

EDITION 008



**PIB 46**

**Radio Operator Certificate  
and  
Callsign Rules**

## **Disclaimer, Revisions and Suggestions**

**Disclaimer** No liability is or will be accepted by Ministry, or its officers, servants or agents for any loss suffered, whether arising directly or indirectly, due to sole reliance on the accuracy or contents of this document.

**Revisions** This document will be amended from time to time to reflect evolving policies. Changes to this document will be notified through the Ministry of Economic Development 'Business Update' publication. Changes will also be notified in the Latest News section on the RSM welcome page at <http://www.rsm.govt.nz>. Those wishing to Subscribe to Business Update may do so by Business Update button on the welcome page at <http://www.rsm.govt.nz>

**Suggestions** Radio Spectrum Management welcomes suggestions for improvements and additions to this document. These should be emailed to [RSMLicensing@med.govt.nz](mailto:RSMLicensing@med.govt.nz). Correspondence received will be acknowledged, investigated and appropriate action taken.

## 1. **INTRODUCTION**

- a) Under national law and international agreements, most operators of radio transmitters in the aeronautical, amateur and maritime services are required to hold a relevant radio operator certificate of competency, and to use a callsign for identification purposes. These requirements are prescribed by way of licence conditions, particularly in the context of [General User Licences \(GUL's\)](#) relating to these services.
- b) Under the provisions of the Radiocommunications Regulations 2001, the Ministry of Economic Development (MED) has authority to appoint persons, known as Approved Radio Examiner's (ARX's), to conduct examinations and issue certificates and callsigns. Persons are granted ARX status in one or more categories (aeronautical, amateur or maritime).
- c) While this manual is primarily for the guidance of ARX's, it also contains information applicable to radio operator certificate and callsign holders.
- d) Persons seeking a certificate or callsign who do not have a client record in [SMART](#) may obtain one on Free Phone **0508 RSM INFO (776 463)**.
- e) This manual may be amended at any time. While RSM will notify revisions through Business Update (<http://news.business.govt.nz/>), it is the responsibility of ARX's to ensure they use the current version of the manual as published on the RSM website.
- f) Any questions or representations on matters to which this manual relates should be addressed to [info@rsm.govt.nz](mailto:info@rsm.govt.nz) or **0508 RSM INFO (776 463)**.

## **2. APPROVED RADIO EXAMINERS - GENERAL**

- a) The qualification and audit requirements for persons seeking to become Approved Radio Examiners (ARX's) are specified in PIB 45.
- b) ARX's have privileged access to client records in SMART for the purposes of managing "Certificate of Competency" and callsign records. ARX's must respect client confidentiality and not use privileged information for any other purposes.
- c) Certificates of competency are required for various uses as determined via the Radio Regulations.
- d) It is important to note that the "certificates and callsigns" module in [SMART](#) will not inherently restrict ARX's from creating records that are otherwise than in accordance with this manual. ARX's must at all times comply with this manual, regardless of any flexibility to the contrary that may be possible through SMART.
- e) Except as expressly provided for in these rules, ARX's:
  - only have authority to grant "Certificate of Competency" and allocate callsigns in the service (aeronautical, amateur or maritime) for which they have been given written approval by the MED Chief Executive.
  - do not have authority to revoke or amend any "Certificate of Competency" or callsign records.
- f) It is the responsibility of ARX's to reasonably satisfy themselves as to:
  - the identity of persons applying for a "Certificate of Competency". A passport, birth certificate or other legal document providing full name and date of birth must be sighted, and the reference recorded in the SMART record.
  - the qualifications of persons seeking a callsign or "Certificate of Competency" based on foreign certificates or documentation.
- g) If an application for a "Certificate of Competency" is made to an ARX on the basis of foreign qualifications or "Certificate of Competency":
  - that are specified in Appendix 2, a copy of the documentation must be scanned by the ARX and sent to RSM for uploading against the relevant SMART Client Record
  - other than those specified in Appendix 2, the acceptability of this documentation must be approved by the RSM Licensing Manager prior to the issue of the "Certificate of Competency" by the ARX.
- h) A CD-ROM of historical New Zealand radio operator "Certificate of Competency" records is available from RSM on the request of an ARX.
- i) An ARX may only amend or release a callsign record with the agreement of the client, or legal representative of the client, to whom the record relates. It is the responsibility of an ARX to reasonably determine this authority (and supply to RSM any papers of proof for uploading to SMART<sup>1</sup>).

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<sup>1</sup> Other than photographs, copies of documents relating to issue of certificates and callsigns which require electronic scanning and recording, should be forwarded to RSM for uploading against the Client Record.

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- j) While some callsigns have been permanently reserved by RSM, ARX's should also avoid allocating any callsigns that are likely to create confusion, or cause offence.
- k) Radio operator certificates of competency may only be issued to natural persons. Also refer to [PIB 47](#) for further details concerning legal entities.
- l) An ARX may charge fees for conducting examinations, issuing radio operator certificates of competency , allocating callsigns, and maintaining such records in SMART.

## **PART A - AERONAUTICAL**

### **1. Registered Aircraft**

Aircraft registered in New Zealand under Part A of the Civil Aviation Act 1990 are allocated registration marks in the sub-series ZK AAA to ZK ZZZ. The registration letters form the aircraft callsign (except where alternatives such as flight identification are authorized). Registration marks can be found in the online register maintained by the Civil Aviation Authority (CAA). <http://www.caa.govt.nz>

### **2. Unregistered Aircraft**

Aircraft that are not required to be registered under the Civil Aviation Act 1990 may be allocated a callsign in the sub-series ZM AAA to ZM CZZ and ZM EAA to ZM WZZ. Until further notice, allocation of unregistered aircraft callsigns are only to be made by an Aeronautical ARX or the RSM Licensing Manager.

### **3. Aeronautical Operator Certificates**

All aeronautical radio operator certificates are issued by the CAA.

## **PART B - AMATEUR**

### **1. Residency**

- a) Only natural persons who are New Zealand citizens or permanent residents of New Zealand may be granted a New Zealand General Amateur Operator's Certificate (GAOC). Any application not fulfilling this criterion must be referred to the RSM Licensing Manager.
- b) A New Zealand residential address is not a pre-requisite for the issue of a GAOC and callsign.

### **2. Permanent Callsigns**

- a) Permanent callsigns are to be allocated from the applicable series set out in Appendix 1 in accordance with the terms set out in Appendix 1, and this Part. All GAOC holders and club stations are entitled to one primary and one secondary callsign. While secondary callsigns may have particular application to "holiday homes" or "contests", there is no restriction on their use in this context.
- b) Callsigns consist of the prefix "ZL", a numeric character (between 0 and 9), and from one to four alpha characters. Except for specific provisions in regard to certain islands and territories of New Zealand as provided for in Appendix 1, the numeric characters 1 to 4 are to be allocated in accordance with longstanding conventions. If there is doubt concerning the allocation of a callsign, contact the RSM Licensing Manager for clarification.
- c) In regard to the Chatham Islands (ZL7), ARX's must reasonably satisfy themselves that callsign applicants are residents of the islands for more than 90 days per annum.
- d) GAOC holders and club stations may use "ZM" rather than "ZL" as a prefix during contests and other commemorative events.

### **3. Temporary Callsigns**

- a) Up to two temporary use callsigns may be allocated to a GAOC holder or club station. Such callsigns may be allocated for up to 12 months from the date of allocation.
- b) Temporary callsigns may also be issued with a 5th or 6th character (e.g.ZL1ABCDEF).
- c) In regard to Antarctica (ZL5), Chatham Islands (ZL7), Kermadec Islands (ZL8) and Sub-Antarctic Islands (ZL9), ARX's must reasonably satisfy themselves that callsign applicants have a bona fide intention to visit the area concerned and, where such is required, the necessary authority or permission to land and establish an amateur radio station.
- d) Only one single-letter callsign (eg ZL1W) at a time may be held by a GAOC holder or a club.

