



DYNAMIC POSITIONING

NEW OFFSHORE SCHEME

LOGBOOK GUIDE

OFFSHORE

VERSION 2

SEPTEMBER 2017



Introduction

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 unclassified 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

Introduction

<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

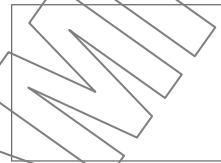
Please note that in the event of loss, the issuance of replacement documents incur charges that can be found in the 'DP Credit Card Form' on our website <http://www.nialexisplatform.org/dp-help-page/offshore-dp-scheme/forms-documents/> (UK and Europe are subject to an additional charge on the courier 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.

Inside Front Cover

Dynamic Positioning Training Logbook

for Offshore Scheme
2015 edition

Logbook number:



Each logbook has a unique number and barcode. Make a note of your logbook number and keep it in a safe place.



The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, United Kingdom is a registered Charity Number 1002462, and registered as a Company Limited by Guarantee Number 2570030. VAT Number 547 9635 93.

www.nautinst.org

Please note the new website address for
DP accreditation and certification

www.nialexisplatform.org

Personal Details

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.

2 Personal details

Your Details

All details below are mandatory to be completed in full



Logbook number

Logbook issued to (full name): JOE ADAM BLOGGS

Address: 23 BLOGG STREET
SOUTHAMPTON
HANTS

Country: UNITED KINGDOM Post code: SO14 1PJ

Phone number (inc. country code): +44(0)1234 555 555

Date of birth: 25/01/1976

Passport number: 987654321

CoC number: 1234567


CoC country: UNITED KINGDOM

CoC date of issue: 24/11/2014

Logbook issued by (training centre): MARINE BLUE CENTRE

NI Customer number: 89XXX

Signature of Holder: JBloggs

 **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 you have any special characters in your name that these are inputted correctly. Do not use black capitals to complete online applications.

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It is also very important that you take care to ensure that your name is typed correctly. The Nautical Institute assumes no responsibility for spelling errors and a fee may be charged for reprinting documents.

Change of Personal Details

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

Personal details 3

Change of name, CoC or Passport:

Change of name:

Passport number:

CoC number:

CoC country:

CoC date of issue:

Change of address and contact details

Address:

.....

.....

Country: Post code:

Email:

Phone number:

Address:

.....

.....

Country: Post code:

Email:

Phone number:

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

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).

Phase A: DP Induction Course 23

Logbook

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 *H Sauce*

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 4 years.

Phase A DP Induction Course repeated (after 4 years)
(for those being re-introduced to the subject)

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:

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.

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.

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 time required to qualify for a DP Offshore certificate.

Example

13/02/15	1	P	AH	[Signature]
14/02/15	4	P	AH	[Signature]

24 Phase B: DP sea time records

Phase B 60 days DP sea time records

Ship's stamp	IMO number	DP equip class	DP system make and model
	1234567	DRI	KONGSBERG SDRU

Trainee details		Period onboard (dates)	
Rank:	Location:	From:	To:
Trainee DPO/2nd Officer	Singapore	05/01/15	27/02/15

DP sea time				
DP Sea Time Day (one day per entry)	Number of Hours	Active or Passive	Activity Code	Master's Initial
07/01/15	5	P	AH	[Signature]
17/01/15	5	A	AH	[Signature]
20/01/15	2	P	AH	[Signature]
29/01/15	11	A	AH	[Signature]
10/02/15	8	A	AH	[Signature]
14/02/15	4	P	AH	[Signature]
15/02/15	6	A	AH	[Signature]
Total 7		Total 59		

Master's full name	GREGORY GRIPEN		
Master's signature	[Signature]		
Master's DP cert. no.	0000	Master's CoC no.	00000000

Note to Master: uncompleted DP sea time and date fields should be crossed out. DP entries cannot be block signed, completed or stamped. DP sea time date entries without the Master's signature or initials will not be counted or validated. Dates shall be in dd/mm/yyyy format. Cadets or STCW officer training should be noted in the 'rank' cell. Activity codes as per page 22.

Master's details

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

Active and Passive DP sea time

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.

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.

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.

Phase B - Task Section

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.

94 Tasks

Task Sections

All the tasks are mandatory unless specified in the task row. ALL tasks must be completed before the DP Simulator Course and **not be block signed**. Repeated training to be completed only when required.

1. DP sea time date – this must be within the DP sea time days logged on phase B. The master who counter signs the task section of the logbook must be the same signatory in Phase B.
2. If the ship has trainee DPOs onboard, the company has a responsibility to have a qualified DPO onboard to supervise the training.
3. That qualified DPO may be a permanent member of the ship's staff or a DP consultant sailing with the ship whilst training is being undertaken, and is responsible for signing off each task when completed satisfactorily.

