

OLD OFFSHORE SCHEME

BLACK LOGBOOK GUIDE

Version 2.0 – August 2016

This document is only for use with the A5 size NI DP black logbook, issued 2013 - 2014. Please read the [Blue/Green Logbook Guide](#) if you own one of these older style logbooks.

Introduction

The following sample logbook is a guideline designed to help you complete your logbook correctly before sending it to The Nautical Institute for certification.

To prevent delays in processing your application, please make sure you read this document carefully, as well as the additional text pages in the logbook itself, to fully understand the requirements.

Please also read the other documents and information for the Old Offshore scheme, especially [DP Operator Certificate Information](#) as it is a more comprehensive guide to the scheme. All these documents are available under Offshore on the [DP Help Page](#) of our dedicated accreditations and certification website, Alexis Platform www.nialexisplatform.org.

Declaration

This Logbook Guide replaces any previous versions of this document and applies to all applicants under this scheme who have not yet been issued with a DP certificate. This also applies to any applicant who is upgrading their Limited certificate to an Unlimited/Full certificate.

The Nautical Institute reserves the right to request additional documentation from specific countries as part of its verification process.

Minimum Qualification Requirement

On 1st January 2012, The Nautical Institute implemented the following criteria for entry onto the DP Old Offshore scheme:

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

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

- Prospective DPOs, who are in the process of training for an STCW certificate can start the DP scheme and complete the Induction/Basic course and 30 days familiarisation only. The Simulator/Advanced course and watchkeeping training can only be completed after they hold an appropriate STCW certificate of competency.
- A letter from the cadet's training college or company will need to be provided to the DP Training Centre as evidence of eligibility. This should be on official letter-headed paper and contain the cadet's full name, date of birth, name of course being completed (with STCW regulation) and the predicted completion date.

Prospective DPOs, not meeting the above requirements will be able to apply for certification, if they commenced training

prior to the implementation date (1 January 2012) and all elements have been completed within a 5 year period at the time of receipt of their completed application documents by The Nautical Institute.

Ineligible DP Sea time

The following types of sea time cannot be used towards the DP time required to gain a DP certificate under the Old Offshore scheme.

- Autopilot
- Standby – on non DP mode (or in simulator mode)
- Sea time on board POSMOOR vessels

Applying for a DP Certificate

Five Year Validity Period

The five year validity period is calculated by the date your completed application documents are received by The Nautical Institute at our premises in London, after you have firstly applied online as described below. Therefore, on receipt of your application by The Nautical Institute, all of the components and supporting documents required under the DP training scheme for you to qualify for a DP certificate must be dated within the previous five years.

Online Applications


The Nautical Institute first introduced an online application system on 1 January 2011. The online application system has been mandatory for all applications since 1 January 2012. Therefore, any documents received without first being properly registered and applied for through the online system, will be returned via normal post without processing. The Nautical Institute does not accept any responsibility for documents lost in the post.

Please note that a payment by credit card, debit card or PayPal account is needed to complete the application process.

The [Old Offshore Scheme - Online Application Guide](#), which is available on our website, contains step by step instructions on how to complete your online application.

Please read the [FAQs](#) question *“What documents do I need to send when applying for my certificate?”* for a list of documents required to be sent to us to process your application.

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

Wherever you see this symbol  in this document, it will provide useful tips specifically for completing your application online.

Manual Applications

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

Delivery of Documents

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

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

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

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

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

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

Replacement Documents

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

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

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

You cannot order duplicate documents through our online application system. To order replacement documents, please print and complete the application form for duplicate documents and credit card form, which are available on the Alexis Platform website via the [DP Help Page](#) ⇒ [Offshore](#) ⇒ [Forms & Documents](#).



Dynamic Positioning Training Logbook

Logbook number:

12345678

Each logbook has a unique 8-digit number. Make a note of your logbook number and keep it in a safe place.

The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, United Kingdom is a registered Charity Number 1002462, and registered as a Company Limited by Guarantee Number 2570030 VAT Number 547 9635 93

www.nautinst.org

Personal Details

You will need to provide two 35x45mm size photographs. The training centre will attach one here and stamp it with the training centre's official stamp.

This page should be completed clearly by the training centre in **BLOCK CAPITALS**.

You will receive a 5-digit customer number when you register on The Nautical Institute's website at the beginning of the course. This is necessary so the training centre can register you for the examination.

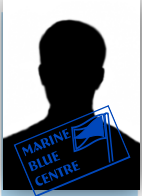
This number is your customer number (User ID) within The Nautical Institute and it must be used when you apply online for your DP certificate in the future.

If you are a member or have previously been a member or bought books from The Nautical Institute, you will already have a customer number. If you do not know your customer number, please contact the DP department.

Please ensure that you only register once as duplicated records will cause delays to your application.

