

REVALIDATION LOGBOOK GUIDE

Version 1—January 2017

Introduction

The information contained in this document relates to the Dynamic Positioning Operator's Training Scheme only unless otherwise specified and is to be used in conjunction with the dark green coloured A5 (14.8cm x 21cm) size Nautical Institute DP Revalidation Logbook, which can only be used by NI certified DPOs who are revalidating or converting.

This guide is designed to assist you, as a revalidating or converting DPO, in completing your logbook correctly before applying to The Nautical Institute for your DP certificate. Please read this guide and the information contained in the logbook itself very carefully as failure to do so may result in errors that may cause your application to be rejected and returned to you as unsuccessful.

Please note that this guide is not to be used as a sole source of information for the rules pertaining to the revalidation and conversion of a DP Certificate. Although we try to include as much information as we can in our logbook guides their main purpose is to assist you in completing your logbook. Therefore it is to be used in conjunction with the document entitled "[Accreditation and Certification Scheme Standard](#)", which is available to download from our website, as this contains comprehensive information on the Scheme.

There are multiple guides, FAQs and other information available on the schemes offered by The Nautical Institute via the *DP Help Page* tab on its accreditation and certification website www.nialexisplatform.org. To avoid confusion, please ensure you are reading the information specific to the DP certificate you are revalidating or are converting to.

DP Classed Vessels

All DP sea time requirements mentioned in this guide refers to DP time on board vessels officially certified with a DP notation by classification societies in which you performed as a DPO, unless specified otherwise.

Unclassed vessel: means those with a DP capability but not classified or certified by a classification society. The Nautical Institute also considers DP class zero vessels under this definition.

DP Sea Time Day

The definitions of DP time differs according to the type of DP Certificate you are revalidating or converting to.

For Offshore Scheme: The time is classed as DP sea time days. This is counted as a minimum of 2 hours per day on DP. Days without DP on board the vessel cannot be used for revalidating or converting.

For Shuttle Tanker Scheme: Time on board the Shuttle Tanker vessel is counted as DP sea time and the Offshore Loading Operations which are done on DP are logged separately in the logbook.

Applying for a DP Certificate

The online application system is mandatory. 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 credit card, debit card or PayPal account is needed to complete the online application process.

Once you have applied online and successfully completed the payment, a PDF Checklist Template will be displayed and be available in your DP online account on the *My Account* home page.

Please download and print this form. Complete and sign it and include it with your application. If you are unable to find the document on your *My Account* home page, please contact the DP department.

Please read the Revalidation FAQs for a list of documents required to successfully apply for your DP certificate.

Using the Logbook

Revalidation of Unclassed, Limited and Unlimited Offshore DP Certificates options:

- 150 DP sea time days recorded in *Section 2* of the logbook dated within the five years previous to applying **or**
- Revalidation Course recorded in *Section 1* **or**
NOTE: If the participant is completing the course for the first time, there is no minimum DP sea time requirement. If the participant is completing the course for a second or subsequent time, a minimum of 28 DP sea time days will be required to revalidate. This DP time may be completed prior to or after the Revalidation Course. Where a participant subsequently revalidates after taking the course by completion of the full sea time requirement of 150 DP sea time days that participant can then take the Revalidation Course again without a DP sea time requirement
- Simulator Course recorded in *Section 5* of the logbook, followed by a minimum of 30 DP sea time days recorded in *Section 2* of the logbook.

Revalidation of Shuttle Tanker DP Certificates options:

- 18 offshore loading operations and one set of annual trials (or FMEA) recorded in *Section 3* of the logbook within the five years previous to applying **or**
- If less than 18 offshore loading operations but more than six within the five years previous to applying:
 - ◆ Complete Course B recording this in *Section 5* of the logbook,
 - ◆ followed by 24 sea time days and 2 offshore loading operations (Phase 10) recorded in *Section 3*, and then a new Statement of Suitability (Phase 11) recorded in *Section 4* **or**
- If fewer than six offshore loading operations within the five years previous to applying:
 - ◆ Complete in any order DP Simulator Course, Course A and Course B (Phases 3,5 and 7) recording these in *Section 5* of the logbook plus 72 sea time days and 6 offshore loading operations (Phases 4,6 and 8),
 - ◆ followed by 24 sea time days and 2 offshore loading operations (Phase 10) recorded in *Section 3*, and then a new Statement of Suitability (Phase 11) recorded in *Section 4*

