



# Safe Ship Management

## APPLICATION FOR RECOGNITION AS A SURVEYOR – 16008

### IMPORTANT

Before you start to fill this form:

- Read section 5 of the advisory circular to the Maritime Rule Part 46; and
- Read the declaration regarding providing false information in the Fit and Proper Person Questionnaire.

If any question is not applicable, write 'N/A'. Any alterations or corrections you make on the form must be initialed and dated. A decision on your application will be made on the basis of all information provided and the requirements applying at that time. If your circumstances change in any way (for example: sudden illness) after you make your application you must inform us of the new circumstances.

Please either type or print clearly all information required

### APPLICANT:

Surname:

Other Name(s):

Address:

Telephone:

CATEGORIES FOR WHICH APPLICANT IS SEEKING RECOGNITION PLEASE TICK (✓) (See Section 5, Annex 2 of Advisory Circular to Part 46)

D.1 <input type="checkbox"/>	L.1 <input type="checkbox"/>	Stab.1 <input type="checkbox"/>	S.1 <input type="checkbox"/>	LL.1 <input type="checkbox"/>
D.2 <input type="checkbox"/>	L.2 <input type="checkbox"/>	Stab.2 <input type="checkbox"/>	S.2 <input type="checkbox"/>	B.1 <input type="checkbox"/>
D.3 <input type="checkbox"/>	T.1 <input type="checkbox"/>	Stab.3 <input type="checkbox"/>	S.3 <input type="checkbox"/>	B.2 <input type="checkbox"/>
D.4 <input type="checkbox"/>		Stab.4 <input type="checkbox"/>		
Foreign Ship <input type="checkbox"/>		Carriage of Livestock <input type="checkbox"/>		

For survey and design, the type of material of construction for which you seek recognition

.....

Do you have relevant experience on the above material(s)? Yes  No  (if yes, attach documented evidence)

**APPLICANT'S RELEVANT QUALIFICATION (S)**  
 (See Section 5, Annex 2 of Advisory Circular to Part 46)

Qualifications by examination	Granted by	Granted Date

Membership of professional institutions and similar technical organizations	Date admitted

Details of any disabilities, which may impair ability to undertake the privileges of the document.

Experience	Employer	From	To

Notes:

1. Candidates may attach a separate page if space is insufficient.
2. Minimum periods of experience are specified in Section 5, Annex 2 of the Advisory Circular to Part 46.
3. Candidates may be asked to present themselves for personal interview.

**NAME AND ADDRESS OF THE EMPLOYING ORGANISATION:**

**TECHNICAL REFEREES:**

Name and address/es	Relationship to applicant	From	To

- Notes:
1. Details of three technical referees are required to be submitted with the application.
  2. Periods which referees have known applicants are to be stated.
  3. Details of Technical and Character references need not be provided if this application is endorsed by a Professional Institution or Technical Organization acceptable to Maritime New Zealand. Letter/s of endorsement to be attached.

**SIGNED (APPLICANT)** .....

**General Notes:**

1. Period of recognition is for a maximum of five years from date of issue, and is conditional on the organization employing the surveyor remaining certified to the appropriate ISO 9000 standard.
2. The number of inspections undertaken by the applicant during the previous period of recognition will be taken in to consideration before any renewal is given.
3. Any document of recognition granted by the Director of Maritime NZ is a maritime document and will be subject to suspension and revocation provisions of the Maritime Transport Act 1994.
4. Questionnaire form 15076 for Fit and Proper Person Questionnaire is to be completed for compliance with Part V of the Maritime Transport Act 1994. It is condition of every document issued by the Director of Maritime NZ that the holder continues to satisfy the fit and proper person criteria.
5. It is an offence under section 406 of the Maritime Transport Act 1994 to communicate false or insufficient information when applying for a maritime document.



## FIT AND PROPER PERSON FORM

Please read the explanatory notes on page 4 before filling out this form.

