

# ONLINE APPLICATION GUIDE

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# INTRODUCTION



## ABOUT THIS GUIDE

The information contained in this document relates to the Upgrading of your initial Limited certificate to an Unlimited one.

All references to 'our website' within this guide refers to our accreditation and certification website NI Alexis Platform [www.nialexisplatform.org](http://www.nialexisplatform.org).

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

Further details of the requirements can be found in our website's [Upgrade & Conversion](#) section in the DP Information Centre.

## REQUIREMENTS FOR APPLYING

- Minimum of 60 DP sea time days on a DP 2 or 3 vessel
- Statement of Suitability form
- Confirmation letter for all sea time used in the application

Sea time must be dated within the five years previous to applying and after the issue date of the Limited certificate.

## QUALIFYING DP SEA TIME

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

## 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 Qualifications Team at The Nautical Institute in London for processing.

## REQUIRED DOCUMENTS

- Original NI or IMCA DP logbook
- Original NI Limited DP Certificate
- Original DP sea time confirmation letters
- Original Statement of Suitability form

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 courier fee is subject 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 [Upgrade & Conversion](#) 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.

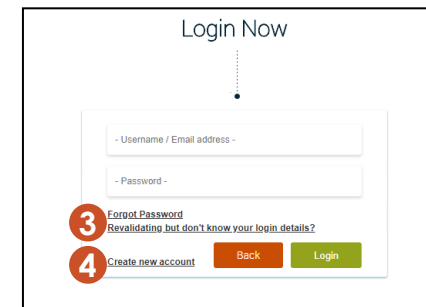
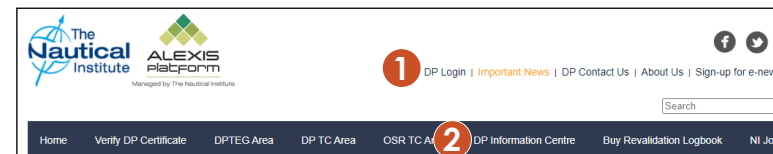
The registered email address may be different to the one you are currently using, so check any other email accounts too.

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.

## 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 information from your previous application.

## 3 STARTING YOUR APPLICATION

Click **Upgrade** to start your application.

## 4 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 Qualifications Team.

## 5 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.

Mr J A Smith | Help Centre | Logout

**MY ACCOUNT** [Update your personal details](#)

Please click one of the options below for what you would like to do now

- 3** Upgrade (New Scheme)
- Revalidate (New Scheme)
- Convert to Shuttle Tanker

Department for int.

Latest application

| Date | Application ID | Status | Category |
|------|----------------|--------|----------|
| -    | -              | -      | -        |

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

**5** 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: -

**MY ACCOUNT** [Update your personal details](#)

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

| Date | Application ID      | Status      | Category |
|------|---------------------|-------------|----------|
| -    | OSO-01463/2016/2018 | In Progress | Upgrade  |

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

**4**

# 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 split it 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 the pages that have the additional sea time days that you have completed after the issue date of your current certificate. 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 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.

## 4 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

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

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

Payments

3

| Action                       | Transaction Date | Transaction ID | Application ID  | Amount |
|------------------------------|------------------|----------------|-----------------|--------|
| <a href="#">View / Print</a> | 15/03/2021       | 2251603        | OSN-221300/2021 | XXX.XX |

Communication Notes – information only

4

| 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.

