

Marine Engineer Class 5 (MEC 5)

This guidance is for new applicants for certificates of competency for:

- Marine Engineer Class 5
- Marine Engineer Class 5 – Steam
- Marine Engineer Class 5 – Motor and Steam

Marine Engineer Class 5

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

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Disclaimer

This guidance provides 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. This guidance refers 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 guidance, 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

1. Overview

Marine Engineer Class 5 certificates of competency

This guidance is for new applicants for the following certificates of competency:

- Marine Engineer Class 5 (MEC 5)
- Marine Engineer Class 5 – Steam (MEC 5 Steam)
- Marine Engineer Class 5 – Motor and Steam (MEC 5 Motor and Steam).

It does not cover recognition of equivalent certificates obtained outside New Zealand or renewals of certificates.

The information in this guidance covers sea service, training and other requirements for these certificates, how to apply and pay for your certificate, and where to find out more.

Once you have your MEC 5 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

The MEC 5 and MEC 5 Motor and Steam certificates are issued under Subpart B of Maritime Rules Part 32 – National Certificates. These certificates correspond with a certificate issued under Regulation II/5 (chapter 2 regulation 5) of the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F).

The MEC 5 Steam certificate is issued under Subpart B of Maritime Rules Part 32 – National Certificates.

You can get a MEC 5 certificate for work on board motor or steam ships, or on both. A motor ship has diesel main propulsion machinery. A steam ship has main propulsion machinery of a reciprocating steam type. Your sea service and training must be appropriate for the type of propulsion power.

From a MEC 5 certificate, you can progress to MEC 4 with a further 12 months' sea service beyond restricted limits aboard ships with non-steam main propulsion machinery of 250kW or more. Refer to the MEC 4 guidance for the detailed requirements.

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

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MEC 5 certificate of competency

With this certificate, you can perform an engineer's functions and duties on:

- passenger motor ships of less than 24 metres and any propulsion power, operating within coastal limits
- passenger motor ships of up to 3000 kilowatts (kW) propulsion power with fewer than four systems and their engine and system maintenance carried out ashore or under warranty, operating within inshore limits
- non-passenger motor ships of less than 24 metres and any propulsion power, operating within offshore limits

- non-passenger motor ships of any propulsion power operating within restricted limits
- fishing motor ships of less than 3000 kW propulsion power with fewer than four systems and their engine and system maintenance carried out ashore or under warranty, operating within inshore limits.

With this certificate, you can perform a second engineer's functions and duties on:

- a fishing ship of any propulsion power in any operating area.*

* This is specifically for initial issue certificates. When this certificate is renewed, this privilege might change depending on how the certificate is renewed.

For more details about the requirements for renewal (revalidation), refer to the Maritime New Zealand (Maritime NZ) website.

maritimenz.govt.nz/seafarers

MEC 5 Steam certificate of competency

With this certificate, you can perform an engineer's functions and duties on:

- passenger or non-passenger steam ships of any length and propulsion power that do not proceed beyond restricted limits
- passenger or non-passenger steam ships of less than 24m and less than 500 gross tonnage (GT) that operate beyond restricted limits but within coastal or offshore limits.

MEC 5 Motor and Steam certificate of competency

With this certificate, you can perform the functions and duties of a MEC 5 Motor certificate *and* a MEC 5 Steam certificate.

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, and that you understand the fit and proper person requirements.

A summary of the requirements for these certificates is provided below. You need to meet all of these requirements to get your MEC 5 certificate.

- prove that you meet the minimum sea service requirements
- complete and pass the approved qualification for MEC 5
- 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

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.

Note

Seafarers applying for the MEC 5 certificate must be at least 18 years old. This is to comply with the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F).

2.1 Prior certification and qualifications

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

However, the length of sea service required may be reduced if you hold a MEC 6 or complete a specific training record book. Refer to the sea service section below.

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 one of the following options for sea service on vessels with main propulsion machinery of 100kW or more as noted below.

Your engineering duties must be specified in your sea service and are expected to include tasks such as operating machinery, routine checks at sea, maintenance and repairs, pumping bilges and taking on board fuel.