### A. PERSONAL INFORMATION

Family name: _____  Date of birth: _____  Postal address: _____  Phone numbers: _____  Email address: _____	First names: _____  Place of birth (town and country): _____  Residential address (if different from postal address): _____  Fax number: _____
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### B. HONESTY

The following information is collected under Part 5 of the Maritime Transport Act 1994, which requires the holder or person exercising control over the privileges of a maritime document to be a fit and proper person.

**Please answer the following questions:**

	Yes	No
1. Have you, in any country, been convicted for any transport safety regulatory offence?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been convicted in any court of law for any offence relating to controlled drugs (as defined in the Misuse of Drugs Act 1975) or relating to any prescription medicine (as defined in the Medicines Act 1981)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been convicted in any court of law for any offence involving violence or causing danger to any person, or criminal damage?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you, in any country, had any document, licence or certificate of competency suspended or cancelled or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you, in any country, previously had an application for a document or certificate of competency rejected?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you, in any country, been issued a traffic infringement notice or incurred any other traffic offence?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you, in any country, during the past 5 years been issued a warning letter in relation to transport regulatory issues?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you, in any country, during the past 5 years been given police diversion in respect of any transport offences?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you, in any country, presently facing charges for transport safety regulatory offences?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you, in any country, been convicted for any criminal offence or been given police diversion for any offence?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you, in any country, presently facing charges for any offence?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you have any history of physical or mental health problems or serious behavioural problems?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is there any other information that is relevant to your application that has not been addressed in the questions above?	<input type="checkbox"/>	<input type="checkbox"/>

Add details on next page.

## FIT AND PROPER PERSON FORM

**Details/Explanation** Please attached separate pages if required. These should be signed and dated.

Separate pages attached

### C. CRIMINAL CONVICTION/TRANSPORT OFFENCE HISTORY Important – see note (k) on page 4.

All applicants must provide official records of their Criminal and Transport Offence History from all countries, including New Zealand, that they have resided in for more than 12 consecutive months within the past 5 years.

List all countries, **including New Zealand**, with relevant dates that you have resided in for a consecutive period of more than 12 months within the past 5 years.

Country	From	To
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

When obtaining the official records for:

1. New Zealand, complete sections (a) and (b) below
2. Countries outside of New Zealand, complete section (c)

Note:

- The conviction and traffic offence reports must be submitted with this form even if they detail nil convictions.
- They must be current within 3 months of date of application (or on leaving a country).
- They may be attached in an envelope marked "Confidential".

### Attachments Important – see note (k) on page 4.

#### Attachment

**(a)** Attach a report of your **Criminal Record History** from the Ministry of Justice (issued within the immediately preceding 3 months).

#### Notes

This report can be obtained by submitting a Ministry of Justice **Priv/FI** form to the Ministry's Privacy Unit. **DO NOT** request a record of any convictions that will be concealed if you meet the eligibility criteria stipulated in section 7 of the Criminal Records (Clean Slate) Act 2004. The Priv/FI form can be downloaded from the Ministry of Justice website [www.justice.govt.nz/privacy/](http://www.justice.govt.nz/privacy/) or is available from District Courts.

**(b)** Attach a **New Zealand Transport Agency Traffic Offence History** report (issued within the immediately preceding 3 months).

This report can be obtained by requesting a Traffic Offence History Report from the "Team Leader, Driver Licensing Administration, Transport Registry Centre, NZ Transport Agency, Private Bag 11999, Palmerston North, 4442" or by ringing 0800 822 422 or by faxing 06 953 6267. Your letter must specify your driver licence number, full name, date of birth, phone number and postal or email address.

Report required for all applicants, even if not holding a NZ driver licence.

**(c)** Attach a report of your **Criminal Record History** (including transport offence history) from all countries outside NZ in which you have resided in for more than 12 consecutive months within the last 5 years – current within 3 months of leaving a country.