- e) A “stand-down” period of six months applies in regard to the reallocation of temporary callsigns to the same GAOC holder or club. However, the callsign may be reallocated for further 12 month periods without stand-down, provided the ARX receives at the time of the application (which must be made prior to the expiry of the then current 12 month period) evidence to the ARX’s satisfaction that a temporary callsign is being used on a regular basis.

#### **4. Allocation of callsigns in the ZL6 series**

ZL6 series callsigns may only be issued by an ARX pursuant to written approval from NZART.

#### **5. Allocation of temporary callsigns in the ZL10 to ZL99 Series**

A GAOC holder (or club) with a primary or secondary callsign in the ZL1 to ZL9 series may be allocated, as a temporary callsign for a period not exceeding 3 months, a ZL10 to ZL99 prefix to commemorate their anniversary as an active amateur (or the establishment of the club). For example, the holder of ZL1WZZ celebrating 40 years in amateur radio may be allocated, for a 3 month period, the callsign ZL40WZZ.

#### **6. Visiting amateur radio operators**

##### **a) Visit up to 90 days**

Foreign amateur radio operators wishing to operate in New Zealand for a period up to 90 days must comply with the relevant clause(s) of the General User Licence.

##### **b) Visit exceeding 90 days**

Foreign amateur radio operators wishing to operate in New Zealand for a period exceeding the 90 days permitted under the General User Licence, must apply in writing for a fixed-period radio licence to the RSM Licensing Manager giving the following particulars:

- evidence of competency (certificate, licence or other documentation),
- a current contact address
- a residential address while in New Zealand
- the commencement and expiry dates.

#### **7. Deceased Persons**

Except for reallocation to another family member, any primary or secondary callsign of a deceased GAOC holder must not be reallocated within one year of the date of the callsign release.

#### **8. Club Stations**

For the purposes of establishing a club station callsign record, the named trustee must hold a General Amateur Operator's Certificate (GAOC).

Club station trustees may authorise the use of the suffix "XT" with the club's permanent callsign for the purposes of instructing and training prospective amateur operator candidates in practical on-air operating procedures. Provided they are directly supervised at all times by a GAOC holder, candidates may take an active part in general communication, operate transmitter controls, and engage in calling and signing

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off procedures. A log of contacts made under a candidate's name using the XT callsign, must be kept by the trustee for 1 year after the last contact is made by a candidate

### **9. Photographs**

Photographs are strongly encouraged, but are not compulsory, for amateur certificates. Where photographs are not included in a certificate, a “blank” image will be supplied to ARX’s for the purposes of creating certificate records.

## PART C - MARITIME

**IMPORTANT NOTE:** Until further notice, ARX's may only issue callsigns for vessels fitted with MF/HF (SSB) or MF/HF (SSB) & VHF equipment. Vessels fitted with VHF-only equipment must contact Coastguard Boating Education Services (<http://www.cbes.org.nz/>) for the allocation of VHF-only callsigns.

### 1. Residency

A New Zealand residential address is not a pre-requisite for the issue of a maritime radio operators certificate.

### 2. Four Letter Callsigns

Applications for four letter callsigns must be made to the RSM Licensing Manager on form [Radio1](#) which is available from the RSM website under Forms in the Resource Library [www.rsm.govt.nz](http://www.rsm.govt.nz).

### 3. Re-Allocation of Ships Callsigns

- a) An ARX may, with the agreement of the previous vessel owner, release a callsign for allocation to the new owner of the vessel. Callsigns in the ZMG series, however, are automatically generated and cannot be re-allocated to the new owner of a vessel.
- b) Where a callsign is in current use, but not in accordance with Appendix 1, it may be re-allocated to the new owner in order to continue the association of the callsign with the vessel.

### 4. MMSI

At present MMSI identifiers can only be transferred for vessels with ship station radio licences.

### 5. International Voyaging

If a vessel owner wishes to obtain a ship station radio licence for international voyaging, or other reasons, the owner should be referred to the RSM Licensing Manager.

