

Shuttle Tanker Scheme

Frequently Asked Questions

Below is a list of the questions The Nautical Institute are most often asked by DPOs currently working through the Shuttle Tanker Training Scheme to become certified DP Operators. Please read through them carefully below before contacting The Nautical Institute, as they will answer most of your questions about the DP Operator's training scheme.

Please ensure that you complete your logbook correctly, as failure to do so may result in your application being rejected and you having to complete additional sea time and/or retake courses.

Minimum Requirements

- What are the minimum requirements to start the Shuttle Tanker Scheme?

Completing the scheme

- What do I need to complete in order to apply for my Shuttle Tanker Restricted certificate
- I started my training in 2014 or before. Can I transfer to the new scheme?
- Why do I only have four years to complete my DP training?
- What is the definition of sea time for the Shuttle Tanker scheme?
- Who needs to sign off my DP sea time?
- How many days do I need to complete to be issued with a certificate?
- Where can I take the Induction and Simulator courses?
- What are the courses A, B and C?
- Where are the courses available?
- What happens if I fail the examination?
- Must all the phases be completed in the correct order?
- Can I use time from before my Induction course towards my certificate?
- What class of vessel must I complete my shuttle tanker training on?
- Does all of my sea time have to be only when the vessel is engaged in DP operations?
- Must I complete all of my training on board a shuttle tanker to qualify for a shuttle tanker DP certificate?
- Can I only obtain a Shuttle Tanker DP certificate if I only work on board shuttle tankers?
- I have an entry in my logbook that has not been signed. What should I do?
- Can I reduce the amount of practical sea time required for the Shuttle Tanker scheme?
- Can I use correction fluid (white-out) to amend dates in my logbook?
- Can I use time not recorded in my logbook?
- My company won't provide a confirmation letter. What should I do?

Application Processing

- How will The NI verify the logbooks and task sections?
- Can I accrue DP time whilst my logbook is at the NI offices?
- What do the statuses on my account mean?
- Will my certificate have a validity date?
- Can you send me a copy of my certificate before it is sent out?
- Why can't I have my documents sent back to a Russian/Chinese home address?
- Why can't I have my documents sent back to a PO Box address?
- Do I need to continue to log my DP time after my certificate has been issued?

Task Section

- What is the Task Section of the logbook?
- When do I need to complete the Task sections?
- Who needs to sign the task section?

Applying Online

- How do I apply?
- How much will the application cost?
- Can I pay via bank transfer or cheque for my DP certificate?
- I am getting the error message 'Fail to validate ship date and class'. What does this mean?
- What do I need to submit to The Nautical Institute when I have completed my training?
- Where do I send my documents once I have applied online?
- Is the certificate going to have the word LIMITED or UNLIMITED once printed?

CONVERTING

- When can I convert the Shuttle Tanker restricted certificate into Offshore Limited or Unlimited certificate?
- Can I convert the DP limited or Unlimited certificate already issued by the NI to a Shuttle Tanker certificate?

MINIMUM REQUIREMENTS

What are the minimum requirements to start the Shuttle Tanker Scheme?

Following the 2010 Manila amendments to the STCW Convention and Code, The NI has implemented the following criteria for entry onto the DP Operators Training Scheme:

The minimum qualification is set at STCW Regulation II/1 - II/2 - II/3 Deck, Regulation III/1 – III /2 – III/3 – III/6 Engine and Regulation III/6 for ETOs

STCW	DEFINITION
II/1 Deck	Officers in charge of a navigational watch on ships of 500 GRT or more.
II/2 Deck	Master and chief mate on ships of 3,000 GRT or more.
II/3 Deck	Officers in charge of a navigational watch and of Masters on ships of less than 500 GRT.
III/1 Engine	Officers in charge of an engineering watch in a manned engine-room or designated duty engineers in a periodically unmanned engine-room.
III/2 Engine	Chief engineer officers and 2nd engineer officers on ships powered by main propulsion machinery of 3,000kW propulsion power or more.
III/3 Engine	Chief engineer officers and 2nd engineer officers on ships powered by main propulsion machinery of between 750kW and 3,000kW propulsion power.
III/6 ETO	Electro-Technical Officer

Alternative appropriate **marine vocational qualifications (MVQs)** will be considered on a case by case basis. The Nautical Institute defines an MVQ as *a non-STCW Certificate of Competency issued by a white list Maritime Administration for use in the administration's local waters only.*

Naval Officers with appropriate watch keeping qualifications and those whose qualification can be found on the approved list may be accepted into the training scheme without pre-approval or reference to NI. The approved list can be found on the website <http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/>. It is recommended that training centres and prospective DPOs check the qualifications with the NI in case of any doubt.

