

# DPVM COURSE LOGBOOK GUIDE

Version 1.1 | April 2024 | 2021 Logbook edition

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# INTRODUCTION



## ABOUT THIS GUIDE

The information contained in this document relates to the DPVM (DP Vessel Maintainers') training scheme only.

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 completing your logbook correctly before applying to The Nautical Institute for your DP VM Certificate. It is to be used in conjunction with the purple coloured A5 (14.8cm x 21cm) size Nautical Institute DPVM logbook.

This guide is not to be used as a sole source of information for the rules pertaining to the DPVM training scheme. Full details of the scheme requirements can be found [here](#)

## REQUIREMENTS

- Part 1: DPVM Course
- Part 2: 26 sea time days  
7 DP days  
Tasks
- Part 3: Statement of Suitability
- Confirmation letter

## VALIDITY PERIOD

The validity period for the DPVM Scheme is two years. All elements of the training scheme must be completed within this timeframe. This applies to everyone on the scheme who has not yet been issued with a DPVM 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.

## DP CLASSED VESSELS

All DP sea time for the DPVM Training Scheme refers to vessels officially certified with a DP notation by classification societies.

## MINIMUM QUALIFICATION REQUIREMENT

Please read the [Minimum Requirements for starting the DPVM Scheme](#) on our website.

## APPLYING FOR A DPVM CERTIFICATE

### Online Applications

The online application system is mandatory and any documents received without first being properly applied for through the online system, will be returned via normal post without processing.

A credit/debit card or PayPal account is needed to complete the online application process.

Once you have submitted your application online, the DP Certification team will check through the information added to your application to see if you would be eligible for the DPVM Certificate. If the online application is correct, the status will be changed to 'Eligible' and once you have successfully completed the payment, a PDF Checklist Template, containing a list of the documents to be sent to us, will be available in your online account on the My Account home page. Download and print this form. You will need to complete and sign the form before including it with your application. If you are unable to find the document on your My Account home page, please contact the NI Qualifications team at [dp@nautinst.org](mailto:dp@nautinst.org).

Please also read the [FAQs](#) on the Alexis Platform website for a list of documents required to successfully apply for your DPVM Certificate.

## 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.

## USING THE LOGBOOK

The logbook is for use to obtain initial certification for the DPVM Scheme and for revalidation of the certificate.

