

## Introduction

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

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

## Important Requirements - Please Read

### Minimum Qualification Requirement

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

- The minimum qualification will be set at STCW Regulation II/1 - II/2 - II/3 Deck, Regulation III/1 - III/2 - III/3 Engine and Regulation III/6 ETO.

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

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

Prospective DPOs, with alternative appropriate Marine Vocational Qualifications (MVQs) will not need an authorisation letter from The Nautical Institute to start the training scheme if their MVQ is listed on the approved list. The approved list is available on The NI Alexis Platform website: <http://www.nialexisplatform.org/certification>.

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

### DP Sea time Confirmation Letter

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

Please note that due to the differences in the way that the sea time is logged for the Old and New Offshore Scheme and the Shuttle Tanker Scheme, the correct confirmation letter template should be used. These can all be found on our website.

## Applying for a Certificate

### Online applications

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

Once you have applied online and successfully completed the online payment, you will be able to download the PDF Checklist from the My Account main page. Please print and complete this Checklist before sending it in with your required documents.

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

For all Old Scheme and New Scheme applications, every element of the scheme must be dated within the five years previous to the date the application is received at The Nautical Institute office.

Please ensure that the online application is completed with enough time to send in documents to The Nautical Institute before any element becomes out of date.

## Manual Applications

The Nautical Institute **does not accept manual applications**. All documents received in support of an application that has not been registered or completed on the online system, will be returned via normal post without processing. The Nautical Institute does not accept any responsibility for documents lost/damaged in the post.

## Delivery of Documents

We solely work with our contracted couriers, DHL to return documents. The fees are paid when completing the online application process.

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

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

Please visit our website for the courier fees which are applicable to all applications.

<http://www.nialexisplatform.org/certification/dynamic-positioning/fees-application/>

(UK and Europe are subject to an additional charge on the courier fee due to VAT, which is beyond The Nautical Institute's control.)

## Replacement Documents

Please note that in the event of loss, the issuance of replacement documents incur charges that can be found in the 'DP Credit Card Form' on our website.

<http://www.nialexisplatform.org/dp-help-page/offshore/forms-documents/>

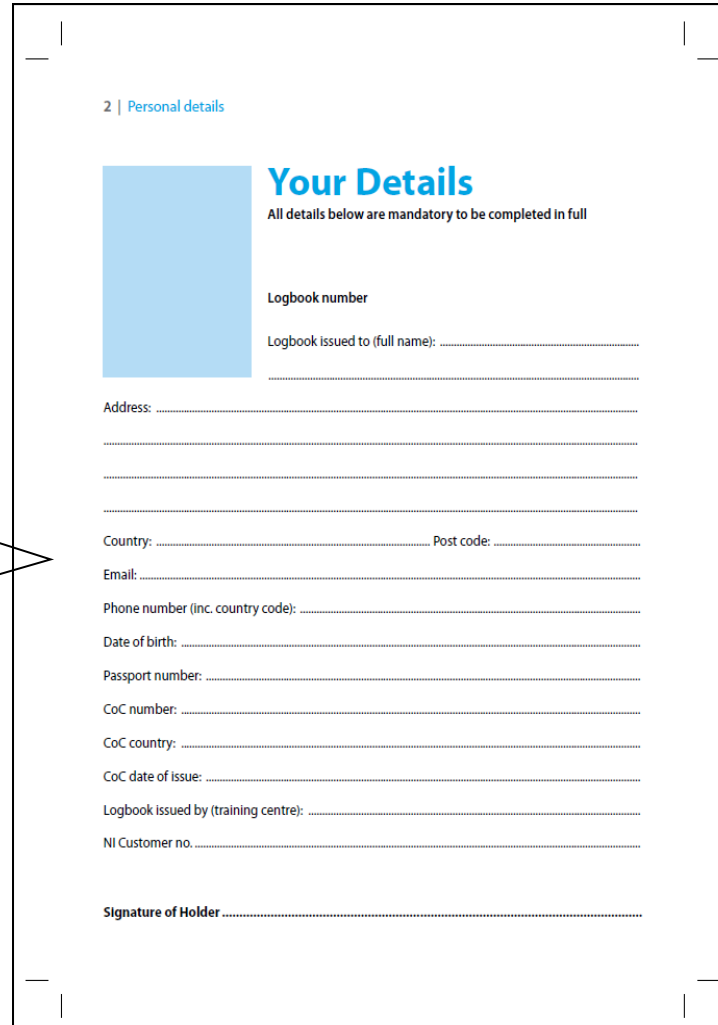
(UK and Europe are subject to an additional charge on the courier fee due to VAT, which is beyond The Nautical Institute's control.)