Conversion from Offshore to Shuttle Tanker Certificate

- 18 offshore loading operations and one set of annual trials (or FMEA) recorded in *Section 3* of the logbook within the five years previous to applying **or**
- If less than 18 offshore loading operations but more than six within the five years previous to applying:
 - ◆ Complete Course B recording this in *Section 5* of the logbook,
 - ◆ followed by 24 sea time days and 2 offshore loading operations (Phase 10) recorded in *Section 3*, and then a new Statement of Suitability (Phase 11) recorded in *Section 4* **or**
- If fewer than six offshore loading operations within the five years previous to applying:
 - ◆ Complete in any order DP Simulator Course, Course A and Course B (Phases 3,5 and 7) recording these in *Section 5* of the logbook plus 72 sea time days and 6 offshore loading operations (Phases 4,6 and 8) recorded in *Section 3*,
 - ◆ followed by 24 sea time days and 2 offshore loading operations (Phase 10) recorded in *Section 3*, and then a new Statement of Suitability (Phase 11) recorded in *Section 4*

Conversion from Shuttle Tanker to Offshore Certificate

- Complete 90 DP sea time days (active time and not onboard a shuttle tanker) recorded in *Section 2* of the logbook followed by a new Statement of Suitability recorded in *Section 4* within the four years previous to applying.
NOTE: The type of DP Certificate issued will depend upon the type of vessel the DP sea time days were completed on.

Conversion from Unclassed to Limited/Unlimited Certificates

- Complete 120 DP sea time days on board a DP classed vessel (DP 1, 2 or 3) recorded in *Section 2* of the logbook, completion of a new task section (available on the Alexis Platform website) followed by a new Statement of Suitability recorded in *Section 4*.
NOTE: The type of DP Certificate issued will depend upon the type of vessel the DP sea time days were completed on.

Upgrading from Limited to Unlimited Offshore DP Certificate

- Complete 60 DP sea time days on board a DP2 or 3 classed vessel recorded in *Section 2* of the logbook and followed by a Statement of Suitability recorded in *Section 4*.

Delivery of Documents

We solely work with our contracted couriers, DHL to return documents. The fees for processing and the return of the documents 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.

It is recommended 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/>.


To order replacement documents, please print and complete the duplicate document and credit card forms, which are available on our website (UK and European Union Countries are subject to an additional charge on the courier fee due to VAT, which is beyond The Nautical Institute's control).

Personal Details

You will need to add a 35mm x 45mm size photograph of yourself taken within the last 6 months into the 'Your Details' page of the logbook.

The details on this page should be written clearly by in **BLOCK CAPITALS**.

2 Personal details



Your Details

All details below are mandatory and must be completed in full

Logbook issued to (full name):
JOE ADAM BLOGGS

Address:
23 BLOGG STREET
SOUTHAMPTON
HANTS

Country: UNITED KINGDOM Postcode: SO14 1PL

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: 24/11/2014

DP Certificate number: 00001

NI customer number: 89XXX

Signature of holder: *JABloggs*



Online Application Tips

Please check your account to ensure your name is entered on the Alexis Platform using the correct capitalisation, eg.

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

!

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 Personal Details

If you upgraded your CoC, had a new passport issued or changed your name, please complete this section.

Personal details 3

Change of name, CoC or passport

Change of name:.....

Passport number:.....

CoC number:.....

CoC country:.....

CoC date of issue:.....

Change of address and contact details

Address:.....

.....

.....

Country:..... Postcode:.....

Email:.....

Phone number (inc. country code):.....

Address:.....

.....

.....

Country:..... Postcode:.....

Email:.....

Phone number (inc. country code):.....

If you move house or change any of your 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. This information should also be updated on the online account.

Revalidation Course

This page will be completed by the training centre instructor once you successfully complete your Revalidation Course.

Please check this page 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 or are incorrect.

The Revalidation Course may be completed up to six months before the revalidation date set by the NI. The course will be valid for a period of 12 months only, in which the DPO must send in an application into the NI.

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Revalidation Course

section 1

Revalidation Course

Revalidation of DP Certificate

Please ensure the entries are fully completed

DP Revalidation Course

Centre MARINE BLUE CENTRE


Date completed 06/01/2016

Course Certificate No. 000111

I hereby certify that the holder of this logbook has satisfactorily completed the DP Revalidation Course.

Signed *H Sauce*

Print name HENRY SAUCE

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.

Offshore DP Sea Time Records

Insufficient space

Each page has enough space for 15 DP sea time entries. If you complete more DP days on a trip than the page allows, please continue on a separate page and write 'continued' at the top of the page. Please note that all the details at the top of the form must be completed for the continuation page and the bottom of each page must also be completed and signed by the Master of the vessel.

Vessel details

The first table on the sea time record page is to record the ship details and DP equipment on board. All details must be fully and correctly completed.

Rank

This must include both your DP and non DP rank. Also the country you and the vessel were located in at the time the DP sea time was completed

Correcting errors

The use of correction fluid is not permitted. If a mistake is made recording DP sea time entries, the Master must cross out the line containing the incorrect entry and the correct data entered on the line below as in example 1. Errors found after additional sea time entries have been made below the incorrect one can also be corrected as in example 1 but in this case the correct data needs to be added in the next available space below. Entries amended with correction fluid or overwritten will not be counted towards the time required to qualify for a DP Offshore certificate.


Example 1

13/02/15	1	P	AH	
14/02/15	4	P	AH	

24 Offshore DP sea time records

section 2 Offshore DP Sea Time Records

Example offshore sea time record

Vessel stamp 	Vessel name Nautwave 1 IMO number 1234567	DP equip class DP 1	DP system make & model KONGSBERG SUP11	
Rank Trainee PPO/2nd Officer	Location Singapore	Period on board (dates) from 05/01/16 to 27/02/16		
DP sea time day (one day per entry)	Number of hours	Active or passive	Activity code	Master's initials
07/01/15	3	P	AH	00
17/01/15	5	A	AH	00
20/01/15	2	P	AH	00
29/01/15	11	A	AH	00
10/02/15	8	A	AH	00
14/02/15	4	P	AH	00
18/02/15	7	A	AH	00
Total 7		Total 40		00

Master's signature: _____ Master's CoC no./DP Cert no. 123789 / 000001
Printed name: GREGORY GRIPEN Date: 27/02/16

Master's details

The Master must only complete this section once all of the DP sea time for the trip has been completed.

Active and Passive DP sea time

When converting from an *Unclassed DP Certificate* to a *Limited/Unlimited DP Certificate*, a maximum of 25% of the DP sea time days can be passive DP time. The rest must be active time.

When converting from a *Shuttle Tanker DP Certificate* to an *Offshore DP Certificate*, the required 90 DP sea time days must be active DP time.

Period on board

This is where the 'Start' and 'End' dates of your trip must be entered.

DP sea time dates entered outside of the 'from' and 'to' dates will not be counted. Entries without 'from' and 'to' dates will not be counted towards your application.

DP sea time table

This table is to enter your actual days on DP only. Each day on DP must be entered individually, using a separate line for each day as shown. DP time cannot be entered in blocked date ranges (eg. 17/01/15—20/01/15). Dates written in this format will not be counted even if each of those days were on DP.

DP sea time entries without the Master's signature will not be counted towards the time required to revalidate or convert a DP Certificate.

Unused spaces should be crossed out by the Master.

Note to all DPOs

It is advised that you fully check all of the entries on the page are correct while both you and the Master are still on board the vessel so that any errors/omissions can be easily rectified before application.

Shuttle Tanker Offshore Loadings

Vessel details

The first table at the top of the shuttle tanker sea time record page is to record the vessel details and DP equipment onboard. All details must be fully and correctly completed.

Vessel details

The first table at the top of the shuttle tanker sea time record page is to record the vessel details and DP equipment onboard. All details must be fully and correctly completed.

Sea time dates

This is where the joined and left dates on the vessel must be entered.

Offshore Loading operation dates entered outside of the *Date joined* and *Date left* will not be counted. Entries without both a *Date joined* and a *Date left* will not be counted towards the application.

Correcting Errors

The use of correction fluid is not permitted. If a mistake is made recording sea time entries and/or offshore loading operations, the Master must cross out the entire sea time table containing the incorrect entry and the correct data must be entered in the next available table. Please be careful when voiding incorrect entries.

Entries amended with correction fluid or overwritten will not be counted towards the time required revalidation.

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section 3 Shuttle Tanker Offshore Loadings

Example shuttle tanker offshore loading record

Vessel name Northwave 1 IMO number 12345678
 DP equip. class DP 1 DP system Kongsberg SVP11 Rank Trainee DPO/2nd Officer
 Date joined vessel 05/01/16 Date left vessel 27/02/16

OFL activity code	Location	Date	Master's initials
OLT	Singapore	07/01/16	GG
OLT	Singapore	14/01/16	GG
OLT	Singapore	03/02/16	GG

Master's signature GREGORY GZIPEN
 Master's printed name GREGORY GZIPEN
 Master's CoC/DP cert no. 123789 / 000001 Date 27/02/16

Vessel Stamp

Rank

This must include both your DP and non DP rank.

Offshore Loading operations table

This table is to enter details of your offshore loading operations. The activity code, location and date must all be completed for each entry. Activity codes can be found on page 6 of your DP Revalidation logbook.

Incomplete offshore loading operations

Unused spaces must be crossed out by the Master.

Master and vessel details

The Master must only complete this section once all of the sea time and offshore loading operations for the trip has been completed.

Sea time entries without the Master's signature and vessel stamp will not be counted towards the time required to gain a Restricted Shuttle Tanker DP certificate or revalidate.

Note to DPOs

It is advised that you fully check all of the entries on the page are correct while both you and the Master are still on board the vessel so that any errors/omissions can be easily rectified.

