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.

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Logging into an existing account</td>
<td>5</td>
</tr>
<tr>
<td>Logging into your account</td>
<td>8</td>
</tr>
<tr>
<td>My Account Home Page - Overview</td>
<td>9</td>
</tr>
<tr>
<td>Update your personal details</td>
<td>10</td>
</tr>
<tr>
<td>Create an application</td>
<td>11</td>
</tr>
<tr>
<td>Attaching your photograph and documents</td>
<td>12</td>
</tr>
<tr>
<td>Logbooks Overview Page</td>
<td>13</td>
</tr>
<tr>
<td>Adding your logbook to your account</td>
<td>14</td>
</tr>
<tr>
<td>Adding your Induction Course details</td>
<td>15</td>
</tr>
<tr>
<td>Adding Sea Time from your logbook</td>
<td>17</td>
</tr>
<tr>
<td>Finding and Entering Vessel Names in Phases</td>
<td>18</td>
</tr>
<tr>
<td>Adding Offshore Loading Operations from your logbook</td>
<td>19</td>
</tr>
<tr>
<td>Adding dates into the Task Book from your logbook</td>
<td>20</td>
</tr>
<tr>
<td>Adding your Simulator Course from your logbook</td>
<td>21</td>
</tr>
<tr>
<td>Adding Sea Time and Offshore Loading Operations from your logbook</td>
<td>22</td>
</tr>
<tr>
<td>Adding Course A or B from your logbook</td>
<td>23</td>
</tr>
<tr>
<td>Adding your Statement of Suitability details from your logbook</td>
<td>25</td>
</tr>
<tr>
<td>Suitability and Logbook Overview</td>
<td>26</td>
</tr>
<tr>
<td>Submitting your application</td>
<td>27</td>
</tr>
<tr>
<td>Making a Payment</td>
<td>31</td>
</tr>
<tr>
<td>Making a Payment with Barclays</td>
<td>32</td>
</tr>
<tr>
<td>Making a Payment with WordPay</td>
<td>33</td>
</tr>
<tr>
<td>Making a Payment with PayPal</td>
<td>34</td>
</tr>
<tr>
<td>Downloading the PDF Checklist Template</td>
<td>35</td>
</tr>
<tr>
<td>Downloading the PDF Checklist and sending your documents</td>
<td>36</td>
</tr>
<tr>
<td>Receipt and processing of documents</td>
<td>37</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>38</td>
</tr>
<tr>
<td>Confirmation Letter</td>
<td>40</td>
</tr>
</tbody>
</table>

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.
Welcome to the New Shuttle Tanker 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 for your DP certificate via the NI Alexis Platform. The platform 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 Shuttle Tanker section via the DP Help Page. This can be found on the Alexis Platform website and will ensure you fully understand and meet the requirements of the Shuttle Tanker scheme.

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

Alexis Platform website
http://www.nialexisplatform.org/

Old Offshore Scheme
Blue, Green, Black

New Offshore Scheme
Grey Logbook
http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/ (scroll down to the bottom of the page)

Revalidation
Blue, Green, Black , IMCA Logbooks

How to apply
Before sending your documents for processing it is a mandatory requirement that you apply online first. Any documents received without an application being completed online first will be returned unprocessed by standard post (untracked). The Nautical Institute does not accept any responsibility for documents lost in the post.

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

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

Why we require you to send your physical documents to The Nautical Institute
Although you have completed an online application and attached all of your required documents, we require you to send your original documents into our office so that they can be processed and verified officially. We are unable to process scanned and attached documents.
DP Certificates
Since January 2015, The Nautical Institute started issuing DP certificates in the form of a plastic card the size of a credit card, which can be conveniently kept in your wallet. The new style DP certificate has a QR code and when scanned with a mobile phone or tablet, it will take you to The NI Alexis Platform website to show the validity of the certificate. Apps for scanning QR codes can be found in the various app stores for all types of phones/tablets.

Apple IT Products
Our system support team have advised us that on Apple products, the JavaScript should 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. Please contact us if you do have any issues.

Four Year Validity Period
All courses and DP sea time must be dated within the previous four years to applying. Any part of the training scheme that is dated outside of this validity period must be repeated.

The four year validity period is calculated by the date your physical paper documents are received at The Nautical Institute offices in London, after you have applied online. Please ensure that upon receipt of your application by The Nautical Institute, all of the DP sea time/qualifying employment period and supporting documents required under the Shuttle Tanker scheme is dated within the previous four years.
Logging into an existing account

**Start**

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

**DP Help Page**

The DP Help page contains all of the requirements, guides, FAQs and downloadable forms. The Help Page is divided into the different schemes available. Click on Shuttle Tanker to access these documents.

Further information can be found by clicking on the Certification button.
Logging into an existing account

Instructions
Please read all the instructions on this web page very carefully. This will ensure you complete the online application correctly and that all the required documents are attached before being sent in to The Nautical Institute for processing.

INSTRUCTIONS TO COMPLETE YOUR APPLICATION

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

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

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

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

In order to complete the DP application you will be required to upload the following documents:
1. Scan copy of all pages of your DP logbook.
2. Scan copy of all pages of your IMCA logbook (if applicable).
3. Scan copy of all confirmation letters that are validating your DP sea time and offshore loading operations (if Shuttle Tanker application).
4. Scan copy of your CoC (personal details and limitation pages).
5. A recent passport-sized photo. This will be printed on your DP certificate.

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

DISCLAIMER AND TERMS OF SERVICES FOR DYNAMIC POSITIONING APPLICATIONS

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

1. Service provider
The Nautical Institute (NI) is a registered charity on number 1030462 and Company Limited by Guarantee number 2870030 based 202 Lamouch Road, London, SE1 7LD, United Kingdom. The NI provides service to assess and verify the accuracy of the candidates Dynamic Positioning training as per DP training standard in order to issue a DP certificate at the end of the process, if applicable.

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

Click Continue and Confirm to verify you have read the instructions and you accept the conditions of the disclaimer and terms of services. This will then take you through to the login page.
Existing Customers

As the Shuttle Tanker scheme began in 2015, all applicants should have opened an account when they completed the Induction Course.

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

Please note, creating multiple accounts may prevent you from being able to log in with the correct account.

If the Induction Course was completed in 2015, you would have completed the paper exam rather than the online exam. This means that your logbook number has been sent to The Nautical Institute. If you are using the same account that was opened during the Induction Course but are unable to add your logbook please contact the DP Department.

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

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

If you have any issues with your login details, you will need to contact the DP Department.

Please email dp@nautinst.org and provide the following information:
- Full name
- Date of birth
- Personal email address
- Logbook number

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

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

If you 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.

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

My Account Home Page - Overview

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

**Photograph**
Click on Upload photo to attach your photograph. Instructions are given on Page 12.

**Personal Details**
Click here to review and change any of the details you added on the Create new account page (e.g. name, postal address, email address, login password, etc.

**Attachments**
Click here to attach the required documents. Instructions are given on Page 12.

**Communication Notes**
Click on Enter New Communication Note to contact us regarding any issues with your application.

When you attach your documents they will appear here.

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

If there is information showing in the latest application box but you do not see the ‘Complete application’ option, please contact the DP Department for assistance.

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

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

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

Don’t forget the Help button

When you attach your documents they will appear here.
Update your personal details

This page is accessed via the Update your personal details link on the My Account Home page. Please check your details are correct and amend where necessary.

Name
Please ensure the spelling and capitalisation of your name is correct.
- John alan smith ✗
- JOHN ALAN SMITH ✓
- John Alan Smith ✓

Don’t forget the Help button

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

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

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

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

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

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

Please read the trouble-shooting section on page 39 for further information on email addresses.
Shuttle Tanker DP Training Scheme
As your Induction Course was taken for the first time on or after 1 January 2015 and you own a Nautical Institute Shuttle Tanker burgundy DP logbook, you will need to select this option.

Don’t forget the Help button
You are required to attach a recent photograph of yourself along with all of your application documents onto your account. These will then be accessible via your My Account Home page (Pg. 9).

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

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

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

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

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

**Attaching documents**

Document files must be in PDF format.

From the **My Accounts** Home page (Pg. 9) click on **Attachments**. When the **File Upload** box appears use it to locate the files you wish to attach. The file you have just attached will appear in the Attachments list of on the **My Account** Home page.

You will need to repeat this process to upload and attach each of your remaining document files to your account.
You are taken to this page when you click on the 'New Shuttle Tanker Application' option on the My Account Home page (Pg. 9).

There is only one type of logbook available in this option.