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

## Personal Details Page

Page 2 of the new style logbook contains the personal details of the holder. This should be completed clearly by the training centre where the Induction course was passed.

The new style logbook requires more information be filled out than the old logbook. There is space in this logbook for the customer number and email address. This helps to ensure that the applicant does not open multiple accounts due to forgotten login details.



2 | Personal details

### Your Details

All details below are mandatory to be completed in full

Logbook number

Logbook issued to (full name): .....

Address: .....

Country: ..... Post code: .....

Email: .....

Phone number (inc. country code): .....

Date of birth: .....

Passport number: .....

CoC number: .....

CoC country: .....

CoC date of issue: .....

Logbook issued by (training centre): .....

NI Customer no. ....

Signature of Holder .....

### COMMON QUERIES/UNSUCCESSFUL REASONS

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

THE NI IS NOW REQUIRING A COPY OF THE APPLICANTS PASSPORT PERSONAL DETAILS PAGE.

THE CERTIFICATE WILL THEN BE ISSUED WITH THE SAME NAME.

### CHECKLIST

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

## Section A—Basic Course Details

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

The course must have been completed within 5 years previous to the date of application to the NI. If the course is over five years old, the applicant will need to repeat the course at an NI accredited training centre. This retaken course should be recorded on page 10 of the logbook underneath the original course.

10 | A DP induction/basic course

### Logbook

Please ensure the entries are fully completed

**A DP Induction/Basic Course**  
(for those being introduced to the subject)

Centre .....

Date Completed ..... Certificate No. ....

I hereby certify that the holder of this logbook has satisfactorily completed the Induction/Basic course and has passed the assessment

Signed .....

Print Name .....

Training Centre stamp:

*If after five years from the initial basic course the full DP certificate has not been issued because the DP sea service was not gained the holder of the logbook is required to re-take the basic DP course once more. When the basic course has been satisfactorily re-taken and the full and correct DP sea service gained, the certificate will be issued.*

**A Basic Course Re-validation (after 5 years)**

Centre .....

Date Completed ..... Certificate No. ....

I hereby certify that the holder of this logbook has satisfactorily completed the Induction/Basic course and has passed the assessment

Signed .....

Print Name .....

Training Centre stamp:

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

### COMMON QUERIES/UNSUCCEFUL REASONS

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

### CHECKLIST

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



## Section C—Familiarisation Tasks

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

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

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

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO on board must complete this section. If Section B and C are signed by different people a cover letter of explanation should be written by the signatories.

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

C Table 1 | 21

1 DP Familiarisation Log	RE-VALIDATION OF FAMILIARISATION (5 YEARS)			INITIAL VALIDATION		
	Competent officer's CoC or DP Certificate no.	Competent officer's signature	Date evolution undertaken	Competent officer's CoC or DP Certificate no.	Competent officer's signature	Date evolution undertaken
<b>Shiphandling</b>						
1.1 Controlling vessel movements using - manual controls jointly and individually						
1.2 Controlling vessel movements using - Joystick control						
1.3 Setting the vessel up on DP						
1.4 Manoeuvre V/L in Auto DP Mode						
1.5 Manoeuvre V/L under reduced power/thruster condition						

The mandatory items on this page are:

### 1. SHIPHANDLING

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

### COMMON QUERIES/UNSUCCEFUL REASONS

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

### CHECKLIST

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

## Section C—Familiarisation Tasks

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

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

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

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO on board must complete this section. If Section B and C are signed by different people a cover letter of explanation should be written by the signatories.