4. A Master not qualified as a DPO, whilst ultimately responsible for the ship and all onboard, cannot be expected to know whether the training has been conducted properly unless advised by a qualified DPO.
5. Once the Master has been given this advice, has checked the logbook and assessed the performance of the trainee as a DP watch-keeping officer / ship handler, he can countersign each task section when it is fully completed.
6. If the Master is the certified DPO onboard, then a note shall be made in the logbook (p122) and the Master's DP certificate number must be provided for verification. The Master still must sign off each task item individually in this case.

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.

SECTION 1:

Demonstrate an in-depth knowledge of all the relevant documents relating to the DP system and the Statutory and Class requirements and industry Best Practice recommendations. This section only to be completed for documents found onboard.

Candidates should have a thorough knowledge of the DP system documentation carried on the vessel. They should understand the reason for these documents, the requirements to comply with their content and to keep them up to date. They should confirm having read and signed the vessel's FMEA and DP operations manuals.

This section can be completed during Passive DP sea time

1.1 DP CLASS REQUIREMENTS:

	Initial training		Repeated training (if required) or to be used for conversion from Unclassified to Limited/Unlimited Certificate			
	DP sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number	DP sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number
1.1.2 Annual trials. Be aware of the content and purpose of this document	20/01/15	<i>[Signature]</i>	0000			
1.1.3 Capability plots. Be aware of why these are produced and their interpretation	20/01/15	<i>[Signature]</i>	0000			
1.1.4 Class required DP checklists. Be aware of what checklists must be completed at each stage of the DP operation	20/01/15	<i>[Signature]</i>	0000			
1.1.5 Vessel DP operations manuals. Be aware of the DP manual and have a general understanding of what it contains	20/01/15	<i>[Signature]</i>	0000			

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.

Phase B - Task 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.

SECTION 3: Locate and identify the essential elements of the DP system. Refer to vessel FMEA or Vessel DP operations manual. <i>This section can be completed during Passive DP seetime</i>	Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited Certificate			
	DP sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number	DP sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number
3.1 Operator stations. The physical location of the operator stations should be noted with regard to how they fit in with the rest of the manoeuvring controls	29/01/15	<i>[Signature]</i>	0000			
3.2 DP controller/controllers. Note their physical location	29/01/15	<i>[Signature]</i>	0000			
3.3 Independent joystick system. (Complete only if fitted)	29/01/15	<i>[Signature]</i>	0000			
3.4 UPS systems. Note their physical location and the breakers that power the DP system	29/01/15	<i>[Signature]</i>	0000			
3.5 Means of propulsion. Note the layout of the propulsion on the vessel, propellers, azimuth thrusters, tunnel thrusters or any other thruster types fitted	29/01/15	<i>[Signature]</i>	0000			
3.6 Reference systems. Note which systems are fitted to the vessel and their location	29/01/15	<i>[Signature]</i>	0000			
3.7 Environmental sensors. Note the number and the location of the sensors fitted to the vessel	29/01/15	<i>[Signature]</i>	0000			
3.8 Draw a DP layout diagram. The trainee should be able to roughly reproduce the DP system layout diagram in the DP manual, to show the relationship between all the system elements, and their power supplies	29/01/15	<i>[Signature]</i>	0000			

Initial Training	Repeated Training
Master's signature: <i>[Signature]</i> Date: 27/02/15	Master's signature: _____ Date: _____
Master's name: GREGORY GRIPEN	Master's name: _____
Master's CoC: 000000 CoC country issued: XXXXXXXXX	Master's CoC: _____ CoC country issued: _____

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.

Phase B - DP Simulator Course

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).

124 Phase C: DP Simulator Course

Phase C DP Simulator Course

Centre MARINE BLUE CENTRE

Date Completed 13/06/2015 Course certificate No. 000000

I hereby certify that the holder of this logbook has satisfactorily completed the DP Simulator Course and has passed the examination

Signed 

Print Name HENRY SAUCE

Training Centre stamp:



SIMULATOR COURSE: When applying for the certificate, ALL components of the programme must have been completed within the previous 4 years.

Phase C DP Simulator Course repeated (after 4 years or for conversion of DP certificates)

Centre

Date Completed Course certificate No.

I hereby certify that the holder of this logbook has satisfactorily completed the DP Simulator Course and has passed the examination

Signed

Print Name

Training Centre stamp:

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

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.