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

Sea service requirements

MEC 5

You must complete **one** of the following options.

Option	Sea service requirements
1	12 months as an engineer on motor ships of 100 kW propulsion power or more, while holding a valid MEC 6 certificate of competency or equivalent.
2	24 months of sea service on motor ships of 100 kW propulsion power or more, and completing an approved on-board training record book within the five years preceding the date you apply for this certificate.
3	12 months PLUS 200 hours on a ship of 100 kW propulsion power or more and completion of the approved training record book for MEC 6 while on board a ship during the five years preceding the date you apply for this certificate. (This option allows you to progress from MEC 6 training to MEC 5 without first getting a MEC 6 certificate.)

MEC 5 Steam

You must successfully complete an approved training record book while on board a steam ship during the five years preceding the date of the application, **and** complete **one** of the following options:

Option	Sea service requirements
1	36 months (whether or not in the last 10 years) including at least 12 months in the last 10 years performing duties on steam engines or boilers on commercial ships or New Zealand warships
2	36 months operating experience (whether or not in the last 10 years) including 12 months in the last 10 years performing duties on steam engines or boilers of a land-based installation
3	12 months performing duties on steam engines or boilers on commercial ships or New Zealand warships AND two years of craft, industrial or other practical training that is acceptable to the Director of Maritime NZ
4	12 months of operating experience with steam engines or boilers in a land-based installation, AND two years of craft, industrial or other practical training that is acceptable to the Director of Maritime NZ

MEC 5 Steam notes

Examples of shore-based engineering training (such as craft industrial or other practical training) for Options 3 and 4 above are an apprenticeship as a fitter/turner or heavy diesel mechanic, or an equivalent National Certificate in Mechanical Engineering. Training in other engineering fields, such as chemical or electrical engineering, is not acceptable.

The total time required for any of the options for MEC 5 Steam is reduced by three months if:

- you complete training that the Director accepts as training in reduction of sea service under Rule 32.175, and

- successfully complete an approved training record book while working on board a steam ship during the five years before you apply.

MEC 5 Motor and Steam

You must successfully complete an approved training record book while on board a steam ship during the five years preceding the date of the application, **and** complete **one** of the following options.

Option	Sea service requirements
1	36 months of sea service on commercial ships or New Zealand warships that includes: <ul style="list-style-type: none"> • 30 months performing duties on diesel engines • six months performing duties on steam propulsion engines or boilers
2	12 months of sea service as an engineer on a ship of 100 kW propulsion power or more while holding a MEC 6 certificate or equivalent, including: <ul style="list-style-type: none"> • six months performing duties on diesel engines • six months performing duties on steam propulsion engines or boilers
3	24 months of sea service on a ship of 100 kW propulsion power or more that includes: <ul style="list-style-type: none"> • 18 months performing duties on diesel engines • six months performing duties on steam propulsion engines or boilers

Note

Sea service requirements for renewal of MEC 5 and MEC 5 motor and steam certificates are 12 months in the previous five years. This is to comply with the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F). Refer to the *Renewal of STCW-F Aligned Certificates* guidance on the Maritime NZ website for more information.

Proving your sea service

You are responsible for ensuring that 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
- discharge certificate or discharge book (if using a New Zealand discharge book, make sure you get the watchkeeping section signed off)
- a letter from your employer.

Each of the documents you provide for each vessel must contain:

- your employer's name and contact details
- the name, gross tonnage details and type of vessel (for example, passenger, non-passenger, fishing)
- the area of operation
- the engine type (diesel or steam or both) and output power

- the dates you were employed and the sea time you completed
- 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, the Director will consider these in exceptional circumstances.

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
- for multiple voyages, by adding together extra 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).

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 Maritime NZ website:

maritimenz.govt.nz/seafarers

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 Regulation II/5 of the STCW-F Code.

Approved training

The approved training qualification for MEC 5 is the New Zealand Certificate in Marine Engineering Class 6 (Level 4) with Marine Engineering Class 5 strand. This certificate is available through the New Zealand Maritime School (Auckland) and the International Maritime Institute of New Zealand (Nelson).

