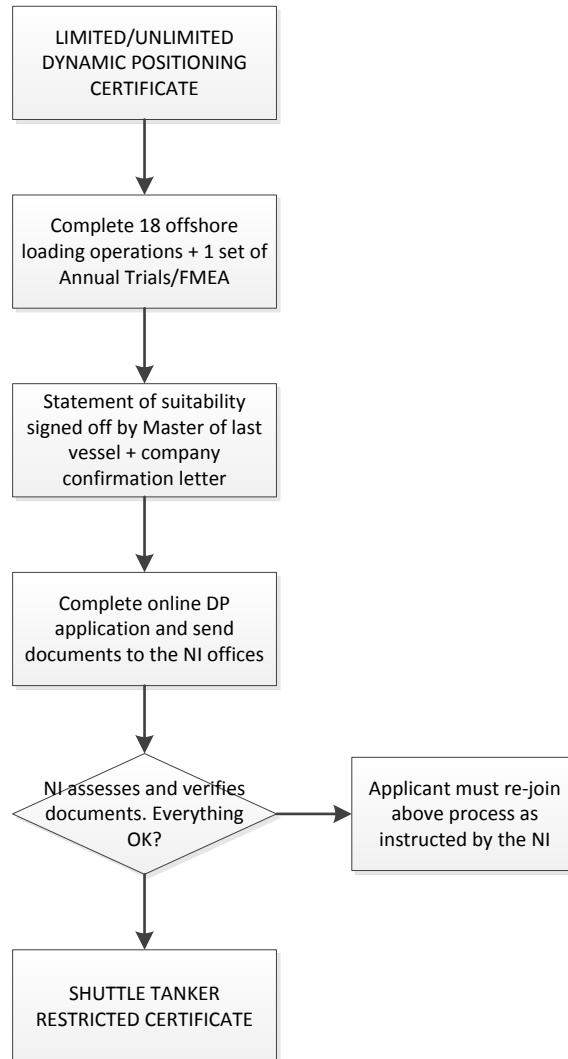


Converting an Offshore Limited/Unlimited DP Certificate to Shuttle Tanker Restricted Certificate



Requirements for Converting

A Limited or Unlimited Dynamic Positioning certificate can be converted to a Shuttle Tanker Restricted Dynamic Positioning certificate providing the applicant meets the NI requirements. For any applicants who have been issued with a Limited or Unlimited certificate by The Nautical Institute and do not have sufficient DP sea time days to revalidate their certificates at the end of the 5-year period, they may choose to have their certificate revalidated as a Shuttle Tanker Restricted certificate.

- **DP Shuttle Tanker Offshore Loads**

The applicant must adhere to the following criteria:

- a) At least 18 offshore loading operations and one set of annual trials (or FMEA) within a five-year period.

- b) If more than six but fewer than 18 offshore loading operations have been conducted within the past five years, complete Course B (shuttle tanker specific Simulator Course) followed by Phase 3 and 4 of the Shuttle Tanker Scheme.
- c) If fewer than six offshore loading operations have been conducted in the five year period, the DPO should restart the Shuttle Tanker process at Phase 2 and complete all subsequent phases. Due to conversion, 24 days sea time can be deducted from the requirements of Phase 2 but all offshore loading operations in pathway A or B must be completed.

NOTE

Where these revalidation requirements specify participation in annual trials or a FMEA test within a five-year period, in exceptional circumstances this requirement may be fulfilled by participation in an additional simulator course (such as Offshore Loading Phase 3) in lieu of the trials, completed during this five-year period.

- **Statement of Suitability**

A new Statement of Suitability form must be completed after the final phase of sea time and offshore loading operations have been completed. This form can be downloaded from the NI website. If a new Grey 2015/2017 logbook is held, there is a conversion section to be complete the information.

The master of the last vessel needs to sign the Section F/Suitability Sign off 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 photocopies versions of this form cannot be accepted. The original signed form must be submitted with the application.

- **Confirmation Letter/s**

For conversion applications, company letters confirming the DP days sea time and Offshore Loads must be provided for any time completed after 1st January 2014. The definition of a DP sea time day for revalidation applications will change on 1st January 2015. Any time completed before this time is classed as a minimum of one hour per day on the DP desk. After 1st 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 Converting

Once the above requirements have been completed, the applicant will need to apply online for the conversion to the Shuttle Tanker Restricted Dynamic Positioning 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. Depending on which of the a–c requirements were met, the applicant should complete all the details necessary on the online application form. Once the information has been entered, the applicant should contact The Nautical Institute in order to submit the application. Once it has been checked by the DP staff, if all is ok, the application will be made Eligible and the payment can be made before sending the documents into the NI offices for processing.

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