

# Endorsements for national certificates

**This guideline covers endorsements for national certificates  
listed under Subpart B of Maritime Rule 32**

**SeaCert**

# Endorsements for national certificates

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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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## Endorsements for national certificates

This guideline is for endorsements for the national certificates listed under Subpart B of Maritime Rule 32. These endorsements are issued for national certificates.

Certificates listed under national certificates in Maritime Rule 32 Subpart B do not necessarily comply with the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 (STCW). STCW certificates are listed under Maritime Rule 32 Subpart C.

### Note

Please check Maritime NZ's website to ensure that you are referring to the most recent version of this document.

Two endorsements are not covered by this guideline.

- The steam endorsement for a Marine Engineer Class 5 certificate is covered in the information about that certificate.
- Tanker endorsements are governed by the international STCW Convention and have their own guideline.

For information about career progression with endorsements, refer to the Maritime New Zealand website.

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

### 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 impacting on 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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All of these endorsements can be obtained by holders of Skipper Restricted Limits (SRL) certificates. Holders of other certificates may obtain passenger, square-rig and high-speed endorsements, as indicated in the table on the following pages.

### 2.1 Duration of endorsement

Some endorsements last for the duration of the certificate they are attached to, while others have their own expiry date and must be separately renewed.

The following endorsements expire with the certificate:

- SRL endorsed to 24 metres under Maritime Rule 32.61
- SRL endorsed to 500 gross tonnage (GT) under Maritime Rule 32.62
- specified activity endorsement on certificates under Maritime Rule 32.67.

If these certificates are renewed, the new expiry date also applies to the endorsement.

The following endorsements have currency requirements that must be met at the time of renewal:

- passenger endorsement under Maritime Rules 32.58 and 32.59
- Cook Strait endorsement for SRL under Maritime Rule 32.60
- endorsement to 500–3000 GT for SRL under Maritime Rule 32.63
- square-rig sailing ship endorsement under Maritime Rule 32.65
- high-speed ship endorsement under Maritime Rule 32.66.

These endorsements must be renewed separately from the certificate.

## 2. Requirements (continued)

### 2.2 Endorsement requirements

Endorsement	With endorsement	Sea service/ training	Your application
Passenger endorsement for Qualified Deck Crew (QDC) (Rule 32.58)	QDC may work on vessels carrying more than 250 passengers, required by Part 31 to have passenger endorsement	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)	Standard application with evidence of successful course completion
To carry any number of passengers (Rule 32.59)	These certificate holders may perform their role on passenger ships carrying any number of passengers: <ul style="list-style-type: none"> <li>SRL</li> <li>Skipper Coastal/Offshore (SCO)</li> <li>Master Yacht less than 24 m (Master Yacht &lt;24 m) (with or without other endorsements)</li> </ul>	<p><i>Either</i> hold SRL and complete at least 6 months' additional deck service on a commercial passenger ship</p> <p><i>or</i> (without first applying for SRL certificate) complete all requirements for SRL (training record book, course and exam) and 6 months' sea service in a deck capacity on a commercial passenger ship</p> <p><i>and</i> 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)</p>	Standard application with evidence of qualifying sea service and successful course completion
SRL Cook Strait endorsement (Rule 32.60)	SRL holder may operate within an assigned Cook Strait limit. The Director of Maritime NZ must specify which ship the endorsement applies to	<p>Knowledge of Cook Strait (Refer to the <i>Required knowledge for Cook Strait endorsement</i> guideline on Maritime NZ's website for details of the knowledge required)</p> <p>Assessment by approved assessor</p>	Standard application with evidence of successful assessment and details of the ship the endorsement applies to

Endorsement	With endorsement	Sea service/ training	Your application
SRL endorsed to 24 m (Rule 32.61)	<p>SRL holder may perform functions and duties of:</p> <ul style="list-style-type: none"> <li>• master on passenger or non-passenger ships less than 24 m overall carrying 19 passengers or less within restricted limits</li> <li>• master on fishing vessels less than 24 m overall within enclosed, inshore and inshore fishing limits</li> <li>• mate on commercial ships &lt;500 GT in restricted limits</li> <li>• mate on commercial ships &lt;24 m in coastal limits</li> </ul>	<p><i>Either</i> hold SRL and complete at least 6 months' additional deck service on a commercial ship</p> <p><i>Or</i> (without first applying for SRL certificate) complete all requirements for SRL (training record book, course and exam) and 6 months' sea service in a deck capacity on a commercial ship of 12 m length or more</p>	<p><i>Either</i> standard application with evidence of 6 months' additional sea service</p> <p><i>Or</i> standard application covering all requirements for SRL certificate plus evidence of 6 months' additional sea service</p>
SRL endorsed for 500 GT (Rule 32.62)	<p>SRL holder able to command vessels greater than 24 m and less than 500 GT may perform functions and duties of:</p> <ul style="list-style-type: none"> <li>• master on passenger/non-passenger ships less than 500 GT carrying 19 passengers or less in restricted limits or enclosed water limits</li> <li>• master on fishing vessels less than 500 GT within enclosed, inshore and inshore fishing limits</li> <li>• mate on commercial ships less than 24 m in coastal limits</li> </ul>	<p>Complete at least 12 months' sea service on vessels over 12 m while holding SRL &lt;24 m certificate and training record book (completed within previous 5 years)</p> <p>Oral examination by Maritime NZ examiner</p>	<p>Standard application with evidence of qualifying sea service, training record book and successful examination</p>
SRL endorsed for 500–3000 GT (Rule 32.63)	<p>SRL able to command a ship of 500–3000 GT operating exclusively in restricted limits (The Director of Maritime NZ must specify which ship or class of ships the endorsement applies to)</p>	<p>Hold SRL &lt;500 GT and attend approved training course</p> <p>Assessment by approved assessor</p>	<p>Standard application with evidence of successful course/programme completion and assessment</p>

Endorsement	With endorsement	Sea service/ training	Your application
Specified activity endorsement (Rule 32.67) Refer to separate guidance for details	A holder of the specified activity endorsement may operate to within a uniform distance of 100 miles offshore (the baseline described in sections 5, 6 and 6A of Territorial Sea, Contiguous Zone, and Exclusive Economic Zone Act 1977) on a ship less than 24 m	Complete approved training and an exam covering passage planning, coastal/offshore meteorology, preparation of coastal/offshore voyages, organisation of crew, heavy weather precautions and maintenance of vessel stability (refer to the <i>Specified activity endorsement</i> guideline on Maritime NZ's website for training details) Ancillary proficiencies required for SCO certificate	Standard application with statement of specified need for endorsement, successful examination and relevant certificates for: <ul style="list-style-type: none"> <li>• first aid</li> <li>• fire fighting</li> <li>• survival craft</li> <li>• MGROC (Maritime General Radiotelephone Operator's Certificate, or equivalent to GROC issued under International Radio Regulations)</li> </ul>
Square-rig sailing (Rule 32.65)	Any holder of a national or STCW certificate of competency issued under Maritime Rule 32 Subparts B or C as master (skipper) or other crew position as navigational watchkeeper may serve in that role on a square-rigged sailing ship	<i>Either</i> 12 months' deck service on square-rigged sailing ships <i>Or</i> 6 months' deck service on square-rigged sailing ships plus testimonial from ships' master confirming competence to serve as a master <i>Plus</i> approved training course/programme (such as Nautical Institute's International Sail Endorsement Scheme)	<i>Either</i> standard application with evidence of 12 months' sea service and successful completion of course/programme <i>Or</i> standard application with evidence of 6 months' sea service, testimonial and successful completion of course/programme
High-speed ship (Rule 32.66)	Any holder of national or STCW certificate of competency issued under Maritime Rule 32 Subparts B or C as master (skipper) or other crew position as navigational watchkeeper may serve in that role on a high-speed ship	<i>Either</i> complete relevant seafarer training in high-speed navigation <i>Or</i> complete 12 months' sea service (within previous 5 years) as officer on a high-speed ship, with a safe operating record satisfactory to the Director	<i>Either</i> standard application with successful completion of seafarer training <i>Or</i> standard application with 12 months' sea service and evidence of satisfactory safety record

## 2. Requirements (continued)

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### 2.3 Sea service

#### Proving your sea service

You are responsible for ensuring that your sea service (if required) is documented and verified by your ship's master or company.

If an endorsement requires a training record book, there will be a *summary of sea service form* completed within it. If you are not required to use a training record book, you may use Maritime NZ's *summary of seagoing service form* to keep track of your sea service. This form is not required for your application.

#### Requirements to prove your sea service

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

- *certificate of sea service* (available on Maritime NZ's website) or *record of employment*
- completed seafarer's record book
- discharge certificate or discharge book
- a letter from your employer.

Each of the documents you provide must have all of the following details for each vessel/period of sea service:

- your employer's name and contact details
- the name, gross tonnage or overall length and type of vessel (for example, passenger, non-passenger, fishing)
- the type of cargo carried and area of operation
- the engine type and output power
- 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, the Director will consider these in exceptional circumstances.

Sea service for endorsements must be obtained on commercial ships.



## 2. Requirements (continued)

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### 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 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 is as one month (3 March to 2 April) and 12 days (3 to 14 April inclusive).

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

Sea service on voyages of less than 24 hours (for example, day work) is calculated by counting the number of months made up of days, as follows:

- counting each period of eight (or more) hours worked within each period of 24 hours as one day's service
- 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 there are suitable policies and processes in place to manage fatigue
- counting each additional 20 days (or more) in a 30-day period as one month's sea service. (A month is calculated as 160 or more hours worked over 20 or more days in a 30-day period.)

Where insufficient hours are accrued in a period of 30 days, additional hours or days may be accrued as described above until 20 days have been reached. (A month is calculated as 160 or more hours worked over 20 or more days in a 30 day period.)

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

## 2. Requirements (continued)

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### 2.4 Training

#### Training

Where applicable, you must complete training that is acceptable to the Director to achieve all of the competencies required for your endorsement (see 2.2 *Endorsement requirements*).

Contact an approved training provider for information about the course. You will receive a course completion letter or certificate, which you must provide with your application.

For more information about approved training providers, refer to Maritime NZ's website.

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

#### Assessment/examination

Where applicable, you must pass an assessment by an approved assessor to show that you have met the standards of competency required for the endorsement. You will receive an assessment letter or certificate which you must provide with your application.

For the SRL<500 GT and the specified activity endorsement, you must pass an examination by a Maritime NZ approved maritime examiner. This is currently an oral exam. Your exam results will be sent to Maritime NZ.

For information about the competencies to be assessed for the temporary seasonal endorsement, refer to the applicable parts of the SCO competency framework on Maritime NZ's website.

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

#### SRL endorsed for vessels up to 24 m or more than 19 passengers

If you are applying for Skipper Restricted Limits (SRL) endorsed for vessels up to 24 m or to carry 19 or more passengers without first holding an SRL certificate, we recommend you refer to the guidelines for the certificate to ensure you provide all of the supporting information required, including the original copy of your completed SRL on-board training record book.

You will also need to provide supporting documents for the additional six months' sea service in a deck capacity (on commercial ships of 12 m length or more) that is needed for these endorsements.

#### SRL endorsed for vessels up to 500 GT

If you are applying for an SRL endorsed for vessels up to 500 GT (SRL <500 GT), you must complete a Maritime NZ-approved on-board training record book and provide it with your application. Copies of these are available on Maritime NZ's website.

You must complete your sea service on commercial vessels.

Your on-board training record book needs to:

- 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
- be the original, not a copy.

## 2. Requirements (continued)

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Tasks in the training record book will need to be completed according to the operational limit you are seeking the endorsement for. The full endorsement applies to restricted limits. You may choose to limit privileges to enclosed water limits. Refer to page iv of the SRL <500 GT training record book for further information.

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

For information about the competency framework for SRL <500 GT endorsement, refer to Maritime NZ's website.

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

### Ancillary certificates for specified activity endorsement

The specified activity endorsement requires you to complete ancillary certificates for the Skipper Coastal/Offshore (SCO) certificate.

Your training provider will provide you with certificates to confirm you have demonstrated proficiency for these courses. You must provide copies of the certificates before we can issue your endorsement.

We encourage you to keep your training up to date, as recommended by the organisation that issued your certificate, particularly your first aid refresher training (usually required every two years). Refer to the ancillary certificate guidelines on Maritime NZ's website for more information.

Ancillary certificate	Document(s) you must provide
First aid certificate	First aid certificate (two-day course) (must be less than two years old from the certificate issue date) <i>Either</i> Unit Standards 6400, 6401 and 6402 <i>or</i> Unit Standards 6400, 26551 and 26552 <i>or</i> equivalent revised standard
Fire fighting	Unit Standard 12310 <i>or</i> equivalent revised standard
Survival craft	Unit Standard US 12309 <i>or</i> equivalent revised standard
MGROC certificate	Maritime General Radiotelephone Operator's Certificate issued under Radio Communications Act 1989 <i>or</i> an equivalent under International Radio Regulations

#### Note

Equivalent revised standards acceptable to the Director will be published on Maritime NZ's website.

## 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 *3.4 Checklist* 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.

### 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://www.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://www.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, any 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 endorsements for national certificates

. 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 email or courier

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 endorsed 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.

We need to see all of the documents listed below to confirm that you have met each requirement. The only exceptions to this are documents that you have already sent to us for other applications (just note this in your application). However, if a document has expired or will expire before we issue your certificate, we need to see a copy of the new or renewed document.

Refer to *2.2 Endorsement requirements* for information about the evidence you need to provide for individual endorsements.

- Seafarer certificate application*
- Evidence of your approved training or course completion (if applicable)
- Training record book (original version) (if applicable)
- Copy of ancillary certificates (if applicable)
- Evidence of your sea service
- Details of ship to be endorsed (SRL endorsed for Cook Strait only)
- Statement of specified need (Specified activity endorsement only)
- Exam results from recognised Maritime NZ examiner

#### Note

If you are applying for the SRL certificate and endorsement to 24 m at the same time, we recommend that you:

- follow the guidelines for the SRL certificate and ensure you provide all the supporting information to meet the certificate requirements
- provide evidence of your six months' sea service in a deck capacity, to meet the requirements for your endorsement.

## 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).