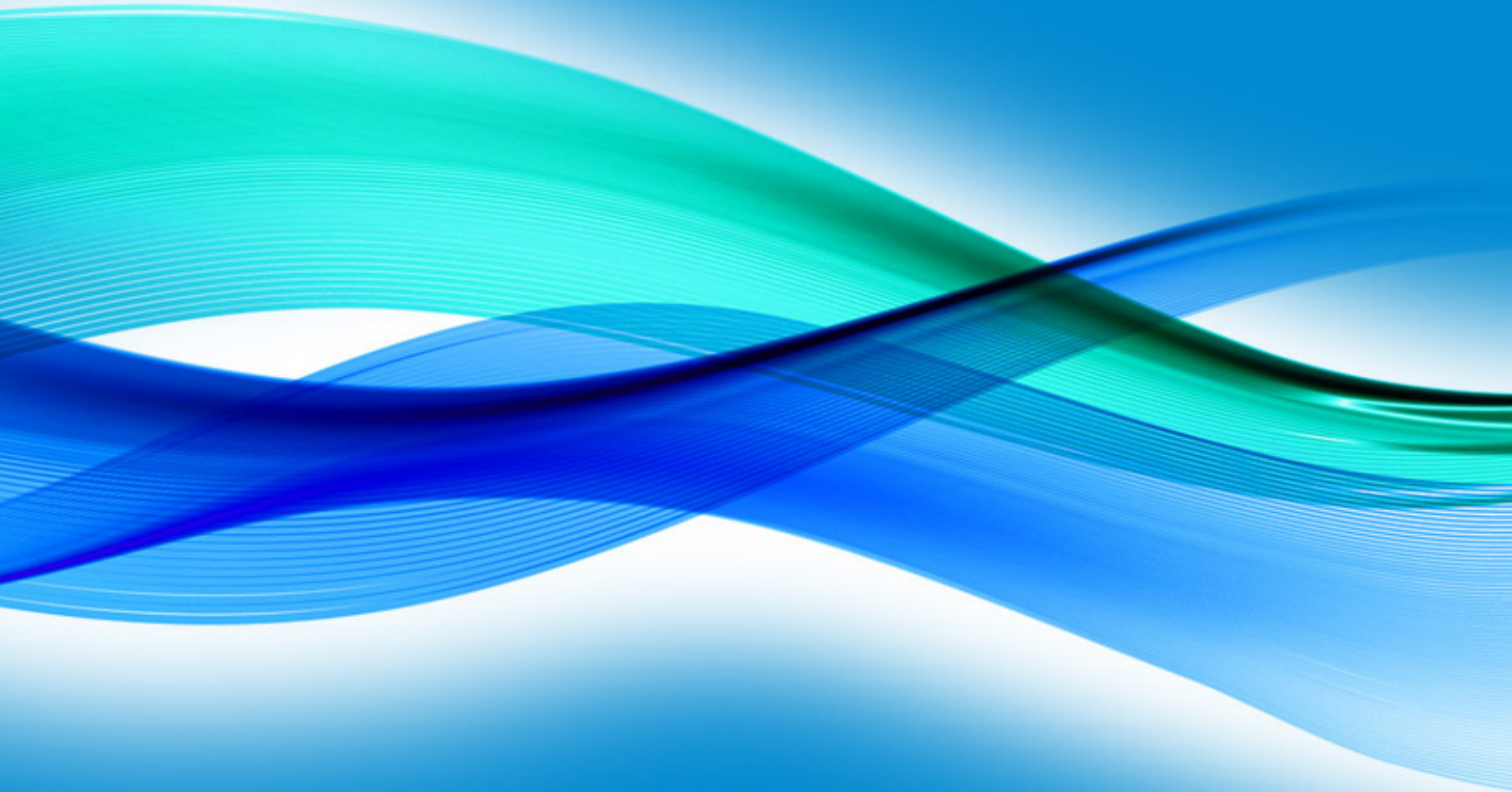


Transitioning to new certificates

**This guideline outlines the requirements and process
for moving ring-fenced certificates into the Seafarer
Certification (SeaCert) system**



Transitioning to new certificates

Last updated: July 2019

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

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1. Overview

Transitioning to new certificates

This guideline is for seafarers who are transitioning (moving) their existing certificates to new certificates under Part 32 of the Seafarer Certification (SeaCert) system. This rule came into force on 1 April 2014.

Under the rule, seafarers that have a ring-fenced certificate have the option of transitioning to a SeaCert certificate. You can continue to use your ring-fenced certificate or you can choose to transition to the SeaCert certificate in section 2.

Section 3 lists the old STCW certificates that have expired. If you have one of these certificates and want to continue using the certificate to work at sea, you will need to transition to the new certificate.

This guideline identifies certificates that may transition and sets out what you need to do to transition.

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

2. Ring-fenced certificates that you can choose to transition

Table 1 lists the ring fenced certificates that may be transitioned to new certificates. If you have a verification of status (VOS) card this means your certificate is ring-fenced. If you have a ring-fenced certificate listed in table 1, you may choose to transition it to the new certificate.

Table 1 Ring-fenced certificates that you can choose to transition

Ring-fenced certificate	New certificate/endorsement	Last possible date of transition
Chief Tug Engineer	Marine Engineer Class 4 (National)	30/06/2020
Commercial Launch Master (CLM)	Skipper Restricted Limits endorsed to <500 GT with unlimited passenger endorsement (National)	30/06/2020
Engineer Local Motor Ship	Marine Engineer Class 5 (National)	30/06/2020
Engineer Local Ship	Marine Engineer Class 5 (National)	30/06/2020
Engineer Restricted Limits Motor Ship	Marine Engineer Class 6 (National)	30/06/2020
First Class Coastal Motor Engineer	Marine Engineer Class 4 (National)	30/06/2020
First Class Diesel Trawler Engineer	Marine Engineer Class 4 (National)	30/06/2020
Inshore Fishing Skipper	Skipper Restricted Limits endorsed to <500 GT with unlimited passenger endorsement (National)	30/06/2020
Inshore Launchmaster (ILM)	Skipper Restricted Limits endorsed to <500 GT with unlimited passenger endorsement (National)	30/06/2020
Local Launch Operator (LLO)	Skipper Restricted Limits endorsed to <24m with limited passenger endorsement (National)	30/06/2020
Local Launchman's Licence	Skipper Restricted Limits endorsed to <24 m with limited passenger endorsement (National)	30/06/2020
Marine Engine Watchkeeper	Marine Engineer Class 5 (National)	30/06/2020

2. Ring-fenced certificates that you can choose to transition (continued)

Ring-fenced certificate	New certificate/endorsement	Last possible date of transition
Master of a Foreign Going Fishing Boat	Skipper Fishing Vessel – Unlimited (STCW-F)	30/06/2020
Master of a Restricted Limit Launch	Skipper Restricted Limits endorsed to <500 GT with unlimited passenger endorsement (National)	30/06/2020
Master River Ship	Mate Fishing Vessel (STCW-F) and Watchkeeper Deck <500 GT near coastal (STCW)	30/06/2020
Master River Ship (holding an engineering qualification)	Mate Fishing Vessel (STCW-F) and Watchkeeper Deck <500 GT near coastal (STCW) and Skipper Restricted Limits endorsed to <500 GT (National) and Skipper Coastal Offshore (National)	30/06/2020
Master Small Home Trade Ship	Master <500 GT limited to 100 nm from coast (STCW) and Skipper Fishing Vessel limited to 100 nm from coast (STCW-F)	30/06/2020
Mate Home Trade	Mate Fishing Vessel – Unlimited (STCW-F)	30/06/2020
Mate of Deep Sea Fishing Boat	Mate Fishing Vessel – Unlimited (STCW-F)	30/06/2020
Powered Vessels other than Steam (PVOS)	Marine Engineer Class 6 (National)	30/06/2020
Qualified Fishing Deck Hand	Advanced Deckhand – Fishing (STCW-F)	30/06/2020
River Engineer	Marine Engineer Class 5 (National)	30/06/2020
Second Class Coastal Motor Engineer	Marine Engineer Class 5 (National)	30/06/2020
Second Class Diesel Trawler Engineer	Marine Engineer Class 6 (National)	30/06/2020

2. Ring-fenced certificates that you can choose to transition (continued)

Ring-fenced certificate	New certificate/endorsement	Last possible date of transition
Skipper of a Coastal Fishing Boat	Master <500 GT limited to 100 nm from coast (STCW) and Skipper Fishing Vessel limited to 100 nm from coast (STCW-F)	30/06/2020
Skipper of a Deep Sea Fishing Boat	Skipper Fishing Vessel – Unlimited (STCW-F)	30/06/2020
Third Class Engineer	Marine Engineer Class 5 (National)	30/06/2020
Third Class Steam Engineer	Marine Engineer Class 5 (National)	30/06/2020
Third Class Steam and Motor Engineer	Marine Engineer Class 5 (National)	30/06/2020

2. Ring-fenced certificates that you can choose to transition (continued)

Requirements

Before you apply to transition your certificate, we recommend you check that you can meet the medical fitness and eyesight standards (including for colour vision) for the new certificate, and that you understand the fit and proper person requirements.

To transition to a new certificate, you need to:

- have an old or legacy certificate to transition from
- be medically fit and meet the eyesight standards
- prove that you are a fit and proper person
- meet ancillary requirements of the new certificate or certificates that you are transitioning to

Each of the requirements for transition and how to prove that you meet them is explained on the following pages.

2.1 Medical requirements

You need to prove you meet the medical fitness and eyesight standards for the certificate(s) you are transitioning to (national or STCW/STCW-F).

If you are transitioning to a National certificate

You can get a certificate of medical fitness by visiting any registered New Zealand GP and asking for a medical exam for seafarers.

If you are transitioning to an STCW or STCW-F certificates

If you are transitioning to an STCW or STCW-F certificate you must get a certificate of medical fitness issued by an approved medical practitioner.

The list of approved medical practitioners is on the Maritime NZ website:

maritimenz.govt.nz/seacert

2.2 Fit and proper person

Before you can transition your existing certificate to a new certificate, we need to confirm that you are a fit and proper person. To help us do this, we need the following documents from you:

- A completed *fit and proper person form*, which must have been 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. Ring-fenced certificates that you can choose to transition (continued)

2.3 Ancillary requirements and other training

You need to identify the ancillary certificates related to your new certificate. Table 2 shows what ancillary certificates are required for the certificates you may be transitioning to.

Table 2 Ancillary certificates required

Certificate name	First aid	Fire fighting	Survival craft	RROC	GROC	GMDSS	STCW basic	PISC	Adv Fire Fighting	Medical First Aid	ECDIS
Advanced Deckhand - Fishing							✓				
Marine Engineer Class 4							✓	✓	✓		
Marine Engineer Class 5 Motor							✓				
Marine Engineer Class 5 Steam							✓				
Marine Engineer Class 6	✓										
Master <500 GT (Near Coastal) restricted to coastal limits					✓		✓	✓	✓	✓	
Master <500 GT Limited to 100 nm from coast					✓		✓	✓	✓	✓	
Master <500 GT NC					✓		✓	✓	✓	✓	Optional
Mate Fishing Vessel					✓		✓				
Mate Fishing Vessel – Unlimited						✓	✓	✓	✓		
Skipper Coastal Offshore	✓	✓	✓		✓						
Skipper Fishing Vessel – Limited					✓		✓				
Skipper Fishing Vessel – Unlimited						✓	✓	✓	✓	✓	
Skipper Fishing Vessel Limited to 100 nm from coast					✓		✓				
Skipper Restricted Limits	✓			✓							
Watchkeeper Deck <500 GT NC					✓		✓	✓	✓	✓	Optional

2. Ring-fenced certificates that you can choose to transition (continued)

Transitioning to a national certificate?

If you are transitioning to a national certificate you must keep your first aid knowledge current by completing refresher training.

Transitioning to an STCW certificate?

If you are transitioning to an STCW certificate, you must have gained the following ancillary certificates, or completed refresher training within the last five years:

- Personal Survival Techniques
- Basic Fire Fighting and Fire Prevention
- Advanced Fire fighting
- Proficiency in survival craft other than fast rescue boats

3. STCW certificates that must transition

Table 3 lists the old certificates that expired on 31/12/2016. If you have one of these certificates and want to continue exercising the privileges of the certificate, you will need to transition to the new certificate.

Table 3 Certificates issued under STCW that must transition

Old certificate	New certificate
Mate Foreign Going Class 2 Deck Officer	Chief Mate
Second Class Engineer Second Class Motor Engineer Second Class Steam and Motor Engineer Second Class Steam Engineer	Marine Engineer Class 2
Chief Engineer First Class Engineer First Class Motor Engineer First Class Steam and Motor Engineer First Class Steam Engineer	Marine Engineer Class 1
Second Mate Foreign Going (issued before 2007)	Watchkeeper Deck
Master Foreign Going Class 1 Deck Officer	Master

Transition requirements

Before you apply to transition your certificate, we recommend you check that you can meet the medical fitness and eyesight standards (including for colour vision) for the new certificate, and that you understand the fit and proper person requirements.

To transition to a new certificate, you need to:

- have an old or legacy certificate to transition from
- be medically fit and meet the eyesight standards
- prove that you are a fit and proper person
- meet ancillary requirements of the new certificate or certificates that you are transitioning to
- successfully complete an approved training course and examination

Each of the requirements for transition and how to prove that you meet them is explained on the following pages.

3. Transitions to STCW certificates (continued)

3.1 Medical requirements

A current certificate of medical fitness is required to transition to a new maritime certificate. You will need to provide a copy with your application.

You must get a certificate of medical fitness issued by an approved medical practitioner. The list of approved medical practitioners is on the Maritime NZ website:

maritimenz.govt.nz/seacert

3.2 Fit and proper person

Before you can transition your existing certificate to a new certificate, we need to confirm that you are a fit and proper person. To help us do this, we need the following documents from you:

- A completed *fit and proper person form*, which must have been 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).

3.3 Ancillary requirements and other training

You need to identify the ancillary certificates related to your new certificate and any other relevant training, including refresher training, which may be required to keep your ancillary certificate(s) up to date.

Table 4 shows what ancillary certificates are required for the certificates you may be transitioning to.

Table 4 Ancillary certificates required

Certificate name	GMDSS	STCW basic	PISC	Adv Fire Fighting	Medical First Aid	Medical care	Security awareness	High Voltage	ECDIS
Chief Mate	✓	✓	✓	✓		✓	optional		optional
Marine Engineer Class 1		✓	✓	✓	✓		optional	optional	
Marine Engineer Class 2		✓	✓	✓	✓		optional	optional	
Watchkeeper Deck	✓	✓	✓	✓	✓		optional		optional
Master	✓	✓	✓	✓		✓	optional		optional

3. Transitions to STCW certificates (continued)

Continued competence

You must have gained the following ancillary certificates or completed refresher training within the last five years:

- Personal Survival Techniques
- Basic Fire Fighting and Fire Prevention
- Advanced Fire fighting
- Proficiency in survival craft other than fast rescue boats

3.4 Training

If you hold an STCW certificate that needs to transition you need to complete additional training to comply with the competency standards required by the STCW 2010 (Manila) amendments. This will include an examination.

Skip to page 16 for more information on how to apply to transition your certificate.

4. When and how to apply

Apply when you have completed all of the requirements for the certificate you are transitioning to. 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 required. Refer to the checklist on the Seafarer certificate application form 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.

For the *fit and proper person form* you need to include sighted and signed copies of the ID documents specified.

4.2 Fees

Refer to the Maritime NZ website to see what the fee for transitioning to your new certificate is:
maritimenz.govt.nz/fees

Refer to the Maritime NZ website here to see more information on how to pay the fee:

maritimenz.govt.nz/howtopay

Other costs

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 and medical examination, your training and ancillary courses.

3. When and how to apply (continued)

4.3 Application process

This is the application process for transitioning an existing certificate to a new certificate of competency or proficiency. 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 on the application form to help you.

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)

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.

5. 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).