

Recognition of non-New Zealand STCW-F certificates

This guideline is for seafarers seeking recognition
of a non-New Zealand STCW-F certificate

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1. Overview

1.1 Recognition of non-New Zealand STCW-F certificates

This guideline is for seafarers seeking recognition of a non-New Zealand (foreign) STCW-F (International Convention on Standards of Training, Certification and Watchkeeping for fishing vessel personnel, 1995) certificate.

Seafarers wishing to use foreign STCW-F certificates to work on New Zealand-flagged fishing vessels must have those certificates recognised by MNZ as equivalent to a New Zealand STCW-F certificate and be issued with a document attesting recognition. This includes engineers seeking recognition to work in a MEC 4 or MEC 5 capacity on fishing vessels subject to STCW-F.

See *2.3 New Zealand STCW-F certificates* for a list of certificates issued. For more details about New Zealand STCW-F certificates, refer to the Maritime New Zealand (MNZ) website:

maritimenz.govt.nz/seafarers

Requirements for recognition

Whether we can recognise your STCW-F certificate will depend on the type of certificate you hold and where it was issued. See *2.1 Issuing countries* for a list of states that are party to STCW-F. See *2.3 New Zealand STCW-F certificates* for a list of certificates issued and the relevant STCW-F regulations.

The following STCW certificates are deemed equivalent for use on fishing vessels:

- Global Maritime Distress and Safety System (GMDSS) – STCW regulation IV/2
- Marine Engineer Class 2 (MEC 2) – STCW regulation III/2

If you are seeking recognition for a GMDSS or MEC 2 certificate, please refer to the guideline for *Recognition of non-New Zealand STCW certificates*.

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 recognition 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 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.

maritimenz.govt.nz/rules

2. Requirements

To have an STCW-F certificate recognised, you must provide the following information:

- copies of the current certificate you wish to have recognised
- copies of ancillary certificates required for the primary certificate
- evidence of sea service completed for issue of the primary certificate
- evidence of being medically fit, including meeting the eyesight standards
- proof of your age and identity.

You must also:

- be a fit and proper person
- complete an oral examination by an examiner approved by the Director of MNZ.

You do not need evidence of residency status or a New Zealand work permit to obtain a recognition, but you cannot use a recognition to work on a New Zealand ship in New Zealand waters unless you are eligible to work in New Zealand.

If your employer or an agent is handling the application for recognition on your behalf, you will need to complete and sign an *authority to act as an agent form* so that we can communicate with them directly about your application.

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

2.1 Issuing countries

In order to apply for recognition by Maritime NZ, your foreign certificate must be issued by a country that is party to STCW-F. Countries that are currently party to STCW-F include:

- Belgium
- Canada
- Republic of the Congo
- Denmark
- France
- Iceland
- Indonesia
- Kiribati
- Latvia
- Lithuania
- Mauritania
- Morocco
- Namibia
- Nauru
- Netherlands
- Norway
- Palau
- Poland
- Portugal
- Romania
- Russian Federation
- Saint Lucia
- Sierra Leone
- South Africa
- Spain
- Syrian Arab Republic
- Tunisia
- Ukraine

2. Requirements (continued)

2.2 Certificate validity

Your certificate must be current and valid when you apply for recognition. As part of the recognition process, MNZ will contact the administration that issued your certificate to verify this.

A Certificate of Recognition will be issued for the valid period of your current foreign certificate. If your certificate is due for renewal within the next six months, you should renew it before applying for recognition.

2.3 New Zealand STCW-F certificates

The table below lists STCW-F certificates issued by New Zealand and the relevant STCW-F regulation. Use this list to work out which New Zealand certificate of competency/proficiency corresponds with your foreign certificate.

| STCW-F certificate | STCW-F regulation | CoP/CoC | Position | Maritime Rules Part 32 | |
|------------------------------------|-------------------|---------|----------|------------------------|------------|
| | | | | Requirements | Privileges |
| Skipper Fishing Vessel - Unlimited | II/1 | CoC | Master | 32.158 | 32.159 |
| Skipper Fishing Vessel – Limited | II/3 | CoC | Master | 32.154 | 32.155 |
| Mate Fishing Vessel – Unlimited | II/2 | CoC | Officer | 32.156 | 32.157 |
| Mate Fishing Vessel – Limited | II/4 | CoC | Officer | 32.152 | 32.153 |
| Advanced Deckhand - Fishing | Resolution 4 | CoP | Rating | 32.150 | 32.151 |
| Marine Engineer Class 4 | II/5 | CoC | Officer | 32.56 | 32.57 |
| Marine Engineer Class 5 | II/5 | CoC | Officer | 32.50 | 32.51 |

