

# Pilotage Exemption Certificate Application / Renewal and Agreement to Terms



Please complete the form and sign then return with supporting documentation to  
[Medway.MarineLicensing@peelports.com](mailto:Medway.MarineLicensing@peelports.com)

If you require any further information please refer to Peel Ports London Medway Pilotage Directions 2015 or contact London Medway Marine department at the above email address.

## 1. APPLICANT

FULL NAME	RANK	CERTIFICATE OF COMPETENCY No. *	MEDICAL CERTIFICATE No. *	PEC No. (If renewal)
EXPIRY DATE :				

\* Copy required of Certificate to be attached with application

## 2. AREAS / ENDORSEMENTS

Please indicate all areas and endorsements the PEC exemption will cover.

1	2	2.1	3	4	PASSENGER ( 12 + )	DANGEROUS SUBSTANCES **	TOWAGE (<50m / 50-90m / >90m)

\*\* As specified in Schedule 3 of the Dangerous Substances in Harbour Areas Regulations

## 3. OWNER / OPERATOR

Please complete details of company responsible for Personnel and Vessels described in the agreement.

COMPANY NAME	
ADDRESS	
CONTACT PERSON	
TELEPHONE No	
EMAIL	

For navigational information notification if different from above

COMPANY NAME	
CONTACT PERSON	
EMAIL	

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## 4. VESSELS

Please detail each vessel which the pilotage exemption will be applied for.

VESSEL NAME	IMO NUMBER	LOA (m)	MAX DRAFT (m)

## 5. QUALIFYING TRIP

### 5.1. APPLICATION

Records of all qualifying trips must be recorded below. Qualifying trips must be completed with an authorised Medway Pilot and logged with Medway Navigation Service [VTS] prior to being undertaken. Applicants should lodge this form with Medway Ports on completion of the qualifying trips and prior to requesting Assessment trips (one inwards, one outwards), which must be completed with an authorised Medway Pilot.

### 5.2. RENEWAL

A summary of all qualifying trips must be detailed below

DATE	VESSEL	PEC AREA	IN OR OUT

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## 6. AGREEMENT

**WHEREAS** the Port Marine Safety Code advised that formal written agreements should be established between the relevant parties.

6.1. **Name of Owner/Operator** & Company Address (Of Company Responsible for the personnel and vessels identified in Sections 1 & 3 of this agreement).

**AND**

6.2. **THE PORT OF SHEERNESS LIMITED** whose registered office is at Maritime Centre, Port of Liverpool L21 1LA (POSL). The Representative of the POSL in this regard, the Harbour Master or Deputy Harbour Master.

As follows:

### i) SAFETY OF OPERATIONS

- a. Upon completion of this Agreement the POSL will, in return for a central address to which all such information can be sent, provide the Operator with relevant up-to-date Navigational and Regulatory information regarding navigation within the Medway Pilotage District for disseminating to the Pilotage Exemption Certificate (PEC) holders in their fleet.
- b. Operators will agree to disseminate the information referred to in (a) to their Masters and Ships Officers who hold POSL PECs as quickly as possible.
- c. While piloting their ships within the Medway Pilotage District all PEC holders will have valid Certificates of Competency appropriate to their rank and the size of vessel on which they are serving and valid medical certificates.
- d. Only PEC holders actually signed on to the ship's articles as the Master or Ships Officer will be entitled to pilot the ship to which his PEC applies within the Medway Pilotage District.
- e. Operators will ensure that arrangements are in place whereby holders of PECs will be properly rested prior to commencing any act of pilotage within the Medway Pilotage District, and that they shall have no other duties during such act of pilotage.
- f. Operators will notify POSL promptly if any PEC holder is directly involved in any navigational incident while using their PEC, in which case POSL will consider suspension of such PEC until the matter has been investigated by POSL, and their report completed. POSL undertake that such investigation will take place as soon as possible after the incident. Operators and PEC holders shall ensure that all incidents are reported in writing as soon as practicable after the incident, and when instructed.
- g. Following a serious incident and pending formal investigation and disciplinary or legal proceedings that involves a vessel under the conduct of a PEC holder then the POSL shall immediately suspend such PEC in order to minimise the risk of safety being further compromised.
- h. POSL shall revoke a PEC if it is shown that the PEC holder has been guilty of incompetence or misconduct. Before doing so prior warning will be given, as well as the right to make representation.
- i. Any PEC holder who fails a test administered under the Operator's Drug and Alcohol Policy, or is convicted of any offence involving drugs or who appears to be under the influence of drugs or alcohol, will not be permitted by the Operator to use his PEC until the operator is satisfied that such a PEC holder poses no threat to the safety of navigation.
- j. All PEC holders will have to hand, and be familiar with the appropriate POSL Byelaws, Pilotage Directions, Rules for Pilotage Exemption, Pilotage Rules for Tugs and General Directions.
- k. The Operator will ensure that pilotage and the use of PECs form part of the ISM Procedure for the ships on which PECs are used, and have read a copy of the same in conjunction with this agreement.

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## ii) PROCEDURES

- a) The operators will notify the POSL of any relevant change to the status or category of the ship, such as: from “non-specified and hazardous” to “specified and hazardous and marine pollutant” for ships of between 50 and 100 metres in length prior to visiting the port.
- b) Operators will nominate a responsible officer within their organisation fully authorised to deal with matters relating to the use and administration of PECs, held by their masters and ships officers.
- c) The Operator will notify the POSL of the name and address of the Company, which is legally responsible for the operation of the ships in their fleet, and the name of the Protection and Indemnity organisation in which the ship is entered for P&I risks.
- d) The Operator will ensure that pilotage and the use of PECs will form part of the ISM procedure in place for ships navigating within the Medway Pilotage District. The Operator further agrees to participate in and contribute to the POSL Navigational Safety Management System.
- e) The Operator undertakes that only properly qualified personnel who are willing to hold a PEC and who have a good command of the English Language will be put forward for qualification of a POSL PEC.

## 7. SIGNED

The signatory below accepts responsibility for the preceding terms relating to the issue of a PEC.

1) OPERATOR / OWNER		2) PORT OF SHEERNESS LTD	
Signed		Signed	
Name		Name	Richard Grad
Position		Position	Marine Operations Manager
Date			

**NB.** The signatory to (1) must have full company authority to sign this document, and confirm the above to be a true and accurate record for this purpose.

## 8. SUBMISSION

This document, together with a copy of certificate of competency and a valid medical certificate, should be submitted to Marine Department by email: [Medway.MarineLicensing@peelports.com](mailto:Medway.MarineLicensing@peelports.com)

Renewal applications should be submitted 4 weeks prior to stated expiry date on current certificate.

Peel Ports London Medway should be notified of any application prior to any qualifying trips being undertaken.