If you hold an MVQ which is not found on our approved list and you would like to start the scheme please complete the approval form and email it to dp@nautinst.org with the relevant documentation. This can be found at <http://www.nialexisplatform.org/dp-help-page/shuttle-tanker/forms-documents/>.

Officer trainees (Cadets or ratings on a defined training programme)

Shuttle Tanker Scheme

Frequently Asked Questions

Prospective DPOs who are in the process of training for an initial STCW or MVQ certificate can start the DP scheme and complete the Induction course, 24 days sea time with 2 offshore loading operations and task sections or Phase 2 of the Shuttle Tanker scheme.

CADETS: Once candidate holds an appropriate STCW Certificate of Competency, subsequent phases shall be completed.

COMPLETING THE SCHEME

What do I need to complete in order to apply for my Shuttle Tanker Restricted certificate?

Phases 1, 10 and 11 are fixed phases and cannot be moved. Phases 2-8 can be done in any order, but Phase 2 (seatetime days and offshore loading operations) must be completed before Phase 3 (Simulator Course) is attended.

- Phase 1. DP Induction Course
- Phase 2. 24 days sea time + 2 offshore loading operations + completion of all Task Sections
- Phase 3. DP Simulator Course
- Phase 4. 24 days sea time + 2 offshore loading operations
- Phase 5. Course A or B
- Phase 6. 24 days sea time + 2 offshore loading operations
- Phase 7. Course A or B (whichever has not been completed in Phase 5)
- Phase 8. 24 days sea time + 2 offshore loading operations
- Phase 9. This phase has been removed from the scheme.
- Phase 10. 24 days sea time + 2 offshore loading operations
- Phase 11. Statement of Suitability

Phase 9 (Course C) has been removed from the Shuttle Tanker training scheme and will not be needed for the initial issue of the Shuttle Tanker DP Certificate. Course C will only be required for the conversion of a Shuttle Tanker DP Certificate to an Offshore DP Certificate.

When all phases have been completed, a confirmation letter should be obtained from the company confirming the sea time and the offshore loading operations. A template for this letter is available on our [website](#).

I started my training in 2014 or before. Can I transfer to the new scheme?

Yes. You will need complete the Request to Join the Shuttle Tanker scheme form and return this to the NI with copies of the relevant documents. The NI will then confirm which phase of the training you should enter into. Please contact the DP department directly for the form or more information.

Why do I only have four years to complete my DP training?

The training time limit has reduced from five years to four years for the new scheme in line with the reduced amount of DP time which is needed for the certificate.

Shuttle Tanker Scheme Frequently Asked Questions

What is the definition of sea time for the Shuttle Tanker scheme?

The Shuttle Tanker sea service days are not the same as those in the Offshore Scheme. The Shuttle Tanker sea time days are considered the days from embarking to disembarking the DP Shuttle Tanker. However, the times recorded for the Offshore Loading Operations should be done while the vessel is operating in DP mode. Although there is no active or passive time in this definition, the task section is designed to cover both the shuttle tanker and offshore training schemes. As a result, some of the tasks sections do specify that they need to be done in DP active mode.

Note about Shuttle Tanker DP Operations – offshore loading operations not conducted with the DP system in use shall not be counted as Offshore Loading Operations within the Training and Certification scheme.

Who needs to sign off my DP sea time?

Your DP sea time and offshore loading operations must be signed off by the Master of the vessel. Each recorded DP sea time record entry must also be initialled individually by the same Master whose details and signature appears at the bottom of each page. Entries that have not been signed cannot be counted towards the required 120 days DP sea time.

