

Local Launch Operator Certificate of Competency

Please note:

This document is a guide to the [Maritime Rules Part 32, Ships' Personnel – Qualifications](#). For the full legal details, please read the rule itself.

Maritime New Zealand can only decide if you are eligible for a certificate **once you have formally applied**.

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Part 1: What are the privileges of a Local Launch Operator?

Local Launch Operator is the basic skipper's ticket for operating a nominated vessel(s) in a nominated operating area(s).

As a Local Launch Operator (LLO), you can:

- act as a skipper on commercial vessels (other than fishing vessels) up to 20m in length, or
- act as a skipper on commercial fishing vessels of 6m or less...

... on the vessel(s) and in the operating area(s) endorsed on your certificate.

An LLO may be endorsed with up to five vessels and/or up to five operating areas, as long as the combined maximum total does not exceed six.

Part 2: How do I obtain an LLO?

Requirements – more details in [Part 4](#)

General	You must be over 18 years of age, be of good character and have good eyesight
Sea service	You must have at least 6 months' sea service in a deck capacity in the last 10 years. This can be either commercial or pleasure time or a combination. You must have at least one month's service on the vessel(s) you are going to operate and one month's experience in the area(s) in which you are going to operate.
Identify where you will be working	You must nominate the vessel(s) and operating area(s) on which you plan to serve as an LLO. A combined maximum total of 6 vessels and/or areas are allowed; for example one vessel in five areas, or 5 vessels in one area.
Pass the exams	You do not have to take a course, but you must pass oral exams in nautical and engineering subjects, based on your nominated vessel and/or area. If you want to take a course, see the Maritime New Zealand website for approved training providers .
Ancillary certificates	You must hold a valid first aid certificate.

Help for applicants

Questions

What if the vessel I want endorsed on my LLO is a pleasure vessel?

Pleasure vessels cannot be endorsed on an LLO certificate.

Can I obtain a higher qualification without having an LLO?

Yes, you can obtain an Inshore Launchmaster (ILM) certificate without having an LLO.

What if I want to go on to higher qualifications?

If you wish to go on to higher qualifications, note that the qualifying sea service for those qualifications dates from when you **hold** the LLO certificate, **not** from the date of passing the exam. It is therefore very important that as soon as you meet all the requirements you get the certificate from Maritime New Zealand.

How do I count my sea service?

Sea service gained on a commercial vessel – other than as a deckhand/seaman – may be counted as equivalent to two-thirds of the actual time. This will be assessed individually, but you must verify with a letter from the skipper and/or owner that you have undertaken deck duties (including steering, mooring and lookout duties) as well as non-deck duties.

Sea service on motor-driven pleasure vessels is counted at one quarter of the actual time served.

For all sea service, no more than 8 hours can be claimed in any one day.

Examples:

- 500 hours = one month
- 125 hours of commercial sea service = one month
- 500 hours of pleasure (recreational) time = one month.
- 30 days = one month

How do I gain the knowledge to pass the examinations?

To get the knowledge you need to pass the examinations, you can:

- attend a course with an approved training provider
- attend a distance learning course
- attend an informal training course
- study the LLO course syllabus which you can get from Maritime New Zealand.

Part 3: The application process

These are the standard steps to gain your LLO:

<p>1 Ensure you meet the requirements</p>	<p>Use the information in this guide to check that you meet the requirements for LLO, particularly the sea service.</p> <p>You can email qualifications@maritimenz.govt.nz for guidance, but Maritime New Zealand can only make an official assessment once your formal application is received.</p>
<p>2 Apply to Maritime New Zealand</p>	<p>Complete the application form, provide all the necessary documents and pay the fee.</p> <p>Read the list of requirements in Part 4 of this guide carefully to make sure your application is complete. Use the checklist in Part 5 to help you.</p> <p>We require 6-8 weeks to process your application, so please send it in as early as you can.</p>
<p>3 Maritime New Zealand assesses your application</p>	<p>We send you an acknowledgement that we have received your application.</p> <p>As long as you have provided all the necessary documentation, we can start the formal assessment.</p>
<p>4 Take the LLO course (if you want to)</p>	<p>MNZ's website has a list of approved training providers.</p> <p>If you choose to take a course, this will be either the Inshore Launchmaster (ILM) course or, if undertaken by distance learning, the LLO.</p> <p>Either you or the training provider must tell Maritime New Zealand where and when the oral exam is to take place.</p>
<p>5 Get your first aid certificate</p>	<p>If you have not already done so, you need to get your certificate in first aid.</p> <p>The first aid course may be available through your training provider. Check with them or contact MNZ for a list of approved training providers.</p> <p>Once you have the certificate, send a certified copy to us.</p>
<p>6 Maritime New Zealand issues you a permit to take the oral exam</p>	<p>Once you have met all the other requirements, we will give you a permit to take the oral exam.</p> <p>The permit proves to the examiner that you have been satisfactorily assessed by Maritime New Zealand. You give the permit to the examiner at the start of the exam.</p> <p>Your training provider will send to us your exam results.</p>
<p>7 Maritime New Zealand issues your LLO certificate</p>	<p>Once we have:</p> <ul style="list-style-type: none"> • your exam results • evidence of your first aid certificate... <p>...we will issue your LLO certificate.</p> <p>Please allow 20 working days (about a month) for this step.</p>

Help for applicants

Part 4: Detailed requirements and how to prove you meet them

Maritime New Zealand must see the documents listed below to confirm you have met each requirement.

