



SAFETY MANAGEMENT PLAN (MARINE)

Annex C

PILOT TRAINING, AUTHORISATION & EXEMPTION



September 2018

Version History

Version	Reason for Change		Date
I.0	Amendments to pilot classification and vessel criteria		May 1997
I.1			May 2002
I.2			October 2003
I.3			September 2007
I.4			September 2008
I.5			September 2009
I.6			November 2012
I.7			November 2013
I.8			November 2014
I.9	Amended classification and vessel criteria; clarification of pilotage district		April 2017
I.10	Amended classification and vessel criteria		January 2018
I.11	Review and amendments to formatting		September 2018

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**TRAINING AND AUTHORISING OF PILOTS
AND APPLICATIONS FOR
PILOTAGE EXEMPTION CERTIFICATES
(FROM 19th JANUARY 2018)**

The aim of this training and authorising regime is to ensure that the knowledge and experience of each Pilot or PEC holder is always matched to the task in hand bearing in mind the acknowledged difficulties of navigation in the River Severn and its estuary.

The training and authorising requirements are set out in the following Schedules.

- Schedule 1: The training and authorising of pilots
- Schedule 2: The award of Pilotage Exemption Certificates
- Schedule 3: A summary of the subjects in which a Pilot is expected to demonstrate competence

SCHEDULE I

I THE TRAINING AND AUTHORISING OF PILOTS

- I.1 Gloucester Pilots may, subject to the following conditions for each class of Pilot, be authorised to pilot vessels in
- (a) the Bristol Channel eastward of longitude 3° 30' West not including any statutory harbour authority area except as set out in (1.2) below
 - (b) the whole of the River Severn to Gloucester
 - (c) the River Wye below the road bridge at Chepstow
- I.2 Gloucester pilots may also be authorised to pilot vessels through those parts of the following statutory harbour areas as may be necessary.
- (a) The Port of Barry for the purposes of boarding and landing and transit to and from any of the Breaksea pilot boarding positions,
 - (b) The Port of Cardiff (south of a line drawn between Lavernock Point and Monkstone Rock) during transit to and from the Gloucester harbour.
 - (c) The Port of Bristol during transit to and from the Gloucester harbour.
 - (d) The basin at the Port of Sharpness.
- I.3 The criteria listed below give a framework for the progressive training of a pilot leading to full authorisation. These may be varied from time to time to take account of the qualifications, experience and aptitude of a particular individual after careful consideration by the Harbour Master and the Senior Pilots.

- 1.4 The minimum number of acts of pilotage specified in these Directions may be varied as follows:
- (a) be increased if deemed necessary in the event that additional training and/or experience is required before progression to the next class of Authorisation
 - (b) be reduced to no less than 50 acts in the event that a candidate already possesses extensive and relevant pilotage and shiphandling experience.

2 TRAINING AND PROBATIONARY PERIOD

Training Period

A trainee pilot must accompany an authorised pilot on a minimum of 40 acts of pilotage, of which 25 acts are to be inbound and 15 acts to be during the hours of darkness. This initial training period will last not less than three months.

Assessment before the issue of a Class 3 Authorisation will be by a senior pilot and will include submission of the log book and take account of the range of tides and weather conditions that have been encountered.

Assessment will include theoretical and practical examination and submission of a training record and passage plans. The National Occupational Standards for Marine Pilots will be taken into account.

NB: Additional training will be required within each category of authorisation in order to gain appropriate experience of vessels having unusual configurations or equipment.

3 CLASS 3 AUTHORISATION

- a) **A Class 3 Authorisation will only be issued when the following conditions have been met:**
- i) To have satisfactorily completed the initial training period and examination
 - ii) To undertake a minimum of 6 additional inbound and 4 additional outbound trips accompanied by a senior pilot on board vessels outside the Class 3 authorisation or requiring specialist skills because of tidal, weather or ship handling conditions as specified by a senior pilot

Assessment before the issue of a Class 3 Authorisation will be by a senior pilot and will include submission of the log book and will take account of the range of tides and weather conditions that have been encountered.

