



# **QUEEN'S HARBOUR MASTER PLYMOUTH**

## **STANDARDS AND CRITERIA FOR THE ISSUE OF PILOTAGE EXEMPTION CERTIFICATES (PECs)**

**ISSUE 2 - 01 FEBRUARY 2021**

## **STANDARDS AND CRITERIA FOR THE ISSUE OF PILOTAGE EXEMPTION CERTIFICATES (PECs)**

### **References**

- A. QHM Port Guidance and Pilotage and Towage Directions.
- B. Port Marine Safety Code.
- C. Defence Instruction Note (DIN) 2012DIN07-023 (Royal Navy Commanding Officers Platform Endorsement).
- D. Defence Instruction Note (DIN) 2020DIN03-019 (Dockyard Ports Pilotage Requirements and Pilotage Exemption Certificates)

### **INTRODUCTION**

1. A Pilotage Exemption Certificate (PEC) issued by the Queens Harbour Master (QHM) can be applied for by Masters, First Mates, Commanding Officers and Executive Officers of named vessels proceeding to or from Ministry of Defence owned berths or moorings once the qualifying standards and criteria detailed below have been met.
2. PECs for persons operating vessels berthing at non-Ministry of Defence berths within the Port of Plymouth are administered and issued by the Cattewater Harbour Master. Further information and contact details can be found on the Cattewater Harbour website ([www.plymouthport.org.uk](http://www.plymouthport.org.uk)).

### **PILOTAGE EXEMPTION CERTIFICATE (ALL VESSELS)**

3. IAW Refs A and D suitably qualified Commanding Officers and Executive Officers of RN and Foreign Naval Vessels, Masters and First Mates of commercial vessels may apply for and be issued with a Pilotage Exemption Certificate.
4. Vessels for which persons may be eligible for PEC application will normally be limited to:
  - a. Commercial vessels more than 25 metres in length and less than 100 metres in length not requiring tug assistance for berthing operations.
  - b. Non-Tidally constrained RN vessels greater than 25m in length.
  - c. Foreign Naval or Auxiliary Vessels less than 50 metres in length not requiring tug assistance for berthing operations.
5. Exact requirements for the issue of a PEC will be dependent on type of vessel, qualifications of personnel applying and their experience however, as a general guide, the following are the minimum requirements to be considered for issue of a PEC:
  - a. 12 acts of pilotage (6 in and 6 out) under the supervision of an Admiralty Pilot or existing PEC holder. At least 4 of these trips must be with

an Admiralty Pilot and must include at least 1 inward and 1 outward pilotage conducted during the hours of darkness.

- b. Successful completion of an Oral Board to test local knowledge and understanding. The Board members will be made up of QHM and the Chief Admiralty Pilot (CAP) or their nominated deputies.
6. Any limitations on the validity of the PEC (e.g. weather limitations, daylight only) will be annotated on the certificate.
7. The PEC will be valid for a maximum period of 12 months from the date of issue. Criteria for the reissue of a PEC will be dependent on experience and competence demonstrated during the previous 12 months. If the last entry/exit was more than 6 months ago then an Admiralty Pilot will be required for the first entry and exit.

### **PILOTAGE EXEMPTION CERTIFICATE (RN ONLY)**

8. In addition to the above requirements the following criteria are applicable to RN PEC Applicants only:
  - a. Up to 50% of the required acts of pilotage may be undertaken in an appropriate Bridge Simulator. Applicants will be required to provide written evidence of simulator runs completed.
  - b. If tug assistance is routinely allocated for berthing or unberthing then the PEC applicant must complete a tug acquaint onboard a Marine Services tug with an Admiralty Pilot. This should include witnessing a berthing/unberthing operation, of a similar class of vessel for which the PE is being applied for, from onboard the tug.
  - c. Complete a port familiarisation navigation run (Navrun) with an Admiralty Pilot.

### **EXPERIENCE AND LOCAL KNOWLEDGE REQUIRMENTS**

9. Content of the Oral Board will be based around the following subject areas although exact content, depth and detail of questioning will be determined by the QHM. The Chief Admiralty Pilot will be able to provide guidance on areas that the applicant should concentrate on having regard to the applicants previous experience in the port, vessel type/characteristics and intended operating areas within the Dockyard Port.
  - a. Familiarity with the applicable contents of the Dockyard Port of Plymouth Order.
  - b. Knowledge of the applicable sections of the Pilotage Directions (Ref A).
  - c. Contents of applicable Local Notices to Mariners and Navigation Warnings.
  - d. Names of channels, fairways, headlands, points and shoals.

- e. Courses of the main charted track.
- f. Names and characteristics of navigational marks, buoys and their light characteristics.
- g. General directions and rates of tidal streams.
- h. Depths of water to be expected in fairways and channels.
- i. The effect of meteorological conditions on predicted tidal stream and tide heights.
- j. Limitations and restrictions caused by other vessels with particular reference to vessels conducting boat transfers north of the breakwater and the operating patterns of local and international ferries operating within the port.
- k. Demonstrate familiarity with Plymouth VTS including capabilities and limitations. Where possible the PEC applicant should arrange a visit to Longroom Port Control Station.
- l. RN PEC only – capabilities and use of tugs for berthing/unberthing during normal conditions.
- m. Any other relevant information at the discretion of QHM.

### **RECORD KEEPING**

- 10. PEC holder details and records of movements conducted using their PEC are stored within the VTS iMap system. PEC holders are required to provide details of their PEC to VTS prior to arrival or departure to ensure accurate record keeping and allow the VTSS to check their PEC status.

### **APPLICATION**

- 11. Applications for PEC examinations are to be made to the Chief Admiralty Pilot and are to be accompanied by a list of qualifying completed port entries and exits. The date of the Oral Board will be after all qualifying runs have been completed.

### **CONTACT DETAILS**

- 12. Persons wishing to apply for a PEC or requiring further information should, in the first instance, contact the Chief Admiralty Pilot by email [Alan.Clements293@mod.gov.uk](mailto:Alan.Clements293@mod.gov.uk) or by telephone 01752 836932.