

ONLINE APPLICATION GUIDE

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INTRODUCTION



ABOUT THIS GUIDE

The information contained in this document relates to the initial application of Offshore Limited/Unlimited DP Certificates under the **New Offshore scheme only**.

All references to 'our website' within this guide refers to our accreditation and certification website NI Alexis Platform www.nialexisplatform.org.

This guide has been designed to assist you in applying for your initial Limited/Unlimited DP certificate via the NI Alexis Platform.

The guide is not to be used as a sole source of information for the application process. Further details of the requirements can be found in our website's New [Offshore DP Scheme](#) section in the DP Information Centre.

REQUIREMENTS FOR APPLYING

- Phase A: DP Induction Course
- Phase B: Minimum of 60 DP sea time days
- Phase B: Tasks
- Phase C: DP Simulator Course
- Phase D: Minimum of 60 DP sea time days
- Phase E: Statement of Suitability

Confirmation letter

Phases A - E must be dated within the five years previous to applying.

VALIDITY PERIOD

On 12 June 2020 the validity period for the new Offshore scheme changed from four years to five. All elements of the scheme must be completed within this timeframe. This applies to everyone on the scheme who has not yet been issued with a DP certificate.

When applying to The Nautical Institute for your certificate, you are required to repeat any item within a phase that falls outside of the validity period.

QUALIFYING DP SEA TIME

One DP sea time day can be counted if you as the DPO, are involved with active or passive DP operations for a minimum of two (2) hours per day claimed within the guidelines of the scheme.

APPLYING FOR A DP CERTIFICATE

Applying for a DP Certificate

Before sending your physical documents to us for processing it is mandatory that you apply online first.

You will need to complete the online application as explained in this document. Once you have successfully filled in your application data, attached your documents, submitted and paid for your online application you are then required to send your physical documents to the DP department at The Nautical Institute in London, UK for processing.

Any documents received without an application firstly being completed online will be returned unprocessed by standard post (untracked).

REQUIRED DOCUMENTS

- Original NI DP logbook
- Copy of passport identification page
- Original NI DP Certificate (if upgrading from a Limited DP certificate)
- Copy of CoC/MMC
- Original Confirmation letters

Please note that a credit card, debit card or PayPal account is needed to complete the online application process.

APPLICATION FEE

Please visit our website for the current [application fee](#), which is applicable to all applications.

(The UK is subject to an additional charge on the courier fee due to VAT, which is beyond The Nautical Institute's control).

DELIVERY OF DOCUMENTS

We work solely with our contracted couriers, DHL, to return documents. The processing and courier fees for the return of documents are paid when completing the online application process.

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

LOGGING INTO YOUR ACCOUNT

1 DP LOGIN

Go to the NI Alexis Platform website:

<http://www.nialexisplatform.org>

and click on **DP Login** to access the account login screen for the DP online application system.

2 DP INFORMATION CENTRE

The scheme requirements, guides, FAQs and downloadable forms, etc., can be found in the New Offshore Scheme section.

3 DON'T REMEMBER YOUR LOGIN DETAILS?

Use the '**Forgot Password**' option to be sent a temporary password to the email address registered on your account.

The registered email address may be different to the one you are currently using, so check any other email accounts too.

If you cannot find the email with the temporary password, please check the spam/junk folders and try searching the mailbox for emails from 'Nautical Institute'.

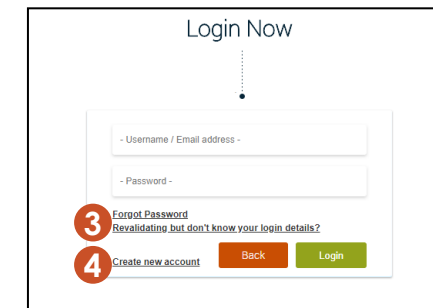
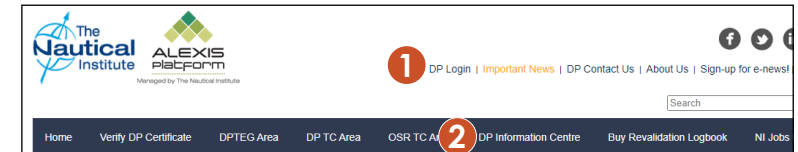
The temporary password will only be active until midnight the following day, so make sure that you log into your account and update your password as soon as the email arrives. If you do not change the password in time, you can use the '**Forgot Password**' option again to have another temporary password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

4 CREATE NEW ACCOUNT

As you are on the new Offshore scheme you already hold an account with us, which your logbook number and course details are linked to. **DO NOT CREATE A NEW ACCOUNT** as this will cause a delay in you being able to apply.

HELP IS AT HAND

The green question mark  in the top right hand corner of each page contains instructions/requirements to help you complete each page correctly.



MY ACCOUNT HOME PAGE - OVERVIEW



1 PERSONAL DETAILS

Click here to check all your information is correct and amend where necessary.

2 STATUS AND CATEGORY

The *Latest application* details will contain no information if you have not started an application before.

3A STARTING YOUR APPLICATION

Click **New Scheme Offshore Application** to start your application.

3B CONTINUING YOUR APPLICATION

If you do not finish the application, the next time you log into your account the **Start new application** options will no longer be there. Instead, you will see **Complete application**. Click on this to access your application.

If you cannot see either option contact the DP department.

4 PHOTOGRAPH

Click **Upload colour photo** to attach a recent photograph of yourself that fills the frame and meets the requirements below.

- Colour
- High resolution jpeg
- Formal pose (head and shoulders)
- Plain light coloured background
- No casual hats, caps or sunglasses

This photograph will appear on your DP certificate.

If you need to change a photograph already uploaded, click **Update** at the top of the photograph.

The screenshot shows the 'MY ACCOUNT' page with the Nautical Institute and ALEXIS Platform logos. The user is Mr J A Smith. The page has a navigation bar with 'Help Centre' and 'Logout'. The main content area is titled 'MY ACCOUNT' and includes a link to 'Update your personal details'. Below this, there is a section for creating a new application, with instructions for users who have already been issued with a DP Certificate. A list of application options is provided, including 'Old Scheme Offshore Application', 'New Scheme Offshore Application', 'Shuttle Tanker Application', and 'NMD Conversion Application'. A table titled 'Latest application' shows a single row with columns for Date, Application ID, Status, and Category. At the bottom, there are buttons for 'Attachments', 'Submit Application', and 'Make Payment'. On the right side, there is a section for uploading a color photo, with instructions on the required format and size. Below this, there is a section for customer details, including Customer Number, Scheme, Certificate, Certificate No., Certificate Date, and Valid till.

