



DYNAMIC POSITIONING

OLD OFFSHORE SCHEME

ONLINE APPLICATION GUIDE

OFFSHORE

VERSION 2.1

OCTOBER 2023



Contents

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

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Introduction

Welcome to the Old Offshore Scheme Online Application Guide. It is a requirement for all DPOs applying to The Nautical Institute for a DP certificate, to first apply online before sending their physical documents to us for processing. 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 that are available in the Offshore section via the DP Information Page on the Alexis Platform website, to ensure you fully understand and have met the requirements of the Old Offshore scheme.



Managed by The Nautical Institute

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

Alexis Platform website

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

New Offshore Scheme Grey Logbook

<http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/> (scroll down to the bottom of the page)

Shuttle Tanker Scheme Burgundy (Red) Logbook

<http://www.nialexisplatform.org/dp-help-page/shuttle-tanker/guidance-application/>

Revalidation Blue, Green, IMCA Logbooks

<http://www.nialexisplatform.org/dp-help-page/revalidation/guidance-application/>

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.

Six Year Validity Period

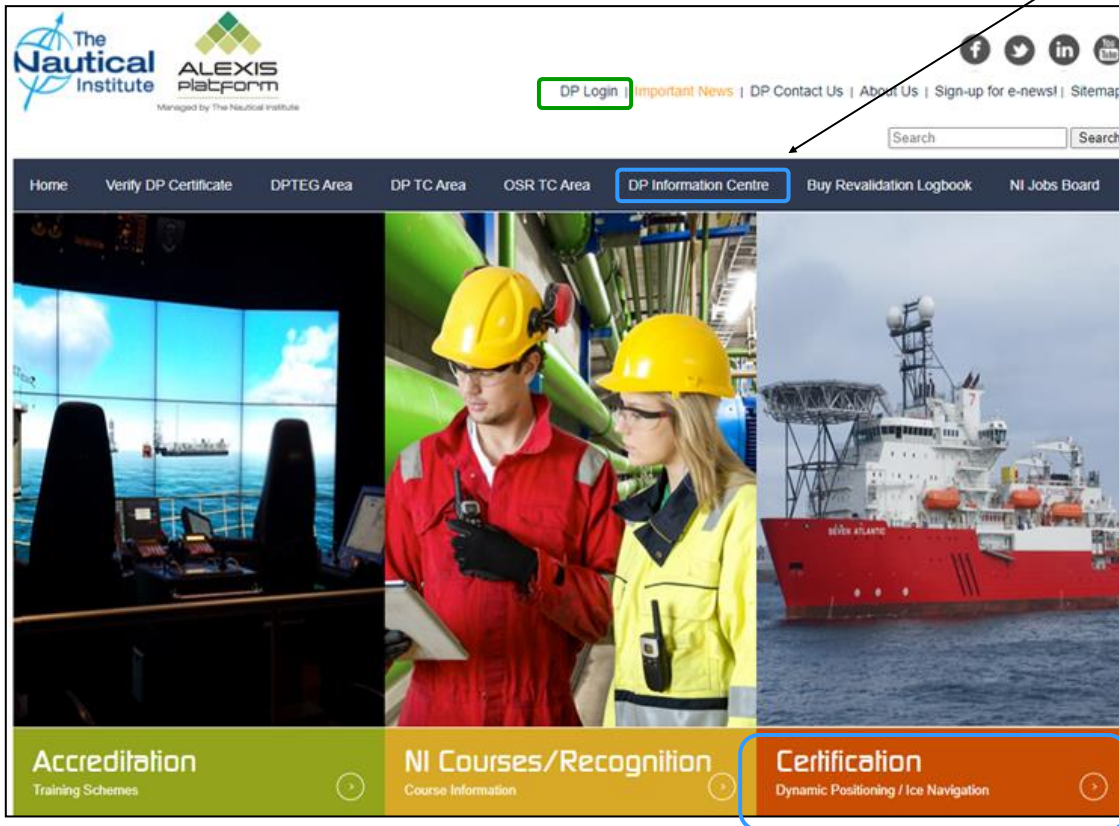
All courses and DP sea time must have previously been dated within five years, however because of the issues caused by the Covid-19 pandemic, this has now been extended to six years. Any part of the training scheme that is dated outside of this validity period must be repeated.

The six year validity period is calculated by the date you submit your application online. Therefore, Institute, all of the DP sea time/qualifying employment period and supporting documents required under the Old Offshore scheme must be dated within the previous five years.

Logging into an existing account or creating a new account

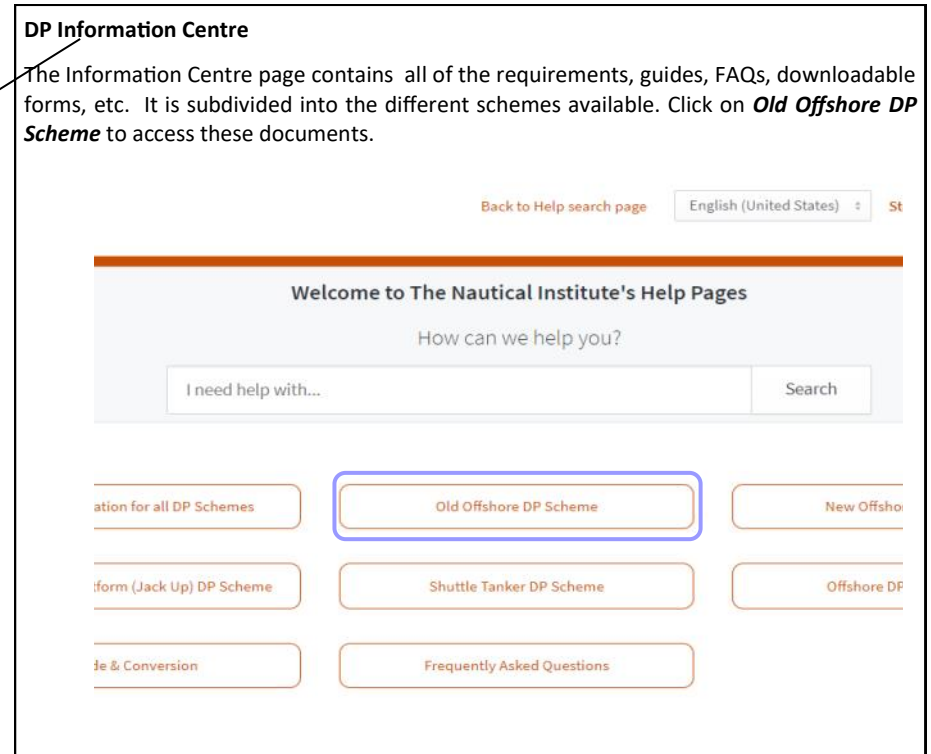
Start your application

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



DP Information Centre

The Information Centre page contains all of the requirements, guides, FAQs, downloadable forms, etc. It is subdivided into the different schemes available. Click on **Old Offshore DP Scheme** to access these documents.



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

Creating a new account or Logging into your existing account

Existing Customers

Since 2012, all students taking the DP Induction Course were required to open a NI DP account at the training centre. If you took your Basic course since this date then you will already have an account with us.

