

ISLES OF SCILLY PILOTAGE SERVICE OPERATING PROCEDURES



Updated January 2020

REVISION DIARY

Date	Page	Comment	Name
31/05/10	1	Size of Vessel requiring Pilotage changed from 30m to 32m.	Alan Hartwell
31/05/10	16	Size of Vessel required for training purposes changed from 30m to 32m	Alan Hartwell
31/05/10	ii	Revision Diary added	Alan Hartwell
21/02/11	D2	Section 3 Amended	Alan Hartwell
18/05/12	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
01/04/13		Pilotage tripping requirements changed to include a sliding scale to unrestricted; compulsory pilotage length reverted to 30m	Dale Clark
15/05/13	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
04/10/13	3	Section 2.3.2: Restricted Pilots now subject to new training schedule	Alan Hartwell
04/10/13	4	Section 2.3.1.7 added. Near miss and incident reporting.	Alan Hartwell
04/10/13	4	Sections 2.3.5.4 and 2.3.5.5 added. PEC review and examinations.	Alan Hartwell
04/10/13	5	Section 3.3: Change 'First Mate' to 'Deck Officer' as per new guidelines	Alan Hartwell
04/10/13	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
04/10/13	11	Section 6.3.2: Change to pilot boarding position to match chart.	Alan Hartwell
04/10/13	14	Section changed to 'Defects to ship and shore navigational aids'. Sentences added.	Alan Hartwell
04/10/13	15	Section 9: 'first mate' changed to 'deck officer' as per new guidelines.	Alan Hartwell
04/10/13	15	Section 10.1 (d): 'national competency training' changed to 'national occupational standards'.	Alan Hartwell
04/10/13	16	Section 10.2.3: Assessment by Senior Pilot added	Alan Hartwell
04/10/13	A3	Contact details updated and improved to include email addresses	Alan Hartwell
04/10/13	B3	Contact details updated and improved to include email addresses	Alan Hartwell
06/04/16	Sect 7.1	Requirement for annual ENG1 after the age of 50 removed. Reverted to 2 years as per standard ENG1	Alan Hartwell
24/05/16	Sect 7.3	Changes to Pilots training requirements due to lack of specific sized vessels	Alan Hartwell
20/08/17	Sect 4.1	Updated COSWP added	Alan Hartwell
09/11/17	Annex A	Additional text added to PEC requirements	Alan Hartwell
11/02/19	Annex D	Pilots Incident/Near Miss reporting form added	Alan Hartwell
11/02/19	Sect 2	Review and re-write of duties and responsibilities	Alan Hartwell
11/02/19	Sect 7.2	Addition of pilot vessel induction for new Pilots	Alan Hartwell

11/02/19	Sect 7.2	Clarification of training trips and removal of New/Old Grimsby training trips	Alan Hartwell
11/02/19	Sect 7.2	Changes to requirements of practical trip examinations	Alan Hartwell
13/12/19	Sect. 3	Addition of pilotage areas	Alan Hartwell
21/01/20	Sect. 6	Addition of UKMPA app for reporting of incidents	Alan Hartwell
21/01/20	Sect. 8	Changes to entry requirements for trainee Pilots Changes to text Training syllabus moved from annex c to main text Changes to guidelines for embarkation	Alan Hartwell

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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.

1.1 Application of Compulsory Pilotage

Pilotage is compulsory for all vessels (including sail training ships), navigating within the Pilotage District of the Isles of Scilly except for Her Majesty's and foreign war ships, Trinity House vessels engaged in the maintenance of navigation marks, vessels less than 30 metres (Tug and tows are measured from the bow of the towing vessel to the stern of the towed vessel), and trawlers less than 47.5 metres in length. Pilots board within the pilotage jurisdiction and would expect to board by the time the vessel is about one mile off the 50m contour.

In addition to the above, Pilotage is compulsory for all commercial vessels not normally operating from St. Mary's Harbour who wish to access the slipways or beaches within the limits St. Mary's Harbour

Commercial vessels under 30 metres working / Navigating between the Islands are strongly advised to seek guidance from the Pilots.