**New Shuttle Tanker Application (Do not use for Revalidation)**

**Logbooks Overview Page**

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

**Don’t forget the Help button**

Enter New Logbook

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

**Previous applications.**

If you have previously added your logbook this page will have information under the NI Burgundy Logbook section.

**NI Burgundy Logbook**

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

You are taken to this page when you click on the 'New Shuttle Tanker Application' option on the My Account Home page (Pg. 9).

There is only one type of logbook available in this option.

**Enter New Logbook**

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

**Previous applications.**

If you have previously added your logbook this page will have information under the NI Burgundy Logbook section.
Adding your logbook to your account

1. Click on Enter New/Another Burgundy logbook to be taken to the Logbook page.

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

3. New logbook details will show here.

This is the number printed in the front of your logbook.

IMPORTANT
Order of Phases: As of 1st January 2017 Phases 2-8 can be completed in any order. Phase 2 must be completed before Phase 3. Please ensure you have carried out ALL of your tasks before starting Phase 3 (Simulator Course). Phase 9 is no longer a requirement see Page 24.
Adding your Induction Course details

On the Logbooks Overview page, click on Induction Course.

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

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

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

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.

Click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

Click on Back to Logbook Overview to return to the main page that contains your logbook.
Adding your Induction Course details

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

Editing Entries
Click on in the Action column on the same row as the entry you wish to edit. This will take you to the Induction Course (Pg. 15) screen where you can amend your entry.

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

Don’t forget the Help button

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

When you return to the Logbook Overview (Pg. 13) page, you will now see the box in front of the Induction Course contains a pencil. This means that this section now contains information. Sections without the pencil contain no data.
Finding and Entering Vessel Names in Phases

When you click on Phase 2 on the Logbook Overview (Pg. 13) page you will be taken to this page.

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.

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.

Typing the first letter of the ship’s name will move you down to the ships beginning with that letter e.g. 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’.

This search method can also be used for other fields throughout the online application with drop down menus.
Adding Sea Time from your logbook

On the Logbooks Overview (Pg. 13) page, click on Phase 2 this will take you to the page where you can enter your sea time and offshore loading operations.

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. Please see Page 17 for further guidance.

IMPORTANT
Only DP sea time and offshore loading operations dated within the previous four years can be used towards the time required to gain a certificate.

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

Enter the DP certificate number and/or CoC number of the Master or Senior DPO (SDPO) who signed your entry. This should have been entered in your logbook.

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.

SHUTTLE TANKER SEA TIME — PHASE 2

Name: Mr B Wayne

Application ID: ST3-0120222016

Logbook Type: Burgundy

Logbook Number: 15ST0100268

Ship: Nautiwave 11

IMO Number: 9999999

DP Class: DP 2

Date Joined Vessel: 01/06/2015

Date Left Vessel: 25/06/2015

Trainee Rank: Master

DP System: Kongsberg K POS DP2

Master CoC or DPO Number: 65314
IMPORTANT

Only sea time and offshore loading operations dated within the previous four years can be used towards the time required to gain a certificate.

Click on the down arrow to display the list of codes.

Add the date of the offshore loading operation. This must be within the sea time filled in above.

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.

Click to save the current entry and bring up a new Phase 2 screen to enter additional sea time or offshore loading operations.

Click to save the current entry and be taken to the Phase 2 screen below.

Click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

Click on Add more Sea time to add additional sea time or offshore loading operations.

Click here to return to the Logbook Overview (Pg. 13) screen and fill out a new phase.

Enter the name of Master or SDPO who signed your entry.
Adding dates into the Task Book from your logbook

On the Logbooks Overview (Pg. 13) page, click on Task Book this will take you to the page where you can enter your dates for the tasks carried out during Phase 2.

**Green flag**
The green flag appears when you have entered a date that is within the date range of your Phase 2 entries.

**Red flag**
If you enter a date that does not match the date range of any of your Phase 2 entries, a red flag will appear. Check that you have entered the task date correctly, also check that your entries in Phase 2 are correct and amend it if necessary.

If after checking, you find that your task and/or Phase 2 dates are correct and the task has been dated outside of a DP sea time entry, you will need to complete additional Phase 2 sea time to repeat this task and have the new entry signed and dated again.

By ticking this box at the end of the page you are declaring that the tasks in your logbook have been individually signed and dated. Any entries not verified by an appropriate signature will not be counted and your application may be unsuccessful.