2 | Personal details

Your Details
All details below are mandatory to be completed in full

 Logbook number _____
Logbook issued to (full name): JOE ADAM BLOGGS

Address: 23 BLOGG STREET
SOUTHAMPTON
HANTS

Country: UNITED KINGDOM Post code: SO14 1PJ

Email: JOEBLOGGS@EXAMPLE.COM

Phone number (inc. country code): +44(0)1234 555 555

Date of birth: 25/01/1976

Passport number: 987654321

CoC number: 1234567

CoC country: UNITED KINGDOM

CoC date of issue: 24/11/2010

Logbook issued by (training centre): MARINE BLUE CENTRE

NI Customer no. 49XXX

Signature of Holder: JBloggs



Online Application Tips

Please ensure you type your name using correct capitalisation, e.g.

- ✗ JOE ADAM BLOGGS
- ✗ joe adam bloggs
- ✓ Joe Adam Bloggs

as this is how it will appear on your certificate.

Note: Do not use any foreign letters during your online application, e.g. á, ø, ù, as this causes problems in the system.

If you do have foreign letters in your name, please amend it with the correct letter on the printed PDF application form that you send in to us.



It is also very important that you take care to ensure that your name is typed correctly. The Nautical Institute assumes no responsibility for spelling errors and a fee may be charged for reprinting documents.

Change of address and contact details

Address: _____

Country: _____ Post code: _____

Email: _____

Phone number: _____

Address: _____

Country: _____ Post code: _____

Email: _____

Phone number: _____

Address: _____

Country: _____ Post code: _____

Email: _____

Phone number: _____

If you move house or change any contact details, please ensure that you complete the change of address and contact details section of your logbook.

Please put a line through old addresses and contact details so it is clear which are to be used.

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Important – please read

ALL sections of the logbook must be completed in the correct order as stated in the programme, i.e. Sections A-F, with the exception of Section E. Please see *Sea time Validity Period* for further information.

ALL components must be completed within the five year period prior to the receipt of your application documents by The Nautical Institute.

Failure to comply with the above may result in you having to retake courses and/or complete additional sea time .

This page contains information on the key phrases used.

Definitions

DP day: Is any day when DP operations are undertaken by the vessel. (A minimum of one hour is accepted).

Dates on DP: are the dates the vessel is actively engaged in DP operations and trainee is on DP watch.

Competent officer: a deck officer who holds an STCW Certificate of Competency issued by a Maritime Administration on the IMO white list.

Marine vocational qualification: is a non-STCW Certificate of Competency issued by a white list Maritime Administration for use in the administration's local waters only.

Unsupervised DP sea service: is when a DP Operator (senior or junior) forms part of a two person DP watch.

Supervised DP sea service: is where a trainee DP Operator is the third person on the DP watch and never operates the equipment unless under supervision by a qualified senior DPO.

This page will be completed by the centre instructor once you complete your Induction/Basic course.

Please check it has been signed, dated, stamped and that the certificate number has been added. Contact the relevant training centre if any of the items have not been completed.

This course is only valid within five years of receipt of your completed application documents by The Nautical Institute.

The five year restriction on courses does not apply when applying for an upgrade from a Limited certificate.

Please note: The five year validity restriction is based on 60 months and not a calendar year. (e.g. If you attended the Basic course on 15th February 2013, The Nautical Institute will have to receive your completed application before 15 February 2018).

10 | A DP induction/basic course

Logbook

Please ensure the entries are fully completed

A DP Induction/Basic Course

(for those being introduced to the subject)


Centre MARINE BLUE CENTRE

Date Completed 04/01/2013 Certificate No. 000000

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

Signed *H Sauce*

Print Name HENRY SAUCE

Training Centre stamp: 

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

A Basic Course Re-validation (after 5 years)

Centre _____

Date Completed _____ Certificate No. _____

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

Signed _____

Print Name _____

Training Centre stamp: _____

This is the same number that will appear on the course certificate issued to you by the training centre. This number must be completed by the training centre.

RE-VALIDATION OF BASIC COURSE

You will need to repeat the Induction/Basic course if you have not yet been issued with a Full or Limited DP certificate and;

1. it is older than five years (60 months) or;
2. the course has not yet reached its five year expiry limit but you are unable to apply to The Nautical Institute for us to receive your application documents before the expiry date has been reached.

You will also need to repeat your familiarisation and seagoing familiarisation watchkeeping log (Section C) if they have or will expire as described above.

When you repeat the Basic course the training centre will not provide you with a new logbook, but instead the details of the repeated course will be added to the Re-validation section at the bottom of this page. Please check that the training centre has signed, dated and stamped the course.

Section B Seagoing DP Familiarisation

Please read these instructions carefully and make sure that the Master completing your logbook is also aware of how to complete these pages correctly.

Minimum 30 days

These pages are to be completed by the Master during your 30 days seagoing familiarisation period and only after you have completed the Induction/Basic course.

Each page must be signed by the authorised signatory and have the vessel's stamp.

The total amount of DP time in this section (pages 11 – 14) must be a minimum of 30 days and must match the dates recorded in Section C (see the next page for further details).

