Tanker endorsements or certificates of proficiency

This guideline is for new applicants for a tanker endorsement or tanker certificate of proficiency.
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1. Overview

**Tanker endorsement / tanker certificate of proficiency**

This information is for new applicants for the tanker endorsement or tanker certificate of proficiency. It does not cover recognition of an equivalent endorsement or certificate obtained outside New Zealand.

**Note:** In this guideline, the term ‘endorsement’ is used to cover both endorsements and certificates of proficiency (refer to Eligibility for endorsement or certificate of proficiency below).

Your endorsement is valid for five years and can be renewed.

For more information about endorsements, refer to the Maritime New Zealand (MNZ) website:

maritimenz.govt.nz/seafarers

**Eligibility for endorsement or certificate of proficiency**

This qualification is provided as an endorsement on a seafarer’s maritime certificate. However, if you do not have an appropriate certificate, the Director may issue you with an ancillary certificate of proficiency.

- The Director of MNZ will issue a tanker endorsement to certificated ratings (holders of a certificate of competency or certificate of proficiency) and officers who complete the requirements. The endorsement will be attached to the applicant’s maritime certificate.
- For non-certificated ratings or cadets who meet the eligibility requirements for a tanker endorsement, the Director or a delegated training provider will issue an ancillary certificate of proficiency to demonstrate that the approved seafarer training has been successfully completed.

With this endorsement, you can work on tankers carrying the type of cargo described on your endorsement and perform duties to the designated level (basic or advanced).

**Basic tanker endorsement**

With a basic tanker endorsement for an oil or chemical tanker, you can perform designated duties relating to tanker cargo or operating cargo equipment on the relevant type of tanker (refer to Tanker endorsement types on the next page).

**Advanced tanker endorsement**

With an advanced tanker training endorsement for an oil or chemical tanker, you can perform the functions of:

- a master, chief engineer officer, chief mate or second engineer officer on the type of tanker for which you hold a relevant endorsement
- a person with immediate responsibility for loading, discharging, care in transit, handling of cargo, tank cleaning or other cargo-related operations on the type of tanker for which you hold a relevant endorsement.
1. **Overview (continued)**

**Tanker endorsement types**

There are five different tanker endorsements, based on the level of competency required for different types of tanker cargo. These requirements correspond to regulations under the International Convention on Standards for Training, Certification and Watchkeeping for Seafarers 1978 as amended (STCW).

**Note:** To qualify for an advanced endorsement, you must first have gained a basic tanker endorsement.

<table>
<thead>
<tr>
<th>Tanker endorsement</th>
<th>STCW regulation</th>
</tr>
</thead>
<tbody>
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<td>Basic training (chemical and oil)</td>
<td>STCW V/1-1-2</td>
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<tr>
<td>Advanced training (liquefied gas)</td>
<td>STCW A-V/1-2-4</td>
</tr>
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</table>

At this time, there are no approved training providers for liquefied gas tanker training in New Zealand. Training providers have been approved for oil and chemical tanker training only. For this reason, the information in this guideline refers only to oil and chemical tanker training.

The requirements for a liquefied gas basic training endorsement would be the same as for oil and chemical except that the training would be in liquefied gas cargo and equipment and to the competency specified by STCW Code Section A-V/1-2-1. The same applies for liquefied gas advanced training, but with training to the standards set out in STCW Code Section A-V/1-2-2.

**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
2. Requirements – basic tanker endorsement

These requirements are for a **basic** tanker endorsement.

For the basic tanker endorsement, you need to prove that you meet all of the requirements. In summary, you need to:

- attend and pass a training course
- have completed training and obtained ancillary certificates for basic training and advanced fire fighting.

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 and discharge your duties.

### 2.1 Prior certification and qualifications

None required.

### 2.2 Sea service

None required.

### 2.3 Training and experience

You must complete an approved basic tanker (oil and/or chemical) training course or equivalent to achieve all of the required competencies in basic training for tanker cargo operations as set out in STCW Code Section A-V/1-1-1.

In New Zealand, part of the core training for the tanker endorsement is delivered by successful completion of the STCW advanced fire fighting certificate (which complies with STCW Code Section A-VI–3, paragraphs 1–4 (Table A-VI/3)). This training covers practical instruction in responding to fires associated with oil and/or chemical cargoes and tankers.

Contact an approved training provider for information about the course.

For more information about approved training providers and the competency framework for this endorsement, refer to MNZ’s website:

**maritimenz.govt.nz/seafarers**
2. Requirements - basic tanker endorsement (continued)

Ancillary certificates

You must obtain and provide copies of the following certificates to demonstrate practical instruction in responding to fires associated with oil and/or chemical cargoes and tankers.

Your training provider will be able to assist you with any training required and will provide you with a certificate for each of these courses to confirm that you have demonstrated proficiency in the required skills.

If you already have certificates that demonstrate proficiency in the following areas and at the required level, you may use them – as long as the requirements are all met and the certificates are still current (not expired) at the time MNZ issues your tanker endorsement.

