

Qualified Deck Crew (QDC)

**This guideline is for new applicants for a Qualified
Deck Crew certificate of proficiency**

SeaCert

Qualified Deck Crew (QDC)

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

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1. Overview

Qualified Deck Crew (QDC) certificate of proficiency

This guideline is for new applicants for the Qualified Deck Crew (QDC) certificate of proficiency. It does not cover recognition of an equivalent certificate obtained outside New Zealand.

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

Once you have your QDC certificate, it does not expire and will not need to be renewed.

The QDC is a national deck certificate issued under Subpart B of Maritime Rules Part 32 – National Certificates.

With a QDC certificate, you can perform the functions and duties of a deck crew member on non-passenger ships and passenger ships of less than 24 metres length, operating in restricted and near-coastal waters.

You must have a passenger endorsement if the ship is carrying more than 250 passengers. Refer to the guidelines for endorsements on Maritime NZ's website.

Refer to the Advisory Circular for Part 20: Operating Limits for more information about operational limits for vessels.

maritimenz.govt.nz/rules

From QDC, you can progress to Skipper Restricted Limits (SRL).

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 will grant a certificate only when satisfied that all requirements have been met.

In this guideline, any references to 'we' or Maritime New Zealand 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

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

A summary of the requirements for this certificate is provided below. You need to meet all of these requirements to get your QDC certificate.

- complete and pass the approved qualification for QDC
- complete the QDC training record book
- have the required ancillary certificates
- pass Maritime NZ's final exam
- prove that you are a fit and proper person
- be medically fit and have good eyesight (visual acuity and colour vision)
- be at least 16 years old.

Each of these requirements and how to prove that you meet them is explained on the following pages.

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

2. Requirements (continued)

2.1 Prior certification and qualifications

No prior certification or qualifications are required for this certificate of competency.

2.2 Sea service

This certificate does not have a sea service requirement but you are expected to complete sea service as part of your training record book.

2.3 Training

Training record book

The training record book is designed to help you obtain practical skills and competencies for the QDC certificate in a workplace environment. You must complete an evidence-based QDC training record book, which you can download from the Maritime NZ website. You may use another training record book developed by a training provider, provided that the book has been approved by Maritime NZ.

Your complete training record book needs to be provided to the examiner for approval and sign off.

Your training record book needs to:

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

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

For more information about the competency framework for QDC, refer to the Maritime NZ website.

maritimenz.govt.nz/seafarers

2. Requirements (continued)

Ancillary and other certificates

You must provide copies of the ancillary and other certificates required for your QDC training as listed below. You need to provide evidence of the certificates and any refresher courses to confirm you have demonstrated proficiency in the required skills.

Document(s) you must provide	Ancillary certificate requirements
First aid certificate	Unit Standards 6400, 6401, 6402 or Unit Standards 6400, 26551, 26552, or equivalent revised standards acceptable to the Director, as published on the Maritime NZ website
Maritime restricted radiotelephone operator's certificate (MRROC)	MRROC certificate issued under the Radiocommunications Act 1989 or an equivalent under the International Radio Regulations

If you already have an ancillary certificate that demonstrates proficiency in the areas listed above and at the required level, you may use it – as long as the certificate is current and specific requirements are met.

2.4 Final examination

After you have completed the approved training you must sit and pass the final examination.

This examination must be conducted by a Maritime NZ approved examiner. The examination checks that you have met the standards of competency specified in Maritime Rule 32.40.

The final examination is currently an oral examination. It is usually organised by your training provider when you have completed all the requirements for the award of the New Zealand Certificate in Domestic Maritime Crewing (Level 3) qualification.

2. Requirements (continued)

2.5 Fit and proper person

We need to confirm that you are a fit and proper person. To help us do this, we need the following documents from you.

