



GUIDE TO MARITIME CERTIFICATES & DOCUMENTS

New Zealand

MARITIME NEW ZEALAND

“Safe, secure and clean seas”

Maritime New Zealand (MNZ) is a Crown entity and reports to the Minister of Transport.

Established in 1993 as the Maritime Safety Authority, the organisation was renamed Maritime New Zealand in July 2005 to better reflect a wider role of environmental protection and maritime security, in addition to its focus on safety.

About 150 MNZ staff work throughout New Zealand, with most based at its office in Wellington. The Marine Pollution Response Service in Auckland has a team of 8 core staff, and 25 staff are based at the Rescue Coordination Centre New Zealand in Lower Hutt.

MNZ's roles and responsibilities cover a wide range of maritime activity, including:

- accident investigations
- aids to navigation
- commercial vessel safety
- international vessels
- marine pollution response
- maritime radio
- maritime security
- recreational boating safety
- search and rescue.

For more information, visit the MNZ website at: www.maritimenz.govt.nz

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Contents

Maritime certificates and documents	2
Your vessel type – required safety system	3
Maritime documents for vessels operating under SOPs	4
Maritime documents for barges	5
Core maritime documents for all vessels in SSM	6
Additional documents for vessels in SSM	10

Disclaimer. This booklet is a guide only and should not be taken as definitive. Owners and vessel managers should either read the relevant maritime rules or seek independent legal advice if they are uncertain about the certificates and documents required for their operation.

Maritime certificates and documents

for New Zealand-owned commercial:

- vessels operating under a safe operational plan (SOP) or
- vessels in safe ship management (SSM)
- barges.

This booklet describes the documents you will need to legally operate your New Zealand-owned vessel. These do not apply to pleasure craft or vessels in International Safety Management.

Maritime New Zealand (MNZ) needs to know that your vessel is safe and will not pollute the marine environment. Obtaining documents proves to MNZ that you have done what is needed to make your vessel safe and non-polluting.

Rules

Requirements to have certificates and documents come from the maritime rules and marine protection rules. These are available on the MNZ website (www.maritimenz.govt.nz) or are available for inspection at MNZ offices. They can also be purchased from:

Rules Coordinator, MNZ
 Post: **PO Box 27-006, Wellington 6141**
 Fax: **04 494 1263**
rules.coordinator@maritimenz.govt.nz

If you require further information, contact your SSM company or MNZ at one of our regional offices or free phone **0508 22 55 22**.

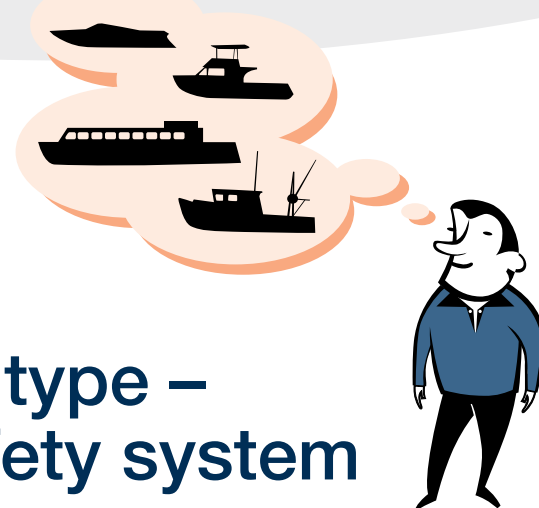
Granting exemptions to the requirements of maritime rules

Every commercial vessel is required to comply with all applicable rules or hold a valid exemption from that rule.

The Director of MNZ can issue an exemption to maritime rules and maritime pollution rules (in accordance with Sections 47 and 395 of the Maritime Transport Act 1994 and provided the criteria in that section is met).

For further information:

- call your SSM company or authorised person (as applicable)
- visit: **www.maritimenz.govt.nz**



Your vessel type – required safety system

VESSEL TYPE	SAFETY SYSTEM
Jet boats Rafts	Safe operational plan (SOP) <i>See page 4</i>
Commercial dive boats of 6 metres or less in length that do not proceed beyond inshore waters to more than 5 nautical miles from a safe haven or the coast.	Safe operational plan (SOP) <i>See page 4</i>
Barges over 24 metres in length.	Barge Safety Certificate <i>See page 5</i>
Commercial fishing vessel of 6 metres or less in length that does not proceed beyond inshore limits to more than 2 nautical miles from the coast or 15 nautical miles from a safe haven.	Safe ship management (SSM) <i>See page 6</i>
Commercial fishing ships (that are required to be registered under Section 103 of the Fisheries Act).	
All powered commercial ships that operate inside restricted limits (passenger and non-passenger).	
Any commercial ship under 45 metres in length that operates beyond restricted limits.	
Barges that carry persons on board during a voyage.	
Some foreign-registered vessels are required to be in safe ship management. Contact MNZ for details.	

Refer to Maritime Rule Part 20 for definitions of the different operating limits.

Maritime documents for vessels operating under SOPs

Certificate of compliance

All vessels requiring a safety operational plan (SOP) must have a valid certificate of compliance before they can operate.

Certificates are issued prior to operations beginning and are kept valid by an annual audit of the operation and inspection of the vessel.

Audits and inspections are conducted either by MNZ personnel or an authorised person recognised by the Director of MNZ.

Additional documents

Other additional documents to support the SOP system:

- fire equipment service records
- copies of skipper and crew qualifications
- EPIRB registration form
- radio certificate and operator licence (if applicable)
- any relevant exemption certificate.



Any other safety equipment, whether required by maritime rules or not, must be serviced to the manufacturer's standards, and records must be maintained on board.

Maritime documents for barges

Barge Safety Certificate

What does it apply to? All barges over 24 metres in load line length.

Why do I need it? To verify that the barge is safe to operate, and fit for its intended use and operating limits.

Where do I keep it? On the barge or towing vessel in its SSM system.

Who issues it? MNZ or a surveyor with the delegated authority.

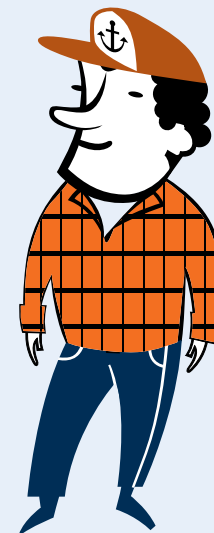
Maritime Rule: Part 46.24.

Ship Radio Licence

Required if a radio is carried – see page 13 for more information.

Certificate of approval to carry livestock

Required if livestock are carried – see page 17 for more information.



Core maritime documents for all vessels in SSM

VESSEL DESCRIPTION	DOCUMENTS REQUIRED	DESCRIPTION OF ADDITIONAL DOCUMENTS
All vessels in SSM	Audit and inspection reports	These reports should be kept in an accessible place for viewing by Maritime Safety Inspectors (MSIs) or SSM ship surveyors.
All vessels in SSM	Fit-for-purpose declaration	<p>Fit-for-purpose declaration</p> <p>What is it? A declaration made by a surveyor that states:</p> <ul style="list-style-type: none"> the operating limits of the vessel the maximum number of passengers that may be carried minimum freeboards any limitations on the use of the ship, and that the ship is verified as fit for its purpose and meets all applicable maritime rules and marine protection rules. <p>Why do you need it?</p> <ul style="list-style-type: none"> It provides MNZ with information that the ship meets all applicable maritime and marine protection rules. This declaration must be made before the Safe Ship Management Certificate can be issued. <p>What do I have to do before I get this document? You must have:</p> <ul style="list-style-type: none"> design approval for the ship an initial survey a maintenance plan approved by your SSM company a list of required safety equipment approved by your SSM company plus any additional certificates related to the type of ship, the equipment on board and how it is to be operated. <p>Where do I put it? Where you can easily find it when asked by an MNZ MSI. MNZ recommends keeping it in the SSM manual.</p> <p>Who issues it? An SSM ship surveyor.</p> <p>Maritime Rule: Part 21.13(2)(a).</p>



