

# Seafarer Licensing

## GUIDELINES FOR APPLICANTS: NEW ZEALAND MASTER (YACHT LESS THAN 500 GT)

### **Please note - Calculation of Sea Service:**

- A candidate shall have completed not less than 48 months total sea service in vessels of not less than 12 metres in length, 12 months of which must have been gained in the last 10 years and on voyages beyond restricted limits.
- 12 months of this service shall be in charge of a navigational watch for not less than 8 hours out of every 24 whilst holding a NZ Chief Mate (Yacht) Certificate of Competency. This must be correctly documented.
- A minimum of 6 months shall be served on Yachts. (See Note 1)

### **Notes on Sea Service:**

Evidence of sea service must be by statement of service in writing from the Master/Skipper, owner or operator of the vessel. This statement should 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 or the dates and hours served should be provided in a neat and readable fashion.

Only one day's sea service can be counted in any 24 hour period no matter how many hours are worked in the 24.

For the purpose of calculating sea service, 30 days is counted as one month.

Statutory declarations can be made in relation to pleasure service and in the case of **self-employed persons. (Additional proof will also be required.)** A statutory declaration **may** be accepted in certain other cases, this will be for very unusual circumstances only. The statutory declaration **must** be signed by a New Zealand Justice of the Peace.

In addition to completing an approved course, written examinations and passing a Maritime NZ approved oral exam, to be eligible for the issue of a certificate of competency as a New Zealand Master (Yacht less than 500 GT) an applicant must satisfy and produce the following:

- An application form for a maritime qualification correctly completed.
- A completed Fit and Proper Person Questionnaire.
- A completed Consent to Disclosure form.
- Proof of 48 months sea service.
- Proof of 12 months watchkeeping service.
- A dated testimonial, not more than 12 months old from someone who knows you well, (not a family member) referring to your conduct, ability and sobriety.
- A signed and dated reference from a former employer/skipper covering the 12 months prior to the examination.
- A Certificate of Proficiency in charge of medical care onboard ship.
- A Proficiency in Survival Craft and Rescue Boats (other than fast rescue boats) certificate not more than five years old.
- A Competence in Advanced Fire Fighting certificate not more than five years old.
- A medical fitness certificate issued by a Maritime NZ approved medical practitioner.
- A standard eyesight test by a Maritime NZ designated optometrist.
- Application fee.

*If you are uncertain as to whether the nature or duration of your sea service meets Maritime NZ's requirements, you may contact the Maritime NZ Head Office and seek a formal assessment of your sea time by a Maritime NZ examiner. A fee may apply for this assessment.*

#### DISCLAIMER

This form is intended to be a guide only. Completion of this form does not indicate any entitlement to any certificate or qualification issued under Maritime Rule part 32, Ship's Personnel – Qualifications. Actual eligibility for a certificate can only be determined after verification of existing qualifications and extent of sea service.

#### CHECKLIST OF MINIMUM REQUIREMENTS TO BE ELIGIBLE FOR AN EXAM PERMIT TO SIT FOR THE NEW ZEALAND MASTER (YACHT LESS THAN 500GT) CERTIFICATE OF COMPETENCY

- |  |  |
|--|--|
| 1. Proof of sea service.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Training record book completed correctly  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Application form completed correctly.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. A Fit and Proper Person Questionnaire and Consent to Disclosure form correctly completed.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Eyesight test certificate from an approved designated optometrist.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. A character testimonial/reference signed and dated not more than one year old from someone who knows you well, but not a family member.               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. A reference relating to your ability, conduct and experience from a former employer or skipper during the period of 12 months before the examination. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Administration fee.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |

#### CHECKLIST OF FURTHER REQUIREMENTS FOR ISSUE OF A CERTIFICATE OF COMPETENCY AS A NZ MASTER (YACHT LESS THAN 500GT)

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|---|--|
| 1. A certificate of proficiency in charge of medical care onboard ship. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Certified copy of your birth certificate or passport.                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Competence in Advanced Fire Fighting certificate (up-to-date).       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. An in date Proficiency in Survival Craft Course.                     | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. The original of your previous Certificate of Competency.             | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. A medical fitness certificate.                                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |