

# Watchkeeper Deck

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**This guideline is for new applicants for a Watchkeeper Deck  
certificate of competency**

**SeaCert**



# Watchkeeper Deck

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This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

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# 1. Overview

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## Watchkeeper Deck

This guideline is for new applicants for the Watchkeeper Deck certificate of competency. It does not cover recognition of an equivalent certificate obtained outside New Zealand.

The information in this guideline covers training, sea service and other requirements for the certificate, how to apply and pay for your certificate, and where to find more information.

Your Watchkeeper Deck certificate is valid for five years.

For more information about the requirements for recognitions and renewals (revalidation), refer to the Maritime New Zealand (MNZ) website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

This certificate corresponds with a certificate issued under regulation II/1 of the International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW). It replaces the officer in charge of a navigational watch and second mate foreign-going certificates.

With this certificate, you can perform the functions and duties of officer in charge of a navigational watch (navigational watchkeeper) on ships of any gross tonnage in any operating area. While on watch, you are responsible at all times for the safe navigation of the ship.

From Watchkeeper Deck, you can progress to Chief Mate on ships less than 3000 gross tonnes, Chief Mate, Master on ships less than 500 gross tonnes, or Master.

### **Disclaimer:**

These guidelines provide information and explanations about the requirements set out in the maritime rules, but are not a substitute for the rules themselves, which are the law. These guidelines refer to provisions in the Maritime Rules Part 32, Seafarer Certification. The Director of Maritime New Zealand (MNZ) will grant a certificate only when satisfied that all requirements have been met.

**[maritimenz.govt.nz/rules](https://maritimenz.govt.nz/rules)**

## 2. Requirements

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Before you spend time doing sea service and training, we recommend you check that you can meet the medical fitness and eyesight standards (including for colour vision), and that you understand the fit and proper person requirements.

To get this certificate, you need to prove that you meet all of the requirements. In summary, you need to:

- be at least 18 years old, medically fit and have good eyesight
- be of good character and a fit and proper person
- meet the combined training and sea service requirements for one of three options
- prove you have the minimum sea service requirements for the option you choose
- have at least six months of sea service in navigational watchkeeping as an understudy to a qualified navigating officer
- for Options 1 and 2, complete and verify an approved training record book
- complete and pass an approved Watchkeeper Deck training course
- have the required ancillary certificates and the STCW global maritime distress and safety system (GMDSS) certificate of competency
- pass MNZ's final exam.

Each of these requirements and how to prove that you meet them is explained below.

You must also have English conversation, reading and writing skills appropriate to the responsibilities and functions for the level of your certificate, so that you can satisfactorily complete training, pass examinations and discharge your duties.

### 2.1 Prior certification and qualifications

Prior training for Options 1 and 2 are shown in the table below. Option 3 has no prior training.

## 2.2 Sea service and training

You can choose from three options for the sea service and training requirements for Watchkeeper Deck, as shown in the table below. You must complete one of these options:

1. A Diploma in Nautical Sciences (from the New Zealand Maritime School), which includes at least 12 months' sea service (with at least six months of supervised watchkeeping), an on-board training record book and shore-based training for watchkeeper deck and some higher-level competencies
2. The Institute of Maritime Education and Training Australia (IMETA) programme for Watchkeeper Deck and at least 18 months' sea service (including at least six months of supervised watchkeeping), a training record book and an approved Watchkeeper Deck training course
3. Sea service of at least 36 months, which must include at least 12 months on vessels of 500GT or more, including at least six months of supervised watchkeeping

Option	Type of prior training	Required sea service	Watchkeeper Deck course
1	Diploma in Nautical Sciences, with training record book	12 months	Training included
2	Institute of Maritime Education and Training Australia (IMETA) programme for Watchkeeper Deck, with training record book	18 months	Approved training course also required
3	No prior training	36 months	Approved training course also required

**Note:** Options 1 and 2 meet the requirements of section A-II/1 of the STCW Convention for an approved training programme of not less than 12 months that includes on-board training documented in an approved training record book. Both of these options allow for a reduction in sea service, depending on the type of approved training you undertake and completing an on-board training record book as part of your sea service.