1.2 Extent of Compulsory Pilotage

The Pilotage District comprises all waters within a 5 nautical mile radius of the Southern End of Samson Island (49° 55.65'N, 6° 21'W).

2. DUTIES AND RESPONSIBILITY - Summary of Roles

2.1 Competent Harbour Authority (The Duchy of Cornwall)

- Umbrella term for the entire pilotage function
 - Conducts the acts of pilotage
 - Provides pilots with the correct and relevant experience and qualifications through self-employment
 - Audits serving Pilots
 - Provides a Pilotage Exemption function
 - Secures appropriate vessels and crew for transport of pilots to and from ships
 - Administers the pilotage function to the standards required by the Port Marine Safety Code
 - Ensures the continued development of pilotage requirements, policies and procedures through periodic review and audit
-

- Provides a Navigational Advisory Panel to assist in the development of pilotage policies and procedures

The CHA is made up of the following

2.2 Designated Person

- An industry experienced independent advisor to the Duchy of Cornwall (CHA) as required under the Port Marine Safety Code who provides annual assurance to the CHA that the pertinent requirements of the Code are being met.

2.3 Harbour Master or Nominated Deputy

- General administration of the CHA
- Ensure applicable ships are cleared through CERS
- Ensure information is passed to Pilots
- Invoice ship/agents for Pilotage service
- Authorise and process payments to Pilots/Examiners/Vessel operators
- Undertake annual audit of, and authorise pilotage licences for Pilots
- Undertake annual audit of, and authorise Pilotage Exemption Certificates
- Revoke pilots licences or PEC where applicable
- Review incident/near miss reports provided by Pilots
- Monitor Pilots training requirements and experience
- Maintain file of completed MPX forms
- Offer recommendations to the CHA in respect of the development of the Pilotage Procedures, Pilotage Passage Plans, Pilotage Information, PEC and Pilots Licence documents
- Undertake an annual review of the Pilotage Procedures, Pilotage Passage Plans, Pilotage Information, PEC and Pilots Licence documents
- Offer independent mediation during examinations as required

2.4 Pilots Examiner

The CHA shall appoint a Pilot Examiner who shall be a serving, or recently retired (three years maximum) Senior Pilot. Responsibilities include:

- Examining trainee Pilots for a restricted licence
- Examining restricted pilots for an unrestricted licence
- Examining Deck Officers for Pilot Exemption Certificates

2.5 Senior Pilot

The Senior Pilot shall be an unrestricted Pilot and will usually be the longest serving Pilot within the CHA

- Appoint Pilots to vessels taking into account weather conditions, size of vessel, and experience of Pilot. Reserves the right to request two Pilots to be in attendance
- Maintain a record of pilotage acts undertaken by individual Pilots
- Plan bespoke training programmes for trainee and restricted Pilots
- Identify and assess the progress of trainee Pilots identifying specific areas of additional training if required
- Keep the CHA informed of trainee and restricted Pilots training programmes and additional requirements
- Be a primary member of the Navigational Advisory Panel
- Offer recommendations to the CHA in respect of the development of the Pilotage Procedures, Pilotage Passage Plans, Pilotage Information, PEC and Pilots Licence documents

2.6 Unrestricted Pilot

- Pilot any vessel entering, departing or moving within the Pilotage District
- Be available to advise the Navigational Advisory Panel

2.7 Restricted Pilot

- Pilot any vessel in accordance to the training schedule as set out in section 10.3 and within any terms of their Licence whilst entering, departing or moving within the Pilotage District
- Be available to advise the Navigational Advisory Panel

