



shoreham port

**SHOREHAM PORT AUTHORITY
PILOTAGE EXEMPTION CERTIFICATE RULES**

1 SHOREHAM PORT AUTHORITY PILOTAGE DIRECTIONS 2010

The Pilotage Act 1987 provides the legal basis for the granting of Pilotage Exemption Certificates. The Shoreham Port Authority Pilotage Directions 2010 provide that a Pilotage Exemption Certificate (PEC) may be granted to Masters and First Mates of ships greater than 50 metres in length in accordance with Pilotage Exemption Certificate Rules issued from time to time by Shoreham Port Authority.

2 DATE OF ISSUE

These Shoreham Pilotage Exemption Rules are issued on 1st January 2010 and will remain in force until amended or superseded.

3 GRANT OF PILOTAGE EXEMPTION CERTIFICATES

The grant of a PEC will be by examination. The examination for a PEC will be no less stringent than the examination for an Authorised Pilot. A PEC will be specific to a named vessel or a named vessel of similar characteristics. Candidates for a PEC must be *bona fide* Master or First Mate of a vessel and demonstrate they have sufficient skill, experience and local knowledge to pilot the named vessel(s) within the harbour and candidates must demonstrate sufficient knowledge of English.

PECs will be granted for one or more of the following areas:

- Entrance and West Arm
- Entrance and East Arm (excluding locks)
- Entrance, East Arm and Canal

4 APPLICATION FOR PEC EXAMINATION

Application for a Pilotage Exemption Certificate should be made on the appropriate form which is available on request from Shoreham Port Authority. The form should be completed in full including details of the applicant, his/her competence, the Vessel, and a record of qualifying trips. It should be countersigned and stamped by the shipowner/operator. The Form is part of a 'PEC Pack' which will contain information for candidates on the relevant navigation areas of the Port along with the following documents:

Pilotage Directions and PEC Rules
All local legislation
Port Passage Plans and Master/Pilot exchange form

The application must be accompanied with copies of the following valid documents:

The applicant's Certificate of Competency
The applicant's Medical Certificate

Following the submission of a PEC Application together with the required documents, arrangements may be made with the Harbour Master to sit the oral examination. Telephone - 01273 598100 during office hours.

A Pilot Exemption Certificate Examination will usually be held in the Harbour Office –
'Nautilus House,' 90-100 Brighton Road, Southwick, BN42 4ED.

5 REQUIREMENTS FOR THE AWARD OF PILOTAGE EXEMPTION CERTIFICATES

A PEC examination will usually be conducted by the Harbour Master, Senior Authorised Shoreham Pilot and an independent auditor.

The examination will be oral and a candidate will be expected to demonstrate a clear working knowledge of the English language.

He/she will be asked to describe an approach and entry to the Port taking into account draught of vessel, swell conditions, weather and tidal streams. This will include radio procedures, Reporting Points, Port Control signals and a full description of navigation aids, depths and dimensions of berths and channels. He/she should be familiar with under keel clearances and allowances for the lock if applicable and the promulgation of changes to charted depths and allowances.

The candidate should describe the handling characteristics of his own vessel, in particular its interaction in narrow channels and with other vessels. He/she should be aware of other vessels operating in the Harbour Area which may require special attention, e.g. maintenance dredgers or Shoreham Port vessels, including routine communication with them.

The flowing criteria shall be among those applied when assessing candidates for PECs.

GENERIC
Valid STCW certificate of competency as Master or Chief/First Mate
Bona fide Master or Chief/First Mate
Evidence of current medical fitness
Thorough understanding of own vessel handling characteristics
Knowledge of squat and interaction
Is able to communicate effectively in English
Is able to prepare, implement and provide pilotage passage plan
Is able to prepare a contingency blind pilotage passage plan
Relevant knowledge of Pilotage Act 1987

Relevant knowledge of Port Marine Safety Code including Standards for Marine Pilots
Qualified engineer on board
Competent helmsman on board

LOCAL KNOWLEDGE
Local law and Port regulations
Speed limits
Local notice to mariners
Port Information
Communications – VHF channels
Communications – local sound/light/shape signals inc, traffic signals
Channels/tracks/widths/depths/buoys/track distances
Approach and transit through the harbour entrance
Navigation marks and aids
Coastal features
Tidal streams, prevailing wind
Use of tugs or assistance from pilot boat
Lock transit
Restricted visibility procedures
Berths/wharves/jetties
Local knowledge – anchorages and no anchoring areas
Local knowledge – docks, locks
Local knowledge – prohibited areas/submarine cables, pipelines etc.
Tidal limitations/constraints
Emergency plans, oil spill contingency plans
Other harbour activities – recreational areas, diving locations etc.
Knowledge of local traffic patterns
Abort positions
Reporting requirements of ISPS and CERS

