

# ISLES OF SCILLY PILOTAGE SERVICE

## PILOTAGE DIRECTIONS AND OPERATING PROCEDURES

March 2022



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## **Revision**

March 2022 – Changes to Pilots Training Schedule to include more acts into St Mary' Harbour via the Three recognised approaches.

March 2022 – Changes to Pilots revalidation requirements to bring them more in line with the revalidation requirements of PEC holders.

March 2022 – Pilots to be included in Pilot Cutter training and familiarisation exercises.

March 2022 – Consultation opened into the need for Pilotage (20m-30m) within St Mary's Harbour.

March 2022 – Inclusion of Trainee and Restricted Pilots records (reference)

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# 1. PILOTAGE DIRECTIONS

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## **Authorising Legislations**

- Pilotage Act 1987
- The Isles of Scilly (Pilotage) Harbour Revision Order 1988

## **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).

## **Application of Compulsory Pilotage**

Pilotage is compulsory for the following vessels navigating within the Pilotage District of the Isles of Scilly:

- Vessels over 30.00m LOA (Tug and tows are measured from the bow of the towing vessel to the stern of the towed vessel)
- Within St Mary's Harbour only, any commercial vessel not normally operating from St. Mary's Harbour who wishes to access the slipways or beaches within the Harbour limits.

With the following exceptions:

- Her Majesty's and foreign war ships
- Trinity House vessels engaged in the maintenance of navigation marks
- Trawlers up to 47.50 metres LOA
- Vessels operating under the command of a Pilotage Exemption Certificate holder
- Where, after consultation with the CHA only, a vessel does not intend to navigate within the 50m contour.
- Where, after consultation with the CHA only, a vessel is navigated immediately from a dangerous position to one of safety, when a Pilot is unable to board.

Deviation from these Directions may be permitted in exceptional circumstances, but only following a formal risk assessment by the CHA.

## **Pilotage Exemption Certificates**

A Pilotage Exemption Certificate may be granted to experienced Deck Officers, legally entitled to navigate the vessel under the laws of the country in which the vessel is registered, for all, or specified parts of the Pilotage District.

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## 2. PILOTAGE PROCEDURES

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### **2.1 Duties and Responsibilities - Summary of Roles**

#### **Competent Harbour Authority (The Duchy of Cornwall)**

- Umbrella term for the entire pilotage function
- Provides customers with authorised pilots with the correct and relevant experience and qualifications
- Audits serving Pilots
- Provides a Pilotage Exemption function
- Provides 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