If you are the trainee DPO and the Master on board, you are able to sign off your own sea time in your logbook. The certified DPO will need to sign the tasks off and then you will be able to sign as the Master below each of the task sections.

How many days do I need to complete to be issued with a certificate?

The new Shuttle Tanker scheme requires 120 days sea time in total with 4 courses to complete and 10 offshore loading operations. These must be done within the set phases. Please see question

What do I need to complete in order to apply for my Shuttle Tanker Restricted certificate?

Where can I take the DP Induction and DP Simulator courses?

Please check our website for the latest list of [accredited training centres](#).

What are Courses A and B?

COURSE A: One or two day training courses provided by the manufacturers of position reference systems. These courses are recognised by the NI but not accredited by us.

COURSE B: This is a 5 day simulator training course with a total of 30 hours of instruction that concentrates on shuttle tanker specific behaviours and includes exercises for a range of offshore loading installation types. This course is accredited by the NI.

Where are the courses available?

To check where the courses can be completed, please check the Accredited Training Centre List which is available on our [website](#). This will hold the most up to date information.

Shuttle Tanker Scheme Frequently Asked Questions

What happens if I fail the examination?

If the Induction or Simulator examination is failed you will have two additional chances to retake the test. The first is within 24 hours at the same training centre where the Induction course was taken. If the second attempt is failed you have six months to retake the examination and this can be done at any training centre.

Must all the phases be completed in the correct order?

No. The only phases that are fixed are Phases 1, 10 and 11. The other phases can be completed in any order, with the exception of Phase 2, which must be completed before Phase 3 (DP Simulator Course). This is due to the trainee DPO needing to gain some experience before moving onto the DP Simulator course. The task section must also be completed before attending the course.

Can I use time from before my Induction course towards my certificate?

No. In the Shuttle Tanker Scheme, time completed before the DP Induction course cannot be used for the application.

What class of vessel must I complete my shuttle tanker training on?

You can complete your training on board any DP class shuttle tanker vessel provided it has been given a DP class notation by a classification society that was valid during the time you completed your DP sea time. The vessel should be classed either as DP1, DP2 or DP3.

Does all of my sea time have to be only when the vessel is engaged in DP operations?

The phases of sea time consist of 24 days sea time and 2 offshore loading operations. The sea time days are counted as the time that you are on board the vessel, and the offshore loading operations are when the vessel is using DP. For each sea time phase, both of these criteria must be met before continuing with the next phase. If, for example, you are on board for 24 days, but only complete 1 offshore loading operation, you will need to complete additional sea time to log the second offshore loading operation before moving on to another phase.

Must I complete all of my training on board a shuttle tanker to qualify for a shuttle tanker DP certificate? Yes. At the DP Induction Course phase, you must make the decision whether you wish to obtain a Shuttle Tanker Restricted DP Certificate or an Offshore DP Certificate. This dictates the scheme that you are on and the type of logbook you will be issued with. Please note that the way that the schemes are calculated is different. Please see the question [What is the definition of sea time for the Shuttle Tanker scheme?](#)

Can I only obtain a Shuttle Tanker DP certificate if I only work on board shuttle tankers?

No. If you wish to obtain an Offshore DP certificate you need to complete all of the requirements of the Offshore DP certification scheme including 120 DP days as defined in the offshore scheme. This may be more difficult on a shuttle tanker vessel due to only the operations where DP is used for a minimum of two hours being able to be counted.

I have an entry in my logbook that has not been signed. What should I do?

You need to contact the master of the vessel from that time period in order to have the entry signed. Any entries in the logbook which are missing the signature or ship stamp will not be counted towards the application.

Can I reduce the amount of practical sea time required for the Shuttle Tanker scheme?

No. The Sea time Reduction Course is taken as part of the Shuttle Tanker Scheme but it is one of the mandatory phases. The required sea time for this training scheme cannot be reduced from this.

Can I use correction fluid (white-out) to amend dates in my logbook?

