Marine Engineer Class 5 (MEC 5)

This guideline is for new applicants for certificates of competency for:

- Marine Engineer Class 5
- Marine Engineer Class 5 – Steam
- Marine Engineer Class 5 – Motor and Steam
Marine Engineer
Class 5

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

In this guide

1. Overview 2

2. Requirements 4
   2.1 Prior certification and qualifications 4
   2.2 Sea service 5
   2.3 Training and experience 11
   2.4 Fit and proper person 13
   2.5 Medical examination and eyesight test 14
   2.6 Age and identity 15

3. When and how to apply 16
   3.1 Copies of supporting documents 16
   3.2 Fees and payment options 17
   3.3 Application process 18
   3.4 Checklist 20
   3.5 Where to send your application 22

4. Contact us for help 23

5. Forms 24
1. Overview

**Marine Engineer Class 5 certificates of competency**

This information is for new applicants for certificates of competency for Marine Engineer Class 5 (MEC 5), Marine Engineer Class 5 – Steam (MEC 5 Steam) and Marine Engineer Class 5 – Motor and Steam (MEC 5 Motor and Steam). It does not cover recognition of equivalent certificates obtained outside New Zealand.

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

Your MEC 5 certificate is valid for five years.

For more details about the requirements for recognition and renewal (revalidation) of certificates, refer to the Maritime New Zealand (Maritime NZ) website: maritimenz.govt.nz/seafarers

The MEC 5, MEC 5 Steam and MEC 5 Motor and Steam certificates are issued under Subpart B of Maritime Rule 32 – National Certificates, including STCW-F aligned national certificates.

MEC 5 and MEC 5 motor and steam certificates correspond with a certificate issued under regulation II/5 (chapter 2 regulation 5) of the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F).

Note that these certificates are not aligned with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 2010 (STCW).

You can get a MEC 5 certificate for work on board motor or steam ships, or on both. (A motor ship has diesel main propelling machinery.) Your sea service and training must be appropriate for the type of propulsion power, and your certificate will state the type and size of main engine propulsion power you are qualified to operate on.

**MEC 5 certificate of competency**

With this certificate, you can perform an engineer’s functions and duties on:

- passenger motor ships of less than 24 metres (m) and any propulsion power, operating within coastal limits
- passenger motor ships of up to 3000 kilowatts (kW) propulsion power with fewer than four systems and their engine and system maintenance carried out ashore or under warranty, operating within inshore limits
- non-passenger motor ships of less than 24m and any propulsion power, operating within offshore limits
- non-passenger motor ships of any propulsion power operating within restricted limits
- fishing motor ships of less than 3000kW propulsion power with fewer than four systems and their engine and system maintenance carried out ashore or under warranty, operating within inshore limits.

With MEC 5, you can also work as second engineer on a fishing ship of any propulsion power in any operating area.
1. **Overview** (continued)

**MEC 5 Steam certificate of competency**

With this certificate, you can perform an engineer’s functions and duties on:

- passenger or non-passenger steam ships of any length and propulsion power that do not proceed beyond restricted limits
- passenger or non-passenger steam ships of less than 24m and less than 500 gross tonnes (GT) that operate beyond restricted limits but within coastal or offshore limits.

**MEC 5 Motor and Steam certificate of competency**

With this certificate, you can perform the functions and duties of a MEC 5 (motor) certificate and a MEC 5 Steam certificate.

From a MEC 5 certificate, you can progress to MEC 4 with a further 12 months’ sea service beyond restricted limits aboard ships with non-steam main propulsion machinery of 250kW or more. Refer to the MEC 4 guideline for the detailed requirements.

More information about operating limits is available on Maritime NZ’s website:

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

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**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 Maritime Rules Part 32, Seafarer Certification. The Director of Maritime New Zealand (Maritime NZ) will grant a certificate only when satisfied that all requirements have been met. In this guideline, any references to ‘we’ or Maritime New Zealand (Maritime NZ) relating to a decision impacting on the issue or renewal of any seafarer certificate are references to the Director or a person acting under the Director’s delegated authority.

