

DP Practitioner Accreditation Scheme 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.

DP Trials and Assurance Practitioner	Evidence Check
Attendance and appropriate involvement for a minimum of two FMEA proving trials or two five-yearly FMEA verification trials in the last 24 months	Documents submitted are required to clearly state candidates’ involvement – through attendance tables within the document or individual test sheet witness signatures. The dates of the documents require checking to ensure they are within the required 24 months.
Attendance and appropriate involvement for a minimum of three annual DP trials within the last 24 months	Documents submitted are required to clearly state candidates’ involvement – through attendance tables within the document or individual test sheet witness signatures. The dates of the documents require checking to ensure they are within the required 24 months.
Involvement with DP operational activity planning	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, email correspondence, etc. Also, provide a written statement on company headed paper from a fellow professional involved in the industry (must be from an IMCA member organisation), stating when and how you have been involved with operational planning activities.

Knowledge of DP incident investigation and reporting	Provide a written statement on company headed paper from a fellow professional involved in the industry (must be from an IMCA member organisation) stating that you are aware of the requirements of the IMCA DP Station Keeping Reporting Scheme.
Knowledge of FMEA gap analysis	Provide evidence of FMEA gap analysis you have been involved with. For example; a copy of part or all of a document you were involved with, email correspondence, etc. Provide a written statement on company headed paper from a fellow professional involved in the industry (must be from an IMCA member organisation) stating that you are aware of the requirements of FMEA gap analysis.
Being a key member of FMEA team – responsible for the analysis and development of at least one FMEA	Provide proof of involvement (document clearly demonstrating individual involvement).
Being a key member of a team – responsible for the analysis and development of at least one annual DP trials document	Provide proof of involvement (copy of document) clearly demonstrating individual involvement).

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 M 117 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	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. Also, 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.