



STANDING NOTICE TO MARINERS No 02 PILOT EMBARKATION PROCEDURES

Vessel owners and Masters are reminded of the guidelines ([UK Gov Guidance for shipping and sea ports on coronavirus \(COVID-19\)](#)) outlining the steps necessary to prevent the spread of Coronavirus COVID-19. In addition, the various devolved Governments of the UK may impose different measures to reduce the spread of the virus. Scottish Government guidance can be found at <https://www.gov.scot/coronavirus-covid-19/>

In support of those guidelines, the following Pilot Embarkation Procedure has been developed in consultation with Clyde Pilots, for the embarkation of pilots and subsequent vessel transit. This procedure applies to all vessels that do not have on board any suspected cases of COVID 19.

Responsibility for carrying out the following Pilot Embarkation Procedure rests with the vessel's master assisted by the shipowner and local ship agent as appropriate.

Agents are requested to **make bookings for pilots in good time** to allow allocation of pilots to be made in the most economical manner.

Clydeport continue to take measures to protect Pilots and ensure they are healthy and free of any illness before they board your vessel and it is expected that ships are taking suitable precautions to ensure the health of Clyde Pilots.

Pilot Embarkation Special Procedure

- All vessels must have submitted the required Maritime Declaration of Health (MDH) to the local Port Heath Authority;
- Clydeport LPS will ask for confirmation that MDH has been submitted and that there has been no change since;
- The embarking pilot will contact the vessel by the most appropriate means (eg via VHF when onboard the pilot launch) and request confirmation that there are no suspected COVID-19 cases on board. This confirmation is in addition to the above;
- Immediately prior to pilot embarkation, all surfaces and equipment in the wheelhouse, or on the bridge wings, that the pilot may touch must be cleaned with a suitable cleaning solution;
- All crew at the embarkation point must wear PPE as identified by own company risk assessment;
- The crew member assigned to escort the pilot from the embarkation point to the wheelhouse must wear PPE as identified by own company risk assessment;
- Where possible, the route from the embarkation point to the wheelhouse should be via the open deck, avoiding enclosed spaces, and be clear of ventilation unit exhausts. As far as it would not prejudice the normal operation of the vessel, non-essential crew and passengers should be kept clear of this route prior to and during pilot embarkation.
- The wheelhouse, where possible, should remain well ventilated via the opening of external doors or windows. If this is not practicable, owing to the design of the vessel, its systems or prevailing conditions, all ventilation units on board the vessel should be adjusted to supply outside air only and air re-circulation must not take place.
- The wheelhouse must be cleared of all crew not essential to the navigation of the vessel, and all crew members present must wear suitable PPE.
- The Pilot will not sign onboard documentation; the pilot's signature being replaced by a crew member recording the pilot's name on the documentation in lieu of the signature. The pilot will



apply a corresponding procedure for the Master's signature on the pilot line.

- Unless necessary for the safety of the pilot (ie during the embarkation process), crew or vessel, the pilot and crew should **remain at least 2m apart**.
- Similar precautions must be taken during disembarkation of the pilot either ashore or to the pilot launch.

If any vessel is not able to comply with the requirements of this notice they are required to notify Estuary Radio on VHF Ch12 when making their report prior to entering the Port Limits, as shown on Admiralty Chart 2126 and noted in Admiralty List of Radio Signals Volume 6.

FAILURE TO COMPLY WITH THIS NOTICE MAY RESULT IN YOUR PILOT BEING CANCELLED OR YOUR VESSEL DELAYED.

If there is a report of a suspected case of COVID-19 on board a vessel, the pilot embarkation will be cancelled pending the receipt of specific guidance from the Port Health Authority.

Furthermore, Masters of vessels are advised that if the pilot assigned to the vessel reports any symptoms of COVID-19 prior to embarkation, reasonable endeavours will be made to assign a replacement pilot in time for the vessel's planned transit. However, depending on the prevailing demand for pilots, this may not be possible. In which case, the booking will be cancelled and the local agent required to re-submit the booking for a later time.