If you took your DP Induction Course before 2012 and previously applied for a DP certificate, even if the application was unsuccessful, you will also have an account on our system. In this case, please do not create a new account.

If you create a duplicate account, you will then 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.

Existing customers skip to the [My Account Overview](#) on page 10.

Further help on logging into your account can be found on page 11.

Logbook Reference Numbers

For those with black logbooks, the logbook number would have been attached to your account when the Basic/Induction course was completed. If you open a second new account, the number will not be linked and you will not be able to continue with your application until we have merged the accounts together.

Forgot your password?

The 'Forgotten Password' 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 do not have an email address linked to your account, this option will not work and you will need to contact the DP department for assistance.

New Customers

Before creating a new account, please read the additional information for existing customers on this page to see if you may already have an account on our system.

Only create a new account if you are sure you do not fall into any of the categories mentioned.

Creating a new account

If you click on the option to create a new account. You will be taken to this screen. Please enter your details correctly. You can also amend your personal details.

Mailing Address

This is the address where your documents will be sent. Please note that the package will require a signature so cannot be delivered to a PO Box.

Delivery to addresses in Crimea, Russia and China—If your documents are being sent back to a company, our courier requires the company registration number and the name and job title of the person at the company for whose attention the documents can be addressed. Please also ensure that the company it is going back to is Maritime related to avoid any documents being stopped at customs.

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 **Troubleshooting** section on [page 45](#) for further information on email addresses.

Please read this guidance before proceeding -> ?

Create a new account

Title:*	First Name: *	Last Name: *	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth: *	Passport Number:	Discharge Book Number:	CoC Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation Name	Job Title:*	Home Telephone*	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality:*	<input type="text"/>		
<input type="text"/>	<input type="text"/>		

Mailing Address		Billing Address	
<small>This is the address that my documents will be sent to.</small>		<small>Billing address same as Mailing Address: <input type="checkbox"/></small>	
Mailing Address Line 1:*	<input type="text"/>	Billing Address Line 1:*	<input type="text"/>
Mailing Address Line 2:	<input type="text"/>	Billing Address Line 2:	<input type="text"/>
Mailing Address Line 3:	<input type="text"/>	Billing Address Line 3:	<input type="text"/>
Mailing Town/city:	<input type="text"/>	Billing Town/city:	<input type="text"/>
Mailing Postcode:	<input type="text"/>	Billing Postcode:	<input type="text"/>
Mailing County:	<input type="text"/>	Billing County:	<input type="text"/>
Mailing Country:*	<input type="text"/>	Billing Country:*	<input type="text"/>

<input type="checkbox"/> NMD DP Certificate	NMD DP Certificate:	NMD DP Certificate Number:	NMD DP Certificate Issue Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NI Membership Number:	Are you NI Member:	<input type="checkbox"/> Data Protection	<small>The information you supply will be used and stored by the Nautical Institute for administrative and certification purposes within the terms of the Data Protection Act 1998.</small>
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

Email Address: *	User Name:	Password: *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name

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

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

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.

After you first create your new account you will receive an email message to the email address you entered when signing up. It will be from **dp@nautinst.org** with the subject heading **Nautical Institute - Your New Account Details** containing your account login details.

Please add **dp@nautinst.org** to your safe senders list to ensure future emails are not directed to your junk/spam mail.

Creating a new 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.

1. Old Offshore DP Training Scheme

If you took your Basic 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. 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.

2. New Offshore DP Training Scheme

If you took your Basic 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. Please click [here](#) to download the New Offshore Online Application Guide. This includes trainee DPOs who took their Basic/Induction course before 1 January 2015 but have since surrendered their original logbooks to be entered onto the New Offshore scheme.

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Create a new application

If you have already been issued with a Nautical Institute DP Certificate, please contact the DP department for your original account details. You will not be able to revalidate your DP Certificate on this account.

Please click on one of the options below to start your application

- New - Old Scheme Offshore Application - induction course before 2015 (Do not use for Revalidation)
- New - New Scheme Offshore Application - induction course after 2015 (Do not use for Revalidation)
- New - Shuttle Tanker Application (Do not use for Revalidation)
- NMD Conversion Application (Do not use for Revalidation)

Latest application

Date	Application ID	Status	Category
-	-	-	-

Attachments Submit Application Make Payment

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
-	-	-

Attachments (Uploads must be in PDF format)

Action	Date	Description
-	-	-

Payments

Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-

Upload colour photo

No photo

(Upload must be in JPEG format)
Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.

Customer Number: 84810

Scheme: -

Certificate: -

Certificate No.: -

Certificate Date: -

Valid till: -

My Account Home page

This is your account's main page. You are taken here after clicking on the **Sign Up** button to create your account or after logging back into your account.

At this stage the only data that appears on this page is your name in the top right hand corner of the screen and if you click on **Update your personal details** you will be able to review and change your name, postal address, email address, password, etc. Once you begin completing your application, additional data will appear here.

The next page shows a complete overview of the **My Account** Home page with data.

Have you applied to us before?

If you have applied before for a DP Certificate but were unsuccessful, your DP account will show the **Complete application** option on your home page as shown on [page 11, item 6](#).

If you have this option, you will need to use it instead of creating a new application, as it will bring up the data (courses, DP sea time, etc.) from your previous application which will save you from having to enter it again.

My Account Home Page—Overview

Latest Application

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 will not change.

The date will be added when you submit your application.

Attachments

Click the 'Attachments' button to attach the required documents.

Documents must be in PDF format and no more than 10 MB per file. If you have scanned a multiple page document that is larger than 10 MB, such as your NI Logbook, you will need to be split into two or more separate files.

Do not scan your logbook page by page as this may cause a delay in your application being processed, and only scan pages that have information entered into them. Please use file names that describe the documents scanned

e.g. *'NI Logbook.pdf'* for your scanned logbook.

When you attach your documents they will appear here.

Personal Details

Click here to review and change your personal details page (e.g. name, postal address, email address, login password, etc.)

This is where you click to start filling in the application.

The screenshot shows the 'MY ACCOUNT' page for Mr John Smith. At the top right, there is a 'Logout' link. Below the header, there are two buttons: 'Update your personal details' and 'Complete application'. A callout box points to the 'Complete application' button. Below this is a table for 'Latest application' with columns for Date, Application ID, Status, and Category. The table shows one application with ID 050-05160/2018, status 'In Progress', and category 'New'. Below the table are buttons for 'Attachments', 'Submit Application', and 'Make Payment'. There is also a 'Communication Notes' section with a table showing a note from 06/06/2018 about 'Vessel Classification Certificate'. An 'Attachments' section shows a PDF file 'DP Logbook.pdf' uploaded on 06/06/2018. A 'Payments' section is at the bottom with an empty table. On the right side, there is a 'Upload colour photo' section with a 'No photo' placeholder and instructions. Below it are fields for 'Customer Number', 'Scheme', 'Certificate No.', 'Certificate Date', and 'Valid till'.

Help is at Hand ?

There is a green 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.

