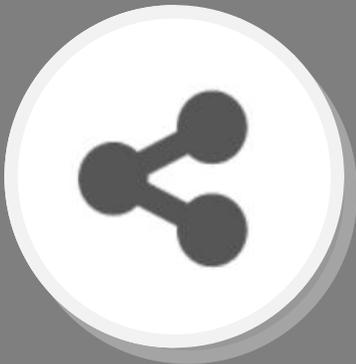


Dynamic Positioning Operators

New Offshore Scheme

Online Application Guide



Version 1.0
August 2016

Contents

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

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Introduction



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

This application guide is for Trainee DPOs who are on the New Offshore scheme and in possession of a large grey 264 page Nautical Institute DP Logbook. If you own one of the other Nautical Institute DP logbooks listed below or are revalidating your DP certificate, please read the correct Online Application Guide for the scheme and logbook that you own.

- Alexis Platform website <http://www.nialexisplatform.org/>
- Old Offshore Scheme Blue/Green or Black Logbooks <http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/>
- Shuttle Tanker Scheme Burgundy (Red) Logbook <http://www.nialexisplatform.org/dp-help-page/shuttle-tanker/guidance-application/>
- Revalidation Blue, Green, IMCA Logbooks <http://www.nialexisplatform.org/dp-help-page/revalidation/guidance-application/>

How to apply

Before sending your physical documents to us for processing you must apply online first. This is a mandatory requirement and any documents received without an application firstly being completed online will be returned unprocessed by standard post (untracked). The Nautical Institute does not accept any responsibility for documents lost in transit to The Nautical Institute office.

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

Confirmation Letters

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

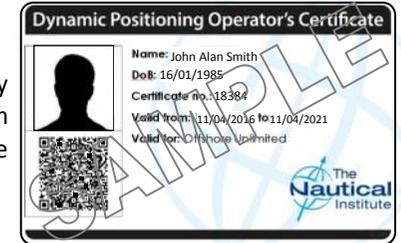
Why we require you to send your physical documents to The Nautical Institute

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

Introduction

DP Certificates

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



Apple IT Products

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

Four Year Validity Period

Under the rules of the New Offshore scheme, all courses and DP sea time must be dated within the previous four years to applying. Any part of the training scheme that is dated outside of this validity period must be repeated.

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

Logging into your account

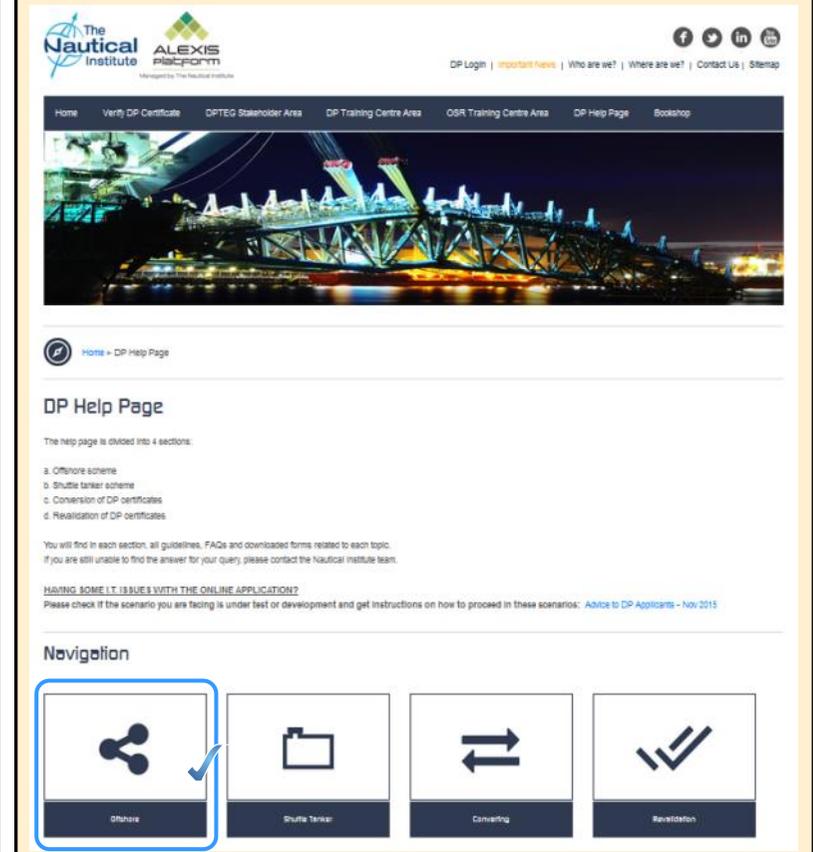
Start

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



DP Help Page

The Help page contains all of the requirements, guides, FAQs, downloadable forms, etc. The Help Page is divided into the different schemes available. Click on **Offshore** to access these documents. Please make sure you read the documents for the **New Offshore** scheme as the requirements for each scheme are different..

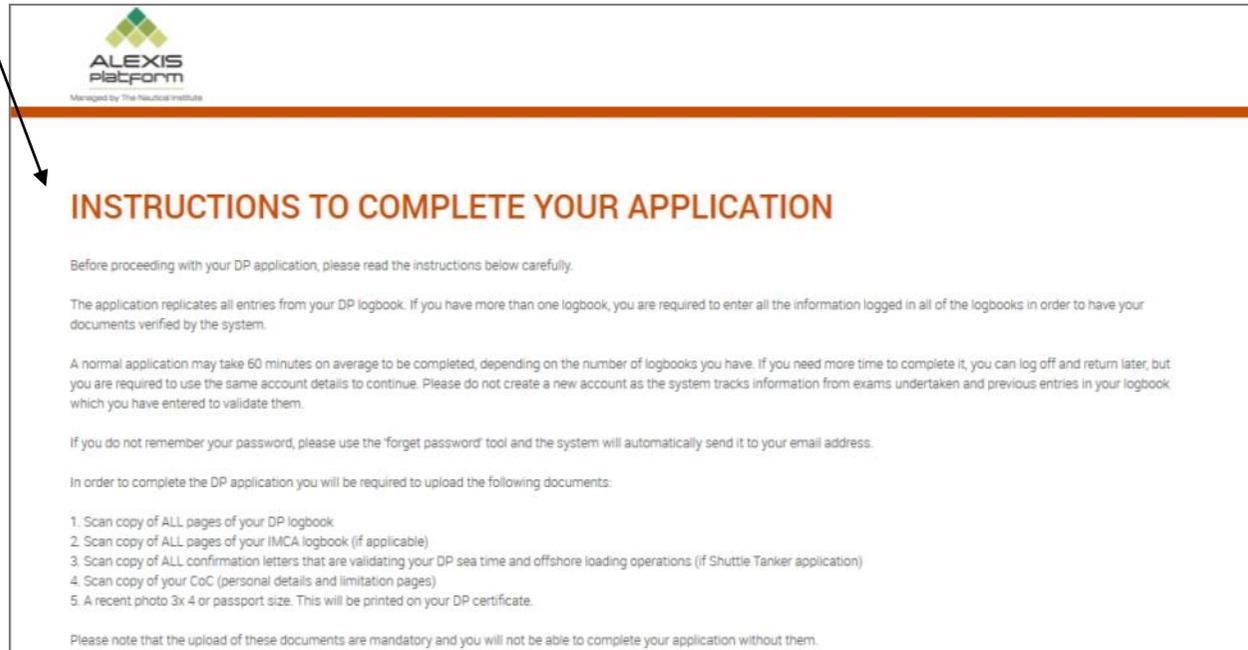


Further information can also be found by clicking on the **Certification** button.

Logging into your account

Instructions

Please read all the instructions on this web page very carefully. This will help to ensure you complete your application correctly and that all of the required documents are attached before making payment on your online account and sending your physical documents to us for processing.



ALEXIS Platform
Managed by The Nautical Institute

INSTRUCTIONS TO COMPLETE YOUR APPLICATION

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

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

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

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

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

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

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

Disclaimer and terms of services

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



DISCLAIMER AND TERMS OF SERVICES FOR DYNAMIC POSITIONING APPLICATIONS

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

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

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

Confirm and Continue 

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

This will then take you through to the login page.

Logging into your account

Existing Customers

As the New Offshore scheme began in 2015, all applicants should have opened an account when they completed the Induction course.

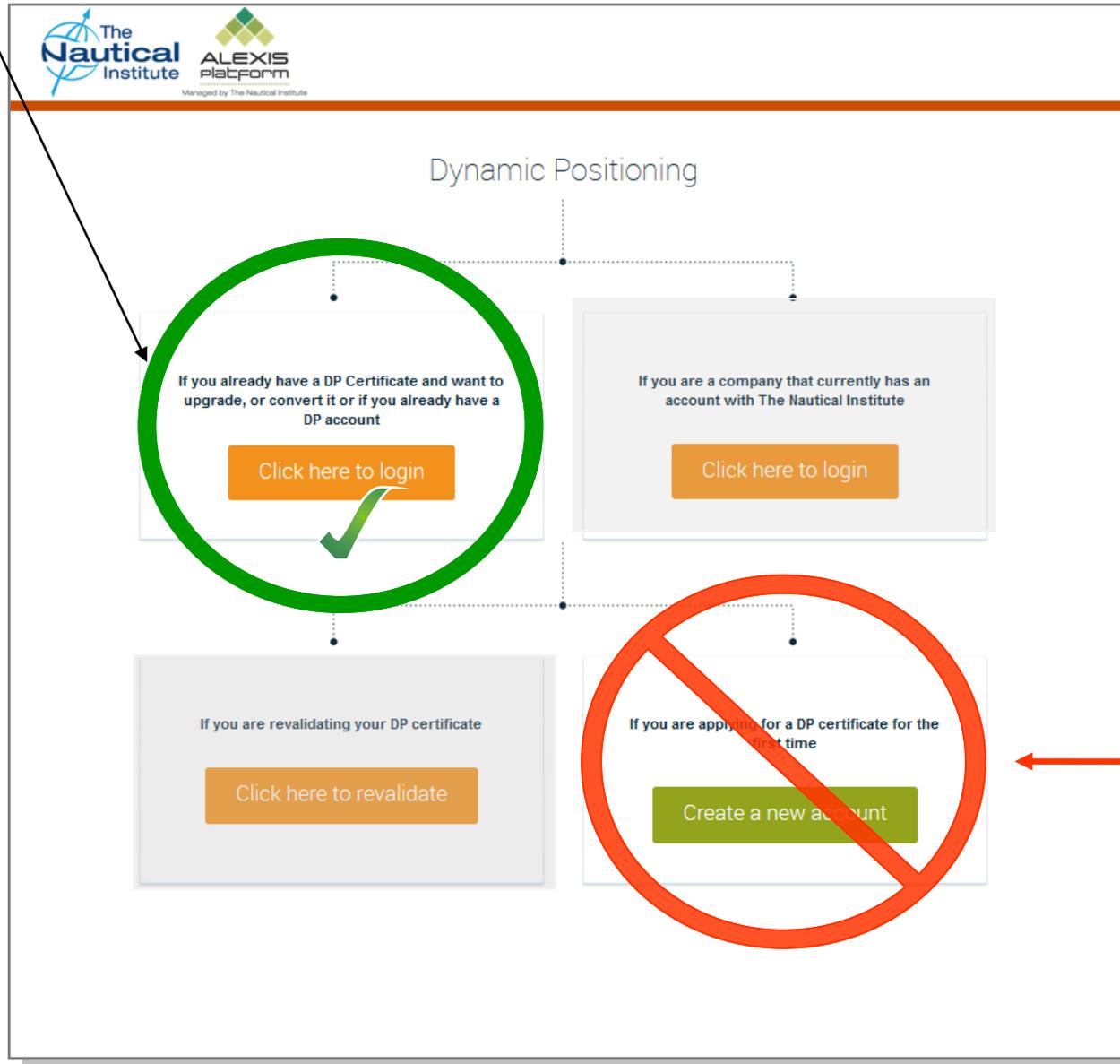
If you do not remember your login details, please check your emails for the information as this would have been sent when the account was set up. If you still cannot find them, please do not create a new account, instead, contact the DP Department to request your login details.

Please note, creating multiple accounts may prevent you from being able to apply using the correct account.

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

Logbook Reference Numbers

Your logbook number would have been linked to your account when the Induction course was completed.



Please contact the DP Department if you think you do not have an account.

Logging into your account

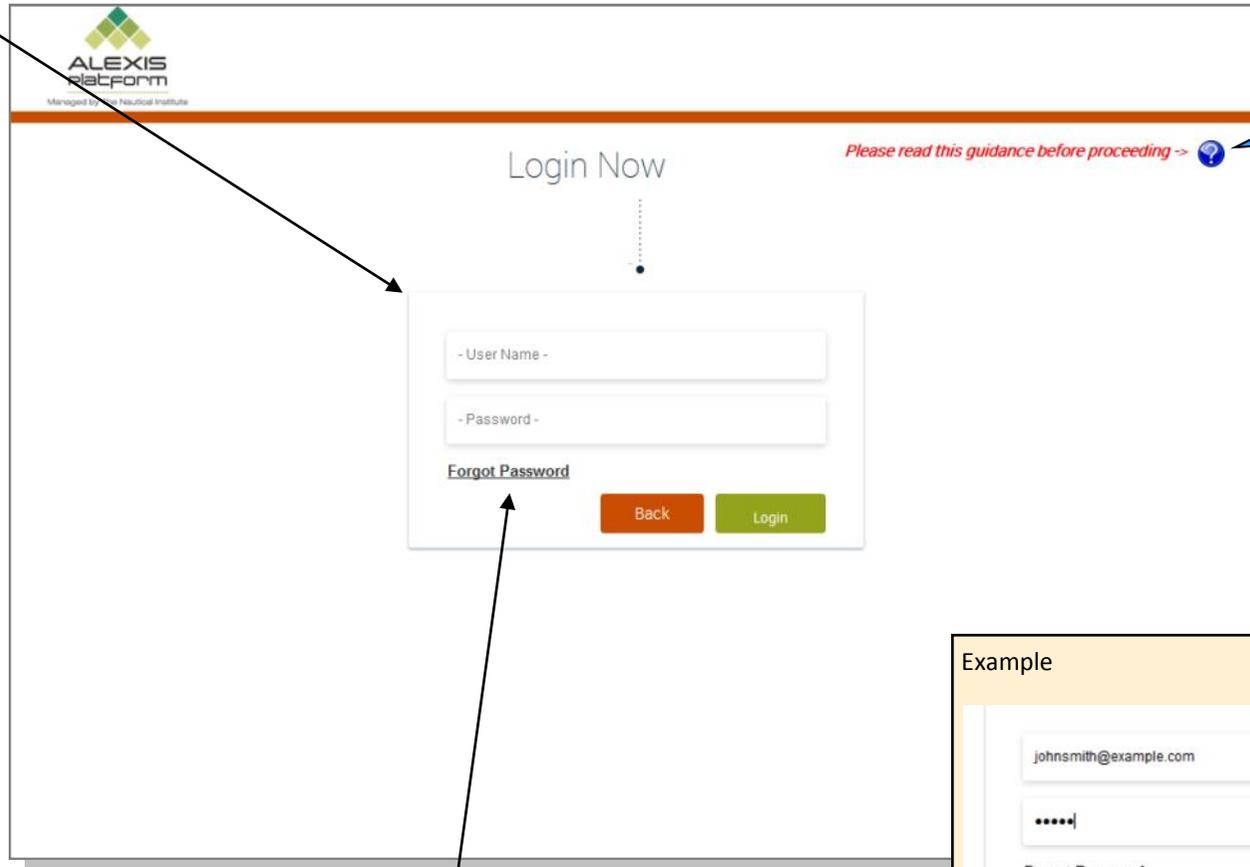
You need to enter your login details here. Your username will be your email address as shown in the example.