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

22 | C Table 2

2 DP Control System	RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
DP Control System	INITIAL VALIDATION		
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
	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			

The mandatory items on this page are:

### 2. DP CONTROL SYSTEM

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

#### COMMON QUERIES/UNSUCCESSFUL REASONS

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

#### CHECKLIST

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

## Section C—Familiarisation Tasks

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

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

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

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO on board must complete this section. If Section B and C are signed by different people a cover letter of explanation should be written by the signatories.

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

C Table 3 | 23

3 DP Computer System	RE-VALIDATION OF FAMILIARISATION (5 YEARS)			
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.	
DP Computer System				
3.1 Power supplies				
3.2 Emergency power supplies				
3.3 Alarm signals				
3.4 Loading and general use of computer				

The mandatory items on this page are:

### 3. DP COMPUTER SYSTEM

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

#### COMMON QUERIES/UNSUCCESSFUL REASONS

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

#### CHECKLIST

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



## Section C—Familiarisation Tasks

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

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

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

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO on board must complete this section. If Section B and C are signed by different people a cover letter of explanation should be written by the signatories.

24 | C Table 4

4 DP Information Input Systems	INITIAL VALIDATION			RE-VALIDATION OF FAMILIARISATION (5 YEARS)			
	Use and understanding of position reference sensors	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
4.1 Microwave							
4.2 DGPS							
4.3 DARPS							
4.4 Taut wire							
4.5 Acoustic							
4.6 Laser based							
4.7 Others (specify)							

Part 4 of the Section C is not mandatory but it is recommended to enhance knowledge.

### COMMON QUERIES/UNSUCCEFUL REASONS

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

### CHECKLIST

- Items on this page are not mandatory but each sensor used during familiarisation should be entered.

## Section C—Familiarisation Tasks

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

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

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

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO on board must complete this section. If Section B and C are signed by different people a cover letter of explanation should be written by the signatories.

C Table 5 | 25

	RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
5 DP Sensors	INITIAL VALIDATION		
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
	Use and understanding of DP sensors		
	5.1 Gyro		
5.2 VRU/VRS			
5.3 Wind sensors			
5.4 Other data input systems			

Part 5 of the Section C is not mandatory but it is recommended to enhance knowledge.

### COMMON QUERIES/UNSUCCESSFUL REASONS

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

### CHECKLIST

- Items on this page are not mandatory but each sensor used during familiarisation should be entered.

## Section C—Familiarisation Tasks

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

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

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

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO on board must complete this section. If Section B and C are signed by different people a cover letter of explanation should be written by the signatories.

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

26 | C Table 6

6 Understanding and use of Propulsion Units	RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
	Competent officer's CoC or DP Certificate no.	Competent officer's signature	Date proficient
INITIAL VALIDATION			
Use and understanding and use of propulsion units	Competent officer's CoC or DP Certificate no.	Competent officer's signature	Date proficient
6.1 In manual control			
6.2 In DP operation			
6.3 Loss of individual propeller unit			
6.4 Use of propeller in reduced power situation			

The mandatory items on this page are:

### 6. UNDERSTANDING & USE OF PROPULSION UNITS

- In manual control
- In DP Operation

#### COMMON QUERIES/UNSUCCEFUL REASONS

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

#### CHECKLIST

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

## Section C—Familiarisation Tasks

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

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

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

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO on board must complete this section. If Section B and C are signed by different people a cover letter of explanation should be written by the signatories.