You need to upload a 3x4cm high resolution passport size photograph here.

The pose should also be to passport requirements as this picture will appear on your DP certificate. If you need to change an already uploaded photograph just click on **Update** at the top of the photograph.

Communication Notes

If you wish to contact us regarding an issue you are experiencing with your application, you can do so by either sending an email to the DP department or by entering a communication note from your account.

Payments

When you have completed your application and made the payment the details will appear at the bottom of the page. This can be viewed and printed

Logbooks Overview Page—Old Scheme

 New - Old Scheme Offshore Application - Induction course before 2015 (Do not use for Revalidation)

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

There are two types of logbook available in this option:

NI Black Logbook

These logbooks were issued from January 2013—December 2014. If you own one of these logbooks, you will need to add your logbook data into this section.

NI Blue / Green (Small) Logbook

These are the original logbooks issued by The Nautical Institute and were issued up to December 2012. If you own an NI Blue or Green logbook, please note that the logbook number that appears on your account is automatically generated by the system to identify the source of the data. The logbook numbers have the 3-letter prefix **'Blu'**. This prefix does not change, so even if you have a green NI logbook or one of the logbooks mentioned below, the 3-letter prefix will still be **'Blu'**.

[NMD & CIAGA red logbooks]

If you own either of these logbooks, the data needs to be entered in the **NI Blue / Green** Logbook section.

Enter New Logbook

Only click on these options if data does not already exist in your application or if you are adding a new logbook that you did not have when you previously applied for your DP certificate.

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

Data appearing in wrong logbook section

If you own a black logbook but your data is appearing in the blue logbook section, please read the information in the **Troubleshooting** section on [page 45](#) for further advice.

Previous applicants

If you have applied to us previously for a DP certificate, this page should have information either in the Black or Blue/Green Logbook Section.

Owners of two logbooks

There are some applicants who may own a blue/green and a black NI logbook that both contain data.

As the pages of these two types of logbooks are set out differently, you will need to enter the data from both logbooks into the appropriate logbook sections.

Any DP sea time duplicated in both logbooks must only be entered once or you will receive an error message.

If you own two logbooks of the same type e.g. two blue/green, you need to add a new logbook to your account to add the information contained in it.

Adding a new Logbook to your account

Blue Logbook

LOGBOOK
Enter Logbook Details

Name: Mr John Smith Application ID: OSO-05160/2018 Logbook Type: Blue

Logbook Number: Training Centre: Marine Blue Centre

[Save and Back to Logbook](#) [Back to Logbook Overview](#)

LOGBOOKS

NI Black (Big) Logbook [Enter New / another Black Logbook](#)

Logbook No	Enter Data for the Following Phases:

NI Blue / Green (Small) Logbook [Enter New / another Blue / Green Logbook](#)

Logbook No	Enter Data for the Following Phases:
BLU-34102	<input type="checkbox"/> Induction Course <input type="checkbox"/> Familiarisation <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Watch Keeping <input type="checkbox"/> Section C <input type="checkbox"/> Suitability

- Data has not been entered in this section
 - Data has been entered in this section

[Back to Overview](#)

The blue/green logbooks do not have numbers. This is automatically generated by the system.

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

Enter your logbook number and the training centre name where you took your Basic/Induction course then click **Save and Back to Logbook**

Black Logbook

LOGBOOK
Enter Logbook Details

Name: Mr John Smith Application ID: OSO-05160/2018 Logbook Type: Black

Logbook Number #: 121112211 Training Centre #: Marine Blue Centre

[Save and Back to Logbook](#) [Back to Logbook Overview](#)

LOGBOOKS

NI Black (Big) Logbook [Enter New / another Black Logbook](#)

Logbook No	Enter Data for the Following Phases:
121112211	<input type="checkbox"/> Induction Course <input type="checkbox"/> Familiarisation <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Watch Keeping <input type="checkbox"/> Section C <input type="checkbox"/> Suitability

NI Blue / Green (Small) Logbook [Enter New / another Blue / Green Logbook](#)

Logbook No	Enter Data for the Following Phases:

- Data has not been entered in this section
 - Data has been entered in this section

[Back to Overview](#)

IMPORTANT— Order of Sections:

The sections in the online application system are laid out differently to your logbook. This is because the system has multiple checks in place to cross-check and verify the dates of your courses, DP time, Section C tasks, etc., to ensure that your application is completed correctly. To avoid issues when filling in your online application, it is important that you add the information into the online application in the order set out

1. Induction Course
2. Familiarisation
3. Simulator Course
4. STR (if applicable)
5. Watchkeeping
6. Section C
7. Suitability

Adding your DP Basic/Induction Course details

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

Induction Course | Familiarisation | Simulator Course | STR | Watch Keeping | Section C | Suitability

Click on the **Induction Course** to enter the course information.

Enter your DP Basic/Induction Course date 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 Basic/Induction course if any details are missing/incorrect to have them corrected before sending your application to us for processing.

ALEXIS Platform
Managed by The Nautical Institute

Mr John Smith | Logout

Please read this guidance before proceeding -> ?

INDUCTION COURSE

Enter Induction Course Details

Name: Mr John Smith Application ID: OSO-05098/2015 Logbook Type: Blue Logbook Number: Blu-30595

Date: 23/12/2011 Centre: Marine Blue Centre Certificate Number: 11111111111

Name of the Instructor: Henry Sauce

Signed* I have this course stamped*

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

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

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

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

Repeated courses

If you have retaken the DP Basic/ Induction Course due to your previous one being over five years old, you need to contact the DP department by email with a scan of your original DP Basic/Induction Course certificate to have the original course added to your application. The system only allows you to enter course dates dated within the previous five years, so this will need to be done by the DP team.

ALEXIS Platform
Managed by The Nautical Institute

Mr John Smith | Logout

Please read this guidance before proceeding -> ?

INDUCTION COURSES

List Of Induction Courses

Add more Induction Courses

Action	Centre	Certificate No.	Signed	Instructor Name
	Marine Blue Centre	11111111111	Y	Henry Sauce


Back to Logbook Overview ✓


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

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

Adding your Basic/Induction course details

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

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

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

Don't forget the Help button

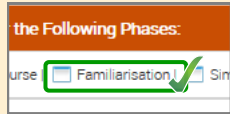
Click on **Back to Logbook Overview** to return to the main page that contain your logbook(s).

Don't forget the Help button

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.

Entering Vessel Names in Familiarisation and Watchkeeping

When you click on



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

Finding the Ship Name

The vessels are listed under their current name first 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.

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

Use the scroll bar to the far right of the screen to scroll down the list of names.

Typing the first letter of the ship's name will move you down to the ships beginning with that letter eg. Typing 'B' will move you to the beginning of the ship names starting with the letter 'B'.

Typing at least the first three letters of the ship's name in quick succession will bring you to the part of the list with ships beginning with the three letters you typed. eg. type 'BRE' to find the ship name 'Bremona'.

You can then either use the list's scroll bar to the right of the screen; your mouse wheel; or the down arrow on your keyboard to move down the list and highlight the correct ship's name.

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

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.

You must provide a classification certificate that was valid for the dates you wish to enter.