Sea Time Reduction Course 125

Sea Time Reduction Course (optional)

.....

Centre

Date Completed Course certificate No.

I hereby certify that the holder of this logbook has satisfactorily completed the Sea Time Reduction Course

Signed

Print Name

Training Centre stamp:

Sea Time Reduction Course repeated (after 4 years)

.....

Centre

Date Completed Course certificate No.

I hereby certify that the holder of this logbook has satisfactorily completed the Sea Time Reduction Course

Signed

Print Name

Training Centre stamp:

If you choose to take a sea time reduction course, your initial course details will be added here.

Repeating the Sea Time Reduction Course
Repeated STR course details will be entered here by the training centre.

Training Centre Use Only Page

Please DO NOT write on this page. This is for use by the training centres only.

126 For training centres use only

For training centres' use only

SAMPLE

Phase D - DP Sea Time Records

60 days DP sea time records

This is where you record your DP sea time gained after successful completing 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.

Example 1

13/02/15	1	P	AH	[Signature]
14/02/15	4	P	AH	[Signature]

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 (eg. 17/01/15—20/01/15). Dates written in this format will not be counted even if each of those days were on DP.

DP sea time entries without the Master's signature will not be counted towards the time required to gain a DP Offshore certificate, upgrade or revalidate.

Passive sea time completed after the Simulator course cannot be counted.

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.

Phase D: DP sea time records 127

Phase D 60 days DP sea time records

Ship's stamp	IMO number	DP equip class	DP system make and model
	1234568	DP2	KONGSBERG SDP21

Trainee details		Period onboard (dates)	
Rank:	Location:	From:	To:
Trainee DPO/2nd Officer	Singapore	18/06/15	01/07/15

DP sea time				
DP Sea Time Day (one day per entry)	Number of Hours	Active or Passive	Activity Code	Master's Initial
20/06/15	5	A	AH	[Signature]
21/06/15	2	A	AH	[Signature]
22/06/15	3	A	AH	[Signature]
24/06/15	7	A	AH	[Signature]
25/06/15	2	A	AH	[Signature]
28/06/15	6	A	AH	[Signature]
29/06/15	9	A	AH	[Signature]
30/06/15	3	P	AH	[Signature]
01/07/15	4	A	AH	[Signature]
Total	9	Total	41	

Master's full name: RAYMOND RAVI	Master's signature: [Signature]
Master's DP cert. no. _____	Master's CoC no. 0000000000

Note to Master: uncompleted DP sea time and date fields should be crossed out. DP entries cannot be block signed, completed or stamped. DP sea time date entries without the Master's signature or initials will not be counted or validated. Dates shall be in dd/mm/yyyy format. Cadets or STCW officer training should be noted in the 'rank' cell. Activity codes as per page 22.

Master's details

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

Phase E - Statement of Suitability

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

The Statement of Suitability must be signed off and stamped by the Master of the last vessel recorded in your logbook before applying to The Nautical Institute 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.

Applying for an Unlimited DP Offshore Certificate

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

- 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.

192 Phase E: Statement of Suitability form

Phase E Statement of Suitability form for an officer to undertake full watch-keeping responsibility onboard a DP vessel

I, Captain LEONARD RIND verify that

(Trainee DP Operator's name) JOE ADAM BLOGGS

has completed the DP Operator's logbook and DP tasks to my satisfaction and has demonstrated in my opinion that he/she is capable to undertake DP watch-keeping duties, in particular:

- Possesses an adequate knowledge of DP;
- Knows the underlying principles of DP;
- Can take control of the DP system in normal operational conditions;
- Understands what to do in an emergency;
- Understands the operational procedures onboard and can safely operate the vessel's DP system.
- Has Bridge team work behaviour and communication skills required for safe DP operations.

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

Master's signature Date 08/10/15

Master's CoC no./DP certificate no. Country of issue UK

Countersigned by Senior DPO C. WHARE


Senior DPO's DP certificate no. 00000 Date 08/12/15

Trainee DP Operator's signature JAB

CoC no. 1234567

Country of issue UNITED KINGDOM

Ship's stamp



The information contained here is that on which a certificate to practice will be issued and The Nautical Institute takes a serious view of false information being submitted, or false endorsement by Competent Officer/Master. The penalty for doing so can lead to suspension or cancellation of a DP certificate for up to five years. The Nautical Institute reserves the right to take further action if applicable. Verification may be sought on any information contained in this document.

On completion of the logbook and satisfactory completion of the relevant courses, a DP Operator's Offshore certificate will be issued by The Nautical Institute. The operator should forward the logbook to: The DP Department, The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, UK

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.

