



shoreham port

**SHOREHAM PORT AUTHORITY
PILOTAGE RULES**

1 SHOREHAM PORT AUTHORITY PILOTAGE DIRECTIONS 2010

Shoreham Port Authority is a Competent Harbour Authority (CHA) and the Pilotage Act 1987 provides the legal basis for the authorisation and employment of pilots together with provisions for the revocation and/or suspension of such authorisation. The Shoreham Port Authority Pilotage Directions 2010 provide that under prescribed circumstances Pilotage will be compulsory.

2 DATE OF ISSUE

These Shoreham Pilotage Rules are issued on 1st January 2010 and will remain in force until amended or superseded.

3 PILOTAGE SERVICE

Shoreham Port Authority will keep under consideration whether any and, if so, what pilotage services need to be provided to secure the safety of ships navigating in, or in the approaches the Port. It will also consider whether, in the interests of safety, pilotage should be compulsory for ships navigating in any part of the Port or its approaches. If compulsory pilotage is deemed necessary, the authority will consider to which ships this should be applied and in what circumstances and will issue Pilotage Directions. It will also consider the pilotage service to be provided for those ships. Should the use of the port or harbour change, pilotage services will be reviewed to ensure that the service provided continues to meet requirements.

Shoreham Port Authority will ensure that the risks associated with vessels to which the requirements of Pilotage Directions may not apply are also managed to As Low As Reasonably Practicable.

4 AUTHORISATION OF PILOTS

Pilots will be authorised in accordance with the Pilotage Act 1987.

Shoreham Port Authority will determine the qualifications for the authorisation of its pilots in respect of age, physical fitness, time of service, local knowledge and skill. Shoreham Port Authority will ensure that proper arrangements are in place for the ongoing review of pilot competence and fitness and that details of these arrangements are made available to all pilots.

Pilots will be recruited after open competition and must hold a valid Class I or 2 Master Mariners Certificate of Competency issued by the MCA or equivalent EC or STCW compliant maritime authority. Evidence of medical fitness will be required.

5 TRAINING OF PILOTS

Shoreham Port Authority will ensure that all its authorised pilots are trained so as to be qualified to conduct the vessels to which they are likely to be allocated. The training standards will be appropriate to the competence standards developed in parallel with the Port Marine Safety Code and will be in line with the National Occupational Standards for Marine Pilotage and examination will follow the syllabus for Marine Pilot Training. These documents are available at www.portskillsandsafety.co.uk.

Training will involve extensive practical experience and before being authorised a trainee pilot will undertake a minimum of 6 weeks training with authorised pilots in all areas of the Port and its approaches. A trainee pilot will be expected to complete about 100 acts of pilotage with an authorised pilot in various conditions and in all areas of the Port and to and from as many different berths as practicable. In addition the trainee pilot will undertake familiarisation trips on the tug. Experience will be gained in manoeuvring all types and sizes of vessels using the Port and the trainee pilot will become familiar with all aspects of pilotage, communication, aids to navigation, use of the locks, the application of all relevant law including byelaws and directions and the operation of the Port's Safety Management System. Trainee Pilots will be required to up keep a tripping book detailing all acts of pilotage and counter signed by the mentoring Pilot

After completing initial training and after examination a trainee pilot may be authorised as a Class 3 Pilot. After at least 3 months on the pilot's roster, and after gaining further experience by accompanying an authorised pilot on large or difficult vessels, the pilot may be considered to be authorised as a Class 2 Pilot. After at least a minimum of a further 3 months on the pilot's roster, and after gaining further experience by accompanying an authorised pilot on large or difficult vessels, the pilot may be considered to be authorised as a Class 1 Pilot.

Authorised pilots will be restricted as follows:

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| Class 3 | Up to 85m LOA in the East Arm and Canal. Up to 75m in the West Arm. |
| Class 2 | Up to 100m LOA in the East Arm and Canal. Up to 80m in the West Arm. |
| Class 1 | No restriction |

Authorised Pilots are required to hold a current ENG 1 Medical Certificate of Fitness or the equivalent and to maintain validity of their Certificate of Competency.

A pilot may from time to time be required to undergo additional training to ensure their continued professional development and to comply with national standards.

Authorised Pilots will be required to have their authorisation revalidated annually to ensure the required number of trips has been carried out for their Class/areas including at least 1 trip in the company of a Class 1 Authorised Shoreham Pilot not exceeding 5 years.

6 PILOTAGE SERVICE – GENERAL ARRANGEMENTS

Vessels requiring the services of a Shoreham Pilot must send ETA at least 12 hours before arrival with amendments at 2 hours notice by VHF Channel 14 to **‘Shoreham Harbour Radio,’** (24 hours) or to **‘Shoreham Pilots’** (when on station).

ETAs should include vessel’s maximum draught, any defects or deficiencies and any DG or marine pollutants in bulk.

ETAs may be passed to Shoreham Pilots by fax on: (+44) 01273 595 988
or by telephone on : (+44) 01273 592 366
or by e-mail to: portcontrol@shoreham-port.co.uk

Radar, CCTV, VHF and telephone conversations are all recorded and can be used in any investigation into incidents in the harbour.

7 PILOT BOARDING

Pilots will normally board incoming vessels in an area up to two nautical miles south of the Harbour Entrance. Depending on the vessel, they will board from four hours before High Water until tidal conditions after High Water make the entry of vessels unsafe.

Incoming vessels embarking a Pilot should not approach within 1 mile of the Port.

It is an offence for a vessel subject to compulsory pilotage to enter the Pilotage Area without embarking an Authorised Pilot.

