

Pilotage Directions



Version 6 2022

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Record of Amendments

Record	Version	Amendment	Date
1	Version 1	Original Pilotage Directions	July 1987
2	Version 2	Full review.	13.2.02
3	Version 3	Full review.	12.12.08
4	Version 3.1	Grammatical amendments.	30.6.09
5	Version 4	Full review. No Amendments	28.9.12
6	Version 4.1	Amendments arising from Marine Navigation Act 2013	17.9.13
7	Version 5	Full review. No Amendments	27.5.16
8	Version 5.1	Amendments to section 8. Restricted Visibility Routine	27.1.17
9	Version 6	Full review. Summary of amendments in SMS Documents - 122	27.5.22
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Introduction

Poole Harbour Commissioners as a Competent Harbour Authority (CHA) within the meaning of the Pilotage Act 1987 (As amended by the Marine Navigation Act 2013), and in exercise of its powers under Section 7 of the Act, gives the following Pilotage Directions to the Masters of vessels in the Poole Harbour Commissioners Pilotage Area.

It is the duty of the Master of a vessel to which a Pilotage Direction applies to comply with these Directions. Failure by the Master of a vessel to comply with a Direction constitutes an offence, and renders that person liable, on conviction, to a fine up to a level 5 on the standard scale. However, it is a defence for the Master of a vessel to prove that they had reasonable grounds for supposing that compliance with the Direction in question would be likely to imperil their vessel or that they had an acceptable reason for their act or failure to act.

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Schedule 1

Poole Harbour Commissioners Pilotage Directions – Pursuant to Section 7 of the Pilotage Act 1987

1 Commencement

1.1 Poole Harbour Commissioners, as the competent harbour authority exercising the function of providing pilotage services within the Compulsory Pilotage Area hereby:

1.1.1 Revokes the Pilotage Directions 2017 and

1.1.2 Gives the following Pilotage Directions to vessels to be known as the PHC Pilotage Directions 2022.

1.2 These Pilotage Directions shall come into force on 1st June 2022.

2 Compulsory Pilotage Area

2.1 The area within which the Commissioners may exercise jurisdiction as a Competent Harbour Authority, and within which the powers of the harbourmaster may be exercised, is the area described in the Poole Harbour Revision Order 2012 as follows:

2.2 So much of the natural harbour at Poole as is situated below the level of high water and enclosed by imaginary straight lines—

2.2.1 across the harbour entrance, commencing at a point on the Sandbanks peninsula (reference point latitude 50° 40.989' North longitude 001° 56.909' West) and terminating at a point on the Studland peninsula (reference point latitude 50° 40.766' North longitude 001° 57.015' West);

2.2.2 in the vicinity of the confluence of the rivers Trent and Frome, commencing at a point on the North side of the Wareham channel (reference point latitude 50° 42.560' North longitude 002° 04.745' West) and terminating at a point on the south side of that channel (reference point latitude 50° 40.607' North longitude 002° 04.435' West); and by the level of high water within the area so enclosed, including all adjoining creeks, bays and inlets to the extent that they are situated below the level of high water.

2.3 All docks, marinas and other natural or artificial watered areas navigable by seagoing vessels which adjoin the natural harbour described in paragraph 2.1 (other than those parts of the rivers Trent and Frome which lie beyond the lines mentioned in that paragraph), including all such areas which are separated from the natural harbour by lock gates, sluices or other moveable devices through which seagoing vessels may pass, whether or not the same are in existence at the date of the coming into force of this Order.

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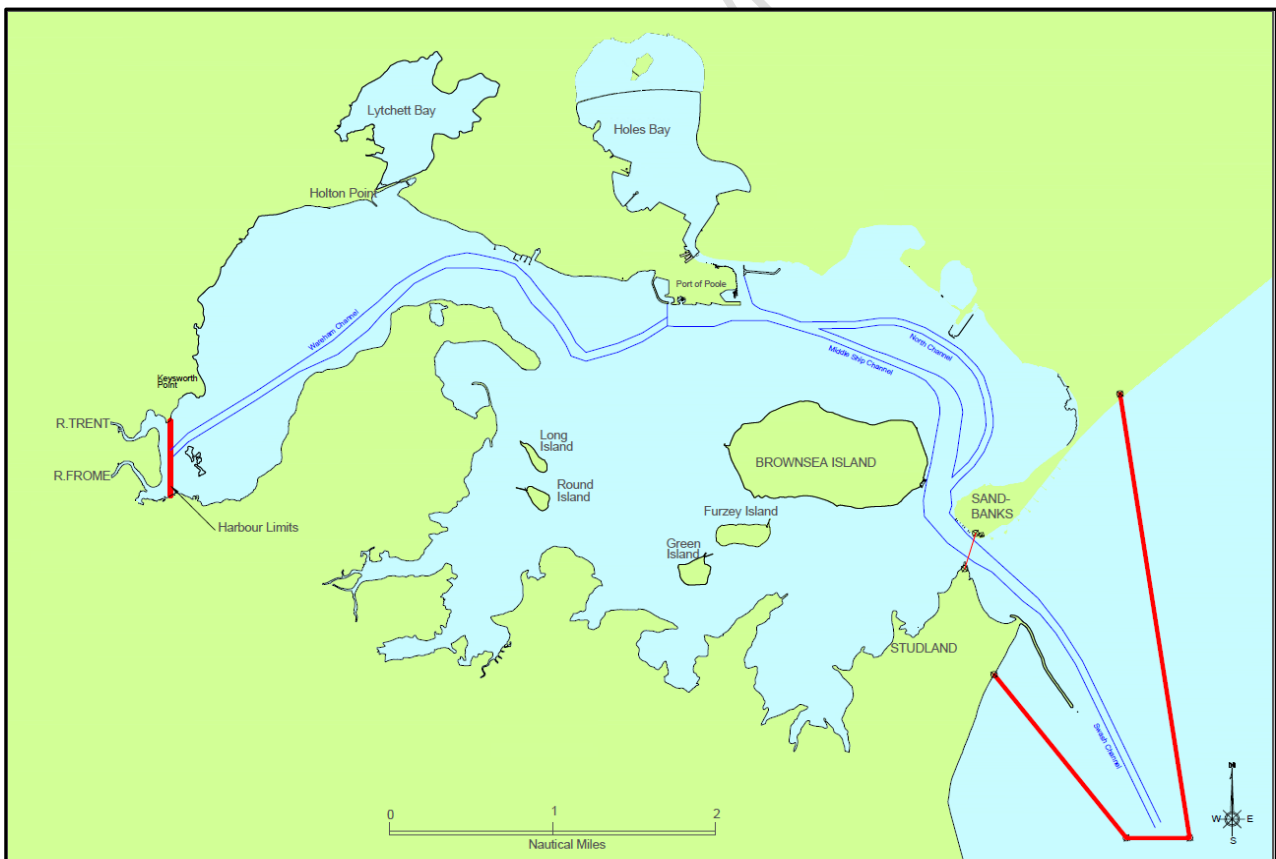
2.4 The seaward area, that is, so much of the sea as is situated below the level of low water and bounded on its seaward sides by imaginary straight lines—

2.4.1 commencing at a point near Flaghead Chine (reference point latitude 50° 41.867' North longitude 001° 55.522' West), extending in a South South-Easterly direction and terminating at reference point latitude 50° 39.069' North longitude 001° 54.860' West.

2.4.2 commencing at reference point latitude 50° 39.069' North longitude 001° 54.860' West, extending in a Westerly direction and terminating at reference point latitude 50° 39.069' North longitude 001° 55.465' West.

2.4.3 commencing at reference point latitude 50° 39.069' North longitude 001° 55.465' West, extending in a North-Westerly direction and terminating at a point on Studland Peninsular (reference point latitude 50° 40.242' North longitude 001° 56.907' West); and on its landward side by the level of low water within the area so enclosed and by the imaginary line referred to in paragraph 2.1.1.

2.5 Drawing showing Compulsory Pilotage Area



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3 Compulsory Pilotage

- 3.1 Pilotage shall be compulsory for all ships, including tug and tows, navigating in the Compulsory Pilotage Area as defined in Direction 2.
- 3.2 This direction does not apply to the following categories of excepted vessels:
- 3.2.1 Her Majesty's vessels
 - 3.2.2 Vessels of less than 50 metres in overall length unless 30m or more in overall length carrying dangerous goods or liquid bulk dangerous cargoes of flammable or toxic properties or carrying more than 12 passengers

4 Conduct of Vessel

- 4.1 As stated in the Pilotage Act 1987, a duly authorised pilot shall have the conduct of the vessel in the compulsory pilotage area and if not, the Master shall be guilty of an offence. As in statute the authorised pilot has the right to limit their liability which also includes Poole Harbour Commissioners, the Competent Harbour Authority.

5 Safety of Navigation

- 5.1 Notwithstanding any other pilotage direction, the CHA may compel any vessel to take a Pilot if it is deemed to be a potential hazard to safe navigation, for example:
- 5.1.1 Vessels with dangerous or hazardous cargo onboard.
 - 5.1.2 When the Vessels' main propulsion or steering systems are not fully operational.
 - 5.1.3 When the Vessel is in distress or taking on water.
 - 5.1.4 When the Vessels does not have serviceable navigation aids or communication equipment necessary for safe navigation within the CHA's area of jurisdiction.
 - 5.1.5 When the vessel has a reported defect, the nature of which may necessitate the use of a pilot.

6 Procedures

- 6.1 Bona fide Masters and Deck Officers of ships wishing to apply for Pilotage Exemption Certificates shall comply with the requirements set out in schedule 4
- 6.2 All vessels which are subject to these Directions shall comply with the requirements set out in schedule 2, ALRS vol 6 and at www.phc.co.uk

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Schedule 2

Pilot Station, Reporting Points and Procedures

1 Estimated Time of Arrival (ETA)

- 1.1 Vessels bound for the Poole Harbour Commissioners Pilotage Area requiring the service of a pilot shall give at least 24 hours notification or on departure from the last port or operating area if closer than 24 hours sailing time. The Estimated Time of Arrival (ETA) notification shall be sent either direct to the Poole Harbour Control by telephone, email or through the vessels appointed agent, along with the maximum draught and the nature of any defects.

Telephone +44 (0) 1202 440 230

Email harbourcontrol@phc.co.uk

- 1.1.1 An update on the vessels ETA should be sent directly to the Poole Harbour Control via VHF Radio Channel 14 or telephone not later than 1 hour before arrival at the pilot boarding station.
- 1.1.2 A final confirmation of ETA should be given via VHF Radio Channel 14 not later than 15 minutes prior to arrival at the Pilot Station.
- 1.1.3 On completion of the 1-hour update, vessels should maintain a listening watch on VHF Radio Channel 14 in case of changes to the ETA required by the port or for any other relevant information.

2 Estimated Time of Departure (ETD)

- 2.1 Vessels departing from the Port Area which require the services of a pilot must give at least 1 hour notice of their estimated time of departure (ETD). The ETD should be sent directly to Poole Harbour Control via VHF Radio Channel 14 or by telephone.

3 Additional Movements Requiring a Pilot

- 3.1 Vessels requiring shifting within the Port area which require the services of a pilot must give at least 1 hour notice of their Estimated Time of Movement (ETM). The request should be sent directly to Port Harbour Control via VHF Radio Channel 14 or telephone.

4 Deployment of Pilot Vessels

- 4.1 The Pilot Vessel provided by the CHA will only put to sea when their services are required. Poole Harbour Commissioners does not provide any cruising or anchored pilot vessel. It is therefore essential that the advance notice of any intention to use the service of a pilot is given to Poole Harbour Control.

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- 4.2 The CHA reserves the right to arrange the sequence of pilotage moves as directed by the Harbour Master taking into account the availability of pilots, weather and tidal conditions, availability of berth and other ship movements.

5 Failure to provide Notice of Intent

- 5.1 Vessels who fail to provide an ETA, ETD or berth shift time may be delayed due to a lack of pilot availability. In such an event, these vessels will be prioritised after any existing booked movements.

6 Failure to take a Pilot

- 6.1 A ship, which is being navigated within the Poole Competent Harbour Authorities area of jurisdiction and is subject to compulsory pilotage, must be under the pilotage of an authorised pilot, or a bona fide Master or Deck Officer holding a Pilot Exemption Certificate. A Master failing to embark a pilot after the service has been offered will be guilty of an offence as defined in the Pilotage Act 1987.
- 6.2 Additionally the Master of a vessel who navigates his vessel, which is subject to compulsory Pilotage, within the Poole Competent Harbour Authorities area of jurisdiction without notifying the Competent Harbour Authority shall be guilty of an offence under the same Act.

7 Pilot Boarding Position

- 7.1 The boarding position is three cables Southeast of Bar Buoy No.1 in position 50° 39.1'N, 001° 54.7'W.
- 7.2 Direct communication may be made with the Pilot Boat on VHF Channel 14 when on station.

8 Pilot Boat Recognition

- 8.1 The Competent Harbour Authority uses two pilot boats, 'PV VANGUARD' and the 'PV BARRACUDA'. Both vessels will display the normal day and night recognition flags and lights, with 'PILOTS' emblazoned on each side of the wheelhouse.

9 Pilot Embarkation/Disembarkation

- 9.1 Port Berths – Pilots may board via gangway, or seaward side by pilot ladder. This is at the pilot's discretion.

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9.2 Seaward - Pilots will board and disembark from the Pilot Launch.

9.2.1 Masters are responsible for providing an adequate lee for the manoeuvre in consultation with the coxswain of the Pilot Launch.

9.2.2 Masters of vessels are responsible for providing suitable, safe pilot embarkation/disembarkation points equipped with adequate, suitable, tested and in code equipment for use in the operation. The International Convention for Safety of Life at Sea (SOLAS 2004) Chapter V Reg. 23 and Annex 21 of International Maritime Organisation (IMO) resolution A889 (21) (1999) and Merchant Shipping (Pilot Ladders and Hoists) Regulations, provide the standards required.

9.3 It is the right of every Pilot to refuse to embark or disembark from a vessel if he considers it unsafe to do so. Such a decision may be based on:

9.3.1 The prevailing circumstances and conditions.

9.3.2 The position of the pilot embarkation/disembarkation point.

9.3.3 The standard and construction of the pilot embarkation/disembarkation point.

9.3.4 The provision and standard of equipment provided by the vessel.

9.4 It is the right of every Coxswain of the Pilot Launch to refuse to embark or disembark a Pilot from a vessel if he considers it unsafe to do so. Such a decision may be based on:

9.4.1 The prevailing circumstances and conditions.

9.4.2 The position of the pilot embarkation/disembarkation point.

9.4.3 The lack of provision of a suitable lee to conduct the transfer.

10 Reporting Points

10.1 All vessels subject to compulsory pilotage must report to Poole Harbour Control on VHF Channel 14 when at the reporting points as follows.

10.2 Inbound

10.2.1 Bar Buoy No.1

10.2.2 Channel Buoy No.8

10.2.3 Aunt Betty Buoy No.22

10.2.4 Stakes Buoy No.29

10.2.5 Secure alongside

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10.3 Outbound

- 10.3.1 Underway
- 10.3.2 Stakes Buoy No.29
- 10.3.3 Aunt Betty No.22
- 10.3.4 Bar Buoy No.1

10.4 Shifting berth

- 10.4.1 Underway
- 10.4.2 Secure alongside

11 Vessels Warping or Moving Berth

11.1 Any vessel that is subject to compulsory pilotage may move along its berth without a Pilot only if all the following conditions are met:

- 11.1.1 The manoeuvre is adequately risk assessed considering all of the conditions contained within this Direction
- 11.1.2 Safety procedures are documented and adhered to
- 11.1.3 The move is along one continuous quay wall
- 11.1.4 The vessel's bridge is adequately manned throughout the move
- 11.1.5 The vessel's engines are available for immediate use throughout the manoeuvre
- 11.1.6 The weather parameters are considered suitable
- 11.1.7 At least one line forward and aft are to remain on quay throughout the manoeuvre
- 11.1.8 Sufficient number of crew are provided to safely handle the lines inboard
- 11.1.9 Port mooring gang is employed
- 11.1.10 There are no other vessels manoeuvring within the area
- 11.1.11 The use of tugs is not required nor requested
- 11.1.12 Permission is gained from the Harbour Control Officer prior to any movement
- 11.1.12 Maintained listening watch on VHF Channel 14 throughout the move

11.2 Any vessel, subject to compulsory pilotage, must have a Pilot or Certificate holder on board for warping whereby any of the above conditions cannot be met.

11.3 Any vessel, subject to compulsory pilotage, being moved from one berth to another berth, must have a Pilot or PEC holder onboard.

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12 Vessels or objects under tow

- 12.1 For the purposes of determining the requirement for engaging a pilot, the length of a tug and tow shall be deemed to be the overall length. i.e., the Length Overall of the towing vessel **plus** the length of tow as defined in the International Regulations for the Prevention of Collisions at Sea.

13 Restricted Visibility Routine

- 13.1 The Harbour Control Officer will order Restricted Visibility Routine when visibility is reduced (normally 0.25 nautical miles or approximately 500 metres) such that an extra risk is imposed on ships navigating in the main shipping channels.
- 13.2 All PEC holders must be accompanied by an authorised Poole Pilot when Restricted Visibility Routine is in force or likely to become in force during the act of pilotage.
- 13.3 There will be no charge if an authorised Poole Pilot is embarked due to the likelihood of restricted visibility where the Restricted Visibility Routine is subsequently not enforced, during the act of pilotage, provided that the pilot service was not already requested from the ship.
- 13.4 A PEC holder may conduct an act of pilotage in restricted visibility without embarking an authorised pilot provided that:
- 13.4.1 The Competent Harbour Authority receives confirmation, by way of a course certificate, that the PEC holder has completed training on an approved full mission simulator, to include “blind pilotage” modelled on Poole Harbour, within the preceding two and a half years.
- 13.4.2 The PEC holder has been accompanied by an authorised Poole Pilot for two acts of pilotage when Restricted Visibility Routine is in force.

14 Passing Places

- 14.1 There are four defined passing places between the outer approaches to the Swash Channel and the Port as follows:
- 14.1.1 The Swash Channel Between Bar Buoy and Channel Buoy.
- 14.1.2 Brownsea Roads Between No.16 Buoy and No.20 Buoy.
- 14.1.3 Middle Ship channel between Diver Buoy and Stakes Buoy.
- 14.1.4 Turning Basin.
- 14.2 Passing should only take place provided both masters and the Harbour Control Officer agree.

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15 Controlled Vessel Movements

- 15.1 Certain vessels when under way, and because of their size, manoeuvrability, or cargoes, shall be designated as “Controlled Movements” and therefore require special consideration by other harbour users.
- 15.2 Vessels so designated shall be under the direction of an authorised pilot if they fall into the categories itemised in Direction 5.

16 Use of an Assistant Pilot

- 16.1 The circumstances in which an authorised Pilot in charge of a vessel is to be accompanied by an assistant who is also an authorised Pilot, shall be determined by risk assessment following consultation with the Harbourmaster, taking into account the size, characteristics or circumstances of the vessel, its equipment, cargo or crew, or the meteorological or tidal conditions.

17 Under Keel Clearance

- 17.1 The minimum dynamic under keel clearance for passage in and out of the harbour shall be no less than 0.5m. Timings of entries and departures shall be adjusted, if necessary, to meet this safety margin.
- 17.2 The minimum under keel clearance for vessels under way in the Little Channel is 0.2 metres. Wind strength exceeding 25 Knots, such that movement (pitching or rolling) is likely, this minimum shall be increased to 0.5 metres.
- 17.3 Alongside berths as follows:

Berth	Minimum UKC	Notes
Ro-Ro 2	0.5m	Rock Armoured
Ro-Ro 3	0.2m	
South Quay	0.2m	
New Quay Extension	At Masters Discretion	
New Quay	At Masters Discretion	
Ballast Quay	At Masters Discretion	
Yard Quay	At Masters Discretion	
Town Quay	At Masters Discretion	
Controlled Vessels	0.5m	

- 17.4 No berth is NAABSA accredited (Not Always Afloat But Safely Aground) and therefore masters are not permitted to allow vessels to take the bottom.

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18 Harbour Entrance Chain Ferry

- 18.1 All craft of less than 50 metres in overall length and not subject to compulsory pilotage are required to give way to the chain ferry.
- 18.2 All vessels subject to compulsory pilotage must establish contact via Poole Harbour Control to agree which slipway the chain ferry will remain for the passage of the vessel through the Harbour entrance. This must be established before vessel passes No.6 Buoy inbound or Aunt Betty Buoy outbound.

19 Master / Pilot Exchange of Information (MPX)

- 19.1 The Master of a vessel is required to declare the draft, length, and beam of his vessel, and to provide the Pilot with such other information relating to the ship and its cargo, which is necessary to enable him to carry out his duties. This must include any defects to equipment or machinery, or manoeuvring peculiarities.
- 19.2 The Pilot will provide the Master with information relating to the vessel's passage and berthing/unberthing arrangements. This will include the effects of weather and tidal flow, arrangements for passing other vessels and any potential deviations from the standard passage plan.
- 19.3 Pilotage Passage Plan/MPX receipt must be completed as part of the MPX process.
- 19.4 The completion of the MPX must be communicated to the Harbour Control Officer.

20 Pilotage Plan

- 20.1 The standard pilotage plan is available to download on the PHC website at www.phc.co.uk. Copies will be held by all Pilots, Pilot Exemption Certificate holders, Harbour Control and additionally will be sent to all ships regularly using the Port of Poole.
- 20.2 The aim of the plan is to ensure that:
- 20.2.1 The ships Master is aware of the standard plan and has sufficient time to discuss and agree it before commencing pilotage.
 - 20.2.2 There is a clear understanding between Master and Pilot of each other's role and responsibilities with regard to the conduct of the vessel on passage, including the use of tugs if required.
 - 20.2.3 There is a clear understanding of the potential hazards and the margins of safety.
 - 20.2.4 There is a clear understanding between the Master and Pilot on actions in the event of an emergency.

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- 20.3 The Pilot will embark in sufficient time to discuss and agree the plan with the Master.
- 20.4 Any deviation from the standard plan should be discussed and agreed between Master and Pilot, keeping the Harbour Control Officer advised.

21 Misconduct, Accidents and Incidents

- 21.1 In general, accident or incident investigations will be undertaken on a “no blame” basis with the sole aim of an inquiry to make recommendations aimed at avoiding similar incidents or accidents in the future.
- 21.2 Where, during an investigation, conducted either by the Harbour Master or other person representing the Harbour Authority, there is evidence to suggest that misconduct, incompetence, neglect of duty or omission was a major contributory factor, then in the case of an authorised pilot the Poole Harbour Commissioners disciplinary procedure will be followed should disciplinary action be considered necessary.
- 21.3 A Pilot Exemption Certificate holder may have their exemption suspended or revoked as per the 1987 Pilotage Act.

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Schedule 3

Pilot Authorisation, Training and Professional Development

1 Introduction

- 1.1 The PHC Pilotage Service maintains a body of Marine Pilots trained to National Standards, providing Pilotage services to all vessel's compulsory to Pilotage in terms of the "Pilotage Directions for the PHC Pilotage District".
- 1.2 The Training of Pilots will be based on the achievement of levels of competence as specified in the National Occupational Standards for Marine Pilots (NOSMP).
- 1.3 Progression of trainee Pilots to authorised Class 2 and Class 1 Pilot, is by means of a structured training programme which incorporates assessments, examination and specified training at all appropriate stages.
- 1.4 Monitoring of Pilot training, and up-grading of Pilots when the requisite standards of experience and training have been met, is the responsibility of the Harbour Master. He has delegated powers from the Board for this purpose, but subject to a regular process of report to the Chief Executive Officer when each formal up-grade is implemented.
- 1.5 All Pilots are authorised by the Chief Executive Officer for the compulsory Pilotage district, having satisfied the Chief Executive Officer by means of previous experience, recorded training experience, formal assessment, review and successful examination.
- 1.6 The Harbour Master regularly monitors the strength of the PHC Pilotage Service in terms of:
- 1.6.1 The present and predicted demand for Pilotage service.
 - 1.6.2 The number of authorised Pilots currently employed.
 - 1.6.3 Forward trends with regard to retirement, predicted early retirement due to illness or other causes.
 - 1.6.4 The future needs for recruitment required to maintain the necessary balance of experience.

2 Pilot Training Framework

- 2.1 The Authority recruits Pilot trainees from internal or external applicants following the selection and recruitment procedures set out above. A structured training programme based on the National Occupational Standards for Marine Pilots (NOSMP) with indicative training periods and authorisation stages is summarised in this section and this will be followed by all trainees with no previous pilotage experience. Trainees with

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previous pilotage experience in other ports will follow a modified training schedule which reflects their appropriate levels of professional skill and experience.

- 2.2 The Harbour Master keeps the training programme under review, assisted as necessary by Senior Pilots.

3 Supervision, Assessment, Examination and Liaison

- 3.1 Supervision of the training process for all Pilots is the immediate responsibility of the Pilotage Manager who will report directly to the Harbour Master.

- 3.2 Pilotage Manager duties include:

3.2.1 Induction and regular progress interviewing of all trainees, and monitoring their Pilot training record log books.

3.2.2 Arranging for provision of suitable internal or external training courses at appropriate stages.

3.2.3 Arranging for formal assessment and examination of candidates.

3.2.4 Maintaining training records.

3.2.5 Provide regular progress reports to the Harbour Master who will in turn make recommendation to the Chief Executive Officer for authorisations and subsequent upgrading.

3.2.6 Liaison with outside bodies involved with Pilotage training, professional development and safety standards.

- 3.3 A record of progress, tripping, training courses and other relevant information is maintained on specific forms contained in a personal logbook kept by the candidate. This logbook is examined and annotated by the Harbour Master or Pilotage Manager at each progress interview and it is presented before each examination.

- 3.4 Assessments are carried out by an accompanying authorised Pilot during the later phases of the initial pre-authorisation tripping periods. These take the form of written comments on key aspects of the trainees' conduct of vessels and are recorded in the candidates' logbooks.

- 3.5 Prior to Examination a minimum of two practical assessments should be undertaken with a Pilot Examiner.

- 3.6 Oral Examinations are carried out by the Harbour Master and one authorised Pilot prior to initial authorisation, and prior to upgrading to Class 2 or 1 status.

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Schedule 4

Pilotage Exemption Certificate Requirements

1 Issue of Pilotage Exemption Certificate (PEC)

- 1.1 Any vessel subject to compulsory pilotage as laid down in the Pilotage Directions must be in the charge of an Authorised Pilot or an authorised holder of a valid PEC when navigating within the Compulsory Pilotage Area.
- 1.2 Bona fide Masters and Deck Officers of ships may apply for and be issued with a PEC for the Compulsory Pilotage Area subject to qualification both by examination and experience.
- 1.3 Applicants can download required documentation at www.phc.co.uk or request a copy from Poole Harbour Commissioners, Harbour Office reception.

2 Classes of PEC

- 2.1 Class A - Applies to vessels of 50 metres or over in length overall
- 2.2 Class B - Applies to vessels of 30 metres and over and under 50 metres in length overall, carrying dangerous goods or liquid bulk dangerous cargoes of flammable or toxic properties or carrying more than 12 passengers.
- 2.3 Class C - Applies to vessels of 50 metres or over in length overall that are defined as a dredger and will be dredging within the Compulsory Pilotage Area.
 - 2.3.1 Dredger means any vessel, whether self-propelled or not which is engaged in dredging, excavating, raising, pumping, eroding or dispersing silt, sand, clay, stone, rock, or any other material.
 - 2.3.2 This class of PEC is only valid for the period of the dredge campaign.

3 Minimum Requirements for PEC

- 3.1 Applicant is the bone fide master or deck officer of vessel(s) to be named on the PEC.
- 3.2 Applicant has evidence of valid marine qualification applicable to their rank.
- 3.3 Applicant has evidence of medical fitness including eyesight by the Maritime and Coastguard Agency (or equivalent) approved Medical Practitioner.
- 3.4 Applicant is proficient in the English language.

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- 3.5 Qualifying acts shall be undertaken under the supervision of an Authorised Pilot or qualified PEC.
- 3.6 Practical Assessments must be undertaken by an Authorised Pilot.
- 3.7 A minimum number of qualifying acts must be in darkness.
- 3.8 A minimum number of qualifying acts must be inbound.
- 3.9 A minimum number of qualifying acts must be outbound.
- 3.10 A minimum number of assessment acts will be required.
- 3.11 A familiarisation visit to Harbour Control (HC) required for Class A & B.
- 3.12 Applicant successfully passed examination conducted by the Harbour Master and Authorised Pilot.

4 PEC Examination

- 4.1 An applicant for a Pilot Exemption Certificate will be required to sit an oral examination, conducted by the Harbour Master and an Authorised Pilot, at the Harbour Office. A syllabus detailing the extent and depth of knowledge required available to download at www.phc.co.uk.
- 4.2 The examination will be conducted in the English language.
- 4.3 The Harbour Master having been satisfied that the applicant has met all PEC prerequisites, will issue a Pilotage Exemption Certificate, endorsed by the Harbour Master and Chief Executive Officer.
- 4.4 A failed candidate will not be re-examined for a period of at least one month.
- 4.5 In the event of a second failure, the applicant will not be re-examined for a period of at least 3 months.

5 PEC Application Qualifying Acts

- 5.1 Class A – The first 12 and last 8 must be undertaken with an authorised pilot.
- 5.2 Class A – At least 1 act must be undertaken in darkness with an authorised pilot.
- 5.3 Class A – The last 2 assessment acts undertaken by an authorised pilot.

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- 5.4 Class B – The first 2 and last 2 must be undertaken with an authorised pilot.
- 5.5 Class B – At least 1 act must be undertaken in darkness with an authorised pilot.
- 5.6 Class C – All qualifying acts must be undertaken with an authorised pilot.
- 5.7 Any qualifying act undertaken without an Authorised Pilot must be witnessed by the PEC holder overseeing the act. The PEC holder must insert their name in the relevant column of the Port of Poole PEC Tripping Log. The Harbour Control Officer must be informed of these occasions so that internal records can be maintained.
- 5.8 A qualifying act is defined as a transit inward or outward between the Bar buoy and a berth in the port.
- 5.9 Minimum PEC Application Qualifying Acts:

PEC	LOA	Inbound Minimum	Outbound Minimum	Darkness Minimum	Assessment	Total	HC Visit	Oral Exam
Class A	50m +	10	10	5	2	40	1	Yes
Class B Haz	30m to < 50m	5	5	2	2	20	1	Yes
Class B Passenger	30m to < 50m	5	5	2	2	20	1	Yes
Class C Dredger	50m +	4	4	2	2	12	0	No

6 PEC Renewal Qualifying Acts

- 6.1 Completing the required number of qualifying acts for renewal of a PEC, the Master and Deck Officers qualify for a piloted passage provided they are on the bridge of their ship for the duration of a passage through the Pilotage Area detailed on their respective PEC and in full control of the pilotage act.
- 6.2 A Pilotage Exemption Certificate shall remain in force for one year but may be renewed annually pursuant to Section 8(5) of the Pilotage Act 1987.
- 6.3 The PEC Holder will be required to undertake an annual assessment trip by an Authorised Pilot. As part of the assessment the PEC holder must demonstrate their continued knowledge of the Compulsory Pilotage Area and understanding of any changes in navigation or regulations.

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6.4 If any period, of between 6 and 12 months, elapses without the PEC holder performing any acts of pilotage, the Harbour Authority will require that a number of acts must be conducted with an Authorised Pilot. The number of acts will be decided by the Harbour Master and may be subsequently increased following consultation with the Authorised Pilot(s).

6.5 Minimum PEC Renewal Qualifying Acts

PEC	LOA	Inbound Minimum	Outbound Minimum	Darkness Minimum	Assessment	Total	HC Visit	Oral Exam
Class A	50m +	5	5	2	1	20	1	No
Class B Haz	30m to < 50m	2	2	2	1	10	1	No
Class B Passenger	30m to < 50m	2	2	2	1	10	1	No

7 PEC Additional Vessels

7.1 A Pilot Exemption Certificate holder may apply to add a vessel to their Pilot Exemption Certificate using the relevant form.

7.2 The Pilot Exemption Certificate holder will be required to complete a number of acts with an Authorised Pilot. The number of acts will be decided by the Harbour Master and may be subsequently increased following consultation with the Authorised Pilot(s).

8 Requirements of PEC holders

8.1 Each Pilotage Exemption Certificate granted to any Master or Deck Officer shall be endorsed with the name and description of every vessel, which they are authorised to pilot and any endorsement restrictions.

8.2 The holder of a Pilotage Exemption Certificate shall not allow any other person to have possession of their Pilotage Exemption Certificate for the improper use thereof.

8.3 The holder of a Pilotage Exemption Certificate who observes any alteration that may affect the safety of navigation in the area of exemption shall immediately inform Poole Harbour Control.

8.4 The holder of a Pilotage Exemption Certificate having conduct of a vessel which has touched the ground or has been in collision with any other ship or any fixed or floating object in the area of exemption shall report the occurrence immediately and send a written report of the circumstances to the Harbour Master within 14 days.

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8.5 The holder of a Pilotage Exemption Certificate shall, on the request of the Harbour Master, attend to answer any complaint or charge which may be made against them for misconduct. This includes any non-compliance with the General Directions and Byelaws of Navigation or in respect of any marine casualty which may have occurred whilst in charge of their vessel in the Compulsory Pilotage Area.

8.6 All acts that require the use of a tug must be undertaken with an Authorised Pilot.

9 PEC Refusals, Suspensions & Revocations

9.1 The Harbour Master will decide if a refusal to grant, renew or alter a PEC is necessary and whether to suspend or revoke a PEC.

9.2 The Pilotage Act 1987 provides a right for an applicant to make representation in the event of a refusal to grant, renew or alter a PEC and in the event of a suspension or revocation of a PEC.

9.3 In the event of the Harbour Master refuses to grant, renew or alter a PEC, the applicant will be informed of the reason(s).

9.4 The applicant may then make representation to the Chief Executive Officer who will consult with the Harbour Master to discuss the representation and decide whether to uphold the rejection or not.

9.5 If, having received a renewal application, the Harbour Master is not satisfied that the PEC holder continues to satisfy the criteria laid down for possession of a PEC the PEC will be suspended or revoked, and the PEC holder will be informed of the reason(s).

9.6 The holder will be given a month in which to make representation to the Chief Executive Officer. The PEC will remain valid until representation is made and considered by the Chief Executive Officer or for one month if no representation is made within that period.

9.7 If no renewal application is received from a PEC holder the PEC will be cancelled automatically on the renewal date.

9.8 The Harbour Master will inform the holder accordingly and advise them of the right to make representation, within one month, for consideration by the Chief Executive Officer.

9.9 In all cases the decision of the Chief Executive Officer will be final.

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10 PEC Agreement

- 10.1 The Pilot Exemption Certificate Holder and their employer will be required to sign a formal written agreement with the Competent Harbour Authority in accordance with the recommendation within the Port Marine Safety Code.

NOT CONTROLLED WHEN PRINTED

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