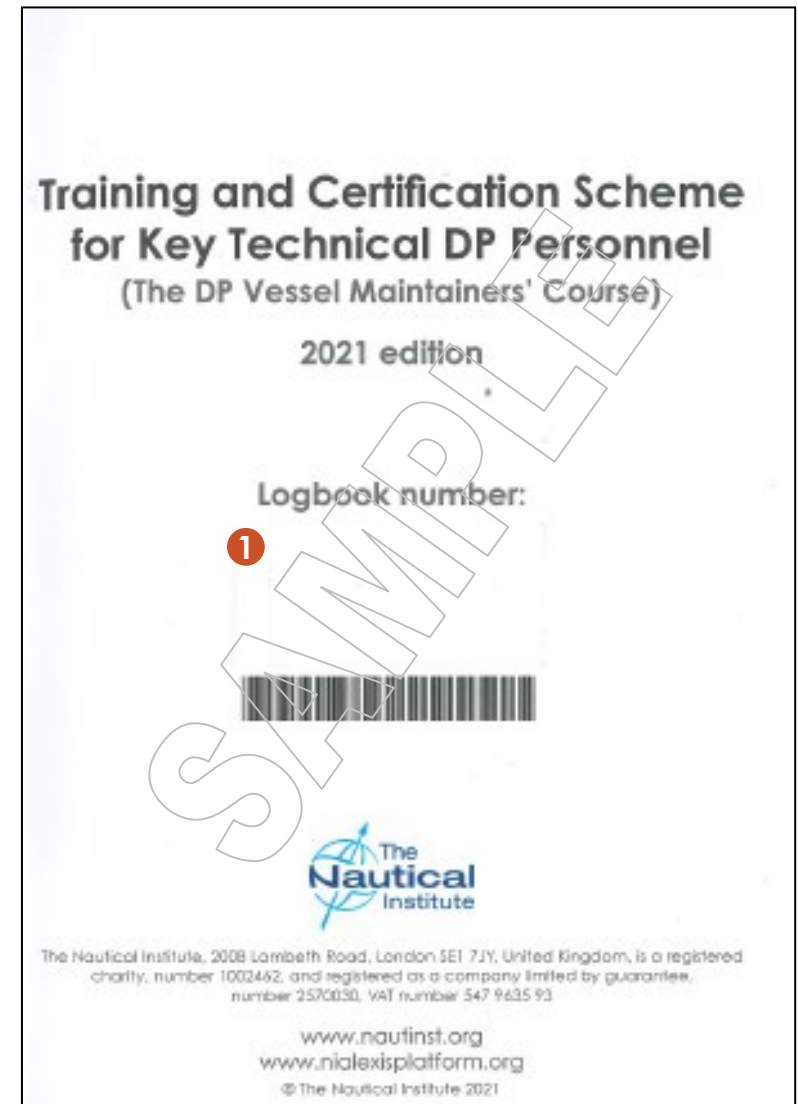
## REPLACEMENT DOCUMENTS

In the event of loss or damage, replacement documents can be ordered from The Nautical Institute. The order form is available to download from the DP Information Centre on our website.

# TITLE PAGE

## 1 LOGBOOK NUMBER

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



# PERSONAL DETAILS

## PHOTOGRAPH

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

## COMPLETING THE FORM

The details on this page should be written clearly in **BLOCK CAPITALS**.

## NOTE

An NI online account will be created in your name during your attendance on the DP Vessel Maintainer Course. This is so the training centre can register your logbook number and examination results.

You will need to keep a note of the email address and password that you used when the account was set up as your application must be made on the same account.

If you do not remember your login details please use the forgotten password option on the login page.

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



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

## ONLINE APPLICATION TIPS




Please check your account to ensure your name has been entered on the Alexis Platform using the correct capitalisation, e.g.

- ✗ JOE ADAM BLOGGS
- ✗ joe adam bloggs
- ✓ Joe Adam Bloggs

**Note:** Please ensure that if you have any special characters in your name that these are input correctly. Do not use block capitals to complete your personal details on your account.

2 Personal details



## Your details

All details below are mandatory and must be completed in full

Logbook number

Logbook issued to (full name):.....  
JOE ADAM BLOGGS

Address:..... 23 BLOGG STREET  
..... SOUTHAMPTON  
..... HANTS

Country:..... UNITED KINGDOM Postcode:..... SO14 1P

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

Date of birth:..... 25/01/1976

Passport number:..... 987654321

CoC number:..... 1234567

CoC country:..... UNITED KINGDOM

CoC date of issue:..... 24/11/2019

Logbook issued by (training centre):..... MARINE BLUE CENTRE

NI customer number:..... 11XXXX

Signature of holder..... JABloggs

# PERSONAL DETAILS (CONT'D)

## UPDATING YOUR INFORMATION

**1 Contact Details:** Please ensure your current contact details are recorded in your logbook and put a line through any old information.

**2 Official Documents:** Your passport and Certificate of Competency details also need to be updated here.

### **NOTE:**

All information entered into the logbook must **ONLY** be written in pen. If you submit your documents and any of the logbook entries are found to have been written in pencil, your application will be returned to you as unsuccessful, and you will need to have those entries re-entered in pen, and have them re-signed by the same Master/DPO who signed the original entries.

Personal details 3

**2 Change of name, CoC or passport**

Change of name:.....

Passport number:.....

CoC number:.....

CoC country:.....

CoC date of issue:.....

---

**1 Change of address and contact details**

Address:.....

.....