Each page must have dates for both "Date joined vessel" date and "Date left vessel". Also, each entry under "Dates worked on DP" must have both "From" and "To" dates, otherwise they will not be counted towards your required DP experience as per the DP dates defined on page 9 of the logbook.

Entries recorded under "Dates Worked on DP" must only record the actual days spent on DP.

If you complete your seagoing familiarisation in more than one trip, each additional trip must be recorded on a separate page, even if it is on the same vessel as before, i.e. one page per trip.

There are enough pages contained in in this section of your logbook to record four familiarisation trips. If you run out of DP familiarisation pages, please use an empty page in the DP watchkeeping section to record any additional DP familiarisation time needed. You must cross out the heading "~~E-DP Watchkeeping Experience~~" and write "B Seagoing DP Familiarisation" above it for it to be counted towards your required familiarisation time. The amended heading must be signed/initialled by the same Master who signs off the bottom of this the page.

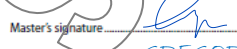
"Date joined vessel" and "Date left vessel" are the dates for the entire trip.


Seagoing DP familiarisation – 30 days

Ship name NAUTIWAVE I IMO number 7234967
 EQ Class DPI DP System KONGSBERG SDP II
 Date joined vessel 05/01/13 Date left vessel 15/02/13

DATES WORKED ON DP				DATES WORKED ON DP			
From	To	No of days	Code*	From	To	No of days	Code*
07/01/13	15/01/13	9	SU				
17/01/13	18/01/13	2	SU				
20/01/13	27/01/13	8	SU				
29/01/13	05/02/13	7	SU				
10/02/13	14/02/13	5	SU				

* Activity code is displayed on page 34

Master's signature 
 Master's printed name GREGORY GRIPEN
 Master's Co/C no or Master's DP certificate no... XXXXX

Ship's Stamp


Sign off

The Master must only complete and stamp this part of the page at the end of the trip.

Correcting errors

The use of correction fluid is not permitted. If a mistake is made the Master who originally signed off the page must cross out the incorrect information and rewrite it. If an error is made entering the *Dates on DP* the Master must put a line through the incorrect entry and rewrite the correct data on the line below, or the next available line, if this has already contains information. The Master must sign individually next to each correction made.

IMPORTANT

Please note additional verification of your DP sea time (*Seagoing Familiarisation and Watchkeeping*) is required before you can be issued with a DP certificate. Please see the last page of this document for further details.

Please ensure that any dates entered on these pages are not repeated in watchkeeping. This especially applies when entering your DP time during the online application process.

Duplicated dates will be counted only once by the processing staff. If dates have been repeated, it may turn out that you do not have enough days to qualify for a certificate and your application will be rejected.

Online Application Tip

If you have more than 30 days recorded in this section of your logbook, enter the additional time/entries in the Watchkeeping section of your online application. This will allow the system to calculate your total qualifying DP time correctly.

Please ensure any familiarisation time matching the dates in Section C (*Seagoing Familiarisation Watchkeeping Log*) remain in Section B.

The guidance above is for entering your DP time in the online application only. Do not cross out/delete and transfer any entries in your actual logbook from familiarisation to watchkeeping as they cannot then be counted towards your familiarisation time and will cause your application to be rejected if the entry you have crossed out matches the dates entered in the Section C watchkeeping log.

All items recorded within the following pages of Section C should be completed and dated during the seagoing familiarisation period in Section B when the vessel is on DP (Dates worked on DP).

If it is not possible for all items to be completed during this period then the following restrictions apply.

- A minimum of 50% of the mandatory items must be completed during the seagoing familiarisation period.
- A note of explanation must be written on this page of your logbook, in the space provided, as to why it was not possible to complete the activity during the seagoing familiarisation period.

Explanations must also have the item number(s) it is/they are referring to.

Mandatory items are marked with an asterisk ().*

C Seagoing familiarisation watchkeeping log/proficiency

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

Section C DP Familiarisation Log

Please read these instructions carefully and make sure that the Master completing your logbook is also aware of how to complete these pages correctly.

ALL items on this page must be dated and signed **individually** by the Master or Competent Officer* during your 30 days seagoing familiarisation period.

The task items in Section C must only be completed and dated when the vessel is on DP and the dates match with DP time recorded in the Dates worked on DP table.

Group/block signing or dating of these items is not permitted.

1 DP Familiarisation Log

INITIAL VALIDATION				RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
Shiphandling	Date evolution undertaken	Competent officer's signature	Competent officer's CoC or DP Certificate no.	Date evolution undertaken	Competent officer's signature	Competent officer's CoC or DP Certificate no.
★ Controlling vessel movements using – manual controls jointly and individually	08/01/13	<i>[Signature]</i>	XXXXXX			
★ Controlling vessel movements using – joystick control	09/02/13	<i>[Signature]</i>	XXXXXX			
★ Setting the vessel up on DP	08/01/13	<i>[Signature]</i>	XXXXXX			
★ Manoeuvre V/L to Auto DP mode	08/01/13	<i>[Signature]</i>	XXXXXX			
1.5 Manoeuvre V/L under reduced power/thruster condition	09/01/13	<i>[Signature]</i>	XXXXXX			

This side must only be completed if you need to repeat your familiarisation due to the original being older than five years or if it is invalid for any other reason.

This also applies to pages 22-28.

Important: If you are the Master applying for your DP certificate then you should only sign the DP Familiarisation log (*pages 21-27 only*) yourself if no other suitable person is available (i.e., if you are the Master and trainee DPO, and there is no other DPO on board that can verify your training).

In this case the **Competent Officer's sign off** on page 28 of your logbook must be completed by one of the following authorised personnel who knows of your capabilities as a DPO:

- The vessel's Relief Master
- A certified DPO on board
- A Competent Officer*

(Please note that the certified DPO is required to hold a valid DP certificate to be able to sign this section).

A letter of explanation should also be provided by the authorised signatory and included with your documents when you apply to us for your DP certificate.

**Definition – Competent Officer: A deck officer who holds an STCW certificate of Competency issued by a Maritime Administration on the IMO White List.*

ALL items on this page must be dated and signed **individually** by the Master or Competent Officer* during your 30 days seagoing familiarisation period.

The task items in Section C must only be completed and dated when the vessel is on DP and the dates match with DP time recorded in the Dates worked on DP table.

Group/block signing or dating of these items is not permitted.

2 DP Control System

221 | C Table 2

DP Control System	INITIAL VALIDATION			RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
2.1 General understanding of DP system installed on vessel	08/01/13	[Signature]	XXXXXX			
2.2 Use of the desk facilities	08/01/13	[Signature]	XXXXXX			
2.3 Use of the reference input systems	08/01/13	[Signature]	XXXXXX			

3 DP Computer System

C Table 3 | 23

DP Computer System	INITIAL VALIDATION			RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
3.1 Power supplies	14/01/13	[Signature]	XXXXXX			
3.2 Emergency power supplies	14/01/13	[Signature]	XXXXXX			
3.3 Alarm signals	14/01/13	[Signature]	XXXXXX			
3.4 Loading and general use of computer	14/01/13	[Signature]	XXXXXX			

ALL relevant items on these pages must be dated and signed **individually** by the Master or Competent Officer* during your 30 days seagoing familiarisation period.

The task items in Section C must only be completed and dated when the vessel is on DP and the dates match with DP time recorded in the Dates worked on DP table.

Group/block signing or dating of these items is not permitted.

4 DP Information Input Systems

24 | C Table 4

Use and understanding of position reference sensors	INITIAL VALIDATION			RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
4.1 Microwave	08/01/13	[Signature]	XXXXXXXX			
4.2 DGPS	14/01/13	[Signature]	XXXXXXXX			
4.3 DARPS	14/01/13	[Signature]	XXXXXXXX			
4.4 Taut wire	14/01/13	[Signature]	XXXXXXXX			
4.5 Acoustic	10/01/13	[Signature]	XXXXXXXX			
4.6 Laser based	10/01/13	[Signature]	XXXXXXXX			
4.7 Others (specify)	20/01/13	[Signature]	XXXXXXXX			

5 DP Sensors

C Table 5 | 25

Use and understanding of DP sensors	INITIAL VALIDATION			RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
5.1 Gyro	08/01/13	[Signature]	XXXXXXXX			
5.2 VRU/VRS	09/01/13	[Signature]	XXXXXXXX			
5.3 Wind sensors	08/01/13	[Signature]	XXXXXXXX			
5.4 Other data input systems	08/01/13	[Signature]	XXXXXXXX			

ALL mandatory and relevant items on these pages must be dated and signed **individually** by the Master or Competent Officer* during your 30 days seagoing familiarisation period.

The task items in Section C must only be completed and dated when the vessel is on DP and the dates match with DP time recorded in the Dates worked on DP table.

Group/block signing or dating of these items is not permitted.

6 Understanding and use of Propulsion Units

26 | C Table 6

INITIAL VALIDATION				RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
Use and understanding and use of propulsion units	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
6.1 In manual control ★	08/01/15	<i>[Signature]</i>	XXXXXX			
6.2 In DP operation ★	08/01/15	<i>[Signature]</i>	XXXXXX			
6.3 Loss of individual propeller unit	09/01/15	<i>[Signature]</i>	XXXXXX			
6.4 Use of propeller in reduced power situation	09/01/15	<i>[Signature]</i>	XXXXXX			




7 Power Generation / Back up Systems

C Table 7 | 27

INITIAL VALIDATION				RE-VALIDATION OF FAMILIARISATION (5 YEARS)		
Use and understanding of power generation / back up systems	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.	Date proficient	Competent officer's signature	Competent officer's CoC or DP Certificate no.
7.1 Primary and auxiliary supply alternative generating and distributive systems ★	09/01/15	<i>[Signature]</i>	XXXXXX			
7.2 UPS systems ★	09/01/15	<i>[Signature]</i>	XXXXXX			

This must only be signed off by an authorised signatory once all of the mandatory and other relevant items have been completed.