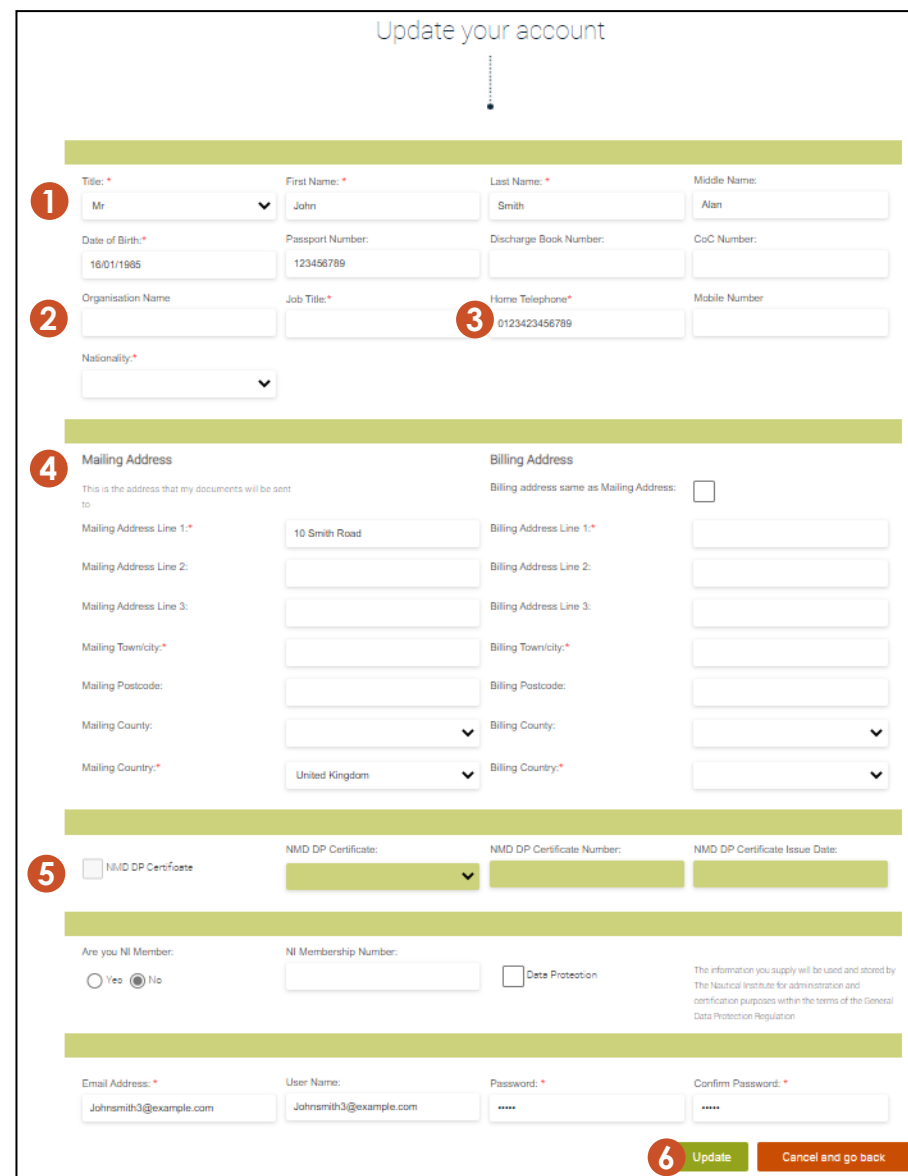
**Company Delivery addresses** —If your documents are being sent to a company address you will also need to provide the name and job title of the person at the company who will receive them. The company registration number is also required for documents being delivered to **China**.

## 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 Qualifications Team.

## 6 SAVING

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



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

- 1** Title: \* (Mr), First Name: \* (John), Last Name: \* (Smith), Middle Name: (Alan)
- 2** Date of Birth: \* (16/01/1985), Passport Number: (123456789), Discharge Book Number: ( ), CoC Number: ( )
- 3** Organisation Name: ( ), Job Title: \* ( ), Home Telephone: \* (0123423456789), Mobile Number: ( ), Nationality: \* ( )
- 4** Mailing Address: (This is the address that my documents will be sent to) and Billing Address: (Billing address same as Mailing Address: ☐). Fields include Mailing Address Line 1-3, Mailing Town/City: \*, Mailing Postcode: \*, Mailing Country: \* (United Kingdom), and Billing Address Line 1-3, Billing Town/City: \*, Billing Postcode: \*, Billing Country: \*.
- 5** NMD DP Certificate: ☐ NMD DP Certificate: ( ), NMD DP Certificate Number: ( ), NMD DP Certificate Issue Date: ( )
- 6** Are you NI Member: (Yes ☐ No ☒), NI Membership Number: ( ), Data Protection: ☐. A note states: '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: \* ( )

At the bottom right, there is an **Update** button (annotated with **6**) and a **Cancel and go back** button.

# ADDING A NEW LOGBOOK

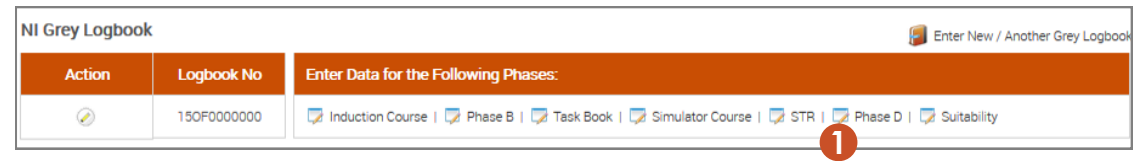
## CONTINUING AN APPLICATION

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

### 1 NEW OFFSHORE SCHEME APPLICANTS

For applicants who have gained their Limited certificate by following the New Offshore Training scheme, the new information to Upgrade the certificate to an Unlimited one will need to be entered into the Grey logbook.

