



**OSVDPA  
Fee Schedule  
(OSVDPA FS-1-004)**

Official record of all fees charged by the OSVDPA.

Version 4.0  
Current as of: May 22, 2018

Approved by the OSVDPA Board of Directors:  
March 29, 2018

The OSVDPA Fee Schedule.	Version <b>4.0</b>	<b>Date Effective: May 22, 2018</b>	
	Prepared by: <b>BAB</b> Prepared Date: <b>March 29, 2018</b>	Approved/Reviewed by: BoD: <b>YES</b> TAC: <b>N/A</b> ED: <b>YES</b> Counsel: <b>N/A</b> Accountant: <b>YES</b>	Document: Page 2 of <b>14</b>

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## 2 Record of Change.

2.1 In Version 002 the following edits to the previous version were made:

2.1.1 Elimination of Fee TP-4, the Assessment Failure Fee previously found in Section **4**.

2.1.2 Addition of Section **9**, Administrative Fees.

2.1.2.1 Implementation of Fee CC-1, Credit Card Fee found in Section **9**.

2.2 In Version 003 the following edits to the previous version were made.

2.2.1 **Suspension of Fee AUV-1.** Due to a continued downturn in the offshore oil and gas industry and a decrease in the funds available for operators to subject their vessels to an AUV Audit, Fee AUV-1, Audit of Vessels with Unclassed DP Systems, has been suspended until January 1, 2018.

2.2.2 **Addition of Fee AUV-6.** As noted above, Fee AUV-1, Audit of Vessels with Unclassed DP Systems, has been suspended until January 1, 2018 and is being temporarily replaced by Fee AUV-6, Audit of Vessels with Unclassed DP Systems (Reduced Fee). The cost of Fee AUV-6, which is identical to Fee AUV-1 in terms of services provided and covered, is \$4,000.00 USD and will sunset on December 31, 2017. On January 1, 2018, Fee AUV-6 will be indefinitely suspended and Fee AUV-1 will be re-instituted.

2.2.3 **Suspension of Fee AUV-2.** Also as a result to the continued industry downturn and the inability of vessel operators to afford the AUV fees as previously listed, Fee AUV-2, Audit of Subsequent AUVs, has been suspended until January 1, 2018.

2.2.4 **Addition of Fee AUV-7.** As noted above, Fee AUV-2, Audit of Subsequent AUVs, has been suspended until January 1, 2018 and is being temporarily replaced by Fee AUV-7, Audit of Subsequent AUVs (Reduced Fee). The cost of Fee AUV-7, which is identical to Fee AUV-2 in terms of services provided and covered, is \$2,600.00 USD and will sunset on December 31, 2017. On January 1, 2018, Fee AUV-2 will be indefinitely suspended and Fee AUV-2 will be re-instituted.

2.3 In Version 004 the following edits were made, all can be found in Section **6**.

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- 2.3.1 **Continued Suspension of Fee AUV-1.** Due to a continued downturn in the offshore oil and gas industry and a decrease in the funds available for operators to subject their vessels to an AUV Audit, Fee AUV-1, Audit of Vessels with Unclassed DP Systems, has been suspended until January 1, 2019.
- 2.3.2 **Extension of Fee AUV-6.** As noted above, Fee AUV-1, Audit of Vessels with Unclassed DP Systems, has been suspended until January 1, 2019 and is being temporarily replaced by Fee AUV-6, Audit of Vessels with Unclassed DP Systems (Reduced Fee). The cost of Fee AUV-6, which is identical to Fee AUV-1 in terms of services provided and covered, is \$4,000.00 USD and will sunset on December 31, 2018. On January 1, 2019, Fee AUV-6 will be indefinitely suspended and Fee AUV-1 will be re-instituted.
- 2.3.3 **Continued Suspension of Fee AUV-2.** Also as a result to the continued industry downturn and the inability of vessel operators to afford the AUV fees as previously listed, Fee AUV-2, Audit of Subsequent AUVs, has been suspended until January 1, 2019.
- 2.3.4 **Extension of Fee AUV-7.** As noted above, Fee AUV-2, Audit of Subsequent AUVs, has been suspended until January 1, 2018 and is being temporarily replaced by Fee AUV-7, Audit of Subsequent AUVs (Reduced Fee). The cost of Fee AUV-7, which is identical to Fee AUV-2 in terms of services provided and covered, is \$2,600.00 USD and will sunset on December 31, 2018. On January 1, 2019, Fee AUV-2 will be indefinitely suspended and Fee AUV-2 will be re-instituted.
- 2.3.5 **Clarification of Fee VO-2 Definition.** The description of Fee VO-2, Vessel Operator Supplemental Review, was amended to reflect the inclusion of Vessel Operator Annual Reviews, as required of OSVDPA Enrolled Vessel Operators on an annualized basis in order to remain current within the OSVDPA.

