

# Advanced Deckhand – Fishing (ADH-F)

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This guideline is for new applicants for an Advanced  
Deckhand – Fishing (ADH-F) certificate of proficiency



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This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

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# 1. Overview

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## **Advanced Deckhand – Fishing (ADH-F) certificate of proficiency**

This guideline is for new applicants for the certificate of proficiency for Advanced Deckhand – Fishing (ADH-F). It does not cover recognition of an equivalent certificate obtained outside New Zealand.

The information in this guideline covers training, sea service and other requirements for the certificate, how to apply and pay for your certificate, and where to find more information.

For more information about the requirements for recognition and renewal (revalidation) of certificates, refer to the Maritime New Zealand (MNZ) website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

The ADH-F certificate is issued under Resolution 4 of the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel (STCW-F).

With this certificate, you can perform the functions and duties of deckhand on fishing vessels in any operating area.

### **Disclaimer:**

These guidelines provide information and explanations about the requirements set out in the maritime rules, but are not a substitute for the rules themselves, which are the law. These guidelines refer to provisions in the Maritime Rules Part 32, Seafarer Certification. The Director of Maritime New Zealand (MNZ) will grant a certificate only when satisfied that all requirements have been met. In this guideline, any references to 'we' or Maritime New Zealand (MNZ) relating to a decision about the issue or renewal of any seafarer certificate are references to the Director or a person acting under the Director's delegated authority.

**[maritimenz.govt.nz/rules](https://maritimenz.govt.nz/rules)**

## 2. Requirements

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Before you spend time doing sea service and training, we recommend you check that you can meet the medical fitness and eyesight standards (including for colour vision), and that you understand the fit and proper person requirements.

To get this certificate, you need to prove that you meet all of the requirements. In summary, you need to:

- be at least 16 years old, medically fit and have good eyesight
- be a fit and proper person
- prove you have met the minimum sea service requirements
- complete an approved training record book
- have the required ancillary certificates
- complete and pass an approved training course
- pass MNZ's final exam.

Each of these requirements and how to prove that you meet them is explained below.

You must also have English conversation, reading and writing skills appropriate to the responsibilities and functions for the level of your certificate, so that you can satisfactorily complete training, pass examinations and discharge your duties.

### 2.1 Prior certification and qualifications

None required, but you must be at least 16 years old.

## 2. Requirements (continued)

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### 2.2 Sea service

#### Sea service requirements

Your sea service must be relevant and appropriate to the requirements set out in the maritime rules. In practice, this will require you to:

- complete at least six months' sea service in a deck capacity aboard fishing vessels operating beyond enclosed water limits
- complete an approved training record book while on board.

All of your sea service must have been completed in the 10 years immediately before you apply for the certificate.

#### Proving your sea service

You are responsible for making sure your sea service is documented and verified by your ship's master or company.

You can use the *summary of sea service form* on MNZ's website to help keep track of your sea service. (This form is not required for your certificate application.)

To support your sea service, you must provide at least one of the following documents for each vessel you have served on:

- *certificate of sea service* (available on MNZ's website)
- completed seafarer's record book
- discharge certificate or discharge book (ensuring that any section on watchkeeping is appropriately signed off).

The documents you provide must contain all of the following details for each vessel you have served on:

- your employer's name and contact details
- the name, overall length and type of vessel (for example, passenger, non-passenger, fishing)
- the area of operation
- the dates you were employed and the sea time completed between those dates
- your duties.

Any statutory declarations you have made are *not* acceptable as proof of your sea service.

## 2. Requirements (continued)

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### Calculating sea service for voyages

Relevant qualifying sea service is expected to be on voyages of 24 hours or more, calculated as follows:

- from the sign-on date of starting work on the ship to the sign-off date of discharge (both dates are inclusive)
- by counting each whole calendar month during this period as one month
- for multiple voyages, by adding together extra days that do not fall within a calendar month, with each addition of 30 days to be calculated as one month.

Extended time in port is generally not counted as sea service, and nor is time on leave.

#### Note:

Voyage means a voyage between a port or place of departure and a ship's final port or place of arrival. It includes any period of 24 hours (or more) where you are signed on or employed on the vessel and you remain on board.

**For example:** If your service record shows your sign-on date as 3 March and sign-off date as 14 April, your sea service would be calculated as one month (3 March to 2 April) and 12 days (from 3 to 14 April inclusive).

For more information about calculating your sea service, refer to the MNZ website:

[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)

### Sea service pre-assessment

If you are unsure about whether you have met the sea service requirements, you can ask us to assess your sea service time before you make your full application. We charge a fee to do this (see 3.2 *Fees and payment options*). Having your sea service pre-assessed will reduce your certificate application fee.