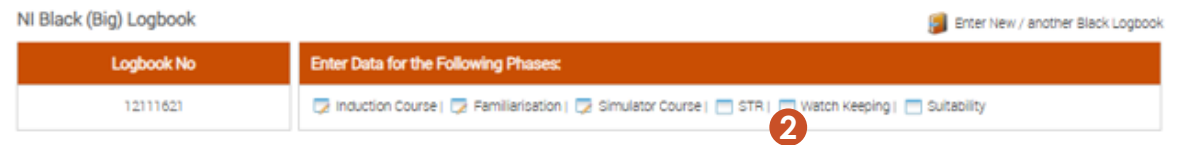
The sea time will need to be entered into Phase D of the online logbook, before entering the new Suitability date.



### 2 OLD OFFSHORE SCHEME APPLICANTS

For applicants who have gained their Limited certificate by following the Old Offshore Training scheme, the new information to Upgrade the certificate to an Unlimited one will need to be entered into either the NI Black (Big) Logbook or the NI Blue / Green (Small) Logbook.

The sea time will need to be entered into the Watchkeeping section of the online logbook, before entering the new Suitability date.



# NEW SCHEME - 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.

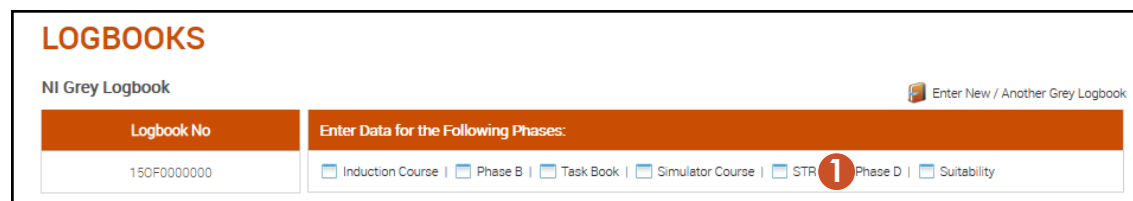
Please make sure the confirmation letter at the time of issue

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

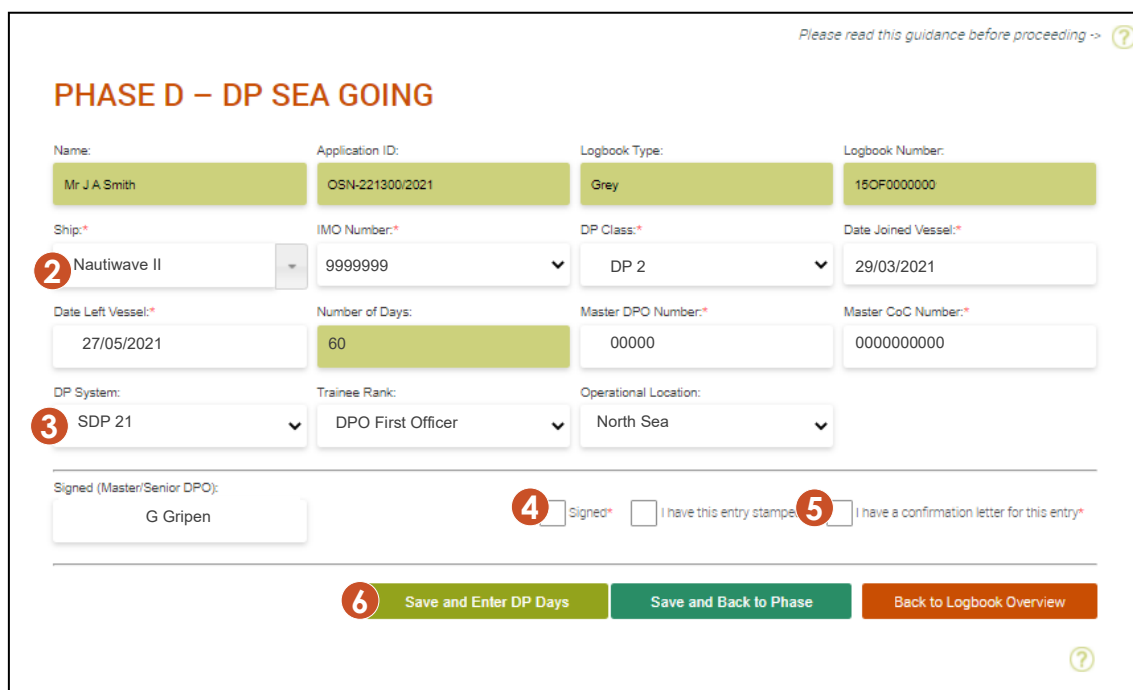
Requirements and the templates can be found [here](#).

## 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 selected and marked with a red circle 1), and 'Suitability'. A link 'Enter New / Another Grey Logbook' is also present.



The screenshot shows the 'PHASE D - DP SEA GOING' form. It contains various input fields for ship details, dates, and DP information. 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. A red circle 4 is around the 'Signed' checkbox, a red circle 5 is around the 'I have a confirmation letter for this entry' checkbox, and a red circle 6 is around the 'Save and Enter DP Days' button.

**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.



# NEW SCHEME - 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 |
|---------------------|-----------------|--------|-----------------|-----------------|
| <b>1</b> 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 D 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.

## 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

1 List of Sea Going Phase D Experience

2 Add more Sea Going Experience

| Action                                                                                                                                                                                 | Ship         | Date Joined | Date Left  | Embarkation days | DP Class |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|------------|------------------|----------|
|                  | Nautiwave II | 29/03/2021  | 27/05/2021 | 60               | DP 2     |
|                  | Nautiwave II | 15/02/2021  | 13/03/2021 | 27               | DP 2     |
| <div>3</div>     | Nautiwave II | 11/01/2021  | 07/02/2021 | 28               | DP 2     |
|                  | Nautiwave II | 02/11/2020  | 29/11/2020 | <div>4</div> 28  | DP 2     |

Back to Logbook Overview

# NEW SCHEME - 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.

## 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 | <input type="checkbox"/> Induction Course   <input type="checkbox"/> Phase B   <input type="checkbox"/> Task Book   <input type="checkbox"/> Simulator Course   <input type="checkbox"/> STR   <input type="checkbox"/> Phase D <b>1</b> 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: |
| <b>2</b> 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):       |                    | <b>3</b> <input checked="" type="checkbox"/> Signed* <input checked="" type="checkbox"/> Trainee Operator's Signature <input checked="" type="checkbox"/> I have this entry stamped* |                       |
| Gregory Gripen                    |                    |                                                                                                                                                                                      |                       |
| Save and Enter New Phase <b>4</b> |                    | Save and Back to Phase                                                                                                                                                               |                       |
| Back to Logbook Overview          |                    |                                                                                                                                                                                      |                       |

### 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  |

Back to Logbook Overview

# OLD SCHEME - ADDING DP SEA TIME

## Blue/Green Logbook

1 On the Logbooks Overview page, click on Watchkeeping.

If you own an NI Black logbook, go to page 14 for instructions on how to add your watchkeeping time.

## 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

Complete the remaining fields. If the **DP system** is not listed, leave this blank as it is not a mandatory field.

## 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.

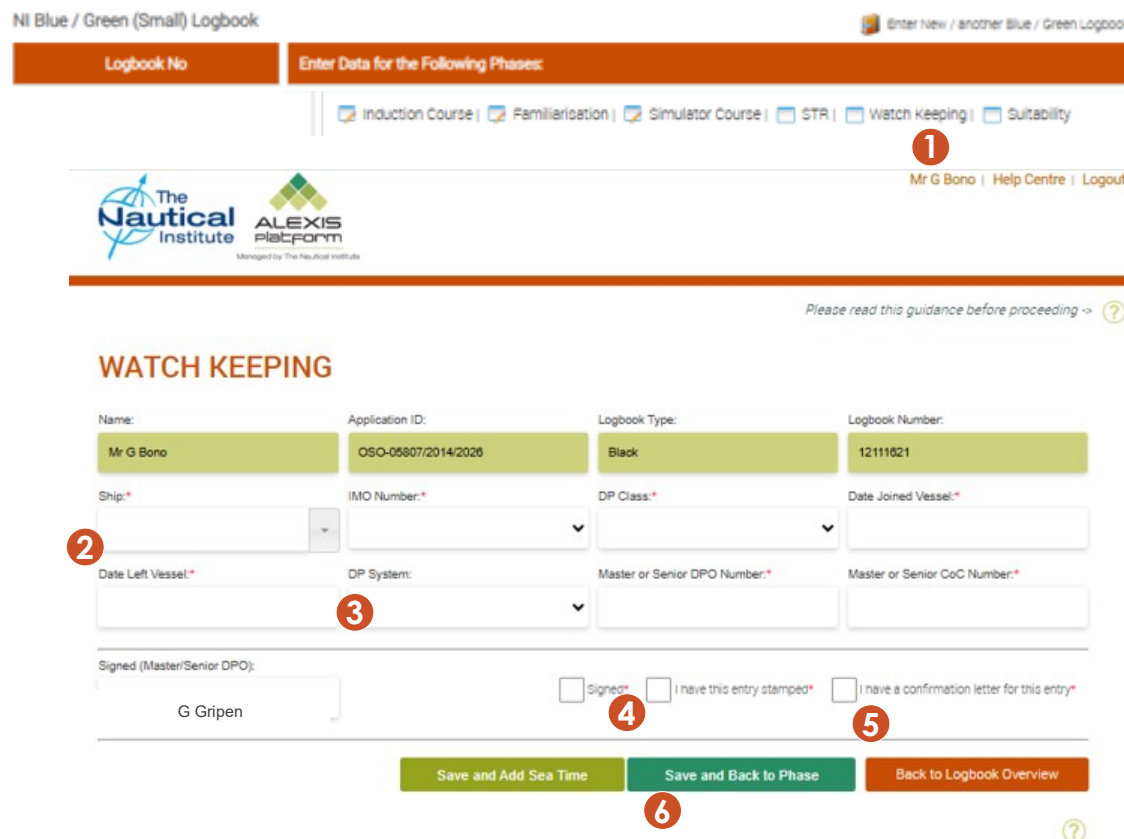
Please make sure the confirmation letter at the time of issue

