



**RULES FOR THE ISSUE & RENEWAL OF
PILOTAGE EXEMPTION CERTIFICATES
FOR *BONA FIDE* DECK OFFICER/S**
effective 1st April 2023

P.E.C. holders who have not visited the port in the last 3 months and/or where weather conditions indicate marginal operating conditions, are to contact the Duty Pilot to exchange advice on local conditions.

1. Geographical Areas

Certificates may be issued to *Bona Fide* Deck Officers of vessels for one or more of the following parts of the Port of Plymouth Pilotage District:

- 1.1 Sea to Millbay Docks Tidal Berths
- 1.2 Sea to Cattewater and/or Sutton Harbour Berths
- 1.3 Sea to Hamoaze Commercial Berths
- 1.4 Sea to Upper reaches - Harbour tour craft only

Note: In general a certificate will be granted for use on any named vessel within a range of length/draught and type.

Certificates will only be issued following successful completion of an examination, and proof of the tripping requirement.

2. Fees for Issue, Examination & Renewal of Pilotage Exemption Certificates

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| a. | Examination and issue of Pilotage Exemption Certificate for a <u>single</u> part of the port. | £214.00 * |
| b. | Examination (without certificate - i.e. re-examination) for a single part of the port. | £138.00 * |
| c. | Examination and issue of Pilotage Exemption Certificate for <u>two</u> or more parts of the port. | £306.00 * |
| d. | Renewal of Pilotage Exemption Certificate. | £77.00 * |

3.1 Experience Required Prior to Application

The extent of local knowledge and experience required before being granted a Pilotage Exemption Certificate will depend upon the part to be navigated and the size and class of the vessel concerned. A candidate for a pilotage certificate is to have performed at least 12 passages (six round trips), including 4 passages in the hours of darkness, in the relevant part(s) of the Pilotage District during the twelve months immediately preceding the date of application for an exemption certificate. However applicants with sufficient proven knowledge but less experience will not necessarily be excluded but there could also be occasions when more experience than that set out above may be required.

3.2 Tripping

Applicants should contact the Cattewater Harbour Commissioners prior to undertaking tripping. A tripping number (prefixed T) will be issued to the applicant and should be reported to Longroom Port Control on each occasion the holder has conduct of the vessels navigation under the supervision of an authorised pilot.

4. Information Required from Candidate for Examination for a Pilotage Exemption Certificate

Candidates must complete a formal application form and supply the following information:

- (a) Name, nationality and address of applicant
- (b) Name and address of owners
- (c) Name and address of local agents
- (d) Names and types of ship for which exemption is required; Flag; length draught and tonnages
- (e) Part(s) of the Pilotage District for which an exemption is required
- (f) The extent of experience in the Pilotage District during the last 12 months (see paragraph 3). Previous experience may also be given as this might be taken into account
- (g) Evidence of Qualification: eg Department of Transport or Secrétariat de l'État à la Mer etc.
- (h) Evidence of current medical fitness (including eyesight standard from a Medical Practitioner, in accordance with Merchant Shipping Notice M.1225 or amending notice, (or national equivalent)
- (i) Confirmation that the applicant is familiar with the current:-
 - International Regulations for Preventing Collisions at Sea;
 - Dockyard Port of Plymouth Order;
 - Millbay, Cattewater and Sutton Harbour Byelaws as appropriate;
 - Dangerous Goods in Harbour Areas Regulations 2016 and individual Harbour Emergency Plans;
 - Pilotage Direction for the Port of Plymouth
- (j) Confirmation that the applicant has a satisfactory working knowledge of the

5. **Particulars of Examination**

Applicants for *Bona Fide* Deck Officers Pilotage Exemption Certificates are to make themselves thoroughly acquainted with the following subjects:

5.1 **General Navigation**

The application to pilotage of:

- (a) The International Regulations for Preventing Collisions at Sea
- (b) IALA Maritime Buoyage - System A - the General Principles and rules
- (c) The current Dockyard Port of Plymouth Order and byelaws relevant to that part for which the certificate is required (i.e. Millbay, Cattewater or Sutton Harbour byelaws).
- (d) Local Communications procedures
- (e) 'M' Notices relating to Pilotage
- (f) Relevant Notices to Mariners
- (g) The current Pilotage Direction for the Port of Plymouth