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

C Table 7 | 27

		RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
		Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
7 Power Generation / Back up Systems	Use and understanding of power generation/ back up systems			
	7.1 Primary and auxiliary supply alternative generating and distributive systems			
	7.2 UPS systems			

The mandatory items on this page are:

### 7.1 SHIP'S PRIMARY & AUXILLARY SUPPLY ALTERNATIVE GENERATING & DISTRIBUTION SYSTEMS

### 7.2 UNDERSTANDING & USE OF UPS SYSTEMS

#### COMMON QUERIES/UNSUCCEFUL REASONS

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

#### CHECKLIST

- Items 7.1 and 7.2 have been individually signed and dated within DP Familiarisation sea time
- Dates match within dates of DP Familiarisation sea time (Section B)
- Dates within the last five years

## Section C—Familiarisation Tasks

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

The Section C cannot be self-signed by the trainee DPO. If the Trainee DPO is the Master, then either the Relief Master or the certificate DPO on board must complete this section. If Section B and C are signed by different people a cover letter of explanation should be written by the signatories.

This page should contain the Competent Officer's name, signature and CoC or DP certificate details. This should also be dated when the Section C is complete.

28 | Section C sign off

<p><b>Competent officer's sign off (for revalidation)</b></p> <p>I hereby confirm that the DP Operator/trainee has shown an understanding through practical evidence of the tasks described in the DP familiarisation tasks of this logbook.</p> <p>Competent officer's signature</p> <p>Print name</p> <p>Competent officer's CoC no. or DP certificate no.</p> <p>Date</p> <p>Ship's Stamp</p>	<p><b>Competent officer's sign off (for initial validation)</b></p> <p>I hereby confirm that the DP Operator/trainee has shown an understanding through practical evidence of the tasks described in the DP familiarisation tasks of this logbook.</p> <p>Competent officer's signature</p> <p>Print name</p> <p>Competent officer's CoC no. or DP certificate no.</p> <p>Date</p> <p>Ship's Stamp</p>
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The Nautical Institute takes a serious view of false information being submitted, or false endorsements by Competent Officer/ Master. The penalty for doing so can lead to suspension or cancellation of a DP Certificate for up to five years. The Institute reserves the right to take further actions if applicable.

### COMMON QUERIES/UNSUCCESSFUL REASONS

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

### CHECKLIST

- Signed and dated by the Competent Officer on board the vessel

## Section D—Advanced Course Details

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

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

D DP simulator/advanced course | 29

**D DP Simulator/Advanced Course**

Centre .....

Date Completed ..... Certificate No. ....

I hereby certify that the holder of this logbook has satisfactorily completed the Simulator/Advanced course

Signed .....

Print Name .....

Training Centre stamp:

*If after five years of the advanced course the full DP certificate has not been issued because the DP sea service was not gained the holder of the logbook is required to re-take the advanced DP course. When the advanced course has been satisfactorily re-taken and the full and correct DP sea service gained, the certificate will be issued.*

**D Advanced Course Re-validation (after 5 years)**

Centre .....

Date Completed ..... Certificate No. ....

I hereby certify that the holder of this logbook has satisfactorily completed the Simulator/Advanced course

Signed .....

Print Name .....

Training Centre stamp:

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

### COMMON QUERIES/UNSUCCESSFUL REASONS

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

### CHECKLIST

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

## Section E—DP Watchkeeping Experience

The Watchkeeping should consist of a minimum of 180 DP days on board a DP classed vessel (DP1, DP2, DP3). Each DP Watchkeeping entry should contain the official ship stamp, Master's signature, name and certificate number, vessel name and IMO number, DP vessel class, 'Date joined' and 'Date left' along with the individual DP days completed.

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

The dates entered here should be the dates on DP.

The new style logbook is set out so that all individual DP days can be recorded correctly. The Master of the vessel should sign and stamp the bottom of the page to complete the entry. Only dates with a minimum of one hour on the DP desk should be recorded in the table. These need to be added individually into the online application.

