

PILOTAGE EXEMPTION SCHEME

COMPULSORY PILOTAGE

Clydeport is the Competent Harbour Authority with an area of responsibility as set out in Clyde Port Authority Confirmation Act (1969). Clydeport has designated Compulsory Pilotage for certain Vessels navigating within the port. Details are set out in *Pilotage Directions* (Clydeport Notice to Mariners No 2).

Serving Officers of vessels that frequently transit the area may gain sufficient knowledge and experience of navigation in the port that they are able to satisfy Clydeport they can safely be exempted from the Compulsory Pilotage requirement.

Clydeport promotes EC Directive on PEC provision and offers a Pilotage Exemption Scheme for the benefit of ship owners/operators, shipping and trade.

EXEMPTION FROM COMPULSORY PILOTAGE PROVISIONS

Clydeport may exercise powers to exempt certain ship's officers from the requirement to take a Clydeport Authorised Pilot when navigating within the port. Due diligence is exercised by Clydeport to designate exemption only to Holders of a Pilotage Exemption Certificate.

- a. Clydeport standards for Pilotage Exemption Certificates will not be more onerous than those required for an authorised pilot but do ensure the Holder is determined competent with due regard to the difficulties and dangers of navigation in the port.
- b. Pilotage Exemption Certificate Holders and their Employer both are accountable to the issuing Harbour Authority for the proper use of any PEC. Harbour Authority requires a formal written agreement with PEC Holders and their Employers. The *Letter of Agreement* sets out responsibilities of each party and facilitates regulation and proper use of Pilotage Exemption Certificates.
- c. The requirements of a Pilotage Exemption Certificate (PEC) system conform to that as outlined in Sections 8 and 15 of the Pilotage Act 1987.
- d. Where the use of tugs to berth or sail is Compulsory or required, provided the job can be done without making the tugs fast an Authorised Pilot will not be compulsory. Where it is necessary to use tugs lines made fast to a ship, it is compulsory a Clydeport Pilot is boarded for the job.

ELIGIBILITY FOR A PEC

A PEC may be available to a suitably qualified and currently serving Deck Officer on vessels trading regularly to the port.

APPLICATION FOR A PEC

A PEC *Application Form* must be fully completed by the Applicant and delivered to Clydeport with full supporting documentation together with the required Fee. Partially completed Forms will not be accepted.

Qualifying Trips

Candidates must complete a minimum number of Qualifying Trips prior to Examination. A Qualifying Trip is defined as an Act of Pilotage both Inbound and Outbound (one Qualifying Trip is equal to two Acts of Pilotage). Requirements are:

- a) Not less than 6 Trips (4 in daylight, 2 in darkness) must be undertaken.

- b) Trips include voyages to or from the Port, from or to a place outside the Port OR between designated berths within the port
- c) Trips are completed within a period of 12 months immediately preceding the application.
- d) During each Trip the applicant has been on watch on the bridge of such vessel.
- e) The Applicant has undertaken the functions of conning the vessel under supervision of a Clydeport Authorised Pilot OR a Holder of a valid Pilotage Exemption Certificate.

It is recommended, *Qualifying Trip Log Form* is used by the Candidate/Holder. This requires the Agent/Owner to countersign to the effect that the PEC Candidate had responsibility for pilotage of the vessel throughout the Qualifying Trip.

EXAMINATION

The granting of a PEC requires compulsory Examination. The Candidate is required to demonstrate to the satisfaction of Clydeport, a suitable level of knowledge, experience and skill. The attached *Checklist* summarises the criteria Clydeport applies when assessing Candidates for PEC. Examination includes Oral, Written and Practical elements and may be undertaken over more than one session. Candidates are required to visit Estuary Radio at Greenock Ocean Terminal where a briefing on Clydeport LPS will be provided. Applications for vessels over 125m LOA will require the candidate undertakes a berthing simulation.

Examination will be undertaken by a Clydeport Authorised Pilot who will report the result. Clydeport PEC Examination committee will determine, based on the report of the Examiner, whether a candidate is successful and issued with a PEC. Clydeport has a duty not unnecessarily to withhold a PEC to an appropriately qualified Mariner.

CONDITIONS FOR ISSUE OF A PEC

Prior to issue of a PEC, Clydeport requires completion of a *Letter of Agreement* signed both by the PEC Holder and their Employer. This document sets out Conditions on which a PEC is valid and terms of the *Letter of Agreement* are enforceable for a period of 3 years, renewable thereafter.

CERTIFICATE

Clydeport will issue a *Pilotage Exemption Certificate* to a successful Candidate as soon as practicable following completion of Examination. PEC is valid for a period not exceeding 36 months subject to annual revalidation.

Copy documents

All PEC Applications, Examination Reports, Revalidation Requests and Letters of Agreement are held by Clydeport Marine Department. Additional Copies will be made available upon request with payment of the required Administration Fee.

REVALIDATION

Revalidation of all PECs issued during the calendar year is mandatory. Submission to Clydeport of all revalidation documentation must be completed by the 30th of November. Supporting evidence is required, satisfactory to demonstrate that:

- a) the PEC Holder has operated (Qualifying Trips) sufficiently in each of the applicable port areas during the currency of expiring PEC and
- b) the IMO Certificate of Competency and ENG 1 remain valid and
- c) Check Trips are completed as required, to maintain validity of a PEC. The requirement and frequency will be determined by SMMO. A minimum requirement for Check Trips is 1 every

3 years. A Check Trip will be mandatory following an Incident or where SMMO has cause for concern. Clydeport Pilots will carry out Check Trips as directed.

AMENDMENT TO A PEC

Amendment to a PEC may be agreed, either to remove areas in which the Holder has not worked a satisfactory time during the previous PEC period or to include additional area(s) and/or vessel(s), subject to satisfactory examination.

CANCELLATION OF A PEC:

Unless a fully completed re-application is received by Clydeport on/before 30th November, the PEC will be deemed cancelled with effect from 31st December. Clydeport, otherwise will give written notice of intention to cancel or suspend a PEC, stating the reasons for which it proposes to act.

The PEC Holder is required to report to Clydeport and as soon as possible any Incident involving a vessel within the Port and whilst under his charge, including near miss, dangerous occurrences. A full written report is required. Failure to report may result in immediate cancellation of the PEC.

Suspension of a PEC is permitted under the Pilotage Act section 8 (6). Such action by Clydeport may be taken if the PEC holder fails to demonstrate ongoing the required level of competence or if there is evidence of misconduct affecting his capability to Pilot the ship or any other ship specified on the Certificate. Failure to include annual Qualifying Trip Record with the PEC re-validation papers will result in the PEC being suspended or cancelled.

Appeals against Suspension or Cancellation will require review by SMMO. Appeal outcome may specify corrective action including a full Re-examination. Reasons for cancellation after appeal will be expressed in writing to the Applicant and advised to the Pilotage Management Committee.

SCHEDULE OF CHARGES

(effective from 1st April 2016)

Full Application for PEC <i>(includes Examination but excludes Check Trips by Clydeport Pilot)</i>	GBP 1,000
Re-Examination	GBP 500
Check Trip	GBP 500
Annual Revalidation of PEC	GBP 250
Alterations <i>(includes Examination but excludes Check Trip by Clydeport Pilot)</i>	GBP 150
Copy or Replacement Document	GBP 50

Appendices

A - CHECKLIST - CLYDEPORT PEC CRITERIA

Candidate

- Valid IMO Certificate of Competency
- Evidence of current medical fitness, ENG1 or equivalent
- Vessel Details: (Name, Type, LoA, GRT)

Application Process

- Communication from Applicant
- Registration of Candidate
- Qualifying Trips (Inwards/outwards & daytime/night time)
- Practical Assessment (Check Trip)
- Familiarisation Visits / Estuary Radio (Pilotage Simulator)
- Oral Examination / PC Rembrandt
- Report to Committee
- Decision of Committee
- Communication to Applicant

B - Examination syllabus

Seamanship

- Thorough understanding of own vessel handling characteristics
- Knowledge of squat and interaction
- Ability to prepare, implement and provide an adequate Port Passage Plan
- Knowledge of Pilotage Act 1987 (As amended by the Marine Navigation Act 2013)
- Knowledge of Port Marine Safety Code including Standards for Marine Pilots
- Bridge Resource Management
- Bridge Engine Changeover

