Dynamic Positioning Operators
New Offshore Scheme
Online Application Guide

Version 1.0
August 2016
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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[Contents page]
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.


**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.
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.

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

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.
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.

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

INSTRUCTIONS TO COMPLETE YOUR APPLICATION
Before proceeding with your DP application, please read the instructions below carefully.

1. Log in to your account on the website.
2. Click the ‘Continue and Confirm’ button to verify you have read the instruction and accept the conditions of the disclaimer and terms of service.

This will then take you through to the login page.

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 1003462 and Company Limited by Guarantee number 2670093, based at 302 Lamarche Road, London, SE1 7LD, 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.

2. 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.

Click Continue and Confirm to verify you have read the instruction and accept the conditions of the disclaimer and terms of service. This will then take you through to the login page.
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.

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.

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

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.

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.

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.

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

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.

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.
New Offshore Scheme—Online Application Guide

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.

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.

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.
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.

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.
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.

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

Please use file names that allow us to easily identify what each scan is.
New Offshore Scheme—Online Application Guide

Logbooks Overview Page

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.

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

Don’t forget the Help button
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

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

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.

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.

Don’t forget the Help button.
On the Logbooks Overview page, click on Induction Course.

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.

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

**Editing Entries**

Click on 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.

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.

Don’t forget the Help button

Click on Back to Logbook Overview to return to the main page that contain your logbook.
Finding and Entering Vessel Names in Phases B and D

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.
Adding your Phase B—DP Sea Time

On the Logbooks Overview page, click on Phase B.

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.

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.

Don’t forget the Help button

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.

Enter the vessel’s DP Class.

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 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).

Save and Enter DP Days
Save and Enter DP Days
Back to Logbooks Overview

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.

*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 B—DP Sea Time

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.

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

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).

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.
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.

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### PHASE B — DP SEA TIME EXPERIENCE

<table>
<thead>
<tr>
<th>Action</th>
<th>Ship</th>
<th>Date Joined</th>
<th>Date Left</th>
<th>Embarkation days</th>
<th>DP Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nachtwave II</td>
<td>23/08/2015</td>
<td>10/04/2015</td>
<td>28</td>
<td>DP 2</td>
</tr>
<tr>
<td></td>
<td>Nachtwave II</td>
<td>27/04/2015</td>
<td>24/05/2015</td>
<td>28</td>
<td>DP 2</td>
</tr>
<tr>
<td></td>
<td>Nachtwave II</td>
<td>01/09/2015</td>
<td>28/06/2015</td>
<td>28</td>
<td>DP 2</td>
</tr>
<tr>
<td></td>
<td>Nachtwave I</td>
<td>12/07/2015</td>
<td>02/08/2015</td>
<td>28</td>
<td>DP 1</td>
</tr>
</tbody>
</table>

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Don’t forget the Help button

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

List of Sea Going Phase B Experience

Click on Add more Sea Going Experience to enter additional Phase B DP sea time.
Adding your Phase B—Tasks details

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.

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.

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.

Don’t forget the Help button
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

On the Logbooks Overview page, click on Simulator course.

Enter your Phase C—Simulator course details in the spaces provided. Use the dropdown list to select the training centre name.

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.

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

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.

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).

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.

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.

Don’t forget the Help button.
Adding your Phase D—DP Sea Time

On the Logbooks Overview page, click on Phase D.

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.

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 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).

Save and Enter DP Days
Save and Back to Phase
Back to Logbooks Overview

Don’t forget the Help button

You need to enter the vessel’s DP Class.

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

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

Don’t forget the Help button

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

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 Dates Joined and Left Vessel 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.

Don’t forget the Help button

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

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 Dates Joined and Left Vessel 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.
Adding your Phase D—DP Sea Time

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.

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

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).
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.

**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**

**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.

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 country of issue should be added into this field.

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 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).

Click to save the Suitability details and open a blank page for new Suitability details.
Suitability Overview page
If more than one Suitability form has been added, these will show on this page.

Don’t forget the Help button
Click on Back to Logbook Overview to return to the overview page

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

Don’t forget the Help button

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.

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

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.

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.

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

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.

Don’t forget the Help button

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.
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.

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.
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.

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 EPQ 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.

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

If the address showing on this page is incorrect, please see the Troubleshooting section on pages 40-41.
Making a Payment with WorldPay

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

You need to click on one of the payment methods here to continue to complete your payment.
Making a Payment with PayPal

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.
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.

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

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
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

<table>
<thead>
<tr>
<th>Section</th>
<th>Error Message</th>
<th>Solution</th>
</tr>
</thead>
</table>
| Home page Updating Personal Details | This email has already been registered. Please use Forgotten Password if you do not remember your password | 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:  
- Full name  
- Date of birth  
- Personal email address  
- Certificate number (if applicable)  
- Certificate issue date (if applicable)  
- NI Logbook number  
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. |
| Creating a new logbook | Failed to validate the Logbook Number | The logbook number is added to the account when it was opened at the training centre at the time of the Induction course. Check that you have entered the logbook number correctly. See page ___ for details.  
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 | The training centre you have entered was not accredited on the date you have entered. Please cross-check the information you have entered against your logbook and course certificate. If you have entered the details correctly and are still receiving this error message. Please contact the DP Department at <a href="mailto:dp@nautinst.org">dp@nautinst.org</a> for assistance. |
| 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 <strong>Course over 4 years old</strong>. 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. |</p>
<table>
<thead>
<tr>
<th>Section</th>
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<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase C Simulator course</td>
<td>The date entered must be greater than the date entered for Phase B.</td>
<td>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.</td>
</tr>
<tr>
<td>Phases B and D DP sea time</td>
<td>A Phase with the same dates already exists</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Phases B and D DP sea time    | Failed to validate ship and DP class                                       | 1. The vessel that you are trying to add is not in our database for the time being claimed.  
2. The DP class you have entered for the ship does not match the DP class we have recorded in our system. Please follow the instructions in the Help button on the Phase B and Phase D pages. Please note that you can check the dates for a specific vessel that we have on our database by going to: [http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/](http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/) |
| Phases B and D DP sea time    | [Date entered] DP Sea Date Time: Date must fall between [Trip start date] and [Trip end date] | 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                      | The number of days in this entry between the Date Joined and Date Left 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. 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. |
| 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. |
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.

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