

NOTICE TO AGENTS, BERTH AND SHIP OPERATORS



Standing NASBO 06

Application for Issue and Renewal of Pilotage Exemption Certificate

Issued 5th January 2026

NOTICE IS HEREBY GIVEN that:

When initially applying for a tripping number all applicants should familiarise themselves with the Medway Port's Pilotage Directions (current issue March 2015) which details the requirements for applying for and renewing of Pilotage Exemption Certificates. This document is available to download from the Peel Ports Website, under Navigational Information at - <https://www.peelports.com/marine-information?port=london-medway>

A knowledge of this document, the General Directions, Medway & Swale Operating Rules and Byelaws form part of the requirements for the issue of a certificate and questions on the contents can be asked at both assessments and examinations.

It is the certificate holders responsibility to ensure that they comply with the requirements of the directions, especially with regards to expiry dates, recording of trips and re-assessment. Peel Ports London Medway does not issue reminders of expiration dates. There have been some occasions in the past where PEC holders have not fully complied with all elements of the pilotage directions when renewing but this will no longer be the case. All current PEC holders and trippers must ensure that sufficient time is given to allow marine team staff to process applications before expiry. NB. Dispensation will no longer be given to PECs that pass their expiry dates and these will be treated as new applications requiring re-tripping and re-assessment.

Please be aware of the following-

- A 'Tripping Number' is issued for one year and it is expected that a candidate will progress to assessment or exam within that year. At the end of the year if no certificate has been issued, the candidate will need to reapply and begin the process again.
- If a candidate is 'Tripping' with a PEC holder, the candidate must have conduct of the vessel under the supervision of the PEC holder. Both PEC and Tripping numbers **MUST** be provided to Medway VTS for recording prior to commencing the pilotage act.
- If there are two or more PEC holders on board for a passage, only **ONE** PEC holder can have conduct of the vessel at any time, therefore, only **ONE** PEC number will be credited with that trip. It is permissible for different PEC holders to cover different areas

but the hand over of conduct of the vessel **MUST** be reported to Medway VTS for recording.

- The presence of a PEC holder onboard does not constitute a 'Trip' unless they have sole conduct of the vessel.
- The responsibility for ensuring that sufficient trips have been completed for revalidation lies with the PEC holder themselves. **Peel Ports London Medway will not be issuing renewal reminders.**
- The responsibility for ensuring that the requirement for five yearly re-assessment also lies with the PEC holder. **Peel Ports London Medway will not be issuing reassessment reminders.**
- Application for renewal and/or reassessment can only be submitted **ONE MONTH** before the renewal date.

PEC certificates are valid for one year from the original issue date, therefore renewed certificates will be issued from the anniversary of this date. Likewise, re-assessment is either two years or five years (as appropriate) from the original issue dates.

Marine Operations Department
Peel Ports London Medway

Notice Issued:
Notice Expiry:

5th January 2026
N/A