

# Skipper Restricted Limits (SRL)

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This guideline is for new applicants for a Skipper  
Restricted Limits certificate of competency

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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

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## **Skipper Restricted Limits (SRL) certificate of competency**

This guideline is for new applicants for the Skipper Restricted Limits (SRL) 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 more information.

Once you have your SRL 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 renewals (revalidation), refer to the Maritime New Zealand (Maritime NZ) website.

### **[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

The SRL certificate is an entry-level command certificate with engineering components. It is issued under Subpart B of Maritime Rules Part 32 – National Certificates.

With SRL you can perform a skipper's (master's) functions and duties on:

- passenger and non-passenger ships less than 12 metres length overall, carrying up to 19 passengers within restricted limits
- fishing vessels less than 12 metres length overall, in enclosed, inshore and inshore fishing limits.

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

### **[maritimenz.govt.nz/rules](https://maritimenz.govt.nz/rules)**

**Note:** Sea service on a pleasure craft, while in the capacity of skipper only, can be counted towards the SRL.

From SRL, you can obtain endorsements that enable you to command larger ships, carry more passengers and/or operate in specific areas. Refer to the guidelines for endorsements on Maritime NZ's website.

#### **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](https://maritimenz.govt.nz/rules)**

## 2. Requirements

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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 SRL certificate.

- prove that you meet the minimum sea service requirements
- complete and pass the approved qualification for SRL
- 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 in the following pages.

## 2. Requirements (continued)

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### 2.1 Prior certification and qualifications

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

### 2.2 Sea service

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

In practice, this means that you must complete your sea service on a powered ship of any kind.

You can gain your sea service on a pleasure craft, but only if you act in the capacity of skipper. If your sea service is obtained in this way, you must complete your service record in the training record book (TRB) and must also complete a statutory declaration stating that the service recorded is a true and accurate record of your sea service.

#### Sea service requirements

The sea service requirement is a minimum of 200 hours.

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

#### Calculating sea service for voyages of 24 hours or more

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

- from the sign-on date of starting work on the ship 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 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).

## 2. Requirements (continued)

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### Calculating sea service for voyages of less than 24 hours

Sea service on voyages of less than 24 hours is calculated by counting the number of months made up of days, as follows:

- by counting each period of eight (or more) hours worked within each period of 24 hours as one day's service
- by counting periods of more than eight hours at a rate of more than one day (may be expressed in decimal points) at the Director's discretion, if the Director is satisfied that there are suitable policies and processes in place to manage fatigue
- by counting each additional 20 days (or more) in one month as one month's sea service.

In cases where sea service is accrued and recorded in hours (for example, day work):

- each additional 160 hours (or more) in one month counts as one month's sea service
- where insufficient hours are accrued in a period of 30 days, additional hours may be accrued until 160 hours have been reached. This can then be counted as one month's sea service.

You cannot claim for more days of sea service than you actually served. Extended time in port is generally not counted as sea service, and nor is time on leave.

For more information about calculating your sea service, refer to the MNZ website:

**[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)**

### 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 SRL certificate, add your pre-assessment reference number to your *seafarer certificate application form*.

## 2. Requirements (continued)

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### Proving your sea service

You are responsible for making sure your sea service is documented and verified by your ship's master or company.

To prove your sea service, you must provide at least one of the following documents for each vessel you have served on:

- *certificate of sea service or record of employment* (available on Maritime NZ's website)
- completed seafarer's record book
- copy of the record of sea service (Table 1) from the training record book (TRB)
- discharge certificate or discharge book (ensuring that any section on watchkeeping is appropriately signed off)
- a letter from your employer.

The documents you provide must contain all of the following details for each vessel you have served on:

- your employer's name and contact details
- the name, overall length and type of vessel (for example, passenger, non-passenger, fishing)
- the area of operation
- the dates you were employed and the sea time completed between those dates
- your duties and the capacities you served in.

Any statutory declarations you have made are generally not acceptable as proof of your sea service. However, if your sea service is on recreational vessels you will need to provide a statutory declaration. The Director will consider other sea service provided on a statutory declaration in exceptional circumstances.

For service on a commercial ship or warship, you are responsible for recording your hours of sea service in your training record book (TRB) and having this verified by your skipper. Refer to the record of sea service section (Table 1) in the TRB.