### Sea service requirements

Your sea service must be relevant and appropriate to the requirements of regulation II/1 of the STCW Convention. This means that it must be in deck or navigating capacity on a commercial ship and include:

- at least 12 months on vessels of 500GT or more operating beyond restricted limits
- at least six months of bridge watchkeeping duties on vessels of 500GT or more under the supervision of the master or certificated navigating officer
- at least 12 months on voyages of 24 hours or more.

**Notes:** For Options 2 and 3, any remaining sea service required in excess of 12 months must be gained on vessels of 24m or more or 80GT or more operating beyond restricted limits.

All of your sea service must be completed in the 10 years immediately before you apply for the certificate.

## 2. Requirements (continued)

### Watchkeeping and sea service

Your sea service must include at least six months of service on navigational (bridge) watchkeeping duties while under the supervision of a qualified navigating officer (mate or master).

Table 2 shows how your sea service may be applied towards the Watchkeeper Deck certificate, provided all of the service is properly documented and all of the applicable requirements have been met.

Activity	Qualifying sea service allowed
Training vessels operating beyond restricted limits	Up to six months
Drilling rigs or drilling ships at semi-permanent or permanent mooring	Up to three months, if properly documented (but not counted towards the required six months of navigational watchkeeping)
Vessels undergoing repairs or survey	Up to two months, if properly documented (but not counted towards the required six months of navigational watchkeeping)
Floating production storage and offloading facilities	Up to three months, if properly documented (but not counted towards the required six months of navigational watchkeeping)
Ships that are not cargo or passenger ships	The Director will decide on the relevance of the sea service, provided it is properly documented (but it is not counted towards the required six months of navigational watchkeeping)

### Other sea service that may count

#### Royal New Zealand Navy

The Director will accept navigational watchkeeping sea service obtained on warships, provided that all of the associated conditions have been met and are properly documented. MNZ is working with the Royal New Zealand Navy (RNZN) to assess options for transitioning from RNZN qualifications to the STCW-compliant Watchkeeper Deck certificate of competency. Contact RNZN or MNZ for further information.

#### Superyachts

The Director does not ordinarily consider superyacht experience to be equivalent to a commercial ship (a ship engaged in carrying passengers or cargo).

Sea service on some superyachts may be considered, but you must provide full documentation to show you have met all of the sea service requirements for the Watchkeeper Deck certificate. This means if you hold a Master Yacht 500GT certificate, you should complete at least 12 months of sea service on a commercial vessel while holding that certificate (refer to the Progression Guidelines on the MNZ website). In particular, you should demonstrate how you have met the cargo-handling and stowage requirements.

**Note:** The United Kingdom master yacht less than 200GT certificate is not equivalent to a New Zealand master yacht less than 500GT certificate.

## Working aboard as an administration assistant

Working on board doing administration tasks is not considered work in a 'deck capacity'. However, MNZ may consider whether relevant deck work has been carried out if proper documentation is provided that includes:

- details of the amount of time spent on deck activities and the deck duties undertaken
- separate details of any navigational watchkeeping undertaken (and whether under supervision)
- a master's testimonial or reference
- information provided by the company detailing the allocation of deck work and work in your signed-on capacity.

## Proving your sea service

You are responsible for making sure your sea service is documented and verified by your ship's master or company.

For Options 1 and 2, your training record book has a summary of sea service form to be completed. For Option 3, use the *Summary of sea service form* available on MNZ's website to keep track of your sea service (it is not required for your certificate application).

To support your sea service, you must provide at least one of the following documents for each vessel you have served on:

- *certificate of sea service* (available on MNZ's website)
- completed seafarer's record book
- discharge certificate or discharge book (ensuring that any section on watchkeeping is appropriately signed off).

The documents you provide must contain all of the following details for each vessel you have served on:

- your employer's name and contact details
- the name, tonnage and type of vessel (for example, cargo vessel, tanker, bulk carrier)
- the type of cargo carried and area of operation
- the engine type, make, model and output power
- the dates you were employed and the sea time completed between those dates
- your duties
- the actual time spent on navigational watchkeeping.

Any statutory declarations you have made are *not* acceptable as proof of your sea service.

## 2. Requirements (continued)

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### Calculating sea service for voyages of 24 hours or more

Relevant qualifying sea service is expected to be on voyages of 24 hours or more, calculated as follows:

- from the sign-on date of starting work on the ship to the sign-off date of discharge (both dates are inclusive)
- by counting each whole calendar month during this period as one month
- for multiple voyages, by adding extra days that do not fall within a calendar month together, with each addition of 30 days to be calculated as one month.