Please read the notes on page 11, if you are the Master applying for your DP certificate.

Competent officer's sign off (for initial validation)	Competent officer's sign off (for revalidation)
I hereby confirm that the DP Operator/trainee has shown an understanding through practical evidence of the tasks described in the DP familiarisation tasks of this logbook.	I hereby confirm that the DP Operator/trainee has shown an understanding through practical evidence of the tasks described in the DP familiarisation tasks of this logbook.
Competent officer's signature 	Competent officer's signature _____
Print name <u>GREGORY GRIPEN</u>	Print name _____
Competent officer's CoC no. or DP certificate no. <u>XXXXXXXX</u>	Competent officer's CoC no. or DP certificate no. _____
Date <u>15/02/13</u>	Date _____
Ship's Stamp	Ship's Stamp
	
<p>The Nautical Institute takes a serious view of false information being submitted, or false endorsements by Competent Officer/ Master. The penalty for doing so can lead to suspension or cancellation of a DP Certificate for up to five years. The Institute reserves the right to take further actions if applicable.</p>	

28 | Section C sign off

This page will be completed by the centre instructor once you complete your Simulator/Advanced course.

Please check it has been signed, dated, stamped and that the certificate number has been added. Contact the relevant training centre if any of the items have not been completed.

This course is only valid within five years of receipt of your completed application documents by The Nautical Institute.

The five year restriction on courses does not apply when applying for an upgrade from a Limited certificate.

Please note: The five year validity restriction is based on 60 months and not a calendar year. (e.g. If you attended the Basic course on 15th February 2013, The Nautical Institute will have to receive your completed application before 15 February 2018).

D DP simulator/advanced course | 29

D DP Simulator/Advanced Course

Centre MARINE BLUE CENTRE

Date Completed 18/03/2013 Certificate No. 500000

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

Signed [Signature]

Print Name HENRY SAUCE

Training Centre stamp: 

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

D Advanced Course Re-validation (after 5 years)

Centre _____

Date Completed _____ Certificate No. _____

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

Signed _____

Print Name _____

Training Centre stamp: _____

This is the same number that will appear on your course certificate issued by the training centre and must be completed by the training centre.

RE-VALIDATION OF SIMULATOR COURSE

You will need to repeat the Simulator/Advanced course if you have not yet been issued with a Full or Limited DP certificate and;

1. it is older than five years (60 months) or;
2. the course has not yet reached its five year expiry limit but you are unable to apply to The Nautical Institute for us to receive your application documents before the expiry date has been reached.

You will need to repeat the Basic course, seagoing familiarisation, seagoing familiarisation watchkeeping log (Section C), plus any other DP sea time , if they have or will also expire as described above.

The training centre will not provide you with a new logbook, but instead the details of the repeated course will be added to the Re-validation section at the bottom of this page. Please check that the training centre has signed, dated and stamped the course details.

Section E DP Watchkeeping Experience

Please read these instructions carefully and make sure that the Master completing your logbook is also aware of how to complete these pages correctly.

These pages are to be completed by the Master and must have the Master's original signature and the original vessel stamp (scanned copies are not accepted).

Each page must have dates for both "Date joined vessel" date and "Date left vessel". Also, each entry under "Dates worked on DP" must have both "From" and "To" dates, otherwise they will not be counted towards your required DP experience as per the DP dates defined on page 9 of the logbook.

Entries recorded under "Dates Worked on DP" must only record the actual days spent on DP.

Each trip must be recorded on a separate page, even if it is on the same vessel as before, i.e. one page per trip.

Pages 35-66 in your logbook are provided to record your DP watchkeeping trips. Please contact The Nautical Institute if additional pages are required.

Please note: Sea time entered in watchkeeping cannot be transferred and used as seagoing familiarisation.

These are the dates worked when the vessel was actually engaged on DP operations (a minimum of one hour a day) as per the definition on page 9 of the logbook. Any DP time entered here must be dated within the "joined" and "left Vessel" date range above.

"Date joined vessel" and "Date left vessel" are the dates for the entire trip.

DP Watchkeeping Experience

Ship name NAUTIWAVE 11 IMO number 1234568
 EQ Class DP2 DP System KONGBERG SDP21
 Date joined vessel 06/04/13 Date left vessel 16/05/13

DATES WORKED ON DP				DATES WORKED ON DP			
From	To	No of days	Code*	From	To	No of days	Code*
07/04/13	19/04/13	13	SU				
21/04/13	05/05/13	15	SU				
08/05/13	16/05/13	9	SU				

* Activity code is displayed on page 34

Master's signature [Signature]
 Master's printed name RAYMOND RANT
 Master's CoC no. _____ Master's DP certificate no. XXXXXXXXXX

Ship's Stamp



Sign off

The Master must only complete and stamp this part of the page at the end of the trip.

IMPORTANT

Please note additional verification of your DP sea time (*Seagoing Familiarisation and Watchkeeping*) is required before you can be issued with a DP certificate. Please see the last page of this document for further details.

Please ensure that any dates entered on these pages are not repeated in familiarisation. This especially applies when entering your DP time during the online application process.

Duplicated dates will be counted only once by the processing staff. If dates have been repeated, it may turn out that you do not have enough days to qualify for a certificate and your application will be rejected.

Amendments

If amendments are made to any entries, they must be signed/initialled by the Master who originally signed off the entry/ies.

E. DP Watchkeeping Experience - Notes

There has been some misunderstanding in regard to the dates entered in the logbook for joining and leaving the DP vessel. The dates recorded in the logbook should only be for the time the vessel was undertaking DP operations and you are stationed at the DP desk. The logbook should not be used as a seaman's book or discharge book.

Each page must have dates for both "Date joined vessel" date and "Date left vessel". Also, each entry under "Dates worked on DP" must have both "From" and "To" dates, otherwise they will not be counted towards your required DP experience as per the DP dates defined on page 9 of the logbook.

Entries recorded under "Dates Worked on DP" must only record the actual days you spent on DP.

The bottom of each page must be completed and signed by the Master and bear the vessel's stamp.

Recording sea time for vessels without official stamps

If a vessel does not have an official stamp, then you should write the vessel's name where the ship's stamp should be and provide the two following items:

- 1) a. Your Seaman's/Discharge Book (original or certified copy (including photo ID page)); or
b. the original or certified copy of a letter from the Master confirming your time on board the vessel, if you do not own a Seaman's or Discharge Book.

and

- 2) A DP sea time confirmation letter from your shipping company (see back page for further details).

Sea time Reduction

The practical watchkeeping sea time required to gain a DP certificate can be reduced by taking an intensive simulator course. Only one course, which is equivalent to 6 weeks of the total required DP sea time, can be used.

Please also note the following restrictions:

- These courses cannot replace the 30 days DP familiarisation time.
- Courses taken before the Advanced course cannot be used towards the time required.
- Watchkeeping entries cannot end with an intensive simulator course. There must be at least 30 days practical DP sea time as the final entry in your logbook before applying for your certificate, otherwise the course cannot be counted towards your required sea time.
- These courses cannot be used to replace any of the 60 days DP2 or 3 sea time required when applying for a Full certificate or upgrading from a Limited to a Full DP certificate.

For a list of Accredited Centres currently running the intensive simulator courses, please visit the [DP Training Centres](#) page in the **Certification ⇌ Dynamic Positioning** section on our website.

Please read the document [DP Operator Certificate Information](#), for the Old Offshore scheme also available on the Alexis Platform website, for further details on intensive sea time reduction courses and their values.

Calculating Watchkeeping Time

Please use the information below to calculate whether you qualify for a Limited or Full/Unlimited DP certificate. When you apply online, the built in calculator will tell you whether or not you have enough DP time to qualify for a certificate and if so, what type.

Disclaimer: The calculations are intended as an indication of DP watchkeeping time. However, this is subject to verification and approval by The Nautical Institute.

(The following calculations are for the watchkeeping time only and do not include the required 30 days familiarisation time)

DP1 classed vessels only

180 days DP watchkeeping on board DP1 vessels = Limited certificate

DP2 classed vessels only

180 days DP watchkeeping on board DP2 or 3 vessels = Full/Unlimited certificate

Mixed classed DP vessels

If you have served on board various classed vessels and want to obtain a Full/Unlimited certificate then Watchkeeping time must include at least 60 days DP2 or 3 sea time

DP1 vessels are equal to ½ a day

DP2 or 3 vessels are equal to 1 day

e.g. If you have 85 DP2 days then you will need 190 days DP1 time to qualify for a certificate.

$$\begin{array}{r} 190 \div 2 = 95 \\ 85 = 85 \\ \text{---} \\ 180 \\ \text{===} \end{array}$$

Validity of Previous Sea time

From 1 January 2012 the amount of DP sea time gained prior to attending the Induction/Basic course that can be used towards gaining a DP certificate has been reduced to a maximum of 30 days.



Online Application Tip – PLEASE READ

When you have filled in all of the data required for your application, the system will tell you the type of certificate you are entitled to. If the system says you are entitled to a Limited DP certificate, but you feel you are eligible for a Full, do not complete the payment page. Please contact the DP department for advice.

Section F Suitability of Officer Declaration

SECTION F FORM

The Section F form is very important and one of the main reasons why applications are delayed due to forms being incorrectly filled in or not completed at all.

From	To	No of days	Code*
12/09/13	22/09/13	11	SU
10/09/13	08/10/13	5	SU

Please ensure that your signature on the PDF application form matches with your one on the Section F form.

You should sign this form on the "Operator's Signature" line.

The form must also bear the vessel's stamp.