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

E DP watchkeeping experience | 35

**E DP Watchkeeping Experience**

Ship name ..... IMO number .....

EQ Class ..... DP System .....

Date joined vessel ..... Date left vessel .....

DATES WORKED ON DP				DATES WORKED ON DP			
From	To	No of days	Code*	From	To	No of days	Code*


\* Activity code is displayed on page 34

Master's signature .....

Master's printed name .....

Master's CoC no or Master's DP certificate no .....

Ship's Stamp



The equipment class should be entered in the field provided. When applying online, if the vessel is showing as a different class, please contact the DP department with a copy of the classification certificate so that the record can be updated.

### COMMON QUERIES/UNSUCCESEFUL REASONS

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

### CHECKLIST

- Dates clearly written (stated if American format)
- Rank and Equipment class completed
- Company letter confirming the actual DP time logged in the Watchkeeping Section
- Minimum of 180 DP Watchkeeping days (60 DP Watchkeeping days for an Upgrade)

## Section E—DP Watchkeeping Experience

The Watchkeeping should consist of a minimum of 180 DP days on board a DP classed vessel (DP1, DP2, DP3). Each DP Watchkeeping entry should contain the official ship stamp, Masters signature, name and certificate number, vessel name and IMO number, DP vessel class, 'Date joined' and 'Date left' along with the individual DP days completed.

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

The 'Date left vessel' field must be completed for the DP Watchkeeping experience to be counted. If the date is missing and the entry is needed, the application will be made unsuccessful.

**UPGRADE APPLICATION**

In order to upgrade from a Limited certificate to an Unlimited certificate, a minimum of 60 DP days on board a DP2/3 vessel must be completed and logged in the NI logbook, with an additional Section F. This time should be logged in the same format as the original sea time.

E DP watchkeeping experience | 35

**E DP Watchkeeping Experience**

Ship name ..... IMO number .....

EQ Class ..... DP System .....

Date joined vessel ..... Date left vessel .....

DATES WORKED ON DP				DATES WORKED ON DP			
From	To	No of days	Code*	From	To	No of days	Code*

\* Activity code is displayed on page 34

Master's signature .....

Master's printed name .....

Master's CoC no or Master's DP certificate no .....

Ship's Stamp

- COMMON QUERIES/UNSUCCEFUL REASONS**
- Missing ship stamps
  - Date left or joined missing the year
  - Ship stamp not confirming the vessel name
  - Minimum required DP sea time not completed in the last five years (180 days) at time of receipt of documents at the NI
  - Minimum required DP sea time not completed before application
  - DP sea time duplicated in the Familiarisation and Watchkeeping
  - Fewer days confirmed in company letter than in logbook leading to less than the minimum required
  - DP sea time for more than one trip entered on the same page

- CHECKLIST**
- Dates clearly written (stated if American format)
  - Rank and Equipment class completed
  - Company letter confirming the actual DP time logged in the Watchkeeping Section
  - Minimum of 180 DP Watchkeeping days (60 DP Watchkeeping days for an Upgrade)



## Section F—Statement of Suitability

The Section F form must be filled once all other elements have been completed. The form must be dated after 180 days DP Watchkeeping (or if you wish to obtain a Full DP certificate and have a mixture of DP1 and DP2/3 days; after you have obtained enough DP time to qualify for a Full DP certificate).