Extended time in port is generally not counted as sea service, and nor is time on leave.

#### Note:

Voyage means a voyage between a port or place of departure and a ship's final port or place of arrival. It includes any period of 24 hours (or more) where you are signed on or employed on the vessel and you remain on board.

**For example:** If your service record shows your sign-on date as 3 March and sign-off date as 14 April, your sea service would be calculated as one month (3 March to 2 April) and 12 days (from 3 to 14 April inclusive).

### Calculating sea service for voyages of less than 24 hours

This sea service applies only to Options 2 and 3, where service in excess of 12 months may be on voyages of less than 24 hours, provided all of the conditions of sea service are met.

Sea service on voyages of less than 24 hours (for example, day work) is calculated by counting the number of months made up of days, as follows:

- counting each period of eight (or more) hours worked within each period of 24 hours as one day's service
- counting periods of more than eight hours at a rate of more than one day (may be expressed in decimal points), at the Director's discretion, if the Director is satisfied there are suitable policies and processes in place to manage fatigue
- counting each additional 20 days (or more) in a 30-day period as one month's sea service. A month is calculated as 160 or more hours worked over 20 or more days in a 30-day period.)

Where insufficient hours are accrued in a period of 30 days, additional hours or days may be accrued as described above until 20 days have been reached. This can then be counted as one month's sea service.

You cannot claim for more days of sea service than you actually served. You also cannot claim for time spent on leave or extended periods in port.

For more information about calculating your sea service, refer to the MNZ website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

## 2. Requirements (continued)

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### Sea service pre-assessment

If you are unsure about whether you have met the sea service requirements, you can ask us to assess your sea service time before you make your full application. We charge a fee to do this (see 3.3 *Fees, charges and payment options*).

To have your sea service pre-assessed, you need to:

- apply for pre-assessment using MNZ's *pre-assessment form*
- pay a pre-assessment fee
- send us the documents we need (see *Proving your sea service*) in order to check your sea service.

**Note:**

If you are pre-assessed and have the required sea service for the Watchkeeper Deck certificate, add your pre-assessment reference number to your *seafarer certificate application form*.

## 2. Requirements (continued)

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### 2.3 Training and experience

#### Training

You must complete training that is acceptable to the Director of MNZ to achieve all of the required competencies for this certificate, as specified in section A-II/1 of the STCW Convention.

For Option 1, the required Watchkeeper Deck training is included within the diploma. However, you must still sit MNZ's final examination.

For Options 2 and 3, you must attend and pass a Watchkeeper Deck training course that is acceptable to the Director, after meeting the sea service requirements, and then pass MNZ's final examination.

**Table 3: Training records you must provide with your application**

<b>Requirement</b>	<b>Document(s) you must provide</b>
Diploma in Nautical Science	The diploma certificate(s) showing your name and the date of issue
IMETA programme for Watchkeeper Deck	IMETA certificate showing your name and the date of issue, or a letter from your training provider confirming you have completed the IMETA programme for Watchkeeper Deck
Watchkeeper Deck training	Course certificate showing your name and the date of issue

For more information about approved training providers and the Watchkeeper Deck competency framework, refer to the MNZ website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

## 2. Requirements (continued)

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### Training record book

If you do not complete a training record book, you must comply with Option 3.

For Options 1 and 2 you must complete one of the following approved training record books as part of your sea service:

- International Shipping Federation On Board Training Record Book for Deck Cadets
- Merchant Navy Training Board (MNTB) Deck Training Record Book (UK)
- Global Met Training Book (used for the Diploma of Nautical Sciences).

If you do not have one of these books, contact MNZ to determine whether the training record book you are using is acceptable.

Your training record book will be assessed by your training provider.

You must provide the original of your training record book to an MNZ-approved Maritime Examiner before you take your final exam.

Your training record book needs to:

- be the original, not a copy
- have all relevant records completed
- have all relevant project work completed and signed off by the ship's master or a qualified certificated officer, as indicated in the book.

Keep your training record book in a safe place. We also recommend you make a copy of the completed sections and the associated evidence, storing these in a safe place too – but separately from your training record book.

