

NOTI Frequently Asked Questions (FAQ)

Here is the list of questions asked for courses. Please read through them carefully before contacting NOTI, as they will answer most of your questions about the courses.

Courses Related:

1. **I am sailing as Master; can Relieving Master sign my logbook?**

Ans: Only if Relieving Master is a Certified DPO. Only a certified DPO can sign the logbook.

2. **I have completed 60 days' sea time on DP vessel. In the task sections, I have taken signature from captain who is not a certified DPO. I am onboard now; can I take signature of certified DPO in column provided in repeated task from 1 to 11?**

Ans: You are advised to contact Nautical Institute (NI) directly to check whether you can go-ahead with this log book.

3. **Do you have DP maintenance course?**

Ans: Yes, NOTI offers a DP Vessel Maintainer Course for candidates involved in Dynamic Positioning system maintenance and technical operations.

4. **What is the fees structure for DP Basic Course?**

Ans: DP Basic Course fees depend on whether the candidate requires a new NI DP logbook.

If the candidate already has an NI DP logbook, only the course fee is applicable. If the candidate does not have an NI DP logbook, course fee plus logbook fee will apply.

Exact course fees are communicated in the Eligibility Confirmation & Payment Instructions email.

5. **I already have a logbook; how much I have to pay for DP Basic Course?**

Ans: If the candidate already has a valid NI DP logbook, only the applicable course fee needs to be paid.

Course fees are communicated after eligibility verification in the Eligibility Confirmation & Payment Instructions email.

6. **What is the fees structure excluding lodging and boarding?**

Ans: Course fees will be the same.

7. **At what time the course starts?**

Ans: Course Timings: 0900 – 1700 hrs.

8. **Do you have Container Crane Course?**

Ans: No

9. **What are the requirements for doing DP Advance course?**

Ans: To attend the DP Simulator (Advanced) course, candidates must have:

1. DP Basic Certificate.
2. DP logbook must be signed by a certified DPO.
3. DP logbook must show required number of days of DP Sea time*.

(If DP Basic course completed pre Jan 2015- min 30 days & post Jan 2015- min 60 days).

4. DP logbook must be completed.
All tasks in the DP logbook should be completed (with the exception of 'DP Information Input System' (i.e. Position Reference System) which is 4th Section in Old logbook and 5th Section in New logbook. This section must have minimum 2 tasks completed.
5. Candidate must have a NI Customer ID.
(It is compulsory, if DP Basic course completed after 2015).

10. **I have an old logbook do I need to buy New logbook?**

Ans: No, you can use your old logbook.

11. **Can I leave early on the last of the course?**

Ans: No.

12. **What do I need to complete in order to apply for my DPO certificate?**

Ans: The scheme phases must be followed and completed in the order below:

- A. Induction (Basic) Course
- B. 60 DP days sea time + completion of all Task Sections
- C. Simulator (Advance) Course
- D. 60 DP days sea time
- E. Statement of suitability signed by master of last vessel, before submitting documents to NI
- F. A confirmation letter should be obtained from the company confirming the sea time

13. **I started my training in 2014. Can I transfer to the new scheme?**

Ans: Yes, participants can transfer DP Induction (Basic) Course till four years from the date of Induction (Basic) Course to complete the training.

14. **Why do I only have four years to complete my DP training?**

Ans: The training time limit has reduced to four years for the new scheme in line with the reduced amount of DP time needed for the certificate.

15. **What counts as a DP day?**

Ans: If you have started the scheme after 1st January 2015 (new Offshore scheme) then DP day is counted as a minimum of two hours on the DP desk per day.

16. **Who needs to sign off my DP sea time?**

Ans: Your DP sea time must be signed off by the Master of the vessel.

If you are the trainee DPO and the Master on board, you are able to sign off your own sea time in your logbook.

17. **How many days do I need to complete to be issued with a DPO certificate?**

Ans: The new Offshore scheme requires 120 DP days.

18. **Do I have to complete the examination after my course?**

Ans: Yes.

19. **What happens if I fail the Induction examination?**

Ans: You will have two additional chances to retake the course.

- The first attempt is within 24 hours at the same training center of Induction (Basic) course.
- If the first attempt is also failed, for the second attempt you have six months to retake the examination at any training center.

20. **What is active time?**

Ans: Active – with propulsion under the guidance of an NI-certified DPO

- Using DP system to control ship.
- Setting up on DP.
- Completing task sections combined with DP operations.
- FMEA, annual, class, charterer, field arrival and DP proving trials.
- Emergency ship handling training using manual controls using ONLY the thrusters available after worst case failure.

21. **What is Passive time?**

Ans: Passive – without propulsion under the guidance of an NI-certified DPO

- Training on in-built ship-based DP simulator on a vessel with simulator mode in the DP system or a standalone DP simulator.
- Task sections training and assessments by an NI-certified DPO and countersigned by the Master.

Note that you can only claim for a maximum of 30 DP passive days logged in the Phase B only; cannot be counted towards Phase D.

22. **Can I use time from before my Induction (Basic) course towards my certificate?**

Ans: No.

23. **Can I use dry dock time towards my certificate?**

Ans: No.

24. **Can I use a mixture of classed and unclassed DP time to gain a Limited/Unlimited certificate?**

Ans: No, you must complete 120 DP sea time days on board a classed vessel.

25. **Can I use correction fluid (white-out) to amend dates in my logbook?**

Ans: No, please put a line through and have the correct information entered; take the Master's signature next to the correction.

26. **Can I use time not recorded in my logbook?**

Ans: No.

27. **My company won't provide a DP Sea time confirmation letter. What should I do?**

Ans: If you are unable to obtain this letter, the DP sea time will need to be redone.

28. **Can I accrue DP time whilst my logbook is at the NI offices?**

Ans: No.

29. **Will my certificate have a validity date?**

Ans: Yes, the certificate will be valid for a period of five years.

30. **Do I need to continue to log my DP time after my certificate has been issued?**

Ans: Yes, to provide evidence of DP time when the certificate is due for revalidation.

31. **What is the Task Section of the logbook?**

Ans: These are 11 sections in the logbook with individual tasks to be completed and signed off by the certificated DPO on board as well as the Master.

32. **When do I need to complete the Task sections?**

Ans: The Task Section of the logbook must be completed before Phase B i.e. before the simulator (Advance) course. If not completed, you will not be permitted to attend the Simulator (Advance) course.

33. **Who needs to sign the task section?**

Ans: The certified DPO on board the vessel.

34. **How do I upgrade from Limited to Unlimited DPO Certificate?**

Ans: A minimum of 60 DP 2/3 sea time days must be completed after the issue date of the Limited certificate, on a classed DP2 or DP3 classed vessel;
A Statement of Suitability must also be completed (there is a designated page in the

NI logbook for this purpose) and
DP Sea Time Confirmation letter/s should be obtained from the company

35. **How do I upgrade from Unclassed to Limited/Unlimited certificate?**

Ans: You will need to have completed 120 DP sea time days on board a classed DP vessel, A Statement of Suitability must also be completed (there is a designated page in the NI logbook for this purpose) and DP Sea Time Confirmation letter/s should be obtained from the company.

36. **Are the crane operations courses certified courses?**

Ans: Yes, Offshore Crane Operation Courses are DNV-GL Sea Skills Certified Courses.

37. **Are crane operation courses are based on Tonnage?**

Ans: No, they are simulator-based courses.

Payment Related:

38. **How can I pay the fees for the courses?**

Ans: Course fees can be paid through NEFT / Online Bank Transfer using the details provided in the Eligibility Confirmation & Payment Instructions email.

Beneficiary Bank Details (For Indian Candidates):

- Account Name: NUSI / ITF TRUST FOR INDIAN SEAFARERS
- Bank Name: Bank of Baroda
- Branch: Pali Road Branch
- Account Number: 36020100012463
- IFSC Code: BARB0MCPALI
- SWIFT Code: BARBINBBBAW

(Note: The 5th character in IFSC code is "ZERO".)

Cash payments are not accepted.

Course seat booking is done on a first-come-first-serve basis after eligibility approval and payment verification.

39. **Can I pay the fees in cash?**

Ans: No.

40. **Can I pay the course fees on the same day the course starts?**

Ans: Yes, course fees can be paid on the same day subject to eligibility approval and seat availability. Card payment and UPI payment options are available. Advance payment is recommended to secure the seat.

41. **Can I pay the course fees in installments?**

Ans: Fees can be paid in two installments; however, seat will not be booked unless full payment is received.

Accommodation Related:

42. **Can I stay a day before the course or a day after the course?**

Ans: Yes, Additional Night Charges will be applicable: INR 1250/- per night, which includes lodging & boarding and meals.

43. **What are the accommodation charges?**

Ans: Course fees are inclusive of accommodation and meals.

44. **Any requirement of reporting the previous day.**

Ans: No.

Pick up Related:

45. **Is there any transportation facility from Panvel station to the NOTI institute?**

Ans: Yes

46. **Where and what time the transportation facility is available from Panvel to reach the institute?**

Ans: NOTI institute has a bus which starts from Old Panvel (Panvel West) Railway Station at 08:15.

(To reach this bus stop please take a right after exiting the station – do not take the skywalk).

47. **Whom should I contact for the bus?**

Ans: Bus Drivers Contact Details:

- Mr. Sarwan Yadav - 098336 90655
- Mr. Mohare - 096653 01797.

48. **What time do I need to report for the course?**

Ans: 9:00 a.m., at the Institute.