No. Any dates that have been altered with correction fluid may automatically make your application unsuccessful. If there is a simple mistake, please put a line through and have the correct information entered. Please then have the Master sign next to the correction so that it shows he is aware of it.

If you are not sure, please check our logbook guides which are available on our website. Please contact the DP department (dp@nautinst.org) for any further clarification if needed before sending your documents in.

Can I use time not recorded in my logbook?

No. All DP sea time and offshore loading operations to be used in the application must be recorded in your NI logbook. Any time used in the application which is not logged in the NI logbook will not be counted towards the certificate and may result in your application being rejected.

My company won't provide a confirmation letter. What should I do?

Unfortunately all sea time and offshore loading operations being claimed for an application do need to be confirmed on a letter from the company. Any time which does not have a confirmation letter cannot be used. If you are unable to obtain this letter, the DP sea time will need to be redone.

APPLICATION PROCESS

How will The NI verify the logbooks and task sections?

Dates in the task sections and offshore loading operations will be verified against dates of joining and leaving the vessel according to the dates logged in the DP logbook.

The offshore loading operations must be done with the vessel in DP active mode only. As a result, the dates logged for Offshore loading operations must be within the dates claimed in active mode on the task book. Both of these dates shall be within the dates joined and left the vessel as claimed by DPOs.

Can I accrue DP time whilst my logbook is at the NI offices?

No. Only time whilst you are in possession of your logbook can be claimed. Any time claimed whilst your logbook is in our office will not be counted towards the application.

What do the statuses on my account mean?

In Progress – the applicant is currently filling in the online application.

Eligible – the applicant is only able to make the payment for the application once the status has changed to eligible. Please be aware of the error messages that show on the account.

Shuttle Tanker Scheme Frequently Asked Questions

Submitted/Paid – the applicant has completed the online application and made the payment. The original documents should now be sent into our office along with the signed PDF Checklist which can be downloaded from the account main page.

Received and in progress – the application has been received in our office and is currently in the queue for processing.

Query Raised – a query has been raised on your application. Either you or your company has been contacted for more information.

Certificate Issued – the application has been processed and the DP certificate has been issued. The documents will be sent back to the address on the account via courier.

Unsuccessful – the application contains errors and/or is missing information. The communication note should be checked on the account and once the logbook has been returned, it should be checked through against our documents in order to rectify any issues.

Will my certificate have a validity date?

Yes. The Nautical Institute now issues a validity date on all certificates. The certificate will be valid for a period of five years. At the end of the five years, you will need to revalidate this certificate. Please ensure that during the five years, you are logging your DP time ready to use for revalidation. Please see our revalidation page on our [website](#) for more information.

Can you send me a copy of my certificate before it is sent out?

It is The Nautical Institute's policy not to forward copies of issued certificates to DPOs. Once the certificate is printed, it will be despatched back to the address on the application.

Why can't I have my documents sent back to a Russian/Chinese home address?

This is a requirement from our couriers. They are unable to deliver to Russian/Chinese home addresses. Please ensure that you enter either a Russian/Chinese company address, or a home address other than Russia/China. Please also provide the company registration number for the return address. This will stop any delays when sending your documents back to you.

Please note that all deliveries to Crimea have also been stopped by our courier.

Why can't I have my documents sent back to a PO Box address?

Our courier requires a signature on delivery which is why the delivery address cannot be a PO Box address. There must be someone physically at the address to sign for the documents. If you are going to sea and there will be no one at home, please ensure that you provide an alternative address that we can send your documents to.

Do I need to continue to log my DP time after my certificate has been issued?

Yes. You should continue to record your time in your logbook as you will need to provide evidence of DP time when the certificate is due for revalidation. If you run out of room in your logbook, a DP Revalidation logbook is available to purchase. For more information, please go to the Revalidation page of our [website](#).

TASK SECTION

What is the Task Section of the logbook?

The new Shuttle Tanker Scheme has designated tasks with 11 sections in the logbook with individual tasks. These tasks must all be completed before attending the DP Simulator Course. If the tasks have not been completed before attending the DP Simulator Course, the applicant will have to restart the training at Phase 2 of the scheme.

When do I need to complete the Task sections?