To have your sea service pre-assessed, you need to:

- apply for pre-assessment using MNZ's *pre-assessment form*
- pay a pre-assessment fee
- send us the documents we need (see *Proving your sea service* above) in order to check your sea service.

#### Note:

If you are pre-assessed and have the required sea service for the ADH-F certificate, add your pre-assessment reference number to your *seafarer certificate application form*.

## 2. Requirements (continued)

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### Training record book

While on board carrying out your sea service, you must complete an evidence-based ADH-F training record book, which you can download from the MNZ website. You may use another training record book developed by a training provider, provided that the book has been approved by the Director of MNZ.

The training record book is designed to help you obtain practical skills and competencies for the ADH-F certificate in a workplace environment. This training will complement the shore-based training that you must undertake before sitting the final examination.

Your training record book will be assessed by your training provider.

You must provide the original of your training record book to an MNZ-approved Maritime Examiner before you take your final exam.

Your training record book needs to:

- be the original, not a copy
- be completed while carrying out your sea service
- have all relevant records completed
- have all relevant project work completed and signed off by the ship's master or a qualified certificated officer, as indicated in the book.

Keep your training record book in a safe place. We also recommend you make a copy of the completed sections and the associated evidence, storing these in a safe place too – but separately from your training record book.



## 2. Requirements (continued)

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### 2.3 Training and experience

#### Training

You must attend and pass training that is approved by the Director of MNZ to achieve all of the required competencies for this certificate, as specified in the Annex to Resolution 4 of the STCW-F Convention.

The approved training for ADH-F is the New Zealand Certificate in Fishing Vessel Crewing (Level 3) – 75 credits.

For more information about approved training providers and the ADH-F competency framework, refer to the MNZ website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

#### Final examination

You must pass a final exam to show you have met the standards of competency specified in the Annex to Resolution 4 of the STCW-F Convention.

The final examination is currently an oral examination by an MNZ-approved Maritime Examiner, which is usually arranged by your training provider.

Your results will be sent to MNZ.

Refer to the MNZ website for more information:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

## 2. Requirements (continued)

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### Ancillary certificates

You must provide copies of the ancillary certificates you gained as part of your ADH-F training. Your training provider will issue you with a certificate for each of these courses to confirm you have demonstrated proficiency in the required skills.

If you already have an ancillary certificate that demonstrates proficiency in the areas listed below and at the required level, you may use it – as long as the specific requirements are met when we issue your ADH-F certificate.

Document(s) you must provide	Ancillary certificate requirements
STCW-F basic training	<p>STCW-F basic training that complies with STCW-F chapter III regulation 1 and covers basic personal survival techniques, fire prevention and fire fighting, elementary first aid, prevention of marine pollution and prevention of shipboard accidents</p> <p>Alternatively, we will accept an STCW certificate of proficiency in basic training (which complies with STCW A-VI/1 paragraph 2) as meeting these requirements.</p>

Your ancillary certificate must:

- conform to the STCW or STCW-F regulations and have the appropriate regulation reference number
- be from a training provider approved under the New Zealand Education Act or by MNZ, or from a training provider in a country where the Director has determined that ancillary training is STCW-compliant. (Refer to the recognition guidelines on MNZ’s website for information about recognition of ancillary certificates obtained outside New Zealand.)
- be seen by us before we can issue your ADH-F certificate.

Although not an STCW or STCW-F requirement, we encourage you to maintain the currency of your first aid certificate, in accordance with the requirements of the issuing organisation (which usually require refresher training every two years).

We encourage you to take steps to maintain currency of all of your ancillary competencies and to maintain accurate records. STCW-F is referred to in the maritime rules relating to fishing certificates as a suitable international standard. If you wish to maintain your certificate to this standard, you should note that in the future STCW-F may introduce similar currency requirements for ancillary proficiencies as are now required by STCW.

For more information about ancillary certificate requirements, including the information you need to provide to demonstrate currency if you already hold an ancillary certificate, refer to the ancillary guidelines on the MNZ website:

**[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)**

## 2. Requirements (continued)

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### 2.4 Fit and proper person

We need to confirm that you are a fit and proper person. To help us do this, there are several forms we need from you, which are outlined below.