2. Requirements (continued)

The STCW certificates in the table below are deemed equivalent for the purpose of STCW-F.

| STCW certificate | STCW regulation | STCW-F regulation | COP/CoC | Position | Maritime Rules Part 32 | |
|-------------------------|-----------------|-------------------|---------|----------|------------------------|------------|
| | | | | | Requirements | Privileges |
| GMDSS Radio Operator | IV/2 | II/8 | CoC | Officer | 32.114 | 32.115 |
| Marine Engineer Class 2 | III/2 | II/5 | CoC | Officer | 32.124 | 32.125 |

Refer to *Recognition of non-New Zealand STCW certificates* for information on how to apply for recognition of these certificates.

2.4 Sea service

Sea service requirements

You must provide evidence of having completed relevant sea service for issue of the primary certificate.

For further information about how we calculate your sea service, see the sea service guidelines on MNZ's website:

maritimenz.govt.nz/seafarers

Requirements to prove your sea service

For all applicants, the documents you provide for each vessel must contain:

- the employer's name and contact details
- the name, tonnage details and type of vessel (for example, passenger, non-passenger, fishing)
- the type of cargo carried and area of operation
- the engine type and output power (for engineering certificates only)
- the dates you were employed and the sea time you completed
- your duties.

For recognition of a **master's, officer's or GMDSS** certificate, only a summary containing the above information is required (such as an employer's statement). If we are uncertain whether the service is appropriate for the privileges of the equivalent New Zealand certificate, then we may request more detail.

2. Requirements (continued)

2.5 Ancillary certificates

You must provide copies of any ancillary certificates that are required for the STCW-F certificate you wish to have recognised. Refer to the guideline for the relevant certificate to confirm which ancillaries are required.

MNZ will assess ancillary certificates issued by training providers in other countries on a case-by-case basis, to determine whether they fully meet the requirements of the STCW-F convention.

2.6 Oral examination

You must pass an oral examination conducted by an MNZ-approved nautical or engineering examiner. This is not a full oral examination as required for the issue of a New Zealand certificate. The scope of the exam will depend on particular circumstances, but will generally have the following requirements:

Knowledge of New Zealand maritime legislation

Knowledge of New Zealand legislation will be tested to the level of the certificate being recognised. The level of knowledge will be the same as what is required for the issue of the equivalent New Zealand STCW-F certificate.

Technical competence

You may also be examined on your technical competence at the level of your certificate.

English proficiency

While examinations will be conducted in English, they will not specifically test English proficiency. However, STCW-F deck certificates require a certain level of understanding and ability to communicate in English. You must demonstrate that you meet that standard.

For certificates that do not require a certain level of English, you may complete parts of the exam with a translator present. A limitation will then be placed on your Certificate of Recognition stating that it is only valid for use on vessels on which the working language is the same language that the exam was completed in.

2. Requirements (continued)

2.7 Temporary permission to sail

Completing the full recognition process can take some time, as documentation has to be checked and verified by MNZ and oral examinations arranged. Under STCW-F, MNZ can give you temporary permission to sail for up to three months while your recognition application is processed and to allow you to sit the oral examinations.

MNZ will not issue temporary permission until it has confirmed the validity of your certificates with the country that issued them. MNZ will usually not issue permission until fit and proper person checks are completed.

The permission is issued as a letter, which you must carry along with your certificate at all times when you sail. You may be asked to produce the letter by an MNZ maritime officer or overseas equivalent.

The following conditions apply to a temporary permission:

- It is given for three calendar months and **will not be extended**.
- You must not sail if it has expired, and both you and your employer may face penalties if you do.
- If you fail your oral examination while sailing with a temporary permission, permission will be withdrawn.
- If you are sailing with a temporary permission and any information is received that suggests you should not be granted recognition (such as not meeting the fit and proper person requirements or not being competent for the requirements of your certificate), then permission may be withdrawn.

2. Requirements (continued)

2.8 Renewal of recognitions

A New Zealand certificate of recognition can only be renewed after your primary certificate or endorsement has been renewed by the country that issued it.