2.8 Pilotage Exemption Certificate Holders

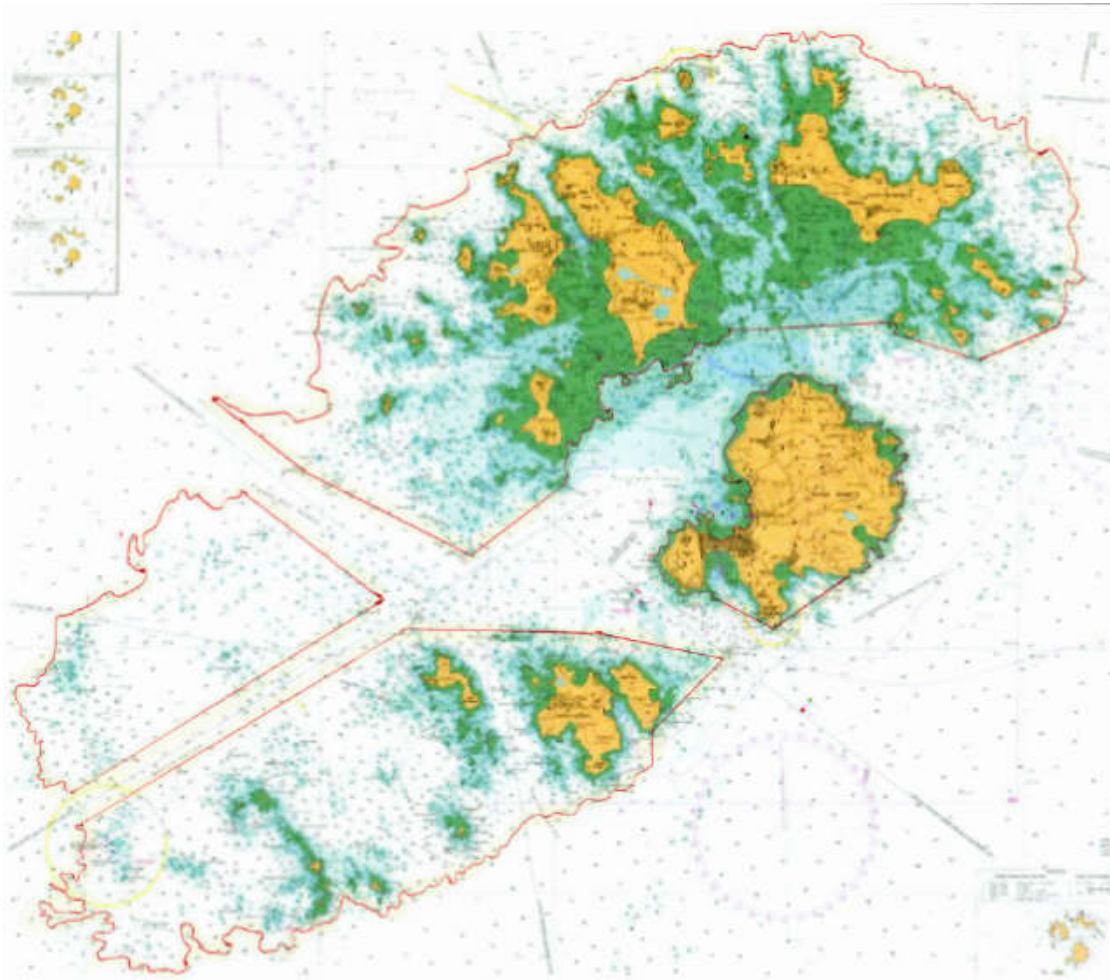
- Pilot vessels prescribed within their PEC along the routes described within their PEC only

2.9 Navigational Advisory Panel

A working group promoting ongoing safety management and progress of the CHA's procedures, consisting primarily of those with relevant interests for the purpose of. Chaired by the Harbour Master and may include, depending on specific purpose, Senior Pilot, Pilot Examiner, Pilots, PEC holders and ships Deck Officers

3. PILOTAGE AREAS

The extent of pilotage is described in section 1.2. Within this area are countless Islands, channels, bays and areas of shallow ground which lie outside the main, and expected channels for Pilotage. As such the Pilotage area has been divided into two parts as can be seen below with directions as to how they are to be used.



St Mary's

- Follow 0m contour around St Mary's and include all ground up to high water springs within St Mary's Harbour limits and Porthloo Bay with exception to a line drawn from Church Point to Peninnis Head and Peninnis Head to the Wras.