## 2. Requirements (continued)

### Final examination

You must pass a final exam to show you have met the standards of competency specified in section A-II/1 of the STCW Convention.

The final examination is currently an oral examination by an MNZ-approved Maritime Examiner, which is usually arranged by your training provider.

You need to give your completed training record book to the examiner before you undertake the final exam. Your results will be sent to MNZ.

Refer to the MNZ website for more information:

[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)

### Ancillary certificates

You must provide copies of the ancillary certificates you gained as part of your Watchkeeper Deck training. Your training provider should also offer this training and will provide you with a certificate for each of these courses to confirm you have demonstrated proficiency in the required skills.

If you already have an ancillary certificate that demonstrates proficiency in the areas listed below and at the required level, you may use it – as long as the specific requirements are met.

Document(s) you must provide	Ancillary certificate requirements
STCW basic training	STCW basic training that complies with STCW A-VI/1 paragraph 2 and covers basic personal survival techniques (A-VI/1-1), fire prevention and fire fighting (A-VI/1-2), elementary first aid (A-VI/1-3) and personal safety and social responsibility (A-VI/1-4). This may be issued as one certificate citing the four elements or as four separate certificates
Proficiency in survival craft and rescue boats other than fast rescue boats (PISC)	STCW survival craft and rescue boats other than fast rescue boats certificate that complies with STCW Code Section A-VI/2 paragraphs 1-4 (Table A-VI/2-1)
Advanced fire fighting	STCW advanced fire-fighting certificate that complies with STCW Code Section A-VI-3, paragraphs 1-4 (Table A-VI/3)
Medical first aid	STCW medical first aid on board ship certificate that complies with STCW Code Section A-VI/4, paragraphs 1-3 (Table A-VI/4-1)
STCW global maritime distress and safety system radio operator certificate of competence (GMDSS)	Current certificate of competency as GMDSS radio operator as provided for in Maritime Rule 32.114, or recognised equivalent certificate that complies with STCW IV/2
Steering certificate (only required if not included in your training record book or you did not use one)	Complete the steering certificate form available on MNZ website

## 2. Requirements (continued)

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Your ancillary certificates must:

- be current (not expired) when we issue your Watchkeeper Deck certificate  
Note: The following STCW ancillary certifications must be less than five years old from the date of issue (or, if older, you must demonstrate that you have maintained the required standard of competency to undertake the tasks, duties and responsibilities specified in the relevant STCW tables):
  - STCW A-VI/1-1 basic personal survival techniques
  - STCW A-VI/1-2 fire prevention and fire fighting
  - STCW A-VI/2-1 proficiency in survival craft and rescue boats other than fast rescue boats (PISC)
  - STCW A-VI/3 advanced fire fighting (section 3.6 and Table A-VI/3).

For more details, including the information you need to provide to demonstrate currency if you already hold an ancillary certificate, refer to the Ancillary Certificate guidelines on MNZ's website.

Although not an STCW requirement, we encourage you to maintain the currency of your certificates for first aid and medical first aid on board ship, in accordance with the requirements of the issuing organisation.

Your certificates must also:

- conform to the STCW regulations and have the appropriate STCW regulation number
- include a steering certificate, if not included as part of your training record book (or you did not use one)  
Note: The steering certificate indicates that you have successfully manually steered a commercial ship (not a fishing vessel) for 10 hours or more, and must be signed by the ship owner or master
- be from a training provider approved under the New Zealand Education Act or by MNZ, or from a training provider in a country where MNZ has determined that ancillary training is STCW-compliant. (Refer to the Recognition Guidelines on MNZ's website for information about recognition of ancillary certificates obtained outside New Zealand and the current list of foreign ancillary certificates that we will accept)
- be seen by us before we can issue your Watchkeeper Deck certificate.

If you already have certificates that demonstrate proficiency in the following areas and at the required level, you may use them – as long as the requirements are all met and the certificates are still current (not expired) at the time MNZ issues your Watchkeeper Deck certificate.

## 2. Requirements (continued)

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### Global Maritime Distress and Safety System (GMDSS) certificate

Before we can issue your Watchkeeper Deck certificate, you must provide MNZ with a copy of a valid GMDSS certificate of competency as a specialist radio operator that complies with STCW regulation IV/2. The certificate must be less than five years old from the date of issue.

