PHASE B – ADDITIONAL TASKBOOK

Version 01 | January 2019

Task sections

All the tasks are mandatory unless specified in the task row. ALL tasks must be completed before the DP Simulator Course is undertaken and must not be block-signed. Repeat training should be completed only when required.

- 1. DP sea time date must be within the sea time days logged in Phase B of the logbook and also match the DP Operation dates where required. The Master who countersigns the task section of the logbook must be the same signatory as in Phase B sea time and DP operations.
- If the ship has trainee DPOs on board, the company has a responsibility to have a qualified DPO on board to supervise the training.
- 3. That qualified DPO may be a permanent member of the ship's staff or a DP consultant sailing with the ship while training is being undertaken. This individual is responsible for signing off each task once it has been completed satisfactorily.

- 4. Although ultimately responsible for the ship and all on board, a Master not qualified as a DPO cannot be expected to know whether the training has been conducted properly unless advised by a qualified DPO.
- 5. Once the Master has been given this advice, has checked the logbook and assessed the performance of the trainee as a DP watchkeeping officer/ shiphandler, he/she can countersign each task section when it is fully completed.
- 6. If the Master is the certificated DPO on board, then this should be noted on page 19 of this document and the Master's DP Certificate number must be provided for verification. The Master must sign off each task item individually in this case.
- 7. Trainee DPOs have the opportunity to record specialist additional tasks for their vessel in the blank lines provided. These lines allow the trainee DPO to record evidence of this experience for future reference.



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.		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate		
practice recommendations. This section only to be completed for documents found on board. Trainees should have a thorough knowledge of the DP system documentation carried on the vessel. They should understand the reason for these documents and the requirements for complying with their content and keeping them up to date. They should confirm that they have read and signed the vessel's FMEA and DP operations manuals. This section can be completed during sea time	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate 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						
1.2.1 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 logbooks						

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SECTION 1 (continued)	Initial training			Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	
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							
Additional Tasks:							

Initial Training	Repeated Training
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SECTION 2 Demonstrate a satisfactory level of competence as a member of the bridge team.		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate		
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 that 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.	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number
This section can be completed during sea time						
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						
Additional Tasks:						

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Name of the trainee DPO	DoB (dd/mm/vv)	Loabook number

SECTION 3 Locate and identify the essential elements of the DP system. Refer to vessel FMEA or vessel DP operations manual.		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate		
This section can be completed during sea time	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate 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						
Initial Training	Repeated	Training				

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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.		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
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.	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	
This section can be completed during sea time							
4.1 System layout							
4.2 Redundancy requirements (to be completed on Class 2 or 3 vessel)							
4.3 Worst case failure as stated in FMEA (to be completed on Class 2 or 3 vessel)							
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.							
4.13 Leg Sensors							
4.14 Draft Sensors							

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SECTION 5 Identify all position reference systems (PRS) on board the vessel and their practical use and limitations. Identify the causes and effects of interference,		Initial training	Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
failures, shadow sectors, environmental and external influences. This section is only to be completed for the specific reference systems fitted.	DP sea time	Certified Senior DPO's	Certified DPO's DP	DP sea time	Certified Senior DPO's	Certified DPO's DP
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.	date (dd/ mm/ yyyy)	signature	Certificate number	date (dd/ mm/ yyyy)	signature	Certificate number
This section can be completed during sea time. A minimum of two types of PRS is required.				,,,,,		
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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Repeated Training

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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 sea time		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate		
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number
6.1 Gyros						
6.2 Motion reference units						
6.3 Wind sensors						
6.4 Leg sensors						
6.5 Draft Sensors						
6.6 Other Sensors						

Initial Training	Repeated Training
Master's signature:	Master's signature:
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SECTION 7 Demonstrate a satisfactory level of competence in all aspects of transferring the vessel from manual to DP control.		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
The following must be completed with vessel engines and thrusters running. It is recommended that the trainee DPO should practise on the vessel's in-built simulator if possible.	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate 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, leg sensors, draft 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							

SECTION 7 (continued)		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	
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							
7.15 Use of the gain control. Be aware of the different gain levels available and why they are used							
7.16 Use of any specialised DP modes used in relation to leg lowering/raising and seabed contact (complete only if fitted)							
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							