The Task Section of the logbook must be completed during Phase 2 of the Shuttle Tanker Training Scheme. If the tasks are not completed, you will not be permitted to attend the DP Simulator Course.

Who needs to sign the task section?

Each task item must be completed and signed by the certified DPO on board the vessel who has been assigned to supervise you. If the Master is the assigned certified DPO on board he/she must still complete and sign each item individually. The Master must also complete the Master's sign off at the end of each task section.

If there is no certified DPO on board the vessel, the tasks cannot be signed off and additional time will need to be completed before moving onto the next Phase of the scheme (Phase 3).

If you are the trainee DPO and also the Master on board, the certified DPO will need to sign the tasks off and then you will be able to sign as the Master below each of the task sections.

APPLYING ONLINE

How do I apply?

You will need to apply online before sending your documents into The Nautical Institute office. Please check our Help section for the online application guide. There are also help buttons on all pages of the online application to guide you.

How much will the application cost?

Up to date prices for all schemes can be found on our webpage

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

Can I pay via bank transfer or cheque for my DP certificate?

No. You must apply online before sending your documents into our office. The payment must be done through the Alexis Platform. The online payment system is linked to the PDF Checklist which becomes available on the account once the payment is made.

Applications made without the payment online may be sent back as unsuccessful via standard post (un-trackable).

I am getting the error message 'Fail to validate ship date and class'. What does this mean?

This error message means that we do not hold the classification certificate for the vessel you are entering for the date you were on board. You can check the dates that we have for the vessel on our webpage: <http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/>.

If we are missing the information or the vessel has changed class, please forward a copy of the classification certificate for the vessel for the time required to dp@nautinst.org. We aim to update the vessel information as soon as possible to allow people to continue with their applications.

What do I need to submit to The Nautical Institute when I have completed my training?

All applicants must submit:

1. Original DP logbook
2. Copy of CoC and passport
3. Original course certificates for courses A and B
4. Original signed letters from companies confirming the sea time and offshore loading operations dates and location.
5. Signed PDF form (received when online application is complete)
6. Any additional supporting documents

Where do I send my documents once I have applied online?

Please send all relevant documents into our offices at the below address:

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

Is the certificate going to have the word LIMITED or UNLIMITED once printed?

No. The Limited or Unlimited endorsed certificate only applies to the Offshore Training Scheme. The certificate for Shuttle Tanker will be printed as: 'RESTRICTED TO SHUTTLE TANKERS of classes 1, 2 and 3'

CONVERT

When can I convert the Shuttle Tanker restricted certificate into Offshore Limited or Unlimited certificate?

If you have been issued with a Shuttle Tanker DP certificate you can convert to an Offshore DP certificate at any time. Please see our [Certification document](#) for more information on converting.

Can I convert the DP Limited or Unlimited certificate already issued by the NI to a Shuttle Tanker DP Certificate?

For those DP Operators holding a Limited or Unlimited certificate already issued by The Nautical Institute and who wish to convert to the Shuttle Tanker restricted certificate the following requirements must be met:

- Participation and record of at least 18 offshore loading operations and one set of annual trials (or FMEA) within a five-year period.
- If less than 18 offshore loading operations but more than 6, re-start the training process again at level 9, but specify training course B prior to the 24 days on board the shuttle tanker.
- If less than 6 offshore loading operations in the five-year period, the DPO should re-start the above process at the Simulator course (Phase 3)
- Where these revalidation requirements specify participation in annual trials or a FMEA test within a five-year period, in exceptional circumstances this requirement may be fulfilled by participation in an additional simulator course (such as Offshore Loading Ph3) in lieu of the trials, completed during this five-year period.

Please ensure that you check the PDF Checklist for the documents that you should send in.

Can I buy a Shuttle Tanker logbook?

If you are the holder of an Offshore certificate and wish to convert to the Shuttle Tanker scheme you are able to buy a Shuttle Tanker logbook. If you are required to restart the scheme at Phase 3, the logbook can be purchased from the training centre where the course is undertaken. If the course does not need to be retaken, the logbook can be purchased from the NI. Please see the information on our website for what you will need to do.