Mr J A Smith | Help Centre | Logout

MY ACCOUNT [Update your personal details](#)

Create a new application

If you have already been issued with a Nautical Institute DP Certificate, please contact the DP department for your original account details. You will not be able to revalidate your DP Certificate on this account.

Please click on one of the options below to start your new application

- 3A** [Old Scheme Offshore Application - Induction course before 2015 \(Do not use for Revalidation\)](#)
- [New Scheme Offshore Application - Induction course after 2015 \(Do not use for Revalidation\)](#)
- [Shuttle Tanker Application \(Do not use for Revalidation\)](#)
- [NMD Conversion Application \(Do not use for Revalidation\)](#)

Latest application

Date	Application ID	Status	Category
-	-	-	-

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

4 [Upload colour photo](#)

No photo

(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: 85122
Scheme:
Certificate: -
Certificate No.:
Certificate Date: -
Valid till: -

The screenshot shows the 'MY ACCOUNT' page with the Nautical Institute and ALEXIS Platform logos. The user is Mr J A Smith. The page has a navigation bar with 'Help Centre' and 'Logout'. The main content area is titled 'MY ACCOUNT' and includes a link to 'Update your personal details'. Below this, there is a section for creating a new application, with instructions for users who have already been issued with a DP Certificate. A list of application options is provided, including 'Old Scheme Offshore Application', 'New Scheme Offshore Application', 'Shuttle Tanker Application', and 'NMD Conversion Application'. A table titled 'Latest application' shows a single row with columns for Date, Application ID, Status, and Category. At the bottom, there are buttons for 'Attachments', 'Submit Application', and 'Make Payment'. On the right side, there is a section for uploading a color photo, with instructions on the required format and size. Below this, there is a section for customer details, including Customer Number, Scheme, Certificate, Certificate No., Certificate Date, and Valid till.

MY ACCOUNT [Update your personal details](#)

Latest application (delete) **3B** [Complete application](#)

Date	Application ID	Status	Category
02/01/2021	OSN-221300/2021	In Progress	New

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

MY ACCOUNT HOME PAGE - OVERVIEW

1 ATTACHMENTS

Click **Attachments** to upload the required documents (page 2) for your application.

Your attached documents will appear in the **Attachments** list below.

The maximum size per file is 10 MB. If you have scanned a multiple page document that is larger than 10 MB, such as your NI Logbook, you will need to be split into two or more separate files.

Do not scan your logbook page by page as this may cause a delay in your application being processed, and only scan pages that have information entered into them. Please use file names that describe the documents scanned e.g. 'NI Logbook.pdf' for your scanned logbook.

2 START A CONVERSATION

Click on **Start a new conversation** if you wish to contact us regarding an issue you are experiencing with your application. Any previous closed conversations can be seen by clicking the **View all** option.

3 NAUTICAL INSTITUTE DPO CPD APP

Click for more details and to book an NI/IMCA DPO CPD course.

4 PAYMENTS/RECEIPTS

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

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

5 COMMUNICATION NOTES

You can no longer contact us through the communication notes. Any previous notes will still show but cannot be edited. Please use the **Start a Conversation** option to contact us instead.

1

Attachments

Submit Application

Make Payment

Start a Conversation

Start new conversation

2

Action	Date Reported	Description
 	03/01/2021	Smith - CoC
 	03/01/2021	Smith - Passport ID Page.pdf
 	03/01/2021	Smith - Confirmation letters.pdf
 	03/01/2021	Smith - Logbook.pdf

View all

Attachments

Action	Date	Description
 	03/01/2021	Smith - CoC
 	03/01/2021	Smith - Passport ID Page.pdf
 	03/01/2021	Smith - Confirmation letters.pdf
 	03/01/2021	Smith - Logbook.pdf

Nautical Institute DPO CPD app ?

Book a new course

3

Action	Course Name	Date Booking	Progress
--------	-------------	--------------	----------

Payments

4

Action	Transaction Date	Transaction ID	Application ID	Amount
View / Print	15/03/2021	2251603	OSN-221300/2021	XXX.XX

Communication Notes – information only

5

Action	Date	Description
-	-	-

UPDATE PERSONAL DETAILS



1 NAME

Make sure that your full name is entered and the spelling and capitalisation are correct.

- john alan smith ✗
- JOHN ALAN SMITH ✗
- John Alan Smith ✓

2 ORGANISATION NAME

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

3 TELEPHONE NUMBERS

A telephone number is required by our couriers in case they need to contact you regarding the delivery of your documents.

4 ADDRESSES

The mailing address is where you want your documents delivered. The billing address should match your address registered with your credit card company. Our couriers cannot deliver to PO Boxes, as the documents need to be signed for on delivery. Please ensure that your postal address is entered correctly in the spaces provided and not just on one line.

Company Delivery addresses —If your documents are being sent to a company address you will also need to provide the name and job title of the person at the company who will receive them. The company registration number is also required for documents being delivered to **Russia** and **China**.

5 NMD (NORWEGIAN MARITIME DIRECTORATE)

Please do not complete this section unless you are converting a DP Certificate issued by Norwegian Maritime Directorate or have been specifically told to do so by The Nautical Institute.

6 SAVING

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

Update your account

1 Title: * Mr First Name: * John Last Name: * Smith Middle Name: * Alan

Date of Birth: * 16/01/1985 Passport Number: * 123456789 Discharge Book Number: * CoC Number: *

2 Organisation Name: * Job Title: * Home Telephone: * 0123423456789 Mobile Number: *

Nationality: *

4 Mailing Address Billing Address

This is the address that my documents will be sent to Billing address same as Mailing Address: ☐

Mailing Address Line 1: * 10 Smith Road Billing Address Line 1: *

Mailing Address Line 2: * Billing Address Line 2: *

Mailing Address Line 3: * Billing Address Line 3: *

Mailing Town/city: * Billing Town/city: *

Mailing Postcode: * Billing Postcode: *

Mailing Country: * United Kingdom Billing Country: *

5 ☐ NMD DP Certificate NMD DP Certificate: * NMD DP Certificate Number: * NMD DP Certificate Issue Date: *

Are you NI Member: ☐ Yes ☒ No NI Membership Number: * Data Protection: ☐

The information you supply will be used and stored by The Nautical Institute for administration and certification purposes within the terms of the General Data Protection Regulation

Email Address: * Johnsmith3@example.com User Name: * Johnsmith3@example.com Password: * Confirm Password: *

6 Update Cancel and go back

ADDING A NEW LOGBOOK

1. ADDING LOGBOOK

Click **Enter New/Another Grey Logbook** on Logbook overview page.

