



DYNAMIC POSITIONING

REVALIDATION

ONLINE APPLICATION GUIDE

OFFSHORE

VERSION 3.1

JUNE 2018



Contents

Welcome to the Revalidation Online Application Guide.

All DPOs who have been issued with a Nautical Institute DP Certificate are required to revalidate every five years. This guide has been designed to assist you in successfully revalidating your DP Certificate via the NI Alexis Platform. Although we have tried to include as much information as we can in this document, it is not a comprehensive guide to the whole revalidation process. Before you start completing your online application, please visit the NI Alexis Platform to read the Revalidation documents and information available on the DP Help Page to ensure you fully understand the revalidation process, requirements and the options available to you.

Revalidation Help Page: <http://www.nialexisplatform.org/dp-help-page/dp-revalidation/>

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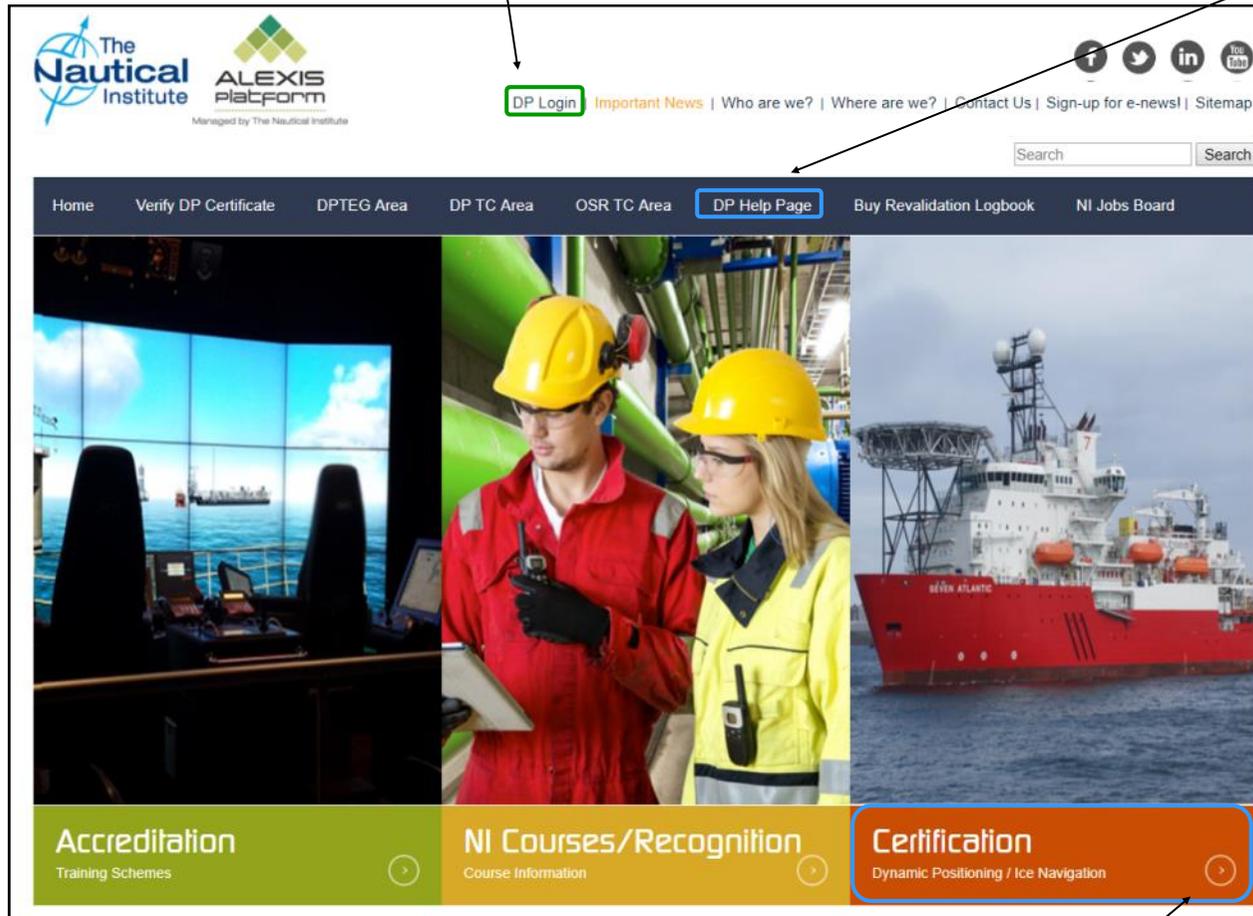
Logging into your account

Start

Go to the NI Alexis Platform website <http://www.nialexisplatform.org> and click on **DP Login** to access the DP Online application system. Once you have accepted the terms and conditions page, you will then be taken to the login page.

DP Help Page

The DP Help Page contains the requirements, guides, FAQs and downloadable forms etc. The DP Help Page is divided into the different schemes available. Click on **DP Revalidation** to access the documents relevant to revalidate your certificate.



Further information can also be found by clicking on the **Certification** button.

Logging into your account

Don't know your login details?

First, try using the '**Forgotten Password**' option on this page which will send a temporary password to the registered email address. Please note that the email address linked to your account may be an older one, so if you have access to it, check any old email accounts.

If the system does not recognise your email address when you try the '**Forgotten Password**' option, you can use the '**Revalidating but don't know your login details?**' option but this will only work on accounts where no email address is listed and will set up login details. You will need to enter some information and then a temporary password will be set up on your account.