If you do not know your login details, you will need to contact the DP Department for this information.

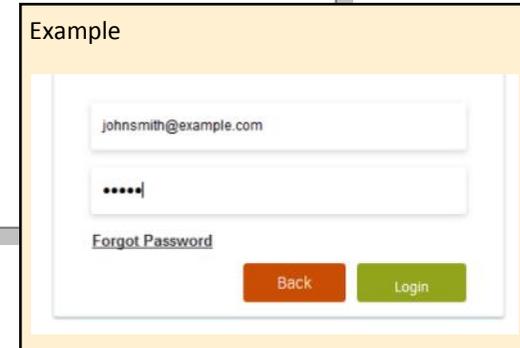
Please email dp@nautinst.org and provide the following information:

- Full name
- Date of birth
- Personal email address
- Logbook number

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



Don't forget the Help button



Forgot your password?

This link can be used to have your password sent to your email address. Please note that the email address that you enter must be the same as the email address on your account.

If you no longer have access to the email address linked to your account, please contact the DP Department for assistance.

My Account Home Page—Overview

Status and Category

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

Attachments

Click here to attach the required documents. Instructions on how to do this can be found on page 12.

Communication Notes

Click on  Enter New Communication Note to contact us regarding any issue with your application.

When you attach your documents they will appear here.

Payments

When you have successfully completed your application and made your payment. The payment details will appear at the bottom of the page. Click on **View/Print** to view the application payment receipt and print it if required.

Personal Details

Click here to change your name, postal address, email address, login password, etc. Further instructions can be found on the next page.

Help is at Hand



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

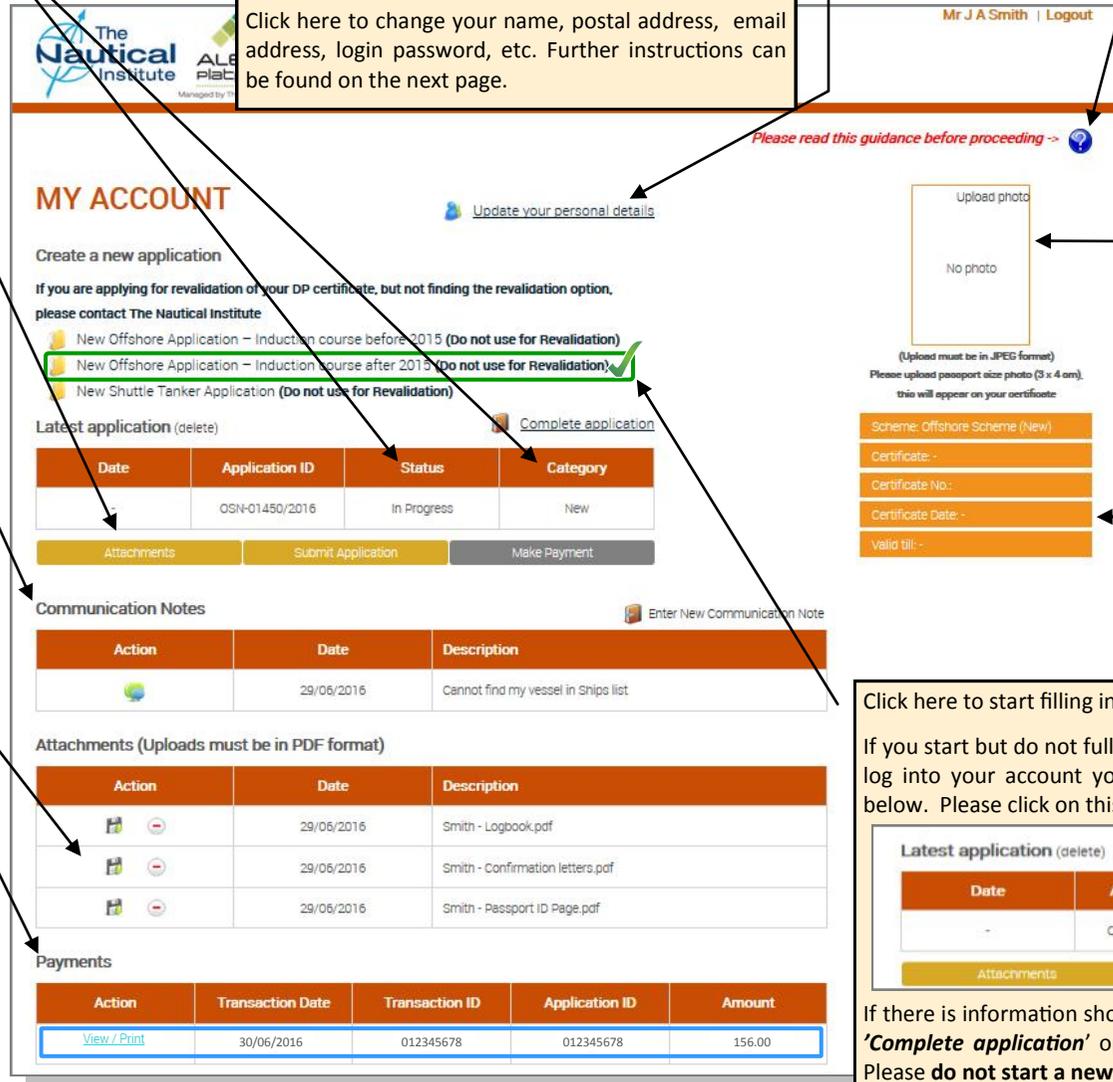
Photograph



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

Please see page 12 for instructions on how to upload photographs and their requirements.

This is where your certificate details will be shown if a certificate is issued.



The screenshot shows the 'MY ACCOUNT' page with the following sections:

- Update your personal details** link.
- Create a new application** section with a list of application types:
 - New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
 - New Offshore Application – Induction course after 2015 (Do not use for Revalidation) ✓
 - New Shuttle Tanker Application (Do not use for Revalidation)
- Latest application (delete)** table:

Date	Application ID	Status	Category
-	OSN-01450/2016	In Progress	New
- Communication Notes** table:

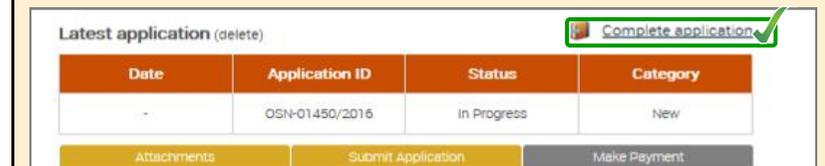
Action	Date	Description
	29/06/2016	Cannot find my vessel in Snipe list
- Attachments (Uploads must be in PDF format)** table:

Action	Date	Description
	29/06/2016	Smith - Logbook.pdf
	29/06/2016	Smith - Confirmation letters.pdf
	29/06/2016	Smith - Passport ID Page.pdf
- Payments** table:

Action	Transaction Date	Transaction ID	Application ID	Amount
View / Print	30/06/2016	012345678	012345678	156.00
- Upload photo** section with a 'No photo' placeholder and instructions: (Upload must be in JPEG format) Please upload passport size photo (3 x 4 cm), this will appear on your certificate.
- Certificate details** section with fields for Scheme, Certificate No., Certificate Date, and Valid till.

Click here to start filling in your application.

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



The inset screenshot shows the 'Latest application (delete)' table with the 'Complete application' button highlighted in green next to the application entry.

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

Update your personal details

MY ACCOUNT

This page is accessed via the **Update your personal details** link on the **My Account** Home page.

Please check your details are correct and amend where necessary.

Name

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

- John alan smith ✘
- JOHN ALAN SMITH ✘
- John Alan Smith ✔

Email Address

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

Please read the trouble-shooting section on pages 40-41 for further information on email addresses.

[Update your personal details](#) ✔

Don't forget the Help button

Mailing Address

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

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

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

Password

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

Click on **Update** to save any changes and return to the **My Account** Home page.

Contact Telephone Number

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

Creating an application

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

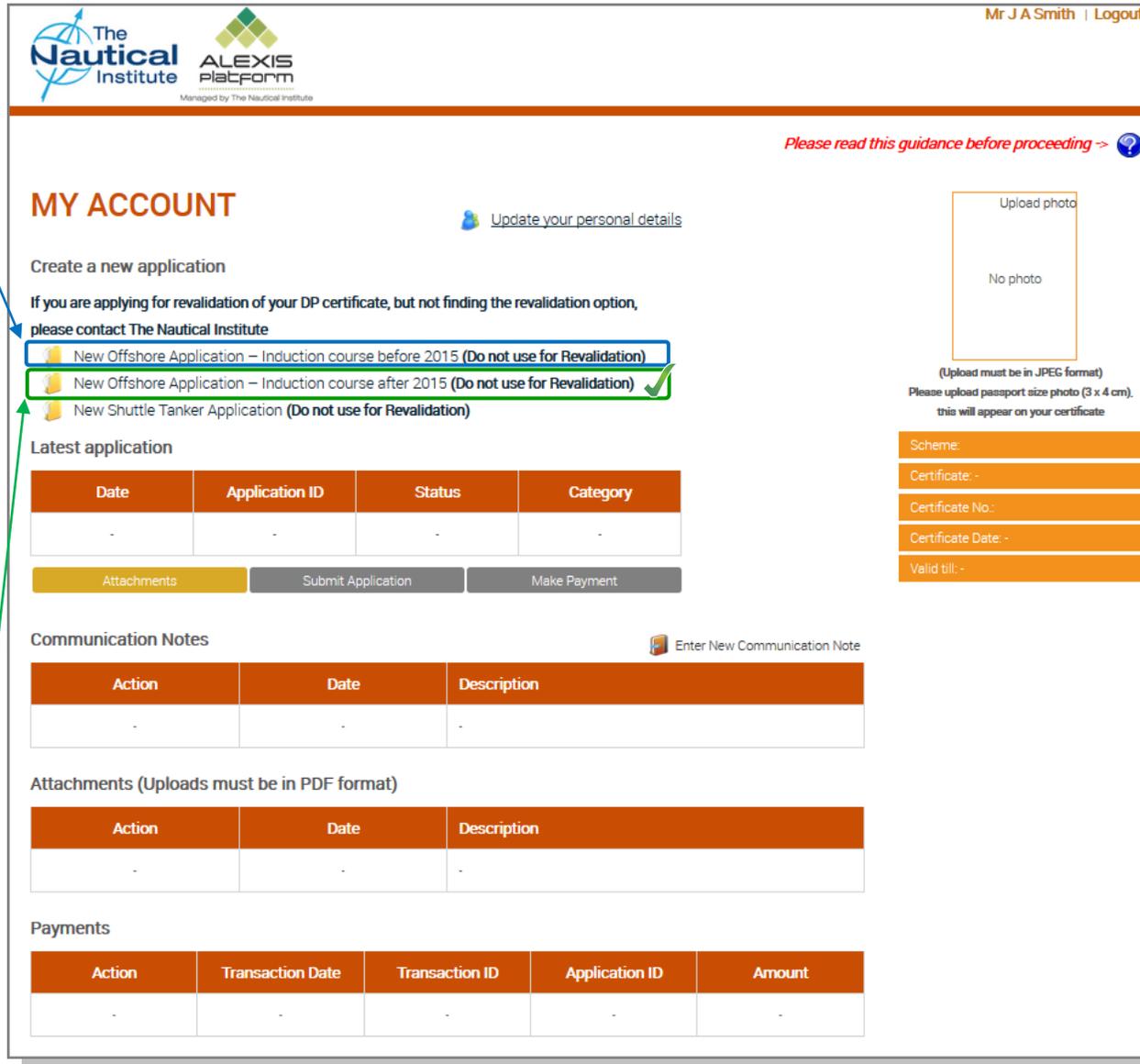
Old Offshore DP Training Scheme

If you took your Induction course for the first time **before 1 January 2015** and own a Nautical Institute DP logbook that is green, blue or black, you need to select this option. Please click [here](#) to download the Old Offshore Online Application Guide.

If you own a red NMD DP logbook but have not yet been issued with a DP certificate (NMD or NI) you also need to choose this option.

New Offshore DP Training Scheme

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



Mr J A Smith | Logout

MY ACCOUNT [Update your personal details](#)

Create a new application

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

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

Latest application

Date	Application ID	Status	Category
-	-	-	-

Attachments Submit Application Make Payment

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
-	-	-

Attachments (Uploads must be in PDF format)

Action	Date	Description
-	-	-

Payments

Action	Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-	-

Upload photo

No photo

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

Scheme: -

Certificate: -

Certificate No.: -

Certificate Date: -

Valid till: -

Don't forget the Help button

Have you applied to us before?

If you have applied to us before for a DP certificate but were unsuccessful, you will have to click on the **Complete application** option on your Home page as shown on page 9.

Scheme transfers

If you have transferred from the Old Offshore or Shuttle Tanker schemes the correct application (New Offshore) has been pre-selected for you and you will need to click on **Complete application** as described above.

Attaching your photograph and documents

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

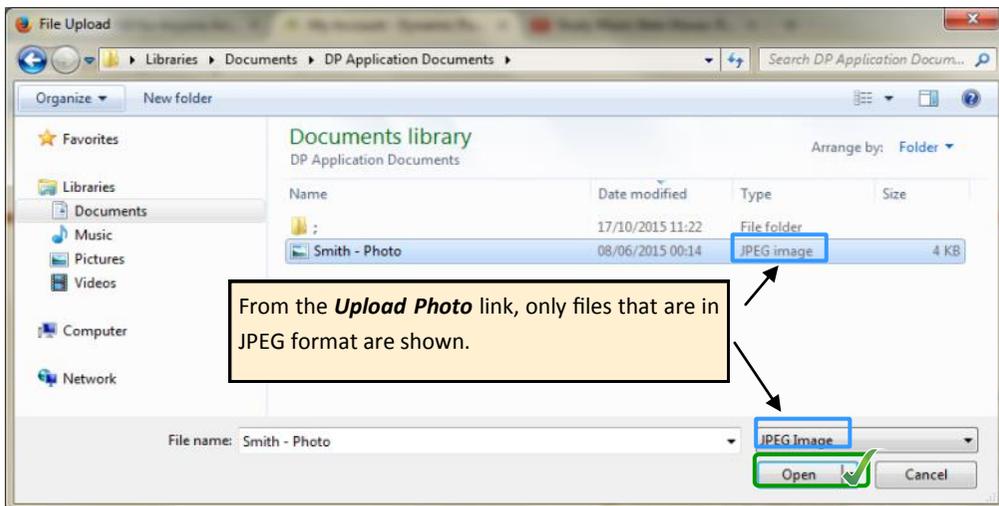
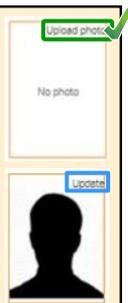
Scan and save your documents to a folder on your computer that is easy for you to locate. Please use file names that describe the document scanned eg. 'Logbook.pdf' for your scanned logbook. You then need to follow the additional instructions on this page.

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

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

1. Click on **Upload photo** in the photo box on the **My Account** Home page.
2. A **File Upload** box will appear as shown below. Select the photo you wish to upload, the photo will then appear in the previously blank photo box.

You need to upload a high resolution photograph to fit the 3x4cm box. The pose should be to passport requirements as this picture will appear on your DP certificate. If you wish to change the photograph you currently have uploaded, click on **Update** in the top right hand corner of the photo box.

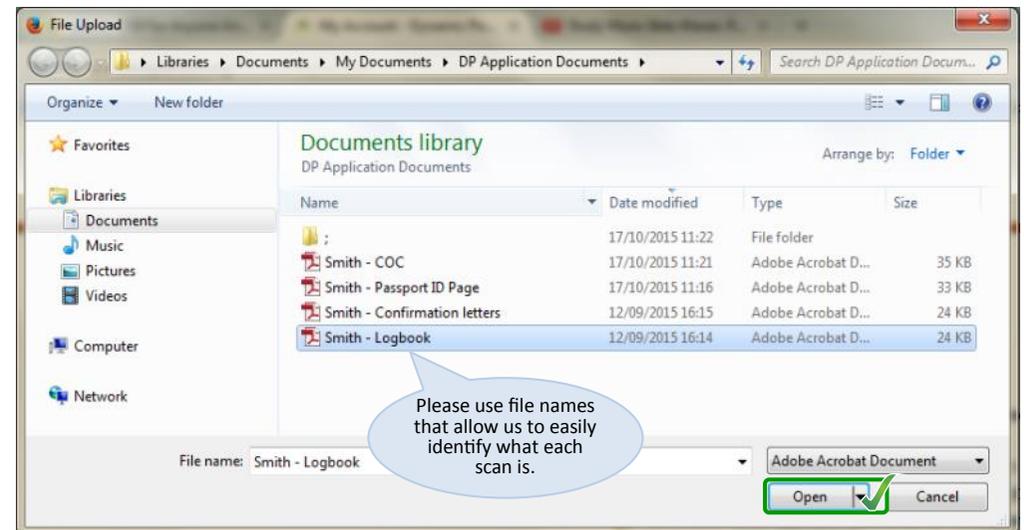


Attaching documents

Document files must be in PDF format.

On the **My Accounts** Home page click on **Attachments**. When the **File Upload** box appears select one of the files you wish to attach. The file you have attached will appear in the list of Attachments on the **My Account** Home page.

You will need to repeat this process to upload and attach each of your remaining document files to your account.



Attachments (Uploads must be in PDF format)

Action	Date	Description
	17/10/2015	Smith - Logbook.pdf

Logbooks Overview Page

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

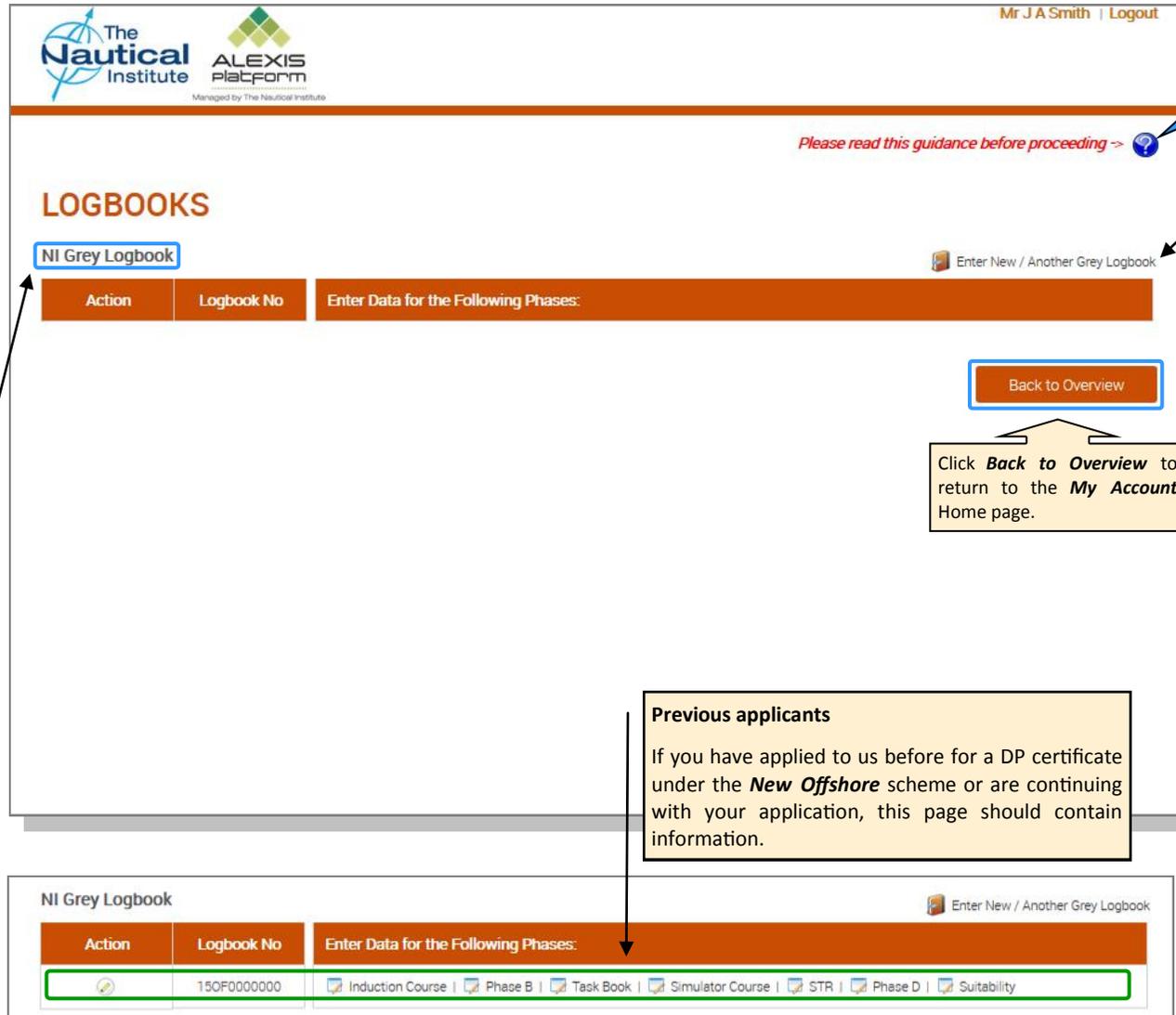
You are taken to this page when you click on the **New Offshore Application—Induction course after 2015** option on the **My Account** Home page.

There is only one logbook type available in this option.

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

Grey Logbook

These logbooks were issued from January 2015 as part of the new scheme.



The screenshot shows the 'LOGBOOKS' section of the application. At the top, there are logos for 'The Nautical Institute' and 'ALEXIS PLATFORM'. Below the logos, there is a navigation bar with 'Mr J A Smith | Logout' on the right. A red text prompt says 'Please read this guidance before proceeding ->' with a help icon. The main heading is 'LOGBOOKS'. Below it, there is a link for 'NI Grey Logbook' and a button for 'Enter New / Another Grey Logbook'. A table with the following structure is shown:

Action	Logbook No	Enter Data for the Following Phases:

Below the table is a 'Back to Overview' button. At the bottom of the page, there is a 'Previous applicants' section with a table containing one row of data:

Action	Logbook No	Enter Data for the Following Phases:
	150F000000	Induction Course Phase B Task Book Simulator Course STR Phase D Suitability

Don't forget the Help button

Enter New Logbook
Only click on this option if data does not already exist in your application.

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

Previous applicants
If you have applied to us before for a DP certificate under the **New Offshore** scheme or are continuing with your application, this page should contain information.

Adding a new Logbook to your account

1



Mr J A Smith | Logout

Please read this guidance before proceeding -> ?

LOGBOOKS

NI Grey Logbook

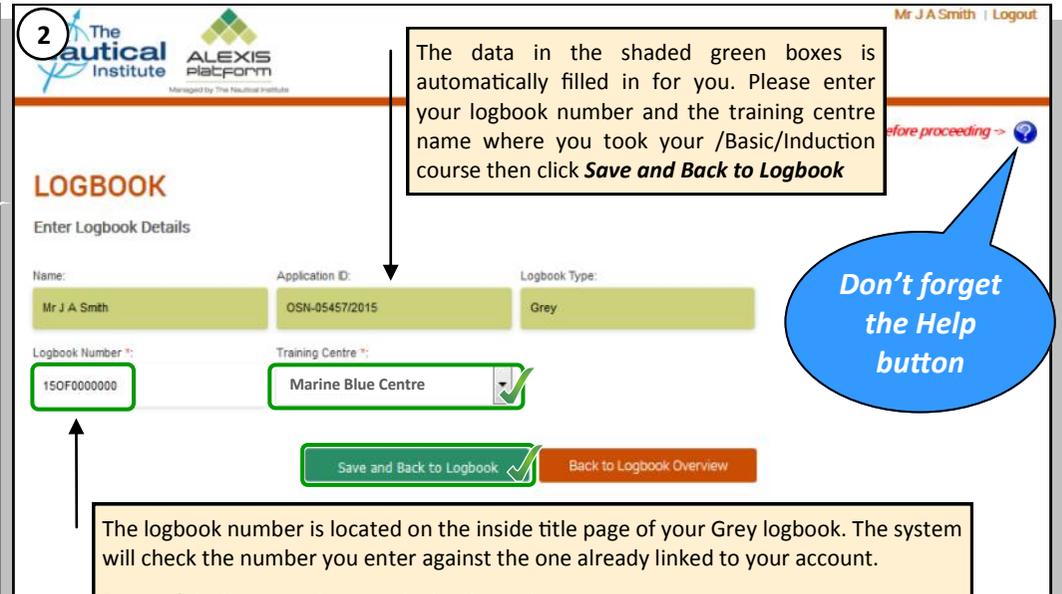
Action	Logbook No	Enter Data for the Following Phases:

Enter New / Another Grey Logbook

Back to Overview

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

2



Mr J A Smith | Logout

Please read this guidance before proceeding -> ?

LOGBOOK

Enter Logbook Details

Name: Mr J A Smith Application ID: OSN-05457/2015 Logbook Type: Grey

Logbook Number *: 150F000000 Training Centre *: Marine Blue Centre

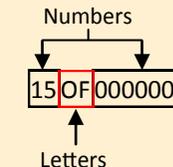
Save and Back to Logbook Back to Logbook Overview

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

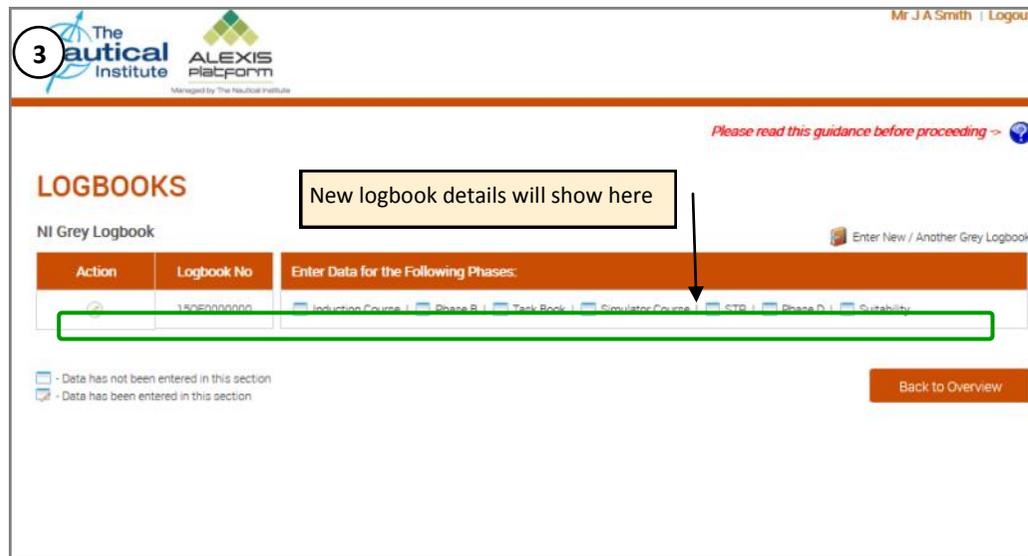
Don't forget the Help button

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

Be careful when entering your logbook number. Directly before the "F" in your logbook number is the letter "O". Please ensure that you type this correctly and not the number zero "0" or the system will not recognise the number and you will receive an error message "Failed to validate Logbook Number". The "O" and "F" are the only letters in the logbook number the rest are all numbers.



3



Mr J A Smith | Logout

Please read this guidance before proceeding -> ?

LOGBOOKS

NI Grey Logbook

Action	Logbook No	Enter Data for the Following Phases:
	150F000000	Induction Course Phase B Tack Book Simulator Course STD Phase D Suitability

Enter New / Another Grey Logbook

Back to Overview

New logbook details will show here

Adding your Phase A - Induction course details

NI Grey Logbook Enter New / Another Grey Logbook

Action	Logbook No	Enter Data for the Following Phases:
	150F000000	<input checked="" type="checkbox"/> Induction Course <input type="checkbox"/> Phase B <input type="checkbox"/> Task Book <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Phase D <input type="checkbox"/> Suitability

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


Mr J A Smith | Logout

Please read this guidance before proceeding ->

PHASE A – INDUCTION COURSE

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

Enter Induction Course Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSN-05457/2015	Grey	999F999
Date:	Centre:	Certificate Number:	
25/05/2015	Marine Blue Centre	111111111111	
Name of the Instructor:	This number is printed on your Induction course certificate.		<input checked="" type="checkbox"/> Signed* <input checked="" type="checkbox"/> I have this course stamped*
H Sauce			

Save and Enter New Phase

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

Save and Back to Phase

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

Back to Logbook Overview

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 13)

Don't forget the Help button

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

Repeated courses

If you have retaken the Induction course due to your previous one being over four years old, the expired course details also need to be entered into the system. This is to show the system that any DP sea time* you have dated after taking your original course but before repeating the course is valid.