#### **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.

#### **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

#### **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

## **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

## **Unrestricted Pilot**

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

## **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

### **Pilotage Exemption Certificate Holders**

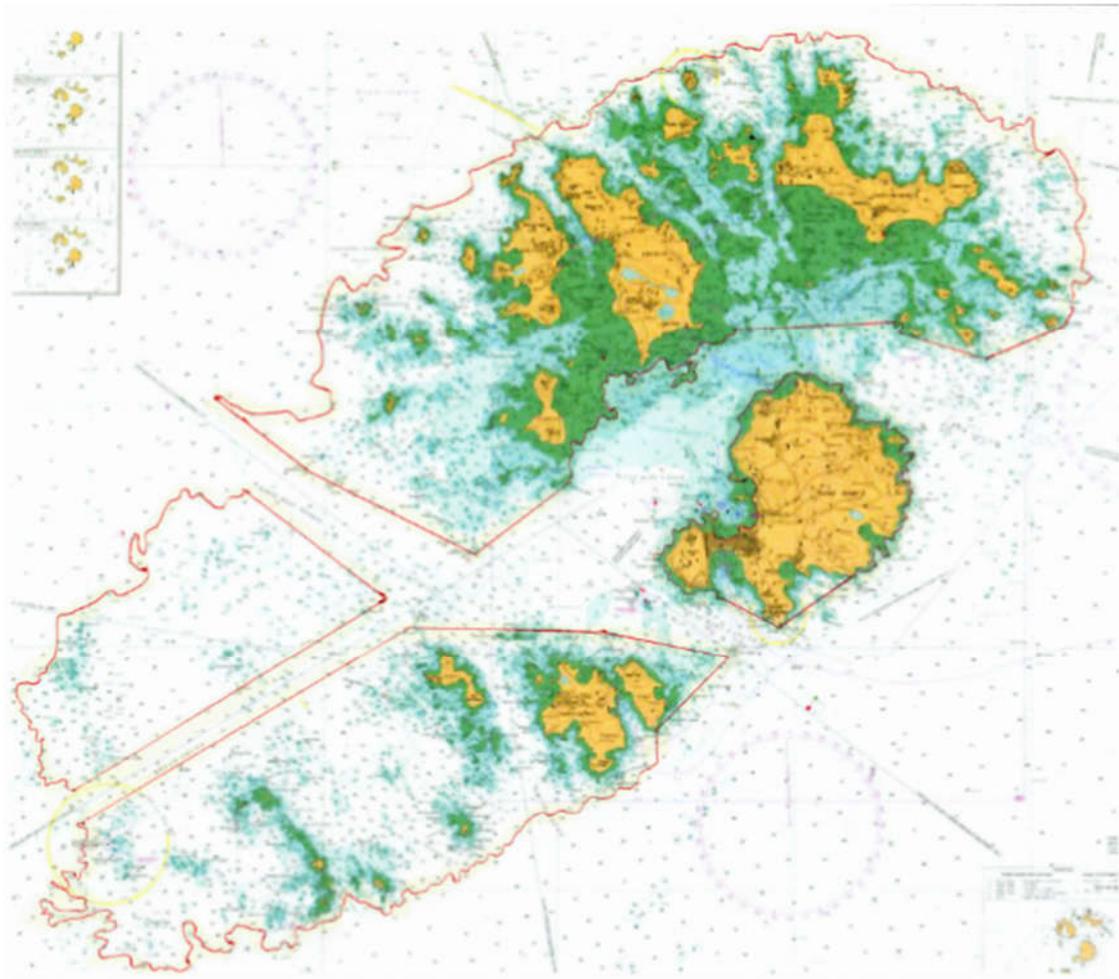
- Pilot vessels prescribed within their PEC along the routes described within their PEC only

## **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.

## **2.2 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

## **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, as well as 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 with one exception. That is that the transiting of Crow Sound (into or out of St Mary's Roads) in restricted visibility, is not to be undertaken in any case where the use of St Mary's Sound is possible as an alternative.

The normal notice period for Pilotage within these areas is 24 hours.

## **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.

## **2.3 Navigation**

### **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.

### **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.

## **2.4 The Pilot Boat Procedure**

- The CHA will ensure that the pilot boat meets the requirements of The Workboat Code –Edition 2 and the Maritime and Coastguard Agency's "Code of Practice for the Safety of Small Workboats and Pilot Boats" (Brown Code).
- Prior to leaving the berth the coxswain should ensure that the pilot boat is in all respects ready for sea.
- On joining the pilot boat, the pilot should familiarise himself with the positions and stowage of the safety equipment fitted to the vessel.
- The decks of the pilot boat should be clear of all obstruction to the passage of pilot and crew.
- An up-to-date and accurate log should be maintained.
- Pilots should be careful, and in particular during periods of reduced visibility, not to impede the coxswain of the pilot boat in his navigation of the boat, for example by impeding his access to radar and use of the boat's VHF.

### **Leaving the Berth**

- The pilot boat should not leave a berth unless in all respects ready for sea.
- The pilot boat should be manned in compliance with The Workboat Code-Edition 2.
- The pilot boat should not operate outside the terms of its MCA pilot boat certificate.
- Mooring ropes should be safely stowed.
- Communication with the Harbour Office should establish that the pilot boat is leaving berth on task, and has returned to berth on completion, this practice is essential when the boat is operating in reduced/nil visibility.
- Crew on the pilot boat should wear appropriate protective clothing and buoyancy equipment as supplied by the CHA. Pilots should wear clothing as described in the 'Safety Clothing' section of this document. Buoyancy equipment must be worn at all times when on the forward or after decks, and must be worn in accordance with the manufacturers instructions.