2. CONTINUING AN APPLICATION

If you have applied before or continuing a previously started application this page may already contain your logbook information. **Please do not create a new logbook** if one already exists.

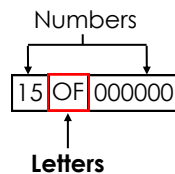
3. LOGBOOK NUMBER

Enter your logbook number.

The logbook number is located on the inside title page of your Grey logbook. The system will check the number you enter against the one already linked to your account.

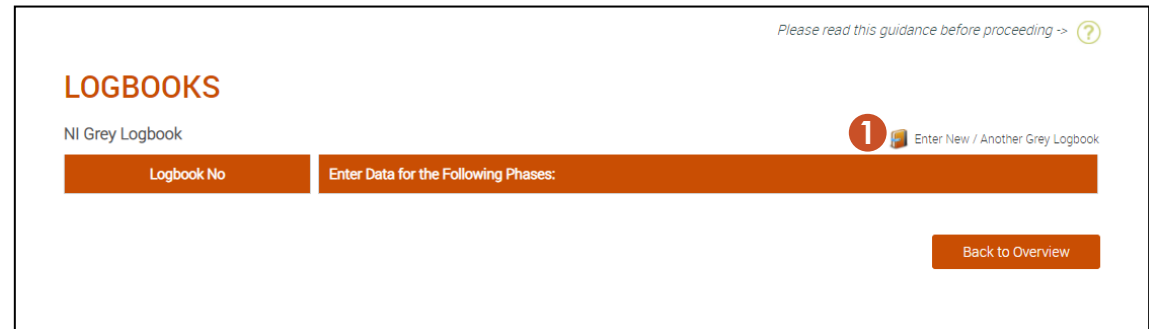
Format

Directly before the letter "F" in your logbook number is the letter "O". Please ensure that you type this correctly and not the number zero "0" as it will not be recognised and you will receive an error message "Failed to validate Logbook Number".



4. TRAINING CENTRE

Select the training where you took the DP Induction Course.



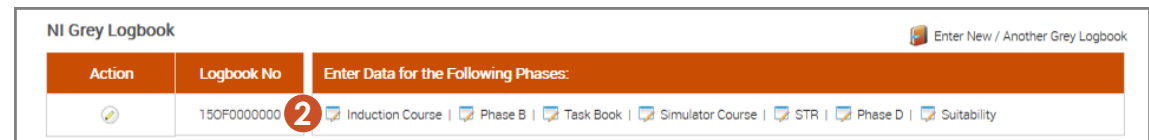
LOGBOOKS

NI Grey Logbook

1 Enter New / Another Grey Logbook

Logbook No	Enter Data for the Following Phases:

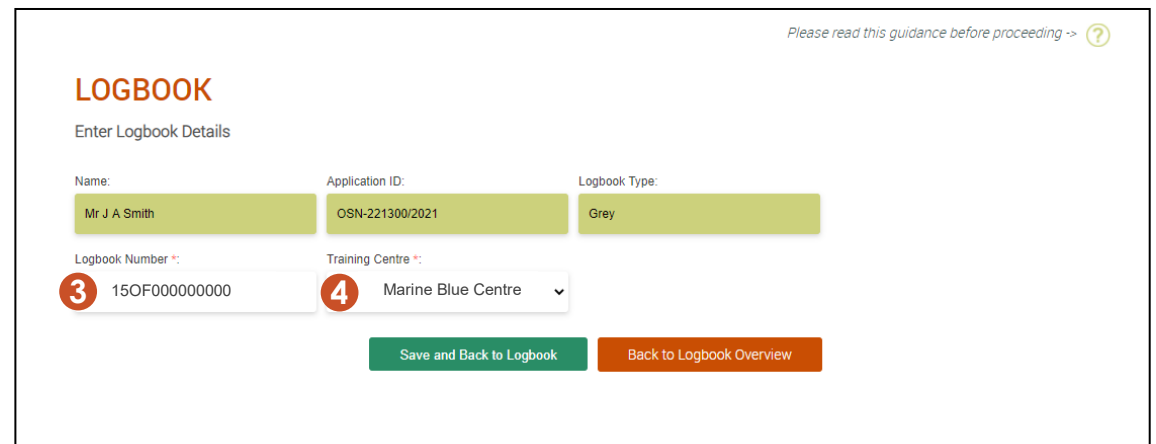
Back to Overview



NI Grey Logbook

Enter New / Another Grey Logbook

Action	Logbook No	Enter Data for the Following Phases:
	15OF000000	2 Induction Course Phase B Task Book Simulator Course STR Phase D Suitability



LOGBOOK

Enter Logbook Details

Please read this guidance before proceeding -> ?

Name: Mr J A Smith Application ID: OSN-221300/2021 Logbook Type: Grey

Logbook Number *: 3 15OF000000000 Training Centre *: 4 Marine Blue Centre

Save and Back to Logbook Back to Logbook Overview

PHASE A ADDING DP INDUCTION COURSE



Please read this guidance before proceeding -> ?

1. ADD COURSE

Click on **Induction Course** on the Logbooks overview page.

2. COURSE DETAILS

Add

- Date (on the certificate)
- Training centre name
- Certificate number
- Instructor Name

3. SIGNED/STAMPED

Click the boxes to confirm that the logbook entry is signed and stamped by the training centre.

4. SAVE AND BACK TO PHASE

Once all the information has been added click **Save and Back to Phase**.

Repeated courses

If you have retaken the DP Induction Course your previous course details also need to be entered into the system.

The system only allows you to enter course dates dated within the previous five years. To enter your previous course details you need to send a scan of your original DP Induction Course certificate to the DP department to have it added to your application.

Logbook No	Enter Data for the Following Phases:
15OF0000000	☒ Induction Course ☐ Phase B ☐ Task Book ☐ Simulator Course ☐ STR ☐ Phase D ☐ Suitability

PHASE A – INDUCTION COURSE

Enter Induction Course Details

Name: Mr J A Smith Application ID: OSN-221300/2021 Logbook Type: Grey Logbook Number: 15OF0000000

Date: 04/08/2017 Centre: Marine Blue Centre Certificate Number: 000/653/8

Name of the Instructor: Henry Sauce

☒ Signed* ☐ I have this course stamped*

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

PHASE B ADDING DP SEA TIME

1 ADD ENTRY

Click on **Phase B** on the Logbooks overview page.

