

ISLES OF SCILLY PILOTAGE SERVICE OPERATING PROCEDURES



Updated October 2015

REVISION DIARY

Date	Page	Comment	Name
31/05/2010	1	Size of Vessel requiring Pilotage changed from 30m to 32m.	Alan Hartwell
31/05/2010	16	Size of Vessel required for training purposes changed from 30m to 32m	Alan Hartwell
31/05/2010	ii	Revision Diary added	Alan Hartwell
21/02/2011	D2	Section 3 Amended	Alan Hartwell
18/05/2012	1	Section 1.2 Extent of Pilotage changed from 6 to 5 miles due to typographical error. Ref. The Isles of Scilly (Pilotage) Harbour Revision Order 1988	Alan Hartwell
01/04/2013		Pilotage tripping requirements changed to include a sliding scale to unrestricted; compulsory pilotage length reverted to 30m	Dale Clark
15/05/2013	9	Amendment to section 5.3 (Visibility and Under Keel Clearance). Draft for entry reduced by 1m for both leads seen and not seen options	Dale Clark
04/10/2013	3	Section 2.3.2: Restricted Pilots now subject to new training schedule	Alan Hartwell
04/10/2013	4	Section 2.3.1.7 added. Near miss and incident reporting.	Alan Hartwell
04/10/2013	4	Sections 2.3.5.4 and 2.3.5.5 added. PEC review and examinations.	Alan Hartwell
04/10/2013	5	Section 3.3: Change 'First Mate' to 'Deck Officer' as per new guidelines	Alan Hartwell
04/10/2013	9	Section 5.3: Draught for entry increased by 0.7m for both leads seen and not seen options	Alan Hartwell

Date	Page	Comment	Name
04/10/2013	11	Section 6.3.2: Change to pilot boarding position to match chart.	Alan Hartwell
04/10/2013	14	Section changed to 'Defects to ship and shore navigational aids'. Sentences added.	Alan Hartwell
04/10/2013	15	Section 9: 'first mate' changed to 'deck officer' as per new guidelines.	Alan Hartwell
04/10/2013	15	Section 10.1 (d): 'national competency training' changed to 'national occupational standards'.	Alan Hartwell
04/10/2013	16	Section 10.2.3: Assessment by Senior Pilot added	Alan Hartwell
04/10/2013	A3	Contact details updated and improved to include email addresses	Alan Hartwell
04/10/2013	B3	Contact details updated and improved to include email addresses	Alan Hartwell

Welcome to the Isles of Scilly



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1. INTRODUCTION

The Duchy of Cornwall was appointed as the Competent Harbour Authority for the Isles of Scilly in 1987, when responsibility for pilotage was devolved from Trinity House to Harbour Authorities throughout the UK. These procedures outline the way in which the pilotage service is operated and the standards it maintains.

2. DUTIES AND RESPONSIBILITY

2.1 Summary of Roles

2.1.1 Competent Harbour Authority

The Competent Harbour Authority (CHA) function will:

- Set authorisation requirements for unrestricted and restricted pilots.
- Set requirements for PEC holders.
- Set charges against a policy to provide a pilotage service that is self-financing.
- Maintain and publish pilotage accounts in accordance with any requirements of the Pilotage Act.
- Maintain safety management system information.
- Regularly review pilotage procedures and requirements.

The Harbourmaster will be the recognised representative for the CHA and responsible for overseeing the arrangements made by the CHA.

2.1.2 Harbourmaster

The Harbourmaster function shall:

- Liaise with Agents and ensure programmed vessels provide information in accordance with procedural requirements.
- Ensure information is delivered to the designated pilot for the vessel.
- Invoice vessel agents for the pilotage service.
- Authorise payments to pilots (or pilotage company) for acts undertaken.
- Maintain pilotage records and accounts for the CHA.
- Make recommendations to the CHA in respect of any amendments to Authorisation.
- Maintain pilotage safety management system.
- Monitor tripping of trainee pilots and currency of existing pilotage experience.

The maintenance of training schedule records for trainee and restricted pilots and the professional updating of all pilots is an essential part of the pilotage safety management system. This responsibility will include:

1. Maintaining records of the status of and any restrictions to all pilots (2.1.5)
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2. The development and review of training policies and procedures
3. Preparing annual review of training progress and future requirements.
4. Reviewing incident and near-miss reports submitted by pilots.
5. Reviewing proposed changes to pilotage procedures, prior to adoption.

2.1.3 Pilotage Function

The pilotage function shall:

- Be responsible to the master and owners' of any vessel under pilotage, and to the CHA, for the provision of proper advice on all matters relating to pilotage.
- Appoint the pilot(s) for each act.
- Liaise directly with approaching vessels and arrange attendance on board.
- Invoice Harbourmaster for acts of pilotage undertaken.
- Provide senior pilot to examine trainee, restricted and PEC applicants.
- Own and discharge relevant parts of pilotage procedures. This would include continuous development of pilotage procedures, providing proposed changes to the Harbourmaster for review.

Maintain appropriate records as requested by the Harbourmaster.

2.1.4 Unrestricted Pilots

Unrestricted Pilots are authorised to pilot any vessel entering, departing or moving within the Pilotage District.

2.1.5 Restricted Pilots

Restricted Pilots are authorised to pilot any vessel in accordance to the training schedule as set out in section 10.3 of this document whilst entering, departing or moving within the Pilotage District. The Harbour Master shall maintain up to date lists of the restrictions applied to any Pilots.

2.1.6 Pilotage Exemption Certificate Holders

Restrictions applicable to Pilotage Exemption Certificate holders are contained in the Pilotage Exemption Certificate Requirements in Annex D.

2.1.7 Senior Pilot

The Senior Pilot shall be an Unrestricted Pilot appointed by the CHA and will be responsible for the administration of the service on a day-to-day basis, including:

1. Appointing pilots to vessels as per Section 2.2.
2. Maintaining a file of Master/Pilot Exchange forms for all vessels subject to compulsory pilotage.
3. Maintaining a record of pilotage acts showing the details of each act of pilotage performed by each pilot.
4. Assessing the progress of trainee pilots and identifying any areas of additional training that is required.
5. Planning of the training programme for trainees and Restricted Pilots.
6. Submitting proposed changes to the pilotage procedures for review and approval by the Harbour Master.

2.1.8 Pilot Examiner

The CHA shall appoint a Pilot Examiner who shall be qualified to the standard of an Unrestricted Pilot but will not necessarily be a serving pilot. His responsibilities include:

1. Examining trainee pilots for authorisation,
2. Examining Restricted Pilots for upgrade
3. Periodic auditing and re-authorisation of authorised pilots.
4. Annual review of PEC holders.
5. Examining ships staff for PEC.

2.2 Appointment of Pilots to Vessels

Pilots shall be appointed to vessels by the Senior Pilot taking into account the required grade of pilot for the size of the vessel, the need of each pilot to undertake sufficient acts of pilotage to maintain proficiency and pilot training requirements. The Senior Pilot may, at his discretion and taking into account weather conditions and size of vessel, require two pilots.

3. NAVIGATION

3.1 General

Vessels should be navigated at all times in accordance with the ICS Bridge Procedures Guide. Pilots should use their best endeavours to ensure that ship's staff make proper use of appropriate navigational procedures, including the use of visual leads, clearing bearings, parallel indexes, and GPS reference lines, to properly monitor the vessel's position and progress along the navigational channels. Masters of vessels failing to do so should be cautioned and continued failure should be reported to the Harbour Master. This information should be read in conjunction with the *Isles of Scilly Pilotage Information* and also the *Isles of Scilly Passage Plans*, available from the Harbour Master.

3.2 GPS and DGPS Information

If the vessel is fitted with a Global Positioning System (GPS), ship's staff should set up a reference line to correspond with the leads and other tracks. Due allowance should be made for the corrections to satellite derived positions to agree with charted positions, particularly in St Mary's Sound. Ship's staff should be asked to provide distance off-track (cross-track error) information and the accuracy and reliability of the information evaluated in good weather conditions.

3.3 Buoy Positions

The positions of buoys cannot be guaranteed, particularly in and after conditions of heavy weather. Buoys are a useful check on position but should never be used as a primary means of navigation.

4. SAFETY

4.1 General

Pilots should be familiar with and apply the procedures set out in the Code of Practice: "Boarding and Landing of Pilots by Pilot Boat", issued by the British Ports Federation/UK Pilots Association (UKMPA).

4.2 Safety Clothing

Pilots should wear non-slip safety shoes or boots. The minimum standard should be as set out in the UKMPA Recommendations on Pilots Safety Clothing (1990). Flotation coats incorporating safety harness, lifejacket, strobe light and personal locator beacons are recommended.

4.3 Safe Boarding and Disembarking

Where the access to the vessel requires a substantial climb, the pilot may prefer the launch to move away to prevent serious injury in the event of a fall; in other cases it is generally considered preferable for the launch to remain under the ladder. Prior to boarding the pilot will advise the coxswain whether he wishes the launch to remain under the ladder or move away from the vessels side.

The pilot and launch crew should remain inside the cabin until the launch is at reduced speed, in the lee of the vessel. At night, the launch's deck lights should be turned on before any personnel proceed on deck. The searchlight should be used to illuminate the pilot ladder and foredeck of the launch. Personnel should go forward along the side of the launch which is away from the vessel.

The launch crew must be on deck to assist the pilot boarding or disembarking. To prevent the ladder being trapped between the vessel's side and the launch, the launch crew should ensure that the bottom of the pilot ladder is retained on the deck of the launch throughout transfer of the pilot. The pilot shall ascertain that the ladder is properly secured by communication with the vessel's crew before attempting to embark. The pilot should not attempt to embark in the absence of such communication.

If the height of the pilot ladder requires adjustment, the pilot and launch crew should return to the safety of the cabin and the launch should stand off while adjustments are made.

5. INCIDENTS AND DEFICIENCIES

5.1 Incident and Near Miss Reporting

In the event of an incident or near miss, a detailed report should be completed by the Pilot and submitted to the Harbour Master within 24 hours of the incident. Such report should be in the form of a statement of factual events. Names and contact details of persons involved and witnesses should be included where possible. Times should be entered where known; estimated times should be clearly indicated as such. Opinions or subjective comments should be excluded. The report should be signed, dated and witnessed.

The Senior Pilot may (or at the request of the Harbour Master will) submit proposals to amend the pilotage procedures to prevent or reduce the possibility of recurrence of such incidents / near misses or mitigate the consequences. The Harbour Master will review proposals before adoption.

5.2 Vessel Deficiencies

In the case of arriving vessels, in the event that the pilot is unsatisfied with the condition or preparedness of the vessel as evidenced by his observations or information supplied, the vessel may be directed to an alternative anchorage or instructed to leave and remain outside the Pilotage District until such time as the deficiencies have been rectified. In general, vessels with any significant navigational, steering or propulsion defect should not transit St Mary's Sound.

In the case of departing vessels, the Master and Pilot shall carry out a risk assessment from which procedures to eliminate or minimise any risks to life, the vessel and/or the environment shall be identified and implemented. Any risks associated with the vessel remaining in the anchorage should also be taken into account. The Harbour Master shall be advised, and may additionally impose restrictions on or issue directions to vessels with declared defects or leaking marine pollutants. Pilots will be advised accordingly.

5.3 Defects to Ship and Shore Navigation Aids

Any pilot noting any defect or damage to any navigation aid shall report such defect or damage to the Harbour Master immediately. The Harbour Master will pass this information on to MCA. Any defects to buoys etc. will be reported to Trinity House and LNtM promulgated.

6. PILOTAGE EXEMPTION CERTIFICATES

A Pilotage Exemption Certificate may be granted to persons who are bona fide Masters or Deck Officers, legally entitled to navigate the vessel under the laws of the country in which the vessel is registered. The conditions and requirements for the issue of a Pilotage Exemption Certificate are contained in the Pilotage Exemption Certificate Requirements in Annex D.

7. PILOT TRAINING

7.1 Basic Qualifications and Experience

All pilots shall hold either:

- a) A Department of Transport Master Mariner (Class 1) Certificate of Competency or equivalent, or;
- b) A Department of Transport Certificate of Competency with a Command Endorsement, or;
- c) Previous experience as a pilot or equivalent ship handling experience;
- d) Appropriate training under the national occupational standards for marine pilots.

Pilots authorised on or before 1st January 1999 are exempt from this requirement.

All pilots shall be physically fit and shall be required to maintain compliance with the national medical requirements for seafarers (ENG 1) and submit a certificate of medical fitness (ENG 1). Over 50 years of age an annual medical from the local medical centre will be required as specified by the CHA.

Pilots shall normally retire at the age of 60 but may continue to 65 upon satisfactory re-validation.

7.2 Trainee Pilot

The amount of training required will depend upon the experience and qualifications of the trainee. The Senior Pilot will assess the training requirements of trainee pilots and prepare a training program appropriate to the trainee's qualifications and experience.

7.2.1 Induction Training

Induction training will include:

- Safety Procedures including boarding and disembarking (Code of Practice: "Boarding and Landing of Pilots by Pilot Boat", etc)
- Knowledge of the area (including practical training by personal experience under instruction from another pilot and a study of relevant charts and publications)

7.2.2 Theory

Building detailed theoretical knowledge of the pilotage area according to the syllabus contained in Annex E, knowledge of:

- Basic Pilotage law
- Local Bye-laws and Regulations
- Pilotage Procedures
- “M” Notices relevant to pilotage matters
- Relevant current Notices to Mariners
- Dangerous Substances in Harbour Areas Regulations 1987.

7.2.3 Practical

The minimum experience needed will be assessed by the pilot examiner on appointment as a trainee. For guidance, a minimum experience of 70 pilotage acts will be normal, of which 10 must be on different vessels, 10 during the hours of darkness and 10 in conditions of restricted visibility. This must include 10 acts to and from both anchorages, 10 acts into and out of St Mary’s Harbour, 20 acts via the North West Passage, 20 acts via St Mary’s Sound and 20 Acts via Crow Sound. The tripping requirement must also include at least 5 acts to and from Old Grimsby and New Grimsby Harbours on appropriate sized vessels.

With the exception of Old Grimsby and New Grimsby Harbours, all tripping must be in vessels of more than 30 metres in length.

At least 4 acts in each channel must be under formal assessment by an Unrestricted Pilot or the Pilot Examiner. At least two of these acts must be under formal assessment by the Pilot Examiner or the Senior Pilot on his behalf.

7.2.4 Assessment Interviews

Trainee pilots will be interviewed periodically to assess their progress, and identify future training needs.

7.2.5 Examination

On completion, the trainee will be examined by a panel consisting of the Senior Pilot, the Harbour Master and the Pilot Examiner. This examination will be mainly oral but will include a project of the candidate’s choice, relevant to practical pilotage, together with examination of the tripping record and formal assessments.

On successful completion, the candidate will be authorised by the CHA for vessels up to 5,000 Gross Tonnes.

7.3 Upgrade to Unrestricted

Pilots may be upgraded to Unrestricted after having satisfactorily obtained:

1. 24 months experience as restricted pilot.
2. The following training programme set out below

Type of pilotage qualification	Valid for	Minimum number of trips	Minimum period of experience	Comment
Restricted C	Up to 5,000GT	10 trips having the conduct of vessels over 2,000 GT 10 trips accompanying unrestricted pilot on vessels over 5,000GT	Minimum of 24 months experience as restricted pilot required before advancing to unrestricted pilot	Initial examination by Harbour Master, Senior Pilot and Pilotage Examiner
Restricted B	Up to 10,000GT	10 trips having the conduct of vessels over 5,000 GT 10 trips accompanying unrestricted pilot on vessels over 10,000GT		
Restricted A	Up to 20,000GT	10 trips having the conduct of vessels over 10,000 GT 10 trips accompanying unrestricted pilot on vessels over 20,000GT		
Unrestricted	Unrestricted			Assessment by Senior Pilot and Pilotage Examiner

3. Assessment by a panel comprising the Harbour Master, the Senior Pilot and the Pilot Examiner.

7.4 Re-Authorisation

Authorised pilots should be subject to periodic audit, satisfactory completion of which should result in their authorisation being confirmed.

8. GLOSSARY

The following abbreviations and acronyms have been used throughout this document:

Acronym	Definition
CHA	Competent Harbour Authority
CPP	Controllable Pitch Propeller
ETA	Estimated Time of Arrival
GPS	Global Positioning System
IALA	International Association of Lighthouse Authorities
ICS	International Chamber of Shipping
INMARSAT	International Maritime Satellite Communication System
NI	Nautical Institute
PEC	Pilotage Exemption Certificate
SOLAS	Safety of Life at Sea Convention
VHF	Very High Frequency (marine radio)

ANNEX A
PILOTAGE EXEMPTION CERTIFICATE REQUIREMENTS

PILOTAGE EXEMPTION CERTIFICATE REQUIREMENTS

GENERAL

The following guidelines detail the terms and conditions on which applicants may seek a Pilotage Exemption certificate:

1. Pilotage Exemption Certificates (PEC's) for Isles of Scilly Pilotage District will be granted to persons who are bona fide Masters or Deck Officers, legally entitled to assume command of the vessel under the laws of the country in which the vessel is registered.
2. Certificate Holders will only be entitled to enter St Mary's Harbour by the recognised channels, namely:
 - St Mary's Sound
 - Crow Sound
 - North West Passage.

Pilotage Exemption Certificates may be limited to certain channels only and/or daylight transit only. Pilotage Exemption Certificates will be issued on a named vessel basis and the holder will be limited accordingly.

3. Applicants will be required to complete six voyages in and out of St Mary's Harbour (a total of twelve acts) before sitting an examination. Two must be undertaken with a Pilot on-board whilst the remaining four, where appropriate, may be carried out under the supervision of a PEC holder provided he is the Master of, and that the PEC has been issued for, the vessel in question. At least two of the six voyages must be executed during the period of darkness.
 4. The Applicant shall give confirmation of satisfactory medical condition before sitting an examination.
 5. The examination will take place in the offices of the Duchy of Cornwall and will be conducted by the Pilot Examiner or the Senior Pilot with the Harbour Master present.
 6. Applicants will be examined and must have a good knowledge of:
 - a) The International Regulations for the Prevention of Collisions at Sea
 - b) The IALA Maritime Buoyage System "A"
 - c) The names of channels, reaches, headlands, points and shoals for the area, in particular those detailed in paragraph 2 above.
 - d) All recognised anchorages, in particular "Nut Rock" and "Watermill Bay". Details of these can be obtained from BA charts 883 (St Mary's) and 34 (Isles of Scilly)
 - e) The depths of water throughout the area.
 - f) The positions, names and characteristics of the buoys, beacons and other seamarks in the area.
 - g) The approximate width of the various channels and the shape and size of the various shoals and the direction in which they lie.
 - h) The clearing marks for the shoals and points by days and night in the area.
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- i) The set, rate, rise and duration of the tides and use of the tide tables.
 - j) The general appearance of the coast in the area.
 - k) The method of utilising the seamarks for the purpose of navigating sailing and steam vessels of various draughts of water under the different conditions of weather by day and night in the area.
7. Any candidate who fails his examination shall be advised of his particular area of failure and be given the opportunity to re-sit the examination within a reasonable period, but if he twice fails his examination, he shall not be further examined for a period of three months.
 8. There is a charge for examination and issue of a Pilotage Exemption Certificate.
 9. A Pilotage Exemption Certificate is valid for twelve months only.
 10. A Pilotage Exemption Certificate may be renewed within thirty days of its expiry date subject to confirmation that the holder:
 - has completed at least three voyage trips in and out of the Port within the last twelve months, and
 - has knowledge of any relevant changes affecting navigation in the area concerned, including changes to Local Byelaws and Regulations and Notices to Mariners.
 11. There is a charge for renewal of a Pilotage Exemption Certificate.
 12. All Pilotage Exemption Certificate holders will advise the Duchy of Cornwall's Harbour Master prior to any movement within the pilotage area and submit details of each visit to the pilotage area together with the appropriate dues on demand if any.
 13. The Pilotage Exemption Certificate holders shall display the "Pilot Flag" ("H") whilst navigating within the Pilotage Area.
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ANNEX B
MASTER/PILOT EXCHANGE FORM



DUCHY of CORNWALL

HARBOUR OFFICE, ST. MARY'S, ISLES OF SCILLY, TR21 0HU

Telephone: (01720) 422768, fax (01720) 423980

www.stmarys-harbour.co.uk stmarys@stmarys-harbour.co.uk
Harbour Master: Dale Clark

ISLES OF SCILLY PILOTAGE DISTRICT

SHORE-SHIP MASTER/PILOT EXCHANGE (MPX)

Ship Name -
Call Sign -
GRT - Draught -

Current & forecasted weather at anchorage

Anchors cleared away & ready for use – Y/N
Hand steering engaged for pilotage – Y/N

Route to be taken –
Route discussed with chart available Y/N
Time/Distance to anchorage –
Port/Stbd Anchor with Shackles
Minimum UKC throughout (m).....
LNtMs in force –

Pilot Name –

Pilot Signature –

Captain Name –

Captain Signature –

ANNEX C
PILOTAGE TRAINING SYLLABUS

PILOTAGE TRAINING SYLLABUS

Applicants will be examined and must demonstrate a thorough working knowledge of:

1. Rules, Regulations and Codes of Practice

- a) The International Regulations for the Prevention of Collisions at Sea
- b) IALA Maritime Buoyage – System A
- c) Pilotage and Harbour limits
- d) Local Bye-laws and Regulations
- e) Pilotage Procedures
- f) Code of Practice: “Boarding and Landing of Pilots by Pilot Boat”
- g) Any “M” Notices relevant to pilotage matters
- h) Any relevant current Notices to Mariners
- i) Dangerous Substances in Harbour Areas Regulations 1987

3. Practical Knowledge

- a) Handling characteristics of vessels including squat, bank effect and interaction with other vessels
- b) The correct use of leads, transits, clearing marks, ranges, parallel indexes, and GPS reference lines
- c) Passage Planning
- d) Navigation in fog and restricted visibility
- e) Underkeel clearance and the effect of swell and pitching
- f) The set, rate, rise and duration of the tides and use of tide tables
- g) Marine VHF Communication Procedures

4. Local Knowledge and Experience

- a) Coastal features.
 - b) The names and characteristics of lights, their ranges and arcs of visibility
 - c) The names and characteristics of buoys, beacons, and other seamarks
 - d) Names of the channels and sounds, courses and distances, leading and clearing marks, least depths, channel widths, pinch points and other critical areas of navigation
 - e) The names of, headlands, points and shoals in the district
 - f) The depths of water throughout the area
 - g) Clearing marks for shoals visually by day or night and by radar
 - h) Significant radar patterns of landmarks and aids to navigation
 - i) The names of anchorages, their positions and limitations
 - j) General direction of tidal streams for the approaches, channels and anchorages
 - k) The effect of weather patterns on sea and conditions within the various sounds and channels
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- l) Boarding and landing hazards and procedures.
 - m) Restricted Areas and Zones
 - n) Limitations and restrictions of other vessels requiring special consideration
5. Any other relevant information at the discretion of the examiners
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