Email the DP department with a copy of the vessel's classification certificate as instructed above.

Scroll bar

Adding your DP Familiarisation Time from your NI Blue/Green Logbook

NI Blue / Green (Small) Logbook Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
	Blu-30595	<input checked="" type="checkbox"/> Induction Course <input checked="" type="checkbox"/> Familiarisation <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input type="checkbox"/> Watch Keeping <input type="checkbox"/> Section C <input type="checkbox"/> Suitability

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

If you own an NI Black logbook, go to the next page for instructions on how to add your familiarisation time.

Repeated familiarisation

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

As the system currently only allows you to enter DP sea time dates dated within the previous five 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.

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

Mr John Smith | Log

FAMILIARISATION

Enter Familiarisation

Name: Mr John Smith Application ID: OSO-05098/2015 Logbook Type: Blue Logbook Number: Blu-30595

Ship: Nautiwave II IMO Number: 9999999 DP Class: DP 2 Date Joined Vessel*: 26/12/2011

Date Left Vessel*: 16/01/2012 Number of Days: 22

Signed (Master/Senior DPO): Signed* I have this entry stamped* I have a confirmation letter for this entry*

Once 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.

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

Click to save the current entry and bring up a new **Familiarisation** screen to enter additional DP familiarisation sea time entries.

Click to save the current entry and be taken to the **List of Familiarisation** screen (Page 23).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

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.

Date Joined Vessel*: 23/04/2013

Apr 2013

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

By ticking here you are declaring that you have a confirmation letter for this entry. Any entries not verified by a confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

Adding your DP Familiarisation Time from your NI Black Logbook

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

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

Don't forget the Help button

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

FAMILIARISATION

Enter Familiarisation

Name: Application ID: Logbook Type: Logbook Number:

Ship: IMO Number: DP Class: Date Joined Vessel:

Date Left Vessel: DP System: Master or Senior DPO Number: Master or Senior CoC Number:

Signed (Master/Senior DPO):

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

Once 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.

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

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

Click to save the current entry and be taken to the **List of Familiarisation** screen (Page 23).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

Dates Joined and Left Vessel

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

Date Joined Vessel:*

Apr		2013				
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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.

Repeated familiarisation

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

As the system currently only allows you to enter DP sea time dates dated within the previous five 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.

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

Adding your DP Familiarisation Time from your NI Black Logbook

After clicking on **Save and Add Sea Time** from the previous screen, an extended screen will appear with the **Enter Familiarisation Details** table at the bottom for you to add your Dates worked on DP.

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

Don't forget the Help button

Mr John Smith | Logout

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Please read this guidance before proceeding -> ?

FAMILIARISATION

Enter Familiarisation

Name: Mr John Smith Application ID: OSO-05273/2015 Logbook Type: Black Logbook Number: 99999999

Ship: Nautiwave II IMO Number: 9999999 DP Class: DP 2 Date Joined Vessel: 26/12/2011

Date Left Vessel: 16/01/2012 DP System: SDP 21 Master or Senior DPO Number: Master or Senior CoC Number: 0000

Signed (Master/Senior DPO): Gregory Gripen Signed* I have this entry stamped* I have a confirmation letter for this entry*

Save and Back to Phase **Back to Logbook Overview**

Enter Familiarisation Details

From	To	Number of Days	Activity Code
28/12/2011	30/12/2011	3	Anchor Handling

Buttons: Delete, Add, Edit, Save, Cancel Page 1 of 1 view 1 - 1 of 1

2. Enter your Dates on DP here.

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

6. To enter more *Dates worked on DP* for this trip, follow steps 1 to 5. Continue repeating these steps until you have added all of your *Dates worked on DP* for this trip on the page.

7. 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 Familiarisation** screen (Page 23).

4. Select the **Activity Code** from the dropdown menu.

1. Click on Add

3. Enter the number of days you worked on DP here which are recorded in your logbook.

If you need to edit an entry. Click on the line containing the entry you wish to edit then click on **Edit** at the bottom of the screen.

Adding your DP Familiarisation Time from your Logbook

List of Familiarisation for Blue/Green Logbook

Action	Ship	Date Joined	Date Left	No. of Days	DP Class
	Nautiwave II	25/12/2011	16/01/2012	22	DP 2
	Nautiwave II	30/01/2012	27/02/2012	29	DP 2

Don't forget the Help button

Important
The "No of Days" on board the vessel for each entry is displayed here and not the number of days that you spent on DP for each trip. A minimum of 30 DP days must be entered in the familiarisation section and dated before the Advanced/Simulator course. Please ensure you enter all your familiarisation dates and have a confirmation letter to verify a minimum of 30 days on DP. Applications received with less than 30 DP days for familiarisation verified by a confirmation letter will be returned as unsuccessful.

List of Familiarisation for Black Logbook

Action	Ship	Date Joined	Date Left	DP Class	IMO Number
	Nautiwave II	25/12/2011	16/01/2012	DP 2	9999999

Click on **Add more Familiarisation** to add additional familiarisation time.

Adding your Advanced/Simulator course

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

Induction Course |
 Familiarisation |
 Simulator Course |
 STR |
 Watch Keeping |
 Section C |
 Suitability

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

Mr John Smith | Logout

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SIMULATOR COURSE

Enter Simulator Course Details

Enter your Advanced/Simulator course details in the spaces provided.

Name: Mr John Smith Application ID: OSO-050882015 Logbook Type: Blue Logbook Number: Blu-30595

Date: 09/03/2012 Centre: Marine Blue Centre Certificate Number: 222222222222

Name of the Instructor: Henry Sauce

Signed I have this course stamped

Don't forget the **Help** button

You need to confirm that your course details have been signed and stamped. Make sure that this has been done in your logbook and contact the training centre where you took your Advanced/Simulator course to have any errors/omissions corrected before sending your application to us for processing.

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

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

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

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14)

Mr John Smith | Logout

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Please read this guidance before proceeding >

SIMULATOR COURSE

List of Simulator Course

Action	Centre	Certificate No.	Signed	Instructor Name
<input type="button" value="edit"/> <input type="button" value="delete"/>	SIMSEA AS	222222222222	Y	Henry Sauce

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 contain your logbook(s).

Adding your Sea Time Reduction (STR) course

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

Induction Course |
 Familiarisation |
 Simulator Course |
 STR |
 Watch Keeping |
 Section C |
 Suitability

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

STR Course Completion (optional)

For the STR course to count towards the required DP watchkeeping time needed to obtain a DP certificate; you must have completed the Advanced/Simulator course plus a minimum of 30 DP days sea time before taking the STR course. You must also have a minimum of 30 DP days sea time after taking the STR course,

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

Don't forget the **Help** button

STR course details are entered in the Watchkeeping section of 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.

Action	Centre	Number of Weeks	Signed	Instructor Name
	SIMSEA AS	Six	Y	Henry Sauce

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

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

Adding your DP Watchkeeping Sea Time from your NI Blue/Green Logbook

NI Blue / Green (Small) Logbook Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
	Blu-30595	<input type="checkbox"/> Induction Course <input type="checkbox"/> Familiarisation <input type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input checked="" type="checkbox"/> Watch Keeping <input type="checkbox"/> Section C <input type="checkbox"/> Suitability

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

If you own an NI Black logbook, go to the next page for instructions on how to add your watchkeeping time.