Click here to return to the Logbook Overview (Pg. 13) screen and fill out a new phase. Your dates will automatically save when the green flag appears.
Adding your Simulator Course from your logbook

On the Logbooks Overview (Pg. 13) page, click on Phase 3. This will take you to the page where you can enter your Simulator Course.

Enter the name of the Instructor.

Enter your Simulator Course details in the spaces provided.

By ticking these boxes you are declaring that the course entry in your logbook is signed and stamped and that you have passed your Simulator Course. Any entries not verified by an appropriate signature or stamp will not be counted and your application may be returned as unsuccessful.

Click to save the current entry and bring up a new Phase 3 screen.

Click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

Click here to return to the Logbook Overview (Pg. 13) screen and fill out a new phase.
Adding Sea Time and Offshore Loading Operations from your logbook

Order of phases:

Phase 1 - Induction Course
Phase 2 - Sea time and Offshore Loading Operations
Phase 3 - Simulator Course
Phase 4 - Sea time and Offshore Loading Operations
Phase 5 - Course A or B
Phase 6 - Sea time and Offshore Loading Operations
Phase 7 - Course A, or B
Phase 8 - Sea time and Offshore Loading Operations
Phase 9 - Sea time and Offshore Loading Operations
Phase 10 - Sea time and Offshore Loading Operations
Phase 11 - Statement of Suitability

Phases 2-8 can be completed in any order. Phase 2 must be completed before Phase 3.

For Phase 4, Phase 6, Phase 8 and Phase 10 please follow the instructions on Pages 17 to 19. The same procedures will apply when filling in this sea time and offshore loading operations. Please ensure that you fill in your course details in Phase 5 and Phase 7 instructions on how to do this are shown on the following page (Page 23).

IMPORTANT

With effect from 1st January 2017, applicants on the Shuttle Tanker training scheme will no longer be required to complete Course C previously required for this qualification.
Adding Course A or B from your logbook

On the Logbooks Overview (Pg. 13) page, click on Phase 5 this will take you to the page where you can enter Course A or B.

Don’t forget the Help button

Enter the name of Master or SDPO who signed your entry.

By ticking these boxes you are declaring that the course entry in your logbook is signed and stamped and that you have passed your Course A or B. Any entries not verified by an appropriate signature or stamp will not be counted and your application may be returned as unsuccessful.

Click here to return to the Logbook Overview (Pg. 13) screen and fill out a new phase.
Order of phases:
- Phase 1 - Induction Course
- Phase 2 - Sea time and Offshore Loading Operations
- Phase 3 - Simulator Course
- Phase 4 - Sea time and Offshore Loading Operations
- Phase 5 - Course A or B
- Phase 6 - Sea time and Offshore Loading Operations
- Phase 7 - Course A, or B
- Phase 8 - Sea time and Offshore Loading Operations
- Phase 9 - Sea time and Offshore Loading Operations
- Phase 10 - Sea time and Offshore Loading Operations
- Phase 11 - Statement of Suitability

Phases 2-8 can be completed in any order. Phase 2 must be completed before Phase 3.

For Phase 7 please follow the instructions on Page 23. The same procedures will apply.

Phase 9 is no longer required. Please leave this phase blank.

IMPORTANT
With effect from 1st January 2017, applicants on the Shuttle Tanker training scheme will no longer be required to complete Course C previously required for this qualification.

After filling in Phase 8 you will need to add your last sea time entries and offshore loading operations into Phase 10 (Pages 17 to 19) and move on to Phase 11 to fill in your Statement of Suitability details (Page 25). Phase 10 and 11 must be completed together.

Don’t forget the Help button

Please read this guidance before proceeding -> ?
Adding your Statement of Suitability details from your logbook

**Statement of Suitability**

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

The system requires either the Master’s CoC number or the Master’s DP certificate number. Both can be added. SDPO information can also be added below. If the Master is not a DPO then the SDPO should have countersigned your Phase 11.

The Statement of Suitability should be dated after ALL phases have been completed.

The vessel that the Statement of Suitability was completed on 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 Statement of Suitability form must be signed and stamped. If these are ticked and the Statement of Suitability form does not contain this information the application will be returned as unsuccessful.

Don’t forget the **Help button**

The country of issue should be added into this field.

Click to save the current Statement of Suitability entry and be taken to the List of Suitability screen (Page 26) or click here to discard the current entry (without saving) and take you back to Logbook Overview (Pg. 13) screen.

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

PHASE 11 - SUITABILITY SIGN OFF
List of Suitability

- Action
- Ship
- DPO Number
- Signed
- Instructor Name

Add Additional Suitability

Add Suitable

Back to Logbook Overview

LOGBOOKS
NI Burgundy Logbook

Enter Data for the Following Phases:

- Induction Course
- Phase 1
- Phase 2
- Task Book
- Phase 3
- Phase 4
- Phase 5
- Phase 6
- Phase 7
- Phase 8
- Phase 9
- Phase 10
- Phase 11

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

Back to Overview

Don’t forget the Help button

Click here to return to the Logbook Overview (Pg. 13) screen as shown below.

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

Click here to return to the ‘My Account’ home page (Page 11) and submit your application.
Submitting your application

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 your photo and all documents have been attached before submitting.

Don’t forget the Help button

Make Payment will be greyed out and you cannot select it until you successfully submit your application and your status changes to Eligible.
Submitting your application

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 38 to 39.

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.

IMPORTANT
If you have filled out all the information in each phase correctly and have left Phase 9 blank your status will appear as ‘Not eligible’. Please contact The Nautical Institute at dp@nautinst.org so that your application can be made manually eligible.

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

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

Please note the last item in the list Signed application only becomes available once you have successfully submitted and paid for your application. You will therefore need to tick this to confirm that you will attach a copy of the signed application. Once you have submitted and paid, please print the PDF application. Instructions are given on Pages 35 to 36.

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

Don’t forget the Help button
Don’t forget the Help button

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

You will be able to go back into your account and add/amend additional information before resubmitting to change your status to Eligible.
When you have successfully submitted your application you will see that the Status changes to **Eligible** when you return to the **My Account** home page. The **Submit Application** button is grey. This means that this step has been completed.

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.

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

The **Make Payment** option is now available to click on. Please proceed to the payment pages via this button.
Click on your chosen payment method then click on **Proceed to Payment** to complete your payment details.
Making a Payment with Barclays

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

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

Common Problems

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

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

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

Payment Information - Total Payment Value: £ 156.00

If the address showing on this page is incorrect please see Page 39.
You need to click on one of the payment methods here to continue to complete your payment.

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

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

Non PayPal Account Holders
Non PayPal account holders can make a payment using their credit or debit card or can sign up for a new PayPal account to complete the payment.
When you have successfully made your payment and return to the My Account home page, you will see that the Status has changed to Submitted/Paid. Submit Application and Make Payment are now greyed out. Meaning both of these stages of the application have now been completed.

Click on PDF Checklist Template to download and print the checklist. Once signed and completed, please scan and attach it using the Attachments button. The original signed version of this document will need to be sent in with the logbook and other supporting documents.

Don’t forget the Help button

The Certificate Date and Valid till details are still blank and will only update once a certificate has been issued.
Downloading the PDF Checklist and sending your documents

The Copy of signed application referred to in the Submit checklist, is the PDF Checklist. This only becomes available on the My Account home page when you successfully make your payment. Please print and complete this form to add to the documents to be sent in for processing.

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

Application Pack Checklist

Please make sure you have enclosed the following

- Original NI logbook
- CoC/STCW qualifications page
- Copy of your passport personal details page (to verify the correct spelling and order of your names)
- Original confirmation letters from companies for all DP sea time in Phases 2, 4, 6, 8 and 10 and for all offshore loading operations with dates and locations.
- Original course certificates for Courses A or B
- Limited DP certificate (if upgrading)
- Original PDF Checklist (if upgrading)

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

DP Department
(Shuttle Tanker Scheme)
The Nautical Institute
202 Lambeth Road
LONDON
SE1 7LQ
United Kingdom
Once we receive your documents, they are logged onto our system and placed in a queue for processing. Applications are processed in the order that they are received.

