

REVALIDATION ONLINE APPLICATION GUIDE

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INTRODUCTION



ABOUT THIS GUIDE

The information contained in this document relates to the revalidation of Offshore Limited/Unlimited or Unclassed DP Certificates 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 revalidating your Limited/Unlimited or Unclassed DP certificate via the NI Alexis Platform.

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

REQUIREMENTS FOR REVALIDATION

To revalidate your certificate, you will need to complete the following:

- 150 DP sea time days recorded in your NI/IMCA logbook dated within the five years previous to applying.
- Complete a NI-approved Continuing Professional Development programme and The NI Revalidation online exam **OR** The NI DP Refresher and Competency Assessment Course.

If you do not have the minimum required sea time, you will need to complete one of the following.

- If you have between 30 -150 days of sea time - You must complete The NI DP Refresher and Competency Assessment Course.
- If you have less than 30 days of sea time - You must complete The NI Revalidation Course.

If you are a DP Professional and have been engaged in an occupation The NI considers as being equivalent to the sea service (i.e. DP lecturer, DP Surveyor, DP Consultant, DP Auditor, DP Superintendent, DP Supervisor), revalidation of your DP Certificate will require 150 days in the activity claimed in the preceding five years as well as the other requirements.

NOTE FOR REVALIDATION COURSE: If the participant is completing the course for the first time, there is no minimum DP sea time requirement. If the participant is completing the course for a second or subsequent time, a minimum of 30 DP sea time days will be required to revalidate. This DP time may be completed prior to or after the Revalidation Course. Where a participant subsequently revalidates after taking the course by completion of 150 DP sea time days he/she can take the Revalidation Course again without a DP sea time requirement.

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.

APPLYING FOR A DP CERTIFICATE

From October 2020 revalidation applications have changed to an online only process and you are not required to send your original documents to us unless specifically requested. Please ensure that scans of all your required documents are attached to your account and can be read clearly.

REQUIRED DOCUMENTS

- NI DP logbook and IMCA logbook(s) (if held)
- Passport identification page
- Current NI DP Certificate
- CoC/MMC
- Revalidation /Refresher Course certificate (If applicable)
- CPD Certificates (If applicable)
- Sea time Confirmation letters

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

You will not be able to start a revalidation application more than 6 months before your DP Certificate expires. The revalidation option will not be available before this time.

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

Your new revalidated certificate will be sent to you via our contracted couriers, DHL.

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 REVALIDATION

The revalidation requirements, FAQs and information on how to apply are available in the [DP Revalidation](#) and [DP Information Centre](#) tabs on the home page of the NI Alexis Platform website.

3 DON'T KNOW 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 the system does not recognise your email address try using **Revalidating but don't know your login details?** This option only works on accounts where no email address is registered.

A temporary password will then be set up on your account and be sent to you via email.


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.

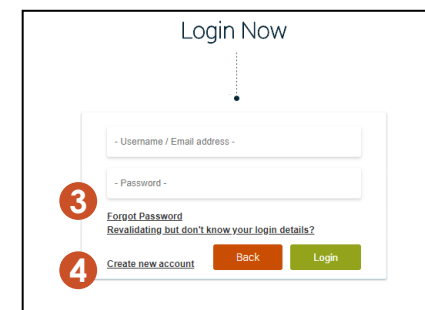
4 CREATE NEW ACCOUNT

As you are revalidating you already hold an account with us. **DO NOT CREATE A NEW ACCOUNT** as this will cause a delay in you being able to apply.

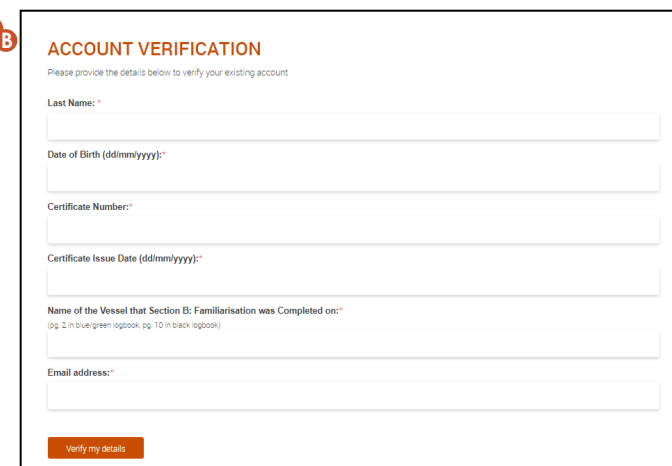
HELP IS AT HAND

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

1



3B



MY ACCOUNT HOME PAGE - OVERVIEW



1 PERSONAL DETAILS

Click **Update your personal details** to check all your information is correct and amend where necessary.