### **On Approaching the Vessel**

- VHF Radio contact should be established between the pilot boat and vessel as soon as possible on VHF channel 14..
- The position of the vessel should be established by the coxswain of the pilot boat and, where there is more than one vessel, their relative positions.
- After consultation between pilot and coxswain, the vessel should be advised on which side the vessel should rig her pilot ladder in order to give the best lee for approach. This should be communicated to the vessel as early as is practicable.
- During the approach to the vessel, both pilot and assisting deckhand should remain inside the cabin until the pilot boat is at reduced speed and in the lee of the vessel.

- During final approach, if required, the pilot boat searchlight should be turned on to illuminate the pilot ladder and fore deck of the pilot boat. Care must be taken not to dazzle personnel on deck or adversely affect the night vision of persons on the bridge of the boarded vessel.
- Particular caution should be taken with a vessel at anchor unable to manoeuvre to make a lee. She may need to be underway before embarking the pilot to provide a lee.
- In adverse weather conditions where the risks to personnel and the launch may be too great, consideration must be given as to whether an attempt to board or land a pilot should be aborted.
- The decision whether or not to place the pilot boat alongside the agreed location shall ultimately be the responsibility of the Coxswain.

### **Pilot Boarding Vessel**

- The deckhand must only commute to the forward deck when the pilot boat is in the lee of the vessel and must only do so after positive verbal communication with the coxswain.
- The deckhand must be secured to the pilot boat using the Hadrians Rail whilst on deck without restricting freedom of movement.
- When leaving the cabin, it is recommended that the deckhand, followed by the pilot, should pass along the outboard side of the cabin to the boarding position, which is normally the fore-deck of the pilot boat, in full view of the coxswain.
- Upon leaving the cabin, the pilot should proceed to the boarding ladder swiftly, if delays are envisaged the CHA recommends connection to the Hadrians Rail
- The decision whether or not to board the vessel must be the responsibility of the pilot.
- Providing the ladder has been rigged at the correct height, the deckhand should lift the end clear as the pilot boat comes alongside. It is important that the ladder does not become trapped between vessel and pilot boat, causing damage and excessive strain on the ladder.
- Where an adjustment to the height of the pilot ladder is required, this should be communicated to the bridge of the vessel by the coxswain and the pilot and deckhand recalled to the protection of the pilot boat cabin.
- Before the pilot steps onto the ladder he should establish it is secure by communication with those at the top of the ladder. If there appears to be nobody on deck at the top of the ladder, the pilot should not attempt to embark.
- The timing of stepping from pilot boat to ladder requires use of proven techniques e.g. using the top of the wave to step onto the ladder and the roll of the vessel to aid the ascent. If conditions are such that, in the estimation of the pilot a safe boarding cannot be affected, then the attempt should be abandoned.
- When the pilot has a reasonably short climb, it is better for the pilot boat to remain alongside while the climb is completed to ensure the pilot boat does not foul the ladder when leaving the vessel's side.
- With a long climb, the pilot may prefer the pilot boat to move away from the vessel's side in order to avoid serious injury in the event of a fall. Such a decision should be made as a result of consultation between pilot and coxswain prior to the pilot leaving the cabin. If the pilot boat leaves the vessel's side, particular care must be made not to foul the ladder.

### **Pilot Disembarking Vessel**

- As with boarding, communication should be established between vessel and pilot boat and arrangements made in advance.
- The deckhand must only commute to the forward deck when the pilot boat is in the lee of the vessel and must only do so after positive verbal communication with the coxswain.
- The deckhand must be secured to the pilot boat using the Hadrians Rail whilst on deck without restricting freedom of movement
- When leaving the cabin it is recommended that the deckhand, followed by the pilot, should pass along the outboard side of the cabin to the boarding position, which is normally the fore-deck of the pilot boat, in full view of the coxswain.
- The pilot should ensure that the pilot ladder is properly secured before disembarking.
- The deckhand should be at the bottom of the ladder ensuring that the ladder is rigged at the correct height and is without damage.
- Before stepping onto the ladder the pilot should check that the pilot boat is lying alongside and has not fouled the pilot ladder.