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

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

Don't forget the Help button

WATCH KEEPING

Name: Mr John Smith Application ID: OSO-05098/2012 Logbook Type: Blue Logbook Number: Blu-30595

Ship: Nautiwave II IMO Number: 9999999 DP Class: DP 2 Date Joined Vessel: 10/03/2012

Date Left Vessel: 01/04/2012 Number of Days: 23 Trainee Rank: First Officer DPO Operational Location: Gulf of Mexico

DP System: Kongsberg SDP 21

Signed (Master/Senior DPO): Gregory Gripen

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

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

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

Save and Enter New Phase

Save and Back to Phase

Back to Logbook Overview

Click to save the current entry and bring up a new **Watchkeeping** screen to enter additional sea time entries.

Click to save the current entry and be taken to the NI Blue/Green logbook **Watchkeeping List screen** (Page 29)

Clicking here will discard the current entries (without saving) and take you back to the **Logbooks Overview** (page 14).

Dates Joined and Left Vessel

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

Date Joined Vessel:*

23/04/2013|

Apr 2013						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

Adding your DP Watchkeeping Time from your NI Black Logbook

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

Action	Logbook No	Enter Data for the Following Phases:
<input type="checkbox"/>	99999999	<input checked="" type="checkbox"/> Induction Course <input checked="" type="checkbox"/> Familiarisation <input checked="" type="checkbox"/> Simulator Course <input type="checkbox"/> STR <input checked="" style="border: 2px solid green;" type="checkbox"/> Watch Keeping <input type="checkbox"/> Section C <input type="checkbox"/> Suitability

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.

Date Joined Vessel:*

23/04/2013| x

◀	Apr	▼	2013	▶	⌂	
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

Once 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.

If you are unable to find your watchkeeping vessel please check page 19 for instructions on how to get the information added to our database.

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

Click to save the current entry and be taken to the **List of Watchkeeping** screen (Page 29).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

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.

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Mr John Smith | logbook

Please read this guidance before proceeding ->

WATCH KEEPING

Name: Mr John Smith

Ship: Nautiwave II

Date Left Vessel: 01/04/2012

Signed (Master/Senior DPO): Gregory Gripen

Application ID: OSO-05273/2015

IMO Number: 9999999

DP System: SDP 21

Logbook Type: Black

DP Class: DP 2

Master or Senior DPO Number:

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

Logbook Number: 99999999

Date Joined Vessel: 10/03/2012

Master or Senior CoC Number: 0000

Save and Add Sea Time
Save and Back to Phase
Back to Logbook Overview

The Nautical Institute - Old Offshore Online Application Guide **DPOOOG-V3-25/10/2023** 21

Adding your DP Watchkeeping Time from your NI Black Logbook

After clicking on **Save and Add Sea Time** from the previous screen, an extended screen will appear with the **Enter Watchkeeping Details** table at the bottom for you to add your Dates worked on DP.

Don't forget the Help button

WATCH KEEPING

Name: Mr John Smith | Application ID: OSO-05273/2015 | Logbook Type: Black | Logbook Number: 98999999

Ship: Nautiwave II | IMO Number: 9999999 | DP Class: DP 2 | Date Joined Vessel: 10/03/2012

Date Left Vessel: 01/04/2012 | DP System: SDP 21 | Master or Senior DPO Number: | Master or Senior CoC Number: 0000

Signed (Master/Senior DPO): Gregory Gripen

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

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

From	To	Number of Days	Activity Code
14/03/2012	18/03/2012	5	Anchor Handling
11/03/2012	12/03/2012	2	Anchor Handling

Buttons: Delete, Add, Edit, Save, Cancel

2. Enter your Dates on DP here.

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

1. Click on Add

If you need to edit an entry. Click on the line containing the entry you wish to edit then click on **Edit** at the bottom of the screen.

3. Enter the number of days you worked on DP here which are recorded in your logbook.


6. To enter more *Dates worked on DP* for this trip, follow steps 1 to 5. Continue repeating these steps until you have added all of your *Dates worked on DP* for this trip on the page.

7. 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 Watchkeeping** screen (Page 29).


4. Select the **Activity Code** from the dropdown menu.

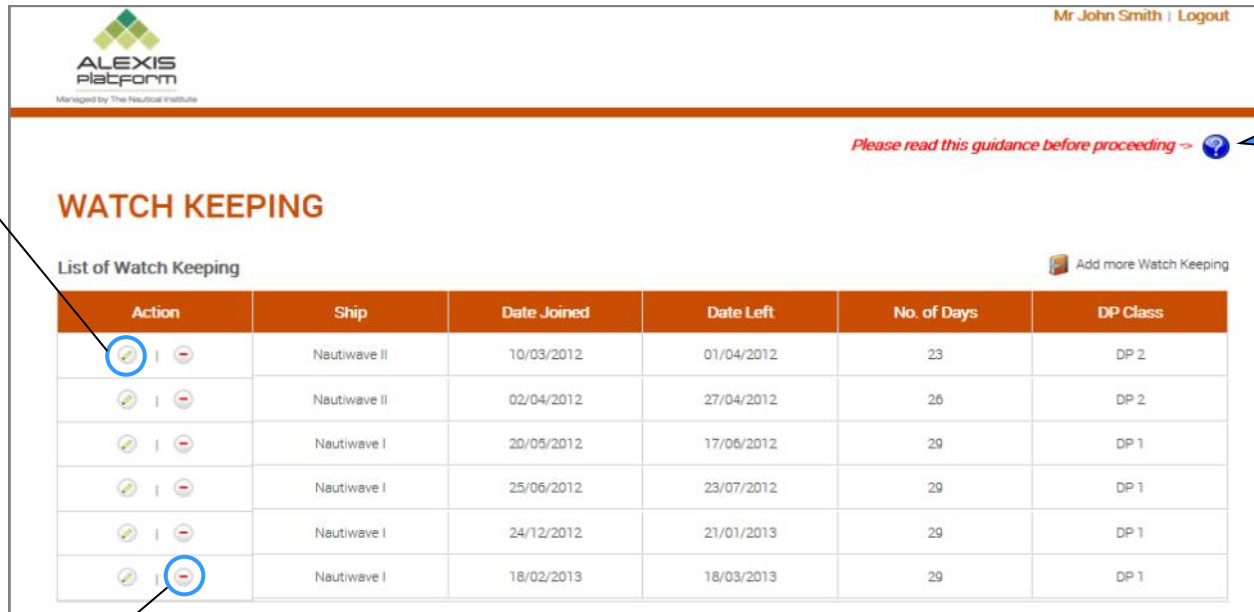
Adding your DP Watchkeeping Time from your Logbook

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 **Watchkeeping** screen where you can amend your entry.