2 STATUS AND CATEGORY

When you log in to revalidate, the status will be **Certificate Issued** and the category, **New, Upgrade or Revalidate**, depending on the previous application submitted.

3A STARTING THE APPLICATION

Click **Revalidate** to start your revalidation application.

You are permitted to start a revalidation application a maximum of six months before your current certificate is due to expire. The **Revalidate** option will not work before this point.

3B CONTINUING YOUR APPLICATION

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

If you cannot see either option contact the Qualifications team.

4 PHOTOGRAPH

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

- 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 your photograph has not been updated since your last application, please add a recent one by clicking **Update** at the top of the photograph.

5 ONLINE REVALIDATION EXAM

If you need to book The NI Revalidation Online exam as part of the new requirements for your application, you are able to do this from your account by selecting this button and following the process.

Please click [here](#) for guidance on booking the revalidation exam.

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

- 1**: Points to the 'Update your personal details' link.
- 2**: Points to the 'Latest application' table.
- 3 A**: Points to the 'Upgrade (New Scheme)', 'Revalidate (New Scheme)', and 'Convert to Shuttle Tanker' options.
- 3 B**: Points to the 'Upload your personal details' link above the second application table.
- 4**: Points to the 'Upload colour photo' button next to a placeholder image.
- 5**: Points to the 'Book Online Revalidation Exam' button in the bottom navigation bar.

Latest application table 1:

Date	Application ID	Status	Category
21/11/2023	001-01435/2000/2023	Certificate issued	New

Latest application table 2:

Date	Application ID	Status	Category
-	001-01435/2000/2023/2023	In Progress	Revalidate

MY ACCOUNT HOME PAGE - OVERVIEW



1 ATTACHMENTS

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

The maximum size per file is 10 MB. If you have scanned a multiple page document that is larger than 10 MB, it will need to be split into two or more separate files. Please do not upload the pages of your logbook individually, as this may cause a delay in your application being processed.

Please use file names that describe the document 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 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.

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.

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

Date	Application ID	Status	Category
-	OSN-05730/2018	In Progress	Revalidate

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

Start a Conversation 2 [Start new conversation](#)

Action	Date Reported	Description
	28/01/2020	Last response January 28 2020, 09:10

[View all](#)

3 Communication Notes – information only

Action	Date	Description
	06/02/2019	Address confirmation

Attachments (Uploads must be in PDF format)

Action	Date	Description
	12/10/2020	Confirmation Letter

4 Payments

Action	Transaction Date	Transaction ID	Application ID	Amount
View / Print	12/10/2020	2251603	OSO-00845/2020	XXX.XX

UPDATE PERSONAL DETAILS



1 NAME

When revalidating, the name fields cannot be changed by you. Any changes needed, including your first name not currently showing, will be corrected to match the name in your passport when your application is being processed.

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 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 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**. Please note, that it is currently not possible to deliver documents to Russia, instead you will need to enter an alternative address.

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 COC/STCW QUALIFICATION

Please enter your most recent qualification information and then click on the submit button.

7 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 sections and callouts:

- 1** Personal details: Title, First Name, Last Name, Middle Name.
- 2** Organisation details: Date of Birth, Organisation Name, Job Title, Captain, Nationality.
- 3** Contact information: Passport Number, Discharge Book Number, CoC Number, Home Telephone, Mobile Number.
- 4** Addresses: Mailing Address and Billing Address fields.
- 5** NMD DP Certificate: NMD DP Certificate, NMD DP Certificate Number, NMD DP Certificate Issue Date.
- 6** Qualifications: CoC/STCW Qualification, Qualification, Where Issued, Qualification From Date, Qualification To Date.
- 7** Saving: Email Address, User Name, Password, Confirm Password.

LOGBOOK OVERVIEW

1 TYPES OF LOGBOOKS

Black—A5 size Issued 2013-2014

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



Blue/Green—A6 size Issued up to 2013

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



Grey—A5 size Issued from 2015

Contains logbook number in the format

15OF*****, 18OF*****, 20OF*****



Green Revalidation—A5 size Issued from 2017

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



IMCA/DPVOA Dynamic Positioning—Black A5 size can also be used in this section.

2 NI REVALIDATION, OR NI DP REFRESHER & COMPETENCY ASSESSMENT COURSES

You can only enter The NI Revalidation Course information in this tab, click on this to add a new course if you have taken one as part of the revalidation requirements.

Please note that at the current time, you will not be able to add The NI DP Refresher & Competency Assessment Course to the online application. You should upload a copy of your course certificate to your account.

3 ENTER NEW LOGBOOK

Each logbook type has the option to add a new logbook. Only click on these options if you are adding a new logbook to your application.

If you only have one NI and/or IMCA logbook Please **DO NOT** click on the option to enter a new logbook.

