

# Marine Engineer Class 3 (MEC 3)

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This guideline is for new applicants for a Marine  
Engineer Class 3 certificate of competency

**SeaCert**



# Marine Engineer Class 3 (MEC 3)

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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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# 1. Overview

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## Marine Engineer Class 3 (MEC 3) certificate of competency

This guideline is for new applicants for the Marine Engineer Class 3 (MEC 3) 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 MEC 3 certificate is valid for five years.

For more details about the requirements for recognition and renewal (revalidation) of certificates, refer to the Maritime New Zealand (MNZ) website:

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

The MEC 3 certificate corresponds with the officer in charge of an engineering watch certificate, issued under Regulation III/1 of the International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 2010 (STCW).

The engineering watch involves carrying out duties as an engineer in the main propulsion machinery spaces of commercial vessels. Duties include the safe and efficient operation and upkeep of machinery affecting the safety of the ship, and the inspection, operation and testing of machinery and equipment under the responsibility of the engineering watch.

With this certificate, you can perform the following functions and duties for the vessel propulsion type you specialise in, on ships powered by main propulsion machinery, in any operational area:

- officer in charge of an engineering watch at an operational level in a manned engine room
- designated duty engineer in a periodically unmanned engine room.

From MEC 3, you can progress to MEC 2 (second engineer) and MEC 1 (chief engineer).

### 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 impacting on 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, medically fit and have good eyesight
- be of good character and a fit and proper person
- choose to specialise in steam-powered or motor-powered propulsion systems, or both
- meet the combined training, workshop skills and sea service requirements
- have at least six months' experience in engine room watchkeeping under the supervision of engineering officers who hold MEC 1, MEC 2 or MEC 3 certificates of competency or equivalents
- complete an approved marine engineer's training record book
- prove that you meet the minimum sea service requirements
- attend and pass a MEC 3 training course
- obtain certificates for the required ancillary proficiencies
- pass MNZ's final exam.

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

### Note:

To progress to MEC 3 from MEC 4, you will need more seagoing service and training, as well as satisfying all of the requirements for MEC 3 (see *2.5 Training and experience*).

### 2.1 Prior certification and qualifications

While no previous qualifications are required, prior training or experience in marine or mechanical engineering (but *not* in other engineering fields such as chemical or electrical engineering) may reduce the amount of sea service and training you need to complete (refer to *2.5 Training and experience* for more information).

## 2. Requirements (continued)

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### 2.2 Select the propulsion system

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You may choose to specialise in either steam or motor power propulsion systems, or both. Your certificate will indicate the main propulsion type you are trained in and qualified to operate. Your sea service and training must be appropriate for that type of main propulsion power.

For a combined motor and steam certificate, you will need more training and sea service on vessels with each type of propulsion. At least eight months of engine room watchkeeping is required (four months on motor ships and four months on steam ships).

#### **Note:**

Motor propulsion refers to a ship with diesel main propelling machinery. Many vessels with motor propulsion have auxiliary steam boilers and steam systems to provide various services. If you have not sailed on ships with auxiliary steam boilers and steam systems, your MEC 3 certificate of competency in motor propulsion will be endorsed with the limitation 'Not valid for use on ships fitted with boilers and associated auxiliaries and steam systems'. You need to gain the necessary competencies in these areas before applying for a higher-level certificate of competency.

This limitation would not apply to vessels with thermal oil systems rather than auxiliary steam boilers and steam systems. Sea service gained on vessels with thermal oil systems instead of steam systems does not count towards the sea service you are required to have on vessels with auxiliary steam boilers and steam systems.

## 2. Requirements (continued)

### 2.3 Combined training requirements

You must attend and pass an approved MEC 3 training course to achieve all of the required competencies at the operational level, as specified in section A-III/1 of the STCW Convention. You can choose from three options for the combined training, workshop skills and sea service requirements, as shown in the table below.

You must complete a minimum amount of sea service, depending on the training option selected and whether you choose to specialise in steam or motor power propulsion, or both.

For all three options below, at least six months of your sea service must be as engine room watchkeeper, and you must complete an approved training record book.

| Option | Initial training  | MEC 3 training course                          | Workshop skills   | Sea service                                     |
|--------|---|--|---|---|
| 1      | Complete a three-year Diploma in Marine Engineering from the New Zealand Maritime School  | Included                                       | Six months (included in diploma)  | Approximately nine months (included in diploma) |
| 2      | <i>Either</i> complete a two-year National Certificate in Mechanical Engineering (Level 4) <i>or</i> complete an acceptable alternative | You must also complete a MEC 3 training course | Combined sea service and workshop skills training must total 12 months, including at least six months' sea service                              |   |
| 3      | No relevant prior training  | You must complete a MEC 3 training course      | Training must total at least 36 months, including at least 30 months' sea service and a minimum of six weeks' relevant workshop skills training |   |

#### Notes:

Options 1 and 2 both meet the requirement for approved workshop skills training and seagoing service of not less than 12 months. On-board training must be documented in an approved training record book, with a minimum of six months' seagoing service as an engineering watchkeeper.

For Option 2, if your qualification or certificate is one that MNZ recognises as equivalent to the National Certificate in Mechanical Engineering (NCME) Level 4, we will let you know:

- whether the certificate or qualification is acceptable
- whether it covers the required workshop skills training
- how much sea service you may be credited for and how much you must complete.

For Option 3, unless you have relevant workshop skills at the level required by STCW (a minimum of six weeks and possibly more), you must complete the relevant workshop skills training.

## 2. Requirements (continued)

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### 2.4 Sea service

The amount of seagoing service you need depends on:

- your prior sea service and training
- the option you choose for combining sea service, workshop skills and training
- whether you specialise in a single propulsion system, or both steam and motor power.

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

This means that:

- your sea service must be on commercial vessels, naval vessels or warships powered by engines of 750 kilowatts (kW) or more, operating outside restricted limits
- you must have at least six months' experience in engine room watchkeeping under the supervision of engineering officers who hold MEC 1, MEC 2 or MEC 3 certificates of competency or equivalents
- all of your sea service must have been completed in the 10 years immediately before you apply for a MEC 3 certificate.

### Proving your sea service

You are responsible for ensuring that your sea service is documented and verified by your ship's master or company. The *summary of sea service form* on MNZ's website can be used to help keep track of your sea service. (This form is not required for your certificate application.)

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

- certificate of sea service
- discharge certificate or discharge book (if using a New Zealand discharge book, make sure you get the watchkeeping section signed off).

If it is not included in any of the documents above, you must also provide a reference (on company letterhead), from the ship's master, chief engineer or your employer. The reference must state the start and end dates of your service, your duties while in service, and your experience, conduct, sobriety and ability.

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

- your employer's name and contact details
- the name, tonnage details and type of vessel (for example, passenger, non-passenger, fishing)
- the type of cargo carried and area of operation
- the engine type, make, model and output power
- the dates you were employed and the sea time you completed
- your duties
- the actual time spent on engine room watchkeeping.

Any statutory declarations you have made are *not* acceptable as proof of your sea service.



## 2. Requirements (continued)

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### Watchkeeping and sea service

Some of your activities as an engineer cannot be counted towards engine room watchkeeping, but may be counted as sea service – refer to the table below. (These activities must be properly documented to qualify, for example with testimonials.)

| Activity   | Qualifying sea service allowed  |
|--|---|
| Sea service as a marine engineer cadet, leading to satisfactory completion of approved MEC 3 training programme  | Sea service time counted in full  |
| Sea service on pleasure craft with main propulsion machinery of 750kW or more (if employed as ship's engineer)   | Sea service time counted in full  |
| Sea service as an engineer on superyachts  | Only time spent at sea may be counted, and sea service must meet all MEC 3 certificate requirements           |
| Sea service gained while doing relevant engineering repairs or maintenance and duties in dry dock or on layby  | Up to three months may be counted as sea service, but cannot be counted towards engine room watchkeeping time |
| Sea service as an engineer while doing relevant engineering duties on floating production, storage and offloading (FPSO) facilities  | Up to three months may be counted as sea service, but cannot be counted towards engine room watchkeeping time |
| Sea service as engineer on commercial ships or warships operating within restricted limits that: <ul style="list-style-type: none"><li>• are powered by main propulsion machinery of 750kW or more</li><li>• are maintained by the ship's engineer</li><li>• are not under a manufacturer's maintenance warranty</li><li>• have three or more different types of engineering systems acceptable to the Director of MNZ</li></ul> | Up to half of the time served may be counted, up to a maximum of two months                                   |

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If you are unsure whether you have met the requirements for sea service and engine room watchkeeping, you can ask us to assess your sea service time before you make your full application (refer to *Pre-assessment of sea service* below).

## 2. Requirements (continued)

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### Calculating sea service

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 a 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).

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

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

### Pre-assessment of sea service

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. We charge a fee to do this (see 3.2 *Fees and payment options*).

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

- apply for pre-assessment using MNZ's *pre-assessment form*
- pay a pre-assessment fee
- send us the documents we need (see *Proving your sea service*) in order to check your sea time.

#### Note:

If you are pre-assessed and have the required sea service for the MEC 3 certificate, add your pre-assessment reference number to your *seafarer certificate application form*.

## 2. Requirements (continued)

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### Training record book

While doing your sea service, you must complete an approved engineer's training record book for officer in charge of an engineering watch (and associated project work).

You must provide the original of your training record book to an MNZ-approved Maritime Examiner before you take your final exam.

| Requirement                     | Document(s) you must provide  |
|---------------------------------|---|
| Engineer's training record book | We recommend you use the International Shipping Federation's on-board training record book for engineer cadets. However, the training record books listed on its MNZ website for MEC 3 are also acceptable. |

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The training record book needs to:

- be one that the Director of MNZ has approved
- be the original, not a copy
- be completed while you carry out your sea service
- have all relevant records completed
- have all project work (tasks carried out, such as piping diagrams or engine-start procedures) completed and signed off as indicated in the book. (The project work should be signed and stamped by a supervising officer or company representative)
- be signed by your chief engineer or supervising certificated officer to confirm that you have learnt and demonstrated the competency.

Keep your training record book in a safe place. We also recommend that you make a copy of the completed sections and associated evidence, and store these in a safe place as well (but separately from your training record book).

## 2. Requirements (continued)

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### 2.5 Training and experience

#### Training

You must attend and pass a training course that is acceptable to the Director of MNZ, to achieve all of the required competencies at the operational level as specified in section A-III/1 of the STCW Convention.

When you have chosen the option for combined training, workshop skills and sea service that is appropriate for you, contact an approved training provider for information about the training course.

**Note:** If you have the Diploma in Marine Engineering, you will have already completed the required course training, but you must still sit and pass the final oral examination with an MNZ-approved Maritime Examiner.

For more information about approved training providers and the competency framework for MEC 3, refer to the MNZ website:

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

#### Workshop skills training

You are expected to have spent at least six weeks studying the relevant workshop skills for the competencies required by STCW, but this training may take much longer, depending on the specific training. Otherwise, you will be required to complete additional workshop skills training.

The competencies you are required to gain and demonstrate are set out in Table A-III/1 of the STCW Convention and should include competency in using hand tools, common measuring equipment, centre lathes, drilling machines, welding equipment and/or milling machines. (A copy of the competency framework for this certificate is available on MNZ's website.)

This training may be carried out ashore at an approved training institution or approved workshop. On-board training should be documented in the training record book by qualified assessors.

Some MEC 3 training providers may also provide the relevant workshop skills. Check with your training provider whether workshop skills training is provided as part of your MEC 3 course – if not, you will need to complete this training separately.

If you are unsure whether you have met the requirements for workshop skills training, you can ask us to make an assessment before you make your full application (refer to *Pre-assessment of training and/or workshop skills* below).

## 2. Requirements (continued)

| Training requirements  | Document(s) you must provide   |
|--|--|
| Diploma in Marine Engineering  | Your diploma, showing your name and the date<br><br>(Note: the New Zealand Maritime School's Diploma in Marine Engineering is the only course available that includes workshop skills, MEC 3 training and sea service)   |
| National Certificate in Mechanical Engineering (NCME) (Level 4)  | Your NCME certificate(s), showing your name and the date   |
| Other certificate or shore-based training (to be assessed for equivalence to NCME (Level 4), undertaken for at least 24 months and covering mechanical engineering | To assess whether the training meets the NCME standard, we need: <ul style="list-style-type: none"><li>• course name, training provider and course dates</li><li>• course outline, detailing the subjects taught</li><li>• your course record (academic transcript or marks sheet)</li><li>• your diploma, certificate or course completion letter, showing your name and the date of issue</li></ul> <p><b>Note:</b> Only mechanical and/or marine engineering qualifications are acceptable (<i>not</i> electrical, chemical or other engineering qualifications).</p> |
| Shore-based training (to be assessed for equivalence to the STCW requirement for workshop skills training)   | To assess whether the training meets the standard for the workshop skills requirement, you need to provide: <ul style="list-style-type: none"><li>• the name of the course, training provider and course dates</li><li>• the course outline, detailing the subjects taught</li><li>• your course record (academic transcript or marks sheet)</li><li>• your diploma, certificate or course completion letter, showing your name and the date of issue</li></ul>  |

These documents need to be in English or accompanied by a translation from an independent recognised translation service.

If you are unsure whether you have met the requirements for prior training or workshop skills, you can ask us to make an assessment before you make your full application (see below for details).

## 2. Requirements (continued)

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### Pre-assessment of engineering training (Option 2) or workshop skills (Option 3)

If you have completed a course or apprenticeship that included at least 24 months of mechanical engineering training (equivalent to NCME Level 4) and/or at least six weeks of training in workshop skills (equivalent to the STCW requirement for workshop skills), you can ask us to pre-assess this training.

To have your previous training assessed, you need to:

- apply for pre-assessment (complete section 3 of the *seafarer certificate pre-assessment form*)
- pay a pre-assessment fee
- provide the following information:
  - name of the course, training provider and course dates
  - the course outline showing details of the subjects taught
  - your course record (academic transcript or marks sheet)
  - your diploma, certificate or course completion letter.

(These documents must be in English or accompanied by an English translation from a recognised independent translator.)

MNZ will advise whether your certificate or course is considered equivalent to the NCME Level 4 mechanical engineering training required for Option 2 or the workshop skills training required for Option 3, respectively, and/or how much credit applies against sea service.

#### Mechanical engineering training for Option 2

If your training is considered to be equivalent to NCME Level 4, you will still need to complete the MEC 3 training programme and six months of sea service. However, if your engineering qualification is assessed as having less than six months of workshop skills training, you will also need to complete extra sea service to compensate.

If MNZ is unfamiliar with your training course, you may need to get an assessment from an appropriate qualifications authority (such as Competenz or the New Zealand Qualifications Authority) before we can determine whether your certificate is equivalent.

#### Workshop skills training for Option 3

If you are not assessed as having at least six weeks of training in the relevant workshop skills in the competencies required by STCW, you will be required to undertake additional training in this area. Alternatively, you may consider taking up Options 1 or 2 to complete the competency requirements.

More details about the MEC 3 competency requirements are available on MNZ's website.

#### Note:

If you are pre-assessed and have the required training and sea service for the MEC 3 certificate, add your pre-assessment reference number to your *seafarer certificate application form*.

## 2. Requirements (continued)

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### Final examination

You must pass a final exam to show you have met the standards of competency specified in section A-III/1 of the STCW Convention.

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 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](http://maritimenz.govt.nz/seafarers)

### Ancillary certificates

You must provide copies of the ancillary certificates you gained as part of your MEC 3 training. (Your MEC 3 training course provider should also offer this training and will provide you with a certificate to show you have demonstrated proficiency in the required skills.)

If you already have an ancillary certificate that demonstrates proficiency in the areas listed below and at the required level, you may use it – as long as the specific requirements are met.

| Ancillary certificate requirements   | Document(s) you must provide   |
|--|--|
| STCW basic training  | 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 |
| 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)   |
| Proficiency in medical first aid   | STCW medical first aid on board ship certificate that complies with STCW Code section A-VI/4, paragraphs 1-3 (Table A-VI/4-1)  |

## 2. Requirements (continued)

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Your ancillary certificates must:

- be current (not expired) when we issue your MEC 3 certificate  
Note: The following ancillary certifications must be less than five years old from the date of issue (or, if older, you must demonstrate that you have maintained the required standard of competency to undertake the tasks, duties and responsibilities specified in the relevant STCW tables):
  - STCW A-VI/1-1 basic personal survival techniques
  - STCW A-VI/1-2 fire prevention and fire fighting
  - STCW A-VI/2-1 proficiency in survival craft and rescue boats other than fast rescue boats (PISC)
  - STCW A-VI/3 advanced fire fighting (section 3.6 and Table A-VI/3).

For more details, including the information you need to provide to demonstrate currency if you already hold an ancillary certificate, refer to the ancillary certificate guidelines on MNZ's website.

Although not an STCW requirement, we encourage you to maintain the currency of your certificates for first aid and medical first aid on board ship, in accordance with the requirements of the issuing organisation.

Your certificates must also:

- conform to the STCW regulations and have the appropriate STCW regulation number
- be from a training provider approved under the New Zealand Education Act or by Maritime New Zealand, or from a training provider in a country where MNZ has determined that ancillary training is STCW-compliant. (Refer to the recognition guidelines on MNZ's website for information about recognition of ancillary certificates obtained outside New Zealand)
- be seen by us before we can issue your MEC 3 certificate.

### Security awareness training

MNZ strongly recommends that you also get an ancillary certificate for proficiency in security awareness training (STCW A-VI/6-1). This certificate is needed if you wish to work on any ship that the International Ship and Port Facility Security (ISPS) Code applies to.

If you do not provide this ancillary certificate, your MEC 3 certificate will have a condition stating that without a current certificate of proficiency in security awareness training (STCW A-VI/6-1), it is not valid for vessels to which ISPS applies.

We will accept a proficiency in security awareness training certificate that has been approved by the administration of any country with which New Zealand has an agreement for recognition of STCW certificates.

For more information about the ancillary certificate requirements for this application, refer to the guidelines on MNZ's website:

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



## 2. Requirements (continued)

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### Progression from MEC 4

As well as satisfying all of the requirements for MEC 3, you will need more sea service and training to progress from MEC 4 to MEC 3, including the following:

- evidence of appropriate sea service you have completed in the last 10 years on commercial ships of 750kW propulsion power or more operating beyond restricted limits, while holding your MEC 4 certificate
- at least six months of sea service as an engineering watchkeeper.

If you have not already completed the workshop skills or other training requirements prior to gaining your MEC 4 certificate, your training provider can tell you which training modules and any related examinations you still need to complete.

You must choose Option 1 or Option 2 for combined training, workshop skills and sea service (see *2.3 Combined training requirements*).

## 2. Requirements (continued)

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### 2.6 Fit and proper person

We need to confirm that you are of good character. To help us do this, there are several forms 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 must have been 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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### 2.7 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 MEC 3 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 complies with STCW regulation I/9. You must get this from an approved medical practitioner, or from a medical practitioner approved for issuing seafarer medicals in another country that is party to STCW.</li><li>• You may use an existing medical certificate if it will be valid (usually less than two years old) when your MEC 3 certificate is issued.</li></ul>  |
| Have good eyesight | <p>Eye test results showing you have met the required standards for:</p> <ul style="list-style-type: none"><li>• visual acuity (including a letter eyesight test). Your eyesight test results must be less than 12 months old at the time we issue your certificate</li><li>• colour vision – this may initially be assessed as part of the seafarer’s certificate of medical fitness, using the Ishihara colour vision test. If you fail the Ishihara test, you will need to take an alternative colour vision test with a registered optometrist (for more details, refer to the Advisory Circular for Part 34 on MNZ’s website). Your colour vision test results (of either test) must be less than six years old at the time your MEC 3 certificate is issued.</li></ul> |

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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](http://maritimenz.govt.nz/seafarers)

## 2. Requirements (continued)

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### 2.8 Age and identity

We need to confirm your age and identity. To help us do this, there are several forms 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>• <i>Either</i> 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

- *Seafarer certificate application form*
- 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 only exception is supporting documents for the *fit and proper person form* (your passport or driver's licence and birth certificate) – these need to be certified copies.

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. When and how to apply (continued)

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#### 3.2 Fees and payment options

The fee for this certificate is NZ\$1,105, which includes goods and services tax (GST).

If applicable, the sea service pre-assessment fee is NZ\$398, including GST. If your sea service is pre-assessed, your MEC 3 application fee will be NZ\$710, including GST.

There is an additional fee of NZ\$111, including GST, to pre-assess any previous qualifications and/or workshop skills for your MEC 3 certificate.

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 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. 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 of the requirements?

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

Decide whether to specialise in one or both types of propulsion system and choose the training and sea service option that best applies to you. Apply for pre-assessment of your sea service and/or training or workshop skills if you are unsure about meeting the requirements.

Move to step 2 when 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 need copies, not the originals.

Move to step 3 once you have copies of all of the documents we have asked.

#### 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 when you know what you need to pay and have either included a cheque with your application or chosen another payment option.

#### 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 application 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.)

Move to step 6 when you've 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 for other countries (if applicable)
- Copy of your certificate of medical fitness for seafarers
- Copy of eyesight test(s) results (if required)
- Your pre-assessment reference number if we pre-assessed your sea service and/or your training or workshop skills

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

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#### Your prior training

For Option 1:

Diploma in Marine Engineering

For Option 2:

National Certificate in Mechanical Engineering (NCME), Level 4 or equivalent

Details of your shore-side training (if required) in English

Transcript of your academic records (if required) in English

#### Your MEC 3 training

Your MEC 3 training course record and certificate(s) or your Diploma in Marine Engineering and course record

#### Your sea service

Include *at least one* of the following for each vessel/period of sea service:

*Certificate of sea service*

Discharge book (or discharge certificates)

Include *all* of the following:

*Summary of sea service form*

Master's and/or employer's reference (testimonial) (unless included in evidence of sea service above)

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

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#### Your ancillary certificates

- STCW A-VI/1 basic training
- STCW A-VI/2-1 proficiency in survival craft and rescue boats (other than fast rescue
- boats) STCW A-VI/3 advanced fire fighting
- STCW A-VI/4-1 medical first aid
- STCW A-VI/6-1 security awareness training (if completed)

#### Remember

- Either include a cheque (in NZ\$) *or* indicate which other payment option you'd like to
- use Send your application to us by courier or email
- Send your application to us as early as you can
- Check that your MNZ-approved Maritime Examiner has sent your final exam results to us

### 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).

Email your application to:

[info@ssmaritimeservices.com](mailto:info@ssmaritimeservices.com)

## 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](http://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. However, you may apply for pre-assessment of your sea service and/or training or workshop skills (refer to *2.5 Training and experience*).

## 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.*

Other forms you may need to use:

- *Seafarer certificate pre-assessment form*
- *Summary of sea service form*
- *Certificate of sea service.*

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

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

**Note:**

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