**APPENDIX 1****NEW ZEALAND CALLSIGN SERIES (ZK, ZL and ZM)****Table 1 - ZK Series**

<b>NZ</b>	<b>Sub-series</b>	<b>Purpose</b>	<b>Allocation</b>
ZK	0		
ZK	1 - 9	Amateur – AREC (Note 2)	NZART ARX
ZK	A 20 - 9999	Aeronautical Land	RSM
ZK	D 20 - 9999	NZ Defence Force	NZDF ARX
ZK	F 20 - 9999	Fixed	RSM
ZK	M 20 - 9999	Land Mobile	RSM
ZK	A – Z	Fixed, Mobile and Broadcasting	RSM
ZK	AA - AZ	Reserved	RSM
ZK	AB - BZ	Reserved	RSM
ZK	CA – CZ	Cook Islands (Note 1)	n/a
ZK	DA - DZ	NZ Defence Force	NZDF ARX
ZK	EA - MZ	Reserved	RSM
ZK	NA – NZ	Niue Island (Note 2)	n/a
ZK	OA - SZ	Reserved	RSM
ZK	TA – TZ	Tokelau Islands (Note 2)	n/a
ZK	UA - ZZ	Reserved	RSM
ZK	AAA – ZZZ	Registered Aircraft	CAA ARX

**Notes:**

1. The use of the ZKC series by the Cook Islands will be phased out as an ITU callsign series allocation of E5A to E5Z has now been made to the Cook Islands.
2. The sub-series ZK2 and ZKN, and ZK3 and ZKT are allocated, respectively, to Niue and Tokelau until such a time as alternative allocations are made by the ITU.

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**Table 2 - ZL Series**

<b>NZ</b>	<b>Sub-series</b>	<b>Purpose</b>	<b>Allocation</b>
ZL	0	Amateur – Temporary Callsigns	RSM
ZL	1 – 9 (E suffixes)	Amateur – Reserved until 2012	RSM
ZL	1 A – W	Amateur – Temporary Callsigns	Amateur ARX
ZL	1 AA – WZ	Amateur	Amateur ARX
ZL	1 AAA – WZZ	Amateur	Amateur ARX
ZL	1 AAAA – WZZZ	Amateur	Amateur ARX
ZL	2 A – W	Amateur – Temporary Callsigns	Amateur ARX
ZL	2 AA – WZ	Amateur	Amateur ARX
ZL	2 AAA – WZZ	Amateur	Amateur ARX
ZL	2 AAAA – WZZZ	Amateur	Amateur ARX
ZL	3 A – W	Amateur – Temporary Callsigns	Amateur ARX
ZL	3 AA – WZ	Amateur	Amateur ARX
ZL	3 AAA – WZZ	Amateur	Amateur ARX
ZL	3 AAAA – WZZZ	Amateur	Amateur ARX
ZL	4 A – W	Amateur – Temporary Callsigns	Amateur ARX
ZL	4 AA – WZ	Amateur	Amateur ARX
ZL	4 AAA – WZZ	Amateur	Amateur ARX
ZL	4 AAAA – WZZZ	Amateur	Amateur ARX
ZL	5 A – W	Amateur – Antarctica Temporary Callsigns	Amateur ARX
ZL	5 AA – WZ	Amateur – Antarctica Temporary Callsigns	Amateur ARX
ZL	5 AAA – WZZ	Amateur – Antarctica Temporary Callsigns	Amateur ARX
ZL	5 AAAA – WZZZ	Amateur – Antarctica Temporary Callsigns	Amateur ARX
ZL	6 A – W	Amateur - NZART	Amateur ARX
ZL	6 AA – WZ	Amateur – NZART	Amateur ARX
ZL	6 AAA – WZZ	Amateur – NZART	Amateur ARX
ZL	6 AAAA – WZZZ	Amateur - NZART	Amateur ARX
ZL	7 A – W	Amateur – Chatham Islands Temporary Callsigns	Amateur ARX
ZL	7 AA – WZ	Amateur – Chatham Islands	Amateur ARX
ZL	7 AAA – WZZ	Amateur – Chatham Islands	Amateur ARX
ZL	7 AAAA – WZZZ	Amateur – Chatham Islands	Amateur ARX
ZL	8 A – W	Amateur – Kermadec Islands Temporary Callsigns	Amateur ARX
ZL	8 AA – WZ	Amateur – Kermadec Islands Temporary Callsigns	Amateur ARX
ZL	8 AAA – WZZ	Amateur – Kermadec Islands Temporary Callsigns	Amateur ARX
ZL	8 AAAA – WZZZ	Amateur – Kermadec Islands Temporary Callsigns	Amateur ARX
ZL	9 A – W	Amateur – Sub-Antarctic Territories Temporary Callsigns	Amateur ARX
ZL	9 AA – WZ	Amateur – Sub-Antarctic Territories Temporary Callsigns	Amateur ARX
ZL	9 AAA – WZZ	Amateur – Sub-Antarctic Territories Temporary Callsigns	Amateur ARX
ZL	9 AAAA – WZZZ	Amateur – Sub-Antarctic Territories Temporary Callsigns	Amateur ARX
ZL	10 - 99	Amateur - Temporary Commemorative Callsigns	Amateur ARX
ZL	A – C	Fixed, Mobile and Broadcasting	RSM
ZL	DA - DZ <sup>2</sup>	NZ Defence Force	NZDF ARX
ZL	E - Z	Fixed, Mobile and Broadcasting	RSM