Trainee DP Operator's name
Your name must be written here

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.

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

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

Phase E - Statement of Suitability

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.

Phase E: Statement of Suitability upgrade form 193

Phase E Statement of Suitability Upgrading form from a limited to an unlimited certificate

Suitability of officer to undertake full watch-keeping responsibility on board a DP vessel

I, Captain verify that
(Trainee DP Operator's name)

has completed the DP Operator's logbook and DP tasks to my satisfaction and has demonstrated in my opinion that he/she is capable to undertake DP watchkeeping duties in particular:

- i. Possesses an adequate knowledge of DP;
- ii. Knows the underlying principles of DP;
- iii. Can take control of the DP system in normal operational conditions;
- iv. Understands what to do in an emergency;
- v. Understands the operational procedures on board and can safely operate the vessel's DP system.
- vi. Has Bridge team work behaviour and communication skills required for safe DP operations.

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

Master's signature Date

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

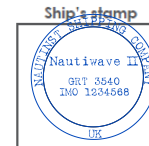
Countersigned by Senior DPO

Senior DPO's DP certificate no. Date

Trainee DP Operator's signature

CoC no

Country of issue



The information contained here is that on which a certificate to practice will be issued and The Nautical Institute takes a serious view of false information being submitted, or false endorsement by Competent Officer/Master. The penalty for doing so can lead to suspension or cancellation of a DP certificate for up to five years. The Nautical Institute reserves the right to take further action if applicable. Verification may be sought on any information contained in this document.

On completion of the logbook and satisfactory completion of the relevant courses, a DP Operator's Offshore certificate will be issued by The Nautical Institute. The operator should forward the logbook to: The DP Department, The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, UK

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 a 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.

DP Sea time confirmation letter

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;
- 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). 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.

20 December 2015

DP Department
The Nautical Institute
202 Lambeth Road
LONDON
SE1 7LQ
UK

Dear Sir/Madam

DP Sea time Confirmation

We hereby certify that Joe Adam Bloggs (DOB: 25/01/1976) is employed by Nautinst Shipping as a Second Officer/Trainee DP Operator on board our vessels.

We have checked his/her DP sea time against our records and verify that the entries below minimum requirements of the DP Operator's Training and Certification Scheme; that for each 'Dates on DP', the employee named in this letter has performed as a DPO for a minimum day. The sea time below has also been broken down into individual trips in line with your record.

Vessel Name	GRT	IMO No	DP Class	Trip Dates		Total Days on DP	Rank
				From	To		
Nautiwave I	3485	1234567	1	05/01/2015	27/02/2015	7	2/Off
Dates on DP 07/01/15, 17/01/15, 20/01/15, 29/01/15, 10/02/15, 14/02/15, 15/02/15							
Nautiwave II	3540	1234668	2	01/03/2015	27/03/2015	17	2/Off
Dates on DP 01/03/15, 02/03/15, 03/03/15, 04/03/15, 05/03/2015, 06/03/2015, 07/03/2015, 08/03/2015, 09/03/2015, 11/03/2015, 12/03/2015, 25/03/2015, 16/03/2015, 17/03/2015, 18/03/2015, 19/03/2015, 20/03/2015.							
Nautiwave I	3485	1234567	1	28/03/2015	28/04/2015	19	2/Off
Dates on DP 03/04/15, 04/04/15, 06/04/15, 08/04/15, 09/04/15, 10/04/15, 11/04/15, 12/04/15, 15/04/15, 16/04/15, 17/04/15, 18/04/15, 19/04/15, 21/04/15, 22/04/15, 23/04/15, 25/04/15							
Nautiwave II	3540	1234668	2	20/06/2015	01/07/2015	9	2/Off
Dates on DP 20/06/15, 21/06/15, 22/06/15, 23/06/15, 24/06/15, 25/06/15, 26/06/15, 28/06/15							

This letter is provided in support of his/her application for a DP certificate.

Yours faithfully
A N Other
Operations Manager

DP sea time confirmation letters are required by The Nautical Institute to enable us to cross-check the DP sea time recorded and signed off by the Master in your logbook against the company's records on whose vessel(s) you obtained the DP sea time.

Confirmation letters are another main reason why applications are rejected due to them not meeting the guidelines set out by The Nautical Institute.

There is a DP sea time confirmation letter template available for use via the *DP Help Page* on The Nautical Institute's accreditation and certification website www.nialexisplatform.org for your company's convenience as it contains all of the required wording and data columns needed to enable us to verify the information recorded in your logbook and confirm that you have met the DP sea time requirements.

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