If you cannot see the email from us with the temporary password, please check in the spam/junk folders of your email inbox of the registered address. Please also try searching the mailbox for emails from dp@nautinst.org

The temporary password will only be active until midnight the following day so please make sure that you log into your account and update your password as soon as the temporary password is provided. If you do not change the password in time, you can use the '**Forgotten Password**' option again to have another temporary password sent to you.

Login Now

- Username / Email address -

- Password -

[Forgot Password](#)

[Revalidating but don't know your login details?](#)

[Create new account](#) [Back](#) [Login](#)

ACCOUNT VERIFICATION

Please provide the details below to verify your existing account.

Last Name: *

Date of Birth (dd/mm/yyyy): *

Certificate Number: *

Certificate Issue Date (dd/mm/yyyy): *

Vessel Familiarisation was Completed on: *

Email address: *

[Verify my details](#)

If you are revalidating you already hold an account with us **DO NOT OPEN A NEW ACCOUNT.** This will cause a delay in being able to apply.

This '**Revalidating but don't know your login details**' option is a new verification function on our website. We previously asked you to email the DP Department with these details so that we can verify and update your account. You can now enter the information directly onto the webpage and the system will check and verify your details.

This will only work for those accounts which do not have an email address linked to it, so please make sure that you try the 'Forgotten Password' option first.

Please note that if you send these details to the DP Department, you will be directed back to the website.

My Account Home Page—Overview

Status and Category

When you log into your account for the first time to revalidate, your status will read **Certificate Issued** and the category **New**, as this was the first application.

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

If you do not fully complete and submit the application, the next time you log into your account the **'Revalidate (Old Scheme)'** option will no longer be there. Instead, you will see the **'Complete application'** option as shown below. Please click on this to continue with your application.

If you do not see the option to revalidate, please contact the DP department for assistance. Please **do not start a new application** at this stage.

The screenshot shows the 'MY ACCOUNT' page with the following elements:

- Logos for The Nautical Institute and ALEXIS Platform.
- Header: 'MY ACCOUNT' and 'Update your personal details' link.
- Options: Upgrade (Old Scheme), **Revalidate (Old Scheme)** (highlighted), Convert to Shuttle Tanker.
- Latest application table:

Date	Application ID	Status	Category
03/10/2015	050-010	Certificate Issued	New
- Buttons: Attachments, Submit Application, Make Payment.
- Communication Notes table:

Action	Date	Description
	01/06/2015	Query
- Attachments table:

Action	Date	Description
	28/05/2015	DP Certificate
	28/05/2015	CoC
	28/05/2015	Confirmation Letter
	28/05/2015	IMCA Logbo
- Photo upload section: 'Upload colour photo' with a 'No photo' placeholder and a green question mark icon. Below it are fields for Customer Number, Scheme (Offshore Scheme (Old)), Certificate (Offshore Unlimited), Certificate No., Certificate Date (03/10/2013), and Valid till (03/10/2018).
- Bottom section: 'Complete application' button (highlighted) and another 'Latest application' table:

Date	Application ID	Status	Category
16/05/2014	OSN-035	In Progress	Revalidate

Please click here to check your address is correct and amend where necessary.

Please note that you will be unable to update your name at this stage. When your application is processed, this will be amended to match up with the copy of the passport that is provided as part of the application.

Help is at Hand

There is a green question mark icon in the top right hand corner of each page. Hovering over the ? with the mouse brings up the help text. Please read these carefully as they contain instructions/requirements to help you complete each page correctly.

Photograph

Click on Upload colour photo title to attach your photograph.

You will need to upload a high resolution colour photograph (JPEG) that fills the 3x4cm frame. The picture should match passport requirements (i.e. formal pose, plain light coloured background) as this picture will appear on your DP certificate.

If you need to change an already uploaded photograph just click on **Update** at the top of the photograph.

This is where your current certificate details are shown. If there are no details displayed, you may be logged into an incorrect account. Please contact the DP Department for assistance.

My Account Home Page—Overview

Attachments

Once you complete adding the information to the application, click here to attach the required documents.

Latest application [Complete application](#)

Date	Application ID	Status	Category
-	050-01057/2012/2018	In Progress	Revalidate

[Attachments](#)
[Submit Application](#)
[Make Payment](#)

The maximum size per file 10 MB. If you have scanned a multiple page document that is larger than 10 MB, it will need to be split into two or more separate documents.

Please use file names that describe the document scanned eg. *'NI Logbook.pdf'* for your scanned logbook. You then need to follow the additional instructions on this page.

When you attach your files they will show here.

Communication Notes

[Enter New Communication Note](#)

Action	Date	Description
	01/06/2015	Query

Attachments (Uploads must be in PDF format)

Action	Date	Description
	28/05/2015	DP Certificate
	28/05/2015	CoC
	28/05/2015	Confirmation Letter
	28/05/2015	IMCA Logbook
	28/05/2015	NI Logbook

Payments

Action	Transaction Date	Transaction ID	Application ID	Amount
View / Print	22/05/2017	2251603	05N-03174/2017	XXX.XX

Communication Notes

If you wish to contact us regarding an issue you are experiencing with your application, you can do so by either sending an email to the DP department or by entering a communication note from your account. To add a new note click on

[Enter New Communication Note](#)

link above the Communication Notes box.

Payments

When you have successfully completed your application and made your payment, the payment details will appear at the bottom of the page.

Receipt

If you want to view or print a receipt for your payment, simply choose one of the options here.

Update Your Personal Details

Name

When revalidating, your name will be greyed out and cannot be changed.

If your first name is not showing this will not be a problem. We will update the name on your account when the application is processed and the new certificate will have your full name printed on it.