Allowance should be made for possible outbound vessels and sufficient time must be provided for the Master/Pilot exchange of information.

Arrangements for boarding and disembarkation must be in compliance with the “Code of Practice” published by the UK Marine Pilots Association and the requirements of SOLAS Chapter V (Pilot Transfer Arrangements) Regulation 23 and IMO resolution A889 (21).

A pilot ladder should be rigged approximately 1 metre from the water, as far as practicable on the vessel’s parallel body and on the agreed lee side.

8 INFORMATION TO BE PROVIDED

The Master of a vessel, having embarked a Pilot, is required to provide him with such information as he requires to carry out his duties.

The Master is required to provide to the pilot all the information the pilot requires to complete the master/pilot exchange form. In particular the Master must declare any defect or deficiency that affects the vessel's normal ability to navigate and/or manoeuvre or its ability to comply with all the requirements of the COLREGS and/or STCW.

9 SHOREHAM HARBOUR RADIO

Shoreham Port Control (Shoreham Harbour Radio) is constantly manned. A listening watch is kept on VHF Channels 16 and 14. Other VHF working Channels are 6, 9 and 11.

Direct communication may be made with 'Shoreham Pilots' and the Pilot Boat on VHF Channel 14 when pilots are on station.

Shoreham Port Authority reserves the right to plan the sequence of vessel movements as directed by the Harbour Master, taking into account the size of ships and their draught, tidal circumstances and the availability of Pilots.

Radar, CCTV, VHF and telephone conversations are all recorded and can be used in any investigation into incidents in the harbour.

10 ANCHORAGE AREA

The usual anchorage area for vessels is approximately 1.5 to 2 nautical miles offshore in sand and shingle over chalk and clay in depths of approximately 7 metres. It is the Master's decision of where, how and when to anchor and an efficient anchor watch must be maintained at all times

11 DEPARTURE NOTIFICATION

The service of an outward Pilot should be ordered not less than 90 minutes before the planned time of departure from the berth. Earlier bookings may expedite departure and avoid delays.

Cancellation of a pilot within 90 minutes of the notified planned time of departure may incur a fee.

12 PILOT DISEMBARKATION

Pilots usually disembark when a vessel is safely clear of the Harbour entrance and as it leaves the Pilotage Area.

For vessels leaving in adverse weather conditions, the Pilot may deem it unsafe to disembark outside the breakwaters. In which case, and taking into account all the prevailing conditions it may be agreed with the Master for the pilot to disembark the vessel within the harbour, in the vicinity of Middle Pier.

For guidance, this decision should take into account conditions of daylight/darkness, size, draught, power and manoeuvrability of the vessel, the local knowledge of the Master and height of tide and swell at the entrance as well as all other factors.

13 VESSELS WITH DEFECTS AND DEFICIENCIES

The Pilotage Directions 2010 require that any ship greater than 20 metres in length overall which is suffering a defect or deficiency that affects its normal ability to navigate and/or manoeuvre or its ability to comply with all the requirements of the COLREGS and/or STCW is subject to compulsory pilotage. They also state that any ship less than 20m in length overall which is suffering a defect or deficiency that affects its normal ability to navigate and/or manoeuvre or its ability to comply with all the requirements of the COLREGS and/or STCW is required to declare the defect or deficiency to port control whereupon the ship may be directed to take a pilot dependant on the risks and the circumstances prevailing at the time.

For guidance only the following non exhaustive list includes the type of defect or deficiency referred to above.

Any defect that affects a ship's normal ability to navigate and/or manoeuvre, e.g.: defects with propulsion machinery including main engines, thrusters and steering gear, defects with anchoring equipment, winches and capstans, defects with aids to navigation and equipment that would normally be used whilst navigating in the Port, defects with navigation lights or signals, defects with power supplies to any of the aforementioned.

Any defect or deficiency with pilot boarding and disembarkation arrangements including the power supply.

Any shortage of Officers or crew that affect the operation of the vessel whilst preparing to navigate or whilst navigating in the Port.

None of the above removes from the Pilot or the Port Authority its ability to decline to provide a pilot on the grounds of safety and to prohibit or restrict the movement of a vessel by way of a Direction.

Notwithstanding that a Pilot is a servant of the ship owner and will have conduct of the ship during an act of pilotage (unless superseded by the Master) he also has responsibility to the Port Authority under the Safety Management System to ensure risks associated with marine operations are managed to As Low As Reasonably Practicable (ALARP). Accordingly the Pilot has a duty to keep the Port Authority informed of any risks that he considers are not ALARP so that appropriate Directions can be given which may include prohibiting the ship from navigating in the Port. Under some circumstances the Port Authority must make a report about a defect or deficiency on a ship to the MCA.

14 PILOTAGE RATES AND CHARGES

A current tariff is published by Shoreham Port Authority as Competent Harbour Authority and is available from the Harbour Office.

All charges are per Gross Tonnage, assessed in accordance with an International Tonnage Certificate.

Pilotage dues are payable for entry and departure and for shifting between berths within the Port. (A Pilot is required on ships subject to compulsory pilotage when all lines are let go in order to shift).

Dues for vessels piloted by a valid PEC Holder are a fraction of the full fee.

Charges may also be levied should a Pilot attend a vessel on request and not be needed, be detained onboard for more than 30 minutes if a vessel is not ready and for cancellation of a booking within 90 minutes of the booked time.

The Authority reserves the right to withdraw a Pilot after 30 minutes detention and seek a re-booking.