The information contained in this document relates to the Dynamic Positioning Operator’s Offshore Training Scheme only unless otherwise specified and is to be used in conjunction with the grey coloured A5 (14.8cm x 21cm) size Nautical Institute DP logbook, which is issued to trainee DPOs starting the Offshore Training Scheme on or after 1 January 2015. The new Offshore Training Scheme was introduced on 1 January 2015 and forms part of The Nautical Institute’s Dynamic Positioning Operator’s Training and Certification Scheme. Other schemes under this umbrella scheme are:

- Shuttle Tanker training
- Conversion
- Revalidation

This guide is designed to assist you, as a trainee 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 Offshore Training scheme. 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 “DP Accreditation and Certification Scheme”, which is available to download from our website, as this contains comprehensive information on the Offshore Training 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 scheme you are undertaking.

Declaration

This Logbook Guide supersedes any previous versions for the New Offshore Scheme and applies to all applicants who have not yet been issued with a DP certificate. This also applies to any applicant who is upgrading their Limited certificate to an Unlimited/Full DP certificate.

Four Year Validity Period

In order to avoid deterioration of your skills during the training period, all elements of the DP training scheme must be completed within 4 years. The 4 year rule applies for those who enter into the scheme from January 2015.

When applying for the certificate and submitting documents to the NI, ALL components of the programme (shore-based courses, DP sea time, task sections, Statement of Suitability form and other elements) must have been completed within the previous 4 years. If any of the training phases fall outside of the 4 year validity period, you will be required to repeat the expired training phase.

The four year validity period is calculated by the date your completed application documents are received by The Nautical Institute at our premises in London, after you have firstly applied online as described below.

**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 trainee 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.

**Restricted to Unclassed DP Certificate**

This type of certificate will be issued if you have accumulated all of your DP sea time on board unclassed DP vessels matching the definition above. Further details can be found in the document DP Accreditation and Certification scheme, which can be found via the DP Help Page on the Alexis Platform website.

**DP Sea Time Day**

One DP sea time day can be counted if you, as the trainee DPO, are involved with Active or Passive DP training for a minimum of two (2) hours per day claimed. A maximum of 25% DP sea time days can be Passive time, but 75% of the total DP sea time claimed must be done in Active mode. Passive mode can only be used in the 60 day period after between the Induction and Simulator courses.

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

**Minimum Qualification Requirement**

Please read the document “DP Accreditation and Certification scheme” available via the following link.
http://www.nialexisplatform.org/dp-help-page/offshore-dp-scheme/scheme-details-and-requirements/ under New Scheme Details for full details of the minimum entry requirement to start the scheme.

Prospective DPOs with alternative appropriate Marine Vocational Qualifications (MVQs) will not need an authorisation letter from The Nautical Institute to start the training scheme if their MVQ is listed on the approved list. The approved list is available on The NI Alexis Platform website via the following link http://www.nialexisplatform.org/dp-help-page/offshore-dp-scheme/guidance-application/ under the New Scheme list of documents.

Applying for a DP Certificate

Online Applications

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 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 original logbook and other required application documents to be sent to The Nautical Institute (mailing address on back page) for processing. If you are unable to find the document on your My Account home page, please contact the DP department.

Please read the new Offshore Training Scheme FAQs for a list of documents required to successfully apply for your DP certificate.

Wherever you see this symbol in this document, it will provide useful tips specifically for completing your application online. Please also read our New Offshore Scheme - Online Application Guide, which contains step by step instructions on how to complete your online application.

Delivery of Documents

We solely work with our contracted couriers, DHL to return documents. The cost is included in the application fee when completing the online application process.

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

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

Please visit our website for the current 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-dp-scheme/forms-documents/ (UK and Europe are subject to an additional charge on the courier fee due to VAT, which is beyond The Nautical Institute’s control.) To order replacement documents, please print and complete the duplicate document and credit card forms, which are available on our website.
Each logbook has a unique number and barcode. Make a note of your logbook number and keep it in a safe place.

Please note the new website address for DP accreditation and certification

www.nialexisplatform.org
Online Application Tips

- Please ensure you type your name using the correct capitalisation, eg.
  - JOE ADAM BLOGGS
  - joe adam bloggs
  - Joe Adam Bloggs
  as this is how it will appear on your certificate.

Note: Please ensure that if your have any special characters in your name that these are inputted correctly. Do not use black capitals to complete online applications.

You will need to provide two 35x45mm size photographs of yourself taken within the last 6 months. The training centre will attach one here and stamp it with the training centre’s official stamp. They will retain the other photograph for their records.

The details on this page should be written clearly by the training centre in BLOCK CAPITALS.

You will need to register online before taking the Induction course examination. This is so that the training centre can register you for the examination.