Use the existing logbook by clicking on **Watchkeeping / Offshore DP sea time / DP**

Please read this guidance before proceeding -> ?

LOGBOOKS

1 NI Black Logbook 3 Enter New / Another Black Logbook

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

NI Blue / Green (Small) Logbook 2 Enter New / another Blue / Green Logbook

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

NI Green Revalidation Logbook 3 Enter New / Another Revalidation Logbook

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

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

IMCA Logbook 3 Enter New / Another IMCA Logbook

Please only use this option if you hold an IMCA logbook

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

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

[Back to Overview](#)

NI Grey Logbook 3 Enter New / Another Grey Logbook

Logbook No	Enter Data for the Following Phases:
150F0000002	<input type="checkbox"/> Simulator Course <input type="checkbox"/> Revalidation Course <input type="checkbox"/> Phase D

ADDING DP SEA TIME - BLUE/BLACK LOGBOOK

This application page is the same for both the small blue logbook and the A5 black logbook.

1 LIST OF WATCHKEEPING

The list will show time used for your initial or previous revalidation application.

DO NOT delete these previous entries. They will not affect your new application as the system only counts entries dated after the issue date of your current certificate.


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


2 ADDING WATCHKEEPING


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

If you do not enter any additional DP sea time to your application and 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 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.

Please read this guidance before proceeding -> 

WATCH KEEPING

2 List of Watch Keeping **1**  Add more Watch Keeping

Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
3  	McKenny Tide	07/11/2009	30/11/2009	24	DP 2
 	McKenny Tide	14/12/2009	10/01/2010	28	DP 2
 	McKenny Tide	11/01/2010	09/02/2010	30	DP 2
 	McKenny Tide	21/02/2010	18/03/2010	26	DP 2
 	McKenny Tide	29/03/2010	30/04/2010	33	DP 2
 	McKenny Tide	09/05/2010	06/06/2010	29	DP 2
 	McKenny Tide	15/08/2010	19/09/2010	36	DP 2
 	Nautiwave I	06/01/2017	30/01/2017	25	DP 1

[Back to Logbook Overview](#)

ADDING DP SEA TIME - BLUE LOGBOOK



1 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.

2 OPERATIONAL LOCATION/DP SYSTEM

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

3 SIGNED/STAMPED ENTRIES

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

4 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 is

- 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](#).

5 SAVE AND ADD SEA TIME

Once the information has been added, click **Save and Enter New Phase**.

Please read this guidance before proceeding -> (?)

WATCH KEEPING

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-01057/2012/2015/2020	Blue	Blu-17439
Ship:	IMO Number:*	DP Class:	Date Joined Vessel:*
1 Nautiwave I	9999998	DP 1	06/01/2020
Date Left Vessel:*	Number of Days:	Trainee Rank:	Operational Location:
30/01/2020	25	DPO	2
DP System:	Signed (Master/Senior DPO):		
	K Long 3 <input checked="" type="checkbox"/> Signed* <input checked="" type="checkbox"/> I have this entry stamped 4 <input checked="" type="checkbox"/> I have a confirmation letter for this entry		
5 Save and Enter New Phase 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.

ADDING DP SEA TIME - BLACK LOGBOOK



1 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.

2 DP SYSTEM

Complete the remaining fields on this page. If the **DP system** is not listed, please leave it blank as it is not mandatory fields.

3 SIGNED/STAMPED ENTRIES

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

4 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 is

- 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](#).

5 SAVE AND ADD SEA TIME

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

Please read this guidance before proceeding -> ?

WATCH KEEPING

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-00845/2018/2020	Black	test1515
Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
1 Nautiwave I	9999998	DP 1	12/02/2017
Date Left Vessel:*	DP System:	Master or Senior DPO Number:*	Master or Senior CoC Number:*
20/02/2017	2	1234	123456789

Signed (Master/Senior DPO):

K Smith

3 Signed* I have this entry stamped I have a confirmation letter for this entry 4

5 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.

ADDING DP SEA TIME - BLACK LOGBOOK



1 ENTER WATCHKEEPING DETAILS

The entries that are added in the Watchkeeping 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 be added in groups, but all the dates within the group must be DP days.

E.g. if you were on board from 12th - 20th but only on DP on 12th, 13th, 14th, 18th, 19th and 20th they will need to be entered in two groups: 12th -14th and 18th -20th.

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

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

2 SAVE AND BACK TO PHASE

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

ADDING DP SEA TIME - GREY LOGBOOK

1 LIST OF SEAGOING PHASE D EXPERIENCE

The list will show time used for your initial or previous revalidation application.

DO NOT delete these previous entries. They will not affect your new application as the system only counts entries dated after the issue date of your current certificate.


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

2 ADDING SEAGOING EXPERIENCE

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


If you do not enter any additional DP sea time to your application and 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.