We will update your account according to your passport scan that is required for the application.

You will be able to update your title if needed.

Organisation Name

The system will only accept company names if they hold an account with The NI.

The NMD section is only to be completed by those who are converting their NMD Certificate to a Nautical Institute DP Certificate. The guidance for this can be found on the NI Alexis Platform website.

The screenshot shows the 'Update your account' form with the following fields and values:

- Personal Details:** Title: Mr, First Name: Joe, Last Name: Bloggs, Middle Name: Adam, Date of Birth: 25/01/1975, Passport Number: GB123456789, Discharge Book Number: (empty), CoC Number: (empty), Organisation Name: (empty), Job Title: (empty), Home Telephone: 02079281351, Mobile Number: (empty), Nationality: Vincentian.
- Mailing Address:** This is the address that my documents will be sent to. Mailing Address Line 1: Flat 2, Mailing Address Line 2: 23 Biogg Street, Mailing Address Line 3: (empty), Mailing Town/city: SOUTHAMPTON, Mailing Postcode: SO14 1PJ, Mailing County: Hampshire, Mailing Country: United Kingdom.
- Billing Address:** Billing address same as Mailing Address: . Billing Address Line 1: Flat 2, Billing Address Line 2: 23 Biogg Street, Billing Address Line 3: (empty), Billing Town/city: SOUTHAMPTON, Billing Postcode: SO14 1PJ, Billing County: Hampshire, Billing Country: United Kingdom.
- NMD Certificate:** NMD Certificate: (dropdown), NMD Certificate Number: (input), NMD Certificate Issue Date: (input).
- User Credentials:** Are you NI Member: Yes No, NI Membership Number: (input), Date Protection: . The information you supply will be used and stored by the Nautical Institute for administrative and certification purposes within the terms of the Data Protection Act 1998.
- Bottom Section:** Email Address: dp1@nautinst.org, User Name: dp1@nautinst.org, Password: (masked). Buttons: Update (highlighted), Cancel and go back.

These are the mailing and billing addresses for your documents. Please note that our couriers cannot deliver to PO Boxes, as the documents need to be signed for on delivery.

Delivery to addresses in Russia/China—If your documents are being sent to a company address you will also need to provide the name of the person at the company who will receive them as well as the company registration number.

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

Adding a Revalidation Course

Types of Logbooks

Black—A5 size Issued 2013-2014

Contains Logbook number in the format 121*****

Blue/Green—A6 size Issued up to 2013

Does not contain a logbook number and the system populates this field with Blu-*****

Green Revalidation—A5 size Issued from 2017

Does not contain a logbook number and the system populates this field with Rvl-*****

IMCA Dynamic Positioning—A5 size

DPVOA logbooks can also be used in this section.

You will only need to add a new DP Simulator or DP Revalidation Course into the application if you have taken it as part of the revalidation requirements.

Please read this guidance before proceeding -> ?

LOGBOOKS

NI Black Logbook Enter New / Another Black Logbook

Logbook No	Enter Data for the Following Phases:
test1515	<input type="checkbox"/> Simulator Course <input type="checkbox"/> Revalidation Course <input type="checkbox"/> Watch Keeping

NI Blue / Green (Small) Logbook Enter New / another Blue / Green Logbook

Logbook No	Enter Data for the Following Phases:
Blu-17439	<input type="checkbox"/> Simulator Course <input type="checkbox"/> Revalidation Course <input checked="" type="checkbox"/> Watch Keeping <input type="checkbox"/> DP Activities

NI Green Revalidation Logbook Enter New / Another Revalidation Logbook

Please only use this option if you hold a green revalidation logbook issued from 2017 onwards

Logbook No	Enter Data for the Following Phases:
Rvl-49	<input checked="" type="checkbox"/> Revalidation Course <input type="checkbox"/> Offshore DP Seatime <input type="checkbox"/> Shuttle Tanker OFL <input type="checkbox"/> FMEA <input type="checkbox"/> Statement of Suitability

IMCA Logbook Enter New / Another IMCA Logbook

Please only use this option if you hold an IMCA logbook

Logbook No	Enter Data for the Following Phases:
IMCA-18	<input type="checkbox"/> Revalidation Course <input type="checkbox"/> DP Sea Time

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

[Back to Overview](#)

Enter New Logbook

Only click on these options if you are adding a new logbook to your application.

If you only own one NI logbook Please **DO NOT** click on the option to Enter New/Another Blue/Green or Black Logbook.

Click on **Watchkeeping/Offshore DP seatime/DP Sea time** within the logbook already showing to add your new DP sea time.

Applying with sea time only using NI Blue/Green Logbook—Adding New Watchkeeping Time

Editing and Removing Entries

Click on  in the **Action** column on the same row as the entry you wish to edit. This will take you to the watchkeeping screen where you can amend your entry.

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

Only new entries can be edited or deleted.

WATCH KEEPING

List of Watch Keeping

Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
 	McKenny Tide	07/11/2009	30/11/2009	24	DP 2
 	McKenny Tide	14/12/2009	10/01/2010	28	DP 2
 	McKenny Tide	11/01/2010	09/02/2010	30	DP 2
 	McKenny Tide	21/02/2010	18/03/2010	29	DP 2
 	McKenny Tide	29/03/2010	30/04/2010	33	DP 2
 	McKenny Tide	09/05/2010	06/06/2010	29	DP 2
 	McKenny Tide	15/08/2010	19/09/2010	36	DP 2
 	Nautiwave I	06/01/2017	30/01/2017	25	DP 1

Back to Logbook Overview

Click on the '**Add more Watchkeeping**' option to enter the new DP sea time needed for your revalidation.