Deleting Entries

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
















Mr John Smith | Logout

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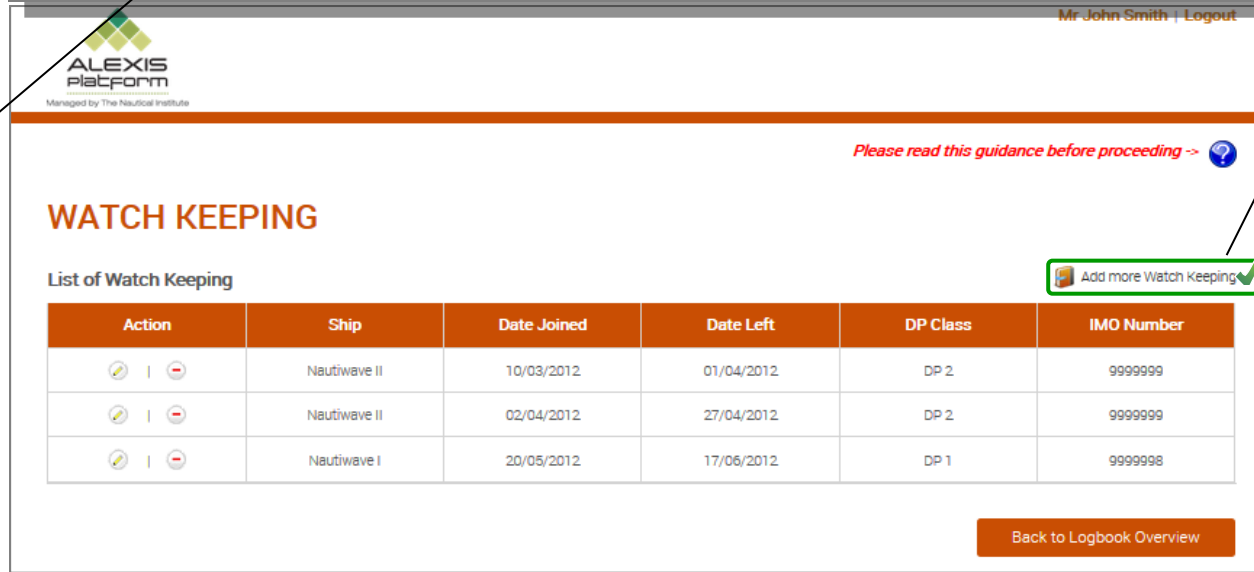
Please read this guidance before proceeding -> 

WATCH KEEPING

List of Watch Keeping  Add more Watch Keeping


Action	Ship	Date Joined	Date Left	No. of Days	DP Class
 	Nautiwave II	10/03/2012	01/04/2012	23	DP 2
 	Nautiwave II	02/04/2012	27/04/2012	26	DP 2
 	Nautiwave I	20/05/2012	17/06/2012	29	DP 1
 	Nautiwave I	25/06/2012	23/07/2012	29	DP 1
 	Nautiwave I	24/12/2012	21/01/2013	29	DP 1
 	Nautiwave I	18/02/2013	18/03/2013	29	DP 1

Don't forget the Help button











Mr John Smith | Logout

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Please read this guidance before proceeding -> 

WATCH KEEPING

List of Watch Keeping  Add more Watch Keeping 

Action	Ship	Date Joined	Date Left	DP Class	IMO Number
 	Nautiwave II	10/03/2012	01/04/2012	DP 2	9999999
 	Nautiwave II	02/04/2012	27/04/2012	DP 2	9999999
 	Nautiwave I	20/05/2012	17/06/2012	DP 1	9999998

[Back to Logbook Overview](#)

Adding Additional Time
More Watchkeeping seatime can be added from this page by clicking on the Add More Watchkeeping link. This will take you to a blank Watchkeeping page to add more information.

Adding your Section C Task Dates



The Section C on the online application is the same for both the Blue/Green logbook and the Black logbook. The information on this page is for both.

On the **Logbooks Overview** page, click on **Section C**.

The system checks both your familiarisation and watchkeeping entries against your task dates in Section C, to make sure the tasks have been completed during DP sea time entered in your application. It also checks that a minimum of 50% of the mandatory tasks have been completed during your DP Familiarisation time.

Mr John Smith | Logout

Please read this guidance before proceeding -> ?

SECTION C

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05098/2015	Blue	

Section	DP Sea Date Time	
1.1 - Controlling vessel movements using - manual controls jointly and individually	09/01/2012	
1.2 - Controlling vessel movements using - joystick control	31/01/2012	
1.3 - Setting the vessel up on DP	09/01/2012	
1.4 - Manoeuvre V/L in Auto DP Mode	18/01/2012	
1.5 - Manoeuvre V/L under reduced power/thruster condition		
2.1 - General understanding of DP system installed on vessel		
2.2 - Use of the desk facilities		
2.3 - Use of the reference input systems		
3.1 - Power supplies		

Don't forget the Help button

Green flag

The green flag appears when you have entered a date that is within the date range of your familiarisation or watchkeeping entries.

Red flag

If you enter a date in Section C that does not match the date range of any of your familiarisation or watchkeeping entries, a red flag will appear. Check that you have entered the task date correctly, also check that your entries in the Familiarisation and Watchkeeping sections are correct and amend it if necessary.

If after checking, you find that your task, familiarisation and/or watch-keeping dates are correct and the task has been dated outside of a DP sea time entry, you will need to complete additional DP familiarisation time to repeat this task and have the new entry signed and dated again.

Adding your Section F Suitability Sign Off details from your NI Blue / Green Logbook

NI Blue / Green (Small) Logbook Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
	Blu-30595	Induction Course Familiarisation Simulator Course STR Watch Keeping Section C Suitability

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

If you own an NI Black logbook, go to the next page for instructions on how to add your Section F—Suitability details.

Don't forget the Help button

The country of issue should be added into these fields.

Suitability

The system checks to make sure the details you enter here currently matches the last watchkeeping entry in your application.

If you have retaken your familiarisation 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 vessel that the Suitability Sign Off was completed should be added and the system will automatically add the IMO number. The IMO number can also be entered to automatically add the vessel name.

The Suitability form must be signed and stamped. If these are ticked and the Suitability form does not contain this information the application will be returned as unsuccessful.

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

Click to save the current suitability entry and be taken to the **List of Suitability** screen (Page 33).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 15).

Adding your Section F Suitability Sign Off details from your NI Black Logbook

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

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

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

Suitability

The system checks to make sure the details you enter here currently matches the last watchkeeping entry in your application.

If you have retaken your familiarisation 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 either the Master's CoC number or the Master's DP certificate number. Both can be added.

For the Black logbook, the system also requires the Senior DP Number if the Master was not a certified DPO.

Mr John Smith | Logout

SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

Please read this guidance before proceeding -> 

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05273/2015	Black	99999999
Master CoC Number:	Master DP Number:	Country of Issue:	DPO Country of Issue:
	1111111111	United Kingdom	United Kingdom
Senior CoC Number:	Senior DP Number:	Date:	Ship: *
		13/07/2014	Nautiwave II
IMO Number: *			
9999999			
Signed (Master/Senior DPO):			
Gregory Gripen			
<input checked="" type="checkbox"/> Signed* <input checked="" type="checkbox"/> I have this entry stamped*			

Save and Enter New Phase

Save and Back to Phase

Back to Logbook Overview

Don't forget the Help button

The country of issue should be added into these fields.

