Application for DP Company Authority Accreditation

This form must be completed in full by the applying candidate.

All specified attachments must be submitted with this form and additional documentation may be requested. If the documents are not submitted in full, your application will not be reviewed. A checklist of required documents is provided in section 8.

All applications must be submitted by email to [ac@imca-int.com](mailto:ac@imca-int.com?subject=DP%20Accreditation%20Application%20Form), which is also the address for any enquiries.

Accreditation requirements are set out in the scheme document – [IMCA M249](https://www.imca-int.com/resources/technical-library/document/01d52e5e-c55b-ee11-8def-6045bdf1ea43/) – *DP Practitioner Accreditation Scheme Handbook*. The terms and conditions for the accreditation scheme are available at [www.imca-int.com/legal/](http://www.imca-int.com/legal/).

# Evidence Requirements

The following text provides a guide for the requirements of the evidence portfolio submitted as part of the DP practitioner accreditation scheme. This document will also be used for the checking and/or verification of evidence submitted.

* Deck officer STCW regulation II/2
* Engine officer STCW regulation II/2
* Electrotechnical officer STCW regulation III/6
* Technical/operational degree/HND/HNC or equivalent
* Quality Awareness Training (DP trials & assurance practitioner only)
* IMCA AVI with DP trials supplement (DP trials & assurance practitioner only).

1. Copies of certificates, clearly indicating certificate number and issuing authority must be provided. Unusual, abnormal, or suspicious certificates may be checked for authenticity and the same check can also be undertaken on a random nature. The copy should be endorsed by a professional person within the industry stating the person’s name, employer, contact details and signature.
2. If needed, background checks may be undertaken via the IMCA membership.
3. Where proof of involvement cannot be provided as evidence, endorsement in writing by an IMCA member company may be acceptable on a case by case basis.

| **Company DP Authority** | **Evidence check** |
| --- | --- |
| Held a position of responsibility managing the operation of DP class 2/3 vessel(s), such as engineering, marine or electrical superintendent; OR | Member company statement on headed paper |
| Responsible for the training of key DP personnel in accordance with the guidelines contained within [IMCA M117](https://www.imca-int.com/resources/technical-library/document/3716b95b-c55b-ee11-8def-6045bdd2cf5f/) for a minimum of two years; OR | Member company statement on headed paper |
| DP assurance and trials practitioner or responsible for providing DP assurance activities in accordance with IMCA guidelines where applicable for a minimum of two years; OR | Member company statement on headed paper |
| A selection of the above that accumulates to a minimum of two years’ experience | Member company statement on headed paper |
| Attendance and witnessing of at least two DP FMEA proving trials or annual trials within the last 36 months | Provide proof of involvement |
| Involvement of DP Operational Activity Planning (2 pieces of evidence required) | 1. Provide evidence of operational planning you have been involved with. For example, a copy of part or all of a document you were involved with. 2. Provide a written statement on company headed paper from a fellow professional involved in the industry (IMCA Member company) stating when and how you have been involved with operational planning activities. |
| Knowledge of DP Incident Investigation and Reporting | Provide specific investigation evidence or a written statement on company headed paper from a fellow professional involved in the industry (IMCA Member company) stating that you are aware of the requirements of the IMCA DP Station Keeping Reporting Scheme. |
| Knowledge of FMEA gap analysis | Provide a written statement on company headed paper from a fellow professional involved in the industry (IMCA Member company) stating that you are aware of the requirements of FMEA gap analysis. |

# Applicant Details

First name(s) as shown on passport: **Click or tap here to enter text**

Surname as shown on passport: **Click or tap here to enter text**

Home address: **Click or tap here to enter text**

Country: **Click or tap here to enter text**

Email address: **Click or tap here to enter text**

Telephone: **Click or tap here to enter text**

# Sponsoring Company Details *(if applicable)*

Company name: **Click or tap here to enter text**

Company address: **Click or tap here to enter text**

Country: **Click or tap here to enter text**

Point of contact/line manager (name): **Click or tap here to enter text**

Point of contact/line manager (email): **Click or tap here to enter text**

Notification consent:  *My company should be advised about my application progress and results*

# Payment of Fees

Fee(s) to be paid by: Initial application: **Candidate**

Resits *(if needed)*: **Candidate**

Purchase order number (optional): **Click or tap here to enter text**

Specific invoicing instructions (optional): **Click or tap here to enter text**

# Preferred Exam Location

Please refer to [www.imca-int.com/exams](https://www.imca-int.com/exams) for a list of current venues and sessions, then indicate your preferred location. Bookings are subject to availability, and IMCA cannot guarantee the availability of specific locations.

Preferred city/country: **Click or tap here to enter text**

# Entry Criteria

Before proceeding to the examination, candidates must submit evidence of relevant qualifications, and must demonstrate knowledge and experience in all the required elements via their submitted portfolio of evidence. Candidates that have previously been accredited by IMCA as DP Practitioners and who have had their accreditation revoked or allowed their accreditation to lapse shall submit evidence of their fulfilment of the revalidation criteria and/or evidence justifying why they allowed their accreditation to lapse (as applicable).

Failure to submit appropriate evidence may delay the application process and may lead to rejection of the application.

For guidance on the requirements, please refer to the *IMCA DP Practitioner Accreditation Scheme Handbook*.