The system only allows you to enter course dates dated within the previous four years, you need to contact the DP Department by email with a scan of your original Induction course certificate, to have the original course added to your application.

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

Adding your Phase A— Induction course details

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

Editing Entries

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

Deleting Entries

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

Action	Centre	Certificate No.	Signed	Instructor Name
	STAR Center	111111111111	Y	H Sauce

Back to Logbook Overview

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

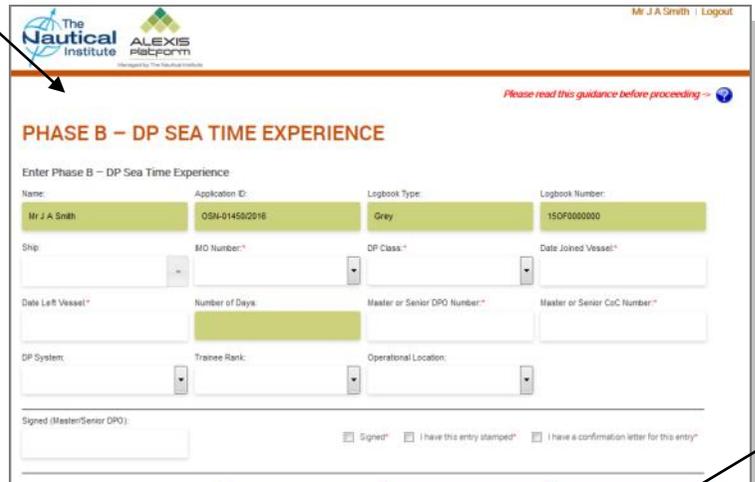
Action	Logbook No.	Enter Data for the Following Phases:
	150F0000000	<input checked="" type="checkbox"/> Induction Course <input type="checkbox"/> Phase B <input type="checkbox"/> Task Book <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Phase D <input type="checkbox"/> Suitability

Back to Overview

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

Finding and Entering Vessel Names in Phases B and D

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



Finding the Ship Name

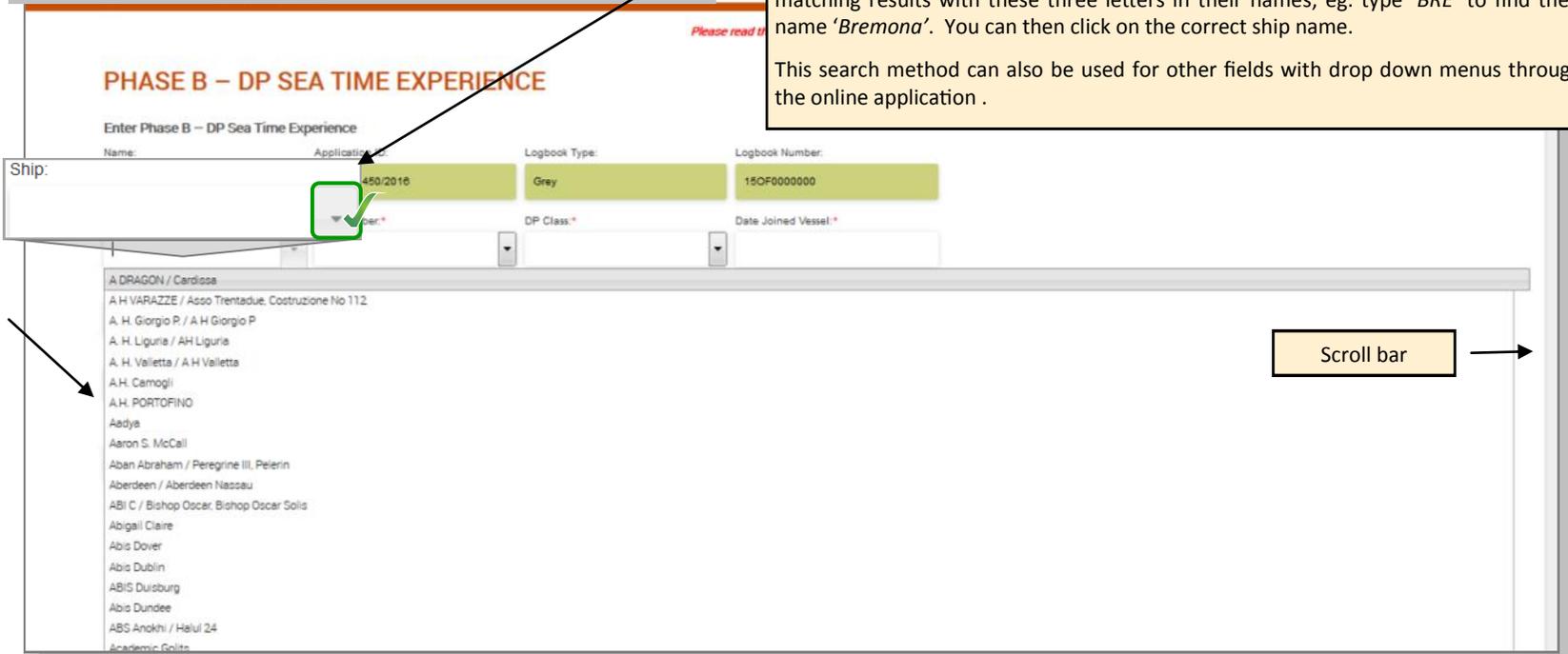
The vessels are listed under their current name but the system will find any previous names for the vessel listed in our database. If you cannot find the vessel you wish to enter DP sea time for, search under the IMO number instead. If the vessel is not listed on our database under its name or IMO number,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

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

Typing the first three letters of the ship's name in quick succession will bring up all the matching results with these three letters in their names; eg. type 'BRE' to find the ship name 'Bremona'. You can then click on the correct ship name.

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

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



Scroll bar →

Adding your Phase B—DP Sea Time

NI Grey Logbook Enter New / Another Grey Logbook

Action	Logbook No	Enter Data for the Following Phases:
	150F0000000	<input checked="" type="checkbox"/> Induction Course <input checked="" type="checkbox"/> Phase B <input type="checkbox"/> Task Book <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Phase D <input type="checkbox"/> Suitability

On the **Logbooks Overview** page, click on **Phase B**.

Repeated Phase B DP Sea Time

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

As the system only allows you to enter DP sea time dates dated within the previous four years, you need to contact the DP Department to have this added to your account. Please make sure a scan of your logbook is attached to your account before contacting us by email. Further information can be found in the **Troubleshooting** section (pages 40-41).

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

PHASE B – DP SEA TIME EXPERIENCE

Enter Phase B – DP Sea Time Experience

Please read this guidance before proceeding ->

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

Enter the vessel's DP Class.

Don't forget the Help button

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

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

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

Click to save the current entry and be taken to the List of Phase B Experience screen (Page 20).

Clicking here will discard the current entry (without saving) and take you back to the Logbooks Overview (page 13).

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

Save and Enter DP Days **Save and Back to Phase** **Back to Logbook Overview**

Dates Joined and Left Vessel

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

Date Joined Vessel:*

12/01/2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

Adding your Phase B—DP Sea Time

After clicking on **Save and enter DP Days** from the previous screen, an extended screen will appear with the **DP Sea Going Details** table at the bottom for you to add the individual dates you worked on DP for this entry.

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

1. Click on Add

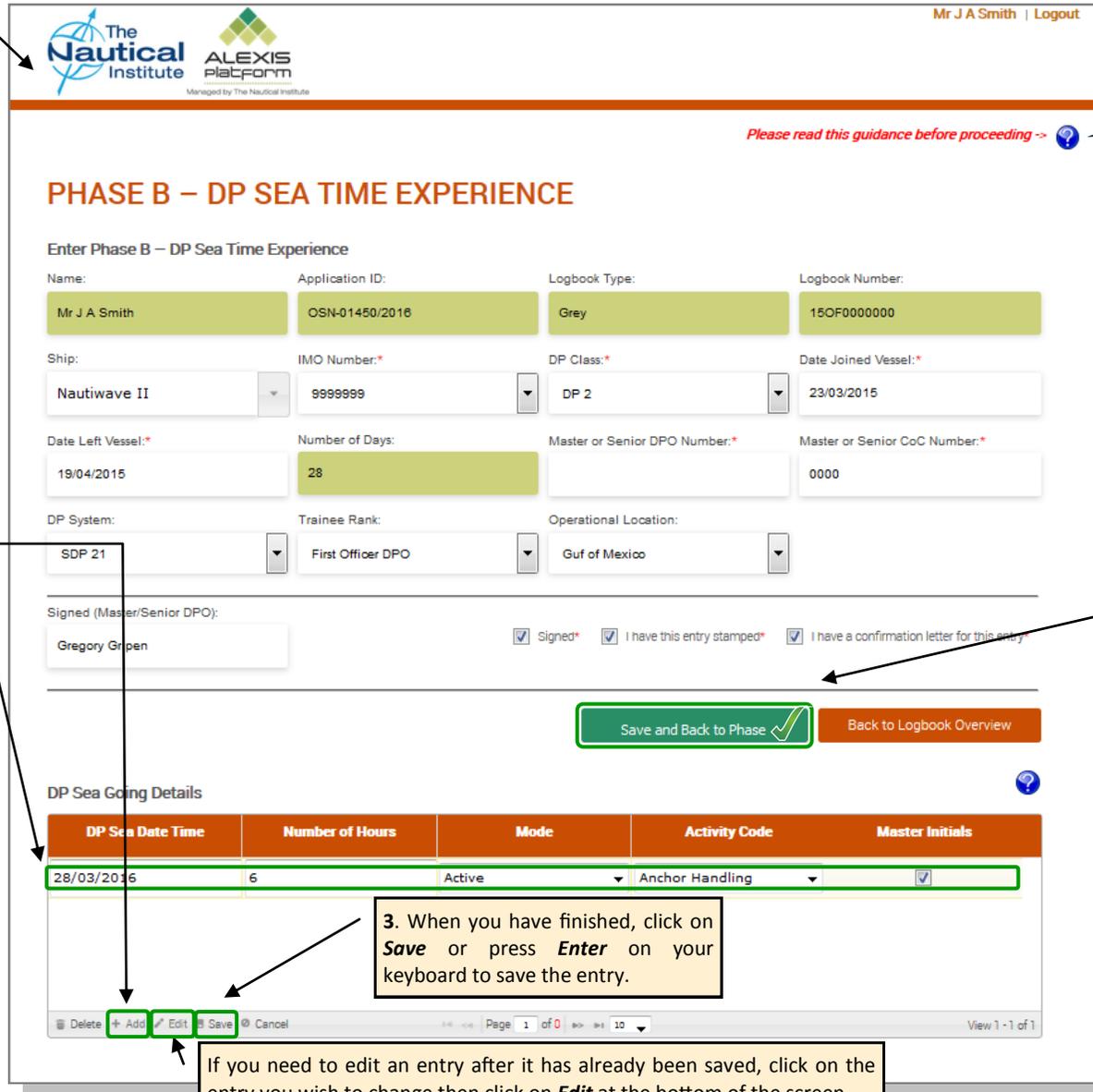
2. **DP Sea Time Date.** Enter your Date on DP here.

Number of hours. Select the hours you worked on DP for this entry.

Mode. Choose the Mode from the dropdown menu. If you have entered any DP time in Phase D in Passive Mode it can be saved but will not be counted by the system towards the 60 DP days required.

Activity Code. Select the correct code from the dropdown menu.

Master Initials. Tick the **Master Initials** box to confirm the entry has been signed by the Master.



PHASE B – DP SEA TIME EXPERIENCE

Enter Phase B – DP Sea Time Experience

Name: Mr J A Smith | Application ID: OSN-01450/2016 | Logbook Type: Grey | Logbook Number: 15OF0000000

Ship: Nautiwave II | IMO Number: 9999999 | DP Class: DP 2 | Date Joined Vessel: 23/03/2015

Date Left Vessel: 19/04/2015 | Number of Days: 28 | Master or Senior DPO Number: | Master or Senior CoC Number: 0000

DP System: SDP 21 | Trainee Rank: First Officer DPO | Operational Location: Gulf of Mexico

Signed (Master/Senior DPO): Gregory Gropen

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

Buttons: Save and Back to Phase, Back to Logbook Overview

DP Sea Date Time	Number of Hours	Mode	Activity Code	Master Initials
28/03/2016	6	Active	Anchor Handling	<input checked="" type="checkbox"/>

Buttons: Delete, + Add, Edit, Save, Cancel

Don't forget the Help button

4. To enter more Dates worked on DP for this trip, follow steps 1 to 3. Continue repeating these steps until you have added all of your Dates worked on DP for this trip on the page.

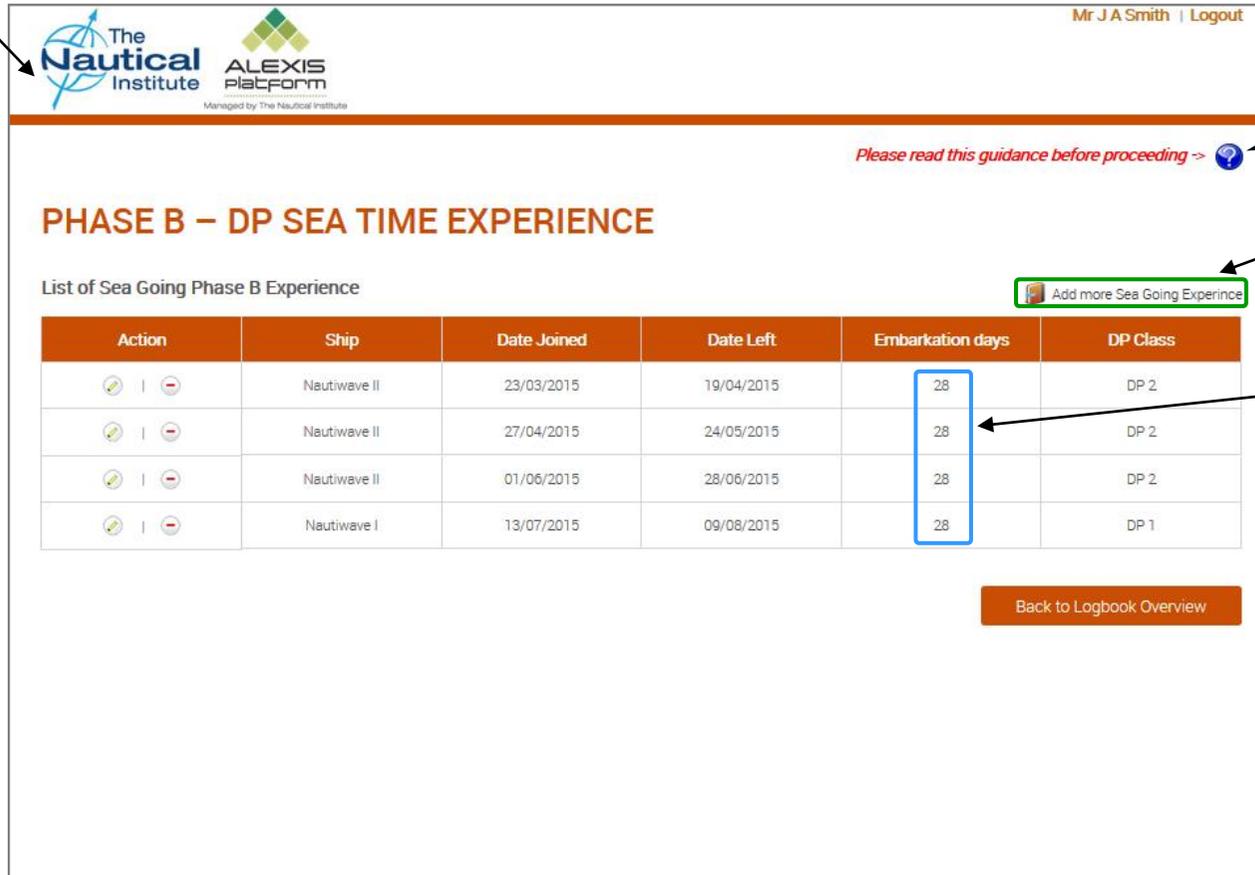
5. When you have finished entering all of your Dates worked on DP click on **Save and Back to Phase** to be taken to the **List of Phase B Experience** screen (Page 20).