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## FIT AND PROPER PERSON FORM

### D. DECLARATION

I declare that to the best of my knowledge and belief the statements made and the information supplied in this questionnaire and the attachments are complete and correct.

#### Consent to Disclosure and Collection

I authorise the collection by the Director of Maritime New Zealand or his or her delegate (hereinafter referred to as "the Director") from, and the disclosure to the Director by, any person, organisation or government department in any country of any details of the following information about me: my knowledge and compliance with the transport safety regulatory requirements; my physical or mental health or serious behavioural problems; any criminal investigations, charges or convictions, including any matters relating to any transport safety offence and any regulatory actions including the suspension, revocation or refusal to issue a licence or certificate of competency. However I do not consent to the release of any information to which the clean slate scheme applies, pursuant to the Criminal Records (Clean Slate) Act 2004.

I authorise the Director to use, and disclose, the information obtained about me for any purpose associated with the lawful functions of the Director under the Maritime Transport Act, or other such purpose permitted by law.

Applicant's signature

Date

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**NOTE:** The provision of false information or failure to disclose information relevant to the granting or holding of a maritime document constitutes an offence under section 406 of the Maritime Transport Act and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding \$5000.

## FIT AND PROPER PERSON FORM

### E. EXPLANATORY NOTES

- (a) Definitions used in this form:  
"Maritime document" means any licence, permit, certificate or other document issued by the Director under section 41 of the Maritime Transport Act and includes certificates of competency, SSM certificates, surveyor recognitions and safe crewing documents.
- (b) This form collects personal information about you, the applicant for a maritime document. The purpose of collecting this information is to determine whether you are a fit and proper person, as required under the Maritime Transport Act 1994, to hold the maritime document you have applied for.
- (c) The collection of this information is authorised by Part 5 (sections 41 and 50) of the Maritime Transport Act 1994.
- (d) Supplying the information requested is voluntary. However, the Director of Maritime New Zealand (Director) cannot issue you with a maritime document unless he or she is satisfied that you meet the fit and proper person criteria set out in section 50 of the Maritime Transport Act 1994. The information requested in this form is required for such an assessment. As the applicant for a maritime document, it is your duty to provide the Director with all the information and evidence to demonstrate that you meet the prescribed fit and proper person criteria.
- (e) The intended recipients of the information are the Director of Maritime New Zealand (Director) and relevant employees of MNZ.
- (f) Maritime New Zealand (1 Grey Street, Wellington, PO Box 27006, Wellington), is the agency collecting and holding the information you provide in this application.
- (g) You have the right, in accordance with the Privacy Act 1993, to access and correct any personal information you supply to the Director on this form.
- (h) If the Director proposes to take into account any information that you have provided that is or may be prejudicial to you as an applicant for a maritime document you will be notified of this and given a reasonable opportunity to refute or comment on the information.
- (i) The Criminal Records (Clean Slate) Act 2004 provides a clean slate scheme for eligible individuals that prevents access to their criminal records. If you are not protected by this scheme, all convictions must be disclosed and accompanied by the relevant forms mentioned in Section C of the Fit and Proper Person Application form.
- (j) Every person commits an offence under section 406 of the Maritime Transport Act 1994 if they communicate false information or fail to provide relevant information, including information required by this form. Every person who commits an offence against section 406 of the Maritime Transport Act is liable, in the case of an individual, to imprisonment for a term not exceeding twelve months or to a fine not exceeding \$5000.
- (k) The provision of information under Section C of this form is currently voluntary. From 31 January 2009 all new fit and proper person applicants will be required to complete Section C.

**IT IS A CONDITION OF EVERY MARITIME DOCUMENT THAT THE HOLDER CONTINUES TO BE FIT AND PROPER.**

**Please return completed form to:**

The Director  
Maritime New Zealand  
Level 10, Optimisation House, 1 Grey Street  
PO Box 27006  
Wellington 6011  
New Zealand  
Fax +64 4 494 1263