A Class 3 Authorisation licences a pilot to handle the following ships:

- Vessels not to exceed 90m in length overall (LOA)
- Vessels not to exceed 14.5m maximum beam
- Vessels not to exceed 6.0m draft
- Vessels not to exceed 85m LOA and 13m beam if no operational bowthruster
- All such ships to be handled only on tides when the anticipated underkeel clearance is expected to be the normal beam/underkeel clearance required to enter/depart Sharpness plus 0.5 metres at High Water and the prevailing weather, tidal and operational conditions and all other pertinent factors (e.g. type, condition, equipment of ship etc.) are agreed by the Duty Pilot in consultation with the Harbour Master to be within acceptable limits given the experience of the holder of a Class 3 authorisation.

The holder of a Class 3 Authorisation will not be authorised to act as Pilot of any vessel bound to/from any locations other than those specified and endorsed on his licence.

4 CLASS 2 AUTHORISATION

a) A Class 2 Authorisation will only be issued when the following conditions have been met:

- i) To undertake a minimum of 75 acts under the Class 3 Authorisation. 30 of these acts are to be inbound, of which 15 should be during the hours of darkness
- ii) To undertake a minimum of 6 additional inbound and 4 additional outbound trips accompanied by a senior pilot on board vessels outside the Class 3 authorisation or requiring specialist skills because of tidal, weather or ship handling conditions as specified by a senior pilot

Assessment before the issue of a Class 2 Authorisation will be by a senior pilot and will include submission of the log book and will take account of the range of tides and weather conditions that have been encountered.

b) A Class 2 Authorisation licences a pilot to handle the following ships:

- Vessels not to exceed 100m in length overall (LOA)
- Vessels not to exceed 15.5m maximum beam
- Vessels not to exceed 90m LOA and 14m beam if no operational bowthruster
- All such ships to be handled only on tides when the anticipated underkeel clearance is expected to be the normal beam/underkeel clearance required to enter/depart Sharpness plus 0.3 metres at High Water and the prevailing weather, tidal and operational conditions and all other pertinent factors (e.g. type, condition, equipment of ship etc.) are agreed by the Duty Pilot in consultation with the Harbour Master to be within acceptable limits given the experience of the holder of a Class 2 authorisation.

The holder of a Class 2 Authorisation will not be authorised to act as Pilot of any vessel bound to/from any locations other than those specified and endorsed on his licence

5 CLASS I AUTHORISATION

a) A Class I Authorisation will only be issued when the following conditions have been met:

- i) To undertake a minimum of 75 acts under the Class 2 Authorisation, of which 30 should be inbound.
- ii) To undertake a minimum of 6 additional inbound and 4 additional outbound trips accompanied by a senior pilot on board vessels requiring a Class I Authorisation or other specialist skills because of tidal, weather or ship handling conditions as specified by a senior pilot

Assessment before the issue of a Class I Authorisation will be by a senior pilot and will include submission of the log book and will take account of the range of tides and weather conditions that have been encountered.

b) A Class I Authorisation licences a pilot to handle the following ships:

- Any vessel in the loaded condition
- Any vessel in the ballast condition
- All such ships to be handled only on tides when the prevailing weather, tidal and all other pertinent factors (e.g. type, condition, equipment of ship etc.) are agreed by the Duty Pilot in consultation with the Harbour Master to be within acceptable limits given the experience of the holder of a Class I Authorisation

The holder of a Class I Authorisation will not be authorised to act as Pilot of any vessel bound to/from any locations other than those specified and endorsed on his licence.

c) Minimum Requirements to maintain a Class I Authorisation:

To undertake 50 acts of pilotage per annum and produce such proof of competency as GHT may require

6 AUTHORISATION FOR PASSENGER VESSELS TO SEVERN & WYE BERTHS

Pilots to have undertaken at least 4 accompanied trips aboard the vessel to each berth before being authorised for sole conduct of these passenger vessels

Assessment for this authorisation will be by a senior pilot and will include submission of the log book.