2. Requirements

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

To get one of the MEC 5 certificates, you need to prove that you meet all of the requirements for the certificate you have selected. In summary, you need to:

- be medically fit and have good eyesight
- be of good character and a fit and proper person
- choose to specialise in motor-powered or steam-powered propulsion systems, or both
- meet the requirements for a MEC 6 certificate of competency or equivalent, or complete extra sea service and an acceptable on-board training record book
- prove that you meet the minimum sea service requirements
- attend and pass a MEC 5 training course
- have current certificates for the required ancillary proficiencies
- pass Maritime NZ’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.

Note:

From 4 March 2023, seafarers applying for the MEC 5 certificate will need to be at least 18 years old. This is to comply with the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F).

2.1 Prior certification and qualifications

Depending on the option you select, you must either hold or have completed the requirements for a MEC 6 certificate of competency or equivalent, or have completed other relevant training or an on-board training record book, or have engineering experience (see 2.2 Sea service).
### 2. Requirements (continued)

#### 2.2 Sea service

Your sea service must be relevant and appropriate to the requirements set out in the maritime rules. In practice, this means that you must complete one of the following options.

For each of the certificates, the required sea service must have been gained on vessels with main propulsion machinery of 100kW or more in the 10 years immediately before your certificate is issued. If a training record book is required, it must have been completed within the previous five years.

**MEC 5**

<table>
<thead>
<tr>
<th>Option</th>
<th>Sea service requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12 months of sea service on motor ships with main propulsion machinery of 100kW or more operating in any area, while holding a valid MEC 6 certificate of competency or equivalent</td>
</tr>
<tr>
<td>2</td>
<td>At least 200 hours of sea service while completing the MEC 6 training record book on board motor ships with main propulsion machinery of 100kW or more operating in any area, and an additional 12 months’ sea service. (This option allows you to progress from MEC 6 training to MEC 5 without first getting a MEC 6 certificate)</td>
</tr>
<tr>
<td>3</td>
<td>24 months of sea service on motor ships with main propulsion machinery of 100kW or more operating in any area and completing an approved on-board training record book for the Engine Room Watch Rating certificate</td>
</tr>
</tbody>
</table>

**MEC 5 Steam**

<table>
<thead>
<tr>
<th>Option</th>
<th>Sea service requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>36 months of sea service performing duties on steam engines or boilers on commercial ships or New Zealand warships</td>
</tr>
<tr>
<td>2</td>
<td>36 months of sea service performing duties on steam engines or boilers in a land-based installation</td>
</tr>
<tr>
<td>3</td>
<td>12 months of sea service performing duties on steam engines or boilers on commercial ships or New Zealand warships, plus two years of craft, industrial or other practical training that is acceptable to the Director of Maritime NZ</td>
</tr>
<tr>
<td>4</td>
<td>12 months of operating experience with steam engines or boilers in a land-based installation within the previous 10 years, plus two years of craft, industrial or other practical training that is acceptable to the Director of Maritime NZ</td>
</tr>
</tbody>
</table>
2. Requirements (continued)

MEC 5 Steam notes:

Examples of shore-based engineering training for Options 3 and 4 above are an apprenticeship as a fitter/turner or heavy diesel mechanic, or an equivalent National Certificate in Mechanical Engineering. Training in other engineering fields, such as chemical or electrical engineering, is not acceptable.

The total time required for any of the options for MEC 5 Steam is reduced by three months if you successfully complete an approved training record book while working on board a steam ship during the five years before you apply.