You must record your actual hours at sea. Note that sea service of more than eight hours in any 24-hour period is only counted as eight hours of sea service. Accordingly, you will need to complete a minimum 25 days of sea service (25 days at eight hours per day = 200 hours).

## 2. Requirements (continued)

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### Training record book

While on board carrying out your sea service, you must complete an evidence-based training record book (TRB), which you can download from the Maritime NZ website. You must complete the TRB within the five years preceding the date of your application for an SRL certificate.

You may complete your sea service on a combination of commercial vessels and/or warships, and as the skipper on pleasure craft.

If you complete any of your TRB while acting as skipper on a pleasure craft, demonstration of competency may be required by the training provider.

If you complete all of the TRB on board a commercial ship, your TRB must be signed by the skipper or another certificated crew member.

Keep your TRB 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 TRB.

### About the on-board training record book

The TRB is designed to help you obtain practical skills and competencies for the SRL certificate in a workplace environment. This training will complement the shore-based training that you must undertake before sitting the Maritime NZ-approved final examination.

All of the competencies required for SRL can be gained through a combination of the TRB activities and attending an approved SRL training course. The TRB activities can be completed while serving aboard a commercial vessel, warship or as skipper on a pleasure craft.

The TRB book should be completed before starting a block training course, and may be completed before or during a modular training course such as a unit standard undertaken over a period of time. Information about approved training providers for SRL courses is available on the Maritime NZ website.

The completed TRB and accompanying evidence will be made available to training providers and the approved Maritime NZ examiner for the final examination which you must pass before Maritime NZ can issue your SRL certificate of competency.

### Endorsements for the SRL certificate

You may apply for the following endorsements at the same time as you apply for your SRL certificate:

#### Passenger endorsement

You need to complete all requirements for SRL **and**

- complete six months of sea service in a deck capacity on a commercial passenger ship, **and**
- complete an approved training course (such as the passenger endorsement course, crowd management training, safety training for personnel providing direct services to passengers; or crisis management and human behaviour training),

#### Endorsed to 24 metres

You need to complete all requirements for SRL **and** complete six months of sea service in a deck capacity on a commercial ship of 12 metres in length or more.



## 2. Requirements (continued)

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### 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 as set out in Maritime Rule 32.42.

#### Approved training

The approved training qualification for SRL is the NZ Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4). This certificate is available through the following training providers:

- Coastguard Boarding Education Service
- International Maritime Institute of New Zealand (Nelson)
- New Zealand Maritime School (Auckland)
- Toi Ohomai Institute of Technology (Tauranga)
- SiS Training & Consulting Ltd (Nelson)
- Skipper Training NZ Limited (Nelson)
- Westport Deep Sea Fishing School (Westport)

#### Documents you must provide with your application

Requirement	Document(s) you must provide
NZ Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4)	The diploma or certificate showing your name and the date of issue. Alternatively, a copy of your academic transcript evidencing completion of the qualification.

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Contact an approved training provider for information about the SRL training course. For more information about approved training providers and the competency framework for SRL, refer to the Maritime NZ website.

[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)

#### Ancillary and other certificates

You must provide copies of the ancillary and other certificates required for your SRL 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.

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 the Maritime NZ website
Restricted radiotelephone operator's certificate (RROC)	Restricted radiotelephone operator's certificate (GROC) issued under the Radiocommunications Act 1989 or an equivalent under the International Radio Regulations

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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. Requirements (continued)

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### 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 section maritime rule 32.42.

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 Operations (Restricted Limits) (Level 4).

### 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"><li>• 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</li><li>• 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)</li></ul>

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## 2. Requirements (continued)

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### 2.6 Medical examination and eyesight tests

You need to prove that your medical fitness and eyesight meet the required standard by providing the documents below.

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"><li>• This is a special medical certificate that you must get from a registered medical practitioner.</li><li>• You may use an existing medical certificate if it will be valid (usually less than two years old) when your SRL certificate is issued.</li></ul>
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"><li>• 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</li><li>• 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.</li></ul> <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](https://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

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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](https://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](https://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)

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## 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)

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#### **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)

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#### 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 Operations (Restricted Limits) (Level 4)
- Evidence of your sea service
- Copies of your ancillary and other certificates (first aid and GROC)



## 4. Contact us for help

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If you need more information about the requirements for your application, visit the Seafarer Certification section of our website.

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

If you can't find the information you need, send us an email:

**[seafarers@maritimenz.govt.nz](mailto: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).