

# Skipper Restricted Limits (SRL)

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This guideline is for new applicants for a Skipper  
Restricted Limits certificate of competency



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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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## In this guide

1. Overview	2
2. Requirements	3
2.1 Prior certification and qualifications	3
2.2 Sea service	3
2.3 Training	5
2.4 Fit and proper person	7
2.5 Medical examination and eyesight tests	8
2.6 Age and identity	9
3. When and how to apply	10
3.1 Copies of supporting documents	10
3.3 Fees and payment options	11
3.2 Application process	12
3.4 Checklist	14
3.5 Where to send your application	16
4. Contact us for help	17
5. Forms	18

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# 1. Overview

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## **Skipper Restricted Limits (SRL) certificate of competency**

This guideline is for new applicants for the Skipper Restricted Limits (SRL) certificate of competency. It does not cover recognition of an equivalent certificate obtained outside New Zealand.

The information in this guideline covers training, sea service and other requirements for the certificate, how to apply and pay for your certificate, and where to find more information.

Your SRL certificate is valid for five years.

For more details about the requirements for recognitions and renewals (revalidation), refer to the Maritime New Zealand (MNZ) website:

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

SRL is an entry-level command certificate with engineering components. With SRL, you can perform a skipper's (master's) functions and duties on:

- passenger and non-passenger ships less than 12 metres length overall, carrying up to 12 passengers within restricted limits (which includes both enclosed and inshore limits)
- fishing vessels less than 12 metres length overall, in enclosed, inshore and inshore fishing limits.

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

**Note:** You are not able to skipper your vessel in a commercial activity unless you have an SRL certificate. However, you *must* be acting as skipper if you operate your vessel as a pleasure craft while you complete your sea service and other requirements for the SRL certificate.

From SRL, you can obtain endorsements that enable you to command larger ships, carry more passengers and/or operate in specific areas. Refer to the guidelines for endorsements on MNZ's website.

### **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](https://maritimenz.govt.nz/rules)**

## 2. Requirements

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Before you spend time doing sea service and training, we recommend you check that you can meet the medical fitness and eyesight standards (including for colour vision), and that you understand the fit and proper person requirements.

To get this certificate, you need to prove that you meet all of the requirements. In summary, you need to:

- be at least 18 years old
- be medically fit and have good eyesight (visual acuity and colour vision)
- be of good character and a fit and proper person
- complete 200 hours of sea service and an approved training record book (TRB)
- complete an approved training course
- have the required ancillary certificates
- pass MNZ's final exam.

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

### Extra requirements for owner/operators

As well as gaining an SRL certificate, seafarers intending to work as an owner/operator need to meet the requirements for safe ship management. MNZ's new Maritime Operator Safety System (MOSS) framework requires maritime operators to develop a Maritime Transport Operator Plan (MTOPlan) detailing their safety responsibilities and procedures.

For more information about MOSS, refer to MNZ's website: [maritimenz.govt.nz/moss](http://maritimenz.govt.nz/moss)

### 2.1 Prior certification and qualifications

None required.

### 2.2 Sea service

#### Sea service requirements

You must complete at least 200 hours of sea service on a powered ship of any kind and complete an approved on-board training record book (TRB) while on board a ship. (It may take you longer than 200 hours to complete the activities in the TRB.)

For service on a commercial ship or warship, you are responsible for recording your hours of sea service in your TRB and having this verified by your skipper.

You can gain your sea service on a pleasure craft, but only if you act in the capacity of skipper. If your sea service is obtained in this way, you must complete your service record in the TRB and must also complete a statutory declaration stating that the service recorded is a true and accurate record of your sea service.

You must record your actual hours at sea. Note that sea service of more than eight hours in any 24-hour period is only counted as eight hours of sea service. Accordingly, you will need to complete a minimum 25 days of sea service (25 days at eight hours per day = 200 hours).

## 2. Requirements (continued)

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### On-board training record book

While on board carrying out your sea service, you must complete an evidence-based training record book (TRB), which you can download from the MNZ website. You must complete the TRB within the five years preceding the date of your application for an SRL certificate.

You may complete your sea service on a combination of commercial vessels and/or warships, and as the skipper on pleasure craft.

If you complete any of your TRB while acting as skipper on a pleasure craft, demonstration of competency may be required by the training provider.

If you complete all of the TRB on board a commercial ship, your TRB must be signed by the skipper or another certificated crew member.

### About the on-board training record book

The TRB is designed to help you obtain practical skills and competencies for the SRL certificate in a workplace environment. This training will complement the shore-based training that you must undertake before sitting the MNZ-approved final examination.

All of the competencies required for SRL can be gained through a combination of the TRB activities and attending an approved SRL training course. The TRB activities can be completed while serving aboard a commercial vessel, warship or as skipper on a pleasure craft.