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**3 References.**

- 3.1 OSVDPA MPP-1-CV, the OSVDPA Manual of Policies and Procedures (Current Version).
- 3.2 OSVDPA EER-1-CV, the OSVDPA External Expense Report (Current Version).
- 3.3 Form RFA-1-CV, the OSVDPA Request for Accreditation Checklist (Current Version).
- 3.4 OSVDPA MEM-1-CV, the OSVDPA Manual of Membership Policies and Procedures (Current Version).

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**4 Fee Schedule—Training Providers.** The fees charged by OSVDPA of Training Providers are detailed below.

<b>Fee:</b>	<b>Code:</b>	<b>Amount:</b>	<b>Description:</b>
Accreditation Fee	Fee RFA-1	\$12,000	<p>This fee covers the initial costs of OSVDPA accreditation. Included in this fee is the cost of:</p> <ul style="list-style-type: none"> <li>• Reviewing all information required by Form RFA-1-CV, the Request for Accreditation Checklist (Current Version);</li> <li>• One two-day site visit, as described in Section 8 of OSVDPA MPP-1-CV, the OSVDPA Manual of Policies and Procedures (Current Version);</li> <li>• The issuance of one (1) OSVDPA FR-1-CV, the OSVDPA Findings Report (Accreditation) (Current Version);</li> <li>• One (1) period of Conditional Accreditation, as described in Section 8 of OSVDPA MPP-1-CV; and</li> <li>• Issuance of an Eligible for Accreditation Decision, as described in Section 8 of OSVDPA MPP-1-CV.</li> </ul> <p>This fee does not cover:</p> <ul style="list-style-type: none"> <li>• Travel or lodging expenses of the Auditors during the site visit, paid via OSVDPA EER-CV, the OSVDPA External Expense Report (Current Version);</li> <li>• A second site visit required as described in Section 8 of OSVDPA MPP-1-CV;</li> <li>• Site visits of multiple facilities, or review of partners, second parties, or joint ventures as required by Section 10 of OSVDPA MPP-1-CV; and</li> <li>• Logbooks provided to Prospective DPOs during the observed course.</li> </ul>
Supplemental Accreditation Fee	Fee RFA-2	\$2,800	<p>This fee covers additional costs incurred during the accreditation process. Specifically, the fee covers the cost of two (2) additional auditor days, plus OSVDPA administrative expenses. As such, the fee is utilized to fund the activities related to Training Provider accreditation which are not specified as falling under Fee RFA-1.</p>