- 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 BACK TO PHASE

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



The screenshot shows the 'NI Blue / Green (Small) Logbook' form. At the top, there's a header with the Nautical Institute logo and 'ALEXIS Platform' branding. Below the header, there's a navigation bar with 'Logbook No' and 'Enter Data for the Following Phases:'. The phases listed are 'Induction Course', 'Familiarisation', 'Simulator Course', 'STR', 'Watch Keeping' (highlighted with a red circle 1), and 'Suitability'. Below this, there's a user profile section for 'Mr G Bono' with links for 'Help Centre' and 'Logout'. The main form is titled 'WATCH KEEPING'. It contains several input fields: 'Name' (Mr G Bono), 'Application ID' (OSO-05807/2014/2026), 'Logbook Type' (Black), and 'Logbook Number' (12111621). Below these are 'Ship' (with a dropdown arrow and a red circle 2), 'IMO Number' (with a dropdown arrow), 'DP Class' (with a dropdown arrow and a red circle 3), and 'Date Joined Vessel'. Further down are 'Date Left Vessel', 'DP System' (with a dropdown arrow), 'Master or Senior DPO Number', and 'Master or Senior CoC Number'. At the bottom, there's a 'Signed (Master/Senior DPO)' section with a text input for 'G Gripen' and three checkboxes: 'Signed' (checked with a red circle 4), 'I have this entry stamped' (with a red circle 5), and 'I have a confirmation letter for this entry'. At the very bottom, there are three buttons: 'Save and Add Sea Time' (green, with a red circle 6), 'Save and Back to Phase' (teal), and 'Back to Logbook Overview' (orange). A small question mark icon is visible in the bottom right corner.

**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.

# OLD SCHEME - ADDING DP SEA TIME (cont'd)

## 1 LIST OF WATCHKEEPING EXPERIENCE

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

## 2 ADDING WATCHKEEPING EXPERIENCE

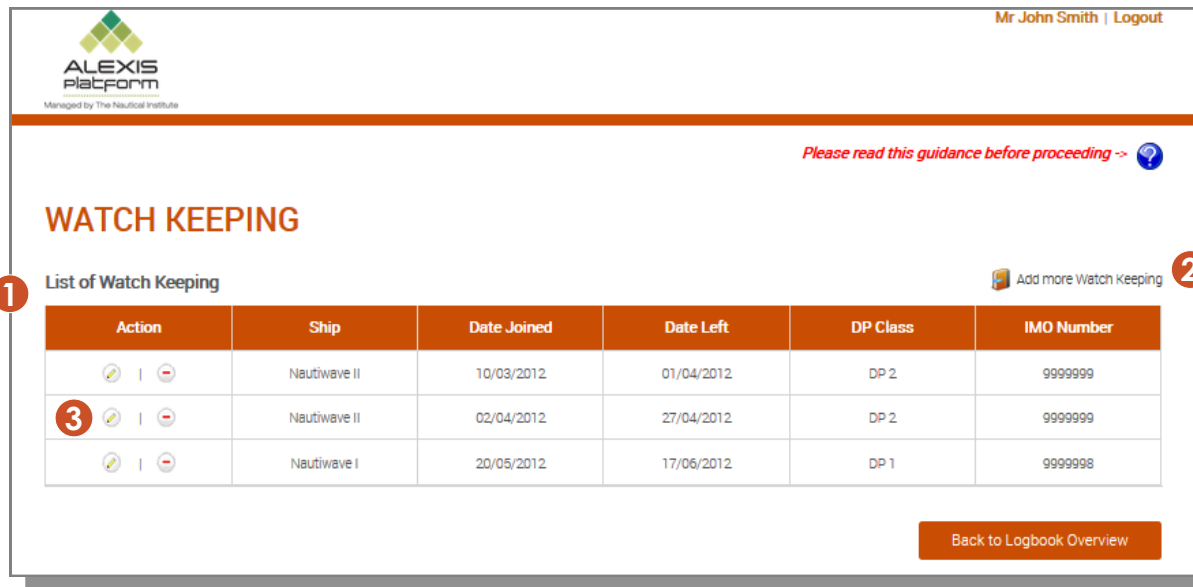
Click on the '**Add more watchkeeping**' option to enter additional DP sea time needed for your application.