St Agnes and Western Rocks

- From Southern tip of Gugh (The Hoe) follow a line South to the 50m contour
- Follow 50m contour West to Broad Sound
- Follow Broad Sound North East to Old Wreck buoy
- Follow a line to North edge of Perconger Ledge
- Follow a line to Spanish Ledge buoy
- Follow a line to the Southern tip of Gugh (The Hoe)

Around Crim Rocks

- Follow 50m contour from North of Broad Sound to the entrance of the North West Passage
- Follow North West Passage towards the Old Wreck buoy, parallel to the leading line to meet Broad Sound
- Follow Broad Sound West, parallel to the leading line back to the 50m contour

Norrad Rocks to the Eastern Isles

- From the North end or the North West Passage follow the 50m contour East to China Point, Menawethan
- Follow a line to the Biggal
- Follow a line to the East point of Little Ganinick
- Follow 0m contour to Great Ganinick
- Follow a line to Green Island (off Skirt Island, Tresco) before picking up the 0m contour again to Southard Well
- Follow a line to Spencers Ledge buoy
- Follow a line to Steeple buoy
- Follow a line North to 50m contour

3.1 Main channels and anchorages

The main channels and anchorages lie within the 5nm radius but outside of the marked red line.

This area includes the main channels of St Mary's Sound, Crow Sound, North West Passage and the not normally used Broad Sound, and St Mary's Roads and Crow Sound anchorages.

Pilotage is conducted often within these areas and can be done so by any Pilot in conjunction with the terms of their licence. The normal notice period for Pilotage within these areas is 24 hours.

3.2 Outside main channels and anchorages

Pilotage within any area inside the marked red lines is deemed 'outside of the main channels and anchorages' and must be subject to a period of investigation and familiarisation with the route and final destination, and a relevant consultation with the CHA and vessel operators prior to an act of Pilotage taking place. The time required for this will depend on the intricacies of the individual project. Consultations between all parties should be recorded, by email for smaller infrequent operations, and within a stand-alone document for larger projects.

4. NAVIGATION

4.1 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.

4.2 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.

5. SAFETY

5.1 General

Pilots should be familiar with and apply the procedures set out in the Code of Practice: "The embarkation and disembarkation of pilots August 2017", issued by the British Ports Federation/UK Maritime Pilots Association (UKMPA).

5.2 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 Drug and Alcohol Policy

The alcohol limit for seafarers is provided in the STCW Convention, as amended. The STCW alcohol limit was made law in the UK through the Railways and Transport Safety Act 2003. This limit was **50mg of alcohol per 100ml of blood** and was noted to apply to professional marine staff on duty, including a 'professional pilot'. For information, the current limits are significantly lower than the drink drive limits for England/Wales, and Scotland.

5.4 Safe Boarding and Disembarking

The code for the Embarkation and Disembarkation of Pilots was updated in 2017 and can be found by following this link <http://ukmpa.org/wp-content/uploads/2017/08/B-and-L-Code-2017-2.pdf>

6. INCIDENTS AND DEFICIENCIES

6.1 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.

Reports can also be made through the UKMPA reporting app which Pilots are encouraged to have on their phones or other devices.

A 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.

6.2 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 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. Deficiencies should be reported to the CHA as described in section 5.1

6.3 Defects to 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 issue a Local Notice to Mariners in the case of devolved Aids to Navigation and will contact Trinity House in any other case.

7. PILOTAGE EXEMPTION CERTIFICATES

A Pilotage Exemption Certificate may be granted to 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 A.

8. PILOT TRAINING

Upon successful application to the CHA a trainee pilot will demonstrate that they hold:

1. One of the following

- Certificate of Competence: Master Unlimited/Unlimited (Master Mariner)
- Certificate of Competence: Master Unlimited/Less than 3000gt
- Certificate of Competence: Master Near Coastal/Unlimited
- Certificate of Competence: Master Specified Area/Less than 3000gt
- Certificate of Competence: Chief Mate Unlimited/Unlimited
- Certificate of Competence: Chief Mate Near Coastal/Less than 3000gt

2. A current ENG 1 Medical

The Trainee will then undertake the following syllabus and exam after which they will be awarded a 'Restricted Pilots Licence'. A further period of training will allow upgrade to an 'Unrestricted Pilots Licence' after which training is complete and the Pilot will be subject to an annual revalidation.

The syllabus should be regarded as a minimum requirement and the Senior Pilot, alongside the CHA, reserves the right to extend the practical requirements as deemed appropriate.

8.1 Induction Training

Induction training will include:

- Safety Procedures including boarding and disembarking (Code of Practice: The Embarkation and Disembarkation of Pilots 2017)
- Knowledge of the area (including practical training by personal experience under instruction from another pilot and a study of relevant charts and publications)
- Introduction into the Pilot Vessel and her emergency equipment by the SHA

8.2 Theory

The Trainee will build a detailed theoretical knowledge of the pilotage area according to the syllabus below:

8.2.1 Rules, Regulations and Codes of Practice

- The International Regulations for the Prevention of Collisions at Sea
 - IALA Maritime Buoyage – System A
 - Pilotage and Harbour limits
 - Local Bye-laws and Regulations
 - Pilotage Procedures
 - Code of Practice: "The Embarkation and Disembarkation of Pilots (2017)
 - Any "M" Notices relevant to pilotage matters
-

- Any relevant current Notices to Mariners
- Dangerous Goods in Harbour Areas Regulations 2016

8.2.2 Practical Knowledge

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

8.2.3 Local Knowledge and Experience

- Coastal features.
 - The names and characteristics of lights, their ranges and arcs of visibility
 - The names and characteristics of buoys, beacons, and other seamarks
 - 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
 - The names of, headlands, points and shoals in the district
 - The depths of water throughout the area
 - Clearing marks for shoals visually by day or night and by radar
 - Significant radar patterns of landmarks and aids to navigation
 - The names of anchorages, their positions and limitations
 - General direction of tidal streams for the approaches, channels and anchorages
 - The effect of weather patterns on sea and conditions within the various sounds and channels
 - Boarding and landing hazards and procedures.
 - Restricted Areas and Zones
 - Limitations and restrictions of other vessels requiring special consideration
 - Any other relevant information at the discretion of the examiners
-

8.3 Practical Training

The experience needed will be assessed by the pilot examiner on appointment as a trainee. A minimum experience of 70 pilotage acts will be normal, and must include:

- Acts on 10 different vessels of pilotage size
- 10 acts during darkness
- 10 acts during restricted visibility
- 20 acts through the North West Passage in either direction
- 20 acts through St Mary's Sound in either direction
- 20 acts through Crow Sound in either direction
- 10 acts, sea to St Mary's Sound anchorage
- 10 acts, St Mary's Sound anchorage to sea
- 10 acts, sea to Crow Sound anchorage
- 10 acts, Crow Sound anchorage to sea
- 10 acts, sea to St Mary's Harbour
- 10 acts, St Mary's Harbour to sea

The CHA will monitor the progress of Trainee Pilots and will identify areas of additional training if required

8.4 Examination for 'Restricted Pilot' status

During the training schedule, each of the following acts must be conducted under formal assessment by the Pilot Examiner:

- Sea to St Mary's Roads Anchorage via North West Passage
 - St Mary's Roads Anchorage to Sea via North West Passage
 - Sea to St Mary's Roads Anchorage via St Mary's Sound
 - St Mary's Roads Anchorage to Sea via St Mary's Sound
 - Sea to St Mary's Harbour via St Mary's Sound
 - St Mary's Harbour to Sea via St Mary's Sound
 - Sea to St Mary's Harbour via Crow Sound
 - St Mary's Harbour to Sea via Crow Sound
 - Sea to Crow Sound Anchorage
-

- Crow Sound Anchorage to Sea

The trainee will then be examined by a panel consisting of the Pilot Examiner (and the Senior Pilot if different), and the Harbour Master. 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 and awarded a 'Restricted C Pilots Licence'.

8.5 Upgrade to 'Unrestricted Pilot' status

Pilots may be upgraded to Unrestricted after having satisfactorily obtained:

- 24 months experience as restricted pilot and,
- The following training programme set out below, followed by,
- Assessment by a panel comprising the Pilot Examiner (and Senior Pilot if different) and the Harbour Master.