Requirement	Document(s) you must provide
Be a fit and proper person	<ul style="list-style-type: none"><li>• A completed <i>fit and proper person form</i>, which must have been signed and dated no more than three months before we receive your application</li><li>• A police clearance report for any country or countries outside New Zealand that you have lived in for 12 months or longer in the past five years (covering the entire period you lived in that country or countries)</li></ul>

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Refer to 5. *Forms* for the forms that you will need to complete your application.

## 2. Requirements (continued)

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### 2.5 Medical examination and eyesight tests

You need to prove that your medical fitness and eyesight meet the required standard.

Requirement	Document(s) you must provide
Be medically fit	<p>A certificate of medical fitness for seafarers that is valid at the time we issue your ADH-F certificate.</p> <ul style="list-style-type: none"><li>• This is a special medical certificate that complies with STCW regulation I/9. You must get this from an approved medical practitioner, or from a medical practitioner approved for issuing seafarer medicals in another country that is party to STCW.</li><li>• You may use an existing medical certificate if it will be valid (usually less than two years old) when your ADH-F certificate is issued.</li></ul>
Have good eyesight	<p>Eye test results from a registered optometrist showing you have met the required standards for:</p> <ul style="list-style-type: none"><li>• visual acuity (including a letter eyesight test). Your visual acuity eyesight test results must be less than 12 months old at the time we issue your certificate</li><li>• colour vision – this is initially assessed using the Ishihara colour vision test. If you fail the Ishihara test, you will need to take an alternative colour vision test (for more details, refer to the Advisory Circular for Part 34 on MNZ's website).</li></ul> <p>Your colour vision test results (of either test) must be less than six years old at the time your ADH-F certificate is issued.</p>

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For more information about the medical and eyesight requirements for this certificate, refer to the guidelines on MNZ's website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

## 2. Requirements (continued)

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### 2.6 Age and identity

We need to confirm your age and identity. There are several forms we need from you to help us do this.

Requirement	Document(s) you must provide
Prove your identity and be 16 or older	<ul style="list-style-type: none"><li>• Your completed <i>seafarer certificate application form</i></li><li>• <i>Fit and proper person form</i>, including sighted and signed copies of the ID documents specified on the form</li><li>• Two passport-sized photographs (<i>or ask the photographer to provide an electronic copy, which you can then forward to MNZ if you are emailing us your application</i>)</li></ul>

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Refer to 5. *Forms* for all of the forms that you will need to complete your application.

## 3. When and how to apply

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Apply when you have completed all of the certificate requirements. Once we have received all of the information we need from you, it may take us up to 20 working days to process your application, so send it in as soon as possible (and at least one month before you need your certificate).

Make sure you include all of the documents we have asked for. Refer to *3.4 Checklist* to make sure you have everything you need for your application.

### **Note:**

If your application is incomplete, it will not be processed and we will return your application and other documents to you.

### **3.1 Copies of supporting documents**

We only need copies of your supporting documents, not the original versions.

The only exception is supporting documents for the *fit and proper person form* (your passport or driver's licence and birth certificate) – these copies need to be certified by the trusted referee listed in your *fit and proper person form*.

We do not need to see any of the documents you have already sent to us for other applications – just make a note about these documents in your application. However, if any of these documents have expired or will expire before we issue your certificate, we need to see a copy of the new or renewed document.

### 3. When and how to apply (continued)

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#### 3.2 Fees and payment options

The fee for this certificate is NZ\$884, which includes goods and services tax (GST).

If applicable, the sea service pre-assessment fee is \$398, including GST. With pre-assessment, the application fee for an ADH-F certificate reduces to \$625, including GST.

You need to include payment by cheque or indicate your other chosen payment method on your *seafarer certificate application form*.

You can pay:

- by bank deposit or internet banking, *or*
- online using a credit card or debit card, *or*
- by cheque (which you include with your application).

Refer to the MNZ website for more information about how to pay your fees:

**[maritimenz.govt.nz/howtopay](https://maritimenz.govt.nz/howtopay)**

As well as the application fee, you may have other fees and expenses to pay. For example, you may need to pay for your eyesight tests, medical examination, training and ancillary courses.

### 3. When and how to apply (continued)

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## 3.3 Application process

This is the application process for this certificate of competency. Complete each step before you move on to the next one.

### 1 Do you meet all the requirements?

Check that you meet all of the requirements for this certificate.

Apply for pre-assessment of your sea service time if you are unsure about meeting the sea service requirements.

Move to step 2 once you know what the requirements are and that you can meet them.

### 2 Do you have the documents we need?

Prove that you meet the requirements. Include all of the documents we have asked for. Use the checklist (see 3.4. *Checklist*) to help you.

Remember: We need copies, not the originals.

Move to step 3 once you have copies of all of the documents we have asked.

### 3 Complete the application forms

You need to complete several forms as part of your application. Use the checklist to help make sure that you have provided all of the information we need.

Remember: for the *fit and proper person form* we need sighted and signed copies of your identification documents.

Move to step 4 once you have completed all of the forms needed for your application.

### 4 Pay the application fee

You need to pay an application fee.

The options for payment are:

- pay by bank deposit or internet banking, *or*
- pay online using a credit card or debit card, *or*
- include a cheque with your application.

Move to step 5 when you know what you need to pay and have either included a cheque with your application or chosen another payment option.



### 3. When and how to apply (continued)

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#### 5 Send us your application by courier or email

There are two options for you to send your application:

1. Use a courier to send us your completed application forms, supporting documents and cheque for the application fee (if using that payment option).
2. Send your application by email, attaching the scanned documents. (The application form has information about the requirements for electronic copies.)

Move to step 6 when you've ticked everything on the checklist and either couriered or emailed your completed application to MNZ (using the address provided at 3.5 *Where to send your application*).

#### 6 Confirmation and/or request sent

We will send you an email or letter to:

- confirm that we have received your application
- give you reference details to pay the application fee (if you did not include a cheque with your application)
- list any documents we need from you before we can assess your application.

We must receive your payment before we can progress your application.

#### 7 Assessment

After you have paid the fee and sent us all the documents we need, we will assess your application and make a decision. This will usually take 20 working days (about a month) from the time we let you know that we have received your application.

#### 8 Issue certificate

We will send you:

1. your certificate, if your application has been successful, or
2. a letter or email explaining why your application was unsuccessful.

### 3. When and how to apply (continued)

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#### 3.4 Checklist

Use this checklist to make sure that you have everything you need for your application.

Check that your documents are complete and have been signed, dated and sighted as required.

We need to see all of the documents listed below to confirm that you have met each requirement. The only exceptions to this are documents that you have already sent to us for other applications (just note this in your application). However, if a document has expired or will expire before we issue your certificate, we need to see a copy of the new or renewed document.

##### About you

- Seafarer certificate application form*
- Two passport-sized photos *or* an electronic copy
- Fit and proper person form* - including sighted and signed copies of the ID documents specified on the form
- Police clearance report for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers
- Copy of eyesight test(s) results
- Your pre-assessment reference number if we pre-assessed your sea service time

### 3. When and how to apply (continued)

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#### Your sea service

Include at least *one* of the following for each vessel/period of sea service:

- Certificate of sea service*
- Discharge book (or discharge certificates)
- Seafarer's record book showing your seagoing service

Include the following to cover all of your sea service:

- Summary of sea service form*

#### Your ADH-F training

- Your course completion letter and assessment record

#### Your ancillary certificates

- Either STCW-F III/1 basic training or STCW A-VI/1 basic training*

#### Remember:

- Either include a cheque (in \$NZ) or indicate which other payment option you'd like to use*
- Send your application to us as early as you can
- Check that your examiner has sent your exam results to us

### 3. When and how to apply (continued)

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#### 3.5 Where to send your application

To provide extra security, we recommend that you courier your application forms and documents to us.

Alternatively, you can scan and email your application and supporting documents (refer to the application form for information about how to send your documents electronically).

**Courier your application to:**

Seafarer Certification  
Maritime New Zealand  
1 Grey Street  
WELLINGTON 6011

*Or*

**Email your application to:**

seafarers@maritimenz.govt.nz

## 4. Contact us for help

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If you need more information about the requirements for your application, visit the Seafarer Certification section of our website.

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

If you can't find the information you need, send us an email:

[seafarers@maritimenz.govt.nz](mailto:seafarers@maritimenz.govt.nz)

Tell us what you need help with and remember to include your contact details (email address and phone numbers).

We need your completed application before we can assess whether you meet the requirements for this certificate of competency. However, you may apply for pre-assessment of your sea service (refer to 2.2 *Sea service*).

## 5. Forms

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To apply for a maritime certificate of competency, there are several forms that you must provide and some that you may provide, depending on your situation.

Everyone applying for this certificate of competency must complete and send us all of the following forms:

- *Seafarer certificate application form*
- *Fit and proper person form*

Other forms you may need to use:

- *Sea service pre-assessment form*
- *Certificate of sea service*
- *Summary of seagoing service form*

**Each of these forms is available on the MNZ website:**

**[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)**

**Note:**

You must complete these forms correctly for your application to be valid. Carefully read any notes before you start.