## 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 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 for the application you are currently completing can be edited or deleted.



The screenshot shows the 'WATCH KEEPING' section of the ALEXIS Platform. At the top, it says 'Mr John Smith | Logout'. Below this is a red banner with the text 'Please read this guidance before proceeding ->' and a help icon. The main heading is 'WATCH KEEPING'. Below this is a sub-heading 'List of Watch Keeping' with a red circle '1' next to it. To the right of the sub-heading is a button 'Add more Watch Keeping' with a red circle '2' next to it. The table below has columns: Action, Ship, Date Joined, Date Left, DP Class, and IMO Number. The first row has an edit icon and a delete icon in the Action column. The second row has a red circle '3' next to the edit icon. The third row has an edit icon and a delete icon. At the bottom right is a button 'Back to Logbook Overview'.

| Action                                                                                                                                                                             | Ship         | Date Joined | Date Left  | DP Class | IMO Number |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|------------|----------|------------|
|              | Nautiwave II | 10/03/2012  | 01/04/2012 | DP 2     | 9999999    |
| <b>3</b>     | Nautiwave II | 02/04/2012  | 27/04/2012 | DP 2     | 9999999    |
|              | Nautiwave I  | 20/05/2012  | 17/06/2012 | DP 1     | 9999998    |

# OLD SCHEME - ADDING DP SEA TIME

## Black Logbook

1 On the Logbooks Overview page, click on Watchkeeping.

### 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

Complete the remaining fields. If the **DP system** is not listed, leave this blank as it is not a mandatory field.

### 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

Requirements and templates can be found [here](#).

### 6 SAVE AND ADD SEA TIME

Once all the information has been added click Save and add sea time.

## LOGBOOKS

NI Black (Big) Logbook

 Enter New / another Black Logbook

| Logbook No | Enter Data for the Following Phases:                                                                                                                                                                                                                       |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12101641   | <input type="checkbox"/> Induction Course   <input type="checkbox"/> Familiarisation   <input type="checkbox"/> Simulator Course   <input type="checkbox"/> STP   <input checked="" type="checkbox"/> Watch Keeping   <input type="checkbox"/> Suitability |



Mr G Bono | [Help Centre](#) | [Logout](#)