2 FINDING THE SHIP NAME

When you select the ship's name the IMO number is automatically inserted. The opposite will occur if the IMO number is selected instead. You then need to select the DP Class.

If you cannot find the ship either under its name or IMO number, or you cannot enter the dates for your trip, send a copy of the ship's classification certificate that is valid for the dates you wish to enter, to the DP department, via **Start a Conversation** on the **My Account** home page. We can then add it to our database.

Do not use a sister ship—You must only enter correct information to avoid your application being made unsuccessful.

3 DP SYSTEM/OPERATIONAL LOCATION

Complete the remaining fields. If the **Location** or **DP system** are not listed, leave them blank as they are not mandatory fields.

4 SIGNED/STAMPED ENTRIES

Tick to verify the entry is signed and stamped in the logbook.

5 CONFIRMATION LETTERS

Tick to confirm you have a confirmation letter to verify the entry.

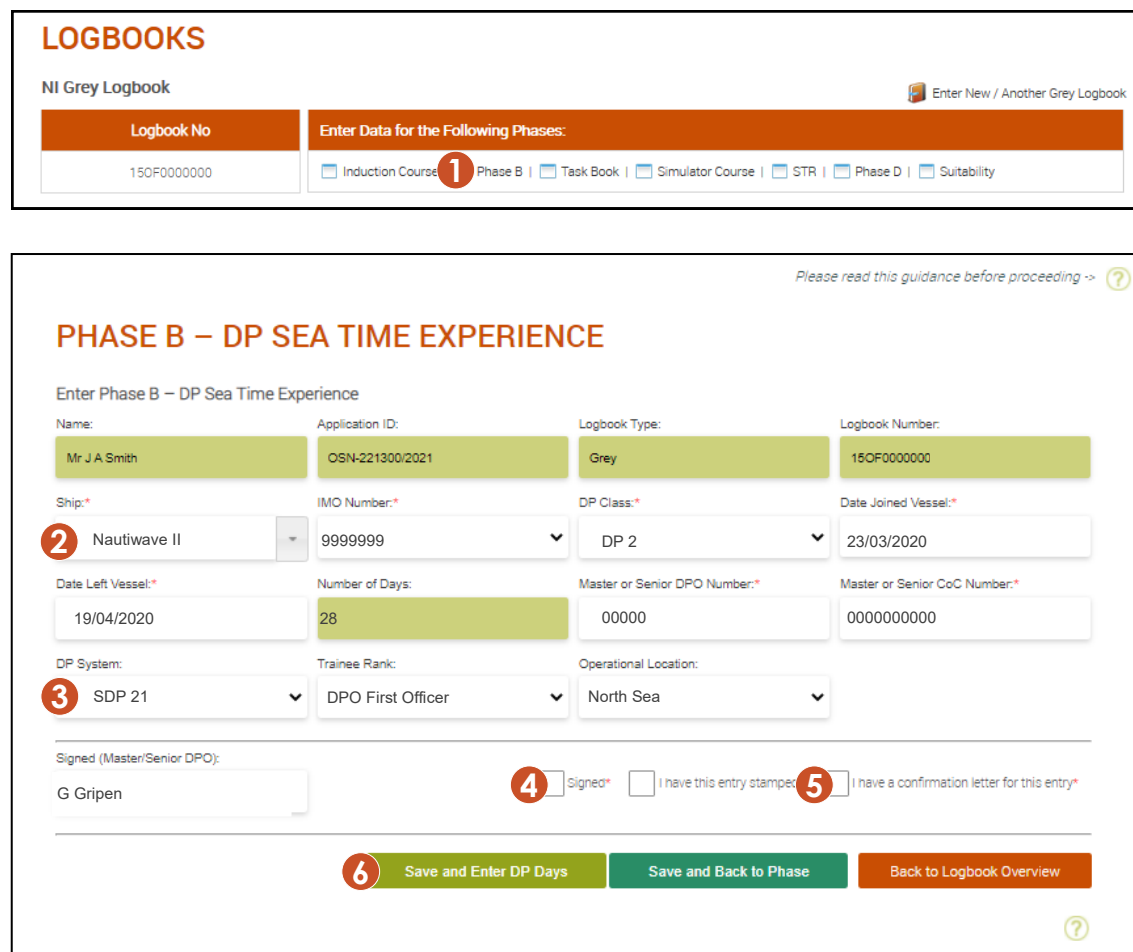
Please make sure the confirmation letter at the time of issue

- Confirms a minimum of two hours per day on DP
- Contains all of the mandatory information

Further requirements and the templates can be found [here](#).

6 SAVE AND ENTER DP SEA DAYS

When all the details are added, click **Save and Enter DP Days** to bring up a new table underneath to add the actual DP days.



LOGBOOKS

NI Grey Logbook Enter New / Another Grey Logbook

Logbook No	Enter Data for the Following Phases:
150F0000000	☐ Induction Course 1 ☒ Phase B ☐ Task Book ☐ Simulator Course ☐ STR ☐ Phase D ☐ Suitability

PHASE B – DP SEA TIME EXPERIENCE

Enter Phase B – DP Sea Time Experience

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Smith	OSN-221300/2021	Grey	150F0000000
Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
2 Nautiwave II	9999999	DP 2	23/03/2020
Date Left Vessel:*	Number of Days:	Master or Senior DPO Number:*	Master or Senior CoC Number:*
19/04/2020	28	00000	0000000000
DP System:	Trainee Rank:	Operational Location:	
3 SDP 21	DPO First Officer	North Sea	
Signed (Master/Senior DPO):			
G Gripen			
4 ☐ Signed* ☐ I have this entry stamped 5 ☐ I have a confirmation letter for this entry*			
6 Save and Enter DP Days Save and Back to Phase Back to Logbook Overview			

Note — Enter your trips and DP sea time exactly as they are recorded in your logbook. Trips must be entered individually and not bulked together. The system will accept a **maximum of 90 days per entry**. If you have any that are over 90 days you will need to split them into two or more entries.

PHASE B ADDING DP SEA TIME (cont'd)

1 ENTER DP SEAGOING DETAILS

The entries that are added in the DP Seagoing Details must be your actual DP sea time days and be dated within the time listed as 'Date joined' and 'Date left' vessel. You will not be able to save dates outside of this range.

