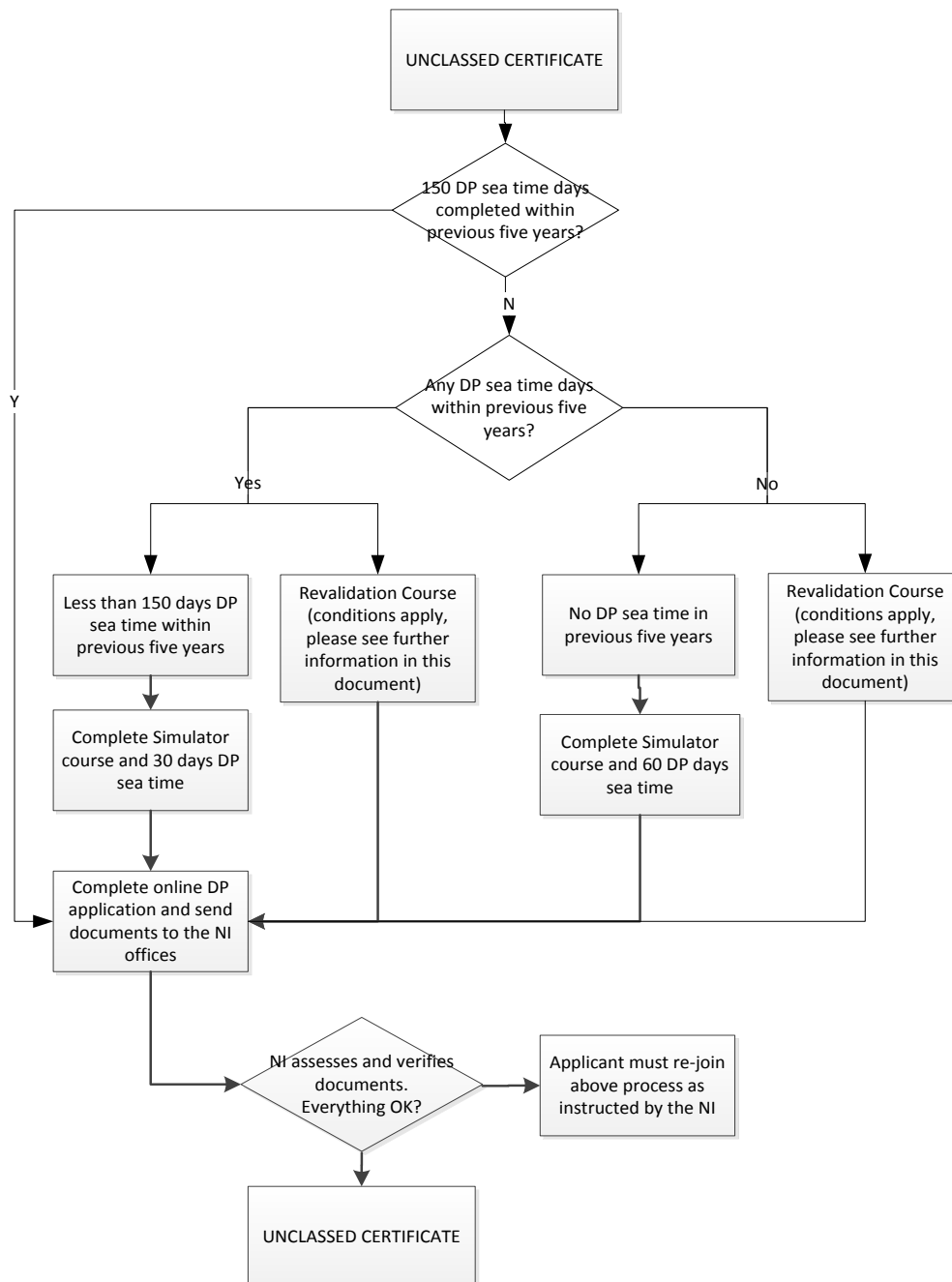


# Revalidating an Unclassed DP Certificate



## REQUIREMENTS FOR REVALIDATING

An Unclassed Dynamic Positioning certificate can be revalidated providing the applicant meets the NI requirements:

## DP Sea time days

The applicant should note that this time can be completed on an unclassified vessel or with a mixture of classed and unclassified DP sea time. In the instance of revalidation, the certificate will remain an Unclassed DP certificate