We want to see original documents, except for your passport or birth certificate and the first aid certificate which can be certified copies. A *certified copy* is a photocopy certified by a Justice of the Peace (JP) or a solicitor of the High Court of New Zealand as being a true and accurate copy. You can find JPs in the Yellow Pages. We also accept copies certified by your training provider.

You should courier your documents to Maritime New Zealand. If you do send us original documents, we will courier back to you the documents we do not need to keep.

Where the name of a document is shown [like this](#) in this guide, an example can be found on the Maritime New Zealand website: www.maritimenz.govt.nz.

1 About you

Requirement	Document(s) you must provide
You need to be over 18 and prove your identity	<ul style="list-style-type: none"> Your passport; or Your birth certificate
You need to be of good character	<ul style="list-style-type: none"> A signed and dated character reference that describes what you are like as a person. It must not be from a family member, must refer to the last 12 months, and must be signed and dated. Completed Fit and Proper Person and Consent to Disclosure forms. These allow Maritime New Zealand to request a check of your record with the New Zealand Police. <p>If you have lived more than 12 months in the last five years in any country or countries other than New Zealand, you must also send us a Police clearance from that country or countries.</p>
You need to have good eyesight	<p>Results from an optometrist approved by Maritime New Zealand (who sends your results to Maritime New Zealand) for:</p> <ul style="list-style-type: none"> a letter eyesight test, and an Ishihara colour vision test. <p>The results must be less than 12 months old at the time we issue your exam permit and certificate.</p> <p>Note: If you fail the colour vision test, your certificate will be endorsed 'daylight hours only', but if you sit and pass a Holmes Wright B lantern test, your certificate will not have the daylight hours-only endorsement.</p>
If you are over 65, you need to pass a medical	<p>A pass medical test result from your own medical practitioner. Contact Maritime New Zealand for the form or find it on our website.</p>

2 Your service at sea and nominated vessel(s) and area(s)

Sea service requirement	Document(s) you must provide
<p>You must have at least 6 months' service at sea, on lakes, rivers, harbours or sheltered waters, in a deck capacity in the last 10 years.</p> <p>This can be either commercial time or pleasure time or a combination of both.</p> <p>You must have at least one month's service on the vessel(s) you are going to operate and one month's experience in the area(s) in which you are going to operate.</p>	<ul style="list-style-type: none"> • A completed form MNZ 15010: or • For a commercial vessel, a statement of service in writing from the appropriately qualified master/skipper, owner or operator of the vessel. This statement must include the name, length and tonnage (if applicable) of the vessel(s) on which you have served. In addition the dates of joining and leaving the vessel and the number of days served on the vessel: or • In the case of time served on pleasure vessels, a statutory declaration form MNZ 15015 made by you and signed by a JP.
<p>You must nominate the vessel(s) and operating area(s) on which you plan to serve as an LLO. A combined maximum total of six vessels and/or areas are allowed; for example one vessel in five areas, or five vessels in one area.</p>	<ul style="list-style-type: none"> • A completed Local Launch Operator Vessel Details form. This must contain, for each vessel: <ul style="list-style-type: none"> - the name and MNZ number (you cannot nominate a vessel which does not have an MNZ number) - the length (which must be under 20m) - engine type, make and horsepower - the area numbers in which you intend to operate as per the Operating areas for endorsement on Local Launch Guidelines (LLO) certificates guidelines.

3 Your ancillary certificates

The certificate must be less than two years old.

Ancillary certificate requirement	Document you must provide
First Aid certificate	First Aid Certificate from a course of 16 hours or 2 days which covers unit standards 6400, 6401 and 6402.

Help for applicants

Part 5: Application checklist

Courier your complete application, including all necessary original documents and the fee, to:

Certification and Ship Registration
Maritime New Zealand
Level 10 Optimisation House
1 Grey Street
WELLINGTON 6011

Before sending your application, use this checklist to make sure you have enclosed all the necessary documents. Make sure all documents are complete, and **signed** and **dated** if appropriate.

Remember: Maritime New Zealand requires 6-8 weeks to process your application, so please send it in as early as you can.



<input type="checkbox"/>	The Application form – remember to sign in both boxes on page 3
<input type="checkbox"/>	A completed Local Launch Operator Vessel Details form
<input type="checkbox"/>	Four passport-sized photos
<input type="checkbox"/>	Payment in New Zealand Dollars
<input type="checkbox"/>	Passport (or) birth certificate
<input type="checkbox"/>	The Fit and Proper Person form , including the Consent to Disclosure
<input type="checkbox"/>	Eyesight test results (your optometrist sends this to MNZ)
<input type="checkbox"/>	Character reference
<input type="checkbox"/>	Employer’s testimonial
<input type="checkbox"/>	Certificate of sea service or Seafarer’s Record Book showing your sea service for commercial time
<input type="checkbox"/>	Statutory declaration for sea service gained on pleasure vessels
<input type="checkbox"/>	Medical certificate (if over 65)

Maritime New Zealand also needs your first aid certificate before issuing your LLO certificate. If you do not supply it with your application, we need to see it before your certificate can be issued.



<input type="checkbox"/>	First Aid Certificate
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