MEC 5 Motor and Steam

<table>
<thead>
<tr>
<th>Option</th>
<th>Sea service requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>36 months of sea service on commercial ships or New Zealand warships that includes:</td>
</tr>
<tr>
<td></td>
<td>• 30 months performing duties on diesel engines</td>
</tr>
<tr>
<td></td>
<td>• six months performing duties on steam propulsion engines or boilers and completing an approved on-board training record book</td>
</tr>
<tr>
<td>2</td>
<td>24 months of sea service that includes:</td>
</tr>
<tr>
<td></td>
<td>• 18 months performing duties on diesel engines and completing an approved on-board training record book for the Engine Watch Rating certificate</td>
</tr>
<tr>
<td></td>
<td>• six months performing duties on steam propulsion engines or boilers and completing an approved on-board training record book</td>
</tr>
<tr>
<td>3</td>
<td>12 months of sea service as an engineer while holding a MEC 6 certificate or equivalent, including:</td>
</tr>
<tr>
<td></td>
<td>• six months performing duties on diesel engines</td>
</tr>
<tr>
<td></td>
<td>• six months performing duties on steam propulsion engines or boilers and completing an approved on-board training record book</td>
</tr>
</tbody>
</table>

Note:

From 4 March 2023, sea service requirements for renewal of MEC 5 and MEC 5 motor and steam certificates will increase to twelve months in the previous five years. This is to comply with the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F). Refer to the guideline Renewal of STCW-F Aligned Certificates on the Maritime NZ website for more information.
2. Requirements (continued)

Proving your sea service

You are responsible for ensuring that your sea service is documented and verified by your ship’s master or company.

If the option you select requires you to complete a training record book, there may be a summary of sea service included in the book. Otherwise, you can use the summary of sea service form for engineering certificates on Maritime NZ’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
- completed seafarer’s record book
- discharge certificate or discharge book.

Each of the documents you provide for each vessel must contain:

- your employer’s name and contact details
- the name, tonnage details and type of vessel (for example, passenger, non-passenger, fishing)
- the area of operation
- the engine type, make, model and output power
- the dates you were employed and the sea time you completed
- your duties.

Your engineering duties must be specified in your sea service and are expected to include tasks such as operating machinery, routine checks at sea, maintenance and repairs, pumping bilges and taking on board fuel.

Any statutory declarations you have made are not acceptable as proof of your sea service.
2. Requirements (continued)

Calculating sea service for voyages of 24 hours or more

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).
2. Requirements (continued)

Calculating sea service for voyages of less than 24 hours

Relevant qualifying sea service on voyages of less than 24 hours is calculated by counting the number of months made up of days, as follows:

- by counting each period of eight (or more) hours worked within each period of 24 hours as one day’s service
- by counting periods of more than eight hours at a rate of more than one day (may be expressed in decimal points) at the Director’s discretion, if the Director is satisfied that there are suitable policies and processes in place to manage fatigue
- by counting each additional 20 days (or more) in one month as one month’s sea service.

In cases where sea service is accrued and recorded in hours (for example, day work):

- each additional 160 hours (or more) in one month counts as one month’s sea service
- where insufficient hours are accrued in a period of 30 days, additional hours may be accrued until 160 hours have been reached. This can then be counted as one month’s sea service.

You cannot claim for more days of sea service than you actually served. You also cannot claim for time spent on leave or extended periods in port.

For more information about calculating your sea service, refer to the Maritime NZ website: maritimenz.govt.nz/seafarers

Sea service pre-assessment

If you are unsure 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).

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

- apply for pre-assessment using Maritime NZ’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.

This is the only requirement for a MEC 5 certificate of competency that may be pre-assessed.

Note:

If you are pre-assessed and have the required sea service for a MEC 5 certificate, add your pre-assessment reference number to your seafarer certificate application form.
2. Requirements (continued)

Training record book

Some options for sea service require you to complete an approved on-board training record book. The training record book (Engine Room Watch Rating, MEC 6 or MEC 5 Steam) will depend on the MEC 5 certificate and sea service option you select.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Document(s) you must provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine Room Watch Rating (EWR)</td>
<td>The International Shipping Federation’s On Board Training Record Book for Engine Ratings (including new STCW grade of ‘Able Seafarer Engine’). Available from the publications section of the International Chamber of Shipping website (ics-shipping.org) or from your approved training provider</td>
</tr>
<tr>
<td>MEC 6</td>
<td>Approved MEC 6 training record book (available on Maritime NZ’s website)</td>
</tr>
<tr>
<td>MEC 5 Steam</td>
<td>Approved MEC 5 Steam training record book (available on Maritime NZ’s website)</td>
</tr>
</tbody>
</table>

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

You must provide the original of your training record book to an Maritime NZ-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
- be one that Maritime NZ has approved
- have all relevant records completed
- have all project work completed (detailing the tasks carried out, such as piping diagrams or engine-start procedures) and signed off as indicated in the book. The project work should be signed and stamped by a supervising officer or company representative
- be signed by your chief engineer or supervising certificated officer to confirm that you have learnt and demonstrated the competency.

Keep your training record book in a safe place. We also recommend that you make a copy of the completed sections and associated evidence, and also store these in a safe place – but separately from your training record book.
2. Requirements (continued)

2.3 Training and experience

Training
You must complete training approved by the Director of Maritime NZ. This training must meet the competencies for the MEC 5 certificate you have selected.

The approved training for MEC 5 is the New Zealand Certificate in Marine Engineering Class 6 (Level 4) with a strand in Marine Engineering Class 5 – 90 credits.

Contact an approved training provider for information about the courses.

You can find out more information about approved training providers and the competency framework for the MEC 5 certificates on Maritime NZ’s website:

maritimenz.govt.nz/seafarers

Final examination
You must pass a final examination (currently an oral examination) by an Maritime NZ-approved examiner. This will usually be arranged by your training provider. Your results will be sent to Maritime NZ.

Refer to the Maritime NZ website for more information:

maritimenz.govt.nz/seafarers
2. Requirements (continued)

Ancillary certificates

You must provide current copies of the ancillary certificates required for a MEC 5 certificate. These are shown below. Your training provider should also offer this training and provide you with a certificate for each of these courses to confirm you have demonstrated proficiency in the required skills.

If you have current ancillary certificates that demonstrate proficiency in the areas listed below and at the required level, you may use them – as long as the specific requirements are met.

<table>
<thead>
<tr>
<th>Ancillary certificate requirements</th>
<th>Document(s) you must provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>STCW or STCW-F basic training</td>
<td><em>Either</em> STCW basic training that complies with STCW A-VI/1 paragraph 2 and covers basic personal survival techniques (A-VI/1–1), fire prevention and fire fighting (A-VI/1–2), elementary first aid (A-VI/1–3) and personal safety and social responsibility (A-VI/1–4). This may be issued as one certificate citing the four elements or as four separate certificates*</td>
</tr>
<tr>
<td></td>
<td><em>Or</em> STCW-F basic training that complies with STCW-F chapter III regulation 1 (III/1) and covers basic personal survival techniques, fire prevention, emergency procedures, elementary first aid, prevention of marine pollution and prevention of shipboard accidents.</td>
</tr>
</tbody>
</table>

Your ancillary certificates must:

- conform to the STCW or STCW-F regulations and have the appropriate regulation number
- be from a training provider approved under the New Zealand Education Act or by Maritime New Zealand, or from a training provider in a country where Maritime NZ has determined that ancillary training is compliant with STCW or STCW-F (refer to the recognition guidelines on Maritime NZ’s website for information about recognition of ancillary certificates obtained outside New Zealand).
- be seen by us before we can issue your MEC 5 certificate.

Although there is no requirement, we encourage you to maintain the currency of your certificates in accordance with the requirements of the issuing organisation, particularly for elementary first aid (which usually requires refresher training every two years).