PROCESS
Registration of candidate
Tripping (<i>Inwards/outwards & daytime/night time</i>)
Practical assessment
Familiarisation visits (<i>tugs, Port Information, port & berth</i>)
Oral examination
Feedback procedures

CONDITIONS OF USE
No other duties whilst conducting pilotage
To be adequately rested and fit
Adequate bridge manning levels and support for PEC holder
Updating of knowledge capability
Reporting of incidents to HM without delay, written report o/c

Record of passages conducted to be maintained & presented if required
Required to report to HM when instructed
Required to report defective Aids to Navigation
Required to report onboard defects
Renewal and variation criteria (period of validity clearly stated on certificate)
Suspension criteria

6 PRACTICAL EXPERIENCE

All applicants will be expected to have completed a minimum of 12 acts of pilotage in the relevant area(s) (6 trips from sea to berth and 6 trips berth to sea) in hours of both daylight and darkness. These acts of pilotage must be in the company of an Authorized Shoreham Pilot or the holder of a valid PEC. However, at least 1 trip from sea and 1 trip to sea must be in the company of a Class 1 Authorized Shoreham Pilot

7 RE-EXAMINATION IN THE CASE OF FAILURE

After first failure – re-examination will be at the discretion of the Harbour Master, but not normally within one month.

After subsequent failure – re-examination not normally within three months of the latest failure.

After three failures – re-examination will be at the Harbour Master’s discretion.

8 RENEWAL OF PILOTAGE EXEMPTION CERTIFICATES

Pilotage Exemption Certificates are valid for one year from the date of issue.

To avoid lapsing, application for renewal should be made in good time; no less than two weeks before the renewal date.

Applications for renewal must include the following:

- Details of qualifying trips throughout the year,
- Copies of qualifying trips, together with current passage plans,
- Copy of valid Medical Certificate of Fitness,
- Copy of valid Certificate of Competency.

Renewal will be subject to the above and the completion of a minimum of six round trips made within the qualifying year.

At least every 5 years, revalidating of the Pilotage Exemption Certificate shall include 1 trip in the company of a Class 1 Authorised Shoreham Pilot.

The PEC Holder will be expected to keep up to date with navigational changes which may occur in the exemption area(s) throughout the year and

with current hydrographic surveys. The latest surveys may be inspected on request at the Harbour Office during office hours or at any time in the Port Control situated on the Locks.

A record of PEC Holder's inspections of the surveys will be kept.

9 LAPSED CERTIFICATES AND OVERDUE RENEWALS

Holders with overdue or lapsed PECs will be expected to satisfy the conditions of new applications and may be required for re-examination.

10 FEES

Fees for both PEC Examination and annual renewals are published in Shoreham Port Authority's booklet of fees and charges.

11 OBLIGATIONS AND REQUIREMENTS OF PEC HOLDERS

The holder of a Pilotage Exemption Certificate shall not allow any other person to have possession of his/her PEC for the improper use thereof.

The holder of a PEC who observes or becomes aware of anything that may affect the safety of navigation in the Pilotage Area shall immediately inform Shoreham Port Authority.

The holder of a PEC having conduct of a vessel which has touched the ground, or has been in collision with any other vessel or any fixed or floating object in the area of exemption, shall report the occurrence immediately to Shoreham Port Authority and send a written report of the circumstances as soon as practicable.

Any changes to the characteristics of a vessel which the holder of a PEC has conduct of, or material changes to its size, structure or machinery or in its manning shall be advised to Shoreham Port Authority before that vessel enters the Pilotage Area. Such changes may necessitate the use of an Authorised Shoreham Pilot and cause the PEC for that vessel to be invalid.

12 SUSPENSION OR REVOCATION OF A PILOTAGE EXEMPTION CERTIFICATE

Shoreham Port Authority may suspend or revoke a PEC granted by it if it appears that the holder has been guilty of misconduct or incompetence affecting his/her capability to pilot the vessel.

13 TEMPORARY WITHDRAWAL OF A PEC

Where a PEC holder has been involved in an incident in which the safety of navigation may have been compromised, the Shoreham Port Authority may, in the interests of safety, temporarily suspend the PEC after written notice setting out its reasons and giving the PEC holder a reasonable opportunity of making representations pending formal investigation of the incident.

Where the Certificate of Competency or Medical Certificate of a PEC holder is found invalid, the PEC will be withdrawn pending production of valid documents.