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

If you need to edit an entry after it has already been saved, click on the entry you wish to change then click on **Edit** at the bottom of the screen.

Adding your Phase B—DP Sea Time

List of Sea Going Phase B Experience



Mr J A Smith | Logout

Please read this guidance before proceeding ->

PHASE B – DP SEA TIME EXPERIENCE

List of Sea Going Phase B Experience

Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
	Nautiwave II	23/03/2015	19/04/2015	28	DP 2
	Nautiwave II	27/04/2015	24/05/2015	28	DP 2
	Nautiwave II	01/06/2015	28/06/2015	28	DP 2
	Nautiwave I	13/07/2015	09/08/2015	28	DP 1

[Add more Sea Going Experience](#)

[Back to Logbook Overview](#)

Don't forget the Help button

Click on **Add more Sea Going Experience** to enter additional Phase B DP sea time.

Important

The "Embarkation Days" displayed here is the number of days spent on board the vessel, not the number of days that you spent on DP for each trip. A minimum of 60 DP days must be entered in Phase B and dated before the Simulator course. Please ensure you enter all your Phase B dates and have a confirmation letter to verify a minimum of 60 days on DP. Applications received with less than 60 DP days for Phase B verified by a confirmation letter will be returned as unsuccessful.

Adding your Phase B—Tasks details

NI Grey Logbook Enter New / Another Grey Logbook

Action	Logbook No	Enter Data for the Following Phases:
	150F0000000	<input type="checkbox"/> Induction Course <input type="checkbox"/> Phase B <input checked="" type="checkbox"/> Task Book <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Phase D <input type="checkbox"/> Suitability

On the **Logbooks Overview** page, click on **Task Book**.

The system checks your DP sea time entries, including DP Seagoing dates against your task dates to make sure the tasks have been completed during DP sea time entered in your application. It also checks that all of the mandatory tasks have been completed during your Phase B DP sea time.

Mr J A Smith | Logout

Please read this guidance before proceeding ->

PHASE B - TASK BOOK

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Smith	OSN-01450/2016	Grey	150F0000000

Section	DP Sea Date Time	Flag
1.1.2 - Annual trials. Be aware of the content and purpose of this document.	07/06/2015	
1.1.3 - Capability plots. Be aware of why these are produced and their interpretation	07/06/2015	
1.1.4 - Class required DP checklists. Be aware of what checklists must be completed at each stage of the DP operation	07/06/2015	
1.1.5 - Vessel DP Operations Manuals. Be aware of the DP manual and have a general understanding of what it contains	09/06/2015	
1.2.1 - System Operator Manuals. Be able to use this manual as a reference document as required.	14/06/2015	
10.2 - Controlled change over to manual control. Be aware of the procedure for changing back to manual controls in th...	08/06/2015	
11.13 - Vessel operations. Candidate should be fully aware of the operations undertaken by the vessel and understand p...	05/09/2015	

confirm that all of the completed mandatory items have been individually signed and dated (including the year)*

[Back to Logbook Overview](#)

Don't forget the Help button

Green flag
The green flag appears when you have entered a date that is within the date range of your Phase B DP sea time entries and DP Seagoing dates.

Red flag
If you enter a date that does not match the date range of any of your Phase B entries, a red flag will appear. Check that you have entered the task date correctly, also check that your entries in Phase B are correct and amend it if incorrect.

Tasks that can only be completed in Active mode: e.g. Sections 9 & 10.
If 'active mode only' tasks are dated during Phase B passive time they will be flagged red.

You need to tick the box at the bottom of the page to confirm that all of the mandatory items have been individually signed and dated properly.

Adding your Phase C— Simulator course details

Enter New / Another Grey Logbook

Enter Data for the Following Phases:

Induction Course | Phase B | Task Book | Simulator Course | STR | Phase D | Suitability

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

Mr J A Smith | Logout

Please read this guidance before proceeding -> ?

PHASE C - SIMULATOR COURSE

Enter Simulator Course Details

Name: Mr J A Smith | Application ID: OSN-01450/2016 | Logbook Type: Grey | Logbook Number: 150F000000

Date: 14/09/2015 | Centre: Marine Blue Centre | Certificate Number: 22222222222

Name of the Instructor: H Sauce

Signed* | I have this course stamped*

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

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

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

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 13)

Don't forget the **Help** button

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

PHASE C - SIMULATOR COURSES

List of Simulator Course

Action	Centre	Certificate No.	Signed	Instructor Name
	STAR Center	22222222222	Y	H Sauce

Back to Logbook Overview ✓

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

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

Adding your Sea Time Reduction (STR) course details

Enter New / Another Grey Logbook

Enter Data for the Following Phases:

Induction Course |
 Phase B |
 Task Book |
 Simulator Course |
 STR |
 Phase D |
 Suitability

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

STR Course Completion (optional)

This course can be completed directly after the Simulator course. A minimum of 30 DP days sea time is required after taking the STR course. Please see [DP Training & Certification scheme](#) document for restrictions.

Mr J A Smith | Logout

Please read this guidance before proceeding → ?

SEA TIME REDUCTION (STR)

Enter Sea Time Reduction Details

Name: Mr J A Smith | Application ID: OSN-01450/2016 | Logbook Type: Grey | Logbook Number: 150F000000

Date: 15/09/2015 | Centre: Marine Blue Centre | Certificate Number: 33333333333

Name of the instructor: H Sauce

Signed* |
 I have this entry stamped*

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

Don't forget the **Help** button

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

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

SEA TIME REDUCTION

List Of Sea Time Reduction(STR)

Action	Centre	Certificate No.	Signed	Instructor Name
	STAR Center	33333333333	Y	H Sauce

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

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

Adding your Phase D—DP Sea Time

Enter New / Another Grey Logbook

Enter Data for the Following Phases:

Induction Course |
 Phase B |
 Task Book |
 Simulator Course |
 STR |
 Phase D |
 Suitability

On the **Logbooks Overview** page, click on **Phase D**.

Mr J A Smith Logout

PHASE D – DP SEA GOING

Please read this guidance before proceeding -> ?

Name: Mr J A Smith

Ship: Nautiwave II

Date Left Vessel: 29/11/2015

DP System: SDP 21

Application ID: OSN-01450/2016

IMO Number: 9999999

Number of Days: 28

Trainee Rank: First Officer DPO

Logbook Type: Grey

DP Class: DP 2

Master DPO Number: 0000

Operational Location: Gulf of Mexico

Logbook Number: 150F0000000

Date Joined Vessel: 02/11/2015

Master CoC Number: 00000000

Signed (Master/Senior DPO):

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

Save and Enter DP Days

Save and Back to Phase

Back to Logbook Overview

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

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

Don't forget the Help button

If you are unable to find your DP vessel please check page 17 for instructions on how to get the information added to our database.

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

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

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

Click to save the current entry and be taken to the **List of Sea Going Phase D Experience** screen (Page 26).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 13).

Dates Joined and Left Vessel

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

Date Joined Vessel:*

12/01/2015

Jan		2015					
Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

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

Adding your Phase D—DP Sea Time

After clicking on **Save and enter DP Days** from the previous screen, an extended screen will appear with the **DP Sea Going Details** table at the bottom for you to add the individual dates you worked on DP for this entry.

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

1. Click on Add

2. **DP Sea Time Date.** Enter your Date on DP here.

Number of hours. Select the hours you worked on DP for this entry.

Mode. Choose the Mode from the dropdown menu. If you have entered any DP time in Phase D in Passive Mode it can be saved but will not be counted by the system towards the 60 DP days required.

Activity Code. Select the correct code from the dropdown menu.

Master Initials. Tick the **Master Initials** box to confirm the entry has been signed by the Master.

Don't forget the Help button

4. To enter more Dates worked on DP for this trip, follow steps 1 to 3. Continue repeating these steps until you have added all of your Dates worked on DP for this trip on the page.

5. When you have finished entering all of your Dates worked on DP click on **Save and Back to Phase** to be taken to the **List of Phase D Experience** screen (Page 26).

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

If you need to edit an entry after it has already been saved, click on the entry you wish to change then click on **Edit** at the bottom of the screen.

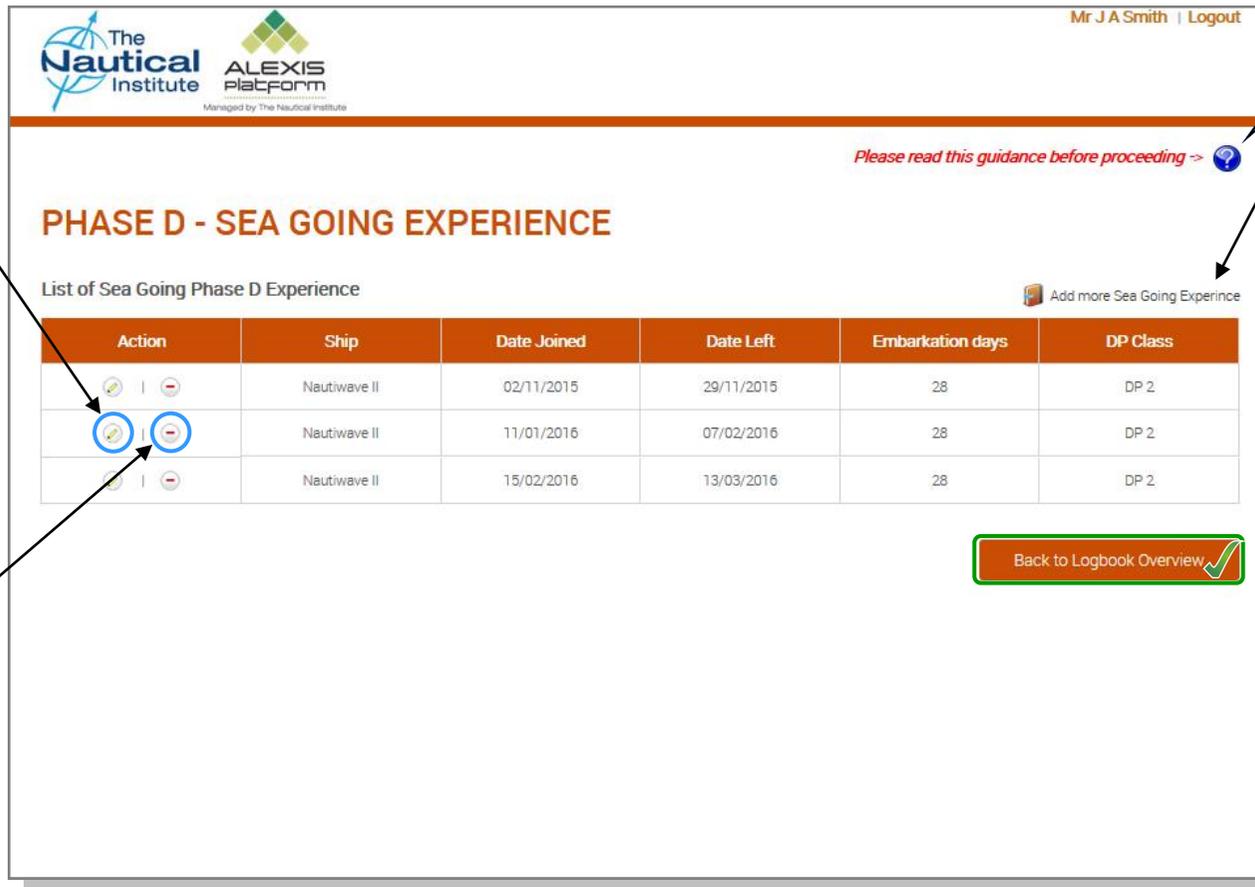
Adding your Phase D—DP Sea Time

Editing Entries

Click on  in the **Action** column on the same row as the entry you wish to edit. This will take you to the individual **DP sea time** screen where you can amend your entry.

Deleting Entries

Click on  in the Action column on the same row as the entry you wish to delete .



Mr J A Smith | Logout

PHASE D - SEA GOING EXPERIENCE

List of Sea Going Phase D Experience [Add more Sea Going Experience](#)

Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
 	Nautiwave II	02/11/2015	29/11/2015	28	DP 2
 	Nautiwave II	11/01/2016	07/02/2016	28	DP 2
 	Nautiwave II	15/02/2016	13/03/2016	28	DP 2

[Back to Logbook Overview](#)

Don't forget the Help button

Adding Additional Time

More DP sea time can be added from this page by clicking on the **Add More Sea Going Experience** link. This will take you to a blank DP sea time page to add more information.

Adding your Phase E—Suitability Sign Off details

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

Action	Logbook No	Enter Data for the Following Phases:
	99999999	<input type="checkbox"/> Induction Course <input type="checkbox"/> Familiarisation <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Watch Keeping <input type="checkbox"/> Section C <input checked="" type="checkbox"/> Suitability

Suitability

The system checks to make sure the details you enter here matches the last Phase D DP sea time entry in your application.

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

The system requires the Master's CoC number and/or DP certificate number. If the Master does not have a DP certificate, the Senior DPO's details need to be entered in the spaces provided.

