped by the Operations Manager, Marine Superintendent or other position directly involved with the operations of the vessel with their full name. *(Letters signed by Masters, Agency staff and HR personnel are not acceptable)*. Signatures and stamps must be ink originals, not digital scans.

- Contain the full job title of the signatory. (Not abbreviated)

- Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience).

- State that the applicant has **trained/worked as a DPO on board the vessel(s) listed**.

- The following information must be included for each sea time entry: Vessel name, GRT, IMO number, DP class, trip dates (from and to), total days on DP, DPO's rank and dates on DP.

- Confirm the total time the applicant has performed as a DP operator on board the vessel(s). This must also include the seagoing familiarisation period;

- Total Days on DP and Dates on DP must only include actual DP time served on board the vessel(s). Time on leave/attending courses, or not involved in DP operations **must not be included**. Each entry in the letter must be broken down and listed as individual trips.

- Limited DPO certificate holders upgrading to Full certificates only need to provide confirmation of DP watchkeeping time gained after their Limited certificates were issued;

- Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating reasons.

When the requested confirmation letter has been obtained, please include the original with your application documents and send them by courier to The Nautical Institute; (photocopies and emailed scans of letters cannot be accepted).

Note that this letter does not replace the entries, signatures and stamps in the logbook, which needs to be sent along with this document to The Nautical Institute.

Applications with confirmation letters not meeting with the above requirements will be subject to delay.

Here is a sample of the letter required. This is available on our website in the ***DP Help Page—Offshore*** section, together with an editable version in MSWord format.

DP sea time confirmation letters are required by The Nautical Institute for all DP sea time (familiarisation and watchkeeping) being used in your application.

The confirmation letter is to enable us to cross-check the DP sea time recorded and signed off by the Master in your logbook against the company's records on whose vessel(s) you obtained the DP sea time. Confirmation letters are another main reason why applications are rejected due to them not meeting the guidelines set out by The Nautical Institute. There is a DP sea time confirmation letter template available for use in the Offshore section of the Alexis Platform website DP Help Page, for your company's ease. This contains all of the required wording and data columns needed to enable us to verify the information recorded in your logbook and confirm that you have met the DP sea time requirements.

For further information, contact:
DP Department, The Nautical Institute, 202 Lambeth Road, LONDON SE1 7LQ, UK
Tel   +44(0)20 7928 1351 *(Tuesdays and Thursdays only)*
Fax   +44(0)20 7401 2817
Email dp@nautinst.org   Website www.nialexisplatform.org