You will need to complete GMDSS training, including obtaining a course completion letter and a maritime general operator certificate (MGOC) as a radio operator (issued under the Radiocommunications Act 1989 or an equivalent under the international Radio Regulations). Information about how to obtain your GMDSS certificate is available on MNZ's website.

You can apply for your GMDSS and Watchkeeper Deck certificates at the same time.

If you already hold a GMDSS certificate, refer to the renewal guidelines on MNZ's website about keeping this certificate current.

If you have a GMDSS certificate from a foreign country, refer to the recognition guidelines to see if it is from a country whose certificates we will recognise and the process that applies.

**Note:** If you intend to work on ship registered by a flag state other than New Zealand, you will need to check with the administration of that flag state whether it will recognise both your Watchkeeper Deck certificate and your GMDSS certificate (if it is from a country other than New Zealand).

### Security awareness training

MNZ strongly recommends that you also get an ancillary certificate for proficiency in security awareness training (STCW A-VI/6-1.1). We will accept a proficiency in security awareness training certificate that has been approved by the administration of any country with which New Zealand has a memorandum of understanding (MOU) for recognition of STCW certificates.

If you do not provide this ancillary certificate, your MEC 3 certificate will have a condition stating that without a current Proficiency in Security Awareness Training (STCW A-VI/6-1), it is not valid for vessels to which ISPS applies.

We will accept a proficiency in security awareness training certificate that has been approved by the administration of any country with which New Zealand has an agreement for recognition of STCW certificates.

For more information about the ancillary certificate requirements for this application, refer to the ancillary guidelines on the MNZ website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

## 2. Requirements (continued)

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### Progression from another command certificate

You can progress to Watchkeeper Deck if you hold one or more of the following certificates:

- Master <500GT near-coastal (previously NZOM)
- Mate Fishing Vessel – Unlimited (previously mate deep sea fishing vessel)
- Skipper Fishing Vessel – Unlimited (previously master deep sea fishing vessel)
- Master Yacht <500GT (previously New Zealand master – yacht less than 500GT).

To progress to Watchkeeper Deck, you must:

- have completed 12 months of approved sea service within the past 10 years as officer in charge of a navigational watch on commercial ships of at least 24 metres or more, or 80 gross tonnes or more, voyaging beyond restricted limits, *and*
- complete an approved Watchkeeper Deck training programme and the ancillary STCW and GMDSS certificates, and pass the final exam.

For more information about career progression, refer to the progression guidelines on MNZ's website.

## 2. Requirements (continued)

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### 2.4 Fit and proper person

We need to confirm that you are of sound character. To help us do this, there are several forms we need from you. These are outlined below.

Requirement	Document(s) you must provide
Be of good character	<ul style="list-style-type: none"><li>• A completed <i>fit and proper person form</i>, which must have been signed and dated no more than three months before we receive your application</li><li>• A police clearance report for any country or countries outside New Zealand that you have lived in for 12 months or longer in the past five years (covering the entire period you lived in that country or countries)</li></ul>

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Refer to 5. *Forms* for all of the forms that you will need to complete your application.

## 2. Requirements (continued)

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### 2.5 Medical examination and eyesight tests

You need to prove that your medical fitness and eyesight meet the required standard.

Requirement	Document(s) you must provide
Be medically fit	<p>A certificate of medical fitness for seafarers that is valid at the time we issue your Watchkeeper Deck certificate</p> <ul style="list-style-type: none"><li>• This is a special medical certificate that complies with STCW regulation I/9. You must get this from an approved medical practitioner, or from a medical practitioner approved for issuing seafarer medicals in another country that is party to STCW.</li><li>• You may use an existing medical certificate if it will be valid (usually less than two years old) when your Watchkeeper Deck certificate is issued.</li></ul>
Have good eyesight	<p>Eye test results from a registered optometrist showing you have met the required standards for:</p> <ul style="list-style-type: none"><li>• visual acuity (including a letter eyesight test). Your visual acuity eyesight test results must be less than 12 months old at the time we issue your certificate</li><li>• colour vision – this is initially assessed using the Ishihara colour vision test. If you fail the Ishihara test, you will need to take an alternative colour vision test (for more details, refer to the Advisory Circular for Part 34 on MNZ's website).</li></ul> <p>Your colour vision test results (of either test) must be less than six years old at the time your Watchkeeper Deck certificate is issued.</p>

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For more information about the medical and eyesight requirements for this certificate, refer to the guidelines on MNZ's website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

## 2. Requirements (continued)

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### 2.6 Age and identity

We need to confirm your age and identity. There are several forms we need from you to help us do this.