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

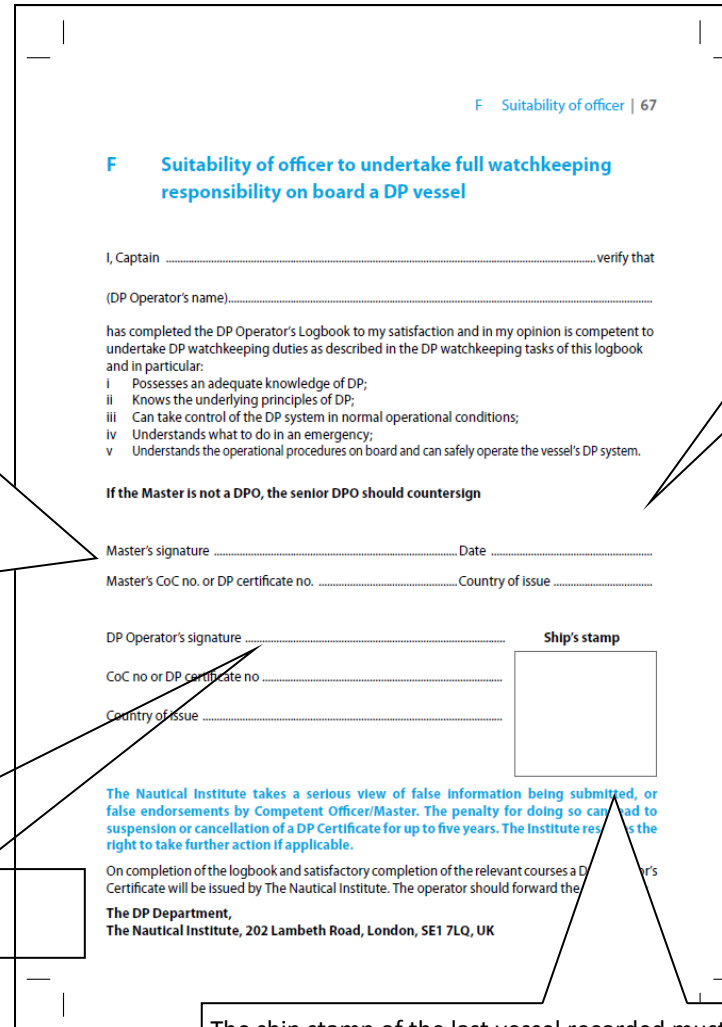
If the Trainee DPO is the Master, then either the Relief Master or the Certified DPO on board must complete the second half of the section.

The Master's signature is where the Master should sign to confirm they believe the trainee DPO is competent and should receive their DP certificate. If the Master is not a DPO, he should still sign in the space provided but the form must also be countersigned by the Certified DPO. The Certified DPO should also write his name in BLOCK CAPITALS and write his DPO number under his name. If the trainee DPO is the Master of the vessel, the certified DPO should sign on the Master's signature line, and complete their CoC details, etc. They should also write their name at the top of the form along with their rank.

**The Operators signature is where the trainee DPO should sign. This is the owner of the logbook**

### UPGRADE APPLICATION

A new Section F must be provided signed off after the minimum 60 DP2/3 days. The Upgrade form can be found on page 67 of the logbook.



F Suitability of officer | 67

**F Suitability of officer to undertake full watchkeeping responsibility on board a DP vessel**

I, Captain ..... verify that  
(DP Operator's name).....

has completed the DP Operator's Logbook to my satisfaction and in my opinion is competent to undertake DP watchkeeping duties as described in the DP watchkeeping tasks of this logbook and in particular:


- i Possesses an adequate knowledge of DP;
- ii Knows the underlying principles of DP;
- iii Can take control of the DP system in normal operational conditions;
- iv Understands what to do in an emergency;
- v Understands the operational procedures on board and can safely operate the vessel's DP system.

**If the Master is not a DPO, the senior DPO should countersign**

Master's signature ..... Date .....

Master's CoC no. or DP certificate no. .... Country of issue .....

DP Operator's signature ..... **Ship's stamp**

CoC no or DP certificate no ..... 

Country of issue .....

The Nautical Institute takes a serious view of false information being submitted, or false endorsements by Competent Officer/Master. The penalty for doing so can lead to suspension or cancellation of a DP Certificate for up to five years. The Institute reserves the right to take further action if applicable.