.....

Country:..... Postcode:.....

Email:.....

Phone number (inc. country code):.....

---

Address:.....

.....

.....

Country:..... Postcode:.....

Email:.....

Phone number (inc. country code):.....

# PART 1 - DP VESSEL MAINTAINERS' COURSE

## 1 COMPLETING THE DPVM COURSE

This page is filled in by the training centre after you complete your DPVM Course (Part 1). It must be:

- Signed
- Dated
- Stamped
- Course certificate number added

Contact the relevant training centre if any of the details are missing or incorrect.

### COURSE VALIDITY

This course is valid for two years only.

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

**Please note: The two year validity period is based on 24 months and not a calendar year (e.g. If you attended the DP Induction Course on 15th June 2021, it will expire on 15 June 2023).**

## 2 REPEATING THE DPVM COURSE

If for any reason you need to repeat the DPVM Induction Course, it will be added to this part of the page by the training centre. You will not be issued with a new logbook.

**You will be required to repeat the DPVM Course if** you have not yet been issued with a DPVM certificate and;

- It is older than two years (24 months) or;
- The course has not yet reached its two year expiry limit but you are unable to apply to The Nautical Institute before the expiry date has been reached.

You will also need to repeat your 26 days sea time and tasks if they have or will expire as described above.

18 DPVM Course Part One: Theory

**Nautical Institute Key Technical DP Personnel Training – DP Vessel Maintainers' Course**


Part One: Theory

1 Centre ..... MARINE BLUE CENTRE


Date completed ..... 01/07/2021

Course certificate number ..... 000000

I hereby certify that the holder of this logbook has satisfactorily completed The Nautical Institute Key Technical DP Personnel Training – DP Vessel Maintainers' Course Part One: Theory.

Signed ..... 

Print name ..... HENRY SAUCE

Training Centre stamp: 

**Nautical Institute Key Technical DP Personnel Training – DP Vessel Maintainers' Course**

Part One: Theory repeat after 2 years

2 Centre .....

Date completed .....

Course certificate number .....

I hereby certify that the holder of this logbook has satisfactorily completed The Nautical Institute Key Technical DP Personnel Training – DP Vessel Maintainers' Course Part One: Theory.

Signed .....

Print name .....

Training Centre stamp: .....

# DP SEA TIME RECORDS

## DP SEA TIME RECORD PAGES

These pages are located on pages 19 - 109 of your DPVM logbook.

An example of how to complete these sections can be found on page 16 of your logbook.

### 1 SHIP DETAILS

The ship details and DP equipment on board must be added here. All details must be fully and correctly completed.

### 2 TRAINEE DETAILS

This must include both your DP and non DP rank, e.g. 'TDPO/2nd Officer'.

### 3 SEA TIME TABLE

Enter the 'Date joined vessel' (signed on) and 'Date left vessel' (signed off) for your trip.

Vessel operation dates entered outside of the *Date joined* and *Date Left* will not be counted. Entries without both of these dates will not be counted towards the application.

Activity codes can be found on page 17 of your logbook.

### 4 UNUSED SPACES

Unused spaces must be crossed out by the Chief Engineer.

### 5 CHIEF ENGINEER DETAILS

Sea time entries without the Chief Engineer's signature and vessel stamp will not be counted towards the time required to gain a DPVM Certificate or for revalidation.


The Chief Engineer must only complete this section once all of the sea time and offshore loading operations for the trip have been completed.

16 Sample sea time record

## Vessel maintainers

### Sample of completed sea time record

Note: Sufficient sea time record sheets have been provided to allow you to record sea time after you have gained the initial certificate.

Vessel stamp	Vessel name	IMO number	Location
	Lambeth Queen	12345678	Singapore
DP class/DP system manufacturer/DP model			Rank
XXXXXXXXXX			XXXXXXXXXXXXXXXXXX
Dates to/from	Activity code/comment	No. of hrs/days	Chief Engineer initials
01/07/2020	100 Join vessel		SEA
08/07/2020 to 09/07/2020	900 FMEA trial	20 hrs	SEA
21/07/2020 to 05/08/2020	120 SOI operations	166 hrs	SEA
30/08/2020	500 Date leaving vessel		SEA
01/07/2020 to 30/08/2020	510 Total hours on watch	792 hrs	SEA
01/07/2020 to 30/08/2020	515 Total days on OP	95 days	SEA


1

2

3

4

5

Chief Engineer's signature:  Chief Engineer's COC no.....

Printed name..... Date.....

**Note to Chief Engineer.** DP entries must not be block-signed. DP sea time dates will not be counted or validated without the Chief Engineer's signature or initials. Write dates in the format dd/mm/yyyy.

# DP SEA TIME RECORDS (CONTD)

## CORRECTING ERRORS

The use of correction fluid is not permitted. If a mistake is made recording sea time entries, the Chief Engineer must cross out the entire sea time table containing the incorrect entry and the correct data must be entered in the next available table.

Entries amended with correction fluid or overwritten will not be counted towards the time required to qualify for a DPVM Certificate.

## DP SEA TIME DATES

This is when you spend at least two (2) hours on DP. Please note that if you have spent 10 hours or more on DP in one day it still counts as one DP sea time day only.


## NOTE TO TRAINEES



It is advised that you fully check all entries on the page are correct while both you and the Chief Engineer are still on board the vessel so that any errors/omissions can be easily rectified.

DP sea time record 19

### DP sea time record

Vessel stamp	Vessel name	IMO number	Location
	Lambeth Queen	12345678	North sea
DP class/DP system manufacturer/DP model		Rank	
DP 2 K-Pos DP21			
Dates to/from	Activity code/comment	No. of hrs/days	Chief Engineer initials
01/08/2021	100 Join vessel		FAA
08/08/2021 - 09/08/2021	300 FMEA	20 hrs	FAA
<del>21/08/2021 - 02/09/2021</del>	<del>120 P.O.V</del>	<del>166 hrs</del>	<del>FAA</del>
21/08/2021 - 05/09/2021	120 P.O.V	166 hrs	FAA
30/09/2021	500 Date left		FAA
01/08/2021 - 30/09/2021	510 Total number of hrs on watch	732 hrs	FAA
01/08/2021 - 30/09/2021	515 Total days on DP	35 days	

Chief Engineer's signature: FAA Chief Engineer's COC no. 000000000

Printed name: EDWIN MOTOR Date: 30/09/2021

**Note to Chief Engineer.** DP entries must not be block-signed. DP sea time dates will not be counted or validated without the Chief Engineer's signature or initials. Write dates in the format dd/mm/yyyy.





# TASK SECTION (CONT'D)

## 1 TASK SIGNATORIES

Each item must be completed by the Chief Engineer assigned to supervise you.

## 2 INITIAL TRAINING

- Each task must be individually dated and signed.
- Missing information and/or block signed/dated entries (signed/dated once across multiple entries) are not permitted and the tasks will not be valid.

All sections must be completed fully and correctly before having the Statement of suitability signed off.

## 3 REPEATED TRAINING

This side can also be used if you need to repeat the tasks due to the original being older than two years or if it is invalid for any reason.