Requirement	Document(s) you must provide
Prove your identity and be 18 or older	<ul style="list-style-type: none"><li>• Your completed <i>seafarer certificate application form</i></li><li>• <i>Fit and proper person form</i>, including sighted and signed copies of the ID documents specified on the form</li><li>• Two passport-sized photographs (<i>or ask the photographer to provide an electronic copy, which you can then forward to MNZ if you are emailing us your application</i>)</li></ul>

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Refer to 5. *Forms* for all of the forms that you will need to complete your application.

## 3. When and how to apply

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Apply when you have completed all of the certificate requirements. Once we have received all of the information we need from you, it may take us up to 20 working days to process your application, so send it in as soon as possible (and at least one month before you need your certificate).

Make sure you include all of the documents we have asked for. Refer to *3.4 Checklist* to make sure you have everything you need for your application.

### **Note:**

If your application is incomplete, it will not be processed and we will return your application and other documents to you.

### **3.1 Copies of supporting documents**

We only need copies of your supporting documents, not the original versions.

The exceptions are:

- supporting documents for the *Fit and proper person form* – these need to be sighted and signed copies of the ID documents specified on the form

We do not need to see any of the documents you have already sent to us for other applications – just make a note about these documents in your application. However, if any of these documents have expired or will expire before we issue your certificate, we need to see a copy of the new or renewed document.

### 3. When and how to apply (continued)

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#### 3.2 Fees, charges and payment options

The fee for this certificate is NZ\$1,105, which includes goods and services tax (GST).

If applicable, the sea service pre-assessment fee is \$398, including GST. With pre-assessment, the application fee for a Watchkeeper Deck certificate reduces to \$710, including GST.

The separate application fee for a GMDSS certificate (if required) is \$663, including GST.

You need to include payment by cheque or indicate your other chosen payment method on your *seafarer certificate application form*.

You can pay:

- by bank deposit or internet banking, *or*
- online using a credit card or debit card, *or*
- by cheque (which you include with your application).

Refer to the MNZ website for more information about how to pay your fees:

**[maritimenz.govt.nz/howtopay](https://maritimenz.govt.nz/howtopay)**

As well as the application fee, you will have other fees and expenses to pay. For example, you may need to pay for your eyesight tests, medical examination, training and ancillary courses.

### 3.3 Application process

This is the application process for this certificate of competency. Complete each step before you move on to the next one.

#### 1 Do you meet all the requirements?

Check that you meet all of the requirements for this certificate.

Apply for pre-assessment of your sea service time if you are unsure about meeting the sea service requirements.

Move to step 2 once you know what the requirements are and that you can meet them.

#### 2 Do you have the documents we need?

Prove that you meet the requirements. Include all of the documents we have asked for. Use the checklist (see 3.4. *Checklist*) to help you.

Remember: We need copies, not the originals.

Move to step 3 once you have copies of all of the documents we have asked for.

#### 3 Complete the application forms

You need to complete several forms as part of your application. Use the checklist to help make sure that you have provided all of the information we need.

Remember: for the *fit and proper person form* we need sighted and signed copies of your identification documents.

Move to step 4 once you have completed all of the forms needed for your application.

#### 4 Pay the application fee

You need to pay an application fee.

The options for payment are:

- pay by bank deposit or internet banking, *or*
- pay online using a credit card or debit card, *or*
- include a cheque with your application.

Move to step 5 when you know what you need to pay and have either included a cheque with your application or chosen another payment option.

### 3. When and how to apply (continued)

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#### 5 Send us your application by courier or email

There are two options for you to send your application:

1. Use a courier to send us your completed application forms, supporting documents and cheque for the application fee (if using that payment option).
2. Send your application by email, attaching the scanned documents. (The application form has information about the requirements for electronic copies.)

Move to step 6 when you've ticked everything on the checklist and either couriered or emailed your completed application to MNZ (using the address provided at 3.5 *Where to send your application*).

