

# Application for authorisation and recognition as a recognised organisation

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Last updated: July 2020

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

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## About this form

Use this form when applying to the Director of Maritime New Zealand (the Director) for authorisation and recognition as a recognised organisation or for renewal of an existing recognition.

Applicants are expected to comply with the International Maritime Organization's *Code for Recognized Organizations*. This code should form the basis of the application and will be used to assess the applicant's ability to carry out statutory certification and services on behalf of the Director.

## To complete this you will need the following

- A copy of your quality management system (QMS)
- A copy of your QMS certification from an international accreditation body
- Evidence that you are a member of IACS
- Evidence that you have an office in New Zealand.

### Note

It is a requirement that the recognised organisation has a physical presence in New Zealand. This means an office from where surveys are (or will be) carried out from and from which processes are managed.

# 1. Applicant details

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Please complete all of these fields.

## 1.1 Organisation

Name of organisation

Physical address   
[Must be physical address in New Zealand, not a PO Box number or international address]

Postal address

City

## 1.2 New Zealand representative

Title (tick only one)  Mr  Mrs  Ms   
Other (please specify)

Surname

Given name(s)

Position

Contact phone number   
Use international format – eg +64 1 234-5678

Email address

Postal address

City

Post code

Preferred means of contact (tick only one)  Email  Post  Phone

## 1.3 New application or renewal

Tick one box only  New applicant  Application to renew existing recognition

## 2. Pre-requisite requirements

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Please complete all of these fields.

### 2.1 Legal status

What is the legal status of the entity in New Zealand and its country of origin?

### 2.2 Accreditation

What is the name of the accreditation body (for example, ISO 9001) that has certified the organisation's quality management system?

You will need to attach a copy of the accreditation to this application.

### 2.3 Membership of IACS

Are you a member of IACS?  Yes  No

If yes, provide the date for when the organisation became a member of the International Association of Classification Societies (IACS).

# 3. Alignment with Part 2 of the Code for Recognized Organizations

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The Director needs to be satisfied that the organisation will follow the requirements of the International Maritime Organization (IMO) to undertake this work in New Zealand. Specifically, the organisation needs to follow Part 2 of the Code for Recognized Organizations (RO code).

The RO code is available on the IMO website – [www.imo.org](http://www.imo.org).

The following headings are taken from the RO code.

- General requirements for recognised organisations (Part 2 of RO Code, Section 2)
- Management and organisation (Part 2 of RO Code, Section 3)
- Resources (Part 2 of RO Code, Section 4)
- Statutory certification and services processes (Part 2 of RO Code, Section 5)
- Performance measurement, analysis and improvement (Part 2 of RO Code, Section 6)
- Quality management system certification (Part 2 of RO Code, Section 7)

## 3.1 For new applicants

Your application needs to explain how it will meet the requirements under each heading listed above. You may refer to your quality management system, providing a page or reference number for each item.

## 3.2 For renewal of existing recognition

You need to provide evidence of how your organisation meets the requirements under each heading above. You may refer to your quality management system, providing a page or reference number for each item.

## 4. Representative declaration

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I declare that I am authorised to act for the organisation in this application for authorisation and recognition as a recognised organisation.

I declare that the details provided on this form are true and correct. I confirm that any other documents sent with this form are true and genuine, and were given and signed by the person(s) named on the documents.

I understand that providing fraudulent, misleading or false information to Maritime New Zealand is an offence under section 406 of the Maritime Transport Act.

Your name

Your signature

Sign here

Date

DD / MM / YYYY

## 5. Fees and payment options

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There is a fee for processing your application. The fee is charged at an hourly rate of \$245 (including GST).

Refer to the Maritime NZ website for more information about fees.

### [maritimenz.govt.nz/fees](http://maritimenz.govt.nz/fees)

You will be invoiced once we have processed 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 information about how to pay.

### [maritimenz.govt.nz/howtopay](http://maritimenz.govt.nz/howtopay)

Invoice	<input type="checkbox"/>	The invoice will be in your name <b>unless</b> you indicate below the name and address of a different entity or individual who has agreed to be invoiced (eg your employer).
Name on the invoice	<input type="text"/>	
Postal address	<input type="text"/>	
	<input type="text"/>	
City and country	<input type="text"/>	
Postcode	<input type="text"/>	

## 6. Where to send your application

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

If your application is incomplete, we will return all your application documents to you.

Sending your application by email is preferred. Remember to sign the *representative declaration* before scanning and attaching it to the email along with any other documents or forms. Make sure the scanned copies of your documents are legible and of a good quality.

### **Email your application to:**

operators@maritimenz.govt.nz

**Or**

### **Courier your application to:**

Certification  
Maritime New Zealand  
1 Grey Street  
Wellington 6011  
NEW ZEALAND

**Or**

### **Post your application to:**

Certification  
Maritime New Zealand  
PO Box 25620  
Wellington 6140  
NEW ZEALAND