

DP Practitioner Accreditation Scheme Revalidation Requirements

1 Introduction

Congratulations on becoming accredited according to the IMCA DP Practitioner Accreditation Scheme. A key element for the ongoing success of the scheme is revalidation. Revalidation is important to the success of the scheme as it allows the candidate to demonstrate their ongoing experience, training, and personal development. The revalidation process is based on the collection of an evidence portfolio over a three-year cycle, commencing as soon as the candidate is accredited (passes the exam).

2 Revalidation Criteria

For each category of accreditation, there are a different set of activities that count towards revalidation. Each activity has a number of points allocated to it and has a maximum number of times that the activity can count towards revalidation per year, and therefore per three-year cycle. The candidate can select any number of activities from the list and build up points over the three years. It should be noted that many of the activities for each category of accreditation are recognised as tasks that would be completed as part of day to day activities. The target within the three-year cycle is a minimum of:

- Company DP Authority – 50 points to remain accredited;
- DP Trials & Assurance Practitioner – 100 Points to remain accredited.

Although the revalidation process occurs once every three years, it is imperative that evidence is collected on an ongoing basis over the three-year period.

Should the revalidation criteria not be met, then the accreditation status may be removed from the candidate. Should the revalidation criteria be met, then accreditation status continues, and a revised certificate/ID card will be issued.

3 Revalidation Evidence

Similar to the initial application process, revalidation requires the submission of an evidence portfolio in year three of accreditation, and a minimum of 6 weeks prior to the three-year anniversary of becoming accredited. This allows IMCA sufficient time to review the evidence portfolio. Specific evidence requirements for each activity are detailed.

4 Revalidation Failure

Should a candidate fail to submit the required information for revalidation, they will lose their accreditation status. Re-application and examination would then be required should the candidate wish to become accredited in the future.

5 Revalidation Fees

A revalidation payment of £125 is required per year, due on the anniversary date of initial accreditation as part of the revalidation process. This payment covers the cost of administration, technical verification of revalidation evidence portfolio and reissuing of certification. Payment notifications shall be issued out to candidates accordingly.

Company DP Authority Revalidation Requirement - Obtain 50 Points over a 3 Year Period

Ref. No.	Activity	Evidence Check	Points Allocated	Maximum Activities Per Year	Maximum Activities Per 3 Year Cycle	Total Achievable Points
1	Manage/lead the upgrade project for critical DP component(s)/manage/lead the FMEA team for reviewing the design for a DP component upgrade	Summary of activity, management of technical change processes, design review, schematics, drawing changes	5	1	3	15
2	Actively participate with DP incident investigation	Evidence of email trail, safety system close out records, submission of IMCA event report	5	1	3	15
3	Attendance at an IMCA organised or supported DP seminar, conference, or presentation	Proof of attendance	2	1	3	6
4	Present at an IMCA organised or supported DP seminar, conference, or presentation	Proof of attendance & submit presentation	5	1	3	15
5	Actively participate in DP assurance activity (ASOG/FMEA review/annual trials planning/Gap analysis)	Submit report demonstrating proof of individual involvement	6	1	3	18
6	Contribute to IMCA or other DP industry work group	Provide copy of minutes of meeting showing your involvement	2	2	6	12
7	Attend DP annual trials	Submit attendance sheet/company endorsement/logbook	2	2	6	12
8	Attend DP proving trial/5 yearly DP Trial	Submit attendance sheet/company endorsement/logbook	2	1	3	6
9	Publish a DP technical report/thesis/journal	Submit report	5	1	3	15
10	Review, or directly contribute to improving, working practices for DP operations or assurance within your organisation	Demonstrate proof of individual involvement	5	1	3	15
11	Attend course related to marine equipment which forms part of the overall DP system i.e., thruster controls, drives, engine controls, reference sensors, protection systems, DP system, etc.	Proof of attendance i.e., copy of certificate	5	1	3	15
12	Demonstrate broadening knowledge out with your electrical/marine/mechanical/operational specialisation	Submit course certificate or technical report	2	1	3	6

13	Partake in formal continuing professional development with IMCA/IMechE/IET/IMarEst/RINA/NI or other relevant technical body	Provide proof of participation in CPD scheme (Note that IMCA AVI CPD is excluded)	2	1	3	6
14	Achievement of a formal auditing qualification	Provide copy of certificate	2	1	1	2

Note that blanket company endorsements shall not be accepted. Endorsement must be specific to the individual activity and provide detail of the activity.