Mr J A Smith | Logout

Please read this guidance before proceeding ->

PHASE E – SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

Name:	Application ID:	Logbook Type:	Logbook Number:		
Mr J A Smith	OSN-01450/2016	Grey	150F0000000		
Master CoC Number:	Master DP Number:	Country of Issue:	DPO Country of Issue:		
00000000	0000	United Kingdom			
Senior DPO Number:	Senior CoC Number:	Date:	Ship: *		
		13/03/2016	Nautiwave II		
IMO Number: *					
9999999					
Signed (Master/Senior DPO):					
Gregory Gripen					
<input checked="" type="checkbox"/> Signed* <input checked="" type="checkbox"/> Trainee Operator's Signature <input checked="" type="checkbox"/> I have this entry stamped*					
Save and Enter New Phase		Save and Back to Phase		Back to Logbook Overview	

Don't forget the Help button

The country of issue should be added into this field.

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

The Suitability form must be signed by both the Master and Trainee DPO (you) and stamped. If these are ticked and the Suitability form does not contain this information the application will be returned as unsuccessful.

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

Click to save the current suitability entry and be taken to the **List of Suitability** screen (Page 28).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 13).

Adding your Phase E - Suitability Sign Off details

Suitability Overview page

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

Action	Ship	DPO Number	Signed	Instructor Name
	Nautiwave II	0000	Y	Gregory Gripen

Don't forget the Help button

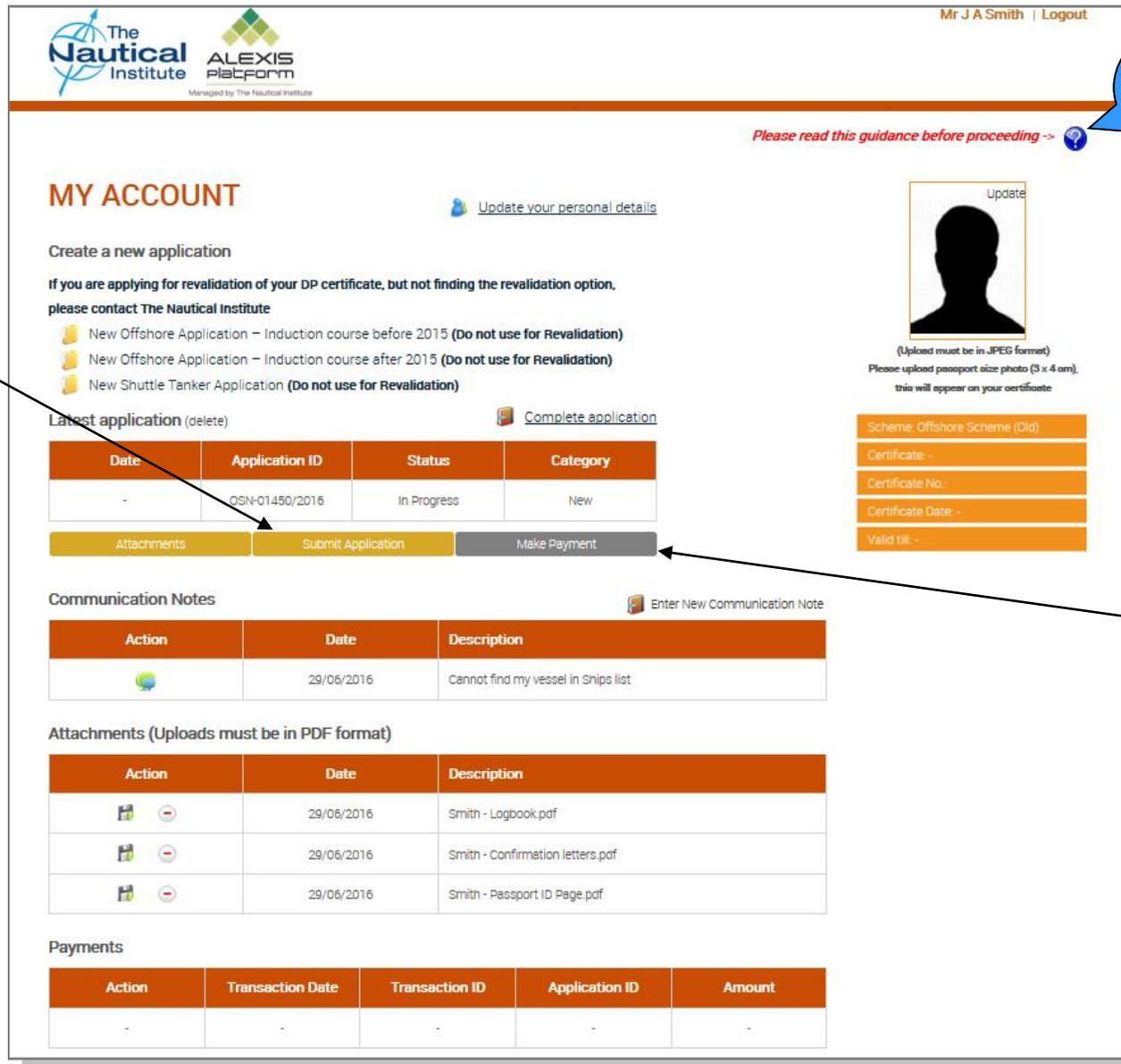
Click on **Back to Logbook Overview** to return to the **overview page**

Action	Logbook No	Enter Data for the Following Phases:
	150F000000	<input type="checkbox"/> Induction Course <input type="checkbox"/> Phase B <input type="checkbox"/> Task Book <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Phase D <input type="checkbox"/> Suitability

Logbooks Overview page

The box in front of each section should now have a pencil, indicating that there is data in all of the sections; with the exception of the STR, if you did not complete this optional course.

Submitting your application



Mr J A Smith | Logout

MY ACCOUNT [Update your personal details](#)

Create a new application

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

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

Latest application (delete) [Complete application](#)

Date	Application ID	Status	Category
-	OSN-01450/2016	In Progress	New

Attachments: [Submit Application](#) [Make Payment](#)

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
	29/06/2016	Cannot find my vessel in Ships list

Attachments (Uploads must be in PDF format)

Action	Date	Description
	29/06/2016	Smith - Logbook.pdf
	29/06/2016	Smith - Confirmation letters.pdf
	29/06/2016	Smith - Passport ID Page.pdf

Payments

Action	Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-	-

When you have filled in all of the sections in your application and have attached your photograph and all of the required documents. Click on **Submit Application**.

Don't forget the Help button

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

Submitting your application

Latest application (delete) [Complete application](#)

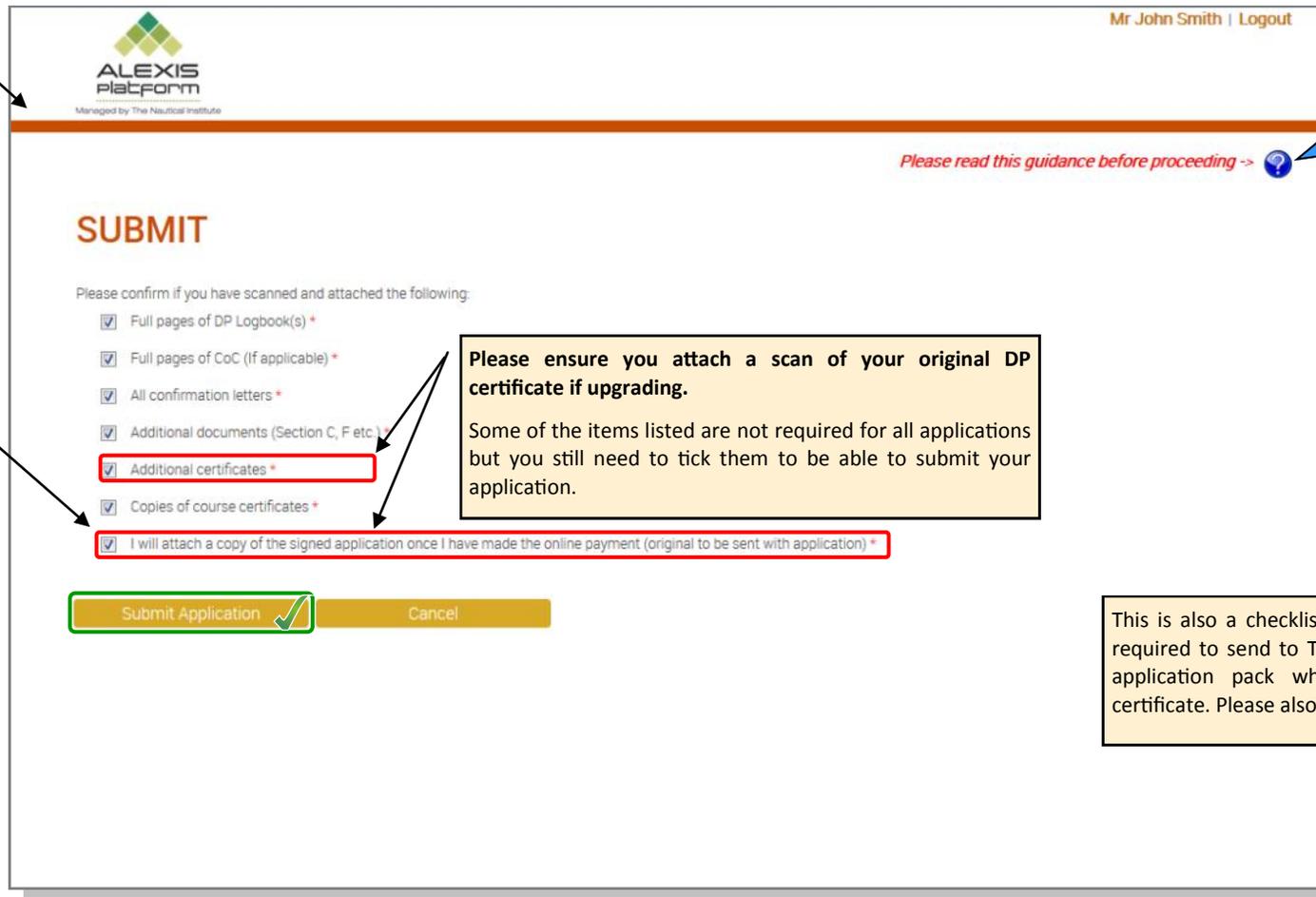
Date	Application ID	Status	Category
-	OSN-01450/2016	In Progress	New

Attachments [Submit Application](#) [Make Payment](#)

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

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

Please note the last item in the list **Signed application** only becomes available once you have successfully submitted and paid for your application. You will therefore need to tick this to confirm that you will attach a copy of the signed application. Once you have submitted and paid, please print the application template following the instructions on page 37.



Mr John Smith | Logout

ALEXIS Platform
Managed by The Nautical Institute

Please read this guidance before proceeding -> ?

SUBMIT

Please confirm if you have scanned and attached the following:

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

[Submit Application](#) [Cancel](#)

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

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

Don't forget the Help button

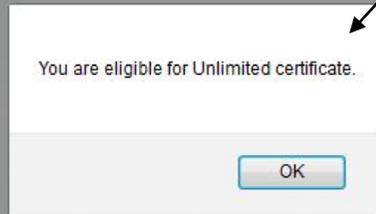
This is also a checklist of the documents you are required to send to The Nautical Institute in your application pack when applying for your DP certificate. Please also see page 38.

Submitting your application

SUBMIT

Please confirm if you have scanned and attached the following:

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



After clicking on **Submit Application** as shown on the previous page, you should receive a message telling you that you are eligible for either a Limited or Unlimited certificate.

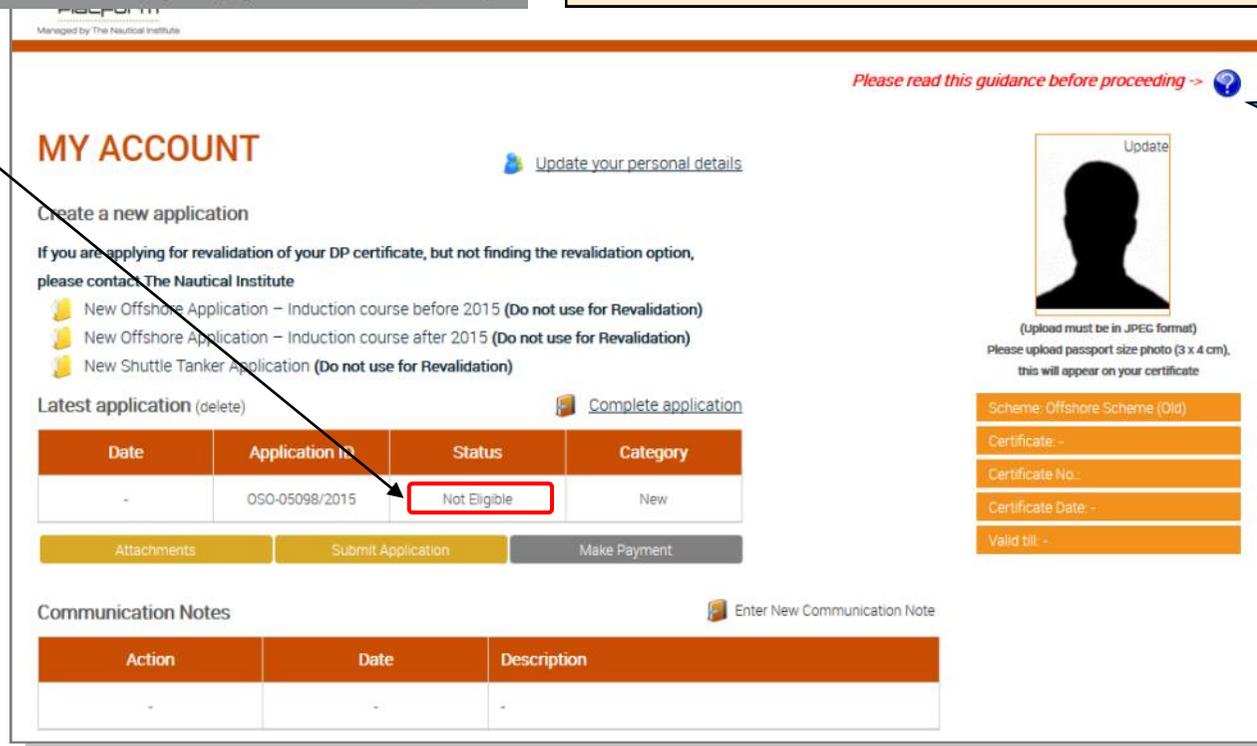
If you receive a message telling you that you are eligible for a Limited certificate but you believe you qualify for an Unlimited, do not make payment on your application, instead contact the DP Department for assistance.

If you receive an error message when you click on **Submit**, please read the message carefully and check the part of your application it is referring to and make amendments where necessary. Please also check the troubleshooting section on pages 40-41).

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

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

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



Managed by The Nautical Institute

MY ACCOUNT [Update your personal details](#)

Please read this guidance before proceeding -> ?

Create a new application

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

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

Latest application (delete) [Complete application](#)

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

Attachments Submit Application Make Payment

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
-	-	-

Update

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

Scheme: Offshore Scheme (Old)

Certificate: -

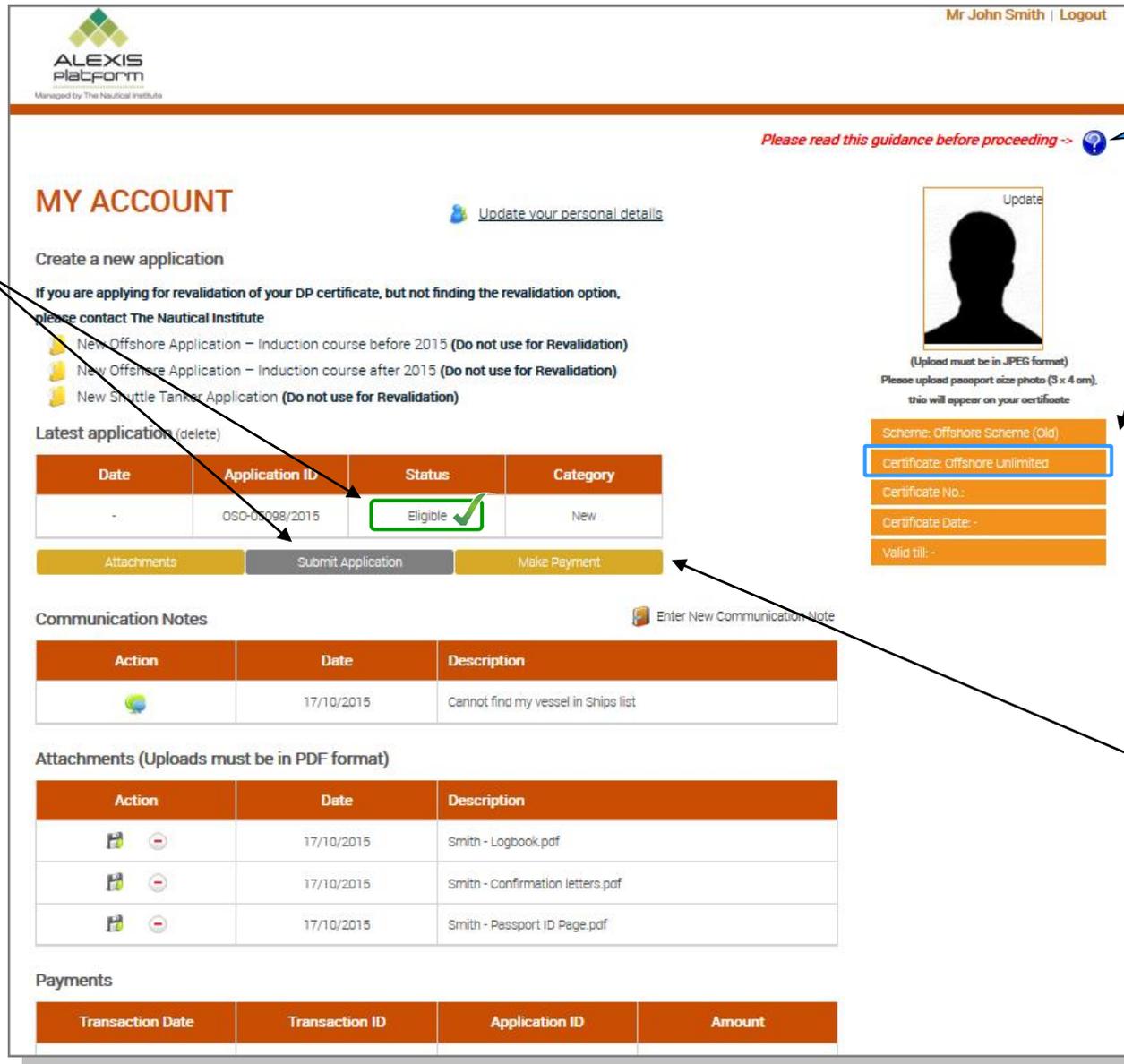
Certificate No.: -

Certificate Date: -

Valid till: -

Don't forget the Help button

Submitting your application



Mr John Smith | Logout

ALEXIS Platform
Managed by The Nautical Institute

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Create a new application

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

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

Latest application (delete)

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

Attachments **Submit Application** Make Payment

Communication Notes Enter New Communication Note

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

Attachments (Uploads must be in PDF format)

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

Payments

Transaction Date	Transaction ID	Application ID	Amount
------------------	----------------	----------------	--------

Update

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

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

When you have successfully submitted your application you will see that the Status changes to **Eligible** when you return to the **My Account** Home page and the **Submit Application** button is now grey. This is because this step has been completed and the option is no longer available.

Don't forget the Help button

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

Please note this is not a guarantee that you will be issued with a DP certificate or with the type that the system is showing you as eligible.

The documents must be fully processed by the DP Department before the certificate is issued. If the certificate issued is different to what was applied for, a member of the DP team will contact you.

The **Make Payment** option is now available to click on. Please proceed to the payment pages via this button.

Making a Payment

Latest application (delete)

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

[Attachments](#)
[Submit Application](#)
[Make Payment](#)

Mr John Smith | [Logout](#)

Managed by The Nautical Institute

PAYMENT OPTIONS

PayPal

BARCLAYS









WorldPay









[Proceed to Payment](#)
[Cancel Order](#)

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

Making a Payment with Barclays

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

- Address Matching – address entered must match the records held with the credit card company.
- Postcode/ZIP Matching – same as the postcode/zip held by the credit card company.
- Card Verification – usually 3-digit security code.

NI ALEXIS PLATFORM



Payment Information - Total Payment Value: £ 138.00

<p>1 - Card details</p> <p>Card Type * <input type="text" value="Select..."/></p> <p>Card number * <input type="text"/></p> <p>Expiry date * <input type="text" value="mm"/> <input type="text" value="yy"/></p> <p>Card Security Code <input type="text"/> What is this?</p>	<p>2 - Cardholder Information</p> <p>Full Name * <input type="text" value="John Alan Smith"/></p> <p>Address line 1 * <input type="text" value="10 Smith Road ,"/></p> <p>Address line 2 <input type="text"/></p> <p>Address line 3 <input type="text"/></p> <p>Town / City * <input type="text" value="Tilbury"/></p> <p>County <input type="text" value="Essex"/></p> <p>Post / Zip Code * <input type="text" value="RM180AN"/> State(* if US) <input type="text" value="--"/></p> <p>Country * <input type="text" value="UNITED KINGDOM"/></p> <p>Telephone Number <input type="text" value="1234567890"/></p> <p>E-mail address * <input type="text" value="johnsmith@example.com"/></p>
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* Indicates an obligatory field

Common Problems

- Use of a Non-Standard Keyboard: as this type of keyboard is common outside the UK and in particular Europe & South America, many non-UK users may encounter problems when using such a keyboard. In order to rectify the problem please ensure that characters and symbols entered match with a standard keyboard. (e.g. â becomes a; é becomes e; ø becomes o)
- Verification Process put in place by the individual's bank: this process is outside the control of The Nautical Institute as this has been set up by the user's bank to reduce the risk of fraud. Please contact the bank.
- Repeated attempts at processing: the EPDQ system may lock-out the individual if excessive attempts have been made at processing card payments. This is a fraud preventative measure by the individual's credit card issuer. The individual can try a different computer to attempt processing.

If the address showing on this page is incorrect, please see the **Troubleshooting** section on pages 40-41.

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

Making a Payment with WorldPay

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



WorldPay

[Help](#) [FAQs](#) [Security](#)

Secure Payment Page

Please review your purchase details, then select a payment method to continue.

Select language English

THE NAUTICAL INSTITUTE

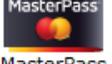
Description **DP 84522 85850867**

Amount **£138.00**

Select your payment method







[MasterCard](#)
[VISA](#)
[Maestro](#)
[JCB](#)
[MasterPass](#)

Cancel

payments powered by **WorldPay**

For help with your payment visit the: [WorldPay Help](#).

WorldPay (UK) Limited © 2012

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

Making a Payment with PayPal

The Nautical Institute

Your order summary

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

Choose a way to pay

[Pay with my PayPal account](#)

Log in to your account to complete the purchase

Pay with a debit or credit card

(Optional) Sign up to PayPal to make your next checkout faster

Country:

Card type:

Billing information

First name:

Last name:

Address line 1:

Address line 2 (optional):

Town/City:

County (optional):

Postcode:

Delivery address: Same as billing address

Contact information

Telephone:

Email:

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

Note to seller: [Add](#)

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

Payments processed by

[Cancel and return to The Nautical Institute.](#)

Existing PayPal Account Holders

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

Non PayPal Account Holders

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

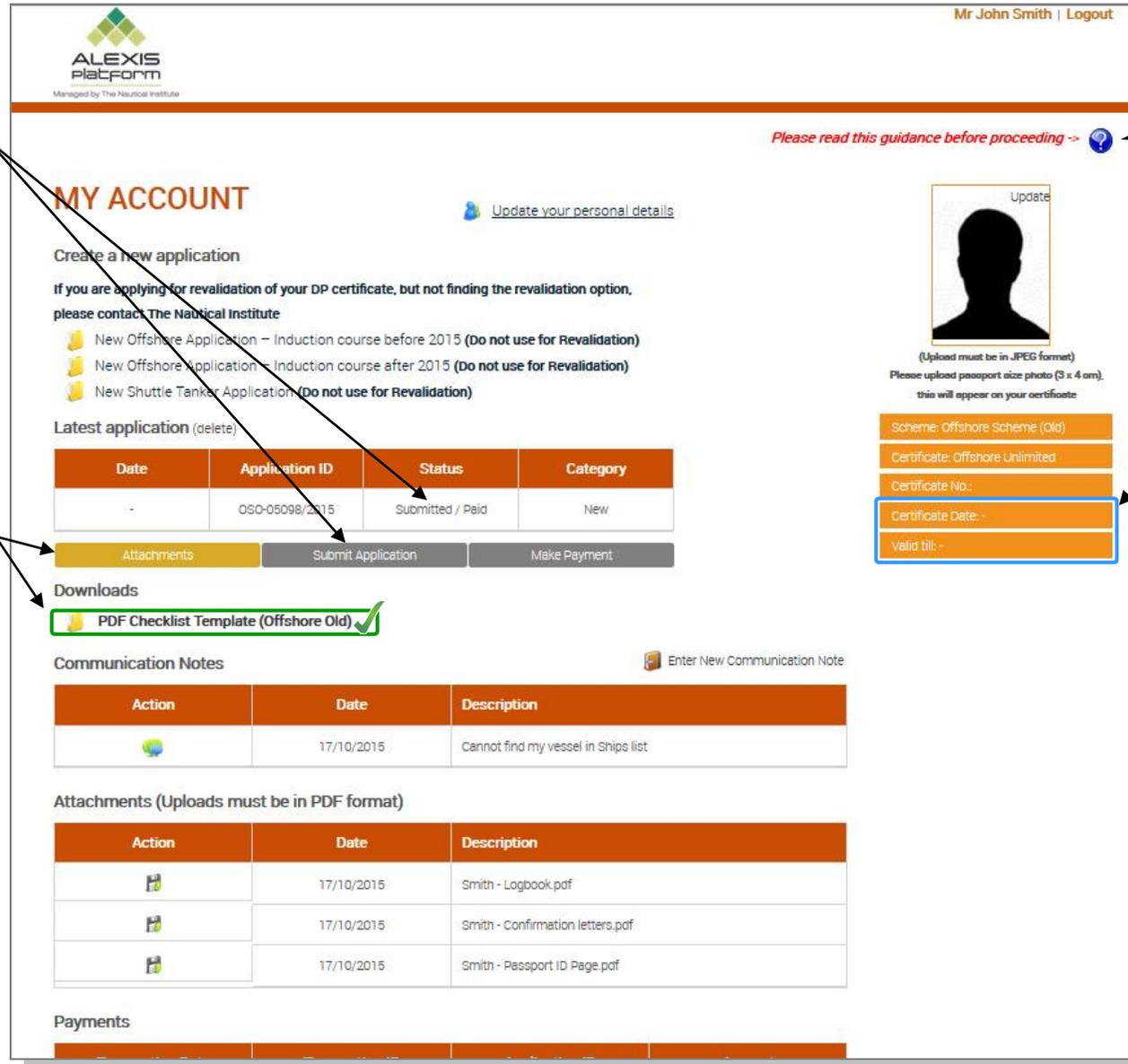
Downloading the PDF Application Form Checklist

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

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

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

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



Mr John Smith | Logout

ALEXIS Platform
Managed by The Nautical Institute

MY ACCOUNT [Update your personal details](#)

Create a new application

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

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

Latest application (delete)

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

Attachments: [Submit Application](#) [Make Payment](#)

Downloads

- [PDF Checklist Template \(Offshore Old\)](#) ✓

Communication Notes [Enter New Communication Note](#)

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

Attachments (Uploads must be in PDF format)

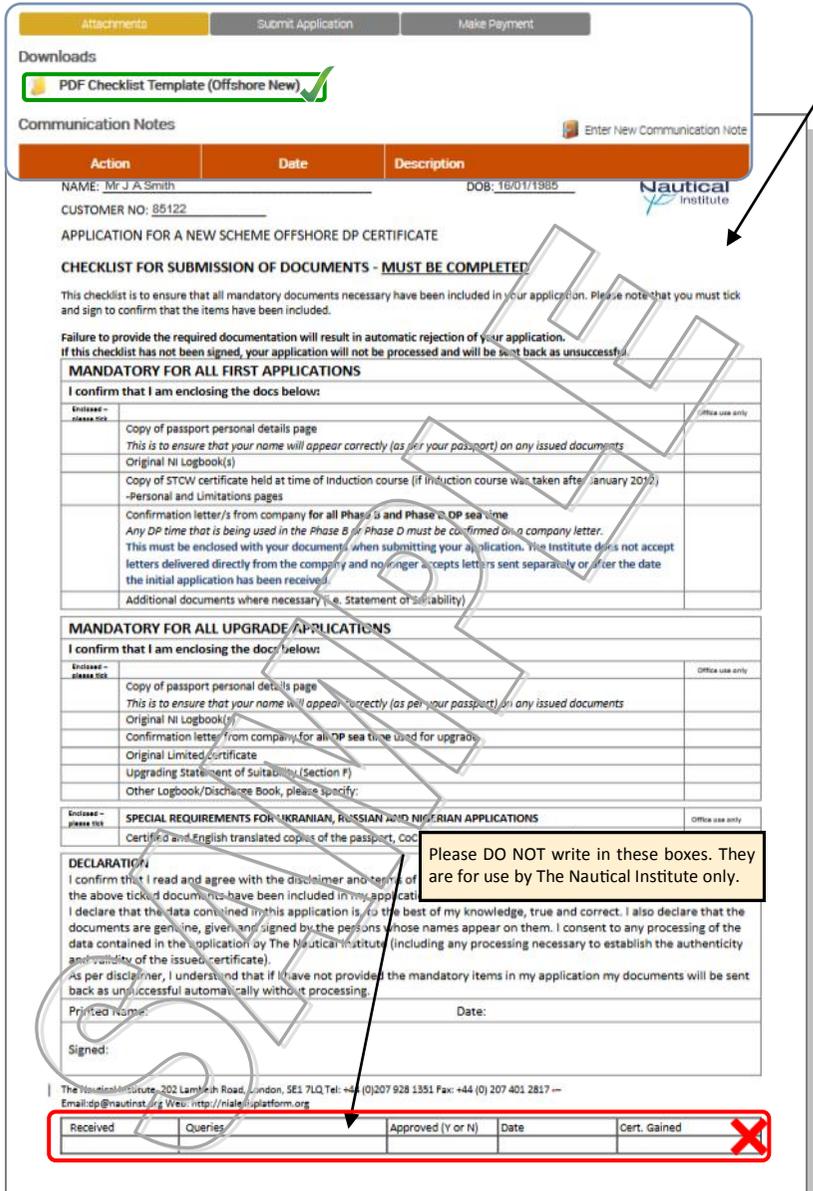
Action	Date	Description
	17/10/2015	Smith - Logbook.pdf
	17/10/2015	Smith - Confirmation letters.pdf
	17/10/2015	Smith - Passport ID Page.pdf

Payments

Don't forget the Help button

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

Downloading the PDF Checklist and sending your documents



NAME: Mr J A Smith DOB: 16/01/1985

CUSTOMER NO: 85122

APPLICATION FOR A NEW 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 - Phase B/D	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 2017) -Personal and Limitations pages	
Confirmation letter/s from company for all Phase B and Phase D DP sea time <i>Any DP time that is being used in the Phase B or Phase D must be confirmed on a company letter.</i> This must be enclosed with your documents when submitting your application. The Institute does not accept letters delivered directly from the company and no longer accepts letters sent separately or after the date the initial application has been received.	
Additional documents where necessary (i.e. Statement of Suitability)	

MANDATORY FOR ALL UPGRADE APPLICATIONS

I confirm that I am enclosing the docs below:

Enclosed - Phase B/D	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/s from company for all DP sea time used for upgrade	
Original Limited certificate	
Upgrading Statement of Suitability (Section F)	
Other Logbook/Discharge Book, please specify:	

SPECIAL REQUIREMENTS FOR UKRAINIAN, RUSSIAN AND NIGERIAN APPLICATIONS

Enclosed - Phase B/D Office use only

Certified and English translated copies of the passport, COC

DECLARATION

I confirm that I read and agree with the disclaimer and terms of 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://niala.platform.org

Received	Queries	Approved (Y or N)	Date	Cert. Gained
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The **Signed application** referred to in the Submit checklist, is the **PDF Checklist**. This only becomes available on the **My Account** home page when you successfully make your payment. Please print and complete this form to add to the documents to be sent in for processing.

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

Application Pack Checklist

Please make sure you have enclosed the following

- Original NI grey DP logbook
- CoC/STCW qualifications page
- Original Limited DP certificate (if upgrading)
- Original confirmation letters that are validating all of your DP sea time in Phases B and D being used in your application.
- Additional documents (if applicable). The PDF Checklist form has a list of the required mandatory documents.
- Copy of your passport personal details page (to verify the correct spelling and order of your names)
- Original PDF Checklist (completed, signed and dated)

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

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

Please DO NOT write in these boxes. They are for use by The Nautical Institute only.

Receipt and processing of documents

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

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

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

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

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

Troubleshooting

Section	Error Message 	Solution
Home page Updating Personal Details	This email has already been registered. Please use Forgotten Password if you do not remember your password	<p>If you receive this message it means that there is already an account on our system linked to this email address. Please contact the DP Department with the following information to request your login details:</p> <ul style="list-style-type: none"> • Full name • Date of birth • Personal email address • Certificate number (if applicable) • Certificate issue date (if applicable) • NI Logbook number <p>You must only use your personal email address or if using a company address it must be one only personal to you (e.g. Johnsmith@company.com) and not a shared address as other accounts may have been previously created with this address.</p>
Creating a new logbook	Failed to validate the Logbook Number	<p>The logbook number is added to the account when it was opened at the training centre at the time of the Induction course. Check that you have entered the logbook number correctly. See page __ for details.</p> <p>If you have opened a new account you will need to contact the DP Department to merge these accounts. If you are using the same account that was opened when the course was done, please send an email to the DP Department with scans of the personal details page (containing the logbook number) and the Induction course page. We can then check and update the account where necessary.</p>
Dates	Please fill out the following field(s): The selected date cannot be a future date	You have entered a date that is greater than the current date. Please note we cannot accept any dates in logbooks or confirmation letters that are dated in the future.
Phases A and C Induction/ Simulator/STR	Centre is not accredited in the selected date	<p>The training centre you have entered was not accredited on the date you have entered.</p> <p>Please cross-check the information you have entered against your logbook and course certificate. If you have entered the details correctly and are still receiving this error message. Please contact the DP Department at dp@nautinst.org for assistance.</p>
Phases A and C Induction/ Simulator/STR courses	The date entered should only fall between current and past four years	You have entered a date for your course that is over four years old. If this is the correct date for your course, you will need to repeat it before applying for your DP certificate. Currently, the DP Department will need to add this course onto your account. Please email with the subject heading of Course over 4 years old . Please also check the logbook and verification guides on the DP Help Page on Alexis Platform to check if there is any other requirements you need to fulfil before applying for your DP certificate.

Troubleshooting

Section	Error Message 	Solution
Phase C Simulator course	The date entered must be greater than the date entered for Phase B.	If you have an entry in Phase B that is dated after the Simulator course you will receive this message. All other courses must be dated before the Simulator course unless they have been repeated.
Phases B and D DP sea time	A Phase with the same dates already exists	You have either duplicated an entry that already exists, or are trying to enter sea time within dates that already exist in your application. Please re-check the information that you are entering against the information already on your account and in your logbook.
Phases B and D DP sea time	Failed to validate ship and DP class	<ol style="list-style-type: none"> The vessel that you are trying to add is not in our database for the time being claimed. The DP class you have entered for the ship does not match the DP class we have recorded in our system. Please follow the instructions in the Help button on the Phase B and Phase D pages. <p>Please note that you can check the dates for a specific vessel that we have on our database by going to : http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/</p>
Phases B and D DP sea time	<i>[Date entered]</i> DP Sea Date Time: Date must fall between <i>[Trip start date]</i> and <i>[Trip end date]</i>	You have entered a date in the DP Seagoing Details section that is not within the range of the Date Joined Vessel and Date Left vessel at the top of the page. Please check your logbook and correct the incorrect date.
Phases B and D DP sea time	The number of days should be less than or equal to 90	<p>The number of days in this entry between the <i>Date Joined</i> and <i>Date Left</i> range is more than 90 days. The system is limited to allowing a maximum of 90 embarkation dates per entry. If you have combined two or more trips into one entry you will need to amend it as each trip must be entered individually.</p> <p>If you have a single trip that was more than 90 days, you will need to split it into two entries so that neither exceeds 90 days.</p>
Suitability	The suitability sign-off ship does not match with the last record's ship of Phase D	The ship name for the entry in Phase D DP sea time with the most recent date does not match with the ship name you have entered for your Suitability sign off. You may be required to have an additional Suitability form signed off.
Making Payment with Barclays	The address is showing incorrectly on the Barclays payment page	If the address showing on this page is incorrect and cannot be changed use a different method of payment such as PayPal or WorldPay. If the problem persists then this as an issue with your bank and not The Nautical Institute. Please contact your bank to amend the address.

Confirmation Letter

Requirements

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

This letter must match the following criteria:

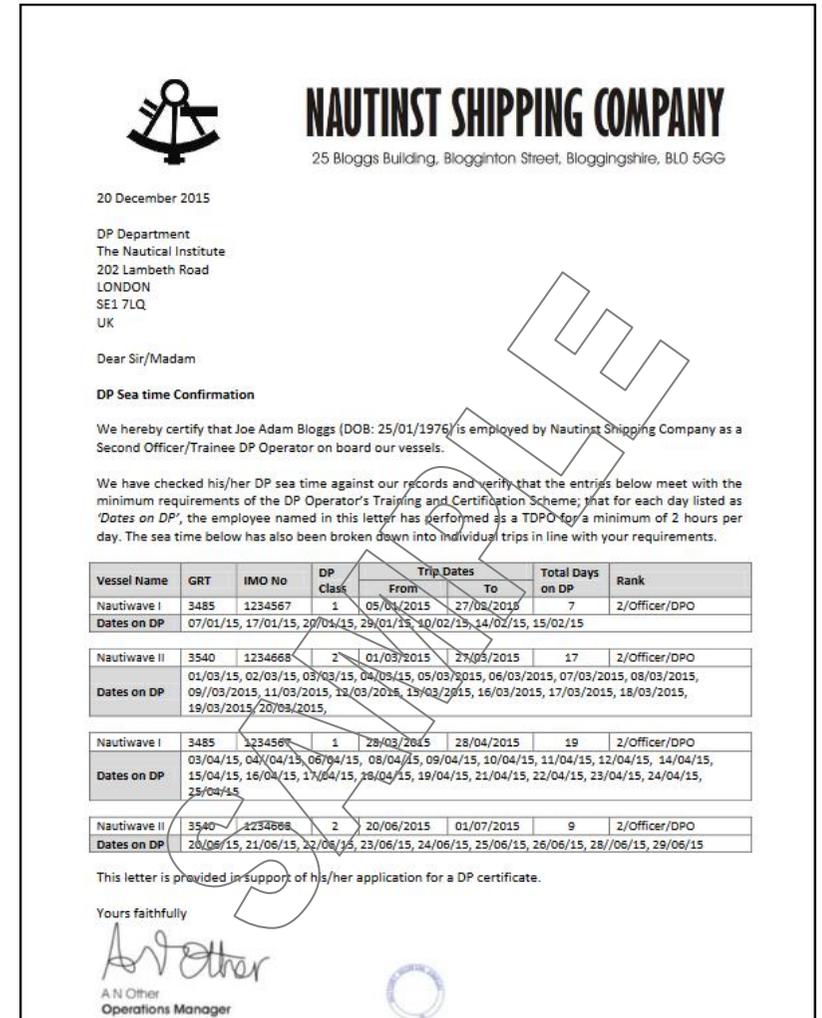
- Contain information based upon the vessel deck logs, DP logs and internal DP information. The company should only provide letters when they can confirm the actual DP time completed and not only time on board the vessel. The confirmation letter is a secondary check on the time completed and if required, should be able to provide evidence to The Nautical Institute to prove that the time was on DP. Please note that confirmation letters cannot be based upon the DP information in the individual's logbook only. **The Nautical Institute reserves the right to request copies of the information used to verify the DP days and prepare the confirmation letter before a certificate is issued.**
- Be written by the shipping company on original company headed paper, which must also include the company contact details; a direct email address for the signatory, should be provided as it enables us to contact them easily if further verification is required.
- Company logos must be of a high resolution and appear clear. Letters received with logos that appear pixelated and/or blurry will not be accepted by The Nautical Institute;
- Contain the company's official stamp or seal;
- Signed and stamped by the Operations Manager, Marine Superintendent or other position directly involved with the operations of the vessel, whose full name and job title must also appear on the letter under their signature. (Letters signed by Masters, Agency staff and HR personnel are not acceptable). Signatures and stamps must be ink originals, not digital scans;
- Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience);
- State that the applicant has **trained/worked as a DPO on board the vessel(s) listed for the time listed;**
- The following information must be included for each sea time entry: Vessel name, GRT, IMO number, DP class, trip dates (from and to), total days on DP (DP Day = minimum of 2 hours on DP per day claimed), DPO's rank and confirm the individual dates on DP.
- Confirm the total time the applicant has performed as a DP operator on board the vessel(s). This must also include the initial seagoing B period (Phase B);
- Limited DPO certificate holders upgrading to Full certificates only need to provide confirmation of DP sea time gained after their Limited certificates were issued;
- Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating reasons.

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

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

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

Here is a sample of the letter required. This is also available in the DP Help page Offshore section of our website together with an editable template version in Word format.



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

20 December 2015

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

Dear Sir/Madam

DP Sea time Confirmation

We hereby certify that Joe Adam Bloggs (DOB: 25/01/1976) is employed by Nautinst Shipping Company as a Second Officer/Trainee DP Operator on board our vessels.

We have checked his/her DP sea time against our records and verify that the entries below meet with the minimum requirements of the DP Operator's Training and Certification Scheme; that for each day listed as 'Dates on DP', the employee named in this letter has performed as a TDPO for a minimum of 2 hours per day. The sea time below has also been broken down into individual trips in line with your requirements.

Vessel Name	GRT	IMO No	DP Class	Trip Dates		Total Days on DP	Rank
				From	To		
Nautiwave I	3485	1234567	1	05/03/2015	27/03/2015	7	2/Officer/DPO
Dates on DP 07/01/15, 17/01/15, 20/04/15, 29/01/15, 10/02/15, 14/02/15, 15/02/15							
Nautiwave II	3540	1234668	2	01/03/2015	27/05/2015	17	2/Officer/DPO
Dates on DP 01/03/15, 02/03/15, 03/03/15, 04/03/15, 05/03/2015, 06/03/2015, 07/03/2015, 08/03/2015, 09/03/2015, 11/03/2015, 12/03/2015, 13/03/2015, 15/03/2015, 16/03/2015, 17/03/2015, 18/03/2015, 19/03/2015, 20/03/2015,							
Nautiwave I	3485	1234567	1	28/03/2015	28/04/2015	19	2/Officer/DPO
Dates on DP 03/04/15, 04/04/15, 06/04/15, 08/04/15, 09/04/15, 10/04/15, 11/04/15, 12/04/15, 14/04/15, 15/04/15, 16/04/15, 17/04/15, 18/04/15, 19/04/15, 21/04/15, 22/04/15, 23/04/15, 24/04/15, 25/04/15							
Nautiwave II	3540	1234668	2	20/06/2015	01/07/2015	9	2/Officer/DPO
Dates on DP 20/06/15, 21/06/15, 22/06/15, 23/06/15, 24/06/15, 25/06/15, 26/06/15, 28/06/15, 29/06/15							

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

Yours faithfully
A N Other
A N Other
Operations Manager

For further information, contact:

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

Tel +44(0)20 7928 1351 (Tuesdays and Thursdays only)

Fax +44(0)20 7401 2817

Email dp@nautinst.org Website www.nialexisplatform.org