



MINISTERUL EDUCAȚIEI ȘI CERCETĂRII
UNIVERSITATEA MARITIMĂ DIN CONSTANȚA

CONSTANȚA, str. Mircea cel Bătrân, nr. 104, ROMÂNIA, 900663

Tel: +40 241 664740, Fax: +40 241 617260,

E-mail: info@cmu-edu.eu Web: www.cmu-edu.eu

CERTIFIED
ISO 9001:2015
ISO 14001:2015



Caiet de sarcini

Sursă de finanțare: Bugetul de stat și/sau Venituri proprii

A. DENUMIREA ACHIZIȚIEI:

“Jurnale de bord pentru personal navigant din industria offshore DP”

B. INTRODUCERE

B1. Caietul de sarcini reprezintă cerințe, prescripții, caracteristici de natură tehnică, ce permit fiecărui serviciu să fie descris în mod obiectiv, în așa manieră încât să corespundă necesităților autorității contractante.

Specificațiile tehnice definesc caracteristici referitoare la nivelul calitativ, tehnic, de performanță etc., astfel încât potențialii ofertanți să elaboreze propunerea tehnică corespunzătoare cu solicitările.

B2. **Cerințele impuse prin Caietul de sarcini sunt minimale.** În acest sens orice ofertă prezentată, care se abate de la prevederile Caietului de sarcini, va fi luată în considerare, dar numai în măsura în care propunerea tehnică presupune asigurarea unui nivel calitativ superior cerințelor minimale din Caietul de sarcini.

B3. Propunerea tehnică trebuie să corespundă cerințelor minime prevăzute în Caietul de sarcini. Ofertarea de produse și servicii cu caracteristici inferioare celor prevăzute în caietul de sarcini, atrage descalificarea ofertantului.

C. OBIECTELE CONTRACTULUI

“Jurnale de bord pentru personal navigant din industria offshore DP”

Prin achiziționarea de “Jurnale de bord pentru personal navigant din industria offshore DP”, se asigură:

- se asigură susținerea cursurilor de specializare pentru personalul navigant în cadrul Centrului de Training DP al Universității Maritime din Constanța. Aceste cursuri pot fi derulate exclusiv cu acreditarea Nautical Institute din Londra, instituția autorizată internațional pentru certificarea competențelor

D. SITUAȚIA EXISTENTĂ

În vederea obținerii și menținerii licenței de DPO (Dynamic Positioning Officer), personalul navigant are obligația de a consemna în aceste jurnale, considerate registre oficiale, zilele de practică și activitățile desfășurate la bordul navelor de tip offshore.

Jurnalele reprezintă registre oficiale în care personalul navigant consemnează activitățile și zilele de practică la bordul navelor de tip offshore, fiind obligatorii pentru obținerea și menținerea licenței de Dynamic Positioning Officer (DPO). Prin urmare, achiziția lor este necesară pentru asigurarea conformității academice și profesionale a programelor de formare, precum și pentru recunoașterea internațională a competențelor dobândite de personalul navigant

E. CERINȚE ȘI SPECIFICAȚII TEHNICE

Prin "Jurnale de bord pentru personal navigant din industria offshore DP" se dorește achiziția de:

- DP Logbook Nautical Institute - 250 bucati, emise de catre Nautical Institute (UK);
- IMCA DP Logbook - 100 bucati, emise de IMCA Trading Ltd.

F. AVIZE, CERTIFICĂRI, OMOLOGĂRI

Contractantul va transmite în cadrul ofertei depuse documente justificative care să demonstreze aprobarea producătorului de distribuire a Jurnalelor de bord pentru personal navigant din industria offshore DP pe care dorește să le furnizeze către Autoritatea Contractantă.

G. LOCUL DE LIVRARE ȘI INSTALARE LOCUL DE PRESTARE A SERVICIILOR DE INSTRUIRE

Jurnalele vor fi livrate la sediul Universității Maritime din Constanța, Str Mircea cel Bătrân, Nr 104, Cod 900663, Constanța.

H. DURATĂ CONTRACT:

Data estimată pentru livrarea produselor în baza comenzii sau a contractului: 10.02.2026

I. ESTIMĂRI PE DURATA CONTRACTULUI

Furnizare „Jurnale de bord pentru personal navigant din industria offshore DP” - 12 luni

J. VALOARE CONTRACT: 178.500 RON.

Având în vedere obiectivul **Universității Maritime din Constanța** de a oferi cursuri de specializare, achiziția acestor jurnale de bord se impune pentru asigurarea desfășurării cursurilor de specializare DP în cadrul Universității Maritime Constanța, în conformitate cu standardele internaționale impuse de Nautical Institute (UK) și IMCA Trading Ltd.

26.01.2026

Decan al Facultății de Navigație și Transport Naval
Conf. univ dr. ing. Nicoleta ACOMI

Serviciul Achiziții Publice:



Dynamic Positioning Logbook

The International Marine Contractors Association (IMCA) is a global membership organisation which represents companies working offshore.

Supporting our Members to deliver a new offshore energy mix – safely and sustainably – we bring them together to develop Guidance across our four divisions: Marine, Diving, Offshore survey, and remote systems and ROV.

Dynamic Positioning (DP) is at the core of our mission of improving performance and safety and our Guidance is the recommended best-practice for DP operations around the world.

The IMCA DP Conference brings the worldwide DP community together, the IMCA Key DP Personnel CPD App enables DP Officers to meet Nautical Institute requirements for CPD, and our DP event bulletins share DP station keeping events and incidents with the sector.

This Logbook is another way we are supporting the DP industry to operate safely. It standardises approaches enabling a full record of key information on training, previous work experience, DP watchkeeping, qualification/certificates and competence.

Find out more online:
www.imca-int.com

IMCA Key DP Personnel CPD App

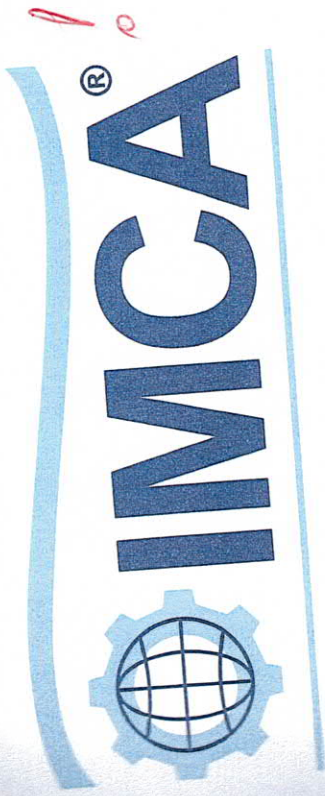
Developed by IMCA and the Nautical Institute, the IMCA Key DP Personnel CPD App offers a flexible alternative for Dynamic Positioning Officers (DPOs) planning to revalidate their certificates.

Enabling DPOs to complete bite-sized modular learning on their own schedule, the CPD App is a convenient online alternative to the traditional onshore five-day revalidation refresher course.

Designed to ensure that everyone is following the latest recommended practice, the CPD App also offers access to relevant DP Guidance from IMCA, along with industry bulletins and case studies.

To find out more or register for the CPD App please visit the Nautical Institute's Alexis Platform:

www.nialexisplatform.org



Dynamic Positioning Logbook



Dynamic Positioning (DP) Logbook

Table of contents:

1. Explanatory notes	7
2. Personal details	10
3. Qualifications/Certificates*	13
4. Training record*	15
5. Competence assessment record*	17
6. Previous experience*	23
7. DP Watchkeeping record*	24

1. Explanatory notes

The safe keeping and correct completion of this logbook is the responsibility of the person to whom it is issued. The IMCA DP logbook should be used to record operational DP experience by all key DP personnel. Correct entries and information are required by vessel owners to ensure continued safe DP operations as part of competence assurance.

Definitions of a DP Day:

The IMCA definition of a DP day was updated in 2017 to clarify what time is to be recorded and to allow personnel to record their DP experience in both hours and days. This was considered necessary to accommodate personnel engaged on vessels that spend continuous periods of 24 hours or more being controlled by the DP system, termed as being 'on DP' and those vessels on DP for only a few hours per day. IMCA recognises that key DP personnel who are on duty whilst the vessel is on DP will gain DP operational experience and it is this time that should be recorded in the IMCA DP logbook. DP experience should be recorded in both hours and days in accordance with the definitions given here.

1. For DP vessels engaged in continuous DP operations of more than 24 hours' duration, hours 'on duty' when the vessel is on DP should be recorded as 'DP hours'. 'DP days' are calculated by dividing the number of 'DP hours' by the length of the duty period.

Example: A DPO on a DP MODU working a 12-hour watch system and on DP throughout. Joined the vessel on 22 March at 10:00 and worked the midday to midnight watch alternating between being at the DP control desk and being the second person on the watch. He departed the vessel at 10:00 on 21 April.
DP hours = 360, DP days = 30.