*This applies to all the pages within the Tasks Sections.*

112 Tasks		Tasks 113																																																												
<b>TASK 1 (continued)</b> <small>From vessel FMEA – DP equipment classes as defined in IMO guidelines and classification society rules</small>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Vessel name</th></tr> <tr><td> </td><td> </td></tr> <tr><th>Date</th><th>Signed</th></tr> <tr><td> </td><td style="text-align: center;">1</td></tr> <tr><td> </td><td> </td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Vessel name</th></tr> <tr><td> </td><td> </td></tr> <tr><th>Date</th><th>Signed</th></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Vessel name</th></tr> <tr><td> </td><td> </td></tr> <tr><th>Date</th><th>Signed</th></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> </div>	Vessel name				Date	Signed		1			Vessel name				Date	Signed					Vessel name				Date	Signed					<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Vessel name</th></tr> <tr><td> </td><td> </td></tr> <tr><th>Date</th><th>Signed</th></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Vessel name</th></tr> <tr><td> </td><td> </td></tr> <tr><th>Date</th><th>Signed</th></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Vessel name</th></tr> <tr><td> </td><td> </td></tr> <tr><th>Date</th><th>Signed</th></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> </div>	Vessel name				Date	Signed					Vessel name				Date	Signed					Vessel name				Date	Signed				
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<b>TASK 2</b> Fuel systems	1.15 Locate the DP alert system and switch location (if fitted) 1.16 Locate the alarms for special functions (if fitted)																																																													
<b>TASK 3</b> Cooling systems, fresh and sea water	2.1 Review the fuel system configuration in the FMEA. Locate and identify all main components 2.2 Identify and locate all cross-connection valves 2.3 Verify and validate that each remote fuel quick-closing valve affects only one redundancy group																																																													
<b>TASK 3</b> Cooling systems, fresh and sea water	3.1 Review the cooling system configuration in the FMEA. Locate and identify all the main components 3.2 Verify that all cooling system crossover valves are closed and marked 3.3 For seawater cooling systems, locate all system sea chests and strainers and review maintenance procedures 3.4 Verify the standby cooling pump's start-up arrangements and alarms																																																													

# PHASE 4 - STATEMENT OF SUITABILITY

## THE STATEMENT OF SUITABILITY

- The Statement of Suitability must be signed off and stamped by the Chief Engineer and Master of the last vessel recorded in your logbook before applying to The Nautical Institute for a DPVM Certificate.
- You must also provide a confirmation letter that verifies this sea time entry along with any other qualifying sea time being used in your application.
- The form must only be completed after you have taken all of the courses and acquired all of the sea time required to qualify for a DPVM Certificate.
- Only sea time and DP days dated on or before the date of your Statement of Suitability can be used towards your required time needed for a DPVM Certificate.
- If you wish to include additional sea time in your application that is dated after your Statement of suitability you will need to have a new form completed that complies with the requirements.

## 1 AND 3 CHIEF ENGINEER'S DETAILS

The Chief Engineer must write his name clearly in BLOCK CAPITALS at the top of the form and sign, date and add his CoC details lower down in the spaces provided.

## 2 TRAINEE DP VESSEL MAINTAINERS NAME

Your name must be written here.

## 4 COUNTERSIGNATURE OF MASTER

The Master must also sign and date the form.

## 5 TRAINEE DP VESSEL MAINTAINERS DETAILS

Your signature, current CoC number and the country the CoC was issued in must be completed here. Please ensure that your signature here matches the one on your PDF and CoC.

## 6 SHIP STAMP AND MASTER

The ship stamp and Master's name and signature must match the last sea time entry in your logbook.

144 Statement of suitability form

## Statement of suitability form

Statement of suitability form for a technical DP officer to undertake full engine room watchkeeping responsibility for a DP vessel  
To be completed by the Chief Engineer

1 EDWIN MOTOR verify that

2 (Name of technical person) JOE ADAM BLOGGS

has completed the sea time and DP tasks to my satisfaction and has demonstrated that, in my opinion, they are capable of undertaking engine room watchkeeping duties. In particular they:

- Possess an adequate knowledge of DP
- Know the underlying principles of DP
- Understand when the vessel is set up for safe DP operation
- Understand what to do in an emergency
- Understand the operational procedures on board
- Have the engine room team work behaviour and communication skills required for safe DP operations