- During the descent the deckhand should advise the pilot how many steps further to go to the deck of the pilot boat. As the pilot is stepping from the ladder the deckhand is to be on hand to provide a timely warning of danger and to give physical assistance to the pilot if required.
- Once onboard the pilot boat, the pilot should swiftly make his way to the cabin via the outboard side of the pilot boat. Once the deckhand has seen the pilot boat clear of the ladder, he should then also make his way to the cabin via the outboard side of the pilot boat.
- While the decision whether or not to disembark from a vessel to the pilot cutter rests clearly with the pilot, the decision whether or not to attempt to put a pilot boat alongside a vessel is the responsibility of the coxswain.

### **Pilot Boat Leaving Vessel**

- Before leaving the lee of the vessel the coxswain should ensure both pilot and deckhand are safely inside the pilot boat accommodation.
- Should the pilot boat have difficulty leaving the side of the vessel, the coxswain should indicate his problem to the Master and request appropriate action to be taken.

### **Heavy Weather**

- The pilot boat must, at all times, be operated in a manner and at a speed commensurate to the weather conditions.
- During heavy weather, use should be made of the suspended seating provided, together with seatbelts where fitted.

### **Restricted Visibility**

- The pilot boat must be allowed extra time on task in order to proceed at a safe speed in poor visibility.
- In all cases where visibility or vision is impaired, the deckhand is to provide lookout, this includes when coming alongside or leaving a ship's side. The timings of movements on deck may have to be altered for this.
- Pilot boat radar should be operational where fitted but not when persons are on deck.
- Pilot boat fog signal must be operational.
- Ascertain, by radio contact with the ship being served, the ship's position, course and speed, and position relative to other vessels.
- The coxswain should always approach round the stern and not across the ship's head.

### **Man Overboard Procedure**

- In the event of a man overboard accident, the first essential is to locate the casualty and maintain him/her in sight; a task to which all crew and pilots on board must devote their whole attention.
- HM Coastguard should be informed as soon as possible via a mayday on VHF 16 and use of the pilot boat 'MOB' button should be used but speed of sighting and recovery remain the priority.
- Once found, and as the pilot boat is positioned, retrieval equipment can be prepared and deployed as appropriate keeping HM Coastguard notified of changes.
- Upon completion of task, a report must be made to the CHA

### **Man Overboard Training**

- The success or failure of the rescue relates directly to the expertise of the pilot boat crew and pilots and their familiarity with recovery equipment, training in the treatment of hypothermia and artificial resuscitation.
- MOB drills for pilot boat crews and Pilots and periodic checks of all recovery equipment should be carried out on a regular basis to ensure a satisfactory level of competence. These must be recorded.

## **2.5 Safety**

### **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).

### **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.

### **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.

### **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>

## **2.6 Incidents and Deficiencies**

### **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 using the form in Annex B. 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.

### **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.

## **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 Local Aids to Navigation and will contact Trinity House in any other case.

## **2.8 Pilot 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.

### **Application terms**

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.

Certificate Holders will be examined on the routes to any 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.

### **Examination**

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. These must include a minimum of four acts on each route a PEC is requested for, 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.

The Applicant shall give evidence of a current ENG1 medical certificate before sitting an examination.

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.

Applicants will be examined and must have a good knowledge of:

The International Regulations for the Prevention of Collisions at Sea

The IALA Maritime Buoyage System 'A'

The names of channels, reaches, headlands, points and shoals for the area, in particular those detailed in paragraph 2 above.

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)

The depths of water throughout the area.

The positions, names and characteristics of the buoys, beacons and other seamarks in the area.

The approximate width of the various channels and the shape and size of the various shoals and the direction in which they lie.

The clearing marks for the shoals and points by day and night in the area.

The set, rate, rise and duration of the tides and use of the tide tables.

The general appearance of the coast in the area.

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.

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.

There is a charge for examination and issue of a Pilotage Exemption Certificate.

A Pilotage Exemption Certificate will expire on the next date of 31<sup>st</sup> March after issue, regardless of issue date.