For more information about ancillary training or the recognition process for this certificate, refer to the ancillary guidelines or recognition guidelines, respectively, on Maritime NZ’s website:

maritimenz.govt.nz/seafarers
2. Requirements (continued)

2.4 Fit and proper person

We need to confirm that you are of good character. To help us do this, there are several forms we need from you, which are outlined below.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Document(s) you must provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be of good character</td>
<td>• A completed <em>fit and proper person form</em>, which you must have signed and dated no more than three months before we receive your application</td>
</tr>
<tr>
<td></td>
<td>• 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)</td>
</tr>
</tbody>
</table>

Refer to 5. *Forms* for all of the forms that you will need to complete your application.
2. Requirements (continued)

2.5 Medical examination and eyesight test

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Document(s) you must provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be medically fit</td>
<td>A certificate of medical fitness for seafarers that is valid at the time we issue your MEC 5 certificate</td>
</tr>
<tr>
<td></td>
<td>• This is a special medical certificate that you must get from a registered medical practitioner</td>
</tr>
<tr>
<td></td>
<td>• You may use an existing medical certificate if it will be valid (usually less than two years old) when your MEC 5 certificate is issued.</td>
</tr>
<tr>
<td>Have good eyesight</td>
<td>Eyesight test results showing you have met the required standards for visual acuity (including a letter eyesight test).</td>
</tr>
<tr>
<td></td>
<td>Your visual acuity eyesight test results must be less than two years old at the time we issue your certificate</td>
</tr>
<tr>
<td></td>
<td>You must pass this test to get a MEC 5 certificate. If there is any doubt about you passing this test, you will be referred to a registered optometrist (for more details, refer to the Advisory Circular for Part 34 on Maritime NZ’s website).</td>
</tr>
</tbody>
</table>

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

maritimenz.govt.nz/seafarers
2. Requirements (continued)

2.6 Identity

We need to confirm your identity. To help us do this, there are several documents we need from you, which are outlined below.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Document(s) you must provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prove your identity</td>
<td>• Your completed seafarer certificate application form</td>
</tr>
<tr>
<td></td>
<td>• Fit and proper person form, including sighted and signed copies of the ID documents specified on the form</td>
</tr>
<tr>
<td></td>
<td>• Two passport-sized photographs (or ask the photographer to provide an electronic copy, which you can then forward to Maritime NZ if you are emailing us your application)</td>
</tr>
</tbody>
</table>

Refer to 5. Forms for all of the forms that you will need to complete your application.
3. When and how to apply

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 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)

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 NZ$398, including GST. With pre-assessment, the application fee for each certificate is reduced to NZ$541, 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:

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

Refer to the Maritime NZ website for more information about how to pay your fees:
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)

3.3 Application process

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

1. **Do you meet all of the requirements?**
   
   Check that you meet all of the requirements for the 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 for.

3. **Complete the application forms**
   
   You need to complete several forms as part of your application.
   
   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 once you know what you need to pay and you have either included a cheque with your application or chosen another payment option.
3. When and how to apply (continued)

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 once you have ticked everything on the checklist and sent your completed application to Maritime NZ (using the address provided at 3.5 Where to send your application).

6  Send confirmation and/or request
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).

8  Issue certificate
We will send you:

1. your certificate, if your application has been successful, or
2. an email or letter explaining why your application was unsuccessful.
3. When and how to apply (continued)

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 prior experience

☐ MEC 6 certificate (if applicable)

Your training

☐ MEC 5 course completion letter and assessment record
3. When and how to apply (continued)

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 for all of your sea service:

☐ Summary of sea service form

Your ancillary certificates

☐ STCW A-VI/1 basic training or STCW-F (III/1) basic training

Remember:

☐ Either include a cheque (in $NZ) or indicate which other payment option you’d like to use
☐ Indicate which certificate (motor, steam or combined motor and steam) and which option for sea service you have selected
☐ Send your application to us as early as you can
☐ Check that your Maritime NZ-approved Maritime Examiner has sent us your final exam results
3. When and how to apply (continued)

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

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

maritimenz.govt.nz/seafarers

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

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

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:

- Certificate of sea service
- Seafarer certificate pre-assessment form

There is also a summary of sea service form for engineering certificates to help you keep track of your sea service. However, it is not acceptable as proof of your sea service.

**Each of these forms is available on the Maritime NZ website:**

maritimenz.govt.nz/seafarers

**Note:**

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