3 Chief Engineer's signature [Signature] Date 01/11/2021

3 Chief Engineer's CoC number 000000000 Country of issue UK

4 Master's signature [Signature] Date 01/11/2021

5 Logbook holder's signature [Signature] CoC no. 1234567 Country of issue UNITED KINGDOM

6 Vessel's stamp  
Lambeth Queen  
GRI 3377  
IMO 12345678  
UK

The Nautical Institute takes a serious view of false information being submitted, or false endorsement by the Competent Officer or Chief Engineer. The penalty for such acts is suspension or cancellation of a Nautical Institute Certificate for up to five years. The Nautical Institute reserves the right to take further action, if applicable. Verification may be sought on any information contained in this document  
The DP Department, The Nautical Institute, 202 Lambeth Road, London SE1 7LQ, UK.

# CONFIRMATION LETTER



## REQUIREMENTS

In order to further improve the integrity of the application process and to prevent cases of fraud, The Nautical Institute requires additional documentation, in the form of a testimonial letter from shipping companies, to be submitted with every application. This letter must match the following criteria:

- Be written by the shipping company on original company headed paper, which must also include the company contact details;
  - Company logos must be of a high resolution and appear clear. Letters received with logos that appear pixelated and/or blurry will not be accepted by The Nautical Institute;
  - Contain the company's official stamp or seal;
  - Signed and stamped by the Operations Manager, Marine Superintendent or other position directly involved with the operations of the vessel. *(Letters signed by Masters, Agency staff and HR personnel are not acceptable).* Signatures and stamps must be ink originals, not digital scans;
  - Contain the full job title of the signatory. (Not abbreviated)
  - Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience);
  - State that the applicant has trained/worked as a DP Vessel Maintainer on board the vessel(s) listed;
- Confirm the total sea time days the applicant has performed as a DP Vessel Maintainer on board the vessel(s). This must include the sea time and DP sea time.

- Recorded sea time must only include actual sea time served on board and DP sea time completed on the vessel(s); not time on leave/attending courses. This sea time must be broken down and listed as individual trips;

**1 Please note that where the letter states 'Active Dates on DP', the 7 days must be entered individually, and not as 'From' and 'To', e.g. '01/01/2022, 02/01/2022, 03/01/2022, 04/01/2022, 05/01/2022, 06/01/2022, 07/01/2022.'**

- Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating reasons.
- Letters should include contact details of the letter signatory in case further clarification is needed.

When the requested confirmation letter has been obtained, please include the **original** with your application documents and send them by courier to The Nautical Institute.

**Note:** this letter does not replace the entries, signatures and stamps in the logbook, which need to be sent along with this document to The Nautical Institute. Applications with confirmation letters not meeting with the above requirements will be subject to delay.

The [DPVM sea time confirmation letter template](#) can be found on our website.

[Company headed paper]

[DATE]

DP Qualifications  
The Nautical Institute  
200B Lambeth Road  
LONDON  
SE1 7JY  
United Kingdom

**Application for the initial application of a DP Vessel Maintainer (DPVM) Certificate**

We hereby certify that [FULL NAME] [DOB: [DATE OF BIRTH]] is employed by [COMPANY NAME] as a [RANK] on board our vessels.

We had checked his/her DP sea time against our records and verified that the entries below meet the minimum requirements of the Nautical Institute DPVM Scheme, which is 26 days onboard serving as part of the technical team and 7 days when the vessel was actually on DP.

On the dates listed as 'Dates on DP', the applicant named in this letter has performed in a relevant capacity for a minimum of 2 hours per day. The sea time below is also correct and has been broken down into individual trips in line with your requirements.

Vessel Name	GRT	IMO No	DP Class	Trip Dates		Total Days	Rank
				From	To		
Active Dates on DP				DD/MM/YY	DD/MM/YY		

1

Vessel Name	GRT	IMO No	DP Class	Trip Dates		Total Days	Rank
				From	To		
Active Dates on DP				DD/MM/YY	DD/MM/YY		

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

Yours faithfully

[Signatory's Name]  
[Signatory's Job Title]  
[Contact Details]

Page 1 of 1