



# Harbour and Port of Manchester

## Pilotage Directions



## HARBOUR AND PORT OF MANCHESTER

# PILOTAGE DIRECTIONS

## 1. PILOTAGE DIRECTIONS

The Manchester Ship Canal Company Limited, as the Competent Harbour Authority for the Harbour and Port of Manchester pursuant to the Pilotage Act 1987 and in exercise of their powers under Section 7 of the said Act, hereby give Pilotage Directions for the Harbour and Port of Manchester.

## 2. DEFINITIONS

2.1 Unless the context otherwise requires:

- 2.1.1 “the Act” means the Pilotage Act 1987 and any statutory amendment or re-enactment thereof;
- 2.1.2 “Applicant” means a Deck Officer who applies for a Certificate;
- 2.1.3 “Assistant Pilot” means a pilot authorised by the Company who accompanies a Pilot;
- 2.1.4 “Certificate” means a Pilotage Exemption Certificate granted by the Company;
- 2.1.5 “Certificate Holder” means a Deck Officer holding a valid Certificate;
- 2.1.6 “the Company” means The Manchester Ship Canal Company Limited of Maritime Centre, Port of Liverpool L21 1LA;
- 2.1.7 “Dangerous Goods and/or Harmful Substances” means those cargoes specified in Schedule 1 of the Dangerous Goods in Harbour Areas Regulations 2016;
- 2.1.8 “Deck Officer”, in relation to a vessel, includes but is not limited to the Master and First Mate.
- 2.1.9 “the Harbour” means the Harbour and Port of Manchester as defined in The Manchester Ship Canal Act 1885 and any statutory amendment or re-enactment thereof;
- 2.1.10 “the Harbour Master” means the Harbour Master appointed by the Company and includes his authorised deputies and assistants and any person so authorised by the Company to act in that capacity;
- 2.1.11 “ISPS” means the International Ship and Port Facility Security Code;

2.1.12 “length” means the overall length of the vessel;

2.1.13 “Pilot” means a pilot authorised by the Company;

2.1.14 “Pilotage District” means such sections of the Harbour as defined in Section 3 hereof;

2.1.15 “Pilotage Manager” means the Pilotage Manager of the Company or such other official of the Company authorised from time to time to undertake the functions of the Pilotage Manager;

2.1.16 “Port Operations Control” means the Port Operations Control for the Harbour and Port of Manchester;

2.1.17 “vessel” means every description of vessel used in navigation (howsoever propelled or moved), seaplanes on the surface of the water and hover vehicles or any other structure or craft navigating within the Harbour.

2.2 In these Directions, unless the context otherwise requires, the singular includes the plural and vice versa and words importing gender include each gender.

2.3 Section headings are included for convenience only and do not affect their interpretation.

### **3. PILOTAGE DISTRICT**

The following sections of the Harbour shall be defined as comprising the Pilotage District.

3.1 The Manchester Ship Canal from Eastham Locks (at Canal level) to the western side of Trafford Road Bridge; but excluding:

3.1.1 The Ellesmere Port terminus basin of the Shropshire Union Canal;

3.1.2 The River Weaver (from its confluence with the Manchester Ship Canal to Sutton Weir);

3.1.3 Weston Point Docks and any connection with the Weaver Navigation.

3.2 The Queen Elizabeth II Dock and Queen Elizabeth II Lock (at Dock level).

3.3 Runcorn Docks (comprising Francis Dock, Alfred Dock and Fenton Dock).

### **4. COMPULSORY PILOTAGE**

Pilotage shall be compulsory for any vessel meeting any of the following criteria.

4.1 Any vessel exceeding 50m in length, including a vessel under tow where the length of tug and tow exceeds 50m, navigating within the Pilotage District;

4.2 Any vessel, irrespective of length, navigating within the Pilotage District when:

- 4.2.1 carrying Dangerous Goods and/or Harmful Substances;
  - 4.2.2 the navigation of which is in the opinion of the Company affected by a defect in or damage to the vessel or her equipment or incompetence or inadequacy of the Master or crew;
  - 4.2.3 carrying fare-paying passengers when, in the opinion of the Company, the safe navigation of the vessel may be impaired without Pilotage.
- 4.3 Notwithstanding the foregoing, vessels shall be deemed not to be navigating in the Pilotage District when:
- 4.3.1 Manoeuvring entirely:
    - (a) above Mode Wheel Locks;
    - (b) within Runcorn Docks;
    - (c) within Stanlow No.1 Dock;
    - (d) within Stanlow No.2 Dock.
  - 4.3.2 Manoeuvring along any quay without letting go from that quay.
  - 4.3.3 The manoeuvres detailed in sub-Sections 4.3.1 and 4.3.2 shall be undertaken only on the condition that:
    - (a) the manoeuvre is adequately risk assessed taking into account all of the conditions contained within these Directions;
    - (b) safety procedures are documented and adhered to;
    - (c) the vessel's bridge is manned adequately throughout the manoeuvre;
    - (d) the vessel's engines are available for immediate use throughout the manoeuvre;
    - (e) the weather parameters are suitable;
    - (f) a sufficient number of crew are provided to safely handle the lines;
    - (g) in respect of manoeuvres in accordance with sub-Section 4.3.2 only, at least one line forward and aft are to remain fast to the quay throughout the manoeuvre;
    - (h) there are no other vessels manoeuvring within the area;
    - (i) the use of tugs is not required nor requested, and
    - (j) permission is gained from the Harbour Master prior to any manoeuvre taking place.
- 4.4 Whenever the Company considers that the safe navigation of a vessel may be impaired for any reason whatsoever, the Company shall be at liberty to direct that a Pilot be assigned to the vessel, and that he may also be accompanied by an Assistant Pilot. The provisions of this Section 4.4 shall take precedence over the provisions of Section 4.3 should circumstances so require.

- 4.5 Either a Pilot or Certificate Holder, as appropriate, must remain on the bridge of a vessel at all times whilst the vessel is being navigated within the Pilotage District.

## **5. PILOTAGE EXEMPTION CERTIFICATES**

- 5.1 The following Directions apply to the granting of Pilotage Exemption Certificates.

### **5.1.1 Vessels of up to 82m in Length**

Unless otherwise specifically provided for herein, a Certificate for a bona fide Deck Officer of a vessel of up to 82m in length shall be granted by the Company subject to a declaration in writing from the vessel's owners to the effect that the relevant Deck Officer shall:

- (a) hold a valid Certificate of Competency for the class of vessel to which the Certificate is intended to relate;
- (b) have experience of navigation in the Pilotage District and knowledge of the Harbour Directions, Bye-Laws, Guidelines, Codes of Practice, Port Control System, Local Port Services and the English language, which experience is sufficient in the opinion of the Company to enable the Applicant to be capable of navigating the vessel of which he is a Deck Officer in the Pilotage District and of manoeuvring the said vessel alongside;
- (c) be free of any disease or infirmity likely to affect his ability to pilot a vessel in the Pilotage District;
- (d) have satisfied the Company that he has the skill sufficient for the purpose of piloting the vessel to which the Certificate is to relate within the Pilotage District;
- (e) as bona fide Deck Officer of a vessel of substantially the same class as that to which the Certificate is to relate, has completed not less than 12 qualifying trips (either inward or outward), with at least one of such trips undertaken in darkness, within the 12 consecutive months immediately preceding the date of application through the area of the Pilotage District to which the Certificate is to relate. During each such trip, the Applicant must have been with the bridge team of such vessel.

### **5.1.2 Vessels of More Than 82m but not Exceeding 95m in Length**

For vessels of more than 82m but not exceeding 95m in length, in addition to the provisions of sub-Section 5.1.1 hereof, Certificates may only be granted to bona fide Deck Officers after an oral examination. Oral examinations shall be conducted by persons appointed by the Company.

