

Seafarer Licensing

GUIDELINES FOR APPLICANTS: INSHORE LAUNCHMASTER CERTIFICATE OF COMPETENCY

Please note - Calculation of Sea Service:

- A candidate shall have completed not less than 18 months service at sea, on lakes, rivers, harbours or sheltered waters.
- Not less than 6 of the 18 months shall be served on commercial vessels over 6 metres in length, under a qualified skipper in a deck capacity (deck hand/seaman etc).
- Not less than 2 of the 18 months must be served on vessels of less than 20 metres.
- Qualifying service performed on a regular full-time basis shall be counted from the date of engagement (joining) to the date of discharge (leaving) in months and days.
- Full-time employment with periods of leave or part time/casual shall be calculated in days or hours. No more than 8 hours in any 24 hour period can be counted and 125 hours served over not less than one month is counted as one month's service.
- Service on pleasure vessels (motor driven) is counted at one quarter of the actual time served. i.e. 28 days on a pleasure vessel will be counted as 7 days qualifying time. 3000 hours = one month; **No more than 8 hours can be claimed in any one day.**
- Sea service gained on a commercial vessel other than in the capacity of deckhand/seaman **may** be counted as equivalent to two-thirds of the actual time. This will be assessed on an individual basis and the candidate has to verify by letter from the skipper/owner etc. that they have undertaken deck duties (including steering, mooring and lookout duties) in addition to the non-deck duties.
- At least 12 of the 18 months must have been served in the past 10 years.

Notes on Sea Service:

Evidence of sea service must be by a 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.

Statutory declarations can be made in relation to pleasure time and in the case of **self-employed** persons. 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 Justice of the Peace.

If an approved or structured training course has been undertaken successfully, sea service remission may be given up to six months dependent on the course.

For further information refer to Maritime Rule Part 32 Ship's Personnel – Qualifications available on the Maritime NZ website, www.maritimenz.govt.nz

In addition to completing an approved course or approved unit standards and passing an MNZ approved oral exam, to be eligible for the issue of a certificate of competency as an Inshore Launchmaster, a person must satisfy or produce the following:

- Are you at least 18 years old or more?
- Proof of 18 months sea service (see above).
- A Fit and Proper Person Questionnaire and a Consent to Disclosure form.
- A **dated and signed** character reference from someone who knows you well who is not a relative referring to your conduct and sobriety.
- A **dated and signed** testimonial from your employer(s) covering the most recent twelve months of your service, referring to your conduct, ability, sobriety and experience.
- An eyesight test from a Maritime NZ designated optometrist.
- Administration 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.

CHECKLIST OF MINIMUM REQUIREMENTS TO BE ELIGIBLE FOR AN EXAM PERMIT TO SIT FOR THE INSHORE LAUNCHMASTER CERTIFICATE OF COMPETENCY

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| 1. Certified copy of birth certificate or passport. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Proof of sea service. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Fit and proper Person and Consent to Disclosure form completed and successfully processed. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Administration fee processed and receipted. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Eyesight test successfully completed. (Note: if you fail the colour vision test, your certificate will be endorsed daylight hours only). | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Dated testimonial received. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Successful completion of approved course or unit standards. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. If you are over sixty-five years of age a medical certificate. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If you have answered 'yes' to the above, you may be eligible to sit for the Inshore Launchmaster Certificate of Competency.

The above must be presented as one package, individual certificates will be returned and this may delay your application. Once the above has been successfully received, you will be issued with an 'Examination Permit' to sit the examination.

The above must be received by Maritime NZ at least three weeks prior to the Vⁱ R[^] UR^vŽ

CHECKLIST OF FURTHER REQUIREMENTS AFTER SUCCESSFUL EXAMINATION FOR THE ISSUE OF THE INSHORE LAUNCHMASTER CERTIFICATE OF COMPETENCY

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| 1. A certified copy of a valid first aid certificate from St. John, Red Cross or similar approved course. The duration of the course should be 16 hours or two days and cover unit standards 6400, 6401 and 6402. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. A certified copy of a Restricted Radio Operator's certificate. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. A certified copy of a Restricted Radar certificate. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Examination Result Form showing 'Pass'. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. If applicable your old certificate of competency, (MRLL, IFS, LLL or LLO) | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Again all these documents must be presented as one package, any individual documents will be returned.

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.

Important note:

Qualifying sea service for higher qualifications can only be gained whilst holding the lower grade certificate, not from the date of passing the exam. It is therefore very important that as soon as all the requirements have been met that you obtain the certificate from Seafarer Licensing, Maritime New Zealand. You may only serve to the rank of your certificate when you have taken delivery of it unless permission is granted from the Principal Nautical Examiner, Maritime New Zealand.