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 we receive your application• 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)

2.6 Medical examination and eyesight tests

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

Requirement	Document(s) you must provide
Be medically fit	<p>A certificate of medical fitness for seafarers that is valid at the time we issue your SRL certificate (after you have completed all of your exams and ancillary certificates).</p> <ul style="list-style-type: none">• This is a special medical certificate that you must get from a registered medical practitioner.• You may use an existing medical certificate if it will be valid (usually less than two years old) when your SRL certificate is issued.
Have good eyesight	<p>Eye test results from a registered optometrist, on the official form*, showing you have met the required standards for:</p> <ul style="list-style-type: none">• visual acuity (which includes a letter eyesight test). Your letter eyesight test results must be less than 12 months old at the time we issue your certificate• colour vision (initially assessed using the Ishihara test). The test results must be less than six years old at the time your SRL certificate is issued. <p>Note: If you fail the colour vision test you can proceed with your application, but your certificate will be endorsed 'for daylight hours only'.</p> <p>* The official form is available on the Maritime NZ website. It is recommended that you take this form with you to your optometrist.</p>

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)

2.7 Identity

We need to confirm your identity. Acceptable forms of identity are listed below. Refer to the *fit and proper person form* for the latest information.

You must be at least 16 years old to hold this certificate.

You will need to provide two passport-sized photos or an electronic copy of a passport photo with your application.

All applicants must provide sighted and signed copies of both:

- a primary identification (ID) document **and**
- one other form of ID.

One of these forms of ID must be photographic.

A sighted and signed copy is a photocopy that has been sighted and signed by a trusted referee, in person, confirming that the person presenting the identity documents is the same person that the documents refer to. The trusted referee must sight the original identity document before signing the copy.

Trusted referees include a Justice of the Peace, a Notary public, a barrister or solicitor of the High Court of New Zealand, staff of an approved training provider, police, teachers, doctors, or Maritime NZ staff.

Primary ID	Other form of ID
Passport (NZ or overseas)	Driver's licence (NZ or overseas)
NZ full birth certificate issued on or after 1 January 1998	NZ full birth certificate issued prior to 1 January 1998
NZ firearms licence	Overseas birth certificate
NZ citizenship certificate	18+ card
NZ refugee travel document	Community services card
NZ emergency travel document	SuperGold card
NZ certificate of identity	NZ employee photo identification card
	NZ student photo identification card
	Inland Revenue number
	NZ issued utility bill (issued not more than six months earlier)
	NZ teachers registration certificate
	NZ electoral roll record
	International driving permit
	Steps to freedom form
	Seafarer ID book

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 the checklist at 3.4 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.

For the *fit and proper person form* you need to include sighted and signed copies of the ID documents specified.

3.2 Fees

There is a fee for your application. 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, or
- by internet banking or bank deposit.

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 will 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 this certificate of competency. Complete each step before you move on to the next one.

1 Do you meet all the requirements?

You need to check that you meet all of the requirements for this certificate.

2 Do you have the documents we need?

You need to prove that you meet the requirements. Include all of the documents we have asked for with your application form. Use the checklist to help you (see 3.4. *Checklist*).

Remember we need copies, not the originals.

3 Send us your application by courier or email

There are two options for you to send your application:

1. Send your application by email, attaching the scanned documents.
The application form has information about the requirements for electronic copies.
2. Use a courier to send us your completed application forms and supporting documents.

The addresses are on the application form.

4 Confirmation and/or request sent

We 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 assess your application.

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

3. When and how to apply (continued)

5 Assessment and payment of application fee

Once you have 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.

We 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.

6 Issue certificate

We will send you:

- your certificate, if your application has been successful, or
- a letter or email 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.

- 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
- Police clearance report for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers
- Evidence of your approved training – NZ Certificate in Domestic Maritime Crewing (Level 3)
- Completed QDC training record book (original version)
- Copy of your first aid certificate
- Copy of your maritime restricted radiotelephone operator's certificate (MRROC)

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).

Alternatively, you can phone us toll free on 0508 SEACERT (0508 723 237).