Conversion – Shuttle Tanker to Offshore Frequently Asked Questions

Here is a list of the questions we are most often asked by DPOs currently converting their Shuttle Tanker certificate to an Offshore certificate. Please read through them carefully before contacting The Nautical Institute, as they will answer most of your questions about the DP Operator's training scheme.

Completing the scheme

- **What do I need to complete in order to apply for my conversion to Offshore certificate?**
- **How many days do I need to complete to be issued with a certificate?**
- **What counts as a DP day**
- **Can I use a mixture of classed and unclassed DP time to gain a Limited/Unlimited certificate?**
- **What is active time?**
- **Can I use time from before my Shuttle Tanker certificate was issued towards my certificate?**
- **Who needs to sign off my DP sea time?**
- **Can I use time not recorded in my logbook?**
- **I have an entry in my logbook that has not been signed. What should I do?**
- **My company won't provide a confirmation letter. What should I do?**
- **Can I use correction fluid (white-out) to amend dates in my logbook?**

Application Processing

- **Can I accrue DP time whilst my logbook is at the NI offices?**
- **Will my certificate have a validity date?**
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Applying online

- **How do I apply?**
- **How much will the application cost?**
- **Can I pay via bank transfer or cheque for my DP certificate?**
- **Where do I send my documents once I have applied online?**

COMPLETING THE SCHEME

What do I need to complete in order to apply for my conversion to Offshore certificate?

You need to complete the following:

1. 90 days DP sea time
2. Statement of Suitability

When the phases have been completed, a confirmation letter should be obtained from the company confirming the DP sea time. A template for this letter is available on our website.

How many days do I need to complete to be issued with a certificate?

To convert to the Offshore certificate requires 90 DP sea time days. Please note that you must complete a minimum of 2 hours on the DP desk for any time that you are claiming. This does differ from the previous scheme.

What counts as a DP sea time day?

If you have started the scheme after January 1st 2015, you will be entering onto the new Offshore scheme. This means that a DP day is now counted as two hours on the DP desk per day.

Can I use a mixture of classed and unclassed DP time to gain a Limited/Unlimited certificate?

No. If you are working towards a Limited or Unlimited certificate you must complete 90 DP sea time days on board a classed 1, 2, or 3 vessel. To convert, this time should not be completed on board a shuttle tanker vessel.

What is active time?

Active – with propulsion under the guidance of an NI-certified DPO
- Using DP system to control ship.
- Setting up on DP.
- Completing task sections combined with DP operations.
- FMEA, annual, class, charterer, field arrival and DP proving trials.
- Emergency ship handling training using manual controls using ONLY the thrusters available after worst case failure.

All 90 days of DP sea time must be active time in order to convert a Shuttle Tanker certificate to an Offshore certificate

Can I use time from before my Shuttle Tanker certificate was issued towards my certificate?

No, only time completed after the issuance of your Shuttle Tanker certificate can be used to convert.

Who needs to sign off my DP sea time?

Your DP sea time must be signed off by the Master of the vessel. Each recorded DP sea time entry must also be initialled individually by the same Master whose details and signature appears at the bottom of each page. Entries that have not been signed cannot be counted towards the required 90 days DP sea time.

Can I use time not recorded in my logbook?

No. All DP sea time to be used in the application must be recorded in your NI logbook. Any time used in the application which is not logged in the NI logbook will not be counted towards the certificate and may result in your application being rejected. If you are converting, there is designated space in the logbook for this.

I have an entry in my logbook that has not been signed. What should I do?

You need to contact the master of the vessel from that time period in order to have the entry signed. Any entries in the logbook which are missing the signature or ship stamp will not be counted towards the application.

My company won't provide a confirmation letter. What should I do?

Unfortunately all sea time being claimed for an application does need to be confirmed on a letter from the company. Any time which does not have a confirmation letter cannot be used. If you are unable to obtain this letter, the DP sea time will need to be redone.

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

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

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

APPLICATION PROCESSING

Can I accrue DP time whilst my logbook is at the NI offices?

No. Only time whilst you are in possession of your logbook can be claimed.

Will my certificate have a validity date?

Yes. The Nautical Institute now issues a validity date on all certificates. The certificate will be valid for a period of five years. At the end of the five years, you will need to revalidate this certificate. Please ensure that during the five years, you are logging your DP time ready to use for revalidation.

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

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

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

This is a requirement from our couriers. They are unable to deliver to Russian/Chinese home addresses. Please ensure that you enter either a Russian/Chinese company address, or a home address other than Russia/China. Please also provide the company registration number for the return address. This will stop any delays when sending your documents back to you.

Please note that all deliveries to Crimea have also been stopped by our courier.

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

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

APPLYING ONLINE

How do I apply?

You will need to apply online before sending your documents into The Nautical Institute office. Please check our Help section for the online application guide.

How much will the application cost?

From 2nd January 2016, applications for the DP certificate will be £130 (+VAT where applicable). This cost includes the processing of your documents and the return via courier.

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

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

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

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

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

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

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