

Polar water endorsement

This guideline is for new applicants for a polar water
endorsement



Polar water endorsement

Last updated: July 2019

This document is uncontrolled. If printed, please refer to the Maritime New Zealand website for the latest version.

In this guide

1. Overview	3
2. Requirements- Basic polar water endorsement	4
2.1 Prior certification and qualifications	4
2.2 Training and sea service	4
3. Requirements- Advanced polar water endorsement	5
3.1 Prior certification and qualifications	5
3.2 Training and sea service	6
4. When and how to apply	9
4.1 Copies of supporting documents	9
4.2 Fees	9
4.3 Application process	10
4.4 Checklist	12
4.5 Where to send your application	13
5. Contact us for help	14

1. Overview

Polar water endorsement

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

Your 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

Who is required to hold the endorsement?

Masters, chief mates, and officers in charge of a navigational watch on SOLAS ships and ships of 45 meters in length that proceed beyond restricted limits operating in waters south of 60 degrees are required to hold polar water endorsements.

Eligibility for endorsement

This qualification is provided as an endorsement on a seafarer's maritime certificate.

The Director of MNZ will issue a polar water endorsement to certificated ratings (holders of a certificate of competency) and officers who meet the requirements. The endorsement will be attached to the applicant's maritime certificate.

Basic polar waters endorsement

A master who holds a basic polar water endorsement may perform the privileges of a master while in polar waters that are open waters. Open water is an area of freely navigable water in which sea ice is present in concentrations less than 1/10. No ice of land origin is present.

A chief mate who holds a basic polar water endorsement may perform the privileges of a chief mate while in polar waters that are open waters.

A master, chief mate or a deck officer who holds a certificate that is endorsed with a basic polar water endorsement may be in charge of a navigational watch on a ship operating in polar waters.

Advanced polar water endorsement

A master who holds an advanced polar water endorsement may perform the privileges of a master while in polar waters.

A chief mate who holds an advanced polar water endorsement may perform the privileges of a chief mate while in polar waters.

A master, chief mate or a deck officer who holds an advanced polar waters endorsement may be in charge of a navigational watch on a ship operating in polar waters.

2. Requirements- basic polar water endorsement

These requirements are for a **basic** polar water endorsement.

For the basic polar water endorsement, you need to prove that you meet the requirements. In summary, you need to:

- attend and pass a polar water training course, **or**
- complete three months of approved sea service in polar waters

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

You need an STCW certificate as a master, chief mate or deck officer.

2.2 Training and sea service

Option 1: Polar water training

You must complete an approved basic polar waters training course to achieve all of the required competencies in basic training as set out in STCW Code Section A-V/4-1.

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

maritimenz.govt.nz/seafarers

Option 2: Sea service

Complete at least three months of approved sea service in the deck department (or other relevant approved sea service) served on a vessel operating in polar waters within the past five years. The sea service must have commenced prior to 01 July 2018, but no earlier than 01 July 2015. This option is only available for endorsements issued up to and including 01 July 2020.

3. Requirements- Advanced polar water endorsement

These requirements are for an **advanced** polar water endorsement.

For the advanced polar waters endorsement, you need to prove that you meet all of the requirements. In summary, you need to:

- hold a basic polar water endorsement
 - attend and pass an advanced polar water training course
 - have completed two months of approved sea service
 - hold an ancillary certificate for STCW basic training,
- Or
- complete at least three months of approved sea service in polar waters within the previous five years, or other relevant approved sea service.

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 polar water endorsement. In addition, you must hold an STCW certificate as a master or chief mate.

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

3. Requirements- Advanced polar water endorsement (continued)

3.2 Training and sea service

Option 1

Training:

You must attend and pass an approved advanced polar waters training course to demonstrate the required competencies in advanced training for ships operating in polar waters as set out in STCW Code section A-V/4-2.

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

maritimenz.govt.nz/seafarers

Sea service:

You must have two months of approved sea service or other relevant approved 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 polar waters endorsement will meet these requirements if it is:

- in the 10 years immediately before your endorsement is issued
- 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, at the management level, or while performing watch-keeping duties at the operational level within polar waters.

Option 2:

Complete at least three months of approved sea service in the deck department at management level (or other relevant approved sea service) served on a vessel operating in in polar waters within the past five years. The sea service must have commenced prior to 01 July 2018, but no earlier than 01 July 2015. This option is only available for endorsements issued up to and including 01 July 2020.

3. Requirements- Advanced polar water endorsement (continued)

Calculating sea service

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).

3. Requirements- Advanced polar water endorsement (continued)

Ancillary Certificates

You must obtain and provide copies of the following ancillary certificates.

Your training provider will be able to assist you with any training required and will provide you with a certificate for each of these courses to confirm that you have demonstrated proficiency in the required skills.

If you already have certificates that demonstrate proficiency in the following areas and at the required level, you may use them – as long as the requirements are all met and the certificates are still current (not expired) at the time MNZ issues your polar waters endorsement.

Document(s) you must provide

STCW basic training

STCW basic training certificate that complies with STCW Code section A-VI/1, paragraph 2. Includes personal survival techniques (Table A-VI/1-1), fire prevention and fire fighting (Table A-VI/1-2), elementary first aid (Table A-VI/1-3) and personal safety and social responsibility (Table A-VI/1-4). May be issued as one certificate or as four separate certificates.

Note: STCW requires you to keep your ancillary fire fighting and personal survival training current if more than five years old. This will be checked when you next renew the certificate being endorsed or if you are being issued a certificate of proficiency.

Although not an STCW requirement, we also encourage you to keep your first aid training up to date, as recommended by the organisation that issued your certificate, which usually requires first aid refresher training every two years.

Refer to the ancillary certificate guidelines on MNZ's website for more information:

maritimenz.govt.nz/seafarers

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 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 Training

- Polar water training course certificate

Advanced polar water endorsements only

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

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).