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

The Suitability form must be signed and stamped. If these are ticked and the Suitability form does not contain this information the application will be returned as unsuccessful.

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

Click to save the current suitability entry and be taken to the **List of Suitability** screen (Page 33).

Clicking here will discard the current entry (without saving) and take you back to the **Logbooks Overview** (page 14).

Adding your Section F Suitability Sign Off details

The **List of Suitability** on the online application is the same for both the Blue/Green logbook and the Black logbook. The information on this page applies to applicants with either logbook.

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

Mr John Smith | Logout

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SUITABILITY Please read this guidance before proceeding ->

List of Suitability Add Additional Suitability Form

Action	Ship	DPO Number	Signed	Stamped
	Nautiwave II	0000	Y	Y

Back to Logbook Overview

Don't forget the Help button

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

Enter New / another Blue / Green Logbook

Enter Data for the Following Phases:

Induction Course | Familiarisation | Simulator Course | STR | Watch Keeping | Section C | Suitability

The box in front of each section should now have a pencil, indicating that there is data in all of the sections.

Submitting your application

Mr John Smith | Logout

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Please read this guidance before proceeding ->

MY ACCOUNT

[Update your personal details](#)

Create a new application

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

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

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

Date	Application ID	Status	Category
-	OSO-05098/2015	In Progress	New

Attachments Submit Application **Make Payment**

Communication Notes [Enter New Communication Note](#)

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

Attachments (Uploads must be in PDF format)

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

Payments

Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-

Update

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

Scheme: Offshore Scheme (Old)

Certificate -

Certificate No. -

Certificate Date -

Valid till -

Don't forget the Help button

When you have filled in all of the sections in your application and entered all of the DP sea time required for you to qualify apply for your DP certificate and have attached your photograph and all of the required documents. Click on **Submit Application**.

Please ensure all documents and you photo have been attached before submitting.

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

Submitting your application

Latest application (delete)

 [Complete application](#)

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

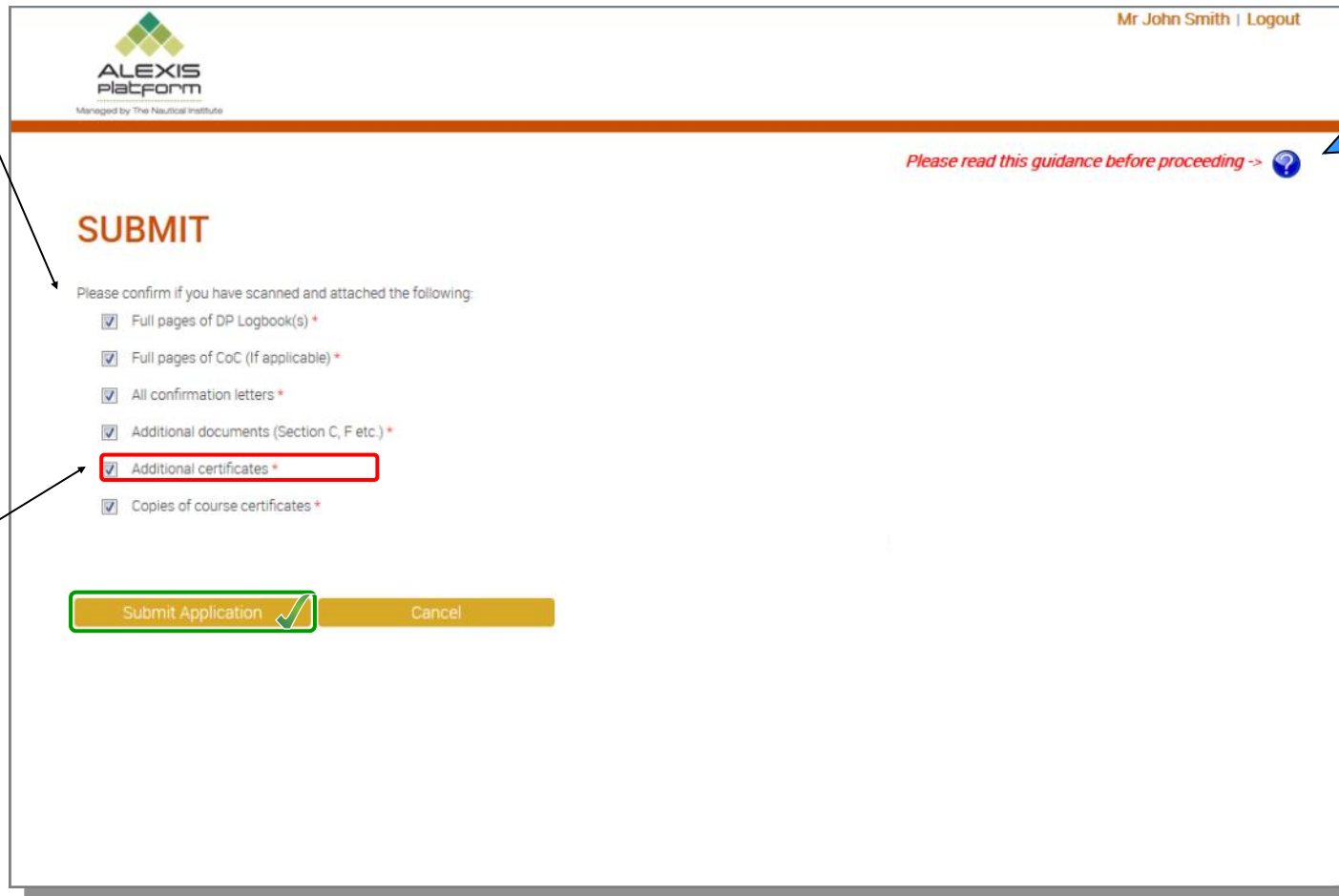
 Attachments  

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 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.





Mr John Smith | Logout

Please read this guidance before proceeding ->

SUBMIT

Please confirm if you have scanned and attached the following:

- Full pages of DP Logbook(s) *
- Full pages of CoC (If applicable) *
- All confirmation letters *
- Additional documents (Section C, F etc.) *
- Additional certificates *
- Copies of course certificates *

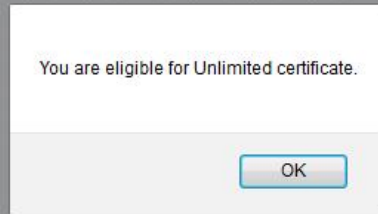
Don't forget the Help button

Submitting your application

SUBMIT

Please confirm if you have scanned and attached the following.

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



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. Please recheck your application for errors/omissions and make amendments where necessary. If after checking you are still receiving the Limited certificate message, 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 page 45).