### **Pilot Exemption Certificate Renewal**

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 (minimum of one voyage in and one voyage out along each route as prescribed on their PEC) 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.
- Provides proof of a valid ENG1 Medical Certificate

There is a charge for renewal of a Pilotage Exemption Certificate.

### **Pilot Exemption Certificate Use**

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.

The Pilotage Exemption Certificate holders shall display the "Pilot Flag" ("H") whilst navigating within the Pilotage Area.

There is a charge for the use of a Pilot Exemption Certificate (per movement)

## **2.9 Pilots Training and Licence Revalidation**

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.

### **2.9.1 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

### **2.9.2 Theory**

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

#### **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

#### **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

#### **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

### 2.9.3 Practical Training

The experience needed will be assessed by the pilot examiner on appointment as a trainee. A minimum experience of 72 pilotage acts will be normal, and must include:

- 9 acts Sea to St Mary's Roads Anchorage via North West Passage
- 9 acts St Mary's Roads Anchorage to Sea via North West Passage
- 9 acts Sea to St Mary's Roads Anchorage via St Mary's Sound
- 9 acts St Mary's Roads Anchorage to Sea via St Mary's Sound
- 9 acts Sea to Crow Sound Anchorage
- 9 acts Crow Sound Anchorage to Sea
- 3 acts into St Mary's Harbour via Crow Sound and Eastern Marks\*
- 3 acts out of St Mary's Harbour via Eastern Marks and Crow Sound\*
- 3 acts into St Mary's Harbour via Buzza Marks
- 3 acts out of St Mary's Harbour via Buzza Marks
- 3 acts into St Mary's Harbour via Leading Marks (western route)
- 3 acts out of St Mary's Harbour via Leading Marks (western route)

Included within these trips must be:

- Acts on 10 different vessels of pilotage size
- 10 acts during darkness\*
- 10 acts during restricted visibility\*

\*Denotes trips that may be undertaken on vessels of less than Pilotage size.

The CHA will monitor the progress of Trainee Pilots and will identify areas of additional training if required. A blank record of training (excel spreadsheet) can be found on the Harbour's computer and should be completed and kept in the Pilots file.

### 2.9.4 Examination for 'Restricted Pilot' status

During the training schedule, one of each of the above acts must be conducted under formal assessment by the Pilot Examiner.

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'.

### 2.9.5 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.

An excel spreadsheet used to record trips can be found in the Pilotage file on the harbour computer and should be stored in individuals files

Type of pilotage qualification	Valid for	Minimum number of trips	Minimum period of experience	Comment
Restricted C	Up to 5,000GT	10 acts having the conduct of vessels over 2,000 GT  10 acts 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 acts having the conduct of vessels over 2000 GT up to 10,000 GT  10 acts accompanying unrestricted pilot on vessels over 10,000GT		
Restricted A	Up to 20,000GT	A further 10 acts having the conduct of vessels over 5000 GT to 20,000 GT  10 acts accompanying unrestricted pilot on vessels over 20,000GT		
Unrestricted	Unrestricted			Assessment by Senior Pilot and Pilotage Examiner

### 2.9.6 Re-Authorisation

A Pilots Licence will be re-issued upon satisfactory knowledge that the Pilot:

- Has completed at least one act of pilotage along each of the routes prescribed in the training schedule within the last twelve months noting the use of vessels of less than Pilotage size where described\*.
- Has provided proof of a valid ENG1 Medical Certificate
- Has provided proof of current UKMPA membership in line with their Pilots Agreement
- Has provided proof of current insurance in line with their Pilots Agreement

\*Where the number of visiting vessels does not allow for this, alternative arrangements may be made.

## GLOSSARY

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

<b>Acronym</b>	<b>Definition</b>
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**

**MASTER/PILOT EXCHANGE FORM (Page 1.)**



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**

**ANNEX A**

**MASTER/PILOT EXCHANGE FORM (Page 2.)**

**Outbound Pilotage**

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) _____	<table border="1" style="border-collapse: collapse; width: 20px; height: 60px;"> <tr><td style="width: 100%; height: 15px;"></td></tr> </table>					

Minimum UKC throughout transit .....m

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 B

### 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 <input type="checkbox"/> Dark <input type="checkbox"/>

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:



