

IGF ship endorsement

**This guideline is for new applicants for an IGF ship
endorsement**



IGF Ship endorsement

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1. Overview

IGF ship endorsement/IGF ship certificate of proficiency

These guidelines are for new applicants for the IGF ship endorsement. It does not cover recognition of an equivalent endorsement or certificate obtained outside New Zealand.

On 1 January 2017 the International Code of safety for ships using gases or other low-flashpoint fuels (IGF Code) entered into force. The IGF Code is given effect in amendments to STCW.

Note: In this guideline, the term ‘endorsement’ is used to cover both endorsements and certificates of proficiency (refer to Eligibility for endorsement or certificate of proficiency below).

An endorsement is valid for five years and can be renewed.

For more information about endorsements, refer to the Maritime New Zealand (MNZ) website: maritimenz.govt.nz/seafarers

Eligibility for endorsement or certificate of proficiency

This qualification is provided as an endorsement on a seafarer’s maritime certificate. However, if you do not have an appropriate certificate, the Director may issue you with an ancillary certificate of proficiency.

The Director of MNZ will issue an IGF ship endorsement to certificated ratings and officers who complete the requirements. The endorsement will be attached to the applicant’s existing maritime certificate.

Basic IGF ship Endorsement

A seafarer who has responsibility for designated safety duties associated with the care or use of the fuel on board, ships subject to the IGF Code, or in an emergency response must hold a basic IGF ship endorsement.

Advanced IGF ship endorsement

A master or engineer officer or seafarer with immediate responsibility for the care and use fuel and fuel systems on ships subject to the IGF Code must hold an advanced IGF ship endorsement.

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 (MNZ) will grant a certificate only when satisfied that all requirements have been met. In this guideline, any references to ‘we’ or Maritime New Zealand (MNZ) 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- basic IGF ship endorsement

These requirements are for a **basic** IGF ship endorsement.

For the basic IGF ship endorsement, you need to prove that you meet the requirements. You can either attend and pass a basic IGF Ship training course, or show evidence of sea service on a liquefied gas tanker or basic training for liquefied gas tanker operations.

Each of these requirements and how to prove that you meet them is explained below.

You must also have English conversation, reading and writing skills appropriate to the responsibilities and functions for the level of your endorsement, so that you can satisfactorily complete training, pass examinations and discharge your duties.

2.1 Prior certification and qualifications

None required

2.2 Training and sea service

Option 1: IGF Ship training

You must complete an approved basic IGF ship training course or equivalent to achieve all of the required competencies in basic training for as set out in STCW Code Section A-V/3-1, **or**

Option 2: Liquefied gas tanker training

If you have been working on a liquefied gas tanker you can meet the requirements of the Basic IGF Ship endorsement by providing evidence that you hold:

- a **basic** liquefied gas tanker endorsement or certificate of proficiency, or
- an **advanced** liquefied gas tanker endorsement or certificate of proficiency

For more information about approved training providers and the competency framework for this endorsement, refer to MNZ's website:

maritimenz.govt.nz/seafarers

3. Requirements- advanced IGF ship endorsement

These requirements are for an **advanced** IGF ship endorsement.

Each of these requirements and how to prove that you meet them is explained below.

You must also have English conversation, reading and writing skills appropriate to the responsibilities and functions for the level of your endorsement, so that you can satisfactorily complete training, pass examinations and discharge your duties.

3.1 Prior certification and qualifications

You must hold a basic IGF ship endorsement.

3.2 Training and sea service

To gain the advanced IGF ship endorsement, you need to prove that you meet the requirements in option 1 or option 2:

Option 1

IGF Ship training:

If you plan to meet the option one requirements you must attend and pass an approved advanced IGF ship training course or equivalent, to demonstrate the required competencies in advanced training for IGF ships as set out in STCW Code section A-V/3-2 **and**

IGF Ship sea service: complete at least one month of sea going service that includes a minimum of three bunkering operations on ships subject to the IGF Code; however, two of the three bunkering operations may be replaced by approved simulator training on bunkering operations as part of the training. This sea service must have been completed in the previous ten years before your endorsement is issued.

Or Option 2

Liquefied gas tanker training:

You must hold a **basic** and an **advanced** liquefied gas tanker endorsement, **and**

Sea service:

You must have participated in a minimum of three bunkering operations on IGF ships; however, two of the three bunkering operations may be replaced by approved simulator training for bunkering operations, or have participated in three cargo operations on board the liquefied gas tanker **and**

Have completed three months of sea service in the previous five years on:

- ships subject to the IGF Code, or
- tankers carrying fuels covered by the IGF Code as cargo, or
- ships using gases or low flashpoint fuel.

3. Requirements- advanced IGF ship endorsement (continued)

Contact an approved training provider for information about the course. For more information about the basic and advanced liquefied gas tanker endorsement, refer to the MNZ website:

maritimenz.govt.nz/seafarers

Calculating sea service

Your sea service must be relevant and appropriate to the requirements set out in the maritime rules. This means that the sea service required for the advanced IGF ship endorsement will meet these requirements if it is:

- on voyages lasting 24 hours or more (refer to Calculating sea service for voyages of 24 hours or more in the next section)
- in the deck department on a liquefied gas tanker or gas fuelled ship.

Relevant qualifying sea service is expected to be on voyages of 24 hours or more, calculated in months and days 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 would be calculated as one month (3 March to 2 April) and 12 days (from 3 to 14 April inclusive).

4. 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 4.4 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.

4.1 Copies of supporting documents

We only need copies of your supporting documents, not the original versions.

We do not need to see any of the documents you have already sent to us for other applications – just make a note about these documents in your application. However, if any of these documents have expired or will expire before we issue your certificate, we need to see a copy of the new or renewed document.

4.2 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:

- by bank deposit or internet banking, or
- online using a credit card or debit card.

Refer to the MNZ 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 training and ancillary courses.

4. When and how to apply (continued)

4.3 Application process

This is the application process for this endorsement. 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.

4. 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.

4. When and how to apply (continued)

4.4 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 certified 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.

The *Seafarer certificate application form, summary of seagoing service* and the *Certificate of sea service* forms are available on the MNZ website: maritimenz.govt.nz/seafarers

About you

- Seafarer certificate application form

Your Maritime Certificate

- Original version of your maritime certificate

Your ancillary certificates

- STCW A-VI/1-1 basic training

Sea service

- Seafarer certificate application form

Include one of the following two documents:

- Certificate of sea service, or
- Seafarer record book showing your sea service

Advanced IGF Ship Endorsements only

Training

- Training record book

Remember

- Send your application to us by courier or email
- Send your application to us as early as you can

4. When and how to apply (continued)

4.5 Where to send your application

To provide extra security, we recommend that you courier your application forms and documents to us.

Alternatively, you can scan and email your application and supporting documents (refer to the application form for information about how to send your documents electronically).

Courier your application to:

Seafarer Certification
Maritime New Zealand
1 Grey Street
WELLINGTON 6011

Or

Email your application to:

seafarers@maritimenz.govt.nz

5. Contact us for help

If you need more information about the requirements for your application, visit the seafarers 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

Or you can phone us toll free.

0508 22 55 22

Tell us what you need help with and remember to include your contact details (email address and phone numbers).