These dates can only be entered individually.

Click on **Add** at the bottom of the DP Seagoing Details to add your DP days. There are also options to *Delete*, *Edit*, *Save* and *Cancel*.

To edit or delete an entry, select it first by clicking on it.

2 SAVE AND BACK TO PHASE

Once all the information has been added click **Save and Back to Phase**.

Please read this guidance before proceeding -> ?

PHASE B – DP SEA TIME EXPERIENCE

Enter Phase B – DP Sea Time Experience

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Smith	OSN-221300/2021	Grey	15OF0000000

Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
Nautiwave II	9999999	DP 2	23/03/2020

Date Left Vessel:*	Number of Days:	Master or Senior DPO Number:*	Master or Senior CoC Number:*
19/04/2020	28	00000	0000000000

DP System:	Trainee Rank:	Operational Location:
SDP 21	DPO First Officer	North Sea

Signed (Master/Senior DPO):

G Gripen

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

2 Save and Back to Phase Back to Logbook Overview

DP Sea Going Details

DP Sea Date Time	Number of Hours	Mode	Activity Code	Master Initials
1 28/03/2020	3	Active	Anchor Handling	Y

Delete + Add Edit Save Cancel Page 1 of 1 10 View 1 - 1 of 1

PHASE B ADDING DP SEA TIME (cont'd)

1 LIST OF SEAGOING PHASE B EXPERIENCE

New seagoing entries will appear here as well as other previous entries.

2 ADDING SEAGOING EXPERIENCE

Click on the '**Add more Seagoing Experience**' option to enter additional DP sea time needed for your application.

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

3 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 DP Seagoing screen where you can amend your entry.

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

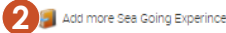
Only new entries for the application you are currently completing can be edited or deleted.

4 EMBARKATION DAYS

The number in the *Embarkation days* column is the number of days spent on board the vessel, **not** the number of days that you spent on DP for each trip.

Please read this guidance before proceeding -> 

PHASE B – DP SEA TIME EXPERIENCE

List of Sea Going Phase B Experience 

1	Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
	 	Nautiwave II	17/08/2020	13/09/2020	4 28	DP 2
3	 	Nautiwave I	13/07/2020	09/08/2020	28	DP 1
	 	Nautiwave I	01/06/2020	28/06/2020	28	DP 1
	 	Nautiwave II	27/04/2020	24/05/2020	28	DP 2
	 	Nautiwave II	23/03/2020	19/04/2020	28	DP 2

[Back to Logbook Overview](#)

PHASE B ADDING TASKS DETAILS

1 ADD TASKS

Click on **Task Book** on the Logbooks overview page.

2 DP SEA DATE TIME

Add your logbook task dates here.

3 GREEN FLAG

Dates entered that match a DP sea time date entered in Phase B will have a green flag.

4 RED FLAG

Dates entered that do not match a DP sea time date entered in Phase B will have a red flag and cannot be saved.

5 ACTIVE MODE ONLY TASKS

Tasks that must be completed in active mode, e.g. Sections 8, 9 & 10 will have a red flag if you enter a date that was completed in passive mode.

LOGBOOKS

NI Grey Logbook Enter New / Another Grey Logbook

Logbook No	Enter Data for the Following Phases:
150F0000000	☐ Induction Course ☐ Phase B 1 Task Book ☐ Simulator Course ☐ STR ☐ Phase D ☐ Suitability

Please read this guidance before proceeding -> ?

PHASE B - TASK BOOK

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Smith	OSN-221300/2021	Grey	150F0000000

Section	DP Sea Date Time
1.1.2 - Annual trials. Be aware of the content and purpose of this document.	07/06/2020 2
1.1.3 - Capability plots. Be aware of why these are produced and their interpretation	07/06/2020 3
1.1.4 - Class required DP checklists. Be aware of what checklists must be completed at each stage of the DP operation	07/06/2020
1.1.5 - Vessel DP Operations Manuals. Be aware of the DP manual and have a general understanding of what it contains	07/06/2020
1.2.1 - System Operator Manuals. Be able to use this manual as a reference document as required.	07/06/2020
1.3.1 - DP section of vessel management system. Be able to locate the relevant section.	07/06/2020
1.3.2 - Vessel DP Operations Manuals. Be aware of company specific instructions.	14/06/2020 4
9.10 - Thruster effect from mobile units. Be aware that the thruster effects can change when mobile units move, or st...	
9.10.1 - Monitor thruster performance	
9.11 - Appreciate that a large move or change of position may mean a new approach to the installation. Continuous ass...	
9.12 - Awareness of the worst case failure.	
11.13 - Vessel operations. Candidate should be fully aware of the operations undertaken by the vessel and understand p...	05/09/2015

☒ I confirm that all of the completed mandatory items have been individually signed and dated (including the year)*

Save and Back to Logbook Overview

PHASE C ADDING DP SIMULATOR COURSE



Please read this guidance before proceeding -> ?

1. ADD COURSE

Click on **DP Simulator Course** on the Logbooks Overview page

2. COURSE DETAILS

Add

- Date (on the certificate)
- Training centre name
- Certificate number
- Instructor Name

3. SIGNED/STAMPED

Click the boxes to confirm that the logbook entry is signed and stamped by the training centre.

4. SAVE AND BACK TO PHASE

Once all the information has been added click **Save and Back to Phase**.

Repeated courses

If you have retaken the DP Simulator Course your previous course details also need to be entered into the system.

The system only allows you to enter course dates dated within the previous five years. To enter your previous course details you need to send a scan of your original DP Induction Course certificate to the DP department to have it added to your application.

PHASE D ADDING DP SEA TIME

1 ADD ENTRY

Click on **Phase D** on the Logbooks overview page.

2 FINDING THE SHIP NAME

When you select the ship's name the IMO number is automatically inserted. The opposite will occur if the IMO number is selected instead. You then need to select the DP Class.

If you cannot find the ship either under its name or IMO number, or you cannot enter the dates for your trip, send a copy of the ship's classification certificate that is valid for the dates you wish to enter, to the DP department, via **Start a Conversation** on the **My Account** home page. We can then add it to our database.

Do not use a sister ship—You must only enter correct information to avoid your application being made unsuccessful.

3 DP SYSTEM/OPERATIONAL LOCATION

Complete the remaining fields. If the **Location** or **DP system** are not listed, leave them blank as they are not mandatory fields.

4 SIGNED/STAMPED ENTRIES

Tick to verify the entry is signed and stamped in the logbook.

5 CONFIRMATION LETTERS

Tick to confirm you have a confirmation letter to verify the entry.

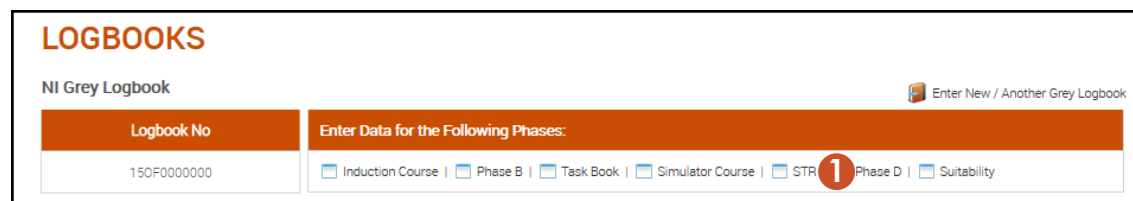
Please make sure the confirmation letter at the time of issue

- Confirms a minimum of two hours per day on DP
- Contains all of the mandatory information

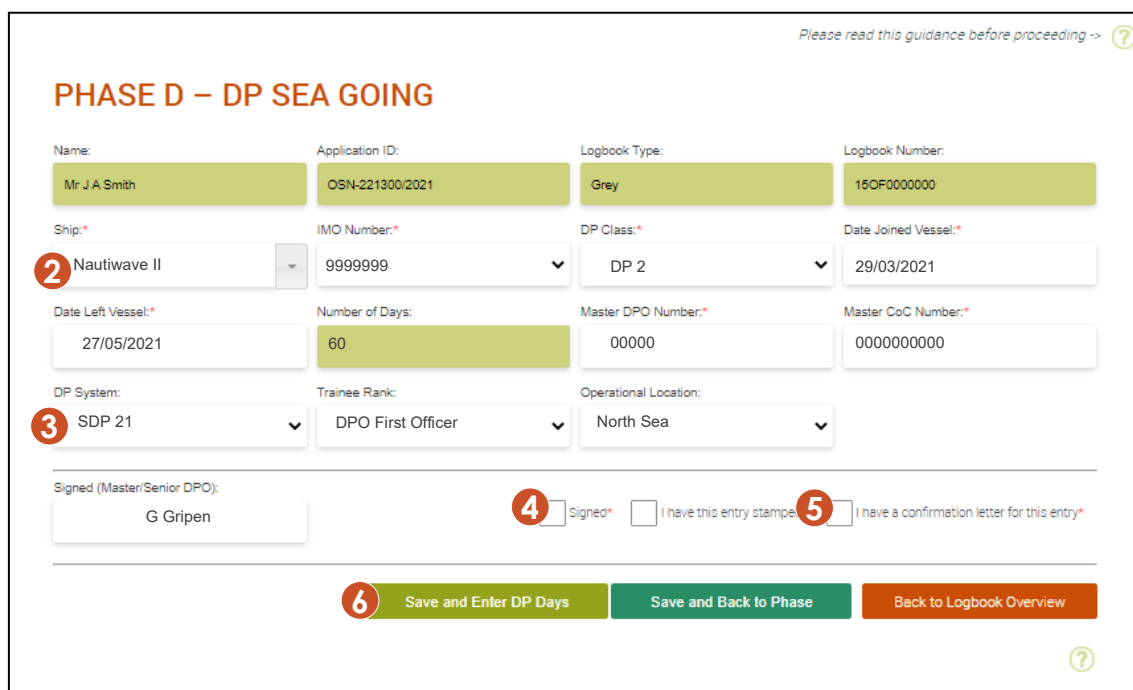
Further requirements and the templates can be found [here](#).

6 SAVE AND ENTER DP SEA DAYS

When all the details are added, click **Save and Enter DP Days** to bring up a new table underneath to add the actual DP days.



The screenshot shows the 'LOGBOOKS' section of the application. It features a table with 'Logbook No' and 'Enter Data for the Following Phases:'. The 'Logbook No' is 150F0000000. The 'Enter Data for the Following Phases:' section includes checkboxes for 'Induction Course', 'Phase B', 'Task Book', 'Simulator Course', 'STR', 'Phase D' (which is highlighted with a red circle and the number 1), and 'Suitability'. There is also a link 'Enter New / Another Grey Logbook'.



The screenshot shows the 'PHASE D - DP SEA GOING' form. It contains several fields for entering trip details. The fields are: Name (Mr J A Smith), Application ID (OSN-221300/2021), Logbook Type (Grey), Logbook Number (150F0000000), Ship (Nautiwave II), IMO Number (9999999), DP Class (DP 2), Date Joined Vessel (29/03/2021), Date Left Vessel (27/05/2021), Number of Days (60), Master DPO Number (00000), Master CoC Number (0000000000), DP System (SDP 21), Trainee Rank (DPO First Officer), and Operational Location (North Sea). There are also checkboxes for 'Signed (Master/Senior DPO):' (G Gripen), 'Signed', 'I have this entry stamped', and 'I have a confirmation letter for this entry'. The form is numbered 1 through 6, corresponding to the steps in the text. At the bottom, there are three buttons: 'Save and Enter DP Days' (highlighted with a red circle and the number 6), 'Save and Back to Phase', and 'Back to Logbook Overview'.

Note — Enter your trips and DP sea time exactly as they are recorded in your logbook. Trips must be entered individually and not bulked together. The system will accept a **maximum of 90 days per entry**. If you have any that are over 90 days you will need to split them into two or more entries.

PHASE D ADDING DP SEA TIME (cont'd)

1 ENTER DP SEAGOING DETAILS

The entries that are added in the DP Seagoing Details must be your actual DP sea time days and be dated within the time listed as 'Date joined' and 'Date left' vessel. You will not be able to save dates outside of this range.

These dates can only be entered individually.

Click on **Add** at the bottom of the DP Seagoing Details to add your DP days. There are also options to *Delete*, *Edit*, *Save* and *Cancel*.

To edit or delete an entry, select it first by clicking on it.

2 SAVE AND BACK TO PHASE

Once all the information has been added click **Save and Back to Phase**.

Please read this guidance before proceeding -> ?

PHASE D – DP SEA GOING

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Smith	OSN-221300/2021	Gray	150F000000
Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
Nautiwave II	9999999	DP 2	29/03/2021
Date Left Vessel:*	Number of Days:	Master DPO Number:*	Master CoC Number:*
27/05/2021	60	00000	0000000000
DP System:	Trainee Rank:	Operational Location:	
SDP 21	DPO First Officer	North Sea	

Signed (Master/Senior DPO):

G Gripen

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

2 Save and Back to Phase Back to Logbook Overview

DP Sea Going Details

	DP Sea Date Time	Number of Hours	Mode	Activity Code	Master Initials
1	30/03/2021	4	Active	Anchor Handling	Y

Delete + Add Edit Save Cancel Page 1 of 1 10 View 1 - 1 of 1

PHASE D ADDING DP SEA TIME (cont'd)

1 LIST OF SEAGOING PHASE B EXPERIENCE

New seagoing entries will appear here as well as other previous entries.

2 ADDING SEAGOING EXPERIENCE

Click on the '**Add more Seagoing Experience**' option to enter additional DP sea time needed for your application.

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

3 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 DP Seagoing screen where you can amend your entry.

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

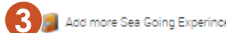
Only new entries for the application you are currently completing can be edited or deleted.

4 EMBARKATION DAYS

The number in the *Embarkation days* column is the number of days spent on board the vessel, **not** the number of days that you spent on DP for each trip.

Please read this guidance before proceeding -> 

PHASE D - SEA GOING EXPERIENCE

List of Sea Going Phase D Experience 

1	Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
	 	Nautiwave II	29/03/2021	27/05/2021	 60	DP 2
2	 	Nautiwave II	15/02/2021	13/03/2021	27	DP 2
	 	Nautiwave II	11/01/2021	07/02/2021	28	DP 2
	 	Nautiwave II	02/11/2020	29/11/2020	28	DP 2

[Back to Logbook Overview](#)

PHASE E ADDING STATEMENT OF SUITABILITY



1. ADD SUITABILITY

Click on **Suitability** on the Logbooks Overview page.

2 ENTER SUITABILITY DETAILS

The system checks to make sure the details you enter here match with the last Phase D DP sea time entry in your application.

If you have retaken your Phase B DP sea time and that is your last DP sea time entry you may receive an error message. If you do, please contact DP department for assistance.

3 SIGNED/STAMPED

Tick the boxes to confirm that the suitability form in your logbook has been signed by the Master, Senior DPO (if required) and you and that it has the vessel stamp.

4 SAVE

Once all of the information has been added click **Save and back to Phase**.

LOGBOOKS

NI Grey Logbook Enter New / Another Grey Logbook

Logbook No	Enter Data for the Following Phases:
150F0000000	☐ Induction Course ☐ Phase B ☐ Task Book ☐ Simulator Course ☐ STR ☐ Phase D 1 Suitability

Please read this guidance before proceeding -> ?

PHASE E – SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Smith	OSN-221300/2021	Grey	150F0000000
Master CoC Number:	Master DP Number:	Country of Issue:	Operational Location:
2 00000000	0000	United Kingdom	M
Senior DPO Number:	Senior CoC Number:	Date:	Ship: *
		27/05/2021	Nautiwave II
IMO Number: *			
9999999			
Signed (Master/Senior DPO):			
Gregory Gripen			
3 ☒ Signed* ☒ Trainee Operator's Signature ☒ I have this entry stamped*			
4 Save and Enter New Phase Save and Back to Phase Back to Logbook Overview			

Please read this guidance before proceeding -> ?

PHASE E – SUITABILITY SIGN OFFS

List of Suitability Add Additional Suitability Form

Action	Ship	DPO Number	Signed	Instructor Name
	Nautiwave II	0000	Y	Gregory Gripen

SUBMITTING YOUR APPLICATION

1 SUBMIT APPLICATION

When you have filled in all of the required courses, DP sea time, etc. (Phases A—E) and have attached your photograph and required documents (see below), select **Submit Application**.

2 MAKE PAYMENT

Make Payment is greyed out and not available until you successfully submit your application.

3 SUBMIT PAGE

The Submit page shows the list of documents required to be uploaded to your account. Please make sure that clear scans of your documents have been uploaded before clicking **Submit Application**.

Required scans

- Passport identification page
- Original NI DP logbook
- CoC/MMC
- Confirmation letters
- Additional documents (if applicable, e.g. Phase B, Tasks, Phase E) that are separate from your logbook
- NI DP Certificate (if upgrading from a Limited DP Certificate)
- Colour photo in jpeg format (to be printed on DP Certificate)

Your application will be initially processed based on the scans uploaded to your account. Unclear or missing documents will cause a delay in your application being processed.

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Latest application (delete) [Complete application](#)

Date	Application ID	Status	Category
-	OSD-00845/2016/2020	In Progress	Revalidate

Attachments **1** Submit Application **2** 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: 44508
Scheme: Offshore Scheme (Old)

Please read this guidance before proceeding -> ?

3 SUBMIT

Please confirm if you have scanned and attached the following:

- ☒ Full pages of DP Logbook(s) *
- ☒ Full pages of CoC (if applicable) *
- ☒ All confirmation letters *
- ☒ Additional documents (Section C, F etc.) *
- ☒ Additional certificates *
- ☒ Copies of course certificates *

[Submit Application](#) [Cancel](#)

SUBMITTING YOUR APPLICATION (cont'd)

1 APPLICATION STATUS

When you have successfully submitted your application, the Status on your **My Account** home page change to **Eligible**.

2 MAKE PAYMENT

Make Payment is no longer greyed out when the Status shows as **Eligible**. Click on it to proceed to the payment summary page.

3 NOT ELIGIBLE

If you receive an error message after clicking **Submit**, check the part of your application the message referred to and make amendments where necessary.

If you have repeated any courses or DP sea time out of sequence you may receive an error message and will need to contact the DP department to have your application checked before being made manually eligible.

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.

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Latest application (delete)

Date	Application ID	Status	Category
02/01/2021	OSN-221300/2021	1 Eligible	New

Attachments Submit Application 2 Make Payment

Start a Conversation [Start new conversation](#)

Action	Date Reported	Description
--------	---------------	-------------

[View all](#)

(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: 85122
Scheme: Offshore Scheme (New)
Certificate: Offshore Unlimited
Certificate No.:
Certificate Date: -
Valid till: -

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Latest application (delete) [Complete application](#)

Date	Application ID	Status	Category
02/01/2021	OSN-221300/2021	3 Not Eligible	New

Attachments Submit Application Make Payment

Start a Conversation [Start new conversation](#)

Action	Date Reported	Description
--------	---------------	-------------

[View all](#)

(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: 85122
Scheme: Offshore Scheme (New)
Certificate: -
Certificate No.:
Certificate Date: -
Valid till: -

MAKE PAYMENT

1 MEMBERSHIP AND DP APPLICATION FEE

Tick this option if you would like to become a member of The Nautical Institute.
It adds both the DP application and membership fees to your total.