On completion of the logbook and satisfactory completion of the relevant courses a DP Operator's Certificate will be issued by The Nautical Institute. The operator should forward the certificate to:

**The DP Department,  
The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, UK**

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

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

### COMMON QUERIES/UNSUCCESSFUL REASONS

- Spelling of name different to additional documentation
- Missing names/special characters which are present on additional documentation e.g. â , æ
- Dated more than a month after sea time has been completed
- Missing Master/certified DPO's signature
- Master signing both lines and the trainee DPO's signature missing
- Trainee DPO self-signing both signature lines
- Section F signed by a different person to the Master who signed off the last vessel entry

### CHECKLIST

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

## Company Confirmation Letters

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

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

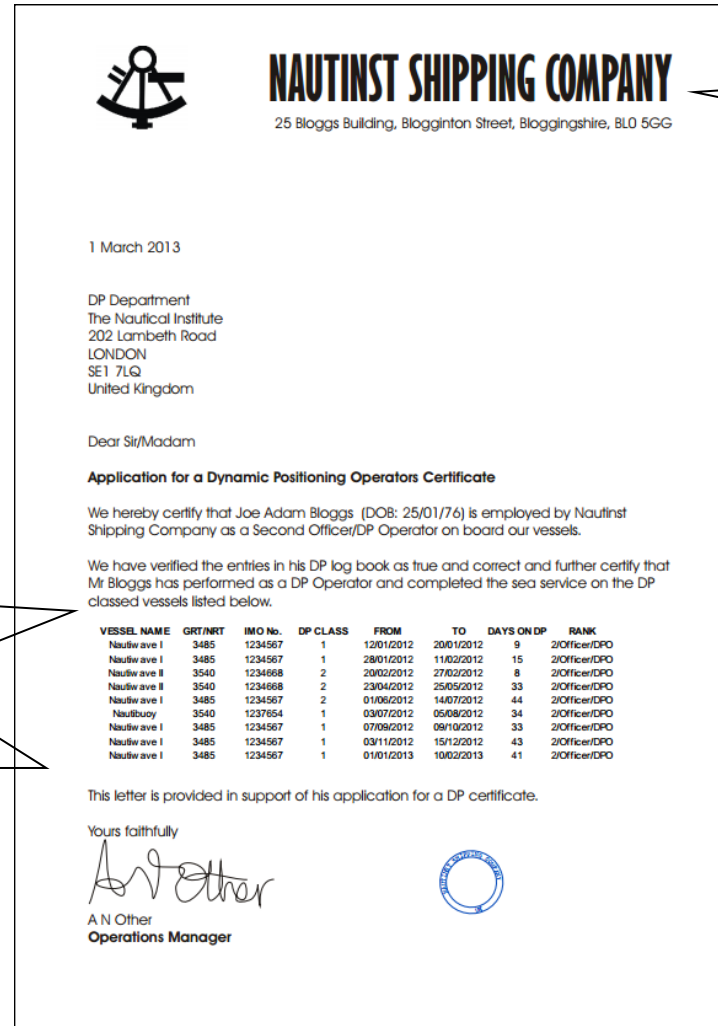
More details regarding the company confirmation letter can be found on our [website](#).

The letters should confirm all Familiarisation and Watchkeeping DP sea time. These entries should contain the 'From' and 'To' date as well as the total amount of DP days on board.

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

### UPGRADE APPLICATION

Confirmation letters for the Upgrade DP2/3 sea time need to be provided for those who are upgrading from a Limited certificate to an Unlimited certificate but only needs to confirm DP sea time gained after the issue date of the Limited certificate.