Core maritime documents for all vessels in SSM

VESSEL DESCRIPTION	DOCUMENTS REQUIRED	DESCRIPTION OF ADDITIONAL DOCUMENTS
All vessels in SSM	New Zealand Safe Ship Management Certificate	<p>New Zealand Safe Ship Management Certificate</p> <p>What is it? The final maritime certificate that all vessels in SSM must hold.</p> <p>Why do you need it? To say the vessel is in SSM and can be legally operated. To clearly state the limits of operation of the vessel.</p> <p>What do I have to do before I get this document?</p> <ul style="list-style-type: none"> • Join an SSM company. • Obtain a fit-for-purpose declaration. <p>Where do I put it? It must be displayed in a prominent position on the vessel at all times.</p> <p>Who issues it? MNZ.</p> <p>Maritime Rule: Part 21.13(1)(b).</p> <p>What makes an SSM Certificate invalid?</p> <p>When any one of the following occurs, it is illegal to continue to operate the ship without obtaining a new SSM Certificate:</p> <ul style="list-style-type: none"> • the certificate has expired (the date on the certificate has passed or the compliance date on the bottom of the certificate has passed before the compliance check was conducted) • major alteration to the ship or its operation • failure to comply with any audit or survey requirements • change of owner.
All vessels in SSM	<p>All SSM vessels must also have:</p> <ul style="list-style-type: none"> • copies of the skipper and crew's qualifications • compass deviation card • life raft service record • fire extinguisher service records • EPIRB registration form • radio certificate and operator licence • any relevant exemption certificates. 	



Additional documents for vessels in SSM

VESSEL DESCRIPTION	DOCUMENTS REQUIRED	DESCRIPTION OF ADDITIONAL DOCUMENTS	
Over 24 metres in registered length	Registration with MNZ (unless vessel operates solely within inland waters or is a barge that does not proceed on voyages beyond coastal waters)	Ship registration for vessels over 24 metres in length For information on how to register a ship see www.maritimenz.govt.nz or contact the Registrar of Ships on 0508 22 55 22 .	
24 metres or over in load line length or tonnage length	<ul style="list-style-type: none"> • Appropriate Load Line Certificate (exceptions for fishing ships, ships of 150 gross tons or more where the keel was laid before 5 May 1970) • International Tonnage Certificate 	Load Line Certificates There are four types of load line certificate, including exemption certificates: International Load Line Certificate; International Load Line Exemption Certificate; New Zealand New Load Line Certificate; and New Zealand New Load Line Exemption Certificate. How is the load line determined? The ship is measured by a naval architect. Who issues the certificate? MNZ. Why do I need it? To ensure the ship is not overloaded and becomes unstable. Where do I keep it? On the ship. Maritime Rule: Part 47.	International Tonnage Certificate What is it? A certificate stating the vessel's gross and net tonnage and vessel dimensions. Why do I need it? It is used to set some fees and to identify the ship. Where do I keep it? In the SSM manual. Who issues it? MNZ. Maritime Rule: Part 48.
Under 24 metres in load line length and: <ul style="list-style-type: none"> • carries cargo • is a decked ship that carries anyone • is a barge that carries persons 	<ul style="list-style-type: none"> • New Zealand Load Line Certificate (exception for fishing ships, unless they carry cargo other than fish; greenshell mussels are classed as cargo) 	See the descriptions for Load Line Certificates above.	

Additional documents for vessels in SSM

VESSEL DESCRIPTION	DOCUMENTS REQUIRED	DESCRIPTION OF ADDITIONAL DOCUMENTS
Has a radio (any type)	<ul style="list-style-type: none"> • Ship Radio Licence (the user must also have a radio operator licence) 	<p>Ship Radio Licence</p> <p>Who needs it? Every vessel with a radio (includes hand-held VHF radios). Every user of a radio.</p> <p>Where do I get it? Radio Spectrum Management. (See their website for details www.rsm.govt.nz/cms or freephone 0508 776 463.)</p> <p>Why do I need it? To prove that your radio has been installed correctly and that the user has the knowledge to use a radio correctly.</p> <p>Where do I keep it? In the vicinity of the radio on board the ship.</p> <p>Maritime Rule: Part 40A.57 and Appendix 5 to 40A. and Part 43.</p> <p>Note: GMDSS radios have further requirements which can be sourced from Radio Spectrum Management.</p>
Trawler or dredger (fishing), or tows heavy gear	<ul style="list-style-type: none"> • Minimum Freeboard Certificate (with freeboard line marked on hull) 	<p>Minimum Freeboard Certificate</p> <p>What is it? A notice clearly stating the minimum freeboard for the vessel.</p> <p>Why do I need it? To ensure the vessel is not overloaded during fishing operations.</p> <p>Where do I keep it? It must be displayed in the wheelhouse.</p> <p>Who issues it? An SSM surveyor.</p> <p>Maritime Rule: Part 40.D.35 (3)(c).</p>
Vessels of 400 gross tonnage or more	<ul style="list-style-type: none"> • Certificate of Insurance • International Oil Pollution Prevention Certificate • Oil Record Book 	<p>Certificate of Insurance</p> <p>What is it? A certificate stating that the vessel has insurance against accidental oil spills.</p> <p>Why do I need it? It recognises the vessel has insurance to ensure persons who suffer damage as a result of an oil spill receive prompt compensation.</p> <p>Where do I keep it? It must be available during inspections.</p> <p>Who issues it? MNZ.</p> <p>Marine Protection Rule: Part 102.11 (1).</p> <p>International Oil Pollution Prevention Certificate</p> <p>What is it? A certificate stating that the vessel is fitted with appropriate oil discharge and filtering systems.</p> <p>Why do I need it? To ensure oil discharge equipment complies with requirements.</p> <p>Where do I keep it? It must be kept on board and available during inspections.</p> <p>Who issues it? MNZ.</p> <p>Marine Protection Rule: Part 123A.4.</p>

Additional documents for vessels in SSM

VESSEL DESCRIPTION	DOCUMENTS REQUIRED	DESCRIPTION OF ADDITIONAL DOCUMENTS
<p>Oil tanker of 150 gross tonnage or more</p>	<ul style="list-style-type: none"> • Certificate of Insurance (for oil spill) • International Oil Pollution Prevention Certificate • Oil Record Book 	<p>See the descriptions for Certificate of Insurance and International Oil Pollution Prevention Certificate on previous page.</p>
<p>Passenger vessels carrying more than 100 passengers in enclosed waters</p> <p>Passenger vessels carrying more than 50 passengers in inshore waters</p> <p>Passenger vessels operating in coastal or offshore limits</p> <p>Any vessel 45 metres or more in length operating in coastal or offshore limits</p> <p>All New Zealand vessels operating in the unlimited area</p> <p>Harbour tugs and pilot vessels</p> <p>Offshore support vessels</p> <p>High-speed vessels</p> <p>All vessels (non-passenger) departing for overseas</p>	<ul style="list-style-type: none"> • Minimum Safe Crewing Document 	<p>Minimum Safe Crewing Document</p> <p>What is it? A statement of the minimum number of crew required to operate the vessel and their minimum qualifications.</p> <p>Why do I need it? To ensure the safe operation of the ship.</p> <p>Where do I keep it? In the SSM manual.</p> <p>Who issues it? MNZ.</p> <p>Maritime Rule: Parts 31A.8 and 31B.7.</p>
<p>Voyage to the Antarctic Treaty area (see rule for specifics)</p>	<ul style="list-style-type: none"> • International Sewage Pollution Prevention Document of Compliance (Marine Protection Rules Parts 120 and 160) 	<p>International Sewage Pollution Prevention Document of Compliance</p> <p>What is it? A requirement prior to voyaging within the Antarctic Treaty area.</p> <p>Why do I need it? It is required under New Zealand's obligations to the International Maritime Organization.</p> <p>Where do I keep it? On the vessel, where it is available for inspection.</p> <p>Who issues it? MNZ.</p> <p>Marine Protection Rule: Part 160.7 (1).</p>