You will need to keep a note of the email address and password that you used to register as your application must be made on the same account. This is because the result of your examination is automatically added to your account.

If you are a member or have previously been a member or bought books from The Nautical Institute, you will already have a customer number.

If you do not know your customer number, please contact the DP department.

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

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.

Your Details

All details below are mandatory to be completed in full.
If you upgraded your CoC, have a new passport issued or changed your name, please complete this section.

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 logbook.
Phase A—DP Induction Course

This page will be completed by the centre instructor once you complete your Induction course (Phase A). Please check it has been signed, dated, stamped and that the certificate number has been added. Contact the relevant training centre if any of the items have not been completed or are incorrect.

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

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

Please note: The four year validity restriction is based on 48 months and not a calendar year. (e.g. If you attended the Induction course on 15th February 2015, The Nautical Institute will have to receive your completed application before 15 February 2019).

Repeating the Induction course

You will be required to repeat the Induction course if you have not yet been issued with a Limited or Unlimited DP Offshore certificate and;

1. it is older than four years (48 months) or;
2. the course has not yet reached its four year expiry limit but you are unable to apply to The Nautical Institute for us to receive your application documents before the expiry date has been reached due to special circumstances.

You will also need to repeat your 60 days DP sea time in Phase B and tasks if they have or will expire as described above.

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

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.

Please ensure the entries are fully completed

Phase A  DP Induction Course
For those being re-introduced to the subject

Centre: MARINE BLUE CENTRE
Date Completed: 04/01/2015
Course certificate No: 000000
I hereby certify that the holder of this logbook has satisfactorily completed the DP Induction Course and has passed the examination
Signed: ________________________________
Print Name: HENRY SAUCE
Training Centre stamp: ________________________________

INDUCTION COURSE: When applying for the certificate, all components of the programme must have been completed within the previous 48 months.

Phase A  DP Induction Course repeated (after 4 years)

For those being re-introduced to the subject

Centre: MARINE BLUE CENTRE
Date Completed: ________________________________
Course certificate No: ________________________________
I hereby certify that the holder of this logbook has satisfactorily completed the DP Induction Course and has passed the examination
Signed: ________________________________
Print Name: ________________________________
Training Centre stamp: ________________________________
**Phase B - DP Sea Time Records**

**60 days DP sea time records**
This is where you record your DP sea time gained after successfully completing the Induction course. There is also an example of how to complete your DP sea time record in your logbook in “How to complete this logbook.”

A new page must be used for each separate trip.

**Ship 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.

**Trainee details**
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.

**Insufficient space**
Each page has enough space for 10 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.

**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 trip required to qualify for a DP Offshore certificate.

**Active and Passive DP sea time**
A maximum of 25% DP sea time days can be Passive time, but 75% of the total DP sea time claimed must be done in Active mode.

Only Passive mode time completed in Phase B can be counted towards the total DP sea time required for a DP Offshore certificate. All DP sea time within Phase D must be Active.

**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 start and end 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.

**Unused spaces**
Unused spaces should be crossed out by the Master.

**Excess DP sea time taken before the Simulator course**
DP sea time gained in excess of the required 60 days can be counted towards the total 120 days required. However, you must complete a minimum of 30 DP sea time days after the Simulator course.

**Note to Trainee 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.

**Master’s details**
The Master must only complete this section once all of the DP sea time for the trip has been completed.
Tasks Sections
There are 11 sections within the tasks. All tasks are mandatory unless otherwise specified in the task row.

ALL tasks must be completed within the DP sea time recorded in Phase B and must be completed before taking the Simulator course.

Any tasks completed after the Simulator course will result in you having to restart the training scheme on Phase B and complete all of the subsequent phases again.

There is information in each task row section instructing you on which DP mode the tasks in that section can or must be completed in, eg. Passive, Active, engines and thrusters running.

Please read the instructions for the tasks on pages 94 and 95 very carefully and ensure that both the Senior DPO and Master completing the task sections also read it carefully to ensure they know how to complete these sections correctly.

Tasks signatories
Each item must be completed by the qualified and certified DPO assigned to supervise you. If the Master is the assigned certified DPO on board he/she must still complete and sign-off each item individually as well as the Master’s sign-off at the end of each task section.

Each task item must be individually dated and signed and must contain the DPO’s certificate number. Block signatures and dates are not permitted and will result in the application being made unsuccessful.

Example 1: Where the Master of the vessel is a certified DPO
In the example on this page, Gregory Gripen, who is the Master, is also the certified DPO on board. He therefore has to sign off the individual tasks as well as the individual task section—Master’s sign-off at the end of the Section.
There is information in each task row section instructing you on which DP mode the tasks in that section can or must be completed in, eg. Passive or Active, engines and thrusters running.

**Individual task section—Master’s sign-off**

Each section within the tasks has its own sign-off page, which must be completed by the Master only once the items within the Section have been completed.

If the sections are not completed fully and correctly, you will need to carry out further Phase B sea time to complete the tasks correctly.

**Example 1: Where the Master of the vessel is a certified DPO—continued**

Gregory Gripen, who is the Master and certified DPO on board has signed off the tasks on this page and the previous pages (see page 8). As the Master of the vessel, he also has to sign off the Individual task section—Master’s sign off at the end of each section for the dates he was the Master on board.

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### Phase B - Task Section

<table>
<thead>
<tr>
<th>SECTION 3: Locate and identify the essential elements of the DP system. Refer to vessel AREA or Vessel DP operations manual. This section can be completed during Passive DP operation.</th>
<th>Initial training</th>
<th>Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Operator stations. The physical location of the operator stations should be noted with regard to how they fit in with the rest of the manouevring controls.</td>
<td>Certified Senior DPO’s signature</td>
<td>Certified DPO’s certificate number</td>
</tr>
<tr>
<td>2. DP controller/controls. Note their physical location.</td>
<td>21/02/15</td>
<td>0000</td>
</tr>
<tr>
<td>3. Independent joystick system. [Complete only if fitted]</td>
<td>21/02/15</td>
<td>0000</td>
</tr>
<tr>
<td>4. UPS systems. Note their physical location and the breakers that power the system.</td>
<td>21/02/15</td>
<td>0000</td>
</tr>
<tr>
<td>5. Meters of propulsion. Note the layout of the propulsion on the vessel, propellers, azimuth thrusters, tunnel thruster or any other thruster type fitted.</td>
<td>21/02/15</td>
<td>0000</td>
</tr>
<tr>
<td>6. Reference systems. Note which systems are fitted to the vessel and their location.</td>
<td>21/02/15</td>
<td>0000</td>
</tr>
<tr>
<td>7. Environmental sensors. Note the number and the location of the sensors fitted to the vessel.</td>
<td>21/02/15</td>
<td>0000</td>
</tr>
<tr>
<td>8. Draw a DP layout diagram. The bracken should be able to identify the layout of the system layout diagram needed to set the system, show the relationship between all the system elements, and their power supplies.</td>
<td>Date: 29/01/15</td>
<td>0000</td>
</tr>
</tbody>
</table>

---

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

This applies to all the pages within the Tasks Sections.

---

**Initial training**

<table>
<thead>
<tr>
<th>Master’s signature: Gregory Gripen</th>
<th>Date: 29/01/15</th>
<th>Master’s name: Gregory Gripen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s CoC: 000000</td>
<td>CoC country issued: XXXXXXXXXXXX</td>
<td></td>
</tr>
</tbody>
</table>
Individual task section—Master’s sign-off
Each section within the tasks has its own sign-off page, which must be completed by the Master.

If the sections are not completed fully and correctly, you will need to carry out further Phase B sea time to complete the tasks correctly.

Example 2: Leonard Rind is the Master on board but is not a certified DPO. In this case, the individual tasks have been signed off by the assigned certified DPO on board, C Wharf, and the Individual task section—Master sign off has been completed by Leonard Rind.
This page will be completed by the training centre instructor once you complete your Simulator course (Phase C).

You can only advance onto the Simulator course once you have completed all of the required DP sea time and tasks within Phase B.

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

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

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

Please note: The four year validity restriction is based on 48 months and not a calendar year. (e.g. If you attended the Simulator course on 15th February 2015, The Nautical Institute will have to receive your completed application before 15 February 2019).

Repeating the Simulator course
You will be required to repeat the Simulator course if you have not yet been issued with a Limited or Unlimited DP Offshore certificate and;

1. it is older than four years (48 months) or;
2. the course has not yet reached its four year expiry limit but you are unable to apply to The Nautical Institute for us to receive your application documents before the expiry date has been reached.

When you repeat the Simulator course the training centre will not provide you with a new logbook, but instead the details of the repeated course will be added to the section at the bottom of this page. Please check that the training centre has signed, dated and stamped the course.
Sea Time Reduction Course (STR)
This is not a mandatory course but it enables you to reduce the amount of practical DP sea time needed to obtain a DP Offshore certificate by 30 days. It can be taken directly after the Simulator course without any need for practical DP sea time in between.

Restrictions:
• Only one course will be counted towards your total required DP sea time needed to obtain a DP Offshore certificate.
• Cannot be taken before the Simulator course.
• Cannot reduce the minimum 60 days DP2/3 DP sea time requirement to obtain an Unlimited DP Offshore certificate.
• Cannot be used to upgrade a Limited DP certificate to an Unlimited.
• Cannot replace the minimum of 30 days DP sea time required before your Statement of Suitability (Phase E can be signed off by the Master before sending your documents to The Nautical Institute to apply for your certificate.

Full details of the sea time reduction course are contained in the document DP Accreditation and Certification Scheme, available on the NI Alexis Platform website, in the Offshore section of the DP Help Page. www.nialexisplatform.org.
Please DO NOT write on this page. This is for use by the training centres only.
**New Offshore Scheme Logbook Guide**

**Phases D - DP Sea Time Records**

**60 days DP sea time records**
This is where you record your DP sea time gained after successful completion of the Simulator course. There is also an example of how to complete your DP sea time record in your logbook in "How to complete this logbook." A new page must be used for each separate trip.

**Ship 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.

**Trainee details**
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.

**Insufficient space**
Each page has enough space for 10 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.

**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.

**Active and Passive DP sea time**
All DP sea time recorded within Phase D must be Active. For details on Passive mode please see Phase B (page 7).

**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 start and end 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 (e.g. 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 gain a DP Offshore certificate, upgrade or revalidate.**

**Unused spaces should be crossed out by the Master.**

**Your total number of days on DP and number of hours need to be written in these boxes.**

**Note to Trainee 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.
Applying for an Unlimited DP Offshore Certificate

- A minimum of 120 days DP sea time of which at least 60 DP days must be completed on board a DP2 or 3 class vessel.
- The last 30 days of the total DP sea time required, must be completed on board a DP2 or 3 vessel in active mode; and the statement of suitability must be signed off and stamped by the Master of this last DP2/3 vessel.

If you wish to obtain an Unlimited DP Offshore certificate, you must fulfill the following requirements:

1. A minimum of 120 days DP sea time of which at least 60 DP days must be completed on board a DP2 or 3 class vessel.
2. The last 30 days of the total DP sea time required, must be completed on board a DP2 or 3 vessel in active mode; and the statement of suitability must be signed off and stamped by the Master of this last DP2/3 vessel.

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 for a DP Offshore 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 qualify for the type of DP Offshore certificate you wish to obtain. Only DP sea time dated on or before the date of your Statement of Suitability can be used towards your required time needed for a DP Offshore 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.

Trainee DPO 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.

Trainee DP Operator’s name

Your name must be written here

LEONARD RIND

JOE ADAM BLOGGS

UNITED KINGDOM

08/10/15

If the Master is the Trainee DPO the certified DPO must complete and sign the form in the spaces indicated that the Master of the vessel should sign.

The Trainee DPO/Master must then sign and complete the form in the spaces provided for the Trainee DPO details.

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.

Countsignture 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.
Upgrading — 60 days DP2/3 time
This page is for upgrading from a Limited DP Offshore certificate to an Unlimited. Please see the instructions on the previous page on how to complete the Statement of Suitability correctly.

If you have not yet been issued with a DP certificate of any kind, the Statement of Suitability on page 192 must be used.

Upgrade Applications
If you are applying to upgrade your Limited DP certificate, please ensure this Statement of Suitability Upgrade form is completed fully and that it bears a DP2 or 3 vessel stamp. For the full requirements on how to upgrade your Limited certificate to a Full/Unlimited, please visit the DP Help Page Guidance & Application via The Nautical Institute’s accreditation and certification website at www.nialexisplatform.org for full requirements on how to upgrade your Limited certificate to a Full.

If the Master signing the Statement of Suitability does not hold a valid DP certificate, the form must be countersigned by a certified DPO. The DPO should write his certificate number under his name.

Vessel stamp
To upgrade your Limited DP certificate to an Unlimited, you must obtain your required DP sea time on board a DP2 or 3 vessel and your Statement of Suitability upgrade form must be signed off on the same vessel to qualify for an Unlimited certificate.
Requirements

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

This letter must match the following criteria:

- Contain information based upon the vessel deck logs, DP logs and internal DP information. The company should only provide letters when they can confirm the actual DP time completed and not only time on board the vessel.
- The confirmation letter is a 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 days 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;
- 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;
- Signed and stamped by the Operations Manager, Marine Superintendent or other position directly involved with the operations of the vessel, whose full name and job title must also appear on the letter under their signature. (Letters signed by Masters, Agency staff and HR personnel are not acceptable). Signatures and stamps must be ink originals, not digital scans;
- Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience);
- State that the applicant has trained/worked as a DPO on board the vessel(s) listed 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 confirm the individual dates on DP.
- Confirm the total time the applicant has performed as a DP operator on board the vessel(s). This must also include the seagoing familiarisation period (Section B of the Old Offshore scheme and Phase B of the New Offshore scheme);
- Limited DPO certificate holders upgrading to Unlimited certificates only need to provide confirmation of DP watchkeeping time gained after their Limited certificates were issued;
- Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating reasons.

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

Note that this letter does not replace the entries, signatures and stamps in the logbook, which 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.