If you are applying for a Full/Unlimited DP certificate and have served on board mixed class vessels; you are permitted to sign off on a DP1, 2 or 3 vessel; however this must be the last recorded entry in Watchkeeping before applying for your certificate (or familiarisation if you have repeated your familiarisation DP time).

Any DP time dated after the Section F date cannot be used towards your application. If you wish to use additional DP time you will need to have a new Section F form completed and dated to match the end of the DP time you wish to use.

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

I, Captain LEONARD RIND verify that
(DP Operator's name) JOE ADAM BLDGGS

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

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

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

Master's signature [Signature] Date 08/10/13
Master's CoC no. or DP certificate no. XXXXXXXXXX Country of issue UK

DP Operator's signature [Signature] Ship's stamp
CoC no or DP certificate no. 1234567
Country of issue UNITED KINGDOM

Ship's stamp: Nautibuooy, 987 2540, 240 1237654, UK

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

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

The DP Department,
The Nautical Institute, 202 Lambeth Road, London

Your Section F must be signed off on the last vessel recorded in your logbook before applying to us for your certificate.

The Section F must be signed off by the Master of the vessel at the end of the final trip before applying to us for a certificate and;

- Must only be completed once you have accumulated all of the DP days required to qualify for the type of certificate you wish to be issued with, e.g. Limited or Full/Unlimited.
- Must match or be dated within a month of the final watchkeeping entry.
- Must match the vessel stamp and Master's signature to that recorded in the last entry in the watchkeeping section. If you are the Master of the vessel and have signed the final watchkeeping entry yourself, then the Section F will be accepted by one of the authorised signatories as described below.

If you are the Master applying for your DP certificate then you cannot sign this form yourself. Instead you should have it signed by one of the following authorised personnel who would be fully aware of your capabilities as a DPO:

- The vessel's Relief Master
 - An Operations Manager (or equivalent)
- Please note that if the Relief Master or Operations Manager signing the Section F do not hold a DP certificate they should only sign this after obtaining feedback from the certified DPO on board.

If the Master signing the Section F does not hold a valid DP certificate, the form must be countersigned by the certified DPO in charge. Please note there is not a dedicated space on the form for countersignatures but the DPO should sign, write his name in BLOCK CAPITALS and write his DP certificate number under his name in a blank space as shown in the example.

F Upgrading from a limited to a full or unlimited certificate

Suitability of officer to undertake full watch-keeping responsibility on board a DP vessel

I, Captain _____ verify that

(DP Operator's name) _____

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

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

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

Master's signature _____ Date _____

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

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

CoC no or DP Certificate no. _____

Country of issue _____



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

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

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

Upgrade Applications

If you are applying to upgrade your Limited DP certificate, please ensure this Section F Upgrade form is completed fully and that it bears a DP2 or 3 vessel stamp.

Visit our website for full requirements on [how to upgrade your Limited certificate to a Full](#).

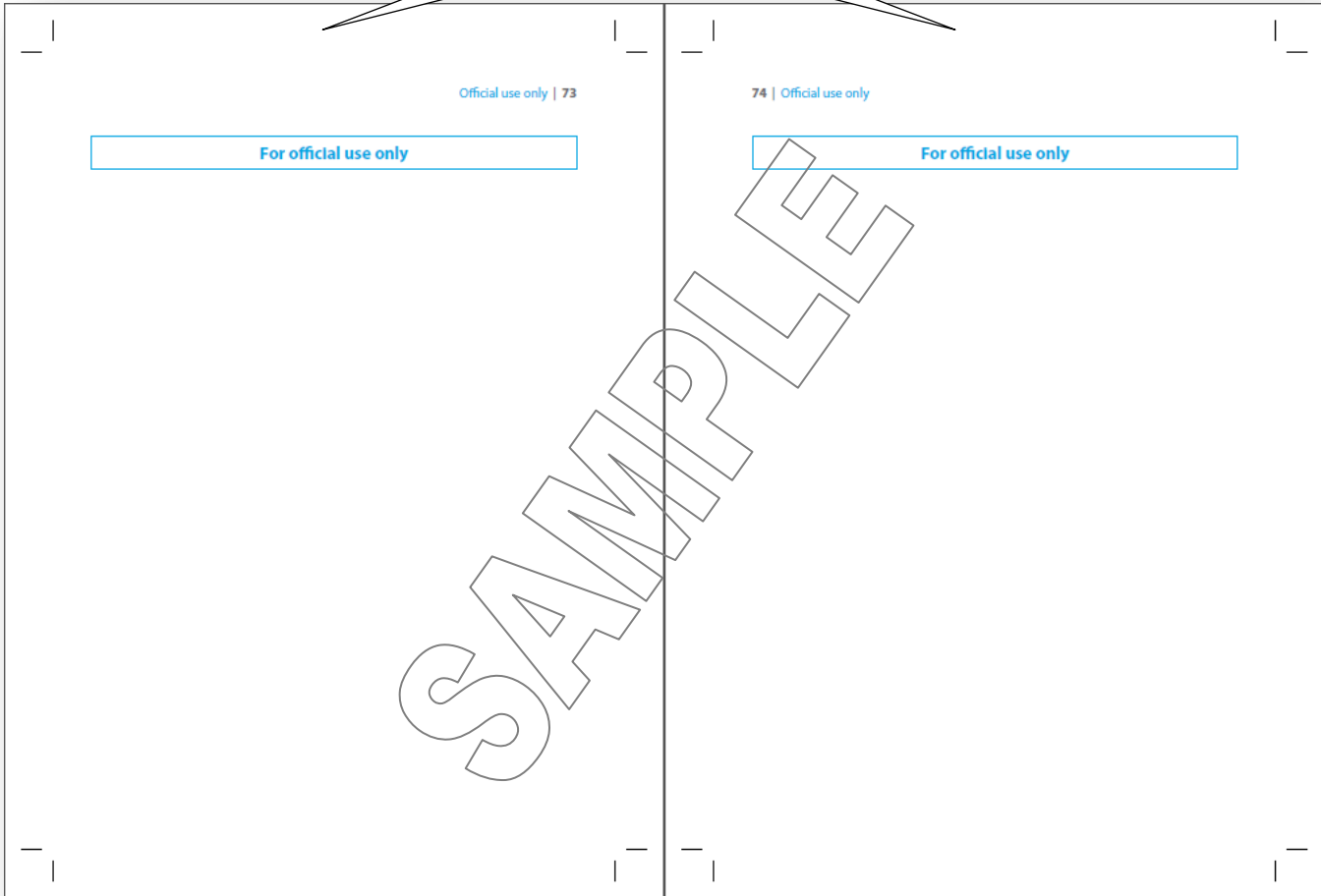
Please see the previous page for all other Section F requirements.