To renew your recognition, you must provide a completed application that includes:

- copies of the renewed certificate you wish to have recognised
- a certificate of medical fitness
- a completed *fit and proper person form*

You also need to surrender the original recognition, unless it has expired.

An oral examination is not required.

2.9 Fit and proper person

We need to confirm that you are a fit and proper person to exercise the privileges of a Certificate of Recognition. To help us do this, there are several documents 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">• A completed <i>fit and proper person form</i>, which you must have signed and dated no more than three months before you apply• 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) |

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

2. Requirements (continued)

2.10 Medical examination and eyesight tests

You need to prove that your medical fitness and eyesight meet the relevant standards by holding a current certificate of medical fitness (including eyesight tests).

For more information about the medical and eyesight requirements, refer to the guidelines for STCW-F certificates on MNZ's website:

maritimenz.govt.nz/seafarers

2.11 Age and identity

In order to confirm your identity, you will need to provide a copy of your passport, certified by the trusted referee listed in your *fit and proper person form*.

| Requirement | Document(s) you must provide |
|-----------------------------|--|
| Prove your age and identity | <ul style="list-style-type: none">• Your completed application form• Your passport (make sure it has not expired)• Two passport-sized photographs (or ask the photographer to provide an electronic copy, which you can then forward to MNZ if you are emailing us your application) |

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 collected together all of the documents required for your application. As we need to check the information you provide, it can take us some time to process your application, so send it in as soon as possible (and at least one month before you need your recognition).

Make sure you include all of the documents we have asked for.

If you need temporary permission to sail, please indicate this on the application form and ensure that you provide the extra information required.

Refer to *3.4 Checklist* to make sure you have everything you need for your application. (If you have made a mistake or left out something we have asked for, your application is likely to be delayed.)

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)

3.2 Fees and payment options

The fee for recognition of an STCW-F certificate is NZ\$995.

If applicable, the sea service pre-assessment fee is NZ\$398. If your sea service is pre-assessed, your STCW-F recognition application fee will be reduced to \$625.

The fees above include goods and services tax (GST).

You need to either include a cheque or indicate your other chosen payment method on your *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).

Note: If you are not paying by cheque, we will give you the payment reference details when we receive your application. Do not send us your credit card details.

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

maritimenz.govt.nz/how-to-pay

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 recognition of a foreign STCW-F certificate. 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 recognition of your certificate.

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 by including 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. 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 certified 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 email or courier

There are two options for you to send your application:

1. Use a courier to send us your completed forms, copies of 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 either couriered or emailed your completed application to MNZ (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 and oral examination

We will assess your application and make a decision about whether your certificate can be recognised and to what New Zealand equivalent.

If you meet the requirements, we will give you permission to sit the oral examination and provide you with details of MNZ-approved examiners. Where applicable, we will also issue a letter granting temporary permission to sail.

You should contact an examiner to arrange an examination time. After the examination, the examiner will send your results directly to MNZ.

If you fail the examination, you may apply to MNZ to re-sit after 21 days. If you are sailing with temporary permission at that time, permission will be withdrawn.

3. When and how to apply (continued)

8

Issue recognition

We will send you:

1. a document confirming (attesting) recognition, if your application has been successful, or
2. a letter explaining why your application was unsuccessful.

Note: MNZ generally does not endorse foreign certificates directly.

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 certified 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:

- Application form*
- Passport*
- Two passport-sized photos or an electronic copy*
- Fit and proper person form*
- Police clearance report for other countries (if required)*
- Authority to act as an agent form (if required)*
- Certificate of medical fitness (including eyesight)*

3. When and how to apply (continued)

Your prior training and sea service

- Copies of certificates to be recognised
- Copies of required ancillaries
- Evidence of relevant sea service

Remember:

- Choose your payment method – cheque, credit card, bank deposit or online
- Pay the application fee (in NZ\$)
- Ensure you have copies of your documents
- Send your application to us by courier or email
- Send your application to us as early as you can

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.

Courier your application to:

Seafarer Certification
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

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 recognition of your certificate.

5. Forms

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

Everyone applying for a recognition must complete and send us all of the following forms:

- *Application form*
- *Fit and proper person form*

You may also need to complete and send us the following forms:

- *Employer declaration form*
- *Authority to act as an agent form.*

Each of these forms is available on MNZ's 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.