

# Completing a Certificate of Survey

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Guidelines for completing a Certificate of Survey



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# 1. Introduction

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This guideline is for Surveyors who are completing the Maritime New Zealand (MNZ) template for issuing a Certificate of Survey. It covers the information that must be included on the certificate as set out in Maritime Rules Part 44.

Maritime Rules Part 44 states that a surveyor may issue a Certificate of Survey provided they are satisfied that ship safety and survey requirements have been met and that required survey documents have been developed for the ship.

## **Disclaimer:**

This document provides information and an explanation about the requirements set out in the Maritime Rules Part 44, but is not a substitute for the rules themselves, which are the law.

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

Further information about surveying under MOSS is available at:

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

## 2. Completing the template

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The following information outlines the sections within the template for the Certificate of Survey and gives help and examples on how to complete each section:

### Ship details

#### Name of ship

Full name of the ship.

#### MNZ number

Ship/vessel number issued by Maritime New Zealand (MNZ).

#### Primary harbours or ports

The place or places from which the operation of the vessel is normally conducted. If not a named harbour or port indicate the location(s), for example, Tolaga Bay. The primary harbour or ports are listed in the operator plan.

#### Port of registry

Only applies to Part A registered ships. It does not apply to Part B registered ships.

#### Total engine power (kW)

Total propulsion power.

#### Number of drives

Each shaft, jet unit, stern drive, stern leg, outboard or Voith Schneider is considered as one drive unit.

If the vessel has two inboard engines driving one shaft, then the number of drives is one. If two inboard engines are connected to separate shafts, then the number of drives is two.

#### Examples

1 or 2 inboard diesel engines	1 or 2 stern legs
1 or 2 inboard petrol engines	1 or 2 outboard engines
1 or 2 jet units	1 Voith Schneider drive
1 or 2 stern drives	

#### LOA (m)

This is the length overall as per the advisory circulars to Maritime Rules Part 40A and 40D.

#### Length (m)

This is the length of the vessel, as measured in Rules 47 and 48.

#### Gross tonnage

Include the gross tonnage only if it applies, as required by Rule 48.

## 2. Completing the template (continued)

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### Scope of certification

#### Category

The category is the intended use of the vessel. Select from passenger, non-passenger, fishing, sailing or any combination of the above. If more than one category, list in the order of frequency of use.

#### Activities

List **all** the activities of the operation. Refer to the operator plan.

#### Maximum cargo capacity

If the vessel is “non-passenger” category, state the maximum cargo capacity by weight.

#### Operating limits

Select from the list of operating limits in Rule 20:

Examples	
enclosed water limits	coastal limits
inshore fishing limits	inshore limits
NZ inland waters	offshore limits
restricted coastal limits	restricted limits
unlimited	

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#### Maximum number of passengers

Passengers are defined as any person carried on a ship, other than:

1. the master and members of the crew, and any other person employed or engaged in any capacity on board the ship on the business of the ship
2. a person on board the ship either in pursuance of an obligation laid upon the master to carry shipwrecked, distressed, or other persons, or by reason of any circumstance that neither the master nor the owner nor the charterer (if any) could have prevented or forestalled
3. a child under the age of one year.

#### Minimum number of crew

Crew is defined as any person employed or engaged in any capacity on board a ship (except a master, a pilot, or a person temporarily employed on the ship while it is in port).

Refer to Maritime Rules Part 31 for guidance on determining this.

## 2. Completing the template (continued)

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### Maximum number of persons

This includes the total of the maximum number of passengers, the maximum number of crew and any other persons carried on board who do not fit the definition of passengers or crew (eg Fisheries officers and observers, MNZ maritime officers).

For passenger and non-passenger vessels where a heel or inclining test has been prescribed and a maximum number of persons determined, use this number.

For fishing vessels where there are no prescribed stability requirements, the maximum number of persons that can safely be carried may be assigned after taking into consideration:

- non-commercial use
- carriage of a fisheries officer who could board out at sea
- carriage of a fisheries observer who could be carried on board
- carriage of a maritime officer who could be carried on board
- additional persons carried during sea trials.

### Dates

#### Date of survey

The date on which the survey of the vessel was completed.

#### Date of issue

The date the Certificate of Survey is signed by the surveyor.

#### Expiry date

The life of the certificate is up to five years.

For a new vessel, where the certificate of survey is being issued for the first time, the expiry date of the certificate of survey shall be five years from the date on which the survey was completed.

For a vessel where the certificate of survey is being renewed, the expiry date of the new certificate of survey shall be up to five years from the expiry date of the old certificate – as long as the survey was completed within six months of the expiry date of the old certificate.

### Expiry date of other certificates

For this certificate of survey to remain valid, a number of survey-related certificates must be current. Record the expiry dates of these other certificates as required. If the certificate listed is not required, replace the space for a date with N/A.

## 2. Completing the template (continued)

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### Conditions, limitations and deficiencies

Maritime Rule 44.41(1) provides for the Surveyor to issue a Certificate of Survey for a period not exceeding five years in accordance with sub-rules (2), and (3) subject to such conditions, including limitations, as the surveyor considers appropriate. Such conditions could be restrictions on speed, certain weather conditions, or limitations on the quantity or location of cargo carried.

Maritime Rule 19.64(c) requires the operator to rectify any deficiency given by the Surveyor to the satisfaction of the Surveyor. Where deficiencies are related to a breach of the applicable rule, immediate safety or pollution concerns, a Surveyor must ensure a Certificate of Survey is not issued until the deficiency is rectified.

Where a deficiency can be rectified in due course, the deficiency must be entered into the ship deficiency tab in Navigator, together with the due date and method of closing out the deficiency. When the operator closes out the deficiency the Surveyor must enter the date it was closed out in Navigator.