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Training Provider Annual Fee	Fee TP-1	\$2,000	This fee (due when the Training Provider secures accreditation and with submission of the Annual Review thereafter) covers the routine costs of verifications conducted by the OSVDPA of the Training Provider. Specifically, the fee covers: <ul style="list-style-type: none"> <li>• Approval of two (2) changes to the Training Provider’s curriculum;</li> <li>• OSVDPA approval of up to two (2) Certified Instructors; and</li> <li>• The routine costs of the Annual Review, as described in Section 7 of OSVDPA MPP-1-CV.</li> </ul>
Training Provider Supplemental Annual Fee	Fee TP-2	\$1,400	This fee covers additional costs accrued during the year or during the annual review process. These additional costs include, but are not limited to: <ul style="list-style-type: none"> <li>• Approval of additional Certified Instructors,</li> <li>• Changes to curriculum, and</li> <li>• Extensive use of Contract Instructors, as defined in the Section 4 of OSVDPA MPP-1-CV, the OSVDPA Manual of Policies and Procedures (Current Version).</li> </ul>
Logbook Fee (Training Provider)	Fee TP-3	\$1,360	This fee covers the cost of 16 logbooks provided by the OSVDPA to the Training Provider. If the Training Provider requires logbooks in multiples other than 16, it shall order these logbooks on an individual basis and pay Fee DPO-5 (\$115).
Logbook Fee (International Training Provider)	Fee TP-3a	\$30	If logbooks are to be shipped to a training center outside the continental United States add \$30 to each Fee TP-3.
CBT Fee	Fee TP-5	\$400	This per pupil fee is paid by the Training Provider for every Prospective DPO that is enrolled in the Blended Phase 1 (Induction) Course.

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**5 Fee Schedule—Members.** Fees charged by the OSVDPA of its members are as follows:

<b>Fee:</b>	<b>Code:</b>	<b>Amount:</b>	<b>Description:</b>
Individual Membership	Fee MI-1	\$65	This amount represents the dues charged of individual members of the OSVDPA (See OSVDPA MEM-1-CV, the OSVDPA Manual of Membership Policies and Procedures (Current Version) for a description of the OSVDPA’s membership policies). The dues must be received by the OSVDPA prior to membership being activated or reactivated. Dues are collected in January of each year and a 10 percent late fee is charged on dues received after 1 February. New members joining during the course of a year, shall have their first year’s Fee MI-1 pro-rated by month. Applications received by the OSVDPA before the 10 <sup>th</sup> day of each month shall be responsible for paying for that month, however if payment is received after the 10 <sup>th</sup> day of the month, the membership will begin the following month.
Corporate Member	Fee MC-1	\$500	This amount represents the dues charged of corporate members of the OSVDPA (See OSVDPA MEM-1-CV, the OSVDPA Manual of Membership Policies and Procedures (Current Version) for a description of the OSVDPA’s membership policies). The dues must be received by the OSVDPA prior to membership being activated or reactivated. Dues are collected in January of each year and a 10 percent late fee is charged on dues received after 1 February. New members joining during the course of a year, shall have their first year’s Fee MC-1 pro-rated by month. Applications received by the OSVDPA before the 10 <sup>th</sup> day of each month shall be responsible for paying for that month, however if payment is received after the 10 <sup>th</sup> day of the month, the membership will begin the following month.



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**6 Fee Schedule—Vessel Operators.** The fees charged by the OSVDPA of Vessel Operators are detailed below.

<b>Fee:</b>	<b>Code:</b>	<b>Amount:</b>	<b>Description:</b>
Vessel Operator Enrollment	Fee VO-1	\$1,000	This fee covers the enrollment necessary for Vessel Operators to conduct onboard assessments of their Prospective DPOs and DPOs. Specifically, this fee covers: <ul style="list-style-type: none"> <li>Review and approval of the company's internal procedures for conducting of the assessments,</li> <li>Possible spot audits in the future.</li> </ul> <p>This fee does not cover items specified by the OSVDPA.</p>
Qualified on Board Assessor Approval	Fee QA-1	\$250	This fee covers the approval of one (1) Qualified on Board Assessor (QOBA). Specifically, this fee covers: <ul style="list-style-type: none"> <li>Review of QOBA's qualifications, experience, and course history,</li> <li>Issuing of QOBA Certificate, and</li> <li>Registering the QOBA in the OSVDPA Database.</li> </ul>
Vessel Operator Supplemental Review	Fee VO-2	\$350	This fee covers an Enrolled Vessel Operator's Annual Review procedures and additional audit expenses that might be necessary, including, but not limited to, review of additional materials submitted due to deficiencies found during the first enrollment or subsequent annual reviews of a company's procedures.
<b>SUSPENDED UNTIL JANUARY 1, 2019</b>  Audit of Vessels with Unclassed DP Systems	Fee AUV-1	\$5,000	This fee covers an audit of a vessel with an unclassified DP system which is required to add the vessel to the Accepted Unclassed Vessel (AUV) Database. Specifically, this audit includes: <ul style="list-style-type: none"> <li>A physical audit of the vessel's DP system and its ability to hold position,</li> <li>A review of the vessel's operations manual against industry-accepted standards,</li> <li>A review of the vessel's most recent Annual Trial document ensuring it meets industry-accepted standards and any corrective actions required of the trial have been addressed, and</li> <li>Coverage of all factors listed in Fee VO-1.</li> </ul> <p>This fee does not cover:</p> <ul style="list-style-type: none"> <li>Travel or lodging expenses of the Auditors during the physical audit, (these costs are paid via OSVDPA EER-CV, the OSVDPA External Expense Report (Current Version));</li> <li>Any re-reviews necessitated by a negative finding; or</li> <li>Other items specified by the OSVDPA.</li> </ul>

