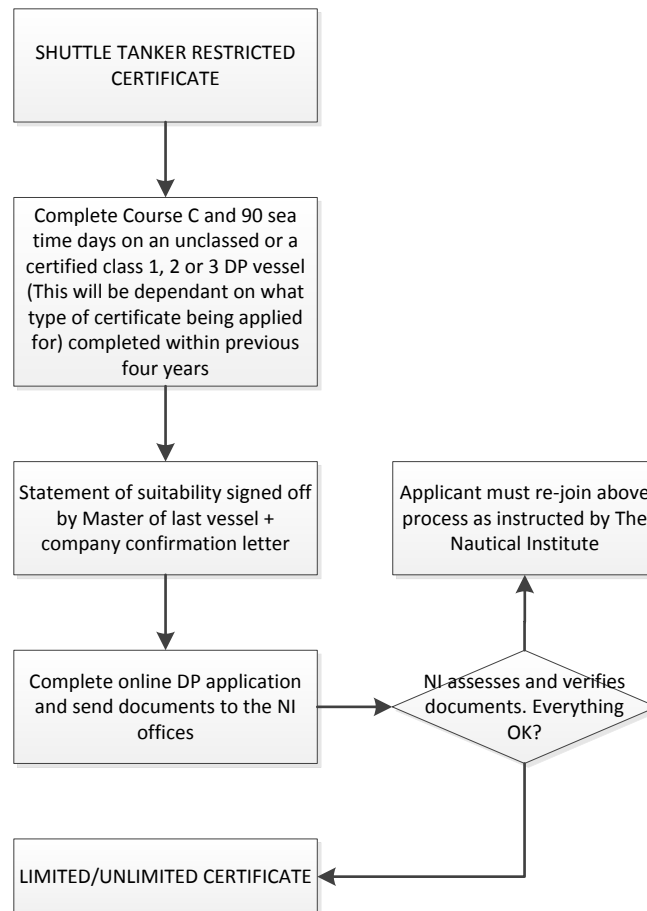


# Converting a Shuttle Tanker DP Certificate to a Limited or Unlimited DP Certificate

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## Requirements for Converting

A Shuttle Tanker Restricted DP Certificate can be converted to a Limited or Unlimited DP 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 are the equivalent to 75% of the active DP sea time days required for the initial Offshore training scheme.

The type of DP certificate will be determined by the class of the vessel on which the DP Operator has completed the DP sea time. This means that a Limited or Unlimited certificate may be issued. Of the 90 DP sea time days, a minimum of 60 DP sea time days should be logged on a DP2 or DP3 vessel in order to obtain an Unlimited certificate. If 90 DP sea time days is completed but less than 60 days on a DP2 or DP3 vessel, a Limited certificate will be issued.

## 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 dark red (burgundy) to convert to an Offshore 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
- A Marine Superintendent/Manager who is aware of the applicants DP capabilities

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

## Confirmation Letters

For conversion applications, company letters confirming the DP sea time days must be provided for all DP sea time. After 1<sup>st</sup> 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. 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 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. 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 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 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 contact the NI before any payment is made to check why the Unlimited certificate is not being issued.

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