#### 6 Confirmation and/or request sent

We will send you an email or letter to:

- confirm that we have received your application
- give you reference details to pay the application fee (if you did not include a cheque with your application)
- list any documents we need from you before we can assess your application.

We must receive your payment before we can progress your application.

#### 7 Assessment

After you have paid the fee and sent us all the documents we need, we will assess your application and make a decision. This will usually take 20 working days (about a month) from the time we let you know that we have received your application.

#### 8 Issue certificate

We will send you:

- your certificate, if your application has been successful, or
- a letter or email explaining why your application was unsuccessful.

### 3. When and how to apply (continued)

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#### 3.4 Checklist

Use this checklist to make sure that you have everything you need for your application.

Check that your documents are complete and have been signed, dated and sighted as required.

We need to see all of the documents listed below to confirm that you have met each requirement. The only exceptions to this are documents that you have already sent to us for other applications (just note this in your application). However, if a document has expired or will expire before we issue your certificate, we need to see a copy of the new or renewed document.

##### About you

- Seafarer certificate application form*
- Two passport-sized photos *or* an electronic copy
- Fit and proper person form* - including sighted and signed copies of the ID documents specified on the form
- Police clearance report for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers
- Copy of eyesight test(s) results
- Your pre-assessment reference number if we pre-assessed your sea service time

### 3. When and how to apply (continued)

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#### Your prior training

- For Option 1, Diploma in Nautical Science
- For Option 2, IMETA course certificate (or letter from training provider confirming completion of IMETA course)

#### Your sea service

Include at least *one* of the following for each vessel/period of sea service:

- Certificate of sea service*
- Discharge book (or discharge certificates)
- Seafarer's record book showing your seagoing service

Include all of the following:

- Summary of sea service form*
- Evidence of watchkeeping sea service as understudy to a qualified navigational officer (if not in your discharge book)

#### Your Watchkeeper Deck training

- For Options 2 and 3, Watchkeeper Deck course completion letter and academic transcript

### 3. When and how to apply (continued)

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#### Your ancillary certificates

- STCW A-VI/1 basic training
- STCW A-V1/2-1 proficiency in survival craft and rescue boats (PISC)
- STCW A-V1/3 advanced fire fighting
- STCW A-V1/4-1 medical first aid
- STCW A-VI/6-1 proficiency in security awareness training (if completed)
- GMDSS certificate of competency – one of the following:
  - either* a GMDSS radio operator certificate if you have a GMDSS certificate from New Zealand or a country we recognise
  - or* GMDSS training course completion letter, maritime general operator's certificate and additional fee for the GMDSS certificate
- Steering certificate (for Option 3 or if not included in training record book)

#### Remember:

- Either include a cheque (in \$NZ) or indicate which other payment option you'd like to use
- Send your application to us by courier or email
- Send your application to us as early as you can
- Check that your examiner has sent your exam results to us

### 3. When and how to apply (continued)

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#### 3.5 Where to send your application

To provide extra security, we recommend that you courier your application forms and documents to us.

Alternatively, you can scan and email your application and supporting documents (refer to the application form for information about how to send your documents electronically).

**Courier your application to:**

Seafarer Certification  
Maritime New Zealand  
1 Grey Street  
WELLINGTON 6011

*Or*

**Email your application to:**

seafarers@maritimenz.govt.nz

## 4. Contact us for help

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If you need more information about the requirements for your application, visit the Seafarer Certification section of our website.

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

If you can't find the information you need, send us an email:

**[seafarers@maritimenz.govt.nz](mailto:seafarers@maritimenz.govt.nz)**

Tell us what you need help with and remember to include your contact details (email address and phone numbers).

We need your completed application before we can assess whether you meet the requirements for this certificate of competency. However, you may apply for pre-assessment of your sea service or training and/or workshop skills (refer to *2.5 Training and experience*).

## 5. Forms

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To apply for a maritime certificate of competency, there are several forms that you must provide and some that you may provide, depending on your situation.

Everyone applying for this certificate of competency must complete and send us all of the following forms:

- *Seafarer certificate application form*
- *Fit and proper person form*

Other forms you may need to use:

- *Sea service pre-assessment form*
- *Certificate of sea service*
- *Summary of seagoing service form*

**Each of these forms is available on the MNZ website:**

**[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)**

**Note:**

You must complete these forms correctly for your application to be valid. Carefully read any notes before you start.