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

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

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

ALEXIS Platform
Managed by The Nautical Institute

MY ACCOUNT

[Update your personal details](#)

Create a new application

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

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

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

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

Attachments Submit Application Make Payment

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
-	-	-

Update

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

Scheme: Offshore Scheme (Old)

Certificate: -

Certificate No.: -

Certificate Date: -

Valid till: -

[Please read this guidance before proceeding ->](#)

Don't forget the Help button

Submitting your application

When you have successfully submitted your application and return to the **My Account** home page, you will see that the Status changes to **Eligible** and the **Submit Application** button is now grey. This is because the option is no longer available..

MY ACCOUNT [Update your personal details](#)

Mr John Smith | Logout

Please read this guidance before proceeding -> ?

MY ACCOUNT

Create a new application

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

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

Latest application (delete)

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

Attachments Submit Application Make Payment

Communication Notes [Enter New Communication Note](#)

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

Attachments (Uploads must be in PDF format)

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

Payments

Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-

Update

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

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

Don't forget the Help button

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

Please note this is not a guarantee that you will be issued with a DP certificate or with the type that the system is showing you as eligible. The documents must be fully processed by the DP department before the certificate is issued. If the certificate issued is different to what was applied for, a member of the DP team will contact you.

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

Making Payment

MEMBERSHIP AND DP APPLICATION FEE

Tick this option if you would like to become a member of

The Nautical Institute.

It adds both the DP application and membership fees to your total.

DP CERTIFICATION FEE

Tick this if you only want to pay for your DP application.

TERMS AND CONDITIONS

Tick this to confirm that you have read and agree to the terms and conditions.

YOUR PAYMENT OPTIONS

I would like to pay my DP certification fee* and enjoy **half-price** professional membership of The Nautical Institute for a full year

(Includes FREE Nautical Institute DP Revalidation Logbook)

Total cost: £275.50

5 good reasons to join The Nautical Institute...

- ✓ get 50% off your first year of NI membership (save £71.50)
- ✓ receive a FREE DP Revalidation Logbook with your DP certificate (worth £44.40)
- ✓ avoid paying the usual membership joining fee (save up to £30.00)
- ✓ enjoy automatic acceptance as a DPO - no forms to fill out
- ✓ no obligation - after 12 months you decide whether to renew or cancel

All membership documents and communications will be sent to the mailing address listed in your DP account. If you would prefer these to be sent to a different address then please enter it [here](#).

I would like to pay my DP certification fee*

Total cost: £204.00

[Click here to confirm that you have read and agree to the terms and conditions](#)

TOTAL: £ 0.00

PROCEED TO CHECKOUT



Captain Jones Soares
AFNI, DPO Brazil
"I really recommend being a member of the NI"

Upgrade your future!

Become a professional member of the NI...

✓ Gain worldwide recognition as a maritime professional

✓ Stay informed through Seaways - the NI's monthly journal

✓ Protect yourself against criminalisation with legal fees cover

✓ Network with colleagues, customers and employers

✓ Develop your career by using the NI's CPD Online programme

✓ Be heard at the IMO through having a representative voice

✓ Enjoy big discounts on NI events, courses and books

* Includes 20% VAT where applicable, which will be shown automatically in all prices shown

† In applying for membership you agree to abide by the Constitution, By-Laws and Code of Conduct of The Nautical Institute and agree to its Terms and Conditions.

Making Payment (continued)

Revalidation Logbook

Tick this option if you want to purchase a Revalidation logbook. The option will not be available if you have selected to become a member of The Nautical Institute on the previous page as you will receive a free copy. The Revalidation logbook will be sent to you with your new DP certificate.

Payment type

Tick your preferred payment method.

Proceed to payment

Click to move onto the payment page and follow the instructions.

When the payment has been made the status on the **My Account** home page will be showing as **Submitted/Paid**.

Your application documents will then need to be sent to our office and will be added to the queue for processing once received.

PAYMENT OPTIONS

I would like to buy The Nautical Institute DP Revalidation Logbook* (price: £XXXX)

* Includes 20% VAT where applicable, which will be shown automatically in all prices shown

✓ Tailored to the requirements of The Nautical Institute's scheme

✓ Lightweight and easy to carry

Total cost (including payment of your DP certification fee): £XXXXX

PayPal

WorldPay



Proceed to Payment

Cancel Order



Application status

Mr John Smith | Logout

ALEXIS Platform
Managed by The Nautical Institute

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Create a new application

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

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

Latest application (delete)

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

Attachments Submit Application Make Payment

Downloads

- PDF Checklist Template (Offshore Old)

Enter New Communication Note

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

Attachments (Uploads must be in PDF format)

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

Payments

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

Update

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

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

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

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.

Once your status is showing as **Certificate Issued (and the certificate date is the current year)**, do not click on Revalidate or any other options. If you do, it will change your application status from **Certificate Issued** and prevent us from printing your certificate on the scheduled date. This will lead to delays with the return of your documents.

Receipt and processing of documents

Once we receive your documents they are logged in and placed in a queue to await 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.





Once you receive the 'Verified' automated email, please do not click on any of the options available in your account such as 'Convert to Shuttle Tanker Scheme' as this starts a new application and prevents us from printing your certificate. This then causes a delay in your documents being sent back to you as your account will need to be amended to revert it to its previous status before we are able to print your documents.

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

Troubleshooting

Section	Error Message	Solution
Creating New black 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 Basic/Induction course. 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 courses was done, please send an email to the DP department with scans of the personal details page (containing the logbook number) and the Basic/Induction course page. We can then check and update the account where necessary.
Courses Basic/Advanced/ 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 dp@nautinst.org for assistance.
Courses Basic/Advanced	 The date entered should only fall between current and past five years	You have entered a date for your course that is over five years old. If this is the correct date for your course, you will need to repeat it before applying for your DP certificate. Currently, the DP department will need to add this course onto your account. Please email with the subject heading of Course over 5 years old . Please also check the logbook and verification guides on the DP Help Page on Alexis Platform to check if there is any other requirements you need to fulfil before applying for your DP certificate.
Familiarisation / Watchkeeping	 A Phase with the same dates already exists	You have either duplicated an entry that already exists, or are trying to enter seatime 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.
Familiarisation / Watchkeeping	 Failed to validate ship and DP class	<ol style="list-style-type: none"> 1. The vessel that you are trying add is not on 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 Familiarisation and Watchkeeping pages. <p>Please note that you can check the dates for a specific vessel that we have on our database by going to : http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/</p>

Troubleshooting

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 (watchkeeping) 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 Section F form signed off. These can be downloaded from our help section of our website.
Registering	 This email has already been registered. Please use Forgotten Password if you do not remember your password	If you receive this message do not continue creating a new account using a different email address as the message means that you probably already have an account on our system. Instead, please contact the DP department with the following information to request your login details: <ul style="list-style-type: none"> • Full name • Personal email address • Certificate number • Certificate issue date • Name of familiarisation vessel 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.
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.
Black Logbook	 Logbook data showing in Blue / Green Logbook section	If you own a black NI logbook but your data is showing in the blue/green logbook section, please contact the DP department as soon as possible so that this can be rectified. Do not submit your documentation as this can cause longer delays with solving the issue. Please email the DP Department with the subject line Black logbook information in blue logbook . Please ensure that you have uploaded a full scan of your logbook onto your account.