Please read this guidance before proceeding -> 

## WATCH KEEPING

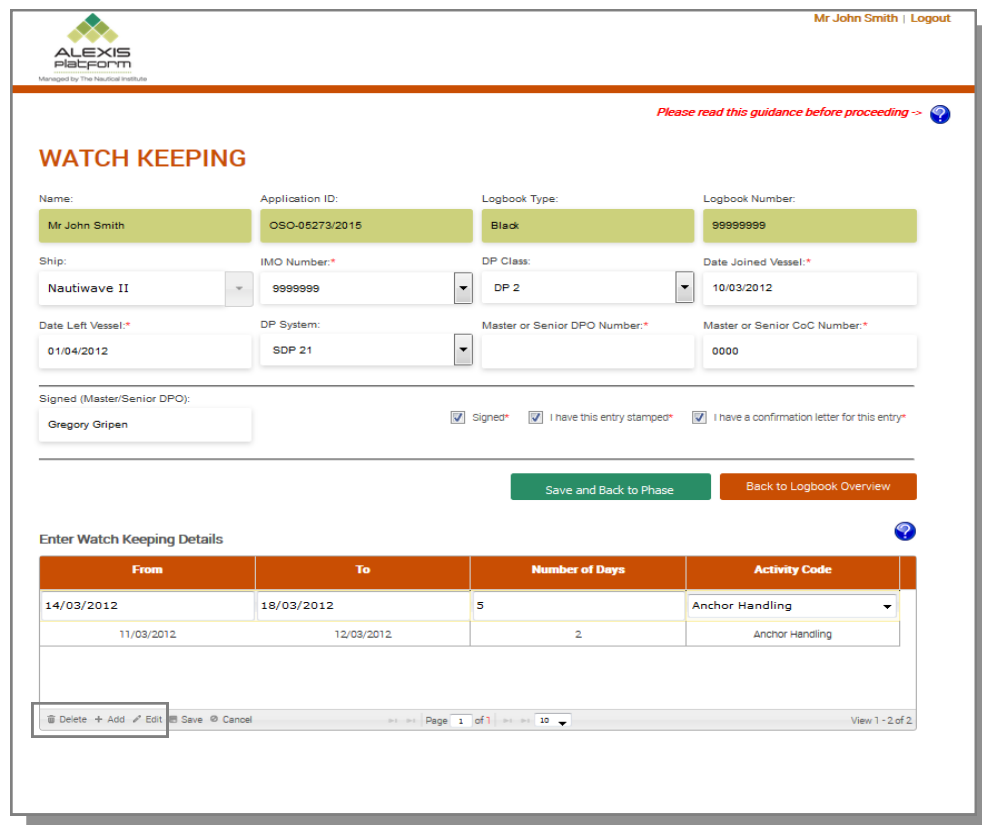
|                                         |                                        |                                                                       |                                                              |
|-----------------------------------------|----------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------|
| Name:<br><b>2</b> Bono                  | Application ID:<br>OSO-05807/2014/2026 | Logbook Type:<br>Black                                                | Logbook Number:<br>12111621                                  |
| Ship:*                                  | IMO Number:*                           | DP Class:*                                                            | Date Joined Vessel:*                                         |
| <input type="text"/>                    | <input type="text"/>                   | <input type="text"/>                                                  | <input type="text"/>                                         |
| Date Left Vessel:*                      | DP System:<br><b>3</b>                 | Master or Senior DPO Number:*                                         | Master or Senior CoC Number:*                                |
| <input type="text"/>                    | <input type="text"/>                   | <input type="text"/>                                                  | <input type="text"/>                                         |
| Signed (Master/Senior DPO):<br>G Gripen |                                        | <input type="checkbox"/> Signed* <b>4</b>                             | <input type="checkbox"/> I have this entry stamped* <b>5</b> |
|                                         |                                        | <input type="checkbox"/> I have a confirmation letter for this entry* |                                                              |
| <b>6</b> Save and Add Sea Time          |                                        | 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.

# OLD SCHEME - ADDING DP SEA TIME (CONT'D)

## Black Logbook

1 After clicking on Save and Add Sea Time from the previous screen, an extended screen will appear with the Enter Watchkeeping Details table at the bottom for you to add your Dates worked on DP.



Mr John Smith | Logout

**WATCH KEEPING**

Please read this guidance before proceeding ->

Name: Mr John Smith Application ID: OSO-05273/2015 Logbook Type: Black Logbook Number: 99999999

Ship: Nautiwave II IMO Number: 9999999 DP Class: DP 2 Date Joined Vessel: 10/03/2012

Date Left Vessel: 01/04/2012 DP System: SDP 21 Master or Senior DPO Number: Master or Senior CoC Number: 0000

Signed (Master/Senior DPO): Gregory G ripen ☒ Signed ☒ I have this entry stamped ☒ I have a confirmation letter for this entry

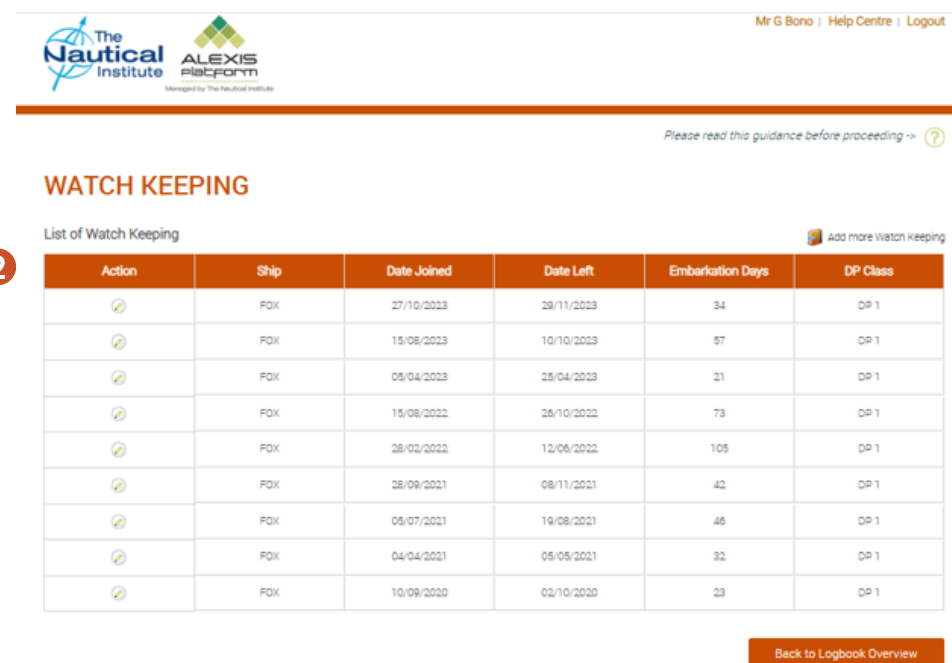
Save and Back to Phase Back to Logbook Overview

**Enter Watch Keeping Details**

| From       | To         | Number of Days | Activity Code   |
|------------|------------|----------------|-----------------|
| 14/03/2012 | 18/03/2012 | 5              | Anchor Handling |
| 11/03/2012 | 12/03/2012 | 2              | Anchor Handling |

Delete + Add Edit Save Cancel Page 1 of 1 10 View 1 - 2 of 2

2 When you have finished entering all of your Dates worked on DP, click on Save and Back to Phase to be taken to the List of Watchkeeping screen.



Mr G Bono | Help Centre | Logout

**WATCH KEEPING**

Please read this guidance before proceeding ->

List of Watch Keeping Add more Watch Keeping

| Action | Ship | Date Joined | Date Left  | Embarkation Days | DP Class |
|--------|------|-------------|------------|------------------|----------|
|        | FOIX | 27/10/2023  | 29/11/2023 | 34               | DP 1     |
|        | FOIX | 15/08/2023  | 10/10/2023 | 57               | DP 1     |
|        | FOIX | 05/04/2023  | 25/04/2023 | 21               | DP 1     |
|        | FOIX | 15/08/2022  | 25/10/2022 | 73               | DP 1     |
|        | FOIX | 28/02/2022  | 12/06/2022 | 105              | DP 1     |
|        | FOIX | 28/09/2021  | 08/11/2021 | 42               | DP 1     |
|        | FOIX | 05/07/2021  | 19/08/2021 | 46               | DP 1     |
|        | FOIX | 04/04/2021  | 05/05/2021 | 32               | DP 1     |
|        | FOIX | 10/09/2020  | 02/10/2020 | 23               | DP 1     |

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.

# OLD SCHEME - 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.

## 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 Black (Big) Logbook

 Enter New / another Black Logbook

| Logbook No | Enter Data for the Following Phases:                                                                                                                                                                                                                                             |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12101641   | <input checked="" type="checkbox"/> Induction Course   <input checked="" type="checkbox"/> Familiarisation   <input checked="" type="checkbox"/> Simulator Course   <input type="checkbox"/> STR   <input type="checkbox"/> Watch Keeping   <input type="checkbox"/> Suitability |

1

 Mr John Smith | Logout

Please read this guidance before proceeding -> 

### SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

|                                                                                                                    |                    |                          |                          |
|--------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|--------------------------|
| Name:                                                                                                              | Application ID:    | Logbook Type:            | Logbook Number:          |
| Mr John Smith                                                                                                      | OSO-05098/2015     | Blue                     | Blu-30595                |
| Master CoC Number:                                                                                                 | Master DPO Number: | Master Country of Issue: | Senior Country of Issue: |
| 00000000                                                                                                           | 0000               | United Kingdom           |                          |
| Date:                                                                                                              | Ship: *            | IMO Number: *            |                          |
| 26/09/2015                                                                                                         | Nautiwave II       | 9999999                  |                          |
| Signed (Master/Senior DPO):                                                                                        |                    |                          |                          |
| Gregory Gripen                                                                                                     |                    |                          |                          |
| <input checked="" type="checkbox"/> Signed* <input checked="" type="checkbox"/> I have this entry stamped*         |                    |                          |                          |
| <div><div>Save and Enter New Phase</div><div>Save and Back to Phase</div><div>Back to Logbook Overview</div></div> |                    |                          |                          |

2

3

4

4



# SUBMITTING YOUR APPLICATION

## 1 SUBMIT APPLICATION

When you have filled in all of the required DP sea time, and Suitability, 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

- Original NI Limited DP Certificate
- Original NI DP logbook
- CoC/MMC
- Confirmation letters
- Additional documents (if applicable, e.g. Phase E) that are separate from your logbook
- 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

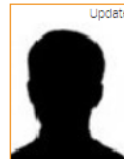
[Update your personal details](#)

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 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 | <b>1</b> 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 | <b>3</b> 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**.

You will now need to send your original physical documents to our mailing address for processing. Please note that your documents will only be placed in the processing queue once they have been received in our office.

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