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 5,000 GT	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	A further 10 trips having the conduct of vessels over 2000 GT up to 10,000 GT 10 trips accompanying unrestricted pilot on vessels over 10,000GT		
Restricted A	Up to 20,000GT	A further 10 trips having the conduct of vessels over 5000 GT to 20,000 GT 10 trips accompanying unrestricted pilot on vessels over 20,000GT		
Unrestricted	Unrestricted			Assessment by Senior Pilot and Pilotage Examiner

8.6 Re-Authorisation

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

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:

- a) Pilotage Exemption Certificates (PEC's) for Isles of Scilly Pilotage District will be granted to persons who are Deck Officers, legally entitled to assume command of the vessel under the laws of the country in which the vessel is registered.
- b) Certificate Holders will be examined on the routes to applicable destinations and certificates will be restricted to these routes. For routes into St Mary's Harbour, Crow Sound Anchorage and St Mary's Sound Anchorage, the recognised channels are:
 - 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. Additional vessels may be added to the Certificate upon satisfactory approval by the Harbour Office. This may or may not include practical inspection which remains the reserved right of the Harbour Office in any case.

3. Applicants will be required to complete twelve acts, six in and six out of the Pilotage District to the required destination before sitting an examination. Four must be undertaken with a Pilot on-board whilst the remaining eight, 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 four of the twelve voyages must be executed during the period of darkness if required.
 4. The Applicant shall give evidence of a current ENG1 medical certificate before sitting an examination.
 5. The oral examination will take place in the Harbour Office, and will be conducted by the Pilot Examiner with the Harbour Master, or his Deputy 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 'St Mary's Sound' and 'Crow Sound'. 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.
 - 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 from the 1st April each year.
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 six acts of pilotage (three in and three out) 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 Harbour Master prior to any movement within the pilotage area and submit details of each visit to the pilotage area on demand.
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

**ISLES OF SCILLY PILOTAGE DISTRICT
MASTER/PILOT EXCHANGE (MPX)**

Ship Name:

Date:

GT:

Draught:

Length:

Beam:

MMSI:

Call Sign:

Inbound Pilotage

Route to be taken

Sea to St Mary's Harbour via Crow Sound

Sea to St Mary's Harbour via St Mary's Sound

Sea to Crow Sound

Sea to St Mary's Roads via North West Passage

Sea to St Mary's Roads via St Mary's Sound

Other (Please Specify) _____

Current weather at anchorage _____ Forecasted weather at anchorage _____

Minimum UKC through transit _____m Minimum UKC at anchorage _____m

Anchors ready for use

Hand steering engaged for pilotage

Defects

Notes (LNTM/Traffic etc.)

Inbound MPX Completed
Pilot

Inbound MPX Completed
Captain

Outbound Pilotage
To be completed during inbound voyage if not boarding for departure

Pilot expected aboard

Y

N

Route to be taken

- St Mary's Harbour to Sea via Crow Sound
- St Mary's Harbour to Sea via St Mary's Sound
- Crow Sound to Sea
- St Mary's Roads to Sea via North West Passage
- St Mary's Roads to Sea via St Mary's Sound

Other (Please Specify) _____

Minimum UKC throughout transitm

Defects

Notes (LNtM/Traffic)

Outbound MPX Completed
Pilot

Outbound MPX Completed
Captain

St Mary's Harbour
Duchy of Cornwall, The Harbour Office, The Quay, St Mary's, Isles of Scilly, TR21 0HU
hm@stmarys-harbour.co.uk
01720 422768
Emergency Contact 07789273626

ANNEX C
PILOT INCIDENT/NEAR MISS REPORT FORM

St Mary's Competent Harbour Authority

Pilotage Incident Reporting Form

Name of Pilot/PEC Holder:

Date of Incident:

Time of Incident:

Closest HW Time:

Height:

Closest LW Time:

Height:

Wind Direction:

Wind Speed:

Local Sea Conditions:

Weather:

Visibility (if less than 1000m):

Light Dark

Details of Vessel under Pilotage.

Ship/Vessel Name:

GT:

Length:

Beam:

Maximum Draught:

Contact Name:

Contact Details:

Details of secondary vessel if applicable.

Ship/Vessel Name:

GT:

Length:

Beam:

Maximum Draught:

Contact Name:

Contact Details:

