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ADDITIONAL TASK SECTION FOR CONVERSION

ALL mandatory tasks must be completed and not be block signed. Non-mandatory tasks are specified in the task row.

- DP sea time date - the master who countersigns the task section of the logbook must be the same signatory in the logbook.
- If the ship has trainee DPOs on board, the company has a responsibility to have a qualified DPO on board to supervise the training.
- The qualified DPO may be a permanent member of the ship's staff or a DP consultant sailing with the ship whilst training is being undertaken, and is responsible for signing off each task when completed satisfactorily.
- A Master not qualified as a DPO, whilst ultimately responsible for the ship and all on board, cannot be expected to know whether the training has been conducted properly unless advised by a qualified DPO.
- Once the Master has been given this advice, has checked the logbook and assessed the performance of the trainee as a DP watchkeeping officer / ship handler, he can countersign each task section when it is fully completed.
- If the Master is the certified DPO on board, then a note shall be made on this form and the Master's DP certificate number must be provided for verification. The Master still must sign off each task item individually in this case

SECTION 1: **Demonstrate an in-depth knowledge of all the relevant documents relating to the DP system and the Statutory and Class requirements and industry Best Practice recommendations. This section only to be completed for documents found onboard.** Candidates should have a thorough knowledge of the DP system documentation carried on the vessel. They should understand the reason for these documents, the requirements to comply with their content and to keep them up to date. They should confirm having read and signed the vessel's FMEA and DP Operations manuals. **This section can be completed during passive seatime**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
1.1 DP Class requirements:			
1.1.2 Annual trials. Be aware of the content and purpose of this document.			
1.1.3 Capability plots. Be aware of why these are produced and their interpretation.			
1.1.4 Class required DP checklists. Be aware of what checklists must be completed at each stage of the DP operation			
1.1.5 Vessel DP Operations Manuals. Be aware of the DP manual and have a general understanding of what it contains			
1.2 Equipment manufacture:			
1.2.1 System Operator Manuals. Be able to use this manual as a reference document as required.			
1.3 Company Documents:			
1.3.1 DP section of vessel management system. Be able to locate the relevant section.			
1.3.2 Vessel DP Operations Manuals. Be aware of company specific instructions.			
1.3.3 DP log books			
1.3.4 Company SMS required Vessel DP checklists. Be aware of what checklists must be completed, JSA and toolbox at each stage of the DP operations			
1.3.5 DP incident reporting and IMCA reporting system			
1.4 Charter Specific Instructions:			
1.4.1 Specific requirements of the vessel charterer or installation with regard to DP Operations. These may refer to minimum safe distances, bridge manning, minimum number of reference systems, alert lights etc.			

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SECTION 2: **Demonstrate a satisfactory level of competence as a member of the bridge team.** Be aware of how a bridge team functions in DP mode, the various roles involved and the overriding responsibility of the Senior DPO. Understand the importance of the backup role of the Second person. Be aware of the information which needs to be given and received when the watch changes. Understand the continued obligation to keep a safe navigational watch at all times, including whilst operating in DP mode. **This section can be completed during passive seatime**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
2.1 The role of the DP operator.			
2.2 The role of the Senior DP Operator.			
2.3 The role of the Second person in the bridge team.			
2.4 The role of the Master.			
2.5 The handing over of the watch.			
2.6 The taking over of the watch			
2.7 Keeping a safe navigational watch whilst undertaking DP operations.			

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SECTION 3: **Locate and identify the essential elements of the DP system. Refer to vessel FMEA or Vessel DP Operations Manual.** **This section can be completed during passive seatime**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
3.1 Operator Stations. The physical location of the operator stations should be noted with regard to how they fit in with the rest of the manoeuvring controls.			
3.2 DP controller/controllers. Note their physical location.			
3.3 Independent joystick system. (Complete only if fitted)			
3.4 UPS systems. Note their physical location and the breakers that power the DP system.			
3.5 Means of propulsion. Note the layout of the propulsion on the vessel, propellers, azimuth thrusters, tunnel thrusters or any other thruster types fitted.			
3.6 Reference systems. Note which systems are fitted to the vessel and their location.			
3.7 Environmental sensors. Note the number and the location of the sensors fitted to the vessel.			
3.8 Draw a DP layout diagram. The trainee should be able to roughly reproduce the DP system layout diagram in the DP manual, to show the relationship between all the system elements, and their power supplies.			