For official use only

Please **DO NOT** write on this page. This is for use by The Nautical Institute only.

SAMPLE

Please **DO NOT** write on these pages. They are for use by The Nautical Institute only.



Official use only | 75

For official use only

Please **DO NOT** write on this page. This is for use by The Nautical Institute only.

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Feedback

Operators are requested to feed back any relevant information to the training centre so that future generations can learn from your experience.

The Nautical Institute was formed in 1971 as an independent professional membership organisation for qualified mariners which is directed by a council, the majority of whom must be actively employed in a seagoing capacity. The Institute is established to encourage high standards of qualification, competence and knowledge amongst those involved in the control of seagoing craft and represents the views of such maritime professionals at the IMO. We encourage you to join us and make your views known.

For further information visit our website or contact:

The Dynamic Positioning Department
The Nautical Institute
202 Lambeth Road
London, SE1 7LQ, UK

Tel: +44 (0) 20 7928 1351
Fax: +44 (0) 20 7401 2817
Email: dp@nautinst.org
Web: www.nautinst.org



DP Sea time Confirmation Letter

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

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 second 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.
- 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, is very helpful 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**;
- 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, DPO's rank and 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 seagoing familiarisation period;
- Total Days on DP and Dates on DP must only include actual DP time served on board the vessel(s). Time on leave/attending courses, or not involved in DP operations must not be included. Each entry in the letter must be broken down and listed as individual trips;
- Limited DPO certificate holders upgrading to Full certificates only need to provide confirmation of DP watchkeeping 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 the letter cannot be accepted).

Note that this letter does not replace the entries, signatures and stamps in the logbook, which need 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 available on the DP Help Page of our website in the Offshore section together with an editable version in MSWord format <http://www.nialexisplatform.org/dp-help-page/offshore/forms-documents/>.



NAUTINST SHIPPING COMPANY

25 Bloggs Building, Blogginton Street, Bloggingshire, BL0 5GG

1 July 2011

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

Dear Sir/Madam

Application for a Dynamic Positioning Operators Certificate

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

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

VESSEL NAME	GRT/NET	IMO No.	DP CLASS	FROM	TO	DAYS ON DP	RANK
Nautl ave 1	3485	1234567	1	12/01/2009	20/01/2009	9	2/Officer/DPO
Nautl ave 1	3485	1234567	1	28/01/2010	11/02/2010	15	2/Officer/DPO
Nautl ave 1	3540	1234668	2	20/02/2010	27/02/2010	8	2/Officer/DPO
Nautl ave 1	3540	1234668	2	23/04/2010	25/05/2010	33	2/Officer/DPO
Nautl ave 1	3485	1234567	2	01/06/2010	14/07/2010	44	2/Officer/DPO
Nautl busy	3540	1237854	1	03/07/2010	05/08/2010	34	2/Officer/DPO
Nautl ave 1	3485	1234567	1	07/09/2010	09/10/2010	33	2/Officer/DPO
Nautl ave 1	3485	1234567	1	03/11/2010	15/12/2010	43	2/Officer/DPO
Nautl ave 1	3485	1234567	1	01/01/2011	10/02/2011	41	2/Officer/DPO

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

Yours faithfully

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 <http://www.nialexisplatform.org/>