The TRB book should be completed before starting a block training course, and may be completed before or during a modular training course such as a unit standard undertaken over a period of time. Information about approved training providers for SRL courses is available on the MNZ website.

The completed TRB and accompanying evidence will be made available to training providers and the approved MNZ examiner for the final examination (which you must pass before MNZ can issue your SRL certificate of competency). After successfully completing the final examination, you must send the completed TRB to MNZ, along with your application, so that MNZ can verify your sea service before issuing the certificate.

### Requirements to prove your sea service and on-board training

To support your sea service, your TRB needs to:

- be the original version, not a copy
- 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 TRB).

Keep your TRB 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 TRB.

## 2. Requirements (continued)

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### Endorsement for vessels up to 24 metres

You may complete the SRL certificate requirements and the additional sea service required for an endorsement for vessels up to 24m, and apply for the certificate and endorsement at the same time. To do this, you must do six months' sea service in a deck capacity on a commercial vessel of 12 metres length or more, as well as completing all of the requirements for your SRL certificate.

### 2.3 Training

You must attend and pass an SRL training course that is acceptable to the Director to achieve all of the required competencies, and then pass MNZ's final examination.

Contact an approved training provider for information about the SRL training course. For more information about approved training providers and the competency framework for SRL, refer to the MNZ website.

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

#### Final examination

You must pass a final exam to show you have met the standards of competency required.

The final examination is currently an oral examination by an MNZ-approved Maritime Examiner, which is usually arranged by your training provider.

You need to give your completed training record book (see 2.2. *Sea service*) to the examiner before you undertake the final exam. Your results will be sent to MNZ.

Refer to the MNZ website for more information.

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

#### Ancillary certificates

Before we can issue your SRL certificate, you must provide MNZ with copies of the ancillary certificates you gained as part of your SRL training. Your ancillary certificates must:

- still be current (not expired) when we issue your SRL certificate
- be from a training provider approved to deliver the course *or* accredited to assess against the relevant standard under the Education Act, *or* from a course approved by MNZ.

## 2. Requirements (continued)

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If you already have a certificate that demonstrates proficiency in the areas outlined below and at the required level, you may use it – as long as you meet the requirements set out above and the documents you provide show details of the assessment standards achieved. For more information, refer to the guidelines for ancillary certificates on MNZ’s website: [maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)

Note: The organisations that issue New Zealand first aid certificates generally determine the validity period of the certificate (usually two years) and may require you to undertake refresher training to ensure your training stays up to date.

### **Document(s) you must provide**

First aid certificate (Unit Standards 6400, 6401, 6402 or Unit Standards 6400, 26551, 26522 or equivalent revised standards acceptable to the Director)

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Maritime restricted radiotelephone operator’s certificate (MRROC) issued under the Radio Communications Act 1989 or an equivalent under the International Radio Regulations

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## 2. Requirements (continued)

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### 2.4 Fit and proper person

We need to confirm that you are of good character. To help us do this, there are several documents we need from you, which are outlined below.

Requirement	Document(s) you must provide
Be of good character	<ul style="list-style-type: none"><li>• 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</li><li>• 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)</li></ul>

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Refer to 5. *Forms* for all of the forms that you will need to complete your application.

## 2. Requirements (continued)

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### 2.5 Medical examination and eyesight tests

You need to prove that your medical fitness and eyesight meet the required standard by providing the documents below.

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 SRL certificate (after you have completed all of your exams and ancillary certificates).</p> <ul style="list-style-type: none"><li>• This is a special medical certificate that you must get from a registered medical practitioner.</li><li>• You may use an existing medical certificate if it will be valid (usually less than two years old) when your SRL certificate is issued.</li></ul>
Have good eyesight	<p>Eye test results from a registered optometrist showing you have met the required standards for:</p> <ul style="list-style-type: none"><li>• visual acuity (which includes a letter eyesight test). Your letter eyesight test results must be less than 12 months old at the time we issue your certificate</li><li>• colour vision (initially assessed using the Ishihara test). The test results must be less than six years old at the time your SRL certificate is issued.</li></ul> <p><b>Note:</b> If you fail the colour vision test you can proceed with your application, but your certificate will be endorsed 'for daylight hours only'.</p>

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

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

## 2. Requirements (continued)

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### 2.6 Age and identity

We need to confirm your age and identity. To help us do this, there are several documents we need from you, which are outlined below.

Requirement	Document(s) you must provide
Prove your identity and be 18 or older	<ul style="list-style-type: none"><li>• Your completed <i>seafarer certificate application form</i></li><li>• Either your passport (make sure it has not expired) <i>or</i> your driver's licence and birth certificate</li><li>• Two passport-sized photographs (<i>or</i> ask the photographer to provide an electronic copy, which you can then forward to MNZ if you are emailing us your application)</li></ul>

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Refer to 5. *Forms* for all of the forms that you will need to complete your application.

#### Links for these requirements

- [Apply for or renew a passport \[Internal Affairs website\]](#)
- [Get your driver's licence \[NZ Transport Agency website\]](#)
- [Apply for your birth certificate \[Internal Affairs website\]](#)

## 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.

The exceptions are:

- supporting documents for the *fit and proper person form* (your passport or driver's licence and birth certificate) – these need to be certified copies
- your completed training record book (TRB) – we need the original of this.

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.

## 3.2 Fees and payment options

The application fee for this certificate is NZ\$995, which includes goods and services tax (GST).

You need to include payment by cheque or indicate your other chosen payment method on your *seafarer certificate application form*.

You can pay:

- online using a credit card or debit card, *or*
- by internet banking or bank deposit, *or*
- by cheque (which you include with your application).

Refer to the MNZ website for more information about how to pay your fees.

**[maritimenz.govt.nz/howtopay](https://maritimenz.govt.nz/howtopay)**

As well as the application fee, you will 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. When and how to apply (continued)

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## 3.3 Application process

This is the application process for this certificate of competency. Complete each step before you move on to the next one.

### 1 Do you meet all the requirements?

Check that you meet all of the requirements for this certificate.

Move to step 2 once you know what the requirements are and that you can meet them.

### 2 Do you have the documents we need?

Prove that you meet the requirements. Include all of the documents we have asked for. Use the checklist (see 3.4. *Checklist*) to help you.

Remember: we only need copies, not the originals – except for your TRB, which must be the original.

Move to step 3 once you have copies of all of the documents we have asked for and the original version of your TRB.

### 3 Complete the application forms

You need to complete several forms as part of your application. Use the checklist to help make sure that you have provided all of the information we need.

Remember: for the *fit and proper person form* we need certified copies of your identification documents.

Move to step 4 once you have completed all of the forms needed for your application.

### 4 Pay the application fee

You need to pay an application fee. The options for payment are:

- pay by bank deposit or internet banking, *or*
- pay online using a credit card or debit card, *or*
- include a cheque with your application.

Move to step 5 once you know what you need to pay and you have either included a cheque with your application or chosen another payment option.

### 3. When and how to apply (continued)

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#### 5 Send us your application by courier or email

There are two options for you to send your application:

1. Use a courier to send us your completed forms, supporting documents and cheque for the application fee (if using that payment option).
2. Send your application by email, attaching the scanned documents. (The application form has information about the requirements for electronic copies. Note that you will need to courier your TRB to us separately.)

Move to step 6 once you have ticked everything on the checklist and either couriered or emailed your completed application to MNZ (using the address provided at 3.5 *Where to send your application*).

#### 6 Send confirmation and/or request

We will send you an email or letter to:

- confirm that we have received your application
- give you reference details to pay the application fee (if you did not include a cheque with your application)
- list any documents we need from you before we can assess your application.

We must receive your payment before we can progress your application.

#### 7 Assessment

After you have paid the fee and 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).

#### 8 Issue certificate

We will send you:

- your certificate, if your application has been successful, or
- an email or letter 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 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.

##### About you

- Seafarer certificate application form*
- Certified copies of your passport *or* driver's licence and birth certificate
- Two passport-sized photos *or* an electronic copy
- Fit and proper person form*
- Police clearance report for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers
- Copy of eyesight test(s) results

##### Your prior training and sea service

- Course completion letter and assessment record
- Original training record book (TRB)
- Statutory declaration if your TRB was completed on a pleasure craft

### 3. When and how to apply (continued)

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#### Your ancillary certificates

- First aid certificate
- Maritime restricted radiotelephone operator's certificate (MRROC)

#### Remember:

- Either include a cheque (in \$NZ) or tell us which other payment option you'd like to use
- Send your application to us by courier or email
- For an emailed application, you will need to send your TRB by courier
- Send your application to us as early as you can
- Check that your MNZ-approved Maritime Examiner has sent us your final exam results

### 3. When and how to apply (continued)

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#### 3.5 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

## 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).

We need your completed application before we can assess whether you meet the requirements for this certificate of competency.

## 5. Forms

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To apply for a maritime certificate of competency, there are several forms that you must provide and some that you may provide, depending on your situation.

Everyone applying for this certificate of competency must complete and send us all of the following forms:

- *Seafarer certificate application form*
- *Fit and proper person form*
- *Statutory declaration form* (for sea service on pleasure craft).

**Each of these forms is available on the MNZ website:**

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

**Note:**

You must complete these forms correctly for your application to be valid. Carefully read any notes before you start.