If you do not enter any additional DP sea time to your application and Submit your application you will receive an error message. The sea time must be added for the system to make the application eligible.

This list will show time that was used when you originally applied for a DP certificate.

When you add your new DP sea time, it will also appear here.

Once you select the ship's name the IMO number is automatically inserted; or the Ship's name is automatically inserted if you select the vessel by its IMO number.

You then need to add the DP Class.

Finding the Ship Name

If the vessel is not showing under the ship or IMO Number **do not use a sister ship** to complete your application, otherwise your application will be returned to you as unsuccessful. You must enter the correct information only.

The vessels are listed under their current name. If you cannot find the ship you wish to enter DP sea time for, search under the IMO number instead. If the ship is not listed on our database under its name or IMO number, please send a copy of the ship's classification certificate to the DP department at dp@nautinst.org so it can be added to our database.

Complete the remaining fields on this page. If the **Location** or **DP system** for your vessel are not listed, please leave them blank as they are not mandatory fields.

WATCH KEEPING

Please read this guidance before proceeding -> ?

Name: Mr J A Bloggs Application ID: OSO-01057/2012/2015/2015 Logbook Type: Blue Logbook Number: Blu-17439

Ship: Nautiwave I IMO Number: 9999998 DP Class: DP 1 Date Joined Vessel: 06/01/2017

Date Left Vessel: 30/01/2017 Number of Days: 25 Trainee Rank: DPO Operational Location:

DP System:

Signed (Master/Senior DPO): K Long

Signed* I have this entry stamped I have a confirmation letter for this entry

Save and Enter New Phase Save and Back to Phase Back to Logbook Overview

Only entries that have been signed and stamped in the logbook can be used towards the required time for revalidation.

Confirmation letters are only required for DP sea time dated on or after 1 January 2014.

Applying with sea time only using NI Black Logbook—Adding New Watchkeeping Time

Editing and Removing Entries

Click on  in the **Action** column on the same row as the entry you wish to edit. This will take you to the watchkeeping screen where you can amend your entry.

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

Only new entries can be edited or deleted.

WATCH KEEPING

List of Watch Keeping

Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
 	McKenny Tide	07/11/2009	30/11/2009	24	DP 2
 	McKenny Tide	14/12/2009	10/01/2010	28	DP 2
 	McKenny Tide	11/01/2010	09/02/2010	30	DP 2
 	McKenny Tide	21/02/2010	18/03/2010	29	DP 2
 	McKenny Tide	29/03/2010	30/04/2010	33	DP 2
 	McKenny Tide	09/05/2010	06/06/2010	29	DP 2
 	McKenny Tide	15/08/2010	19/09/2010	36	DP 2
 	Nautiwave I	06/01/2017	30/01/2017	25	DP 1

Back to Logbook Overview

Click on the **Add more Watchkeeping** option to enter the new DP sea time needed for your revalidation.

If you do not enter any additional DP sea time to your application and Submit your application you will receive an error message. The seetime must be added for the system to make the application eligible.

This list will show time that was used when you originally applied for a DP certificate.

When you add your new DP sea time, it will also appear here.

Finding the Ship Name

If the vessel is not showing under the ship or IMO Number **do not use a sister ship** to complete your application, otherwise your application will be returned to you as unsuccessful. You must enter the correct information only.

The vessels are listed under their current name. If you cannot find the ship you wish to enter DP sea time for, search under the IMO number instead. If the ship is not listed on our database under its name or IMO number, please send a copy of the ship's classification certificate to the DP department at dp@nautinst.org so it can be added to our database.

Once you select the ship's name the IMO number is automatically inserted; or the Ship's name is automatically inserted if you select the vessel by its IMO number.

You then need to add the DP Class.

Complete the remaining fields on this page. If the **Location** or **DP system** for your vessel are not listed, please leave them blank as they are not mandatory fields.

WATCH KEEPING

Name: Mr J A Bloggs Application ID: OSO-01057/2012/2018 Logbook Type: Black Logbook Number: test1515

Ship: Nautiwave I IMO Number: 9999998 DP Class: DP 1 Date Joined Vessel: 12/02/2017

Date Left Vessel: 20/02/2017 DP System:

Signed (Master/Senior DPO): K Smith

Signed* I have this entry stamped I have a confirmation letter for this entry

Save and Add Sea Time Save and Back to Phase Back to Logbook Overview

Only entries that have been signed and stamped in the logbook can be used towards the required time for revalidation.

Confirmation letters are only required for DP sea time dated on or after 1 January 2014.

Once the information has been added, you need to click 'Save and Add Sea Time'. This will bring up a new table underneath where the actual DP days will need to be added.

Applying with sea time only using NI Black Logbook—Adding New Watchkeeping Time

WATCH KEEPING

Name: Application ID: Logbook Type: Logbook Number:

Ship: IMO Number: DP Class: Date Joined Vessel:

Date Left Vessel: DP System: Master or Senior DPO Number: Master or Senior CoC Number:

Signed (Master/Senior DPO): Signed* I have this entry stamped* I have a confirmation letter for this entry

Enter Watch Keeping Details ?

From	To	Number of Days	Activity Code
12/02/2017	19/02/2017	8	Supply

Page 1 of 0 View 1-1 of 1

The entries that are added in the Watchkeeping Details must be dated within the time listed as date joined and date left. Dates outside of this will not be able to be saved.