A Chief Engineer on a DP MODU working a 12-hour day shift and on DP throughout. Joined the vessel on 22 March at 10:00 and departed the vessel at 10:00 on 21 April. DP hours = 360, DP days = 30.

The safe keeping and correct completion of this logbook is the responsibility of the person to whom it is issued. It should be used to record operational DP experience by all key DP personnel. Correct entries and information are required by vessel owners to ensure continued safe DP operations as part of competence assurance.

2. For vessels engaged in short periods on DP, only hours on duty when the vessel is on DP should be recorded. A DP day is accrued or earned if the person spends more than two hours in one 24-hour period on duty whilst the vessel is on DP. This reduced period of DP duty is considered appropriate as personnel engaged in this type of operation will gain more hands on experience of setting up and commencing DP operations and reverting to manual manoeuvring.

Example: A DPO on a DP PSV completed four cargo transfers on DP as a member of the DP bridge team, alternating between being at the DP control desk and being the second person on the watch, each operation was on a separate day and lasted three hours. Joined the vessel on 22 March at 10:00 and departed the vessel at 10:00 on 21 April. DP hours = 12, DP days = 4.

* For completion in line with IMCA's guidance on competence assurance and assessment schemes, as contained in IMCA C002 - Guidance document and competence tables: Marine Division.



Dynamic Positioning Training Logbook

for Offshore Scheme
2025 edition

Logbook number:

25OF0003320



Dynamic Positioning Training Logbook

for Offshore Scheme

2025 edition



The Nautical Institute, 2008 Lambeth Road, London SE1 7JY, United Kingdom, is a registered charity, number 1002462, and registered as a company limited by guarantee, number 2570030. VAT number 547 9635 93

For the Nautical Institute's EU Authorised Representative, visit www.nautinst.org
GPSR product identifier: 3102-0

www.nautinst.org
www.nialexisplatform.org
© The Nautical Institute 2025

Your details

All details below are mandatory and must be completed in full

Add
photo
here

Logbook number

Logbook issued to (full name):

Address:

Postcode:

Country:

Phone number (inc. country code):

Date of birth:

Passport number:

CoC number:

CoC country:

CoC date of issue:

Logbook issued by (training centre):

NI customer number:

Signature of holder:

Change of name, CoC or passport

Change of name:

Passport number:

CoC number:

CoC country:

CoC date of issue:

Change of address and contact details

Address:

Postcode:

Country:

Email:

Phone number (inc. country code):

Address:

Postcode:

Country:

Email:

Phone number (inc. country code):

Contents

INTRODUCTION	5
STCW Regulations.....	5
Introduction.....	7
DP Certificates.....	8
How to complete this logbook.....	9
Activity codes.....	12
1. OFFSHORE	13
DP Offshore Training Scheme.....	14
Definitions for Offshore Scheme.....	21
Phase A: DP Induction Course.....	23
Phase B: DP sea time records.....	24
Task sections.....	40
Phase C: DP Simulator Course.....	74
Sea Time Reduction Course.....	75
Phase D: DP sea time records.....	77
Phase E: Statement of Suitability form.....	93
2. REVALIDATION	97
Notes on revalidation.....	98
DP Refresher/Revalidation Courses.....	100
Revalidation: DP sea time records.....	102
3. CONVERSION – OFFSHORE TO SHUTTLE TANKER	119
Conversion from Offshore to Shuttle Tanker Certificate.....	120
Conversion: shuttle tanker sea time.....	123
Conversion: FMEA or annual trials.....	137
Statement of Suitability conversion form.....	139
Feedback.....	148

STCW Regulations

Recommended training for personnel operating DP systems as per STCW 78, amended by the Manila Conference 2010 (Section B-V/f)

1. Dynamic Positioning is defined as the system whereby a self-propelled vessel's position and heading is automatically controlled by using its own propulsion units.

2. Personnel engaged in operating a Dynamic Positioning (DP) system should receive relevant training and practical experience. Theoretical elements of this training should enable Dynamic Positioning Operators (DPOs) to understand the operation of the DP system and its components. Knowledge, understanding and experience gained should enable personnel to operate vessels safely in DP, with due regard for safety of life at sea and protection of the marine environment.

3. The content of training and experience should include coverage of the following components of a DP system:

- i DP control station
- ii Power generation and management
- iii Propulsion units
- iv Position reference systems
- v Heading reference systems
- vi Environmental reference systems
- vii External force reference systems, such as hawser tension gauges.

4. Training and experience should cover the range of routine DP operations, as well as the handling of DP faults, failures, incidents and emergencies, to ensure that operations are continued or terminated safely. Training should not be limited to DPOs and DP Masters only; other personnel on board, such as electro-technical and engineer officers, may require additional training and experience to ensure that they are able to carry out their duties on a DP vessel. Consideration should be given to conducting appropriate DP drills as a part of onboard training and experience. DPOs should be knowledgeable about the type and purpose of documentation associated with DP operations, such as operational manuals, failure modes and effects analysis (FMEAs) and probability plots.

6 STCW Regulations

- 5 All training should be given by properly qualified and suitably experienced personnel.
- 6 Upon appointment to a vessel operating in DP mode, the Master, DPOs and other DP-trained personnel should be familiarised with the specific equipment fitted on, and the characteristics of, the vessel. Particular consideration should be given to the nature of the work of the vessel and the importance of the DP system to this work.

Introduction

The programme of training outlined in this logbook has been developed on professional principles. The training courses are based on specified objectives and the practical elements are monitored and assessed by shipmasters.

This shift in emphasis in assessing operator competence, from shore-based organisations to the ship, is wholly in keeping with professional ideals and is the most effective way of promoting high standards in the field of DP operations.

A special part of the programme is concerned with feedback. First, all trainee operators are asked to comment on the relevance and value of their training programmes. Second, it is requested that all near-miss situations are recorded and sent to The Nautical Institute (NI) as a confidential report, and also to our Mariner's Alerting and Reporting Scheme (MARS) so that operators undergoing training can learn from the experience of others.

The Nautical Institute training programme has been officially acknowledged by governments and industry as a recommended initial course of training. The training programme was revised in 2013 and will continue to be updated as necessary each year by the DP Training Executive Group (DPTEG), which is composed of industry representatives.

Everybody associated with this programme is asked to assist the trainee DP operator to become proficient.

The Nautical Institute

DP Certificates

This scheme is considered as initial training towards gaining a Nautical Institute DP Certificate. Further training and experience should be provided by the company in line with IMCA M117 guidelines and the ISM Code.

With regard to DP training, the ship operator, whether owner or charterer, must ensure that the DP operator undertakes the required initial training, including shore courses (Induction and Simulator). They should also ensure that the operator is completely familiar with the equipment installed on the ship, both for normal operations and emergency situations.

The DP Offshore Training Scheme requires a number of components to be completed and involves participation by many parties, namely the prospective DPO, the vessel owner/operator, the Master and DPOs of DP vessels and training centres. The Nautical Institute issues the final DP Certificate to the prospective DPO upon satisfactory completion and verification of all training phases.

After reviewing the scheme in 2013 with industry stakeholders, the NI set up different routes of DP training for the offshore and shuttle tanker sectors.

How to complete this logbook

This logbook is divided into three sections.

Section 1 – Initial training. In this section, the DP sea time obtained during the initial training is to be logged and recorded so that a DP Certificate can be applied for. Any Phase D pages that have not been used for initial training can be used to log further DP sea time days for revalidation.

Section 2 – Revalidation. After obtaining a DP Certificate from The Nautical Institute, the DP operator will need to revalidate the DP Certificate every five years; the revalidation pages can be used to log DP sea time. A separate Revalidation Logbook is also available from The Nautical Institute.

Section 3 – Conversion. This section can be used when converting from a limited or Unlimited DP Certificate to a Shuttle Tanker DP Restricted Certificate. Additional information on the requirements for this conversion route can be found on page 120.

DP Induction and DP Simulator Courses cannot be done back-to-back when taking the courses on this scheme for the first time. A minimum of 60 DP sea time days must be recorded between these courses for completion of the task sections.

To ensure that the trainee is ready, all tasks in the task section of Phase B must be completed before the DP Simulator Course is undertaken. The trainee must ensure that all tasks are completed on the days recorded in Phase B of the logbook. Training centres are not able to accept students on to the DP Simulator Course if the task section has not been fully completed.

If any tasks are completed after the DP Simulator Course, the trainee DPO will need to restart the training scheme at Phase B. Any tasks following Phase B that have previously been completed will need to be repeated.

Until the trainee has passed the examination of the DP Simulator Course, he/she will not be able to log any Phase D sea time in the logbook. Any DP sea time incorrectly logged under this condition will not be validated by The Nautical Institute and will not count towards the total of 120 DP sea time days.

Time obtained in excess of the 60 DP sea time days between the DP Induction Course and the DP Simulator Course will normally be counted towards the required 120 DP sea time days to complete the training scheme. However,