Documents you must provide with your application

Requirement	Document(s) you must provide
New Zealand Certificate in Marine Engineering Class 6 (Level 4)	The diploma certificate showing your name and the date of issue. Alternatively, a copy of your academic transcript evidencing completion of the qualification.

For more information about approved training providers and the competency framework for this certificate refer to the Maritime NZ website.

maritimenz.govt.nz/seafarers

Training record book

Some options for sea service require you to complete an approved on-board training record book. The training record book (Engine Ratings, MEC 6 or MEC 5 Steam) will depend on the MEC 5 certificate and sea service option you select.

Sea service option	Document(s) you must provide
MEC 5 Option 2	The International Shipping Federation's <i>On Board Training Record Book for Engine Ratings</i> . Available from the publications section of the International Chamber of Shipping website (ics-shipping.org) or from your approved training provider
MEC 5 Option 3	Approved MEC 6 training record book (available on Maritime NZ's website)
MEC 5 Steam (option to reduce sea service by 3 months)	Approved MEC 5 Steam training record book (available on Maritime NZ's website)
MEC 5 Motor and Steam	Approved MEC 5 Steam training record book (available on Maritime NZ's website)

Your training record book will be assessed by your training provider.

You must provide the original of your training record book to a Maritime NZ-approved Maritime Examiner before you take your final exam.

Your training record book needs to:

- be the original, not a copy

- be completed while carrying out your sea service
- be one that Maritime NZ has approved
- have all relevant records completed
- have all project work completed (detailing the tasks carried out, such as piping diagrams or engine-start procedures) and signed off as indicated in the book. The project work should be signed and stamped by a supervising officer or company representative
- be signed by your chief engineer or supervising certificated officer to confirm that you have learnt and demonstrated the competency.

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.

Ancillary certificates

You must provide copies of the ancillary and other certificates required for your MEC 5 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
STCW or STCW-F basic training	<p><i>Either</i> STCW basic training that complies with STCW A-VI/1 paragraph 2 and covers basic personal survival techniques (A-VI/1–1), fire prevention and fire fighting (A-VI/1–2), elementary first aid (A-VI/1–3) and personal safety and social responsibility (A-VI/1–4). This may be issued as one certificate citing the four elements or as four separate certificates</p> <p><i>Or</i> STCW-F basic training that complies with STCW-F chapter III regulation 1 (III/1) and covers basic personal survival techniques, fire prevention, emergency procedures, elementary first aid, prevention of marine pollution and prevention of shipboard accidents.</p>

If you already have an ancillary certificate that demonstrates proficiency in the areas listed above and at the required level, you may use it.

Your certificates must also conform to the STCW regulations and have the appropriate STCW regulation number.

For STCW basic training, we will accept certificates issued by any training provider that is approved by any country on the STCW white list.

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 Regulation II/5 of the STCW-F convention or Maritime Rules Part 32.

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 Marine Engineering Class 6 (Level 4) with Marine Engineering Class 5 strand 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 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 test

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 MEC 5 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 MEC 5 certificate is issued.
Have good eyesight	<p>The medical practitioner will check your eyesight meets the required standards for visual acuity (including a letter eyesight test).</p> <p>Your visual acuity eyesight test results must be less than two years old at the time we issue your certificate.</p> <p>If the medical practitioner has any concerns about the eyesight test results, they may refer you to a registered optometrist for further tests. The optometrist must provide eyesight test results on the official form. This is available on the Maritime NZ website. Take the completed eyesight test form back to the medical practitioner who will then decide if you have met the required standard.</p>

For more information about the medical and eyesight requirements for this certificate, refer to the guidance on Maritime NZ's website:

maritimenz.govt.nz/seafarers

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 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

We recommend you apply as soon as you have completed all of the certificate requirements, to allow enough time for your application to be processed.

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.

3.3 Application process

This is the application process for these certificates 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.

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.

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.

3.4 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 MEC 6 certificate (if applicable for sea service)
- Evidence of your sea service
- Evidence of your approved training (NZ Certificate in Marine Engineering Class 6 (Level 4) with Marine Engineering Class 5 strand)
- 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).