### **5.1.3 Vessels of More Than 95m in Length**

For vessels of more than 95m in length, an Applicant shall comply with the provisions of sub-Sections 5.1.1 and 5.1.2 hereof, SAVE AS the minimum number of required qualifying trips as defined in sub-Section 5.1.1(e) shall be increased to 24 qualifying trips (either inward or outward), with at least one of such trips undertaken

in darkness, within the 12 consecutive months immediately preceding the date of application through the area of the Pilotage District to which the Certificate is to relate.

#### **5.1.4 All Vessels Carrying Dangerous Goods**

Notwithstanding the foregoing provisions, for all vessels carrying dangerous goods, irrespective of length, a Certificate shall not be granted to bona fide Deck Officers without an oral examination.

#### **5.1.5 Check Trips**

Every Applicant for a Certificate shall be required to complete 3 check trips, to the satisfaction of an examining First Class Pilot (one such check trip to be conducted in the presence of the Pilotage Manager), in the area of the Pilotage District for which the Certificate is required. Check Trips shall be conducted on the last 3 trips of the overall qualifying number of trips for the relevant Certificate as defined in sub-Sections 5.1.1 and 5.1.3 hereof.

#### **5.1.6 Defective Vessels or Vessels with Deficient Equipment**

All vessel which, regardless of length, for any reason have a defect in or damage to the vessel or its equipment or inadequacy of the Master or crew, shall be subject to control as provided for in Bye-Law 8 of the Harbour and Port of Manchester Navigation Bye-Laws 1982. Certificates in respect of such vessels may be suspended temporarily, or withdrawn, at the discretion of the Company.

#### **5.1.7 Assistant Pilots**

Certificates for Assistant Pilots are not available.

5.1.8 Where the Company is not satisfied that the necessary experience referred to in sub-Section 5.1.1(b) hereof has been attained, the Company may require such Deck Officer to perform one or more further trips through the area of the Pilotage District to which the Certificate is to relate in a vessel of substantially the same class as that of the vessel to which the Certificate shall relate, accompanied by a Pilot until it is so satisfied.

#### **5.1.9 Use of Tugs**

At no time may a Certificate Holder engage in towing operations where a tug is secured by a line; tugs may only be engaged in push mode. If the circumstances of an operation require the connecting of a tug by a line then a Pilot must be employed.

5.1.10 The requirements for granting a Certificate are not more onerous than those required to be met by a person applying to the Company for authorisation as a pilot.

### **5.2 Pilotage District Areas**

5.2.1 There are five designated areas of the Pilotage District for the purposes of a Certificate, namely:

(a) **Area A:** The Manchester Ship Canal from Eastham Locks (at Canal level) to the western side of Trafford Road Bridge.

- (b) **Area B:** The Manchester Ship Canal from Eastham Locks (at Canal level) to the western side of Irlam Locks.
- (c) **Area C:** The Manchester Ship Canal from Eastham Locks (at Canal level) to the western side of Old Quay Bridge.
- (d) **Area D:** The Manchester Ship Canal from Eastham Locks (at Canal level) to the eastern side of Ince Oil Berth.
- (e) **Area Q:** The Queen Elizabeth II Dock and Queen Elizabeth II Lock (at Dock level).

5.2.2 A Certificate Holder may request that his Certificate be extended to include additional areas of the Pilotage District, in which case the Applicant must complete the voyages required in accordance with Section 5.1 for each additional area.

### 5.3 Renewal of Certificates

A Certificate shall be renewed annually on the first day of January in any year upon the written application of the relevant Certificate Holder, provided that:

- 5.3.1 the Certificate Holder shall have performed a minimum of 6 trips (either inward or outward) through the area to which the Certificate is to relate during the 12 months preceding the date of renewal as a bona fide Deck Officer of a vessel to which the Certificate relates, and
- 5.3.2 the Certificate Holder remains free of any disease or infirmity likely to affect his ability to pilot a vessel in the Pilotage District.