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

- **Received**  
  Sent when we have received your documents and they have been logged into our system

- **Verified**  
  Sent when your documents have been successfully processed and verified

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

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

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Error Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding NI Burgundy logbook</td>
<td>Failed to validate the LogBook Number. Please contact the DP department at <a href="mailto:DP@nautinst.org">DP@nautinst.org</a> with your full name, date of birth, logbook number and the place and date of the Induction course.</td>
<td>The logbook number is added to the account when it was opened at the training centre at the time of the 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 course was carried out, please send an email to the DP Department with scans of the personal details page (containing the logbook number) and the Induction Course page. We can then check and update the account where necessary.</td>
</tr>
<tr>
<td>Courses Induction/ Simulator / A &amp; B</td>
<td>-Centre is not accredited in the selected date</td>
<td>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 <a href="mailto:dp@nautinst.org">dp@nautinst.org</a> for assistance.</td>
</tr>
<tr>
<td>Courses Induction / Simulator / A &amp; B</td>
<td>-The date should be greater than the leaving date in previous phase and the previous phase must have at least 24 days of sea time experience.</td>
<td>The date you are trying to enter for Course A or B is not after 24 days of sea time or after 2 offshore loading operations in the previous phase. You will need to complete more sea time in the previous phase. You may be required to repeat your course. Please contact the DP Department <a href="mailto:dp@nautinst.org">dp@nautinst.org</a> for assistance.</td>
</tr>
<tr>
<td>Sea Time / Offshore Loading Operations</td>
<td>-A Phase with same dates already exists</td>
<td>You have either duplicated an entry that already exists, or are trying to enter sea time within dates that already exist in your application. Please re-check the information that you are entering against the information already on your account and in your logbook.</td>
</tr>
<tr>
<td>Sea Time / Offshore Loading Operations</td>
<td>-Failed to validate ship and DP class</td>
<td>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 Phase pages. Please note that you can check the dates for a specific vessel that we have on our database by going to: <a href="http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/">http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/</a></td>
</tr>
<tr>
<td>Suitability</td>
<td>The ship name for the entry in Phase 10 does not match with the ship name you have entered in Phase 11. You may be required to redo your Phase 11. Please contact the DP Department at <a href="mailto:dp@nautinst.org">dp@nautinst.org</a> for assistance.</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Registering</td>
<td>If you receive this message do not continue creating a new account using a different email address as the message means that you already have an account on our system. Instead, please contact the DP Department with the following information to request your login details:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Full name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Date of Birth</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Personal email address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Induction Course date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You must only use your personal email address or if using a company address it must be one only personal to you (e.g. <a href="mailto:Johnsmith@company.com">Johnsmith@company.com</a>) and not a shared address as other accounts may have been previously created with this address.</td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Making a Payment with Barclays</td>
<td>If the address is showing incorrectly on the payment page shown on Page 31.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the address cannot be changed use a different method of payment, such as PayPal or WorldPay. If the problem persists then this as an issue with your bank and not The Nautical Institute. Please contact your bank to amend the address.</td>
<td></td>
</tr>
</tbody>
</table>
Requirements

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

This letter must match the following criteria:

- Contain information based upon the vessel deck logs, DP logs and internal DP information. The company should only provide letters when they can confirm the actual DP time completed for the required offshore loading operations and not only time on board the vessel. The confirmation letter is a secondary check on the time completed and if required, should be able to provide evidence to The Nautical Institute to prove that the time was on DP. Please note that confirmation letters cannot be based upon the DP information in the individual’s logbook only. The Nautical Institute reserves the right to request copies of the information used to verify the DP offshore loading operations and prepare the confirmation letter before a certificate is issued;

- Be written by the shipping company on original company headed paper, which must also include the company contact details; a direct email address for the signatory should be provided as it enables us to contact them easily if further verification is required;

- Company logos must be of a high resolution and appear clear. Letters received with logos that appear pixelated and/or blurry will not be accepted by The Nautical Institute;

- Contain the company’s official stamp or seal;

- Signed and stamped by the Operations Manager, Marine Superintendent or other position directly involved with the operations of the vessel, whose full name and job title must also appear on the letter under their signature. (*Letters signed by Masters, Agency staff and HR personnel are not acceptable*).

- Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience);

- State that the applicant has *trained/worked as a DPO on board the vessel(s) listed for the time listed*;

- The following information must be included for each sea time entry: Vessel name, GRT, IMO number, DP class, trip dates (from and to), total days on DP, DPO’s rank and dates on DP for the offshore loading operations;

- Confirm the total time the applicant has performed as a DP operator on board the vessel(s).

- Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating circumstances;

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

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

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

Samples of the confirmation letters can be found on our website along with editable Word versions templates.

For further information, contact:
DP Department, The Nautical Institute, 202 Lambeth Road, LONDON SE1 7LQ, UK
Tel  +44(0)20 7928 1351
Fax  +44(0)20 7401 2817
Email dp@nautinst.org  Website www.nialexisplatform.org