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SECTION 7 (continued)		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate		
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number
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 Discussion with client (OIM) concerning working position. Candidates should be competent in the exchange of relevant information between the vessel and the client (OIM), concerning the final position						
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						
Additional Tasks:						

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Repeated Training

SECTION 8 Plan and execute the moving of the vessel from the stand-off position to the		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
working position. The following must be completed with vessel engines and thrusters running. It is recommended that the trainee DPO practise on vessel's in-built simulator if possible.	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate 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 near a surface or subsea installation							
8.2 Assessing the final working position Drift On or Drift Off. Trainees 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 near 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 near a surface or subsea installation							
8.5 Assess the gain level to be used. Trainees should be able to determine and select the appropriate gain level to be used							
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. Trainees 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							

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SECTION 8 (continued)		Initial training			Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number		
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								
Additional Tasks:								

Initial Training	Repeated Training
Master's signature:	Master's signature: Date:
Master's name:	Master's name:
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SECTION 9 Demonstrate competence as a DP operator whilst conducting DP operations and monitor the vessel in the working position.		Initial training Repeated training (if required) or to be used for conversion from Unclassed Limited/Unlimited certificate					
Trainees 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.	DP sea time date (dd/ mm/	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/	Certified Senior DPO's signature	Certified DPO's DP Certificate number	
This section must be completed during DP operations	уууу)			уууу)			
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 On to Drift Off							
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 operations in the proximity of other mobile units							

SECTION 9 (continued)		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	
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							
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							
9.16 – N/A – only applicable on Shuttle Tanker Scheme							
9.17 Understand the effect that legs touching the bottom will have on DP model and generation of false "current" component and the use of freeze current function							
9.18 – N/A – only applicable on Shuttle Tanker Scheme							
9.19 – N/A – only applicable on Shuttle Tanker Scheme							

SECTION 9 (continued)	Initial training				Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number		
9.20 Understand the need to plan for wind wane and tidal current changes when jacking down and leaving turbine in DP joystick mode								
9.21 Understand the effects on thruster power usage and position management of different heading control scenarios, operator selected/adjusted heading and the different levels of control this method will permit								
9.22 – N/A – only applicable on Shuttle Tanker Scheme								
9.23 Monitor DP system performance and position keeping stability during leg lowering and soft pinning								
Additional Tasks:								

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Repeated Training

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		Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	
10.1 Moving the vessel to a safe position. Be aware of the need to move the vessel to a safe position in joystick mode or 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							
Additional Tasks:							

Initial Training	Repeated Training
Master's signature: Date:	Master's signature:
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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.		Initial training			Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate		
This section can be completed during sea time or DP operations	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate 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 or 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 reassess the operation. Complete only if fitted							
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. 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. 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. Be competent in the procedure to change the vessel to independent joystick or manual controls and manoeuvre to a safe position							

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SECTION 11 (continued)	Initial training		Repeated training (if required) or to be used for conversion from Unclassed to Limited/Unlimited certificate			
	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number	DP sea time date (dd/ mm/ yyyy)	Certified Senior DPO's signature	Certified DPO's DP Certificate number
11.11 Partial blackout. 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. 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. Be fully aware of the operations undertaken by the vessel and understand the procedures to be followed relating to the operation, should a DP-related failure occur						

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Master's signature: Date:	Master's signature:
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Comments and notes by trainee DPO certificated Senior DPO or Master	Before attending the DP Simulator Course

Repeated Training

Before attending the DP Simulator Course

Review all material taught in the DP Induction Course and reinforced in Sections 1-6 of this task book, There is not time in the DP Simulator Course to review all the DP Induction Course material.

Complete ALL required tasks in Sections 1-11.

There will be a practical assessment and online examination during the DP Simulator Course. At the end of the DP Simulator Course, you must pass a multiple choice exam, similar in format to the DP Induction Course assessment and based on the material covered during the DP Simulator Course.

Build your skills in manual driving as per task items 7.2, 7.3, 10.1, 10.2, 11.11, 11.12, 11.13.