### 5.4 Revalidation of Certificates

Where a Certificate is continuously renewed, the Certificate Holder shall be subject to a reassessment during the year after the fourth renewal by means of a check ride. If the Certificate Holder's performance is satisfactory, the subsequent renewal shall be classed as a revalidation. If there is any cause to doubt a Certificate Holder's performance or evidence that their local knowledge has not been kept up to date, a full re-examination shall be required. It is the Certificate Holder's responsibility to ensure that this check ride is requested in line with the timing stated above.

### 5.5 Procedure in Relation to Accidents or Incidents Involving a Certificate Holder

In addition to the provisions of Bye-Laws 50 and 51 of the Harbour and Port of Manchester Navigation Bye-Laws 1982, it is the responsibility of a Certificate Holder to undertake the following actions should they be involved in any incident or accident within the Harbour:

#### 5.5.1 Preliminary Procedure

- (a) Following any accident or incident involving a vessel within the Harbour whilst under the charge of a Certificate Holder, such Certificate Holder shall submit in writing to the Pilotage Manager, and as soon as practicable, a report of the accident or incident.

- (b) Upon receipt of such report, the Pilotage Manager may request an interview with such Certificate Holder, who may (if he so wishes) be accompanied by a companion.
- (c) Having established the facts, the Pilotage Manager may take no further action or refer the matter to the Harbour Master, who may suspend such Deck Officer's Certificate and hold an inquiry.

#### 5.5.2 The Inquiry

- (a) The inquiry shall be heard before the Company's Pilotage Committee, which shall be chaired by the Harbour Master and shall include the Pilotage Manager and a representative of Manchester Pilotage Services Limited.
- (b) The relevant Deck Officer may, if he so wishes be accompanied by a companion.
- (c) The facts of the case and the disciplinary action to be taken shall be submitted by the Pilotage Committee to the Company for its endorsement. The Company may take the advice and penalty as so given or reduce it, but shall not increase it nor impose no penalty.
- (d) The following actions may be taken in relation to the relevant Deck Officer:
  - (i) A caution to be recorded and deleted after six months;
  - (ii) A warning to be recorded and deleted after six months;
  - (iii) A reprimand to be recorded and deleted after one year;
  - (iv) A re-qualification and re-examination and/or a check trip, or
  - (v) Suspension or revocation of Certificate in accordance with sub-Section 5.5.3.

#### 5.5.3 Suspension and Revocation of Pilotage Exemption Certificates

- (a) A Certificate may by written notice be suspended or revoked in the following cases:
  - (i) **Case 1:** Whereby an event has occurred as a result of which the Company is no longer satisfied of the matters specified within Section 5.1;
  - (ii) **Case 2:** Whereby the Company thinks that the Certificate Holder has provided false information as to any of the matters specified within Section 5.1;
  - (iii) **Case 3:** Whereby the Company thinks that the Certificate Holder has been guilty of professional misconduct while piloting a vessel;
  - (iv) **Case 4:** Whereby pilotage notification was given in reliance on the Certificate Holder's certificate and, in the event, the pilotage was carried out by a person who was neither an authorised Pilot nor acting in accordance with a Certificate.
- (b) The maximum period for which a Certificate may be suspended is 28 days.



- (c) If the Company has suspended a Certificate and is considering whether to revoke it, the Company may by written notice extend the suspension for a single period of up to 28 days.
- (d) A suspended Certificate may be revoked on the same or different grounds.

#### **5.5.4 Appeal Procedure**

- (a) The relevant Deck Officer may within five business days from the date of being informed in writing of the Committee's decision appeal against that decision by notifying the Pilotage Manager in writing of his intention to appeal.
- (b) The appeal shall be heard by a director of the Company, the Pilotage Manager and a director of Manchester Pilotage Services Limited; and their decision shall be final.
- (c) For the avoidance of doubt, where an appeal against revocation of a Certificate is unsuccessful, the effective date of the revocation shall be the date of the inquiry and not the appeal.

## **6. PILOTAGE NOTIFICATION**

6.1 Pilotage notification is a notification that a vessel shall be navigated within the Pilotage District and that a Pilot is required or that a Certificate Holder shall pilot the vessel under the provisions these Directions. The Deck Officer of a vessel commits an offence if the vessel is navigated within the Harbour and fails to provide notification as defined herein.