FMEA/Annual Trials

Please tick to confirm if the record is for an FMEA or an annual trial.

The FMEA or annual trial details need to be added so that the record shows the location and dates commenced and completed. Any other details can also be added here.

There is room for a second Annual Trial, or FMEA on the second half of the page.

Conversion FMEA or Annual Trials **51**

Conversion FMEA or Annual Trials

Please tick one box
☐ FMEA ☒ Annual Trial

Vessel name Nautiwave 1 IMO number 1234567
 DP equip. class DP1 DP system Kongsberg SPS11 Rank Second Officer
 Company name of attending 3rd party assessor The Nautical Institute
 Date joined vessel 15/08/2016 Date left vessel 11/09/2016

FMEA/Annual trial details	
Location <u>North Sea</u>	
Date commenced <u>26/08/2016</u>	Date completed <u>27/08/2016</u>

Master's signature [Signature]
 Master's printed name G. Gripen
 Master's CoC/DP cert no. 123789/00001 Date 11/09/2016

Please tick one box
☐ FMEA ☐ Annual Trial

Vessel name IMO number.....
 DP equip. class DP system..... Rank.....
 Company name of attending 3rd party assessor.....
 Date joined vessel..... Date left vessel.....

FMEA/Annual trial details	
Location	
Date commenced	Date completed

Master's signature
 Master's printed name
 Master's CoC/DP cert no. Date

Vessel Stamp

The vessel, assessor and date joined and left details should be completed here.

Master and vessel details

The Master must only complete this section once the annual trial or FMEA has been completed.

Sea time entries without the Master's signature and vessel stamp will not be counted towards the time required to gain a Restricted Shuttle Tanker DP certificate or revalidate.

Statement of Suitability

The Statement of Suitability is very important and one of the main reasons why applications for DP certificates are rejected due to forms being incorrectly filled in or not completed at all.

The Statement of Suitability must be signed off and stamped by the Master of the last vessel recorded in your logbook before applying to The Nautical Institute to convert a DP Certificate. You must also provide a confirmation letter that verifies this DP entry.

Please ensure that the form is only completed by the Master after you have taken all of the courses and acquired ALL of the DP sea time required to convert to the type of DP Certificate you wish to obtain. Only DP sea time and/or Offshore Loading operations dated on or before the date of your Statement of Suitability can be used towards your required time needed for a DP Certificate. If you wish to include additional DP sea time in your application that is dated after your Statement of Suitability you will need to have a new form completed that complies with the requirements.

Logbook holder's Details

Your signature, current CoC number and the country the CoC was issued in must be completed here. Please ensure that your signature here matches the one on your PDF and CoC.

Statements of Suitability 53

Statement of Suitability for an officer to undertake full watchkeeping responsibility on board a DP vessel

I, Captain verify that
(Logbook holder's name)
has carried out all the mandatory elements of the scheme to my satisfaction and has demonstrated in my opinion that he/she is capable to undertake DP watchkeeping duties, in particular:

- Possesses an adequate knowledge of DP
- Knows the underlying principles of DP operations
- 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
- Has bridge team work behaviour and communication skills required for safe DP operations.

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

Master's signature Date

Master's CoC no./DP Certificate no. Country of issue

Countersigned by Senior DPO

Senior DPO's DP Certificate no. Date

Logbook holder's signature Vessel stamp

CoC no.

Country of issue

The information contained here is that on which a certificate to practise will be issued. The Nautical Institute takes a serious view of false information being submitted, or false endorsement 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 Nautical Institute reserves the right to take further action if applicable. Verification may be sought on any information contained in this document.

On completion of the relevant sections, 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

Master's details

The Master must write his name clearly in BLOCK CAPITALS at the top of the form and sign, date and add his CoC/DP certificate number details lower down in the spaces provided.

If the Master is the converting DPO a separate certified DPO on board must complete and sign the form in the spaces indicated that the Master of the vessel should sign.

The converting DPO/Master must then sign and complete the form in the spaces provided for the logbook holder's details.

Logbook holder's name

Your name must be written here.

Countersignature of Senior DPO

If the Master signing the Statement of Suitability does not hold a valid DP certificate, the form must be countersigned and dated by the certified DPO in charge. The DPO should also write his DP certificate number in the space provided and write his name in BLOCK CAPITALS on the same line as his signature.

Ship Stamp and Master

The ship stamp and Master's name and signature must match the last sea time entry in Phase D of your DP Offshore logbook.

Additional Training and Qualifications

[illegible]

DP Manoeuvring Experience Record

58 Additional training and qualifications

- Conduct of sea trials
- Conduct of FMEA trials
- Entries into 500m zone
- Box manoeuvring
- System failure experience

[illegible]