<sup>2</sup> The sub-series ZLDR (1 to 1000) is allocated to international public protection and disaster relief (PPDR).

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<b>NZ</b>	<b>Sub-series</b>	<b>Purpose</b>	<b>Allocation</b>
ZL	AA – ZZ	Fixed, Mobile and Broadcasting	RSM
ZL	AAA – ZZZ	Fixed, Mobile and Broadcasting	RSM

**Table 3 - ZM Series**

<b>NZ</b>	<b>Sub-series</b>	<b>Purpose</b>	<b>Allocation</b>
ZM	0	Amateur – Special Purposes	RSM
ZM	1 – 9 (all alpha suffixes)	Amateur – Special Events	n/a
ZM	2000 - 9999	Individually Licensed Ships	RSM
ZM	A 2000 - 9999	Unregistered Vessels (Note 2)	RSM
ZM	D 2000 - 9999	NZ Defence Force	NZDF ARX
ZM	E 2000 – 9999	GURL ships	All ARX
ZM	F 2000 - 9999	GURL ships	All ARX
ZM	G 2000 - 9999	GURL ships (Note 3)	All ARX
ZM	H 2 - 999	Coast stations	RSM
ZM	Q 2000 - 9999	GURL VHF ships	Coastguard ARX
ZM	S 2000 – 9999	GURL VHF ships	Coastguard ARX
ZM	T 2000 - 9999	GURL VHF ships	Coastguard ARX
ZM	W 2000 - 9999	GURL VHF ships	Coastguard ARX
ZM	Y 2000 - 2999	GURL VHF ships	Coastguard ARX
ZM	AA – CZ	Registered vessels (Note 1)	RSM
ZM	DA – DZ	NZ Defence Force	NZDF ARX
ZM	EA – WZ	Registered vessels (Note 1)	RSM
ZM	AAA - CZZ	Unregistered Aircraft	CAA ARX RSM
ZM	DAA - DZZ	NZ Defence Force	NZDF ARX
ZM	EAA - ZZZ	Unregistered Aircraft	CAA ARX RSM

Notes:

1. Vessels registered under Part A of the Ship Registration Act 1992
2. Vessels other than those registered under Part A of the Ship Registration Act 1992.
3. ZMG series callsigns are auto-generated by SMART where no callsign preference is made. ZMG callsigns cannot be reallocated by ARX's.

**APPENDIX 2****Foreign Licences, Certificates, and Qualifications recognised in New Zealand*****Amateur***

Valid CEPT radio amateur licences and certificates issued by countries participating in the CEPT TR61-01 and CEPT TR61-02 reciprocal recognition arrangements are recognised for the purposes of operation of amateur radio equipment in accordance with New Zealand's licensing requirements as prescribed in Part B.

