

Applying for recognition as a surveyor

Guidance for surveyors who need to apply for a certificate of recognition



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1. Introduction

Use this guideline when applying to the Director of Maritime New Zealand (Director) for recognition as a surveyor, or a qualified or competent person in the Maritime New Zealand (Maritime NZ) Surveyor Recognition Framework.

Before applying

Before applying, we recommend that you read the following documents:

Surveyor Recognition Framework

This document outlines the surveyor recognition categories available from Maritime NZ, and the qualifications and experience that the Director may consider when assessing applications for certificates of recognition.

Surveying under MOSS

This document outlines what is expected of surveyors performing regulatory surveys. It reflects the survey expectations outlined in Maritime Rule Part 44 and other maritime and marine protection rules.

These documents are available on the Maritime NZ website: maritimenz.govt.nz/surveyors.

Contact us

If you can't find the information you need, email: surveyors@maritimenz.govt.nz

Disclaimer:

These guidelines provide information and explanations about the requirements set out in the Maritime Rules Part 44 and other maritime rules, but are not a substitute for the rules themselves, which are the law.

maritimenz.govt.nz/rules

2. How to apply

2.1 Forms to complete

You need to complete and submit the following when applying for recognition:

- ***Application for recognition as a surveyor form***
A completed application form, which provides your personal details, the types of surveyor recognition you are seeking, and other information supporting your application.
- ***Fit and proper person form***
A completed fit and proper person form, which you must have signed and dated no more than three months before we receive your application.
- ***Consent to disclosure of information form***
A completed consent to disclosure of information form so that the New Zealand Police can check your record. You must have signed and dated this form no more than three months before we receive your application.

These documents are available on the Maritime NZ website:

maritimenz.govt.nz/surveyors

2.2 Supporting documents to send

Your application needs to include the following supporting documents:

- Your curriculum vitae (CV) and contact details for three referees
- A relevant list of the vessels you have surveyed
- An example of a survey plan or SSM maintenance plan you have approved.

2.3 Photographs

Your application needs to include passport-sized photographs of you.

If posting your application, attach two passport-sized photographs to your *Application for recognition as a surveyor form* (inside a sealed envelope).

If emailing your application, provide an electronic passport-sized photograph as an attachment to your email (ask the photographer to provide you with an electronic copy).

The photos must:

- be in colour
- be less than 12 months old
- only show your head and shoulders
- be 30.5mm wide by 40.5mm long
- be originals, not scanned copies.

2. How to apply (continued)

2.4 Application fees

There is a fee for your application. There are two types of fees to pay – a one-off application fee and an additional fee based on an hourly rate.

Refer to the Maritime NZ website for information about fees.

maritimenz.govt.nz/fees

You will be invoiced once we have formally received your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You can pay:

- online using a credit card or debit card
- by internet banking or bank deposit.

Refer to the Maritime New Zealand website for more information about how to pay your fees.

maritimenz.govt.nz/howtopay

3. How Maritime NZ will assess your application

The assessment of surveyor recognition applications will be managed by appropriately qualified Maritime NZ staff. In some instances Maritime NZ may use external experts to assist with parts of the assessment process.

After you apply, Maritime NZ may ask you for additional documentation to support your application (for example, copies of relevant survey reports or evidence of qualifications).

You may also be asked to participate in written and oral examinations, and a practical assessment of your surveying knowledge and skills. This will depend partly on the content of your Curriculum Vitae (CV) and the scope of recognition you have applied for.

If you have additional information that you think could support your application for recognition (and perhaps reduce the amount of testing), include it with your application.

3.1 Written examination

A written examination will be in an 'open book' format (ie you will be allowed to consult reference material). Examinations will be held either at your nearest Maritime NZ office, or another agreed location.

Questions will be based on maritime rules, marine protection rules and practical surveying. Here are five examples of the type of question you may be asked:

1. Sketch a vessel showing the relative positions of the centre of gravity, centre of buoyancy, keel and metacentre, in neutral equilibrium.
2. Can a lifting device that has a safe working load of one tonne be fitted to a non-decked ship?
3. As the attending surveyor, what action should you take when identifying deviations from the approved drawings during construction?
4. The vessel has an ammonia refrigeration plant for the catch. As the surveyor undertaking a renewal survey for the ship, what would you expect to check, test or verify on board? What rules, guidelines and notices are relevant to your survey?
5. Give a general description of what to look for when undertaking an inspection of caulking during a renewal survey.

3.2 Oral examination

The scope of any oral examination will be determined by the information gathered from previous stages in the application process, and will involve further enquiry into your approach to surveying. Oral examinations may be conducted in person or by video conference.

3.3 Field assessment

A practical field assessment will involve a partial 'mock' survey of a ship, with focus on surveying items related to the surveyor recognition you are seeking and the results of previous stages in the application process. When a field assessment is required, you will be advised of the scope of the field assessment and be asked to assist in finding a suitable ship, location and time for the assessment.

4. The application process – step by step

1 Before applying

Read the relevant documents about MOSS surveyor categories and how competency will be assessed.

2 Send us your application by courier or email

Complete the three forms. Gather your supporting documents and identification photographs and send them to Maritime NZ.

1. Send your application by email, attaching the scanned documents.
2. Use a courier to send your completed application forms and supporting documents.

3 Confirmation and/or request sent

Maritime NZ will send you an email or letter to confirm that we have received your application and advise you of any documents we need from you before we can finalise your application.

4 Assessment and payment of application fee

Maritime NZ will assess your application.

You may be asked to provide further information, or to participate in an exam or practical assessment.

Maritime NZ will send you an invoice with your reference number and information on how to pay the application fee once we begin the assessment. Please note we cannot release your certificate unless payment has been received.

5 Issue of certificate

If you are successful, Maritime NZ will issue the applicable certificate of recognition.

5. Checklist

- Completed *Application for recognition as a surveyor form*
- Completed *Fit and proper person form*
- Completed *Consent to disclosure of information form*

Supporting documentation

- A copy of your Curriculum Vitae
- Contact details for three referees
- List of vessels surveyed relevant to category/categories you have applied for
- Examples of a survey plan or SSM maintenance plan you have approved

Photographs

- Either attach two passport-sized photographs to your posted application, or include an electronic passport-sized photograph with your emailed application.

6. Where to send your application

Send your completed form and the other documents required to Maritime NZ by email, courier or post.

Sending your application by email is preferred. Remember to sign the *Fit and proper person* and *Consent to disclosure* forms before scanning and attaching to the email along with your electronic photo and other documents. Make sure the scanned copies of your documents are legible and of a good quality.

Email your application to:

surveyors@maritimenz.govt.nz

Or

Courier your application to:

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

Or

Post your application to:

Surveyor Certification
Maritime New Zealand
PO Box 25620
Wellington 6140
NEW ZEALAND