

# **ABP** | KEEPING BRITAIN TRADING

## **PORT OF SOUTHAMPTON PILOTAGE DIRECTIONS**



## Document Control Information

### Policy Information

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### Accountable Owner

The Accountable Owner for this Policy.

| Accountable Owner | Title          | Geographical Location |
|-------------------|----------------|-----------------------|
| Steven Masters    | Harbour Master | Southampton           |

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## 1. Introduction

### 1.1 General Provisions

The Pilotage Act 1987 (as amended by the Marine Navigation Act 2013) lays down the requirements for granting, suspending and revoking pilotage authorisations or pilotage exemption certificates.

The Pilotage Act 1987 generally requires competent harbour authorities to determine which vessels require pilotage and to provide such pilotage services as needed.

The following directions (“**Directions**”) have been made by ABP in exercise of its given powers pursuant to section 7 of the Pilotage Act 1987.

## 1.2 General Definitions

For the purposes of these directions the following definitions shall be inferred:

“Pilot” – a person duly authorised by the Harbour Master under section 3 of the Pilotage Act 1987.

“PEC” – a pilotage exemption certificate issued to a bona fide Deck Officer in accordance with these directions.

“PEC Holder” – a person duly authorised by the Harbour Master under section 8 of the Pilotage Act 1987.

“Harbour Master” – a person appointed by the harbour authority in accordance with the Harbours, Docks and Piers Clauses Act 1847.

“ABP” – Associated British Ports, competent harbour authority as defined by the Pilotage Act 1987.

“Deck Officer” – a duly qualified person presently acting in a capacity of Master or Mate on a vessel.

“Pilotage Enforcement Policy” – the policy set out to determine the use of the powers of the Harbour Master in relation to suspension and revocation of pilot authorisations and pilotage exemption certificates.

“Southampton Pilotage Area” – means the area as defined in Direction 3;

“Towage Endorsement” – an endorsement made to a pilotage exemption certificate to allow for the use of tugs for ship assist on vessels above determined sizes.

“Practical assessment” – a practical examination of competency for a PEC candidate on a vessel they are not authorised to legally have conduct of. Pilotage conduct is typically held by the Assessing Pilot however, in the case of specific vessels, another PEC holder may be present and hold conduct - in which case the Assessing Pilot shall be embarked solely as an observer.

“Revalidation assessment” – a review for a PEC holder’s competence on a vessel they are authorised to legally have conduct thereof. Pilotage conduct lies with the PEC holder. The Assessing Pilot is embarked solely as an observer.

## 2. Directions

The following Pilotage Directions (Directions 1 to 3) will apply to vessels bound to or from the Port of Southampton or transiting the Solent when navigating in the ABP Southampton Pilotage Area.

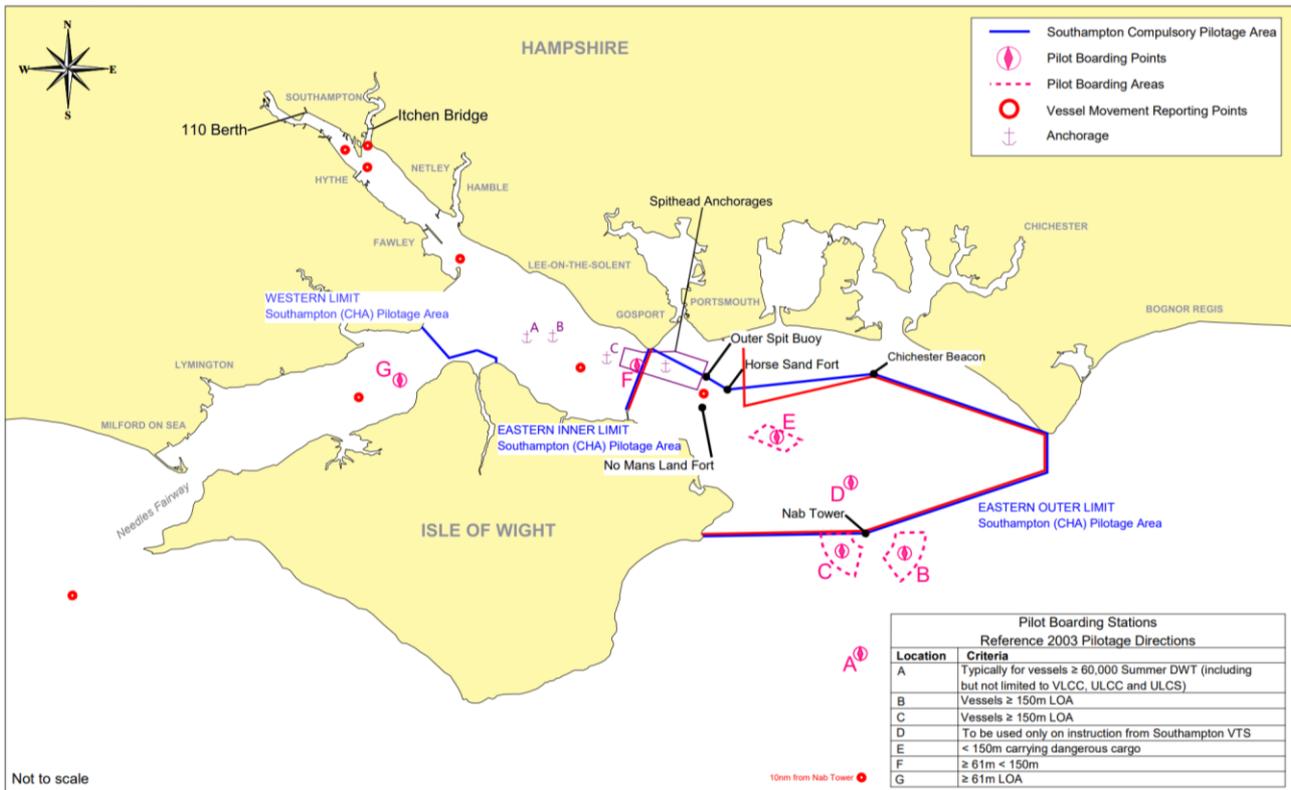
ABP Southampton CHA (a competent Harbour Authority within the meaning of the Pilotage Act 1987) in exercise of its powers under 5.7 of that Act directs that pilotage in the Southampton Pilotage Area shall be compulsory for the following vessels:

Pilotage in the Southampton Pilotage Area is compulsory for the following vessels:

- a) All vessels greater than or equal to 61m LOA; and
- b) Vessels carrying more than 12 passengers greater than or equal to 20m LOA.

1. Bona fide deck officers with sufficiently high levels of skill & experience, of all vessels which are subject to compulsory pilotage within limits defined in the schedules may apply for and be issued with Pilotage Exemption Certificates (“PEC”) for the Southampton Pilotage Area, or specified parts of the area, which shall be issued subject to their fitness and qualification both by examination and experience in the appropriate parts of the area.
2. Pilotage Exemption Certificates may be revoked if considered justified in accordance with the provisions of the Port of Southampton Pilotage Enforcement Policy. In this event, the holder would have a right to appeal to the Competent Harbour Authority.

### 3. Geographical Limits of ABP Southampton Pilotage Area and Pilot Boarding Places



#### 3.1 ABP Southampton Pilotage Area Limits

3.1.1 This will include the whole Statutory Harbour Area within the limits of and jurisdiction of Associated British Ports Southampton, being:

3.1.1.1 To a line joining Egypt Point to Old Castle Point which will form the southern limit of the pilotage area;

3.1.1.2 From the south eastern limit of the Port of Southampton (western limit of the Dockyard Port of Portsmouth) including that part of the East Solent to:

3.1.1.2.1 Eastern outer limit from a position at Culver Cliff on the Isle of Wight, Latitude 50deg 40'N, Longitude 01deg 05.5'W bounded by a line joining the Nab Tower thence to a position 1.1 miles due south of Selsey Bill, thence on a line due north to a position 0.1 miles due south of Selsey Bill, thence to Chichester Beacon (50deg 45'.9N 0deg 56'.4W), thence to Horse Sand Fort, thence to the Outer Spit Buoy thence to Fort Gilkicker.

- 3.1.1.3 Eastern inner limit on a line joining Fort Gilkicker at Gilkicker Point to the seaward end of Ryde Pier on the Isle of Wight.

## 3.2 Pilot Boarding Areas

- 3.2.1 Any vessel entering the Southampton Pilotage Area shall embark, and any vessel leaving the Southampton Pilotage Area shall disembark, their authorised pilotage at the following Pilot Boarding [and Landing?] Areas:
- 3.2.2 Eastern outer limit:
- 3.2.2.1 For laden VLCCs (i.e. those requiring escort towage) and large deep draught container vessels the pilot boarding place will be 4 nautical miles due south of the Nab Tower, pilot boarding area Alpha.
- 3.2.2.2 For all other vessels greater than or equal to 150m LOA the pilot boarding place will be either;
- 3.2.2.2.1 Pilot Boarding Area Bravo is an area between 1.0nm and 2.0nm from the Nab Tower, in a sector bounded by bearings of 090° and 145° from the Nab Tower.
- 3.2.2.2.2 Pilot Boarding Area Charlie is an area between 0.5nm and 1.5nm from the Nab Tower, in a sector bounded by bearings of 270° and 195° from the Nab Tower.
- 3.2.3 Boarding Area Delta:
- 3.2.3.1 For vessels less than 150m LOA that normally use pilot boarding area Echo, when it is deemed necessary that a vessel may require more sea room than boarding area Echo allows, then vessels may be instructed to use the pilot boarding place in the vicinity of the New Grounds Buoy, pilot boarding area Delta.
- 3.2.4 Boarding Area Echo:
- 3.2.4.1 For vessels less than 150m LOA when carrying DANGEROUS or POLLUTING GOODS in bulk the pilot boarding place will be in the vicinity of St Helens Buoy, pilot boarding area Echo.
- 3.2.4.2 Vessels having carried dangerous or polluting goods, which are neither gas free nor inerted will be subject to the same conditions as specified above.
- 3.2.5 Eastern inner limit:
- 3.2.5.1 For vessels greater than or equal to 61m and less than 150m LOA and for vessels greater than or equal to 20m LOA when carrying more than 12 passengers, the pilot boarding place will be in the vicinity of North Sturbridge Buoy pilot boarding area Foxtrot.
- 3.2.5.2 A vessel of less than 150m LOA which would normally embark/disembark its pilot at pilot boarding areas Echo or Foxtrot, shall, when its draught in relation to the available depth of water is such that it will require the use of the Nab Deep Water Channel, board or disembark

its pilot in the vicinity of pilot boarding areas Bravo or Charlie as directed by Southampton VTS.

#### 3.2.6 Western limit:

3.2.6.1 For vessels subject to compulsory pilotage using the West Solent, the pilot boarding place is in the vicinity of the East Lepe Buoy, pilot boarding area Golf.

### 3.3 Pilot Landing Areas

3.3.1 Pilots will be landed in proximity to the relevant boarding area for that size of vessel, at the discretion of the pilot and Master. This shall take into consideration all matters pertinent including, but not limited to, proximity of traffic, weather conditions, heading required for adequate lee, vessel manoeuvring capabilities and vessel draught.

3.3.2 For vessels disembarking in the vicinity of the Nab Tower, an area from boarding area “Delta” through to boarding areas “Charlie”, “Bravo” and “Alpha” may be used.

### 3.4 Voluntary / Optional Pilotage – East Solent from Nab Tower to the Eastern Inner Limit and vice-versa

3.4.1 A facility is available by prior arrangement to engage a pilot on a voluntary / optional basis for vessels less than 150m LOA to / from the Eastern Inner limit to embark / disembark a pilot at boarding areas Bravo, Charlie.

### 3.5 Vessels under Tow

3.5.1 For the purpose of these Directions the overall length of a tug and tow shall be interpreted to be the distance from the forward end of the towing vessel to the stern of the last vessel towed.

### 3.6 Restricted Visibility and Traffic Congestion.

3.6.1 In the event of visibility falling below 1 nautical mile or traffic congestion occurring in the vicinity of the North Sturbridge buoy, boarding area Foxtrot, then the boarding position for vessels referred to in 3.2.4 (Foxtrot) will be temporarily relocated to the pilot boarding area described in 3.2.3 (Echo).

3.6.2 Call sign ‘Southampton Pilots` will confirm pilot boarding arrangements when contact is made with the vessel on VHF CH 09.

### **3.7 Non-Availability of Pilots.**

- 3.7.1 Vessels for which pilotage is compulsory under the requirements of these Directions but for which no pilot is immediately available, shall not navigate within the Southampton Pilotage Area without having first obtained the permission of the Harbour Master.
- 3.7.2 Permission will only be given for a vessel at risk to move to the nearest place of safety within the Southampton Pilotage Area as directed by Southampton VTS.

## 4. Standards and Criteria for the Issue of Pilotage Exemption Certificates

### 4.1 Application for a Pilotage Exemption Certificate

- 4.1.1 In accordance with the provisions of the Pilotage Act 1987, a bona fide deck officer with sufficiently high levels of skill, experience, local knowledge and standing within the ship's onboard command structure serving onboard a vessel to which these directions apply (see Direction 1) may apply for and be issued with a Pilotage Exemption Certificate for the Southampton Pilotage Area, or specified parts of the Southampton Pilotage Area, subject to their fitness and qualifications both by experience and examination.

### 4.2 Experience

- 4.2.1 The bona fide deck officer of a ship applying for a Pilotage Exemption Certificate shall satisfy ABP as to their experience in the pilotage area by completing the number of acts of pilotage and assessment / familiarisation acts, within the preceding 12 months as follows:

- 4.2.1.1 All vessels  $\geq 20$ m LOA carrying more than 12 passengers plying within the limits of the Southampton Pilotage Area, 24 acts of pilotage (12 round trips) a minimum of which 2 acts (1 inward and 1 outward passage) will be onboard practical assessments. A minimum of 4 acts shall be completed during the hours of darkness.
- 4.2.1.2 All vessels  $\geq 61$ m LOA and  $< 150$ m and all vessels carrying LPG/LNG in bulk (i.e. in tanks which form part of the permanent structure of the vessel), 12 acts of pilotage (6 round trips) a minimum of which 2 acts (1 inward and 1 outward passage) will be onboard practical assessments. A minimum of 4 acts shall be completed during the hours of darkness.
- 4.2.1.3 All vessels  $\geq 125$ m LOA and  $< 150$ m intending to use tugs for ship assist and therefore applying for endorsement for the use of tugs, as part of the acts required in 4.2.1.1 or 4.2.1.2 above, a minimum of 4 acts with tugs in assistance. In addition, 2 familiarisation trips onboard a harbour tug engaged with a vessel of a similar nature. The required practical assessments of such shall be conducted with tugs in assistance.
- 4.2.1.4 All vessels  $\geq 150$ m LOA, in addition to the requirements of 4.2.1.2, a minimum of 4 acts with tugs in assistance, 2 familiarisation trips onboard a harbour tug engaged with a vessel of a similar nature and a familiarisation trip on a vessel  $> 220$ m. The required practical assessments of such vessels shall be conducted with tugs in assistance.

## 4.3 Conditions related to the examination, issue and renewal of a Pilotage Exemption Certificate.

- 4.3.1 Practical assessments shall be undertaken with either:
- an authorised 1<sup>st</sup> class unrestricted Southampton pilot, or;
  - a pilotage exemption certificate holder accepted by the Harbour Master in lieu of a pilot.
- 4.3.2 Examinations shall be held in such places and at such times as the CHA may direct. If a candidate fails the examination, a re-examination will not normally be scheduled within one month. If a candidate twice fails to pass the examination, any further examination shall be deferred for a period of at least 3 months from the date of the second examination.
- 4.3.3 The examination shall be conducted by the Harbour Master of the Port, or person nominated on their behalf, and an authorised 1<sup>st</sup> class unrestricted Southampton pilot.
- 4.3.4 Candidates for a Pilotage Exemption Certificate shall be required to produce satisfactory written evidence of medical fitness, including eyesight, by a doctor approved by the MCA in the UK or within a country whose medical certificates have been assessed as meeting international requirements as contained within MSN 1815 Equivalent Medical Certificates. Medical certificates must be dated within 2 years of the application.
- 4.3.5 Candidates require a satisfactory knowledge of the International Regulations for Preventing Collisions at Sea, local regulations, Southampton Harbour Bye-Laws, Local Notices to Mariners and marine emergency procedures in force with respect to that part of the pilotage area for which a Pilotage Exemption Certificate is sought.
- 4.3.6 Candidates for vessels greater than or equal to 125m but less than 150m in length when intending to operate with tugs for ship assist shall complete the requirements of 4.2.1.3 and shall have their certificates endorsed for use of tugs. A pilot shall be required on any vessel greater than or equal to 125m in length when using tugs for ship assist unless the certificate holder has such endorsement.
- 4.3.7 For all vessels greater than or equal to 150m, an endorsement for the use of tugs, as described in 4.3.6, shall be required in all cases and PECs for such vessels will not be valid without the endorsement.
- 4.3.8 Endorsements for use of tugs should be made as part of the practical assessment and exam for the initial issue of a certificate but, in the case of vessels described in 4.3.6 alone (greater than or equal to 125m but less than 150m in length), may subsequently be added when renewing a certificate, subject to additional assessments and examination.

- 4.3.9 Candidates must have visited the Operations Room of Southampton VTS Centre within the preceding 3 months prior to the examination and be familiar with the VTS procedures within the Southampton Pilotage Area. They must ensure that the relevant section of the exemption application form is signed by the Duty VTS Officer.
- 4.3.10 Candidates must have a satisfactory working knowledge of the English language.
- 4.3.11 Candidates must be fully conversant with the latest legislation relating to Dangerous Substances in Harbour Area Regulations (as in force from time to time).
- 4.3.12 Pilotage Exemption Certificates shall be uniquely numbered and shall include the name and description of each vessel and class or type of vessel that the certificate holder is authorised to pilot in the Southampton Pilotage Area.
- 4.3.13 Certificate holders shall not allow any other person to have possession or make improper use of the certificate.
- 4.3.14 Certificate holders shall conform strictly to all local pilotage requirements.
- 4.3.15 Pilotage Exemption Certificates shall be renewable annually and application should be made at least 1 month in advance of the expiry date. Pilotage Exemption Certificates that are not renewed shall be suspended on the expiration date for a period of 28 days. If no application is made within the suspension period, the Pilotage Exemption Certificate shall be revoked.
- 4.3.16 A Pilotage Exemption Certificate that has been revoked shall not be reinstated.
- 4.3.17 A former certificate holder whose certificate has been revoked for any reason shall be required to reapply for a new certificate in full, meeting all requirements laid out in this section.
- 4.3.18 Certificates shall not be renewed unless holders can satisfy the ABP of their continuing knowledge of pilotage requirements within the area and have completed 6 inward and 6 outward trips within the previous year, 3 of which shall have been conducted within the 3 months preceding the renewal date.
- 4.3.19 On application for renewal, candidates shall be required to produce satisfactory written evidence of medical fitness, including eyesight as required in section 4.3.4.
- 4.3.20 Pilotage Exemption Certificates shall not be renewed unless the holder has visited the VTS Centre within the preceding 2 years and submits a signed application to that effect.
- 4.3.21 Pilotage Exemption Certificates shall not be renewed unless the holder has completed a passage under assessment by an authorised 1<sup>st</sup> class unrestricted Southampton pilot, or other person accepted by the Harbour Master in lieu of a pilot, within two months prior to every fifth renewal.

- 4.3.22 Holders who fail to demonstrate sufficient standards of knowledge and ability under assessment shall have their certificates suspended and consequent action taken in accordance with the Port of Southampton Pilotage Enforcement Policy.
- 4.3.23 Fees for examination, certificate issue amendment and renewal are charged in accordance with the Port of Southampton Pilotage Tariff.
- 4.3.24 Fees for a pilot to attend for a practical assessment or revalidation assessment will be charged at the tariff rate for that vessel as outlined in the Port of Southampton Pilotage Tariff.

## 4.4 Duties of a PEC Holder

- 4.4.1 PEC holders shall maintain records of all acts of self-pilotage and shall submit them in conjunction with their renewal application as evidence of continued experience. Shipping companies may keep such records on behalf of certificate holders in their employ provided that they are presentable upon request by the Harbour Master or person nominated on their behalf.
- 4.4.2 PEC holders shall ensure the appropriate flag is flown on the vessel when the certificate holder is acting as pilot for the vessel in the area of jurisdiction.
- 4.4.3 PEC holders who observe any significant alterations in the depths or the position of the navigable channels, or that any sea marks of the Local Lighthouse or General Lighthouse Authority are out of place or do not conform with, or display their charted characteristic, shall forthwith be required to report the fact without delay to the CHA.
- 4.4.4 PEC holders whose vessel has touched the ground or has been in collision or a close quarter situation with any other ship or any fixed or floating object in the waters for which he holds such a certificate, shall immediately report the occurrence to Southampton VTS and subsequently report in writing on the Pilotage Incident Report form within 14 days of the occurrence. Additionally, in accordance with the Port's Marine Safety Management System, PEC holders are required to report to the CHA any concerns they may have regarding safety of navigation in the pilotage district to Southampton VTS.
- 4.4.5 Certificate holders shall attend the Harbour Office at the order or summons of the Harbour Master to answer any complaint or charge which may be made against them for the alleged misconduct, or in respect of any marine casualty which may have occurred whilst they were in charge of their vessel in that part of the Southampton Pilotage Area for which they are certificated.
- 4.4.6 The Harbour Master reserves the right to suspend or revoke any Pilotage Exemption Certificate. The process to be followed for such suspension or revocation is described in the Port of Southampton Pilotage Enforcement Policy.

## 4.5 Syllabus for Pilotage Exemption Certificate Examination

Applicants for a Pilotage Exemption Certificate are to make themselves thoroughly acquainted with the following subjects:

### 4.5.1 Limits of the Southampton Pilotage Area for which application is being made

- a) The limits of the Southampton Pilotage Area defined in Section 3.
- b) Vessels exempt from compulsory pilotage in the area.
- c) Pilot boarding places – location and details of vessels using them.
- d) VTS reporting points for vessels inward and outward throughout and adjacent to the district.
- e) Duties of a certificate holder.

### 4.5.2 General Navigation

The application to pilotage of:

- a) International Regulations for Preventing Collisions at Sea.
- b) International Association of Lighthouse Authorities (IALA) Maritime Buoyage System A general principles and rules.
- c) Appropriate Port of Southampton Bye-Laws, Regulations and Directions for navigating in the Southampton Pilotage Area.
- d) Communication procedures.
- e) “M” Notices relating to pilotage.
- f) Relevant Local Notices to Mariners affecting the Southampton Pilotage Area

Note: Candidates will be expected to have knowledge of the Bye-Laws and Local Notices to Mariners of adjacent authorities where relevant to their application.

### 4.5.3 Experience and local knowledge

The candidate’s experience will be determined by their ability to demonstrate detailed local knowledge pertinent to the area for which he is being examined with particular reference to:

- a) Coastal features.
- b) Names of the channels and fairways including those available in an emergency.

- c) The names of channel reaches, headlands, points and shoals in the Southampton Pilotage Area.
- d) Clearing marks for shoals and points visually by day or night and by radar.
- e) The approximate width of the various channels.
- f) The bearing and distance from one buoy to another on each side of the channel.
- g) The fairway courses and distances in the Southampton Pilotage Area.
- h) The depths of water throughout the area, particularly at buoys and where the vessel might safely depart from the main fairways in the district.
- i) The set, rate, rise and duration of the tides and the use of Tide Tables.
- j) General direction of tidal streams and strongest rates and directions predicted at key locations.
- k) Passage planning and critical areas of navigation.
- l) Traffic movement and patterns including:
  - i. any holding or passing places for large vessels within the district. Knowledge of areas of recreational craft activity, yacht racing starting points will be expected.
  - ii. typical passage times for large vessels on passage in the district. e.g. passage time for container vessels, tankers etc. between Nab Tower, Forts, Prince Consort, Hook Buoy and berths.
- m) Statutory Harbour Authority limits for Southampton, Portsmouth and Cowes.
- n) Names of wharves, jetties and berths of special significance and a knowledge of berthing / unberthing manoeuvres and limitations:
  - i. in an emergency,
  - ii. to meet the requirements of changes in trading pattern.
- o) The names and characteristics of lights, their ranges and arcs of visibility. The names and characteristics of buoys, beacons, light vessels and other seamarks. Positions of radar beacons, together with fog signals used to navigate in the area.
- p) Significant radar patterns of aids to navigation and the use of parallel indexing.
- q) The names of the anchorages, their position, use and limitations.
- r) Restricted areas and zones.
- s) Ship handling characteristics of own vessel, squat and interaction with other vessels.
- t) Limitations and restriction of other vessels requiring special consideration.  
(Knowledge of vessels designated clear channel status in the Thorn Channel).

- u) Operations with tugs; communications and precautions. Type and capability of tugs based in the port. Demonstrate knowledge of the dangers associated with the tug operations in port, in particular bow tug operations. Reference to be made to Southampton Guide to Using Tugs for Ship Assist, MAIB reports and MGNs. Candidates applying for a tug endorsement in accordance with 4.3.6 shall demonstrate in-depth understanding of all matters pertaining to the use of tugs for ship assist.
- v) Local emergency plans and procedures (i.e. SOLFIRE, Southampton Oil Spill Contingency Plan, etc).
- w) Fully conversant with the latest legislation relating to Dangerous Substances in Harbour Areas.
- x) Any other relevant information at the discretion of the Examiners.

#### **4.5.4 Language**

All examinations will be conducted in the English language.

## 5 ETAs and ETDs

### 5.1 Estimated time of arrival (ETA) at pilot boarding point

- 5.1.1 Vessels bound for the ABP Southampton Pilotage Area requiring the services of a pilot shall give Southampton VTS (Vessel Traffic Services) a minimum of 24 hours advance notification through the creation of a voyage in Agents Online portal. This shall include, as a minimum, the vessel's estimated time of arrival at the Nab Tower or Needles Fairway, maximum draft, destination within the Southampton Pilotage Area, state where a pilot is required and a CERS3 workbook. This shall constitute a provisional pilot booking.
- 5.1.2 Confirmation of the vessel's estimated time of arrival at the Nab Tower or Needles Fairway shall be sent to Southampton Pilots by VHF radio telephone, channel 09, a minimum of 6 hours prior to arrival. If the vessel is not within VHF range, the confirmation should be sent via the ship's agent, directly to the VTS data centre by email at [southamptonvts@abports.co.uk](mailto:southamptonvts@abports.co.uk) or telephone +44(0) 7725 639565 during office hours or +44 (0) 2380 608208 at other times.

### 5.2 Estimated time of departure (ETD) or vessels moving within the Southampton Pilotage Area

- 5.2.1 Vessels departing a berth or moving within the ABP Southampton Pilotage Area requiring the services of a pilot shall give Southampton VTS (Vessel Traffic Services) a minimum of 24 hours advance notification through the creation of a voyage in Agents Online portal. This shall include, as a minimum, the vessel's estimated time of departure or movement, maximum draft, destination, and a CERS3 workbook. This shall constitute a provisional pilot booking.
- 5.2.2 Confirmation of departure time where the services of a pilot are required shall be given to Southampton Pilots a minimum of 3 hours prior to the intended time of departure by VHF, channel 09, via the ship's agent, directly to the VTS data centre by email at [southamptonvts@abports.co.uk](mailto:southamptonvts@abports.co.uk) or telephone +44(0) 7725 639565 during office hours or +44 (0) 2380 608208 at other times.

### **5.3 Failure to comply with ETA / ETD requirements**

- 5.3.1 Vessels failing to provide an ETA or ETD, in the required format, may be delayed in the event of a pilot not being available.
- 5.3.2 In the case of vessels, which have given an ETA / ETD and where a pilot has boarded, if a subsequent delay is caused by the vessel beyond 30 minutes, other than for navigational and weather considerations, an ETA / ETD detention surcharge may be applied to the cost of pilotage for that vessel, as determined in the Port of Southampton Pilotage Tariff.

## 6 Provisions for the Boarding and Landing of Pilots

### 6.1 Boarding and landing of pilots in adverse weather conditions

- 6.1.1 Pilot boats will only put to sea when their services are required.
- 6.1.2 Masters should ensure that they receive confirmation that their pilot is en route to them before approaching the advised boarding place in adverse weather.
- 6.1.3 It is essential that advance notice of the need for the services of a pilot is given.
- 6.1.4 The boarding and landing of Pilots at any of the locations prescribed in these Directions is “weather permitting”. In adverse weather conditions, vessels may be offered to use an alternative boarding or landing location in accordance with advice notified at the time by Southampton VTS. Such advice will only be given after consultation with the Harbour Master and be made on an individual ship basis.
- 6.1.5 Pilots not able to be landed within the CHA or proximity thereof for whatever reason shall be landed at the next available safe place (known as “overcarry”). Charges shall be in accordance with the advertised tariff.
- 6.1.6 Where it is anticipated that pilots may not be able to safely board within the CHA or proximity thereof for whatever reason, arrangements may be made to pre-board pilots at a safe place prior to arrival within the CHA or proximity thereof (known as “pre-carry”). Charges shall be in accordance with the advertised tariff.

### 6.2 Boarding and Landing Arrangements

- 6.2.1 Vessels requiring to embark and/or disembark a pilot shall provide pilot transfer arrangements in accordance with SOLAS Ch V Reg 23.
- 6.2.2 Any vessel presenting with an arrangement that it is deemed does not comply with the regulations may be refused boarding and/or landing and reported to the appropriate authorities.

## **7 The Use of an Assistant Pilot**

- 7.1 Tankers exceeding 60,000 DWT when using escort towage, if carrying an authorised pilot within the Southampton Pilotage Area, will be required to carry an assistant who is also an authorised pilot.
- 7.2 Bulk cargo vessels and vessels with special requirements may, subject to appropriate assessment by the Harbour Master and Duty Pilot be required to carry an assistant who is also an authorised pilot.
- 7.3 All container vessels 365m LOA or greater with a beam of 45m or greater are required to carry an assistant who is also an authorised pilot.

## APPENDIX A: PEC Application Form

PLEASE COMPLETE AND FORWARD TO:

PILOTAGE ADMINISTRATION  
 HARBOUR MASTER'S DEPT  
 ASSOCIATED BRITISH PORTS  
 OCEAN GATE  
 ATLANTIC WAY  
 SOUTHAMPTON  
 SO14 3QN

FULL NAME:

VESSELS FOR WHICH A PILOTAGE EXEMPTION CERTIFICATE IS REQUIRED:

| VESSEL NAME | VESSEL TYPE | LENGTH<br>OVERALL<br>(MTS) | LOAD DRAFT<br>(MTS) | GROSS<br>TONNAGE<br>(GT) |
|-------------|-------------|----------------------------|---------------------|--------------------------|
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |
|             |             |                            |                     |                          |

**PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS:**

I hereby submit my application for the Issue of a Pilotage Exemption Certificate (PEC)

|          |  |  |  |              |
|----------|--|--|--|--------------|
| <b>1</b> | FULL NAME:   |  |  |              |
| <b>2</b> | ADDRESS:   |  |  |              |
| <b>3</b> | DATE OF BIRTH:   |  | <b>4</b>   | NATIONALITY: |
| <b>5</b> | NAME & ADDRESS OF EMPLOYER / SHIPPING COMPANY:   |  |  |              |
| <b>6</b> | NAME & ADDRESS OF LOCAL AGENT:   |  |  |              |
| <b>7</b> | POSITION / RANK IN WHICH PEC IS TO BE USED:  |  |  |              |
| <b>8</b> | AREA FOR WHICH A PEC IS SOUGHT<br>Full CHA Area (To Outer Limit) <input type="checkbox"/><br>Partial CHA Area (To Inner Limit) <input type="checkbox"/><br>Restricted CHA Area (Give details) <input type="checkbox"/> .....<br>Tug Endorsement (see 4.3.6 & 4.3.7) <input type="checkbox"/> |  |  |              |
| <b>9</b> | (a) Applicants Grade of Certificate of Competency:   |  | (b) Number of Certificate of Competency and Date Issued: |              |

|           |   |
|-----------|---|
| <b>10</b> | <p><b>EXPERIENCE OF THE SOUTHAMPTON PILOTAGE AREA:</b></p> <p>(a) Within the last 12 months:</p> <p>Number of Transits ..... between .....and .....</p> <p style="padding-left: 150px;">..... between ..... and .....</p> <p style="padding-left: 150px;">..... between .....and .....</p> <p>4 acts conducted during the hours of darkness <input type="checkbox"/></p> <p>Name of Vessel(s) .....</p> <p>Supply copy of evidence, eg Log book entries / Pilotage Dockets<br/>Employer / Master's affidavit Practical Assessment Forms</p> <p>(b) Prior to the last 12 months:</p> <p>Number of Transits ..... Previous holder of a PEC YES / NO</p> <p>Name of Vessel(s).....</p> |
|-----------|---|

**11 DECLARATION**

I hereby declare that the above information is correct and confirm the following:

**(a) I have studied and am familiar with the following:**

- The Southampton Pilotage Directions including the areas and vessels to which they apply and the syllabus for local knowledge.
- The International Regulations for the prevention of collisions at sea.
- The Southampton VTS reporting procedures.
- The Southampton Harbour Bye Laws

Notices to Mariners in force for the Port of Southampton and the Dockyard Port of Portsmouth.

The Southampton Port Users Information & Navigational Guidelines.

The Marine Emergency Plan (SOLFIRE) for the Solent area.

The Dangerous Substances in Harbour Areas Regulations 1987 (where applicable).

The tides in the Southampton Pilotage Area

The Guidance on the Use of Tugs for Ship Assist in the Port of Southampton

**(b) I have an understanding of the English Language and knowledge of the use of standard marine vocabulary.**

**Evidence of Medical Fitness (ENG1 Certificate or equivalent) is enclosed.**

I have visited the Southampton Vessel Traffic Services Centre within the last 3 months and am familiar with the VTS procedures within the Southampton Pilotage Area. (Duty VTS Officer to sign form overleaf.)

Signed ..... Date .....

NAME OF APPLICANT \_\_\_\_\_

NAME OF EMPLOYER /  
SHIPPING COMPANY \_\_\_\_\_

## **VTS VISIT**

DATE OF VISIT

VERIFIED BY \_\_\_\_\_ (VTS Officer)

## PRACTICAL ASSESSMENTS

The candidate has satisfactorily demonstrated to the assessor that he is ready to be examined

INWARD PASSAGE  
SHIP / DATE

\_\_\_\_\_

\_\_\_\_\_ (Pilot / PEC holder)

OUTWARD PASSAGE  
SHIP / DATE

\_\_\_\_\_

\_\_\_\_\_ (Pilot / PEC holder)

## FAMILIARISATION TRIPS (see 4.2.1.3 and 4.2.1.4)

SHIP / DATE \_\_\_\_\_ (Pilot)

TUG / SHIP/DATE \_\_\_\_\_ (Tug Master)

TUG / SHIP/DATE \_\_\_\_\_ (Tug Master)

## EXAMINATION

EXAMINED BY \_\_\_\_\_ HM / DHM / AHM

\_\_\_\_\_ Pilot

PEC TO BE ISSUED / NOT TO BE ISSUED

TUG ENDORSED

## APPENDIX B: PEC Renewal Form

Name..... PEC No.....

Private address.....

.....Tel.No.....

Shipping Company

Name.....

Address.....

.....Tel.No.....

Local Agent

Name.....

Address.....

.....Tel.No.....

Any changes in details re: vessels covered by PEC.....

.....

.....

Date of last visit to VTS (required every 2 years) .....

Date of last revalidation assessment (required every 5 years) .....

Expiry date of Medical Certificate .....

Number of single trips through the Port of Southampton CHA Area in the last 12 months (please enter "nil" as appropriate). No less than 3 trips to be conducted in previous 3 months.

|        |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Month  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please enclose the following:

- Your Pilotage Exemption Certificate
- A copy of your current Medical Certificate
- Records of all acts of self-pilotage for the previous year
- Fee to be paid via invoice or cheque (made out to Associated British Ports)

I declare that the above information is correct.

Signed.....

Date.....

## APPENDIX C: PEC Practical / Revalidation Assessment Form

|                       |
|-----------------------|
| Last Assessment Date: |
|-----------------------|

| <b>Part 1</b>           | <b>Details of Act</b> | Practical Assessment  | Revalidation Assessment |
|-------------------------|-----------------------|-----------------------|-------------------------|
| PEC Holder              |                       | Reviewing Pilot       |                         |
| Vessel                  |                       | Date/Time             |                         |
| LOA/DWT                 |                       | Detail of Act To/From |                         |
| Draught                 |                       | Tugs                  |                         |
| Special Characteristics |                       | Weather/Tide          |                         |

| <b>Part 2</b>                              | <b>Preparation and Passage Planning</b> |    |     |         |
|--|---|----|-----|---------|
|  | Evidenced                               |    |     | Remarks |
|  | Yes                                     | No | N/A |         |
| 2.1 Pre departure/arrival checks completed |   |    |     |         |
| 2.2 Communication with VTS                 |   |    |     |         |
| 2.3 Passage Planning                       |   |    |     |         |
| 2.3.1 Berth Details                        |   |    |     |         |
| 2.3.3 Towage                               |   |    |     |         |
| 2.3.4 UKC                                  |   |    |     |         |
| 2.3.5 Tidal Calculation                    |   |    |     |         |
| 2.3.6 Other Traffic                        |   |    |     |         |
| 2.3.7 Weather Forecast                     |   |    |     |         |
| 2.4 Gain situational awareness             |   |    |     |         |
| 2.5 Brief bridge team                      |   |    |     |         |

| Part 3   | Conduct of the Passage |    |     |         |
|--|------------------------|----|-----|---------|
|  | Evidenced              |    |     | Remarks |
|  | Yes                    | No | N/A |         |
| 3.1 Engagement with the bridge team                    |                        |    |     |         |
| 3.2 Conduct of the vessel                              |                        |    |     |         |
| 3.3 Engagement with other stakeholders                 |                        |    |     |         |
| 3.4 Use of appropriate navigational resources          |                        |    |     |         |
| 3.5 Updating bridge team of intentions during pilotage |                        |    |     |         |
| 3.6 Maintain situational awareness                     |                        |    |     |         |
| 3.7 Use closed loop communication                      |                        |    |     |         |
|  |                        |    |     |         |

| Part 4  | Berthing/Un-berthing |    |     |         |
|---|----------------------|----|-----|---------|
|   | Evidenced            |    |     | Remarks |
|   | Yes                  | No | N/A |         |
| 4.1 Berthing/ un-berthing manoeuvre briefing  |                      |    |     |         |
| 4.2 Engagement with the bridge team           |                      |    |     |         |
| 4.3 Conduct of the vessel                     |                      |    |     |         |
| 4.4 Use of appropriate navigational resources |                      |    |     |         |

| Part 5                 | Post Assessment |
|------------------------|-----------------|
| 5.1 De-Brief completed |                 |
| 5.2 Comments           |                 |
| 5.3 Any further action |                 |

Signature..... Reviewed PEC Holder

Signature..... Reviewing Pilot or nominated person

NOTE: This form concerns the practical assessment of candidates for the issue of a new pilotage exemption certificate or 5 yearly revalidation assessment of existing certificates.

In the case of a revalidation assessment, failure to satisfy the assessor of the certificate holder’s competence shall result in suspension of the certificate and referral to the Southampton Pilotage Enforcement Policy.

Definitions:

Practical assessment – A practical examination of competency for a PEC candidate on a vessel they are not authorised to legally have conduct of. Pilotage conduct is typically held by the Assessing Pilot however, in the case of specific vessels, another PEC holder may be present and hold conduct - in which case the Assessing Pilot shall be embarked solely as an observer.

Revalidation assessment – A review for a PEC holder’s competence on a vessel they are authorised to legally have conduct of. Pilotage conduct lies with the PEC holder. The Assessing Pilot is embarked solely as an observer.