New Zealand also has reciprocal arrangements with some non-CEPT countries, and will recognise their amateur licence / qualification in accordance with the following table:

<b>COUNTRY</b>	<b>LICENCE TYPE</b>	<b>NZ EQUIVALENT</b>
Australia	Advanced	General
	Standard	General
Japan	Amateur First or Second Class Radio Operator	General
(South) Korea	Third Class (telephone)	General
Malaysia	Malaysian Licence	General

***Maritime***

Valid maritime radio operator certificates or qualifications issued by other administrations in accordance with the ITU Radio Regulations will be recognised for the purposes of operating maritime stations within New Zealand's territorial limits. The certificate must be appropriate to the service being operated, for example, for operation of MF/HF telephony equipment, a minimum qualification of the Maritime Restricted Operators Certificate is required

## APPENDIX 3

### New Zealand Classes of Operator Certificates

- Maritime Restricted Operators Certificate
- Maritime General Radiotelephone Operators Certificate
- Maritime General Operators Certificate
- New Zealand General Amateur Operators Certificate<sup>3</sup>

### Syllabi for Classes of Operator Certificates

#### 6. Maritime Restricted Operators Certificate - Examination format and procedure

FORMAT : Written paper only no oral exam	Total marks carried	Pass mark
2 questions requiring detailed answer on distress, safety and urgency procedures.	One question carries 15 marks and the other 10	A minimum of 12 and 8 points respectively is required
1 question relating to the phonetic alphabet	3	No minimum required
24 short answer or multi-choice questions	72 (3 per question)	No minimum required
TOTAL	100	70

<sup>3</sup> See Section 4 of Schedule 4 to the Radiocommunications Regulations 2001.

## 7. Maritime General Radiotelephone Operators Certificate – Examination format and procedure

Applicants must have successfully completed the Maritime Restricted Operators Certificate once completed successfully, then they may continue with the following:

<b>FORMAT : Written paper and oral exam</b>	<b>Total marks</b>	<b>Pass mark</b>
<b>Section A</b>		
20 short answer or multi-choice questions covering the elementary principles of radiotelephony and narrow band direct printing	40 (2 per question)	30
<b>Section B</b>		
A practical and oral examination covering the operation, adjustment and simple maintenance of shipboard radio apparatus carried out on a suitably equipped ship or training establishment	40	30
<b>Section C</b>		
An oral examination on the ITU or British Admiralty publications with particular reference to maritime safety information and channels, frequencies and charges for public correspondence	20	15
<b>TOTAL</b>	<b>100</b>	<b>75</b>

## 8. Maritime General Operators Certificate – Examination format and procedure

Applicants must have successfully completed the Maritime Restricted Operators Certificate, once completed successfully they may continue with the following where Section A consists of the MROC:

<b>FORMAT : Written paper and oral exam</b>	<b>Total marks</b>	<b>Pass mark</b>
<b>Section A</b>		
A written paper consisting of 2 questions requiring detailed answers on distress, safety and urgency procedures.	15	12
<b>A pass <u>must</u> be obtained in each of these questions.</b>	10	8
A paper of 25 questions of short answer or multi-choice, each carrying 3 marks	75	60
<b>Section B</b>		
A written paper of 20 short answers or multi-choice questions covering the elementary principles of radiotelephony and narrow band direct printing. Each question carries 2 marks	40	30
A practical and oral examination covering the operation, adjustment and simple maintenance of shipboard radio apparatus carried out on a suitably equipped ship or training establishment.	40	30
An oral examination on the ITU or British Admiralty publications with particular reference to maritime safety information and channels, frequencies and charges for public correspondence.	20	15
<b>Section C</b>		
A written paper of 20 short answer or multi-choice questions covering GMDSS systems and subsystems carrying 2 marks each, a total of 40 marks with a pass mark of 30.	40	20
A practical and oral examination covering the operation and adjustment of GMDSS subsystems. This part carries 30 marks with a pass mark of 25.	30	25
A practical examination in keyboard skills and the use of the INMARSAT terminal which must be correctly completed within 10 minutes. This part carries 30 marks with a pass mark of 25.	30	25
<u>A pass is required in each part.</u>		