For the black logbook, these dates can be added in groups, but all the dates in the group must be DP days.
E.g. if you were onboard from 12th—20th but only on DP on 12th, 13th, 14th, 18th, 19th and 20th they will need to be entered in two groups:
 12th-14th and 18th-20th

Once all the information has been added you can click 'Save and Back to Phase.'

At the bottom of the watchkeeping details, there are options to delete, add, edit save and cancel. You will need to select the row first if you want to edit or delete the information.

Adding New Watchkeeping time— IMCA Logbooks

Do not add your IMCA logbook here. This is for the NI's black logbook only and you will not be able to verify your IMCA logbook number.

LOGBOOKS

NI Black Logbook [Enter New / Another Black Logbook](#)

Logbook No	Enter Data for the Following Phases:
test1515	<input checked="" type="checkbox"/> Simulator Course <input type="checkbox"/> Revalidation Course <input type="checkbox"/> Watch Keeping

NI Blue / Green (Small) Logbook [Enter New / another Blue / Green Logbook](#)

Logbook No	Enter Data for the Following Phases:
Blu-17439	<input type="checkbox"/> Simulator Course <input type="checkbox"/> Revalidation Course <input checked="" type="checkbox"/> Watch Keeping <input type="checkbox"/> DP Activities

NI Green Revalidation Logbook [Enter New / Another Revalidation Logbook](#)

Please only use this option if you hold a green revalidation logbook issued from 2017 onwards

Logbook No	Enter Data for the Following Phases:
Rvl-49	<input checked="" type="checkbox"/> Revalidation Course <input type="checkbox"/> Offshore DP Seetime <input type="checkbox"/> Shuttle Tanker OPL <input type="checkbox"/> FMEA <input type="checkbox"/> Statement of Suitability

IMCA Logbook [Enter New / Another IMCA Logbook](#)

Please only use this option if you hold an IMCA logbook

Logbook No	Enter Data for the Following Phases:
IMCA-18	<input type="checkbox"/> Revalidation Course <input checked="" type="checkbox"/> DP Sea Time

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

[Back to Overview](#)

When you click on Enter New/Another IMCA logbook from the Logbooks Overview page you are taken to the page below.

From the Logbooks Overview page, click on **DP Sea Time** to add new DP entries from your IMCA/DPVOA logbook.

This is the number on the inner title page near the front of your IMCA/DPVOA logbook. If you have a new IMCA logbook, you may not have a number and you can tick the box below the logbook number field.

LOGBOOK

Enter Logbook Details

Name: Application ID: Logbook Type:

Logbook Number *

I don't have a logbook number

[Save and Back to Logbook](#) [Back to Logbook Overview](#)

Click to save and return to the Logbook Overview page.

Click to return to the Logbook Overview page without saving.

Adding New Watchkeeping Time— IMCA Logbooks

DP time recorded in days

If the DP time in your IMCA logbook is only recorded in days, you currently need to enter your time for each entry in hours also.

DP time required to revalidate is a minimum of 2 hours per day at the DP desk. In order to calculate your time in hours, you will need to multiply the total **Number of Days** by 2. e.g. 22 days x2 = 44 hours.

DP time recorded in hours

If you have recorded your DP time in your IMCA logbook in hours, enter the number of hours here.

The hours recorded in an individual's logbook will be divided by 2 to get the number of DP days that the person has obtained in the last 5 years. This produces the formula below:

$(\text{Total number of hours for each embark} / 2h) = X$

Where X cannot be more than the number of days of that embarkation.

The 2 hours comes from the definition of DP sea time for the offshore industry.

Mode

Please choose whether you were on Active or Passive mode. Please note only Active DP time can be used towards the minimum DP sea time to revalidate a DP certificate.

Please read this guidance before proceeding -> ?

DP SEATIME

Enter DP SeaTime Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-01057/2012/2015	IMCA	123456
Ship: *	IMO Number: *	DP Class: *	From: *
Nautical Tide	9223708	DP 2	29/03/2015
To: *	Number of Days:	Rank:	DPO Country:
19/04/2015	22	DPO First Officer	United Kingdom
Mode:	Activity Codes:	Number of Hours (h):	
Active	Anchor Handling	44	

Signed (Master/Senior DPO): Gregory Gripen

When you have finished adding all of your entries click here.

Only entries that have been signed and stamped in your logbook can be used towards the time required to revalidate your DP certificate.

Signed* I have this entry stamped*

Save and Enter New Phase ✓ Save and Back to Phase Back to Logbook Overview

Click to save the current entry and bring up a new **DP Sea Time** screen to enter additional DP sea time entries.

Click to save the current entry and be taken back to the IMCA logbook DP Sea Time List screen (top of next page).

Adding New Watchkeeping Time— IMCA Logbooks

This page shows you all the watchkeeping time you have added from your IMCA logbook.

DP SEATIME

Please read this guidance before proceeding -> ?

List of DP SeaTime Add more DP SeaTime

Action	Ship	DP Class	Signed	Master Name
 	Nautical Tide	DP 2	Y	Gregory Gripen

[Back to Logbook Overview](#) 

Click here to return to the **Logbooks Overview** page.

LOGBOOKS

Please read this guidance before proceeding -> ?