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SECTION 4: **Demonstrate an in-depth understanding of the DP system. The relationship between the various units, their function and their power supplies.** Candidates should have a thorough knowledge of what constitutes a DP system and why the various elements are required. They should understand how the system is arranged to provide redundancy of hardware and power supplies. They should know where the power supplies are located and be able to reset them if required. They should also be able to start and stop the system, and also to reset operator stations and controllers. They should understand the need to periodically reset operator stations and controllers to avoid errors. **This section can be completed during passive seatime**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
4.1 System layout.			
4.2 DP Controllers, identify which one is in use and how to change			
4.3 Resetting controllers			
4.4 Power generation			
4.5 Propulsion and thruster systems			
4.6 Thruster and Generator operating plan			
4.7 Power supplies.			
4.8 UPS systems			
4.9 Position reference systems			
4.10 Wind sensors			
4.11 Motion reference units			
4.12 Starting up and shutting down the DP system.			

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SECTION 5: **Identify all Position Reference Systems onboard the vessel: practical use and limitations. The causes and effects of interference, failures, shadow sectors, environmental and external influences. This section only to be completed for the specific reference systems fitted.** Be aware of the factors that can affect reference system accuracy, such as vessel motion, heavy rain, snow, shadowing by structures or lifts, movement of personnel wearing reflective clothing, etc. **This section can be completed during passive seatime. A minimum of 2 types of PRS is required.**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
5.1 GNSS (Global Navigation Satellite Systems).			
5.2 Relative GPS			
5.3 Laser systems			
5.4 Artemis			
5.5 FMCW Radar systems			
5.6 Acoustic systems			
5.7 Taut wire.			
5.8 Other reference systems. Please specify other systems.			

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SECTION 6: **Demonstrate an awareness of the practical use of sensors, their uses and limitations. The causes and effects of interference and failures.** Candidates should have a thorough knowledge of why these sensors are required. They should understand the factors that can affect their accuracy, including vessel motion, helicopter activity etc. **This section can be completed during DP passive seatime**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
6.1 Gyros.			
6.2 Motion reference units.			
6.3 Wind sensors.			
6.4 Other sensors. (Editing note: leave space to specify other systems)			

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SECTION 7: **Demonstrate a satisfactory level of competence in all aspects of transferring the vessel from manual to DP control.** **The following must be completed with vessel with engines and thrusters running. It recommended that the Trainee DPO should practice on vessel in built simulator if possible as well as in active mode.**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
7.1 Planning the DP operation. Candidates should show they understand all the factors to be considered at the planning stage.			
7.2 Stopping the vessel in a safe position as per company/charterer's procedure. This safe position may be specified in the vessel management system, the charterer's instructions, or the appropriate regional guidelines.			
7.3 Test all manual controls and emergency control .			
7.4 Changeover to DP control position and setting the vessel up in DP. Transferring control from manual manoeuvring system to the DP system.			
7.5 Demonstrate competence in manoeuvring the vessel using joystick control.			
7.5.1 Demonstrate competence in manoeuvring the vessel using manual controls jointly and individually.			
7.6 Demonstrate competence in manoeuvring the vessel in a reduced power/thruster condition. After worst case failure			
7.7 Verify control of all propulsion elements. Visual check of Setpoint/ feedback screen on DP system and compare to manual pitch/RPM readings to verify all units are responding to commands.			
7.8 Selection of vessel sensors, gyros, wind sensors and VRS			
7.9 Selection of available reference systems. Have an understanding that not all of the final reference systems may be available in the stand-off position.			
7.10 Understand the availability and usefulness of the reference systems at all positions during the planned operation.			
7.11 Selection of the appropriate centre of rotation. Different centres of rotation may be appropriate for different locations and operations.			
7.12 Selection of appropriate heading. Be aware of the factors affecting the selection of heading.			
7.13 Working position, wind, sea conditions, current, and the need to have an escape route.			
7.14 Stabilisation of the vessel. Be aware of the need to reduce any motion (surge, sway, or yaw) as much as possible before selecting auto in these modes.			

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SECTION 7: **Demonstrate a satisfactory level of competence in all aspects of transferring the vessel from manual to DP control.** **The following must be completed with vessel with engines and thrusters running. It recommended that the Trainee DPO should practice on vessel in built simulator if possible as well as in active mode.**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
7.15 Use of the gain control. Be aware of the different gain levels available and why they are used.			
7.16 Limitations of the system during the model-building period. Be aware that a period of time is required for the DP system to build a model of the performance in the prevailing conditions.			
7.17 Assessment of DP system performance and use of power. Be aware of the station keeping performance and the percentage of power being used to maintain position.			
7.18 Completing a drift test **(Mandatory for vessels where this test is done)**			
7.19 The procedure to return to manual control in the event of DP system failure or emergency.			
7.20 Using the DP checklist. Be aware of where to find the checklist within the vessel management system and the procedure for its completion.			
7.21 Assess the vessel capability against a capability plot. Candidates should be able to assess likely performance in the present conditions by using a capability plot.			
7.22 Discussion with installation concerning working position. Candidates should be competent in the exchange of relevant information between the vessel and the installation, concerning the final position and the operations to be completed.			
7.23 Determination of the appropriate heading. Candidates should be competent in assessing the best heading after considering all the factors, including final position, wind, sea conditions, current, tides, weather forecast, operations to be carried out.			
7.24 Risk assessment. Candidates should have an understanding of risk assessment for a DP system operation.			
7.25 Carry out tool box talk. Candidates should be able to carry out a tool box talk involving all the parties in the operation.			

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SECTION 8: **Plan and execute the moving of the vessel from the stand off position to the working position.** **The following must be completed with vessel with engines and thrusters running. It recommended that the Trainee DPO should practice on vessel in built simulator if possible as well as in active mode.**	**DP date** **(this must match with the dates of logged sea time days as per new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
8.1 Determine the minimum safe distance to the installation. Be aware of the factors affecting this decision. Vessel excursion from the position set point, drift On or Drift off situation, percentage power in use, any minimum safe distance specified by the charterer. Complete only if the vessel conducts DP operations in the proximity of a surface or subsea installation.			
8.2 Assessing the final working position drift On or Drift off. Candidates should be able to apply all the information gained from planning and risk assessment to decide on the final working position.			
8.3 Controlling the size of the movement steps. Be aware that as the distance to the installation decreases, the step size should be adjusted as necessary. Complete only if the vessel conducts DP operations in the proximity of a surface or subsea installation.			
8.4 Controlling the speed of the movement. Be aware that as the distance to the installation decreases, the speed of approach should be adjusted as necessary. Complete only if the vessel conducts DP operations in the proximity of a surface or subsea installation.			
8.5 Assess the gain level to be used. Candidates should be able to determine and select the appropriate gain level to be used.			

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SECTION 8: **Plan and execute the moving of the vessel from the stand off position to the working position.** **The following must be completed with vessel with engines and thrusters running. It recommended that the Trainee DPO should practice on vessel in built simulator if possible as well as in active mode.**	**DP date** **(this must match with the dates of logged sea time days as per new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
8.6 Maintain a safe escape route. Be aware of the need to plan an escape to a safe position in the event of a worst case failure.			
8.7 Use of different methods of inputting commands to the DP system. Candidates should be competent inputting commands using the various different methods available. The different ways to input the changes to heading, position and speed. Be aware that there is normally more than one way to input these commands.			
8.8 Demonstrate competency in manoeuvring the vessel using Auto DP mode.			
8.9 Selection of other reference systems. Be aware of the need for careful monitoring as additional references are selected.			
8.10 Final completion of checklist. This should be done when the vessel is in the final position with all references selected.			

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SECTION 9: **Demonstrate competence as a DP operator whilst conducting DP operations and monitor the vessel in the working position.** Candidates should be able to monitor all of the factors below and continuously assess that the operation is being carried out in a safe manner. They should always bear in mind how the vessel could be manoeuvred to a safe position in the event of the worst case failure. **This section must be completed during active sea time only**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
9.1 Position excursion. Monitoring and be aware of the need to monitor position excursion and to ensure the vessel does not exceed position excursion limits as required for the operation. Be able to use the position and heading warnings and alarms in this respect.			
9.2 Percentage power in use. Be aware and monitoring the percentage power in use and available, and the power that would be lost in the event of a worst case failure.			
9.3 Monitoring wind speed and direction. Be aware of the need to monitor wind conditions particularly if they are increasing, or changing to an unfavourable direction.			
9.4 Monitoring sea and swell conditions. Be aware of any changes in the sea and swell conditions and the effect they are having on the DP current.			
9.5 Monitoring the DP current acting on the vessel. Be aware of the various influences that can affect the DP current.			
9.6 Actual current, tides, sea and swell, or any other external force.			
9.7 Monitor for a change from Drift off to drift on.			
9.8 Monitoring Reference system performance. Be aware of the need to monitor reference systems both with their own displays and also the DP system position reference page. Are they degraded in any way, are they equally weighted, are they moving relative to other references?			
9.9 Monitoring possible external influences and effects, e.g. helicopters, heavy rain, snow, movement of personnel close to reference systems. Be aware of the need to take action if a reference system is disturbed by an external effect.			
9.10 Thruster effect from mobile units. Be aware that the thruster effects can change when mobile units move, or start/stop propulsion units. Complete only if the vessel conducts DP operator in the proximity of other mobile units.			
9.10.1 Monitor thruster performance			
9.11 Appreciate that a large move or change of position may mean a new approach to the installation. Continuous assessment of risk. Be aware of the need to continuously assess all the risks and their effect on the worst case scenario.			

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SECTION 9: **Demonstrate competence as a DP operator whilst conducting DP operations and monitor the vessel in the working position.** Candidates should be able to monitor all of the factors below and continuously assess that the operation is being carried out in a safe manner. They should always bear in mind how the vessel could be manoeuvred to a safe position in the event of the worst case failure. **This section must be completed during active seatime only**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
9.12 Awareness of the worst case failure.			
9.13 Monitor and carry out continuous risk assessment.			
9.14 Awareness of the main operational tasks that the vessel may be engaged in.			
9.15 Assess the vessel performance in terms of excursion and use of power. Candidates should be able to assess if it is safe to continue the operation with the current level of excursion and power consumption.			

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SECTION 10: **Understand the procedure for safe departure from the working location.** **This section must be completed during active seatime**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
10.1 Moving the vessel to a safe position. Be aware of the need to move the vessel to a safe position before changing over to manual controls.			
10.2 Controlled change over to manual control. Be aware of the procedure for changing back to manual controls in the normal way.			
10.3 Return DP system to stand-by mode and reason why.			

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SECTION 11: **Demonstrate a working knowledge of the DP monitoring and alarm system as well as competence in handling situations of DP degraded status and DP failure.** **This section must be completed during passive seatime**	**DP Date** **(this must match the dates of sea time days logged in the new logbook)**	**Certified Senior DPO's signature**	**Certified DPO's DP cert number**
11.1 Heading alarms. Be aware of the procedure for setting warnings and alarms.			
11.2 Position alarms. Be aware of the procedure for setting warnings and alarms.			
11.3 Degraded status. Be aware of what constitutes a degraded status. The vessel can still maintain position but with reduced capability. This may be caused by failure of a redundant DP system component, failure of a reference system, failure of a propulsion unit.			
11.4 Failure status. Be aware of the action to take in the event of a DP system failure.			
11.5 Consequence analysis. Be aware of the significance of a consequence analysis warning and the need to re-assess the operation. Complete only if fitted.			

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11.6 Drift off. Be aware that this is a possibility in the event of a loss of position references, or a failure of the DP system and be capable of taking the necessary action to keep the vessel safe.			
11.7 Drive off. Be aware that this can happen due to a catastrophic failure.			
11.8 Drive off. Candidate should be aware of potential alarms that might display on the DP system, how alarm handling is accomplished by the system and the meanings of the alarms.			
11.9 Reference system failure. Candidates should be capable of assessing the consequences of a reference failure and the need to exercise caution when references are reselected.			
11.10 DP System failure. Candidates should be competent in the procedure to change the vessel to Independent joystick or manual controls and manoeuvre to a safe position.			
11.11 Partial Blackout. Candidates should be fully aware of what would happen during a blackout. Whilst the vessel should remain in DP control they must recognise the need to manoeuvre the vessel to a safe position before normal power supplies are restored.			
11.12 Degraded status. Candidates must be able to recognise when DP capability is degraded and the need to manoeuvre to a safe position until a normal status is restored.			
11.13 Vessel operations. Candidate should be fully aware of the operations undertaken by the vessel and understand procedures to be followed, relating to the operation, should a DP related failure occur.			

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