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SUSPENDED UNTIL JANUARY 1, 2019			This fee covers the audit of additional vessels in a fleet that have the same DP portion of their operations manual as an audited AUV within the Vessel Operator’s fleet.
Audit of Subsequent AUVs	Fee AUV-2	\$3,500	
AUV Audit Supplemental Fee	Fee AUV-3	\$2,800	This fee covers additional audit expenses that might be necessary, including, but not limited to, re-review of a vessel or its documents after a negative finding on the initial audit.
AUV Retainer	Fee AUV-4	\$700	This fee covers an annual review of AUVs to ensure they still qualify for the OSVDPA DPO Certification Scheme. Specifically: <ul style="list-style-type: none"> <li>• Ensuring there have been no major modifications to the vessel or its DP system, and</li> <li>• A review of the vessel’s most recent Annual Trial and documents attesting that any corrective actions required by the Annual Review.</li> </ul>
AUV Retainer Supplemental	Fee AUV-5	\$2,800	This fee covers an in-depth review of the vessel as necessitated by the findings of the AUV Annual Review.
THIS FEE IS ONLY ACTIVE UNTIL DECEMBER 31, 2018.			This fee is only active until December 31, 2018.
Audit of Vessels with Unclassed DP Systems	Fee AUV-6	\$4,000	This fee covers an audit of a vessel with an unclassified DP system which is required to add the vessel to the Accepted Unclassed Vessel (AUV) Database. Specifically, this audit includes: <ul style="list-style-type: none"> <li>• A physical audit of the vessel’s DP system and its ability to hold position,</li> <li>• A review of the vessel’s operations manual against industry-accepted standards,</li> <li>• A review of the vessel’s most recent Annual Trial document ensuring it meets industry-accepted standards and any corrective actions required of the trial have been addressed, and</li> <li>• Coverage of all factors listed in Fee VO-1.</li> </ul> <p>This fee does not cover:</p> <ul style="list-style-type: none"> <li>• Travel or lodging expenses of the Auditors during the physical audit, (these costs are paid via OSVDPA EER-CV, the OSVDPA External Expense Report (Current Version);</li> <li>• Any re-reviews necessitated by a negative finding; or</li> <li>• Other items specified by the OSVDPA.</li> </ul>

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THIS FEE IS ONLY ACTIVE UNTIL DECEMBER 31, 2018.			This fee is only active until December 31, 2018.
Audit of Subsequent AUVs	Fee AUV-7	\$2,600	This fee covers the audit of additional vessels in a fleet that have the same DP portion of their operations manual as an audited AUV within the Vessel Operator's fleet.

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**7 Fee Schedule—DPOs and Prospective DPOs.** The fees charged by OSVDPA of DPOs and prospective DPOs are detailed below.

<b>Fee:</b>	<b>Code:</b>	<b>Amount:</b>	<b>Description:</b>
Certificate Handling	Fee DPO-1	\$95	This fee covers the printing and shipping of the DPO Certificate. This fee is payable when the DPO applies for certification (completes the certification program). This fee is not charged to individual's transferring into the OSVDPA via Fee DPO-3.
Training Manual	Fee DPO-2	\$90	This fee covers the cost of purchasing and shipping of the OSVDPA training manual.
Transfer Fee	Fee DPO-3	\$225	This fee covers the cost of a DPO or Prospective DPO's transfer into the OSVDPA. This is a one-time fee payable prior to the DPO or Prospective DPO receiving his or her logbook or attending a course. The fee covers the cost of the OSVDPA verifying the DPO or Prospective DPO's previous experience, issuing of a new logbook, and registering the DPO or Prospective DPO into the OSVDPA database.
Prospective DPO Application Fee	Fee DPO-4	\$35	This fee covers the cost of verifying the Prospective DPO's credentials and registering the prospective DPO in the OSVDPA Database.
In-Scheme Logbooks	Fee DPO-5	\$115	A logbook is provided to the Prospective DPO at their Phase 1 (Induction) Course. However, the OSVDPA shall provide In-Scheme Logbooks to Prospective DPOs who are in need of replacements, need to upgrade certificates, or have filled their previous logbook.
Post-Scheme Logbooks	Fee DPO-6	\$30	This logbook is to be utilized by DPOs after they have received certification (and are not seeking an upgrade in certificates). This logbook can only be utilized for re-validation purposes.

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**8 Fee Schedule—Third Parties.** The fees charged by the OSVDPA of third parties are detailed below.

<b>Fee:</b>	<b>Code:</b>	<b>Amount:</b>	<b>Description:</b>
Third Party Assessor Certification	Fee A-1	\$4,200	<p>This fee covers the accreditation necessary for an independent or third-party individual to become certified to conduct onboard assessments. Specifically, the fee covers:</p> <ul style="list-style-type: none"> <li>• Review of the assessor’s maritime and assessment credentials, and</li> <li>• The cost of conducting a trial assessment.</li> </ul> <p>This fee does not cover:</p> <ul style="list-style-type: none"> <li>• Travel or lodging expenses of the assessor conducting the assessment (these costs are paid via OSVDPA EER-CV, the OSVDPA External Expense Report (Current Version),</li> <li>• Any re-reviews necessitated by a negative finding,</li> <li>• Any costs associated with securing a vessel on which to conduct the assessment, and</li> <li>• Other items specified by the OSVDPA.</li> </ul>
Third Party Assessor Retainer	Fee A-2	\$700	<p>This fee covers the costs of conducting an annual review of the third party auditor. Specifically, the fee covers:</p> <ul style="list-style-type: none"> <li>• Review of the assessments conducted by the assessor in the past year, and</li> <li>• Review of the assessor’s credentials to ensure they remain current.</li> </ul>
Auditor Certification	Fee A-3	\$2,500	<p>This fee covers the review and class necessary to become an OSVDPA-Approved Auditor. Specifically, the fee covers:</p> <ul style="list-style-type: none"> <li>• Review of the Auditor’s credentials, and</li> <li>• Cost of attending an OSVDPA Auditor Training Course.</li> </ul>
Auditor Retainer	Fee A-4	\$700	<p>This fee covers the costs of conducting an annual review of an OSVDPA-Approved Auditor. Specifically, the fee covers:</p> <ul style="list-style-type: none"> <li>• Review of the audits conducted by the Auditor in the past year, and</li> <li>• Review of the Auditor’s credentials to ensure they remain current.</li> </ul>

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- 9 Fee Schedule—Administrative Fees.** The fees charged by the OSVDPA as they relate to the administration of the OSVDPA DPO Certification Scheme are detailed below.

<b>Fee:</b>	<b>Code:</b>	<b>Amount:</b>	<b>Description:</b>
Credit Card Fee	Fee CC-1	4% of total transaction	Payments of <b>\$500.00 USD</b> or more made via credit card will have Fee CC-1 added to the total cost. This fee covers the OSVDPA's processing expenses for these payments.