NI Black Logbook

Enter New / Another Black Logbook

Action	Logbook No	Enter Data for the Following Phases:
		

NI Blue / Green (Small) Logbook

Enter New / another Blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
	Blu-17439	<input type="checkbox"/> Simulator Course <input type="checkbox"/> Revalidation Course <input type="checkbox"/> Watch Keeping <input type="checkbox"/> DP Activities

NI Green Revalidation Logbook

Enter New / Another Revalidation Logbook

Action	Logbook No	Enter Data for the Following Phases:
	Rvl-49	<input type="checkbox"/> Revalidation Course <input type="checkbox"/> Offshore DP Seatime <input type="checkbox"/> Shuttle Tanker OFL <input type="checkbox"/> FMEA <input type="checkbox"/> Statement of Suitability

IMCA Logbook

Enter New / Another IMCA Logbook

Action	Logbook No	Enter Data for the Following Phases:
	123456	<input type="checkbox"/> Revalidation Course <input type="checkbox"/> DP Sea Time

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

[Back to Overview](#) 

Click here to return to the **My Account** Home page.

Revalidation Options for DP Professionals—Applying with DP Sea Time and DP Activities

Please read this guidance before proceeding -> ?

LOGBOOKS

NI Black Logbook Enter New / Another Black Logbook

Action	Logbook No	Enter Data for the Following Phases:

NI Blue / Green (Small) Logbook Enter New / another blue / Green Logbook

Action	Logbook No	Enter Data for the Following Phases:
	Blu-17439	<input type="checkbox"/> Simulator Course <input type="checkbox"/> Revalidation Course <input type="checkbox"/> Watch Keeping <input type="checkbox"/> DP Activities

NI Green Revalidation Logbook Enter New / Another Revalidation Logbook

Action	Logbook No	Enter Data for the Following Phases:
	Rvl-49	<input type="checkbox"/> Revalidation Course <input type="checkbox"/> Offshore DP Seatime <input type="checkbox"/> Shuttle Tanker OFL <input type="checkbox"/> FMEA <input type="checkbox"/> Statement of Suitability

IMCA Logbook Enter New / Another IMCA Logbook

Action	Logbook No	Enter Data for the Following Phases:
	123456	<input type="checkbox"/> Revalidation Course <input type="checkbox"/> DP Sea Time

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

[Back to Overview](#)

Entering Data for the following Phases

Adding **Watchkeeping**—Click on Watchkeeping to enter DP sea time to your application. Read page 10 onwards for instructions on how to do this.

Adding **DP Activities**—Click on DP Activities to enter qualifying time under this category.

Revalidation Options for DP Professionals—Adding DP Activities

Activities From and To Dates
 You need to enter the start and end dates for each activity. E.g. DP Instructors need to enter the dates of each of the classes they teach.
 Please see page 15 for instructions on how to enter dates.

Enter the name of the organisation you completed your activity with.

Number of days are automatically inserted.

Click to save the current entry and bring up a new **DP Activities** screen to enter additional entries.

Click to save the current entry and take you back to the current logbook DP Activities List screen (below).

Clicking here will discard the current entries (without saving) and take you back to the **Logbook Overview** page.

Confirmation letters for DP Instructors must list the dates for the actual time that they have completed. We are unable to accept letters with blocks of dates, for example, DP Instructor from 2011 to 2015. The time will need to be broken down in the same way as DP seetime.

Action	Organisation	Number of Days	Signed	Instructor Name
	BLOGGINGTON SHIPPING COMPANY	30	Y	-

Submitting your application

When you have filled in all of the DP sea time required for you to qualify to revalidate your DP certificate and have attached your photograph and all of the required documents., you should select **Submit Application**.

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Create a new application

If you are applying for revalidation of your DP certificate, but not finding the revalidation option, please contact The Nautical Institute

- New Offshore Application – Induction course before 2015 (Do not use for Revalidation)
- New Offshore Application – Induction course after 2015 (Do not use for Revalidation)
- New Shuttle Tanker Application (Do not use for Revalidation)
- NMD Conversion Application (Do not use for Revalidation)

[Complete application](#)

Latest application

Date	Application ID	Status	Category
-	05521057/2012/2015	Not Eligible	Revalidate

Attachments **Submit Application** ✓ Make Payment

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
	01/06/2015	Query

Attachments (Uploads must be in PDF format)

Action	Date	Description
	28/05/2015	NI Logbook
	28/05/2015	IMCA Logbook
	28/05/2015	Confirmation Letter
	28/05/2015	CoC
	28/05/2015	DP Certificate

Update

(Upload must be in JPEG format)
Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.

Customer Number: 44952

Scheme: Offshore Scheme (Old)

Certificate: Offshore Unlimited

Certificate No. 18384

Certificate Date: 11/10/2010

Valid till: 11/10/2015

Make Payment is greyed out and not available until you successfully submit your application and your status changes to **Eligible**.

Submitting your application

Latest application Complete application

Date	Application ID	Status	Category
-	OSO-01057/2012/2015	In Progress	Revalidate

Attachments Submit Application Make Payment

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

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

Please note that the **application checklist** only becomes available once you have successfully submitted and paid for your application. You will need to tick this to confirm that once the payment has been completed, the form will be printed, signed and then a copy attached to the account.

Please read this guidance before proceeding ->

SUBMIT

Please confirm if you have scanned and attached the following:

- Full pages of DP and IMCA Logbooks if held(original to be sent in with application) *
- Copy of passport personal details page *
- Copy of NI certificate (original to be sent in with application) *
- I will attach a copy of the signed application once I have made the online payment (original to be sent with application) *
- Copies of additional course certificate (if applicable)
- All confirmation letters for any seetime claimed after 1st January 2014

Submit Application Cancel

Please ensure you attach a scan of your original DP certificate.
Additional Section C and F forms are not required for Revalidation but you still need to tick these to be able to submit your application.