The applicant must adhere to the following criteria:

- a) If more than 150 days DP sea service is done within a period of 5 years, then the person needs to re-send the documents to the Institute to receive a certificate with a new validity date.
- b) If the DPO has less than 150 days of DP sea service within the preceding 5 years, then the person needs to do a Simulator course and a minimum of 30 days DP sea service.
- c) If no DP sea service was obtained within the period of the last 5 years, then the person would have to undertake a Simulator course and do a minimum of 60 days DP sea time on a DP vessel to have his/her licence revalidated.
- d) If no DP sea time days were obtained within the preceding 5 years, complete a DP Revalidation Course (see note)
- e) If the DP professional has been engaged in an occupation The Nautical Institute considers as being equivalent to the sea service (i.e. DP lecturer/instructor, DP surveyor, DP consultant, DP auditor, DP superintendent, DP supervisor), revalidation of his/her DP certificate will require a minimum of 150 days in the activity claimed in the preceding 5 years.

NOTE: The Revalidation Course may be completed up to six months before the revalidation date set by the NI. The course will be valid for a period of 12 months only, in which the DPO must send in an application into the NI. 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 28 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 using 150 DP sea time days only, after having taken the Revalidation Course for their first renewal, that participant can then take the Revalidation Course again without a DP sea time requirement.

The entries to prove the DP occupation (d) shall be made in an NI or IMCA logbook and signed by the accredited training centre (in the case of a DP lecturer), the vessel's Operations Manager (in the case of a DP superintendent, DP consultant, or DP supervisor) where the person has performed the work/activity or by The Nautical Institute's authorised person (in the case of a DP auditor).

If the person decides to apply with a mix of experience that involves criterion (b) and criterion (d), then the sea time obtained during the last 5 years shall be counted towards the required cumulative 150 days. Example: 15 days as a DP lecturer and 15 days DP sea service, totaling (the minimum) 30 days.

### NOTE

- **Passive DP sea time will not be accepted for revalidation purposes as it can only be counted for initial training in the task section of the logbook.**

POSITION MOORING (POSMOOR) or THRUSTER-ASSISTED MOORING (TAM): The time onboard a vessel with the classification POSITION MOORING or THRUSTER-ASSISTED MOORING (TAM) and DP class notation can be counted towards the DP sea time obtained for revalidation purposes only. Time onboard vessels with POSMOOR or THRUSTER-ASSISTED MOORING (TAM) class notation only will not count as DP sea time and DP initial training.

## Confirmation Letter

For revalidation applications, company letters confirming the DP sea time days must be provided for any time completed after 1<sup>st</sup> January 2014. The definition of a DP sea time day for revalidation applications will change on 1<sup>st</sup> January 2015. Any time completed before this time is classed as a minimum of one hour per day on the DP desk. After 1<sup>st</sup> January 2015, the minimum time will be two hours on the DP desk in order for the day to be counted. The required DP sea time days must follow the definitions above.

## Application for Revalidation

Once the above requirements have been completed, the applicant will need to apply online for the revalidation of the Limited/Unlimited Dynamic Positioning Certificate. The applicant must apply using their email address as their user ID. As the applicant is revalidating, an account will already be held on The Nautical Institute database and this account must be used. If the user ID is not known, the applicant will need to contact the DP department for the login details.

Once logged in on the NI website, the applicant should update any personal details which may have changed. Depending on which of the a–e requirements were met (shown above in the Requirements for Revalidating), the applicant should complete all the details necessary on the online application form. Once the information has been accepted and the payment has been completed, the application should be sent into The Nautical Institute offices for processing.

Documents to be sent to the Nautical Institute offices are:

- Copy of passport personal details page
- Copy of STCW certificate held
- Original NI logbook
- Original IMCA logbook (if applicable)
- Original DP Revalidation logbook (if applicable)
- Original DP Certificate
- Confirmation letters for all DP sea time and/or DP activity time
- Additional documents where necessary

Please note that all applications are subject to verification once they are received by The Nautical Institute.

Once documents are received by The Nautical Institute, an automatic email will be generated and sent to candidate account with a QR code letter, which can be used onboard of DP vessels during the period of 3 months. This letter shall be accepted by the charterers onboard as temporary DP certificate license, and will confirm that the applicant's logbooks and documents are being verified by the NI team.

Please note that all applications are subject to verification once they are received by The Nautical Institute.