Please read this guidance before proceeding -> 

PHASE D - SEA GOING EXPERIENCE

2 List of Sea Going Phase D Experience **1**  Add more Sea Going Experience

Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
3  	Nautiwave II	11/11/2015	12/12/2015	32	DP 2
 	Nautiwave I	25/09/2015	20/10/2015	26	DP 1
 	Nautiwave II	21/06/2015	30/07/2015	40	DP 2
 	Nautiwave II	15/04/2015	28/05/2015	44	DP 2
 	Nautiwave II	28/02/2015	10/04/2015	42	DP 2

[Back to Logbook Overview](#)

ADDING DP SEA TIME - GREY LOGBOOK



1 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

2 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.

3 SIGNED/STAMPED ENTRIES

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

4 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 is

- 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](#).

5 SAVE AND ENTER DP SEA DAYS

Once the information has been added, click **Save and Enter DP Days**. This will bring up a new table underneath where the actual DP days will need to be added.

Please read this guidance before proceeding -> ?

PHASE D – DP SEA GOING

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSN-88037/2016/2020/2020	Yellow	15OF00000002
Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
1			
Date Left Vessel:*	Number of Days:	Master DPO Number:*	Master CoC Number:*
DP System:	Trainee Rank:	Operational Location:	
2			
Signed (Master/Senior DPO):			
	3 <input type="checkbox"/> Signed*		4 <input type="checkbox"/> I have a confirmation letter for this entry
5 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.

ADDING DP SEA TIME - GREY LOGBOOK



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 the row 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 Bloggs	OSN-88037/2018/2020/2020	Yellow	15OF00000002
Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
Nautiwave II	0000000	DP 2	08/10/2019
Date Left Vessel:*	Number of Days:	Master DPO Number:*	Master CoC Number:*
04/11/2019	30	000000	0000000000
DP System:	Trainee Rank:	Operational Location:	
	DPO First Officer	Nort 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 08/10/2019	3	Active	Anchor Handling	Y

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

ADDING DP SEA TIME - REVALIDATION LOGBOOK



1 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

2 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.

3 SIGNED/STAMPED ENTRIES

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

4 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 is

- 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](#).

5 SAVE AND ENTER DP DAYS

Once the information has been added, click '**Save and Enter DP Days**'. This will bring up a new table underneath where the actual DP days will need to be added.

Mr J A Bloggs | Help Centre | Logout

Please read this guidance before proceeding -> ?

OFFSHORE DP SEATIME – DP SEA GOING

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-00845/2016/2020	Revalidation	Rvi-35404
Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
1 Nautiwave II	9999999	DP 2	30/09/2019
Date Left Vessel:*	Number of Days:	Master DPO Number:*	Master CoC Number:*
29/11/2019	61		000000
DP System:	Trainee Rank:	Operational Location:	
2	DPO First Officer	Nort Sea	

Signed (Master/Senior DPO):

L Rind

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

5 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.

ADDING DP SEA TIME - REVALIDATION LOGBOOK



1 LIST OF SEAGOING OFFSHORE DP SEA TIME EXPERIENCE

The list may show time used for your previous revalidation application.

DO NOT delete these previous entries. They will not affect your new application as the system only counts entries dated after the issue date of your current certificate.


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


2 ADDING SEAGOING EXPERIENCE

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

If you do not enter any additional DP sea time to your application and 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.

Please read this guidance before proceeding -> 

OFFSHORE DP SEATIME - SEA GOING EXPERIENCE

2 List of Sea Going Offshore DP Seetime Experience **1**  Add more Sea Going Experience

Action	Ship	Date Joined	Date Left	Actual DP Days	DP Class
3  	Neutiwave II	11/11/2015	12/12/2015	32	DP 2
 	Neutiwave I	25/09/2015	20/10/2015	26	DP 1
 	Neutiwave II	21/06/2015	30/07/2015	40	DP 2
 	Neutiwave II	15/04/2015	28/05/2015	44	DP 2
 	Neutiwave II	28/02/2015	10/04/2015	42	DP 2

[Back to Logbook Overview](#)

ADDING DP SEA TIME - REVALIDATION LOGBOOK



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 have to 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 the row first by clicking on it.

2 MODE

Select the correct mode the DP sea time was completed on. Only active DP sea time can be used towards revalidation.

3 SAVE AND BACK TO PHASE

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

Please read this guidance before proceeding -> ?

OFFSHORE DP SEATIME – DP SEA GOING

Name: Mr J A Bloggs Application ID: OSC-00845/2019/2020 Logbook Type: Revalidation Logbook Number: Rvk-35404

Ship: Nautiwave II IMO Number: 9999999 DP Class: DP 2 Date Joined Vessel: 30/09/2019

Date Left Vessel: 29/11/2019 Number of Days: 61 Master DPO Number: Master CoC Number: 000000

DP System: Trainee Rank: DPO First Officer Operational Location: Nort Sea

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

3 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
02/10/2019	3	Active	Anchor Handling	<input checked="" type="checkbox"/>
01/10/2019	6	Active	Anchor Handling	Y

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

ADDING DP SEA TIME - IMCA LOGBOOK

1 ENTER NEW IMCA/DPVOA LOGBOOK

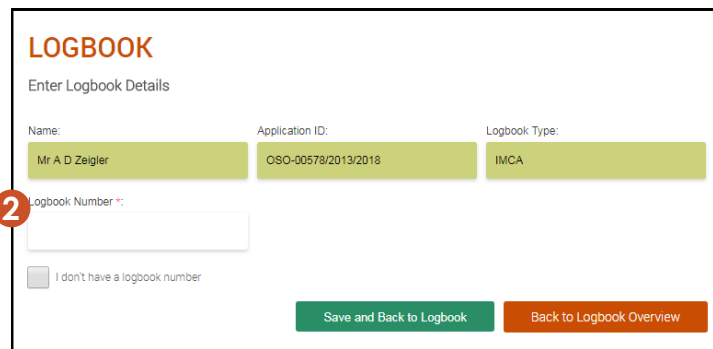
When you click on **Enter New/Another IMCA logbook** from the Logbooks Overview page you are taken to the page below.

If your IMCA/DPVOA logbook is already entered from your previous application, go to step 3.

2 ADDING THE LOGBOOK TO THE ACCOUNT

This is the number on the inner title page near the front of your IMCA/DPVOA logbook.

If you have a new IMCA logbook, you may not have a number and you can tick the box below the logbook number field.



LOGBOOK
Enter Logbook Details

Name: Mr A D Zeigler Application ID: OSO-00578/2013/2018 Logbook Type: IMCA

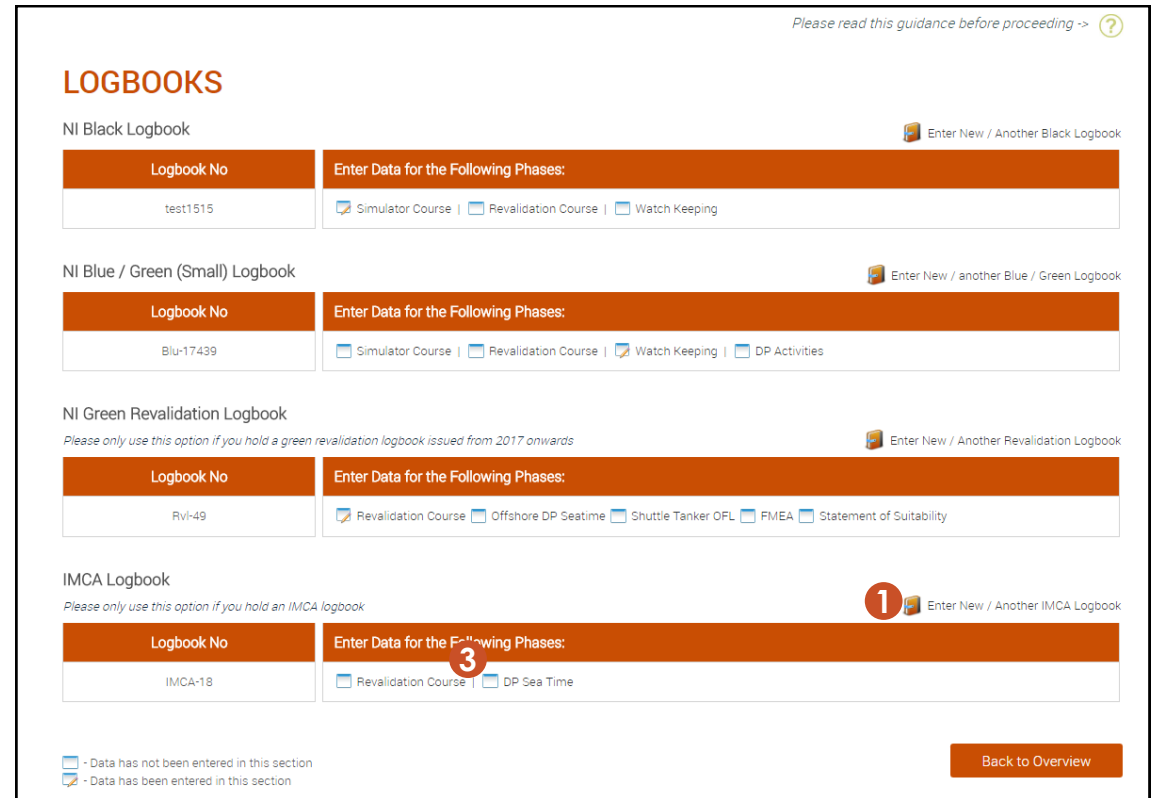
2 Logbook Number *:

I don't have a logbook number

Save and Back to Logbook Back to Logbook Overview

3 ADDING SEATIME

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



Please read this guidance before proceeding -> ?