If you receive an error message when you click on submit, please read the message carefully and check the part of your application it is referring to and make amendments where necessary.

If you have fully checked your application and believe you have completed it correctly, but are still receiving the error message, please contact the DP department for assistance.

The most common error message received is shown below and is caused by one of the following:

- **IMCA Logbook**—You have not entered the hours for the DP sea time entries. Please see page 12 for further details on entering DP time into the IMCA logbooks section of the online application.
- **NI and/or IMCA Logbook**—You have entered DP time in your application that is over five years old. e.g. You have an entry with sea time dates ranging from 07/07/2013—30/07/2013 and you try to submit your application on 13/07/2018. The system returns an error message because the dates 07/07/2013—12/07/2013 in the entry have passed the five year validity period and have expired. In this case you will need to delete the entire entry or adjust the entry to show only the dates that are still valid.

Please note, the DP sea time that was originally in the NI Logbook section of your application, before you started entering additional dates is not affected by the five year validity rule. This is because they are dated before the issue date of your DP certificate and the system only counts time after the certificate was issued towards your current revalidation application.

Another common issue is applicants not entering any additional time since the date their original certificate was issued.

Full pages of DP Logbook(s) *

Minimum 150 DP days sea time not completed within the last five years. If less than 150 days of DP sea time has been completed within the last five years please retake the Simulator course and a minimum of 30 days DP sea time. If no DP sea time has been completed within the last five years, please retake the Simulator course and a minimum of 60 days DP sea time.

Submitting your application

When you have successfully submitted your application and return to the **My Account** home page, you will see that the Status changes to **Eligible** and **Submit Application** is greyed out meaning this stage of the application has now been completed.

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Latest application (delete)

Date	Application ID	Status	Category
-	OSN-035	Eligible	Revalidate

Attachments **Submit Application** Make Payment



Update

(Upload must be in JPEG format)
Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.

Customer Number: Scheme: Offshore Scheme (Old)
Certificate: Offshore Unlimited
Certificate No.: Certificate Date: 11/10/2010
Valid till: 11/10/2015

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
-	-	-

Attachments (Uploads must be in PDF format)

Action	Date	Description
	29/11/2017	CCL VAT Invoice.pdf

The **Make Payment** option is now available to click on. Please proceed to the payment pages via this button.

[Complete application](#)

Latest application

Date	Application ID	Status	Category
-	OSN-035	Not Eligible	Revalidate

Attachments **Submit Application** Make Payment

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

You will be able to go back into your account and add/amend additional information before resubmitting.

Making Payment

PAYMENT SUMMARY

The Nautical Institute Dynamic Positioning certification fee* £XXX.XX

+ ADD

Try Nautical Institute membership for 12 months† £XXX.XX

All membership documents and communications will be sent to the mailing address listed in your DP Account. If you would prefer these to be sent to a different address then please enter it [here](#).

- ✓ No joining fee – save up to £25 by joining now
- ✓ No extra forms to fill out – become a member instantly
- ✓ No obligation – after 12 months you decide whether to renew or cancel your membership.

+ ADD

The Nautical Institute DP Revalidation Logbook* £XXX.XX

- ✓ Tailored to the requirements of The Nautical Institute's scheme
- ✓ Lightweight and easy to carry

TOTAL: £XXX.XX

[PROCEED TO PAYMENT](#)

* Includes 20% VAT where applicable, which will be shown automatically in all prices shown.

† In applying for membership you agree to abide by the Constitution, By-Laws and Code of Conduct of The Nautical Institute and agree to its Terms and Conditions.



Captain Jones Soares
AFNI, DPO Brazil
"I really recommend being a member of the NI"

Upgrade your future!
Become a professional member of the NI...

- ✓ Gain worldwide recognition as a maritime professional
- ✓ Stay informed through Seaways - the NI's monthly journal
- ✓ Protect yourself against criminalisation with legal fees cover
- ✓ Network with colleagues, customers and employers
- ✓ Develop your career by using the NI's CPD Online programme
- ✓ Be heard at the IMO through having a representative voice
- ✓ Enjoy big discounts on NI events, courses and books

The total amount payable will show here. This will include any additional extras that you have chosen and VAT if applicable. Click on the Proceed to Payment button to go through to the payment platforms.

When paying for the courier please ensure that you check the following:

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

Common Problems

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

PAYMENT OPTIONS











Proceed to Payment

Cancel Order

Click on your chosen payment method then click on **Proceed to Payment** to complete your payment details.

Downloading the PDF Application Form Checklist Template

When you have successfully made your payment and return to the **My Account** home page, you will see that the Status changes to **Submitted / Paid** and both **Submit Application** and **Make Payment** are now greyed out. Meaning both of these stages of the application have now been completed.

Click on **PDF Checklist Template (Revalidation)** to download and print the checklist.

Once signed and completed, please scan and attach it using the **Attachments** button.

MY ACCOUNT [Update your personal details](#) Please read this guidance before proceeding -> ?

Latest application

Date	Application ID	Status	Category
13/12/2017	OSN-035	Submitted / Paid	Revalidate

[Attachments](#) [Submit Application](#) [Make Payment](#)

Downloads

- PDF Checklist Template (Revalidation)

Communication Notes [Enter New Communication Note](#)

Action	Date	Description
	01/06/2015	Query

Attachments (Uploads must be in PDF format)

Action	Date	Description
	28/05/2015	NI Logbook
	28/05/2015	IMCA Logbook
	28/05/2015	Confirmation Letter
	28/05/2015	CoC
	28/05/2015	DP Certificate

Update

(Upload must be in JPEG format)
Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.