**Document(s) you must provide**

| STCW basic training | STCW basic training certificate that complies with STCW Code section A-VI/1, paragraph 2. Includes personal survival techniques (Table A-VI/1–1), fire prevention and fire fighting (Table A-VI/1–2), elementary first aid (Table A-VI/1–3) and personal safety and social responsibility (Table A-VI/1–4). May be issued as one certificate or as four separate certificates |

Your certificates, including advanced fire fighting (see 3.3 Training and experience) must:

- conform to the STCW regulations and have the appropriate STCW regulation 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 MNZ 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 endorsement.

**Note:** STCW requires you to keep your ancillary fire fighting and personal survival training current if more than five years old. This will be checked when you next renew the certificate being endorsed or if you are being issued a certificate of proficiency.

Although not an STCW requirement, we also encourage you to keep your first aid training up to date, as recommended by the organisation that issued your certificate, which usually require first aid refresher training every two years.

Refer to the ancillary certificate guidelines on MNZ’s website for more information:

[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)
3. Requirements – advanced tanker endorsement

These requirements are for an advanced tanker endorsement.

For the advanced tanker endorsement, you need to prove that you meet all of the requirements. In summary, you need to:

- hold a basic tanker endorsement
- have completed training and obtained an ancillary certificate for basic training and advanced fire fighting
- either complete three months’ sea service or complete one month on board a tanker as a supernumerary (extra crew member) and a training record book.

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 endorsement, so that you can satisfactorily complete training, pass examinations and discharge your duties.

3.1 Prior certification and qualifications

You must hold a basic tanker training endorsement or tanker certificate of proficiency for the type of tanker and cargo.

3.2 Sea service

Sea service requirements

Your sea service must be relevant and appropriate to the requirements set out in the maritime rules. This means that the sea service required for advanced tanker endorsement will meet these requirements if it is:

- in the 10 years immediately before your endorsement is issued
- on voyages lasting 24 hours or more (refer to Calculating sea service for voyages of 24 hours or more in the next section
- in the deck department on a tanker of the relevant cargo type (chemical, oil or liquefied gas)
- in accordance with the requirements described in regulation A-V/1-1-3 of the STCW code (International Convention on Standards for Training, Certification and Watchkeeping for Seafarers).

You can gain the required sea service in either of two ways:

**Option 1:** By completing three months of approved sea service on board a tanker while holding the relevant basic tanker endorsement

**Option 2:** By completing one month of approved sea service on board a tanker as a supernumerary (extra crew member), documented in an approved training record book.

(Refer to Options for sea service on the next page.)
3. Requirements - advanced tanker endorsement (continued)

Calculating sea service

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

- from the sign-on date of starting work on the tanker to the sign-off date of discharge (both dates are inclusive)
- by counting each whole calendar month during this period as one month
- by adding together 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).

Options for sea service

There are two options for meeting sea service requirements for an advanced tanker endorsement.

Option 1

Complete three months of approved sea service on board a tanker while holding the relevant basic tanker training endorsement. The sea service must meet the standards of either STCW Regulation A-V/1-1-2 (oil tankers) or STCW Regulation A-V/1-1-3 (chemical tankers).

Option 2

Complete one month as a supernumerary on board a New Zealand-registered tanker of the relevant type (oil or chemical) and undertake on-board training that is documented in an approved training record book. The training must meet the standards of either STCW Regulation A-V/1-1-2 (oil tankers) or STCW Regulation A-V/1-1-3 (chemical tankers).

As a supernumerary, you must experience cargo operations on the tanker, including at least three loading and three unloading cargo operations.
3. Requirements - advanced tanker endorsement (continued)

Requirements for Option 1

To prove your sea service under Option 1, 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, type of tanker and cargo carried
- the dates you were employed and the sea time completed
- your duties.

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

Requirements for Option 2

Sea service

To prove your sea service as a supernumerary under Option 2, you must provide a reference from the ship’s master or employer (on company letterhead). The reference must:

- confirm that you have completed on-board training and experienced at least three loading and three unloading tanker cargo operations
- provide the name, tonnage details, type of tanker and cargo carried
- specify the start and finish dates for the time you spent on board as a supernumerary.

The period covered by the reference should be one month, calculated as for sea service (refer to Calculating sea service above).
3. Requirements - advanced tanker endorsement (continued)

Training record book

For Option 2, you must also complete an approved training record book for advanced tanker training while on board a tanker of the relevant type. Your training provider will be approved to train for specific New Zealand-registered tankers and will provide you with an approved training record book.

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<thead>
<tr>
<th>Requirement</th>
<th>Document(s) you must provide</th>
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<tr>
<td>Training record book</td>
<td>The training record book needs to:</td>
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<tr>
<td></td>
<td>• be one that the Director of MNZ has approved</td>
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<tr>
<td></td>
<td>• be the original, not a copy</td>
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<tr>
<td></td>
<td>• be completed while you carry out your sea service</td>
</tr>
<tr>
<td></td>
<td>• have all relevant records completed</td>
</tr>
<tr>
<td></td>
<td>• have all completed project work signed by the ship’s master or a qualified certificated officer.</td>
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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 store these in a safe place as well (but separately from your training record book).

3.3 Training and experience

You must complete an approved advanced tanker training course or equivalent, to demonstrate the required competencies in advanced training in tanker cargo operations as set out in STCW Code section A-V/1-1-2 (for oil tanker cargo) or STCW Code section A-V/1-1-3 (for chemical tanker cargo).

In New Zealand, part of the core training for the tanker endorsement is delivered by successful completion of the STCW advanced fire fighting certificate (which complies with STCW Code section A-VI–3, paragraphs 1–4 (Table A-VI/3)). This training covers practical instruction in responding to fires associated with oil and/or chemical cargoes and tankers.

Contact an approved training provider for information about the course.

For more information about approved training providers and the competency framework for this endorsement, refer to the MNZ website:

maritimenz.govt.nz/seafarers
3. Requirements - advanced tanker endorsement (continued)

Ancillary certificates
You must obtain and provide copies of the following ancillary certificates, which you will have obtained for your basic tanker training certificate.

Your training provider will be able to assist you with any training required and will provide you with a certificate for each of these courses to confirm that you have demonstrated proficiency in the required skills.

If you already have certificates that demonstrate proficiency in the following areas and at the required level, you may use them – as long as the requirements are all met and the certificates are still current (not expired) at the time MNZ issues your tanker endorsement.

Document(s) you must provide

| STCW basic training | STCW basic training certificate that complies with STCW Code section A-VI/1, paragraph 2. Includes personal survival techniques (Table A-VI/1–1), fire prevention and fire fighting (Table A-VI/1–2), elementary first aid (Table A-VI/1–3) and personal safety and social responsibility (Table A-VI/1–4). May be issued as one certificate or as four separate certificates |

Your certificates, including advanced fire fighting (see 3.3 Training and experience) must:

- conform to the STCW regulations and have the appropriate STCW regulation 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 MNZ 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 endorsement.

Note: STCW requires you to keep your ancillary fire fighting and personal survival training current if more than five years old. This will be checked when you next renew the certificate being endorsed or if you are being issued a certificate of proficiency.

Although not an STCW requirement, we also encourage you to keep your first aid training up to date, as recommended by the organisation that issued your certificate, which usually requires first aid refresher training every two years.

Refer to the ancillary certificate guidelines on MNZ’s website for more information:

maritimenz.govt.nz/seafarers
4. 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.

4.1 Copies of supporting documents

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

The exceptions are:

- supporting documents for the *Fit and proper person form* – these need to be sighted and signed copies of the ID documents specified on the form
- your completed training record book (TRB) – we need the original of this.

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.
4. When and how to apply (continued)

4.2 Fees and payment options

The fee for each endorsement or certificate is $486, which includes goods and services tax (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

As well as the application fee, you will have other fees and expenses to pay. For example, you may need to pay for your training and ancillary courses.
4.3 Application process

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

1. **Do you meet all of the requirements?**
   
   Check you meet all of the requirements for this endorsement or certificate of proficiency.

   Move to step 2 when 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 4.4 Checklist) to help you.

   Remember: we need copies, not the originals – except for the maritime certificate to be endorsed and your training record book (if applicable), which must both be the originals.

   Move to step 3 once you have copies of all of the documents we’ve asked for, and the original versions of your certificate and training record book (if applicable).

3. **Complete the application forms**

   You need to complete several forms as part of your application. Use the checklist to help make sure 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.
4. When and how to apply (continued)

5. **Send us your application by courier**

There are two options for you to send your application:

1. Use a courier to send us your completed application forms, supporting documents, original versions of your maritime certificate and training record book (if applicable), and a 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. Note that you will need to courier your maritime certificate and training record book to us separately.)

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.
4. When and how to apply (continued)

4.4 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 endorsement, we need to see a copy of the new or renewed document.

**About you**

☐ Seafarer certificate application form

**Your maritime certificate**

☐ Original version of your maritime certificate (for tanker endorsements)

**Your ancillary certificates**

☐ STCW A-VI/1-1 basic training

☐ STCW A-VI/3 advanced fire fighting

**Advanced tanker endorsement only**

For **Option 1**, 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 all of the following:

☐ Summary of sea service form
4. **When and how to apply** (continued)

For Option 2 (supernumerary sea service and training), include all of the following:

- Training record book (original version)
- Company letter confirming completion of on-board training and experience
- Evidence of sea service on board as supernumerary (if not covered in letter above)

**Remember**

- Either include a cheque (in $NZ) or indicate which other payment option you’d like to use
- Send your application to us by courier or email (for an emailed application, you need to send your maritime certificate and training record book by courier)
- Send your application to us as early as you can
4. When and how to apply (continued)

4.5 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
5. 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 endorsement.
6. 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*

You may also need to complete and send these forms:

- *Summary of seagoing service*
- *Certificate of sea service*

**Each of these forms is available on the MNZ 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.