LOGBOOKS

NI Black Logbook Enter New / Another Black Logbook

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

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

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

NI Green Revalidation Logbook Enter New / Another Revalidation Logbook

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

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

IMCA Logbook 1 Enter New / Another IMCA Logbook

Please only use this option if you hold an IMCA logbook

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

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

Back to Overview

ADDING DP SEA TIME - IMCA LOGBOOK

1 DP SEATIME

DP sea time recorded in days: If the DP sea time in your IMCA/DPVOA logbook is only recorded in days, each entry also needs to be entered in hours.

DP sea time required to revalidate is a minimum of 2 hours per day at the DP desk. To calculate your time in hours, multiply the total **Number of Days** by 2, e.g. 22 days x 2 = 44 hours.

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

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

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

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

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

2 MODE

Select the correct mode the DP sea time was completed on. Only active DP sea time can be used towards revalidation.

3 SIGNED/STAMPED ENTRIES

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

4 SAVE AND ENTER NEW PHASE

If you have multiple entries in your IMCA/DPVOA logbook, click here to save the information and add more,

5 SAVE AND BACK TO PHASE

If you have entered the final entry click here to go back to the application view page.

Please read this guidance before proceeding -> ?

DP SEATIME

Enter DP SeaTime Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-00845/2016/2020	IMCA	123456
Ship: *	IMO Number:*	DP Class:*	From:*
Nautiwave II	9999999	DP 2	29/03/2018
To:*	Number of Days:	Rank:	Operational Location:
19/04/2018	1 22	DPO First Officer	UK North Sea
Mode:	Activity Codes:	Number of Hours (h):	
2 Active	Anchor Handling	44	

Signed (Master/Senior DPO):

Gregory Gripen

3 Signed* I have this entry stamped*

4 Save and Enter New Phase 5 Save and Back to Phase Back to Logbook Overview

DP PROFESSIONALS - OPTIONS

DP professionals have the choice of applying with DP activities only, DP sea time only or a mixture of both. Visit the DP Information Centre on our website for further information.

1 ADDING DP ACTIVITIES


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

2 ADDING DP SEA TIME


Click on **Watchkeeping, DP Sea Time or Phase D** under your existing NI logbook to enter DP sea time to your application. Read instructions on how to do this for your specific logbook (page 7 onwards).


Note The Nautical Institute defines DP professionals as those employed in shore based roles that are DP related (i.e. DP lecturer/instructor, DP surveyor, DP consultant, DP auditor, DP superintendent, DP supervisor, etc.)


Actual DP sea time gained on board a vessel must be entered into the DP Sea time/Watchkeeping section of the appropriate logbook.


Please read this guidance before proceeding -> 


LOGBOOKS


NI Black Logbook  Enter New / Another Black Logbook


Action	Logbook No	Enter Data for the Following Phases:
	Blu-17439	<input type="checkbox"/> Simulator Course <input type="checkbox"/> Revalidation Course <input checked="" type="checkbox"/> Watch Keep 1 <input checked="" type="checkbox"/> DP Activities

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

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

NI Green Revalidation Logbook  Enter New / Another Revalidation Logbook

Action	Logbook No	Enter Data for the Following Phases:
	123456	<input type="checkbox"/> Revalidation Cou 2 <input type="checkbox"/> DP Sea Time

IMCA Logbook  Enter New / Another IMCA Logbook

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

[Back to Overview](#)

DP PROFESSIONALS - ADDING DP ACTIVITIES



1 ACTIVITIES FROM AND TO DATE

You need to enter the start and end dates for each activity, e.g. DP Instructors need to enter the dates of each of the classes they teach.

2 NUMBER OF DAYS

Number of days are automatically inserted.

3 ORGANISATION

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

4 SAVE AND ENTER NEW PHASE

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

5 SAVE AND BACK TO PHASE

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

6 BACK TO LOGBOOK OVERVIEW

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

CONFIRMATION LETTERS

Confirmation letters for DP Instructors must list the dates for the actual time that they have completed. We are unable to accept letters with blocks of dates, for example, DP Instructor from 2016 to 2020. The time will need to be broken down in the same way as DP sea time with the minimum of two hours per day.

Only DP activities must be entered in this section. See the previous page for entering DP sea time.

The screenshot shows the 'DP ACTIVITIES' form with the following fields and callouts:

- 1** Callout to the 'From:' date field.
- 2** Callout to the 'Number of Days' field.
- 3** Callout to the 'Organisation' field.
- 4** Callout to the 'Save and Enter New Phase' button.
- 5** Callout to the 'Save and Back to Phase' button.
- 6** Callout to the 'Back to Logbook Overview' button.

Other visible fields include: Name (Mr F J G Coninx), Application ID (OSO-01686/2010/2015), Logbook Type (Blue), Logbook Number (Blu-12685), and checkboxes for 'Signed' and 'I have a confirmation letter for this entry'.

ADDING THE REVALIDATION COURSE

1 ACTIVITIES FROM AND TO DATE

Enter your Revalidation Course details. The information is on your course certificate.

2 SIGNED AND STAMPED

The course details in your logbook and/or on your certificate must be signed and stamped.

3 SAVE AND BACK TO PHASE

Click to save the current entry and take you back to the Revalidation Course List screen.

4 BACK TO LOGBOOK OVERVIEW

Click to return to the Logbook Overview page

Note If you have completed a DP Refresher and Competency Assessment course, you will not be able to enter the course information into the online application. Please ensure that you do however, upload a copy of the course certificate to your account along with the other required documentation.

Please read this guidance before proceeding -> ?

REVALIDATION COURSE

Enter Revalidation Course Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-00845/2016/2020	Blue	Blu-31574

Date:*	Centre:*	Certificate Number:
1 07/10/2020	Marine Blue Centre	ABC/123/DE

Name of the Instructor:

A. Instructor



2 Signed* I have this course stamped*

Save and Enter New Phase 3 Save and Back to Phase Back to Logbook Overview

Please read this guidance before proceeding -> ?

REVALIDATION COURSE

List of Revalidation Course Add more Revalidation Courses

Action	Centre	Certificate No.	Signed	Instructor Name
 	Aboa Mare Ab	ABC/123/DE	Y	A. Instructor

4 Back to Logbook Overview

SUBMITTING YOUR APPLICATION

1 SUBMIT APPLICATION

When you have filled in all of the required DP sea time/DP Activities and have attached your photograph and required documents (see below), select **Submit Application**.

2 MAKE PAYMENT

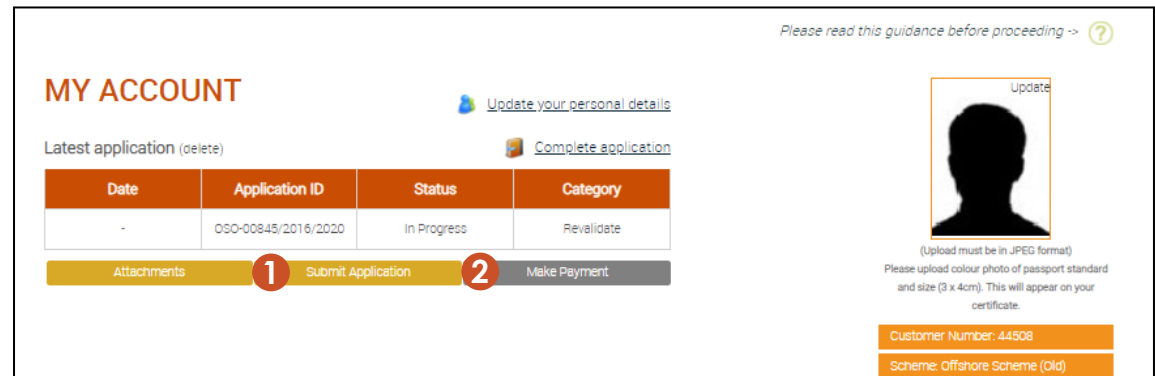
Make Payment is greyed out and not available until you successfully submit your application.

3 SUBMIT PAGE

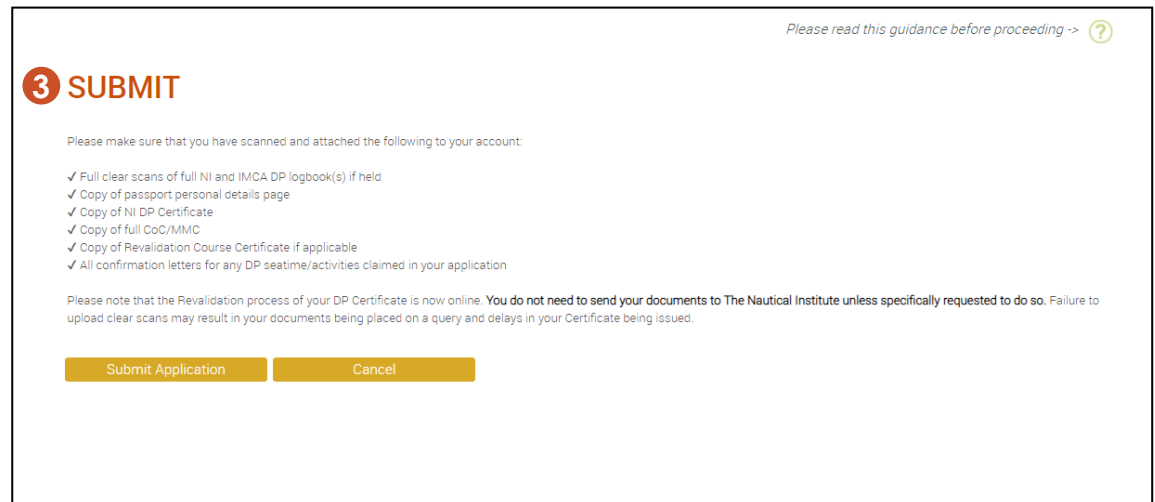
The Submit page shows the list of documents required to be uploaded to your account. Please make sure that clear scans of your documents have been uploaded before clicking **Submit Application**.

- NI DP logbook and IMCA logbook(s) (if held)
full scan of all completed pages even if a copy from a previous application is already attached to your account)
- Passport identification page
- NI DP Certificate
- CoC/MMC
- DP Refresher/Revalidation Course certificate (if applicable)
- Confirmation letters

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



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



- ✓ Full clear scans of full NI and IMCA DP logbook(s) if held
- ✓ Copy of passport personal details page
- ✓ Copy of NI DP Certificate
- ✓ Copy of full CoC/MMC
- ✓ Copy of Revalidation Course Certificate if applicable
- ✓ All confirmation letters for any DP seetime/activities claimed in your application

SUBMITTING YOUR APPLICATION

1 APPLICATION STATUS

When you have successfully submitted your application, the Status on your **My Account** home page will have changed 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
12/10/2020	OSO-00845/2016/2020	1 Eligible	Revalidate

Attachments Submit Application **2** Make Payment

Start a Conversation [Start new conversation](#)

Action	Date Reported	Description

[View all](#)

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)
Certificate: Offshore Unlimited
Certificate No.:
Certificate Date: 03/02/2016
Valid till: 03/02/2021

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

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


Date	Application ID	Status	Category
12/10/2020	OSO-00845/2016/2020	3 Not Eligible	Revalidate

Attachments Submit Application Make Payment

Start a Conversation [Start new conversation](#)

Action	Date Reported	Description

[View all](#)

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)
Certificate: Offshore Unlimited
Certificate No.:
Certificate Date: 03/02/2016
Valid till: 03/02/2021

MAKE PAYMENT

1 MEMBERSHIP

You can tick this option if you would like to become a member of The Nautical Institute.

2 REVALIDATION LOGBOOK

Tick this option if you want to purchase a Revalidation logbook. You will not be able to tick this option if you have selected to become a member of The Nautical Institute as you will receive a complimentary copy. The Revalidation logbook will be sent to you with your new DP certificate.

3 DECLARATION

Tick this after you have read the declaration. This replaces the Checklist PDF that was previously available on revalidation applications.

4 TERMS AND CONDITIONS

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

5 PROCEED TO PAYMENT

Click to move onto the payment page.

Payment can be made by credit card, debit card or PayPal. 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. Once your certificate has been issued and despatched, you will receive a notification email from DHL with the tracking details of your documents.

PAYMENT SUMMARY

The Nautical Institute Dynamic Positioning certification fee* £XXXXXX



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 Seaway - 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

+ ADD

1 Try Nautical Institute membership for 12 months† £XXXXXX

(Includes FREE Nautical Institute DP Revalidation Logbook)

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

- ✓ No joining fee – save up to £X by joining now
- ✓ No extra forms to fill out – become a member instantly
- ✓ No obligation – after 12 months you decide whether to renew or cancel your membership
- ✓ Take a free online Videotel professional development course every 12 months
- ✓ No need to buy a Nautical Institute DP Revalidation Logbook – we will send you a FREE copy when your certificate is issued.

+ ADD

2 The Nautical Institute DP Revalidation Logbook* £XXXXXX

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

3 DECLARATION

I confirm that I have read and agree with the disclaimer and terms of services provided by The Nautical Institute. I confirm that all the above ticked documents have been included in my application.

I declare that the data contained in this application is, to the best of my knowledge, true and correct. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in the application by The Nautical Institute (including any processing necessary to establish the authenticity and validity of the issued certificate).

As per disclaimer, I understand that if I have not provided the mandatory items in my application my documents will be sent back as unsuccessful automatically without processing.

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

TOTAL: £XXXXXX

5 PROCEED TO PAYMENT

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: £44.40)

* 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): £204.00

2 





- 3