5.2 **Experience and Local Knowledge**

The candidate's experience will be determined by his ability to demonstrate detailed local knowledge of the part or parts for which he is being examined with particular reference to:

- (a) Limits of Pilotage District and individual harbours
- (b) Coastal features
- (c) Names of Channels and Fairways
- (d) General directions and rates of tidal streams
- (e) Names of wharves, jetties and berths and their uses together with their specific uses
- (f) King's Harbour Master website - www.royalnavy.mod.uk/khm/plymouth
- (g) Cattewater Harbour Commissioners - www.plymouthport.org.uk

5.3 **Pilotage in the District (or area required)**

A detailed knowledge will be required of the following:

- (a) the names, characteristics, ranges and arcs of visibility of all lights,
- (b) the names and characteristics of navigation buoys, beacons and fog signals and other seamarks,
- (c) The names of channels, fairways, headlands, points and shoals,
- (d) The approximate widths of the various channels,
- (e) The bearings and distances from one buoy to the next on either side of the channels.
- (f) The fairway courses and distances,
- (g) Depths of water to be expected in fairways and channels,
- (h) The use of sounding equipment and expected under keel clearances,
- (i) The set, rate, range and duration of the tides and the use of tide tables.
- (j) The effect of meteorological conditions on predicted tidal heights,
- (k) Clearing marks for shoals and points: visually by day and by night and by radar together with the use of the parallel index technique,
- (l) The names of the anchorages, their positions, depths, holding grounds, names and limits,
- (m) Ship handling characteristics of own vessel(s), squat and interaction in narrow channels and from other vessels,
- (n) Limitations of and restrictions caused by other vessels, with particular reference to HM and Foreign Warships and Auxiliaries,
- (o) Special local traffic and wind signals; signal stations and radio communications facilities,
- (p) Local Emergency Plans and procedures,
- (q) Dangerous Goods in Harbour Areas Regulations 2016, as applicable to Plymouth,
- (r) Byelaws or other Directions requiring Certificate holders to report accidents or hazardous incidents,
- (s) Any other relevant information at the discretion of the Examiners.

6. Conduct of the Examination

6.1 The Examination Board will consist of:

- The Harbour Master to the Commissioners.

- A Licensed Pilot
- Chief Admiralty Pilot or his deputy.
- Any other person whose presence is deemed appropriate by the CHA.

6.2 Normally the examination will be conducted at the offices of the Cattewater Harbour Commissioners at a time and date set by the Harbour Commissioners.

6.3 The depth and detail of questioning will depend upon the type and size of the vessel for which a certificate is required.

7. Conditions for Renewal of an Exemption Certificate

Certificates shall be renewed annually. Application for renewal must be made no earlier than 2 months and no later than the expiry date. Applications for renewal are to comply with the following requirements:

- (a) *Bona Fide* Deck Officers must, under normal circumstances, complete at least 8 acts of pilotage (four round trips) during the past 12 months in the District for which the Certificate was granted, in order to qualify for renewal. The CHA will reserve the right to require officers without this continued experience to present themselves to an officer of the Commission, prior to consideration as to whether renewal will be granted. (The Pilotage Exemption Certificate and the Renewal Application Form, contain a section for recording an officer's annual experience in the port).
- (b) Written confirmation of the following:
 - i. Dates of all acts of pilotage in the district in the 12 month period following issue/renewal of the certificate,
 - ii. Knowledge of any relevant changes affecting navigation relevant in the part(s) of the district, including changes to Local Byelaws, Regulations, Orders and Notices to Mariners.
 - iii. Evidence of the officer's continued satisfactory medical condition and eyesight standard.
- (c) The relevant fee.

8. Misconduct

In consonance with Section 21 of the Act, all holders of Pilotage Exemption Certificates shall report any incident of misconduct to which he might be a party or witness, to the Competent Harbour Authority by the quickest possible means and followed up at the next convenient opportunity by a formal written report.