Local Knowledge

- Port Regulations and Speed limits
- Local Notices to Mariners
- Communications – VHF Working Channels
- Signals - sound/light/shape/traffic signals
- Reporting Points
- Channels/Distances/Depths
- Local Port traffic Routeing (including Naval + Leisure) traffic patterns
- Navigation marks and aids
- Contingency Plans/Abort positions
- Restricted visibility procedures
- Coastal features
- Prevailing Wind and berthing limits
- Tidal streams, Tidal limitations/constraints
- Berths/wharves/jetties
- Anchorages and no anchoring areas
- Prohibited areas/submarine cables, pipelines etc.
- Emergency plans, Oil Spill Contingency Plans
- Other port activities – Recreational areas

C - Conditions for exemption from Compulsory Pilotage

- Valid PEC Holder
- The PEC Holder shall have no other duties during the Pilotage.
- Prior to an Act of Pilotage the PEC Holder shall be adequately rested and fit.
- At all times there will be adequate bridge team support for the PEC Holder.
- The PEC Holder will be provided with updating of knowledge capability
- A record of Qualifying Trips shall be recorded, maintained and presented if required.
- All Incidents are reported in writing as soon as practical and the PEC Holder shall submit to an interview by the SMMO.
- The PEC Holder will report any defective navigational aids together with any defects relating to their vessel to Estuary Radio.
- The PEC Holder must not allow commercial pressures to influence any manoeuvring or Safety Decisions.
- During the practical examination the PEC applicant will be required to demonstrate their ability to berth/un-berth Vessel safely at the berth(s) owned/operated by Clydeport or those where Clydeport has a 3rd Party Agreement. If not the PEC will be endorsed "FOR USE ON PASSAGE ONLY". PEC - Period of validity

D - Guidance for Check Trip Assessment

The level of local knowledge is assessed practically during the Oral examination and/or Check trip. The level is sufficient for the applicant to pilot their vessel safely throughout the area covered by the PEC.

PEC candidates shall have their Passage Plan/Bridge Book examined by the authorised pilot during the "check trip" or examination.

PEC Holders should adhere to the IMO Guidelines for voyage planning taking the following measures to ensure that they appreciate and reduce the risks to which they are exposed:

- a. Ensure that there is a systematic bridge organisation.
- b. Ensure that optimum and systematic use is made of all appropriate information that becomes available to the navigational staff.
- c. Ensure that their intentions are fully understood and acceptable to the vessel's navigational staff.

Prior to departure the PEC Holder will prepare the detailed Port Passage Plan in accordance with the Guidelines and to the Master's requirements.

E - Pilotage Exemption – Area Codes

Ferry Services within Clydeport

LICENCE CODE	ZONE
F1	Gourock – Dunoon
F1-E	As above, includes to Newark Castle
F1-R	As above, includes Rosneath
F2	Wemyss Bay – Rothesay
F2-E	As above, includes to Gourock
F3	Ardrossan
F3-E	As above, includes to Gourock
F4 – Small Vessels (less than 56 metres LOA)	
F4 - a	Colintraive – Rhubodach
F4 - b	Largs – Cumbrae
F4 - c	Portavadie – Tarbert
F4 - d	Claonaig – Loch Ranza
F4 - e	F4 – c and F4 – d combined
F5 – Small Vessels (less than 25 metres LOA)	
F5	No1 Buoy to west side of Albert Bridge
F6	Renfrew Ferry
F7	Specified Routes - Ferry

Other Commercial Vessels

LICENCE CODE	ZONE	COMMENTS
C1	Entire district of compulsory pilotage	
C2	Outer Pilotage Area¹	To a named berth/place
C3	Inner Pilotage Area	To a named berth/place
C4	Hunterston (over 80m)	
C5	Sandbank (over 75m)	
C6	Outer sea lochs & Kyles of Bute	

Notes:

For the annual renewal of a PEC, 6 runs are required in the area. Where a Ferry PEC holder covers a number of areas such as F1-R, 6 runs will be required in the principal area and the secondary area may be covered by an annual knowledge verification check where the holder will present themselves at Estuary Control for examination, however if 6 trips to the secondary area are not achieved in the second year the area will be removed from their PEC. Alternatively if 3 trips are made in the secondary area in addition to the 6 trips in the principal area this will suffice on an annual basis.

Area C2 will also cover area C3 for a vessel proceeding to Greenock Ocean Terminal (GOT), i.e. the candidate is examined from Cumbrae to GOT.