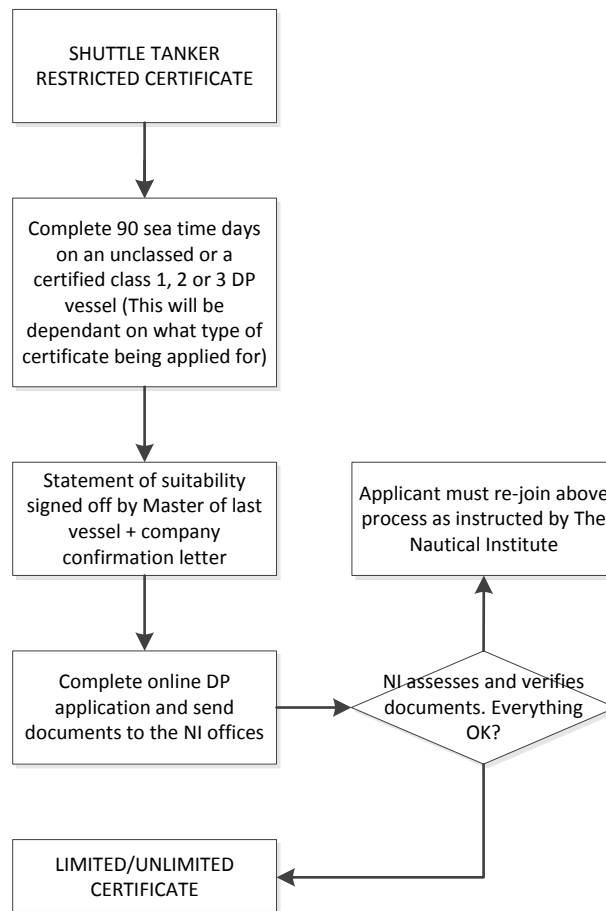


CONVERTING SHUTTLE TANKER RESTRICTED CERTIFICATE ⇒ LIMITED/UNLIMITED DYNAMIC POSITIONING CERTIFICATE



REQUIREMENTS FOR CONVERTING

A Shuttle Tanker Restricted Dynamic Positioning certificate can be converted to an Offshore Limited/Unlimited Dynamic Positioning certificate providing the applicant meets the NI requirements.

- **90 DP1/DP2 OR DP3 SEA TIME DAYS**

90 DP sea time days must be completed onboard an officially classed DP1, DP2 or DP3 vessel (not onboard a shuttle tanker). These 90 days is the equivalent to 75% of the active DP sea time days required for the Offshore training scheme.

- **STATEMENT OF SUITABILITY**

A new Statement of Suitability form must be completed after the DP sea time days have been completed. There is designated space in the burgundy logbook to convert to an Offshore Limited or Unlimited Dynamic Positioning certificate.

The master of the last vessel needs to sign the Statement of Suitability form. The applicant must also sign this form. The signatures on the Statement of Suitability form will be checked against the DP days sea time recorded in the logbook for conversion and also the PDF application form.

Please note that if the applicant is the master of the vessel, the Statement of Suitability must be signed off by one of the following authorised personnel:

- The vessel Relief Master
- A certified DPO onboard (DP certificate number to be noted on form)
- A Marine Superintendent/Manager who is aware of the applicants DP capabilities

A note should be also be made and submitted with the application to explain. Failure to include this may result in delays or rejection of the application.

Scanned or photocopies versions of this form cannot be accepted. The original signed form must be submitted with the application.

- **CONFIRMATION LETTER**

For conversion applications, company letters confirming the DP sea time days must be provided for all DP sea time. After 1st January 2015, the definition of a DP sea time day for applications will be a minimum of two hours on the DP desk in order for the day to be counted.

APPLICATION FOR REVALIDATION

Once the above requirements have been completed, the applicant will need to apply online for the conversion to a Limited or Unlimited DP certificate. The applicant must now apply using their email address as their user ID. As the applicant is converting, 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. The 90 days DP sea time should be entered into the correct field for converting the certificate. Of the 90 DP days sea time, a minimum of 60 days should be logged on a DP2 or DP3 vessel in order to obtain an Unlimited certificate. If 90 DP days sea time is completed but less than 60 days on a DP2 or DP3 vessel, a Limited certificate will be issued. The new Statement of Suitability form details also need to be added online which should match up to the final DP sea time entry.

Once the new details have been added and saved, the system will confirm if the applicant is eligible for the conversion to the Offshore certificate (Limited or Unlimited). If the system says that only a Limited certificate will be issued and the applicant believes that they are entitled to an Unlimited certificate, the applicant will need to check the amount of DP sea time on class 2/3 vessels and the verification document available on the DP website



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