SCHEDULE 2

PILOTAGE EXEMPTION CERTIFICATES

I GENERAL REGULATIONS

- I.1 All applicants for the grant of a Pilotage Exemption Certificate will be required to attend before an examination board who will determine whether or not a Certificate will be granted. The following will be taken into account in considering an application:
- a) the qualifications, experience, local knowledge and fitness of the applicant,
 - b) the age, type, condition and status of the vessel in respect of which an exemption is sought
 - c) the ability of the applicant to use pilotwatch portable radar equipment, if required
 - d) the applicant's command of the English language for navigational purposes, where appropriate
- I.2 Additionally, an applicant must demonstrate that, during the twelve months immediately preceding his application for the grant or renewal of a Certificate, he has made not less than 40 voyages as defined below within the compulsory area as either Master or First Mate of a vessel which was or would have been subject to compulsory pilotage. A minimum of 15 of these voyages must be inward and a minimum of 15 outward, including both day and night passages over both spring and neap tidal conditions.
- I.3 A voyage shall be defined as a passage throughout the whole length of that portion of the compulsory pilotage area for which the applicant wishes to obtain a Pilotage Exemption Certificate.
- I.4 The Trustees may, in their absolute discretion, vary the trippage requirements dependent upon the type of vessel and cargo carried, and the candidate's ability to satisfy the Trustees that he has adequate relevant local knowledge and experience.
- I.5 On application for the grant, or renewal of a Pilotage Exemption Certificate, the Trustees will require the applicant or holder to produce a current medical certificate. They may refuse to grant or renew the Pilotage Exemption Certificate if it is found after examination by a doctor nominated by the Trustees that the applicant or holder is suffering from any physical or mental infirmity or defect which might interfere with the proper performance of his duties and responsibilities as a Pilotage Exemption Certificate holder.
- I.6 Pilotage Exemption Certificates will be granted up to and including the 31st day of December next, but may be renewed annually to come into effect on the 1st day of January subject to compliance with the appropriate regulations.
- I.7 Fees will be charged to applicants for the grant or renewal of Pilotage Exemption Certificates in accordance with the current List of Charges, for one or more of the following:-
- a) an examination (whether successful or not)
 - b) the grant of a Certificate
 - c) the renewal of a Certificate
 - d) any alteration in, or addition, to or for the issue of a duplicate Certificate in place of one which may have been lost.
- I.8 Every Pilotage Exemption Certificate holder will, when navigating within any part of the Harbour for which such a Certificate is granted, produce such Certificate on demand for inspection by any Officer of the Trustees.
- I.9 Pilotage Exemption Certificate Holders may, subject to reasonable notice in writing, be asked to attend before the Trustees or any of their committees if required.

- 1.10 All regulations and directions made for the proper operation and administration of pilotage will, so far as any of them are applicable, extend to all Certificate holders. In particular a Certificate holder must not knowingly navigate a vessel within the Harbour if there is any defect in the vessel, its machinery or equipment that might materially affect safe navigation within the Harbour without the prior consent of the Harbour Master.
- 1.11 Failure by a Certificate holder to comply with any regulations and directions as defined in 1.10 will result in the immediate revocation of the Certificate.

2 PILOTAGE EXEMPTION CERTIFICATES

- 2.1 GHT will only grant PECs to the Master, First Mate or Person in charge of a vessel operating in the compulsory area:
- not exceeding 3000 dwt and 80m length overall and
 - not carrying dangerous or polluting goods
 - not carrying more than 12 passengers
- 2.2 A PEC will only be granted or renewed to any Master or First Mate who does holds a current Certificate of Competency issued by an appropriate Authority which satisfies the requirements of the International Convention on Standards of Training, Certification and Watchkeeping 1978 (STCW 78) as amended in 1995 (STCW 95), or any re-enactment or further amendment thereof, and which is recognised by the Maritime and Coastguard Agency as being appropriate to the class or type of vessel to be navigated within the area as described in 2.1 above.
- 2.3 A PEC will not be renewed unless the holder can satisfy the Trustees' Harbour Master that an adequate level of local knowledge and experience in navigating merchant vessels or tugs within the relevant Harbour areas has been maintained. The holder will be required to provide the Harbour Master with all relevant information to substantiate the application for renewal and may be called before the Harbour Master for interview.
- 2.4 (a) The holder of a PEC shall submit to the Gloucester Harbour Trustees a return each month of the vessel or vessels navigated by him within the Harbour and for which the certificate was granted.
- (b) On the first occasion each year that such a vessel is navigated by a PEC holder the owner of the vessel will pay to the Trustees all the pilotage charges that would have been payable if an authorised pilot had been employed.
- (c) No further pilotage charge will be levied on that vessel for subsequent trips in the same calendar year.