DP Trials & Assurance Practitioner Accreditation Revalidation Requirement - Obtain 100 Points over a 3 Year Period						
Ref. No.	Activity	Evidence Check	Points Allocated	Maximum Activities Per Year	Maximum Activities Per 3 Year Cycle	Total Achievable Points
1	Manage/lead the upgrade project for critical DP component(s)/manage/lead the FMEA team for reviewing the design for a DP component upgrade	Summary of activity, management of technical change processes, design review, schematics, drawing changes	5	1	3	15
2	Actively participate in DP incident investigation	Evidence of email trail, safety system close out records, submission of IMCA event report	5	1	3	15
3	Actively participate in DP assurance activity (ASOG/FMEA review/annual trials planning/Gap analysis)	Submit report demonstrating proof of individual involvement	5	1	3	15
4	Attend DP annual trials	Submit report demonstrating proof of individual involvement	5	1	3	15
5	Attend DP proving trial/5 yearly DP trial	Submit report demonstrating proof of individual involvement	10	1	3	30
6	Responsible for the production of a 5 yearly DP FMEA or DP proving trial or DP annual trials programme	Submit report demonstrating proof of individual involvement	5	1	3	15
7	Part of a team responsible for the production of at least one DP FMEA for a vessel (in line with what M166 states)	Submit report demonstrating proof of individual involvement	5	1	3	15
8	Lead a team on any of points 6 & 7 (excluding Annual DP trials)	Submit report demonstrating proof of individual involvement & company endorsement - must be individual and specific	10	1	2	20

9	Perform a DP suitability survey/assessment/audit	Submit report demonstrating proof of individual involvement	5	1	3	15
10	Attendance at an IMCA organised or supported DP seminar, conference, or presentation	Proof of attendance	5	1	3	15
11	Present at an IMCA organised or supported DP seminar, conference, or presentation	Submit presentation and proof of attendance	10	1	3	30
12	Contribute to IMCA or other DP industry work groups	Provide copy of minutes of meeting showing your involvement	10	1	3	30
13	Publish a DP technical report/thesis/journal	Submit report	10	1	3	30
14	Review, or directly contribute to improving, working practices for DP operations or assurance within your organisation	Demonstrate proof of individual involvement	5	1	3	15
15	Attend an industry recognised course related to marine equipment which forms part of the overall DP system i.e., thruster controls, drives, engine controls, reference sensors, protection systems, DP etc	Proof of attendance i.e., copy of certificate	10	1	2	20
16	Demonstrate broadening knowledge out with your electrical/marine/mechanical specialisation	Submit course certificate or technical report	5	1	1	5
17	Partake in continuing professional development with IMCA/IMechE/IET/IMarEst/RINA/NI or other relevant technical body	Provide proof of participation in CPD scheme (Note that IMCA AVI CPD is excluded)	10	1	1	10
18	Attend DP related training or competency assessment course	Certificate of attendance	5	1	3	15
19	Conduct DP related training or competency assessment course	Provide evidence of training and Company endorsement - must be individual and specific	10	1	3	30
20	Achievement of a formal auditing qualification	Provide copy of certificate	5	1	1	5

The grey shaded tasks are recognised as tasks that would be completed as part of a DP trials & assurance practitioner's day to day activities. Up to a maximum of 80% of points can be earned completing these shaded tasks the remaining 20% must be earned from the un-shaded tasks.

Note that blanket company endorsements shall not be accepted. Endorsement must be specific to the individual activity and provide detail of the activity.