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

1 March 2013

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

Dear Sir/Madam

**Application for a Dynamic Positioning Operators Certificate**

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

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

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

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

Yours faithfully  
*A N Other*  
A N Other  
Operations Manager

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

### COMMON QUERIES/UNSUCCESSFUL REASONS

- Companies confirming time on board vessels that are not owned or managed by themselves.
- Wrong signatory
- Blurry/pixelated/unclear logo and letterhead
- Missing confirmation of DP Familiarisation time
- Incorrect dates
- Not containing the actual amount of DP days
- Scanned/copied letter
- Scanned/signature stamp
- Missing signatory name and job title
- Letter confirming total number of hours and not days
- Does not state the applicant served as a DPO
- Multiple trips confirmed in one entry

### CHECKLIST

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

## Online Application

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

### UPGRADE APPLICATION

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

### COMMON QUERIES/UNSUCCESSFUL REASONS

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

### CHECKLIST

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


## Online Application

This checklist will appear at the front of all applications.

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

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

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



NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
 CUSTOMER NO.: \_\_\_\_\_  
 APPLICATION FOR A DP CERTIFICATE

**CHECKLIST FOR SUBMISSION OF DOCUMENTS - MUST BE COMPLETED**

This checklist is to ensure that all mandatory documents necessary have been included in your application. Please note that you must tick and sign to confirm that the items have been included.

Failure to provide the required documentation will result in automatic rejection of your application.

If this checklist has not been signed, your application will not be processed and will be sent back as unsuccessful.

MANDATORY FOR ALL FIRST APPLICATIONS		
I confirm that I am enclosing the docs below:		
Enclosed - please tick		Office use only
<input type="checkbox"/>	All pages of this PDF document (signed by yourself on page 8/9)	
<input type="checkbox"/>	Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>	
<input type="checkbox"/>	Original NI Logbook(s)	
<input type="checkbox"/>	Copy of STCW qualification held at time of Induction course (if taken after January 2012) Personal and Limitations page - If you were a cadet at time of Induction course, then copy of STCW qualification issued before the attendance at Simulator course	
<input type="checkbox"/>	Original confirmation letter from company for all Familiarisation and Watchkeeping DP seetime <i>Any DP time that is being used in the Familiarisation section or the Watchkeeping section must be confirmed on a company letter.</i> <b>This must be enclosed with your documents when submitting your application. The Institute does not accept letters delivered directly from the company and no longer accepts letters sent separately or after the date the initial application has been received.</b>	
<input type="checkbox"/>	Additional documents where necessary (i.e. Section F, Section C)	

MANDATORY FOR ALL UPGRADE APPLICATIONS		
I confirm that I am enclosing the docs below:		
Enclosed - please tick		Office use only
<input type="checkbox"/>	All pages of this PDF document (signed by yourself on page 8/9)	
<input type="checkbox"/>	Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>	
<input type="checkbox"/>	Original NI Logbook(s)	
<input type="checkbox"/>	Original confirmation letter from company for all Watchkeeping DP seetime used for upgrade	
<input type="checkbox"/>	Original Limited certificate	
<input type="checkbox"/>	Upgrading Section F	
<input type="checkbox"/>	Other Logbook/Discharge Book, please specify:	

Enclosed - please tick	SPECIAL REQUIREMENTS FOR UKRANIAN, RUSSIAN AND NIGERIAN APPLICATIONS	Office use only
<input type="checkbox"/>	Certified copies of passport, CoC and discharge book (all pages) to confirm all seetime in application. These records also need to be officially translated into English language	

**DECLARATION**  
 I confirm that I read and agree with the disclaimer and terms of services provided by The Nautical Institute (page 10/11). I confirm that all the above ticked documents have been included in my application. As per disclaimer, I understand that if I have not provided the mandatory items in my application my documents will be sent back as unsuccessful automatically without processing.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signed: \_\_\_\_\_

The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ Tel: +44 (0)207 928 1351 Fax: +44 (0)207 401 2817  
 Email: [dp@nainstitut.org](mailto:dp@nainstitut.org) Web: [www.nainstitut.org](http://www.nainstitut.org)

Received	Queries	Approved (Y or N)	Date	Cert. Gained

1

The applicants name, customer number and date of birth will appear at the top of the form.

### COMMON QUERIES/UNSUCCESSFUL REASONS

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

### CHECKLIST

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