Customer Number
Scheme: Offshore Scheme (Old)
Certificate: -
Certificate No.
Certificate Date
Valid till: -

The **Certificate Date** and **Valid till** details are now blank. Once issued, your new certificate details will appear here.

When you have completed the online application and your documents are received in the NI offices, a letter of indemnity will be emailed to you. This will confirm that you are currently in the process of revalidating your certificate and that it is with the NI.

Once your status is showing as **Certificate Issued (and the certificate date is the current year)**, do not click on Revalidate or any other options. If you do, it will change your application status from **Certificate Issued** and prevent us from printing your certificate on the scheduled date. This will lead to delays with the return of your documents.

Downloading the PDF Checklist and sending your documents

Attachments Submit Application Make Payment

Downloads

PDF Checklist Template (Revalidation) ✓

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

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

Please complete:
 NAME: _____ DOB: _____
 CUSTOMER NO: _____



APPLICATION FOR REVALIDATION OF AN OFFSHORE CERTIFICATE

CHECKLIST FOR SUBMISSION OF DOCUMENTS - MUST BE COMPLETED

This checklist is to ensure that all mandatory documents necessary have been included in your application. Please note that you must tick and sign to confirm that the items have been included.

Failure to provide the required documentation will result in automatic rejection of your application. If this checklist has not been signed, your application will not be processed and will be sent back as unsuccessful.

MANDATORY FOR ALL REVALIDATION APPLICATIONS

I confirm that I am enclosing the docs below:

Enclosed - please tick	Officer use only
<input type="checkbox"/>	
Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>	
<input type="checkbox"/>	
Original NI Logbook(s)	
<input type="checkbox"/>	
Original IMCA logbook (if necessary)	
<input type="checkbox"/>	
Original DP certificate	
<input type="checkbox"/>	
Confirmation letter/s from company for all Revalidating DP sea time completed after 1 st January 2014 <i>This must be enclosed with your documents when submitting your application. The Institute does not accept letters delivered directly from the company and no longer accepts letters sent separately or after the date the initial application has been received.</i>	

DECLARATION
 I confirm that I read and agree with the disclaimer and terms of services provided by The Nautical Institute. I confirm that all the above ticked documents have been included in my application.
 I declare that the data contained in this application is, to the best of my knowledge, true and correct. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in the application by The Nautical Institute (including any processing necessary to establish the authenticity and validity of the issued certificate). As per disclaimer, I understand that if I have not provided the mandatory items in my application my documents will be sent back as unsuccessful/automatically without processing.

Printed Name: _____ Date: _____
 Signed: _____

The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ. Tel: +44 (0)207 928 1551 Fax: +44 (0) 207 401 2817
 Email: dp@nautinst.org Web: http://www.nautinstplatform.org

Received	Queries	Approved (Y or N)	Date	Cert. Gained

Application Pack Checklist

Please make sure you have enclosed the following

- ✓ Original DP logbook
- ✓ Original IMCA logbook (if applicable)
- ✓ Original DP certificate
- ✓ Original confirmation letters that are validating your DP sea time if claiming time on or after 1 January 2014
- ✓ Copy of your passport personal details page (to verify the correct spelling and order of your names)
- ✓ Original PDF Checklist (completed, signed and dated)

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

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

Once we receive your documents you will be sent a letter that indemnifies you for up to 3 months. This is to cover you whilst your documents are with us being processed to show your employer and official authorities that you do hold a DP certificate.

Please DO NOT write in these boxes. They are for use by The Nautical Institute only.

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.

DP sea time confirmation letters are required by The Nautical Institute for any DP sea time being used in your application dated 1 January 2014 or after.

The confirmation letter is 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.

This letter must match the following criteria:

- 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, is very helpful 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, with their full name. (*Letters signed by Masters, Agency staff and HR personnel are not acceptable*). Signatures and stamps must be ink originals, not digital scans.
- Contain the full job title of the signatory. (Not abbreviated)
- 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**.
- The following information must be included for each sea time entry: Vessel name, GRT, IMO number, DP class, trip dates (from and to), total days on DP, DPO's rank and dates on DP. Please note that for dates on DP we require each day to be written individually in *DD/MM/YY* format.
- Confirm the total time the applicant has performed as a DP operator on board the vessel(s).
- Total Days on DP and Dates on DP must only include actual DP time served on board the vessel(s). Time on leave/attending courses, or not involved in DP operations **must not be included**. Each entry in the letter must be broken down and listed as individual trips.
- Limited and Unlimited DPO certificate holders revalidating only need to provide confirmation of DP watchkeeping time gained after the 1st January 2014 as per the revalidation requirements.
- Sea time experience, gained after 1st January 2014, 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 letters 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.

Here is a sample of the letter required. This is available on our website in the Revalidation section of the DP Help Page together with an editable version in MSWord format. This 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.

[Company Headed paper]

[Date]

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

Dear Sir/Madam

Application for the Revalidation of a Dynamic Positioning Operators Certificate

We hereby certify that [DPO'S FULL NAME] ([DATE OF BIRTH]) is employed by [COMPANY NAME] as a [DPO'S RANK]/DP Operator on board our vessels.

We have verified the entries in his/her DP log book as true and correct and further certify that [DPO'S NAME] has performed as a DP Operator and completed the DP sea service on the DP class vessels listed below.

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

VESSEL NAME	GRT	IMO No.	DP CLASS	FROM	TO	DAYS ON DP	RANK
				DD/MM/YY	DD/MM/YY		

Yours faithfully

[Name]
[Job Title]

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