

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 9.

All applications must be submitted by email to ac@imca-int.com, which is also the address for any enquiries.

Accreditation requirements are set out in the scheme document – [IMCA M 249 – DP Practitioner Accreditation Scheme Handbook](#). The terms and conditions for the accreditation scheme are available at www.imca-int.com/legal-notice/terms-dp-accreditation/

1 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.**
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.**

2 Sponsoring company details *(if applicable)*

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

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

3 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.**

4 Preferred exam location

Please refer to 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.**

5 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. Failure to submit appropriate evidence 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*.

5.1 Qualifications

<input type="checkbox"/>	Deck officer STCW regulation II/2	Certificate number:	Click or tap here to enter text.
<input type="checkbox"/>	Engine officer STCW regulation II/2	Issuing authority(s):	Click or tap here to enter text.
<input type="checkbox"/>	Electrotechnical officer STCW regulation III/6		
<input type="checkbox"/>	Technical or operational degree/HND/HNC		

5.2 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	<input type="checkbox"/>	<input type="checkbox"/>
Responsible for the training of key DP personnel in accordance with the guidelines contained within IMCA M 117 for a minimum of two years OR	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
A selection of the above that accumulates to a minimum of two years' experience.	<input type="checkbox"/>	<input type="checkbox"/>
Attendance and witnessing of at least two DP FMEA proving trials or annual trials within the last 36 months.	<input type="checkbox"/>	<input type="checkbox"/>
Involvement of DP operational activity planning.	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of DP incident investigation and reporting.	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of FMEA gap analysis.	<input type="checkbox"/>	<input type="checkbox"/>

6 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-policy

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.*

7 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 M 249 – 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 accreditation, will be governed by the Terms and Conditions for DP Practitioner Accreditation which are published at: www.imca-int.com/legal-notice/terms-dp-accreditation/.

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.

Signed:

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

8 Supporting documentation

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

<input type="checkbox"/>	Scan of passport, for identification purposes
<input type="checkbox"/>	Clear, passport-sized photograph showing head and shoulders clearly, to be displayed on the IMCA certificate verification portal
<input type="checkbox"/>	Scan of qualification certificate(s), as per section 5.1
<input type="checkbox"/>	Evidence of meeting knowledge and experience criteria, as per section 5.2

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.