

# Seafarer Licensing

## GUIDELINES FOR APPLICANTS: NEW ZEALAND OFFSHORE WATCHKEEPER

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

- A candidate shall have completed not less than 24 months total sea service, of which at least 12 months must have been gained in the last 10 years.
- Six of the 24 months must be obtained "BEYOND RESTRICTED LIMITS" on power-driven vessels of over 10 metres or more in length.
- You must show not less than 18 months sea service whilst holding a Local Launch Operator certificate, but the course must have been to an Inshore Launchmaster standard. **Documented proof from the school/training provider to this effect must be produced;** or
- You must have served not less than 12 months sea service in a deck capacity whilst holding an Advanced Deckhand Certificate (or AB); or
- Served not less than 6 months sea service in a deck capacity whilst holding an Inshore Launchmaster certificate.

### **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.

Statutory declarations can be made in relation to pleasure service 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.

In addition to completing an approved course or approved unit standards and passing an Maritime NZ approved oral exam, to be eligible for the issue of a certificate of competency as an NZ Offshore Watchkeeper 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 24 months sea service, not less than 6 months must have been served on vessels operating beyond restricted limits (12 miles) and at least 6 months must have been on power driven vessels of not less than 10 metres.
- Duties at sea record book and proof of 180 days at sea performing duties associated with navigational 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.
- An standard eyesight test by a Maritime NZ approved optometrist,
- Application fee.

## CHECKLIST OF MINIMUM REQUIREMENTS TO BE ELIGIBLE FOR AN EXAM PERMIT TO SIT FOR THE NEW ZEALAND OFFSHORE WATCHKEEPER CERTIFICATE OF COMPETENCY.

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|--|--|
| 1. Proof of sea service.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Application form completed correctly.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. A Fit and Proper Person Questionnaire and Consent to Disclosure form correctly completed and results obtained.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Eyesight test certificate from a Maritime NZ approved optometrist.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. 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"/> |
| 6. 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"/> |
| 7. Administration fee.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |

***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 Seafarer Licensing, Maritime NZ at least three weeks prior to the exam date.***

## CHECKLIST OF FURTHER REQUIREMENTS FOR ISSUE OF A CERTIFICATE OF COMPETENCY AS A NZ OFFSHORE WATCHKEEPER

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|--|--|
| 1. Certified copy of your birth certificate or passport.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. A valid First Aid certificate from St John or Red Cross. The course should be 16 hours in length or 2 days and cover units 6400, 6401 and 6402. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. A Restricted Radio Telephone Operator's certificate.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. A Restricted Radar certificate.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. A Basic Ship Fire Fighting certificate.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. A survival course attendance or competence in personal survival techniques (i.e. a Proficiency in Survival Craft Course).                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. The original of your previous Certificate of Competency.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### 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 NZ. 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 NZ.***