

## Introduction

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

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

## Important Requirements - Please Read

### Minimum Qualification Requirement

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

- The minimum qualification will be set at STCW Regulation II/1 - II/2 - II/3 Deck, 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

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

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



### DYNAMIC POSITIONING WATCHKEEPING LOG BOOK

Name BLOGGS JOE ADAM  
FAMILY/SURNAME FORENAME(S)

Address 23 BLOGG STREET  
SOUTHAMPTON  
HANTS, SO 14 1PJ

Country UK

Date of Birth 25 01 1976  
DAY MONTH YEAR

Certificate of Competence Class and No. \_\_\_\_\_

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

### COMMON QUERIES

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

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

THE CERTIFICATE WILL THEN BE ISSUED WITH THE SAME NAME.

### CHECKLIST

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

## Section A—Basic Course Details

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

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 9 of the logbook.

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

### THE PROGRAMME

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

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

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### LOG BOOK

Please ensure that the entries are fully completed.

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


Centre Marine Blue Centre

Date completed 09 January 2012

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

Signed [Signature]

For Training Centre Stamp



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### COMMON QUERIES

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

### CHECKLIST

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


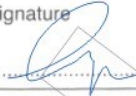

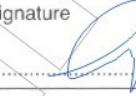

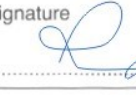

## Section B— Seagoing Familiarisation

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

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

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

**B SEAGOING D.P. FAMILIARISATION (30 DAYS)**

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

2

Each entry should contain the number of actual DP days.

### COMMON QUERIES

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

### CHECKLIST

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



## Section C—Familiarisation Tasks

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

All mandatory items must be completed and a minimum of 7 of these mandatory tasks must have been completed during the DP Familiarisation 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 SEAGOING FAMILIARISATION WATCHKEEPING LOG

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

#### D.P. FAMILIARISATION LOG

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

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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

- Missing year of entry
- Block signatures/stamps
- Mandatory items not completed at all
- Less than half the mandatory items completed outside the Section B DP 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.

LOG BOOK (continued)

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

The mandatory items 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

### 3. DP COMPUTER SYSTEM

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

### COMMON QUERIES

- Missing year of entry
- Block signatures/stamps
- Mandatory items not completed at all
- Less than half the mandatory items completed outside the Section B DP 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, 2.3, 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.

LOG BOOK (continued)

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

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

### COMMON QUERIES

- Missing year of entry
- Block signatures/stamps
- Mandatory items not completed at all
- Less than half the mandatory items completed outside the Section B DP 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 are useful for knowledge.



## Section C—Familiarisation Tasks







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

All mandatory items must be completed and a minimum of 7 of these mandatory tasks must have been completed during the DP Familiarisation 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.

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

The mandatory items on this page are:

### 6. UNDERSTANDING & USE OF PROPULSION UNITS

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

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

### 7.2 UNDERSTANDING & USE OF UPS SYSTEMS

#### COMMON QUERIES

- Missing year of entry
- Block signatures/stamps
- Mandatory items not completed at all
- Less than half the mandatory items completed outside the Section B DP 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, 6b, 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)

## Section C—Familiarisation Tasks

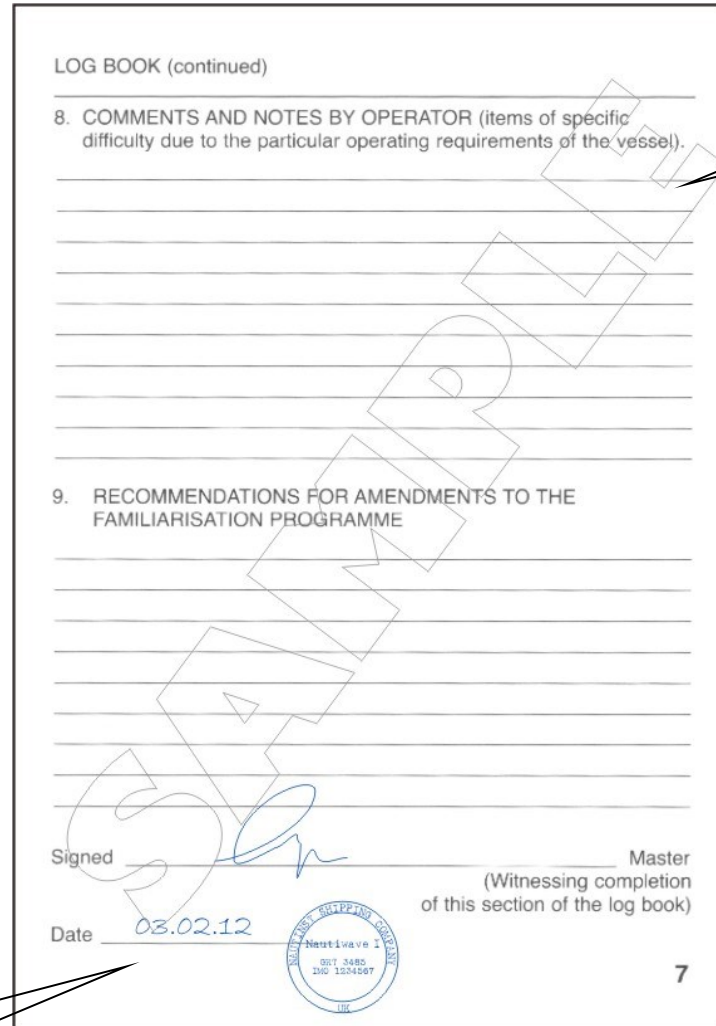
Section C should be completed as fully as possible during the 30 days DP Familiarisation which has been logged in Section B.

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.

This page should contain the Master's signature. This should also be dated when the Section C is complete.



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

### COMMON QUERIES

- Signature of the Master missing
- Date completed missing
- Signatures in Section C not matching with the DP Familiarisation 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 Master of the vessel

## Section D—Advanced Course Details

This page is to be completed by the training centre where the Simulator/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, please contact the training centre directly to rectify this problem.


**D. D.P. SIMULATOR/ADVANCED COURSE**

Centre MARINE BLUE CENTRE

Date Completed 18 April 2012

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

Signed [Signature]

For  Training Centre Stamp

REMARKS by Course Tutor

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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 9 of the logbook.

### COMMON QUERIES

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

### CHECKLIST

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

## Section E—DP Watchkeeping Experience







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

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

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

### CHECKLIST

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

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

10

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

### COMMON QUERIES

- Missing ship stamps
- Ship stamps used for more than one entry
- Date left or joined missing the year
- Ship stamp not confirming the vessel name
- Minimum required DP 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

The rank should be completed as the trainee DPOs rank on board the vessel.

Each DP sea time 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.

## 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, DP vessel class, date joined and date left.

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

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

### 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.

OPERATIONAL LOCATION and Type of Work (see p vii)	D.P. SYSTEM	MASTER'S Signature
AH Gulf of Mexico	Kongsberg SDP21	1  2
SU Gulf of Mexico	Kongsberg SDP11	1  2
SU Gulf of Mexico	Kongsberg SDP21	1  2
SU N Sea	Kongsberg SDP11	1  2
SU N Sea	Kongsberg SDP11	1  2
SU N Sea	Kongsberg SDP11	1  2
11		

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

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

### COMMON QUERIES

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

### CHECKLIST

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



## Section F—Suitability of

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

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

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

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

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

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

### UPGRADE APPLICATION

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

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

I, Captain GREGORY GRIPEN verify that  
MR JOE ADAM BLOGGS

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

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

Operator's Signature [Signature]

Master's Signature [Signature]

Date 10.02.13

Ship's stamp

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

**14**

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

### COMMON QUERIES

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

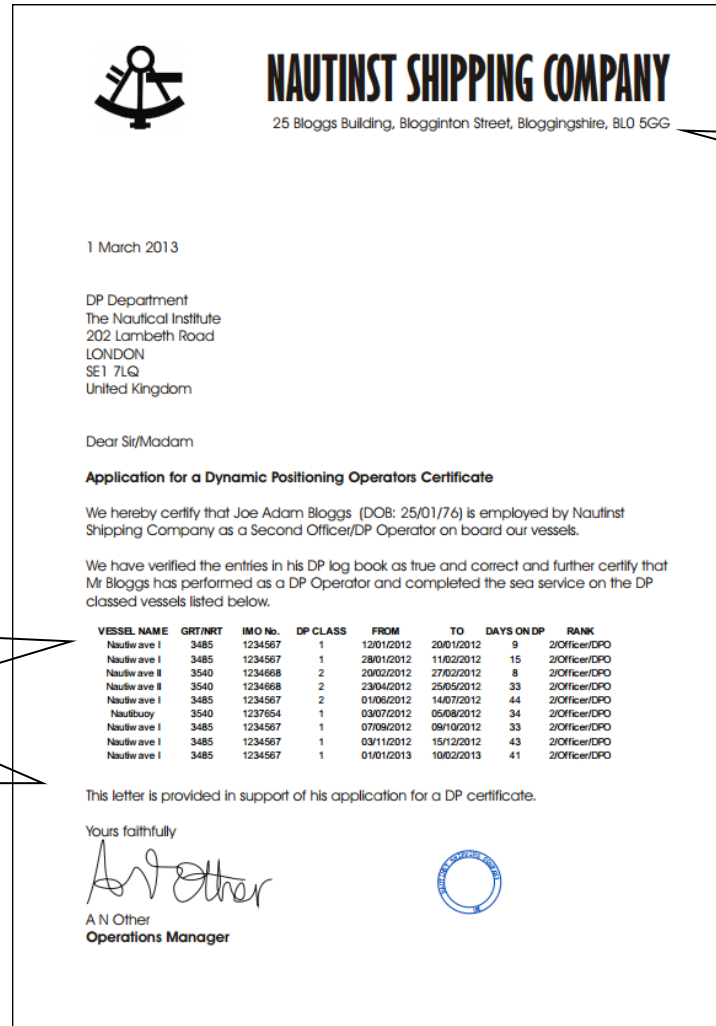
More details regarding the company confirmation letter can be found on our website.

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 Manager, 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.



**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
Nautiv ave I	3485	1234567	1	12/01/2012	20/01/2012	9	2/Officer/DPO
Nautiv ave I	3485	1234567	1	28/01/2012	11/02/2012	15	2/Officer/DPO
Nautiv ave II	3540	1234668	2	20/02/2012	27/02/2012	8	2/Officer/DPO
Nautiv ave II	3540	1234668	2	23/04/2012	25/05/2012	33	2/Officer/DPO
Nautiv ave I	3485	1234567	2	01/06/2012	14/07/2012	44	2/Officer/DPO
Nautibuoy	3540	1237654	1	03/07/2012	05/08/2012	34	2/Officer/DPO
Nautiv ave I	3485	1234567	1	07/09/2012	09/10/2012	33	2/Officer/DPO
Nautiv ave I	3485	1234567	1	03/11/2012	15/12/2012	43	2/Officer/DPO
Nautiv ave I	3485	1234567	1	01/01/2013	10/02/2013	41	2/Officer/DPO

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

Yours faithfully  
  
A N Other  
Operations Manager



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

### COMMON QUERIES

- 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
- Missing signatory name and job title
- Letter confirming total number of hours and not days

### CHECKLIST

- Company letter head clearly printed
- Approved signatory with job title
- Covers all DP 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/damaged in transit.
- All information pertaining to the application must be entered online. Any dates which are 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 a 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.
- The declaration on the PDF Checklist must be signed. This signature should match the operator's signature in Section F.
- All elements of the Old Offshore Scheme must have been completed within the five years previous to the date the application is received at The Nautical Institute office. Any application with elements over five years old at the time of receipt will be sent back as unsuccessful. Please ensure that the online application is completed with enough time to submit the documents into The Nautical Institute before any element becomes out of date.

### UPGRADE APPLICATION

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

### COMMON QUERIES

- Upgrade DP2 time not included in upgrade applications
- Missing sea time to be used in application
- Missing PDF Checklist
- PDF Checklist not signed
- PDF signature not matching the Section F signature

### CHECKLIST

- Application completed online
- PDF Checklist declaration signed
- All documentation sent in as one application

## Online Application

This checklist will appear for download on the main page of the account.

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.

Please complete:  
NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
CUSTOMER NO: \_\_\_\_\_

APPLICATION FOR AN OLD SCHEME OFFSHORE 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 - JANUARY 2016	Office use only
Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>	
Original NI Logbook(s)	
Copy of STCW certificate held at time of induction course (if induction course was taken after January 2012) -Personal and Limitations pages	
Confirmation letter/s from company for all Familiarisation and Watchkeeping DP sea time Any DP time that is being used in the Familiarisation or Watchkeeping section must be confirmed on a company letter. <i>This must be enclosed with your documents when submitting your application. The Institute does not accept letters delivered directly from the company and no longer accepts letters sent separately or after the date</i>	
Additional documents where necessary (i.e. Section C, F etc)	

**MANDATORY FOR ALL UPGRADE APPLICATIONS**

I confirm that I am enclosing the docs below:

Enclosed - JANUARY 2016	Office use only
Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>	
Original NI Logbook(s)	
Confirmation letter from company for all DP sea time used for upgrade	
Original Limited certificate	
Upgrading Section F	
Other Logbook/Discharge Book, please specify:	

**SPECIAL REQUIREMENTS FOR UKRAINIAN, RUSSIAN AND NIGERIAN APPLICATIONS**

Enclosed - JANUARY 2016	Office use only
Certified and English translated copies of the passport, CoC and discharge book (all pages)	

**DECLARATION**

I confirm that I read and agree with the disclaimer and terms of services provided by The Nautical Institute. I confirm that all the above ticked documents have been included in my application.  
I declare that the data contained in this application is, to the best of my knowledge, true and correct. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in the application by The Nautical Institute (including any processing necessary to establish the authenticity and validity of the issued certificate).  
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@nautinst.org Web: http://nautinstplatform.org

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

### COMMON QUERIES

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

### CHECKLIST

- Application completed online
- PDF Checklist ticked and signed
- All documentation sent in as one application