2 DP CERTIFICATION FEE

Tick this if you only want to pay for your DP application.

3 TERMS AND CONDITIONS

Tick this to confirm that you have read and agree to the terms and conditions.

4 PROCEED TO PAYMENT

Click to move onto the next page.

YOUR PAYMENT OPTIONS

- 1 ☐ I would like to pay my DP certification fee* and enjoy half-price professional membership of The Nautical Institute for a full year

(Includes FREE Nautical Institute DP Revalidation Logbook)

Total cost: £XXXXX

5 good reasons to join The Nautical Institute...

- ✓ get 50% off your first year of NI membership
- ✓ receive a FREE DP Revalidation Logbook with your DP certificate
- ✓ avoid paying the usual membership joining fee
- ✓ enjoy automatic acceptance as a DPO - no forms to fill out
- ✓ no obligation - after 12 months you decide whether to renew or cancel

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](#).

- 2 ☐ I would like to pay my DP certification fee*

Total cost: £XXXXX

- 3 ☐ Click here to confirm that you have read and agree to the [terms and conditions](#)

TOTAL: XXX

4 PROCEED TO CHECKOUT



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

* 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.

MAKE PAYMENT (cont'd)

1 REVALIDATION LOGBOOK

Tick this option if you want to purchase a Revalidation logbook. The option will not be available if you have selected to become a member of The Nautical Institute on the previous page as you will receive a free copy. The Revalidation logbook will be sent to you with your new DP certificate.

2 PAYMENT TYPE

Tick your preferred payment method.

3 PROCEED TO PAYMENT

Click to move onto the payment page and follow the instructions.

When the payment has been made the status on the **My Account** home page will be showing as **Submitted/Paid**.

Your application will then be queued for processing and you will be required to send your original physical documents to our mailing address for processing.

Once your certificate has been issued and despatched, you will receive a notification email from DHL with the tracking details of your documents.

PAYMENT OPTIONS

1

☐ I would like to buy The Nautical Institute DP Revalidation Logbook* (price: £XXXX)
* Includes 20% VAT where applicable, which will be shown automatically in all prices shown
✓ Tailored to the requirements of The Nautical Institute's scheme
✓ Lightweight and easy to carry

Total cost (including payment of your DP certification fee): £XXXXXX

2

☐ PayPal

☐ WorldPay

VISA

Mastercard

maestro

JCB

MasterPass

payments powered by WorldPay

3

Proceed to Payment

Cancel Order

TROUBLESHOOTING

Section	Error Message	Solution
Creating a new logbook	Failed to validate the Logbook Number	The logbook number is added to your account by the training centre to register your DP Induction Course details and exam results. Check that you have entered the logbook number correctly. See page 7 for details. If you have created a new account you will need to contact the DP department to merge these accounts. If you are using the same account that was opened when the course was done, please contact the DP department with scans of the personal details page (containing the logbook number) and the DP Induction Course page. We can then check and update the account where necessary.
Dates	Please fill out the following field(s): The selected date cannot be a future date	You have entered a date that is greater than the current date. We cannot accept any dates in logbooks, confirmation letters and applications that are dated in the future.
Phases A and C Induction/ Simulator/STR Courses	Centre is not accredited in the selected date	The training centre you have entered was not accredited on the date you have entered. Please cross-check the information you have entered against your logbook and course certificate. If you have entered the details correctly and are still receiving this error message. Please contact the DP department for assistance.
Phases A and C DP Induction/ Simulator/STR Courses	The date entered should only fall between current and past five years	You have entered a date for your course that is over five years old. If this is the correct date for your course, you will need to repeat it before applying for your DP certificate. Currently, the DP department will need to add this course onto your account. Please email with the subject heading of Course over 5 years old . Please also check the logbook and verification guides in the DP Information Centre on Alexis Platform to check if there is any other requirements you need to fulfil before applying for your DP certificate.
Phase C DP Simulator Course	The date entered must be greater than the date entered for Phase B	If you have a DP sea time entry in Phase B that is dated after the DP Simulator Course you will receive this message. If you have repeated the DP Induction Course or any of your Phase B DP sea time after taking the DP Simulator Course, you will need to contact the DP department to have your application checked and made manually eligible.

TROUBLESHOOTING (cont'd)

Section	Error Message	Solution
Phase C DP Simulator Course	The date entered must be greater than the date entered for Phase B	If you have a DP sea time entry in Phase B that is dated after the DP Simulator Course you will receive this message. If you have repeated the DP Induction Course or any of your Phase B DP sea time after taking the DP Simulator Course, you will need to contact the DP department to have your application checked and made manually eligible.
Phases B and D DP sea time	A Phase with the same dates already exists	You have either duplicated an entry that already exists, or are trying to enter sea time within dates that already exist in your application. Please re-check the information that you are entering against the information already on your account and in your logbook.
Phases B and D DP sea time	Failed to validate ship and DP class	1. The vessel that you are trying to add is not in our database for the time being claimed, or 2. The DP class you have entered for the ship does not match the DP class we have recorded in our system. Please follow the instructions in the Help button on the Phase B and Phase D pages. Please note that you can check the dates for a specific vessel that we have on our database by going to : http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/
Phases B and D DP sea time	<i>[Date entered]</i> DP Sea Date Time: Date must fall between <i>[Trip start date]</i> and <i>[Trip end date]</i>	You have entered a date in the 'DP Seagoing Details' section that is not within the range of the 'Date Joined Vessel' and 'Date Left Vessel' at the top of the page. Please check your logbook and correct the incorrect date.
Phases B and D DP sea time	The number of days should be less than or equal to 90	The number of days in this entry between the 'Date Joined' and 'Date Left' range is more than 90 days. The system is limited to allowing a maximum of 90 embarkation dates per entry. If you have combined two or more trips into one entry you will need to amend it as each trip must be entered individually. If you have a single trip that was more than 90 days, you will need to split it into two or more entries so that none exceeds 90 days.
Suitability	The suitability sign-off ship does not match with the last record's ship of Phase D	The ship name for the entry in Phase D DP sea time with the most recent date does not match with the ship name you have entered for your Suitability sign off. You may be required to have an additional Suitability form signed off.