### **6.2 Inward Bound Vessels**

6.2.1 An Estimated Time of Arrival message ("ETA") shall be sent to the Port Operations Control for each inward bound vessel for which a Pilot is required. The ETA must be received at the Port Operations Control at least 3 hours prior to the time of the high water on which the vessel is expected to arrive at either Eastham Locks or Queen Elizabeth II Lock (or such earlier time if a vessel is due to arrive prior to high water), and shall state:

- (a) Vessel's name and IMO number (if applicable);
- (b) Draught (in fresh water);
- (c) Length overall;
- (d) Beam;
- (e) Airdraft;
- (f) Date and time of high water on which the vessel is expected to arrive;
- (g) Last port of call;
- (h) Details of any Hazardous Goods on board;
- (i) ISPS security level relating the vessel, and
- (j) Origin of ETA message

- 6.2.2 If a vessel shall not arrive on the high water (or such earlier time if a vessel is due to arrive prior to high water) specified in the last ETA, an amended ETA must be sent to the Port Operations Control at least 3 hours prior to the time stated in the original ETA.
- 6.2.3 If a vessel fails to arrive on the high water specified in the last ETA notification, the ETA shall be deemed to have been cancelled (subject to a charge).
- 6.2.4 Failure to comply with the above requirements shall result in an increase of pilotage charges payable for the vessel, as provided in the schedule of Pilotage Charges.
- 6.2.5 Provision of a Pilot requested with less notice than specified above shall be dependent upon the availability of a Pilot and a lock window.

### **6.3 Outward Bound Vessels and Vessels Navigating Solely within the Pilotage District**

- 6.3.1 An Estimated Time of Departure message (“ETD”) shall be sent to the Port Operations Control for each outward bound vessel and each vessel to be navigated solely within the Pilotage District and for which a Pilot is required. The ETD must be received at the Port Operations Control at least 3 hours prior to the intended departure time of the relevant vessel and shall state:
  - (a) The vessel’s current berth;
  - (b) Estimated time of departure;
  - (c) Draught (in fresh water);
  - (d) Next port of call or berth within the Harbour, as appropriate;
  - (e) Details of any Hazardous Goods on board, and
  - (f) Origin of the ETD message
- 6.3.2 If a vessel shall not depart from its berth at the time specified in the last ETD, an amended ETD must be sent to the Port Operations Control at least 3 hours prior to the time stated in the original ETD.
- 6.3.3 Failure to comply with the above requirements shall result in an increase of pilotage charges payable for the vessel, as provided in the Schedule of Pilotage Charges.
- 6.3.4 Provision of a Pilot requested with less notice than specified above shall be dependent upon the availability of a Pilot and, if required, a lock window.

### **6.4 Pilotage Exemption Certificate Holders**

Vessels entering or leaving the Pilotage District or navigating solely within the Pilotage District shall make the above declarations together with details of the Certificate Holder’s Certificate number.

## 7. COMMUNICATIONS

- 7.1 Port Operations Control may be contacted via:
- 7.1.1 e-mail [Portops.Control@peelports.com](mailto:Portops.Control@peelports.com), or
  - 7.1.2 telephone +44(0)151 327 4638
- 7.2 Inward bound vessels wishing to communicate with Port Operations Control by VHF should call “Eastham” on Channel 7.
- 7.3 Outward bound vessel or vessels navigating solely within the Pilotage District wishing to communicate with Port Operations Control by VHF should call “Eastham” on Channel 14.

## 8. PILOTAGE CHARGES

Pursuant to the Pilotage Act 1987, Section 10, Pilotage Charges shall be in accordance with the current Schedule of Pilotage Charges published and circulated from time to time by the Company.

### List of Amendments

No.	Effective Date	Details
1	01/06/2015	Original as issued
2	01/10/2016	Revised definition for Dangerous Goods and/or Harmful Substances