

Master Yacht less than 24 metres

This guideline is for new applicants for a certificate of competency for Master Yacht less than 24 metres

SeaCert

Master Yacht less than 24 metres

Last updated: November 2019

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

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1. Overview

Master Yacht less than 24 metres (Master Yacht <24 m) certificate of competency

This guideline is for new applicants for the Master Yacht <24 m certificate of competency. 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 out more.

Once you have your Master Yacht <24 m certificate, it is valid for five years. To continue using your certificate you will need to renew it before the expiry date. For more details about the requirements for renewal (revalidation), refer to the Maritime New Zealand (Maritime NZ) website.

maritimenz.govt.nz/seafarers

Note

This certificate is only for sail-powered vessels. It does not apply to power-driven craft.

The Master Yacht <24 m is a national deck command certificate issued under Maritime Rules Part 32 Subpart B – National Certificates. With this certificate, you can perform a master’s functions and duties within restricted, coastal and offshore limits on sailing ships of less than 24 metres.

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

From Master Yacht <24 m, you can progress to the STCW (International Convention on Standards of Training, Certification and Watchkeeping for Seafarers) certificates for Chief Mate and Master on yachts over 24 m operating in any area.

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 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 Master Yacht <24 certificate.

- prove that you meet the minimum sea service requirements
- complete and pass the Royal Yacht Association (RYA) yachtmaster offshore or an equivalent course
- pass approved training in commercial competencies by completing the required sections of a training record book
- have current certificates for the required ancillary proficiencies
- pass Maritime NZ's final exam
- prove that you are a fit and proper person
- be medically fit and have good eyesight
- be at least 18 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

You must hold the Royal Yacht Association (RYA) yachtmaster offshore certificate or equivalent.

Note

The training for this certificate covers the sea service component for the Master Yacht <24 m certificate and a practical assessment.

The RYA yachtmaster *ocean certificate* is accepted as an equivalent certificate. Neither the RYA *coastal skipper certificate* or the RYA yachtmaster *offshore certificate that is endorsed for power-driven craft* will be accepted.

2.2 Sea service

Your sea service must be relevant and appropriate to the requirements set out in the maritime rules.

Your service may be gained on a pleasure craft, but only if you were acting in the capacity of skipper.

All of your sea service must have been completed in the 10 years immediately before your certificate is issued.

Sea service requirements

You must complete at least 50 days of approved sea service on a sailing ship that includes:

- total voyages of at least 2500 nautical miles
- at least five passages of at least 60 nautical miles, including two overnight passages and two passages acting as skipper.

Note

The sea service described above is included as part of the requirements for the RYA yachtmaster offshore certificate. In addition to this sea service, you must also complete parts of the Skipper Restricted Limits (SRL) training record book (see 2.3 *Training and experience*).

Proving your sea service

You are responsible for ensuring that your sea service is documented and verified by your ship's master or company. In practice, you will have already completed the sea service you need for Master Yacht <24 m as part of your training for the yachtmaster offshore certificate. The certificate is acceptable as proof of your sea service and prior training.

2. Requirements (continued)

Sea service pre-assessment

If you are unsure about whether you have met the sea service requirements, you can ask us to assess your sea service time before you make your full application.

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

- apply for pre-assessment using MNZ's pre-assessment form
- send us the documents we need (see Proving your sea service above) in order to check your sea time.

Note

If you are pre-assessed and have the required sea service for the SCO certificate, add your pre-assessment reference number to your *seafarer certificate application form*.

2.3 Training

You must complete training that is acceptable to the Director of Maritime NZ to achieve all of the required competencies for this certificate.

Approved training

The basic training for Master Yacht <24 m is covered by the RYA yachtmaster offshore certificate you are required to have.

The Coastguard Boating Education Service has more information about the RYA yachtmaster offshore course in New Zealand.

boatingeducation.org.nz/

For more information about the competency framework for Master Yacht <24 m, refer to Maritime NZ's 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 RYA Master Yacht <24 m 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.

Ancillary certificate requirements	Document(s) you must provide
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 Maritime NZ's website
Fire fighting certificate	Unit Standard 12310 or equivalent revised standards acceptable to the Director, as published on Maritime NZ's website
Survival craft course attendance certificate	Unit Standard 12309 or equivalent revised standards acceptable to the Director, as published on Maritime NZ's website
General radiotelephone operator's certificate (GROC)	General radiotelephone operator's certificate (GROC) 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.

Training record book

To achieve all of the required competencies for Master Yacht <24 m, you must also complete the following sections of the Skipper Restricted Limits (SRL) training record book while on board a commercial vessel:

- navigation and safety
- electronic navigation systems
- ship management, legal compliance and emergencies
- legal requirements for operation of a commercial ship.

You may complete all or any of your training record book while acting as skipper on a non-commercial vessel (pleasure craft), but you must undergo a practical assessment by an approved Maritime NZ assessor to determine whether you have achieved the required level of learning. If the assessor considers that you have not demonstrated the learning required, you will need to complete an SRL training course.

2. Requirements (continued)

Your training record book needs to:

- be the original version, not a copy
- have all relevant records completed
- have all relevant project work completed and signed off by the ship's master or a qualified certificated officer.

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.

You can find out about Maritime NZ assessors (for training completed on a pleasure craft) and download the training record book from Maritime NZ's website.

maritimenz.govt.nz/seafarers

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 32.46.

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 RYA Yachtmaster Offshore qualification.

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 must have been 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. Requirements (continued)

2.6 Medical examination and eyesight tests

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

Forms for the medical examination and eyesight tests are available on the Maritime NZ website.

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 Master Yacht <24 m certificate (after you have completed your exam and ancillary certificates).</p> <ul style="list-style-type: none">• This is a special medical certificate that you can 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 Master Yacht <24 m 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 (including 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. This is initially assessed using the Ishihara colour vision test. If you fail the Ishihara test, you will need to take an alternative colour vision test (for more details, refer to the Advisory Circular for Maritime Rules Part 34 (Medical Standards) on Maritime NZ's website). <p>Your colour vision test results (of either test) must be less than six years old at the time your certificate is issued.</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 18 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 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 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.

Apply for pre-assessment of your sea service time if you are unsure about meeting the sea service requirements.

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 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
- Copy of your RYA yachtmaster offshore certificate (or equivalent)
- SRL training record book, with command modules completed
- SRL training record book assessment certificate (for training completed on a pleasure craft)
- Copy of your ancillary certificates

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 732 237)).