

Seafarer Licensing

GUIDELINES FOR APPLICANTS: MARINE ENGINEER (CLASS 4) CERTIFICATE

Please read carefully before starting to fill out application:

General Information:

- You must be at least 20 years old.
- To take the examination you must hold a yellow examination permit. To get this permit you should send an application to Maritime New Zealand 21 days **before** the start of your MEC4 course.
- With your application you should send all the documents on the list at the end of these guidelines. If you don't include **all** of these documents, your application will be sent back to you.
- Documents sent with your application should be either **originals** or **certified** copies. If you include ordinary photocopies your application will be sent back.
- Originals of personal documents (proof of sea service, testimonials etc) will be returned to you after checking.

Sea Service:

You need to prove:

- Either (a) That you have done acceptable formal engineering training – generally an apprenticeship as fitter/turner or heavy diesel mechanic, or an appropriate National Certificate, though other types may be considered – and 12 months sea service on vessels over 250kW propulsion power;
- Or (b) That you've done 12 months sea service on vessels over 250kW propulsion power while holding an MEC5 Motor certificate;
- Or (c) That you've done 24 months sea service on vessels over 250kW propulsion power while holding an MEC6 certificate;

Notes:

1. Sea service for MEC4 mentioned above must have been served as an engineer on vessels over 250kW propulsion power **operating outside restricted limits** and this must be specified in your proof of service.
2. At least twelve months of the sea service must have been on diesel engines.
3. At least twelve months of the sea service must have been in the ten years immediately before the application.
4. Proof of service is preferably by sea service certificates (a blank form is part of this package – please copy as necessary) but can be by a seamen's Record Book (available from Maritime NZ for a small charge) or letters from employers. **As a general rule, Statutory Declarations will not be accepted as proof of sea service for this certificate.** However you prove your service, please ensure that the following information is clearly mentioned:

- Name of vessel
 - Engine power
 - Area of operation
 - Type of engine (petrol, diesel etc)
 - Your engineering duties
 - Start and finish dates of service
 - Amount of qualifying service claimed between these dates.
5. Qualifying service is basically time at sea, but some port time may also count – such as survey time, repairs or reconditioning, slip or drydock time. Time away from the vessel – on leave, for instance - cannot be counted, nor can extended periods in port, perhaps waiting for the weather to moderate, when no engine work is being done.
 6. Time spent as an engineer in paid employment on pleasure boats of over 250kW propulsion power, operating beyond restricted limits can be counted. This time must be properly documented.
 7. Sea service will not be counted if you were less than 15 years of age at the time.

Testimonials:

You must supply a testimonial or testimonials from your employer(s) as to your conduct, ability, sobriety and experience during at least the last twelve months of your sea service. This can be part of your proof of sea service (the Skipper's Testimonial towards the bottom of sea service certificates is one way) or a separate document.

You must also supply a character reference – what you are like as a person. This should be from someone who's known you for at least a year, but who isn't a family member. It must refer to the year immediately before your application.

Both these testimonials must be signed, and must show the date on which they were written.

Ancillary certificates:

You must hold:

- A current First Aid certificate, for a 2 day (16 hour) course such as St John Workplace First Aid or Red Cross Comprehensive;
- An Advanced Fire Fighting certificate (basic fire-fighting is a prerequisite); and
- A Certificate of Attendance at a (2 day) survival course.

You don't need these certificates to do the MEC4 course and sit the examinations but your certificate won't be issued until you send them in.

The above is a condensed version of what is required for MEC4. The full, legal requirements are set out in Maritime Rule 32.22, which you can find on the website www.maritimenz.govt.nz under Rules. When consulting the Rule, don't forget also to check for any amendments.

Applications, including all documents, should be sent to:

Maritime New Zealand
PO Box 27 006
WELLINGTON

All applications are vetted by the Police. The Consent to Disclosure form must be completed and sent in with the rest of the documents, or there **will** be delays in issuing the examination permit. The Police Check alone takes at least a week which is why we need the application at least 21 days prior to the examination.

DOCUMENTS TO BE SUPPLIED WITH APPLICATIONS.

When you apply for an engineering certificate of competency you should supply the following documents, to reach Maritime New Zealand **at least 21 days** before the start of your course.

All documents should be either **originals** or **certified copies**. Ordinary photocopies are **not** acceptable. Testimonials should always show the date on which they were written

Reqd.

- 1/ A **completed** application form.
- 2/ The administration fee.
- 3/ A **completed** Fit and Proper Person questionnaire. Residents in countries other than New Zealand should also supply a clearance from the Police of those countries.
- 4/ Proof of age and identity, e.g. birth certificate or passport. (Not required if you already hold a New Zealand Certificate of Competency.)
- 5/ If applicable, proof of initial training e.g. apprenticeship contract, Certificate of Completion of Apprenticeship, trade certificate or similar.
- 6/ Proof of sea service. This may be by way of discharge certificates, chief engineer's references, letters from your employer, sea service certificates or similar.
*Proof of service should include the name of the vessel, its area of operations (foreign-going or coastal), engine type and power (kW), the **engineering** duties you performed (routine checks, minor maintenance, major maintenance etc), dates of service, amount of service claimed between these dates.*
- 7/ A satisfactory testimonial as to your experience, conduct, sobriety and ability onboard ship during at least your most recent twelve months worth of service. (May be a testimonial or testimonials from your chief engineer or your employers or both). **Please ensure this reference is dated.**
- 8/ A character reference from someone who knows you well (not a member of your family) covering at least the last twelve months. **(Please ensure this reference is dated)**
- 9/ **Before issue** of your new certificate you will have to supply some ancillary certificates:
 - First Aid certificate (St John Workplace First Aid or similar).
 - Advanced Fire Fighting certificate.
 - Certificate of Attendance at a (two-day) survival course.

The first aid certificate must be current. The fire-fighting and survival certificates must be less than 5 years old.

Applications and supporting documents should be sent to:

Maritime New Zealand
PO Box 27 006
WELLINGTON

Notes:

A **certified copy** of a document is one certified by a Justice of the Peace (lists of JPs can be found in the Yellow Pages) or similar as being a true and accurate copy. For Maritime NZ purposes only copies may be certified by Maritime NZ staff at any of our offices around the country.

A **statutory declaration** should be made on the approved form before a Justice of the Peace or any other person authorised to administer an oath under Section 9 of the Oaths and Declarations Act 1957.

Original documents supplied to support an application will be returned to you after checking. For safety, we recommend that original documents should be couriered to us, and we will return them the same way.

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