Additional documents for vessels in SSM

VESSEL DESCRIPTION	DOCUMENTS REQUIRED	DESCRIPTION OF ADDITIONAL DOCUMENTS
<p>New passenger ships</p> <p>All fishing ships over 24 metres in length</p> <p>New fishing ships of 12 metres or more</p> <p>New and existing fishing ships 12 metres or more that tow, plus purse seine</p> <p>Notes</p> <p>1. If an existing ship is modified or changes its use, a stability calculation is required.</p> <p>2. For any existing ship, it is recommended that you ask MNZ if a stability calculation is required.</p>	<p>Vessel inclining test or stability book</p>	<p>Vessel Stability Book</p> <p>What is it? A calculation by a naval architect to determine if the vessel meets minimum stability requirements. For some ships, only an incline test may be required.</p> <p>Why do I need it? To ensure the ship has adequate margins of stability under various load conditions.</p> <p>Where do I keep it? On the ship where it can be readily used by the skipper.</p> <p>Who issues it? An SSM company.</p> <p>Maritime Rule: Parts 40A.13 Appendix 1, 40C.13 Appendix 1, 40D.33.</p>
<p>Has a lifting appliance (except fishing vessels that use the lifting gear solely in fishing operations) (applies to aquaculture vessels)</p>	<p>A certificate of test in accordance with Maritime Rules Part 49 for each lifting appliance</p>	<p>Certificate of test for lifting appliances</p> <p>What is it? A certificate stating that the lifting appliance has passed an inspection.</p> <p>Why do I need it? To ensure safe operation of the lifting gear.</p> <p>Where do I keep it? In the SSM manual.</p> <p>Who issues it? A competent person.</p> <p>Maritime Rule: Part 49.11 (1).</p>
<p>Carries livestock</p>	<p>Certificate of approval to carry livestock</p>	<p>Certificate of approval to carry livestock within New Zealand</p> <p>What is it? Permission to carry livestock.</p> <p>Why do I need it? To ensure the safety of the vessel and crew.</p> <p>Where do I keep it? It must be available for inspection.</p> <p>Who issues it? An SSM surveyor who has been approved to certify livestock vessels.</p> <p>Maritime Rule: Part 24C.17 (3)(a).</p>

Additional documents for vessels in SSM

VESSEL DESCRIPTION	DOCUMENTS REQUIRED	DESCRIPTION OF ADDITIONAL DOCUMENTS
Carries grain	A document of authorisation	<p>A document of authorisation</p> <p><i>What is it?</i> Permission to carry grain.</p> <p><i>Why do I need it?</i> To ensure the vessel meets the International Code for the Safe Carriage of Grain in Bulk.</p> <p><i>Where do I keep it?</i> It must be available for inspection.</p> <p><i>Who issues it?</i> MNZ or an authorised person.</p> <p><i>Maritime Rule:</i> Part 24C.6 (3).</p>
Carries noxious liquid substances in bulk	International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk	<p>International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk</p> <p><i>What is it?</i> Permission to carry noxious liquids in bulk.</p> <p><i>Why do I need it?</i> It is required under New Zealand's obligations to the International Maritime Organization.</p> <p><i>Where do I keep it?</i> On the vessel, where it is available for inspection.</p> <p><i>Who issues it?</i> MNZ.</p> <p><i>Marine Protection Rule:</i> Part 142A.5 (1).</p>