SCHEDULE 3

EXAMINATION OF CANDIDATES FOR PILOT EXEMPTION CERTIFICATES AND GENERAL AUTHORISATIONS

A training syllabus is available which is to be followed by candidates for General Authorisations. Candidates for Pilotage Exemption Certificates and General Authorisations will be expected to demonstrate a comprehensive knowledge of:

Details of the Pilotage Directions including

- a) The area of jurisdiction
- b) Vessels subject to compulsory pilotage
- c) Pilot boarding and landing places
- d) Knowledge of other vessels in the district subject to pilotage
- e) Appropriate Byelaws, Regulations and directions for navigating in the Pilotage district

General

- a) International Regulations for the Prevention of Collisions at Sea 1972 as implemented by MS Regulations 1996
- b) IALA Maritime Buoyage System A – general principles and rules
- c) Relevant Merchant Shipping Notices (MSNs) and Marine Guidance Notes (MGNs)
- d) Dangerous Goods in Harbour Areas Regulations 2016 and their application to the vessel
- e) Characteristics, limitations and restrictions of other vessels requiring special considerations

Local Knowledge

- a) The limits of the Pilotage district
- b) Docking signals, details of the measurements of lock and tidal basin and required sill/underkeel clearances
- c) The names and characteristics of lights, their ranges and arcs of visibility and what they mark
- d) The names and characteristics of transits, leading lights and clearing marks throughout the district
- e) The names and characteristics and buoys, beacons and other seamarks, including those in the approaches to other ports within the district; what they mark and, where they mark the edge of the fairway, their distances apart
- f) The courses and distances along the various reaches of the channels and fairways
- g) The names of the various reaches of the River Severn and where the best water lies
- h) Depth of water over rocks, shoals and other dangers, together with depths in the vicinity of buoys or other seamarks
- i) The range and duration of the tide at Springs and Neaps, chart datums in the approaches and in the River Severn, the use of tide tables to predict the height of tide
- j) The set and rate of tidal streams at Springs and Neaps in and close to the channel or fairway
- k) Availability of tugs and their uses
- l) Availability of rescue facilities in the area (i.e. lifeboats, their location and call-out procedures)

- m) Prohibited and restricted areas
- n) Local Notices to Mariners
- o) The variation of the compass in the area; leading lines and clearing marks and bearings by day and night and their purpose; visual and radar prominent marks; the use and accuracy of radio position fixing aids in the area; fog signals and radio and radar aids to navigation in the area
- p) Conduct of vessels in fog or restricted visibility
- q) Frequencies and times in use for Coastguard local weather forecasts and navigation warnings etc
- r) Anchorages, their names, use and the nature and quality of the holding ground
- s) Prohibited anchorages and other restricted areas
- t) The conduct of the Vessel Traffic Service at Bristol VTS, frequencies used, way point and other reports required
- u) Communication with Sharpness Radio, frequencies used, reporting points used
- v) Ship handling manoeuvres to enter and clear the lock and basin at Sharpness or to berth or unberth alongside the piers
- w) The general pattern of traffic movement in the district, especially vessels carrying dangerous substances and vessels engaged in dredging operations
- x) Conduct of low water channel inspections/surveys with an authorised Pilot
- y) Production of a passage planning booklet prior to examination
- z) A knowledge of locations at which a passage may safely be aborted.

Further training and appraisal will be required for specific areas of the district (e.g. Chepstow and Lydney) and for vessels requiring tug assistance, including local procedures and communications and matters of tug safety.

A board representing the following will normally carry out the examination:

- Competent Harbour Authority - usually the Harbour Master
- Gloucester Pilots' Partnership – usually the Senior Pilot and one other Pilot