## Qualifications

|  |  |  |
| --- | --- | --- |
|  | Deck officer STCW regulation II/2 | Certificate number: **Click or tap here to enter text**  Issuing authority(s): **Click or tap here to enter text** |
|  | Engine officer STCW regulation II/2 |
|  | Electrotechnical officer STCW regulation III/6 |
|  | Technical or operational degree/HND/HNC |

## Knowledge and Experience

| **Criteria** | **Criteria met** | **Evidence included** |
| --- | --- | --- |
| * Held a position of responsibility managing the operation of DP class 2/3 vessel(s) such as engineering, marine or electrical superintendent; **OR** |  |  |
| * Responsible for the training of key DP personnel in accordance with the guidelines contained within [IMCA M117](https://www.imca-int.com/resources/technical-library/document/3716b95b-c55b-ee11-8def-6045bdd2cf5f/) for a minimum of two years; **OR** |  |  |
| * DP Assurance & Trials Practitioner or responsible for providing DP assurance activities in accordance with IMCA guidelines where applicable for a minimum of two years; **OR** |  |  |
| * A selection of the above that accumulates to a minimum of two years’ experience. |  |  |
| Attendance and witnessing of at least two DP FMEA proving trials or annual trials within the last 36 months. |  |  |
| Involvement of DP operational activity planning. |  |  |
| Knowledge of DP incident investigation and reporting. |  |  |
| Knowledge of FMEA gap analysis. |  |  |

# Privacy Notice

Data collection and processing is undertaken in accordance with the IMCA privacy policy, which sets out your rights and our responsibilities, available at [www.imca-int.com/privacy/](http://www.imca-int.com/privacy/.).

Data provided in respect of this application is used for the following purpose(s):

* *Accreditation and certification – IMCA runs accreditation and certification schemes for certain positions in the offshore marine industry. As part of this, it collects and processes personal data relating to candidates and qualified personnel, which includes additional identity verification (such as passport or driving licence details), details of relevant certification and work history and a history of the application process, including examinations and resits. Such data is generally retained permanently. This is required to ensure a robust system that ensures the competence of those working in highly safety-critical positions in the offshore industry.*
* IMCA uses the TestReach platform for the provision of examinations via a secure online facility. This requires basic personal data to be shared with TestReach for the sole purpose of candidate exam registration. IMCA has reviewed the capabilities and policies of TestReach, reviewed the data security arrangements and entered into an appropriate agreement to ensure the security of your personal data.

# Declaration

To be completed by the candidate:

|  |
| --- |
| *I confirm that I wish to apply for examination and accreditation as DP Company Authority, in accordance with the requirements set out in IMCA* M249 – DP Practitioner Accreditation Scheme Handbook *– with my personal data processed in accordance with the IMCA privacy policy.*  *I accept that my application, any examinations pursuant to it, and (if I am successful) my certification, will be governed by the Terms and Conditions for DP Practitioner Accreditation which are published at:* [*https://www.imca-int.com/legal/terms-and-conditions-dp-practitioner/*](https://www.imca-int.com/legal/terms-and-conditions-dp-practitioner/)*.*  *I understand that IMCA reserves the right to suspend or withdraw my accreditation if it is subsequently proven that: (i) I have submitted fraudulent or deceitful information; (ii) I have been in anyway dishonest during the examination process; (iii) I have acted contrary to good industry practice, contrary to the aims and objectives of IMCA or in a way that could bring IMCA into disrepute. I accept that any dispute arising out of or relating to my examination or certification will be governed by English law and subject to the exclusive jurisdiction of the English Courts.*  *By becoming accredited I agree to receive information notes, DP event bulletins and safety notes and positively promote the use of, and adherence to, IMCA DP related guidance. I accept the DP Practitioner Accreditation Scheme terms & conditions (as may be amended from time to time).*  Signed:  Name: Click or tap here to enter text  Date: Click or tap to enter a date |

# Supporting Documentation

This application must be accompanied by all the supporting documents listed below:

|  |  |  |
| --- | --- | --- |
|  | Application form | Attachment 01 |
|  | Scan of passport, for identification purposes | Attachment 02 |
|  | Clear, passport-sized photograph showing head and shoulders clearly, to be displayed on the IMCA certificate verification portal | Attachment 03 |
|  | Scan of qualification certificate(s), as per section 5.1 | Attachment 04 |
| Evidence of meeting knowledge and experience criteria, as per section 5.2 | | |
|  | * Held a position of responsibility managing the operation of DP class 2/3 vessel(s) such as engineering, marine or electrical superintendent **OR** * Responsible for the training of key DP personnel in accordance with the guidelines contained within [IMCA M117](https://www.imca-int.com/publications/97/the-training-and-experience-of-key-dp-personnel/) for a minimum of two years **OR** * DP Assurance & Trials Practitioner or responsible for providing DP assurance activities in accordance with IMCA guidelines where applicable for a minimum of two years **OR** * A selection of the above that accumulates to a minimum of two years’ experience. | Attachment 05 |
|  | Attendance and witnessing of at least two DP FMEA proving trials or annual trials within the last 36 months. | Attachment 06 |
|  | Involvement of DP operational activity planning. | Attachment 07 |
|  | Knowledge of DP incident investigation and reporting. | Attachment 08 |
|  | Knowledge of FMEA gap analysis. | Attachment 09 |

If these are not submitted in full, your application will not be reviewed. If an additional check of evidence submitted later is required, an additional fee will be chargeable. If applicable, the sponsor company will be advised accordingly.