

Marine Engineer Class 4 (MEC 4)

This guidance is for new applicants for a Marine Engineer Class 4 certificate of competency.

Marine Engineer Class 4

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

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Disclaimer

This guidance provides 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. This guidance refers to provisions in 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 guidance, 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

1. Overview

Marine Engineer Class 4 (MEC 4) certificate of competency

This guidance is for new applicants for the Marine Engineer Class 4 (MEC 4) certificate of competency. It does not cover recognition of an equivalent certificate obtained outside New Zealand or renewal of certificates.

This guidance covers sea service, training and other requirements for this certificate, how to apply and pay for your certificate, and where to find out more.

Once you have your MEC 4 certificate, it is valid for five years. To continue using your certificate you will need to renew it before the expiry date. For more details about the requirements for renewal (revalidation), refer to the Maritime New Zealand (Maritime NZ) website.

maritimenz.govt.nz/seafarers

The MEC 4 certificate is issued under Subpart B of Maritime Rules Part 32 – National Certificates. It corresponds with a certificate issued under Regulation II/5 (chapter 2 regulation 5) of the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F).

With this certificate, you can perform the functions and duties of chief engineer on:*

- passenger and non-passenger motor ships of less than 24 metres (m) and any propulsion power operating within coastal and offshore limits
- passenger and non-passenger motor ships under 3000 gross tonnage (GT) of any length and propulsion power operating within restricted limits
- fishing motor ships under 3000 kilowatts (kW) in any operating area.
- fishing motor ships of any propulsion power within any of the following areas:
 - inshore fishing limits
 - the internal waters of New Zealand
 - all rivers and other inland waters of New Zealand.

* This is specifically for initial issue certificates. When this certificate is renewed, these privileges might change depending on how the certificate is renewed.

For more details about the requirements for renewal (revalidation), refer to the Maritime New Zealand (Maritime NZ) website.

maritimenz.govt.nz/seafarers

The chief engineer is the senior engineer officer responsible for the ship's mechanical propulsion and for the operation and maintenance of its mechanical and electrical installations.

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

maritimenz.govt.nz/rules

2. Requirements

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.

A summary of the requirements for this certificate is provided below. You need to meet all of these requirements to get your MEC 4 certificate.

- prove that you meet the minimum sea service requirements
- complete and pass the approved qualification for MEC 4
- have current certificates for the required ancillary proficiencies
- pass Maritime NZ's final exam
- prove that you are a fit and proper person
- be medically fit and have good eyesight.

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

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

Note

Seafarers applying for the MEC 4 certificate need to be at least 18 years old. This is to comply with the International Convention on the Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F).

2.1 Prior certification and qualifications

No prior certification or qualifications are required for this certificate of competency.

However, the length of sea service required may be reduced if you hold a MEC 6 or complete a specific training record book. Refer to Section 2.3 – Training.

2.2 Sea service

Your sea service must be relevant and appropriate to the requirements set out in the maritime rules.

In practice, this means that you must complete one of the following options for sea service as an engineer in the engine department of ships with main propulsion machinery of 250kW or more while operating outside restricted limits.

Sea service requirements

Option	Sea service required
1	12 months of approved sea service while holding a MEC 5 certificate or equivalent
2	12 months of approved sea service, with acceptable shore-based training in mechanical or marine engineering
3	24 months of approved sea service while holding a valid MEC 6 certificate or equivalent

All of your sea service must be completed in the 10 years immediately before your certificate is issued.

Proving your sea service

You are responsible for ensuring that your sea service is documented and verified by your ship's master or company.

To prove your sea service, you must provide at least one of the following documents for each vessel you have served on:

- *certificate of sea service or record of employment* (available on Maritime NZ's website)
- completed seafarer's record book
- discharge certificate or discharge book (if using a New Zealand discharge book, make sure you get the watchkeeping section signed off)
- a letter from your employer.

Each of the documents you provide for each vessel must contain:

- your employer's name and contact details
- the name, gross tonnage details and type of vessel (for example, passenger, non-passenger, fishing)
- the type of cargo carried and area of operation
- the engine type (diesel, steam) and output power
- the dates you were employed and the sea time you completed
- your duties and the capacities you served in.

Any statutory declarations you have made are generally not acceptable as proof of your sea service. However, the Director will consider these in exceptional circumstances.

Calculating sea service for voyages of 24 hours or more

Relevant qualifying sea service is expected to be on voyages of 24 hours or more, calculated 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
- for multiple voyages, by adding together extra 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).

Calculating sea service for voyages of less than 24 hours

Sea service on voyages of less than 24 hours is calculated by counting the number of months made up of days, as follows:

- by counting each period of eight (or more) hours worked within each period of 24 hours as one day's service
- by counting periods of more than eight hours at a rate of more than one day (may be expressed in decimal points) at the Director's discretion, if the Director is satisfied that there are suitable policies and processes in place to manage fatigue
- by counting each additional 20 days (or more) in one month as one month's sea service.

In cases where sea service is accrued and recorded in hours (for example, day work):

- each additional 160 hours (or more) in one month counts as one month's sea service
- where insufficient hours are accrued in a period of 30 days, additional hours may be accrued until 160 hours have been reached. This can then be counted as one month's sea service.

You cannot claim for more days of sea service than you actually served. Extended time in port is generally not counted as sea service, and nor is time on leave.

For more information about calculating your sea service, refer to the Maritime NZ website:

maritimenz.govt.nz/seafarers

Sea service pre-assessment

If you are unsure whether you have met the sea service requirements, you can ask us to assess your sea service time before you make your full application.

To have your sea service pre-assessed, you need to:

- apply for pre-assessment using Maritime NZ's *pre-assessment form*
- send us the documents we need (see *Proving your sea service* above) in order to check your sea service.

Note

If you are pre-assessed and have the required sea service for the MEC 4 certificate, add your pre-assessment reference number to your *seafarer certificate application form*.

2.3 Training

Approved training

You must complete training that is acceptable to the Director of Maritime NZ to achieve all of the required competencies for this certificate as set out in Regulation II/5 of the STCW-F convention and Section A-III/2 of the STCW Code, that the Director has approved as appropriate for this certificate.

The approved training qualification for MEC 4 is the New Zealand Diploma in Marine Engineering (Level 6). This diploma is available through the New Zealand Maritime School (Auckland) and the International Maritime Institute of New Zealand (Nelson).

Documents you must provide with your application

Requirement	Document(s) you must provide
<i>Option 1 and Option 3</i> New Zealand Diploma in Marine Engineering (Level 6)	The diploma certificate showing your name and the date of issue. Alternatively, a copy of your academic transcript evidencing completion of the qualification.
<i>Option 2</i> New Zealand Diploma in Marine Engineering (Level 6) and shore-based engineering training	The diploma or certificate showing your name and the date of issue. Alternatively, a copy of your academic transcript evidencing completion of the qualification.

For more information about approved training providers and the competency framework for this certificate refer to the Maritime NZ website.

maritimenz.govt.nz/seafarers

Ancillary and other certificates

You must provide copies of the ancillary and other certificates required for your MEC 4 training as listed below. You need to provide evidence of the certificates and any refresher courses to confirm you have demonstrated proficiency in the required skills.

Ancillary certificate requirements	Document(s) you must provide
STCW or STCW-F basic training	<i>Either</i> STCW basic training that complies with STCW A-VI/1 paragraph 2 and covers basic personal survival techniques (A-VI/1-1), fire prevention and fire fighting (A-VI/1-2), elementary first aid (A-VI/1-3) and personal safety and social responsibility (A-VI/1-4). This may be issued as one certificate citing the four elements or as four separate certificates <i>Or</i> STCW-F basic training that complies with STCW-F Chapter III Regulation 1 (III/1). This covers basic personal survival techniques, fire prevention and fire fighting, emergency procedures, elementary first aid and personal safety and social responsibility
Proficiency in survival craft and rescue boats other than fast rescue boats (PISC)	STCW survival craft and rescue boats other than fast rescue boats certificate that complies with STCW Code section A-VI/2 paragraphs 1-4 (Table A-VI/2-1)
Advanced fire fighting	STCW advanced fire fighting certificate that complies with STCW Code section A-VI-3, paragraphs 1-4 (Table A-VI/3)

If you already have an ancillary certificate that demonstrates proficiency in the areas listed above and at the required level, you may use it.

Your certificates must also conform to the STCW regulations and have the appropriate STCW regulation number.

Acceptance of overseas STCW training

For STCW basic training, we will accept certificates issued by any training provider that is approved by any country on the STCW white list.

For the STCW advanced training, we will accept ancillary certificates issued by any training provider that is approved by a flag state which has a memorandum of understanding with Maritime NZ.

2.4 Final examination

After you have completed the approved training you must sit and pass the final examination. This examination must be conducted by a Maritime NZ approved examiner. The examination checks that you have met the standards of competency specified in Regulation II/5 of STCW-F and Section A-III/2 of the STCW Conventions that the Director has approved as appropriate for this certificate.

The final examination is currently an oral examination. It is usually organised by your training provider when you have completed all the requirements for the award of the New Zealand Diploma in Marine Engineering (Level 6) qualification.

2.5 Fit and proper person

We need to confirm that you are a fit and proper person. To help us do this, we need the following documents from you.

Requirement	Document(s) you must provide
Be a fit and proper person	<ul style="list-style-type: none">• 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• 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)

2.6 Medical examination and eyesight test

You need to prove that your medical fitness and eyesight meet the required standard.

Forms for the medical examination and eyesight tests are available on the Maritime NZ website.

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 MEC 4 certificate (after you have completed all of your exams and ancillary certificates).</p> <ul style="list-style-type: none">• This is a special medical certificate that you must get from a registered medical practitioner.• You may use an existing medical certificate if it will be valid (usually less than two years old) when your MEC 4 certificate is issued.
Have good eyesight	<p>The medical practitioner will check that your eyesight meets the required standards for visual acuity (including a letter eyesight test). Your visual acuity eyesight test results must be less than 12 months old at the time we issue your certificate</p> <p>If the medical practitioner has any concerns about the eyesight test results, they may refer you to a registered optometrist for further tests. The optometrist must provide eyesight test results on the official form. This is available on the Maritime NZ website. Take the completed eyesight test form back to the medical practitioner who will then decide if you have met the required standard.</p>

For more information about the medical and eyesight requirements for this certificate, refer to the guidance on Maritime NZ's website.

maritimenz.govt.nz/seafarers

2.7 Identity

We need to confirm your identity. Acceptable forms of identity are listed below. Refer to the *fit and proper person form* for the latest information.

You will need to provide two passport-sized photos or an electronic copy of a passport photo with your application.

All applicants must provide sighted and signed copies of both:

- a primary identification (ID) document **and**
- one other form of ID.

One of these forms of ID must be photographic.

A sighted and signed copy is a photocopy that has been sighted and signed by a trusted referee, in person, confirming that the person presenting the identity documents is the same person that the documents refer to. The trusted referee must sight the original identity document before signing the copy.

Trusted referees include a Justice of the Peace, a Notary public, a barrister or solicitor of the High Court of New Zealand, staff of an approved training provider, police, teachers, doctors, or Maritime NZ staff.

Primary ID	Other form of ID
Passport (NZ or overseas)	Driver's licence (NZ or overseas)
NZ full birth certificate issued on or after 1 January 1998	NZ full birth certificate issued prior to 1 January 1998
NZ firearms licence	Overseas birth certificate
NZ citizenship certificate	18+ card
NZ refugee travel document	Community services card
NZ emergency travel document	SuperGold card
NZ certificate of identity	NZ employee photo identification card
	NZ student photo identification card
	Inland Revenue number
	NZ issued utility bill (issued not more than six months earlier)
	NZ teachers registration certificate
	NZ electoral roll record
	International driving permit
	Steps to freedom form
	Seafarers ID book

3. 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 the checklist at 3.4 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.

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

3.2 Fees

There is a fee for your application. Refer to the Maritime NZ website for information about fees.

maritimenz.govt.nz

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:

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

Refer to the Maritime NZ 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 eyesight tests, medical examination, training and ancillary courses.

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? You need to check that you meet all of the requirements for this certificate. Apply for pre-assessment of your sea service time if unsure about meeting sea service requirements.
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: <ol style="list-style-type: none">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.
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: <ul style="list-style-type: none">• your certificate, if your application has been successful, or• a letter or email explaining why your application was unsuccessful.

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 sighted as required.

- Seafarer certificate application form*
- Two passport-sized photos *or* an electronic copy
- Fit and proper person form* - including sighted and signed copies of the ID documents specified
- Police clearance report for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers
- Evidence of your MEC 5 certificate, or shore-based training, or MEC 6 certificate (as applicable)
- Evidence of your sea service
- Your pre-assessment reference number if we pre-assessed your sea service time
- Evidence of your approved training NZ Diploma in Marine Engineering (Level 6)
- Copy of your ancillary certificates

4. 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).