



# Marine Operations Manual – Section 02

## Pilotage Direction No.7

Document Author: Guy South

Contact Details – Telephone: 01304 240400 Ext. 4522

E-Mail: [guy.south@doverport.co.uk](mailto:guy.south@doverport.co.uk)

Document Owner / Approver: Steven Masters

Version No: 3                      Version Date: 21<sup>st</sup> November 2018

Status: Published

**Index**

Associated Documents ..... 2

PILOTAGE DIRECTION No.7 ..... 3

1. Introduction ..... 3

    The Area of Compulsory Pilotage ..... 3

2. Effective Date ..... 3

3. Vessels subject to Compulsory Pilotage ..... 3

4. Vessels Exempted from Compulsory Pilotage ..... 3

5. Requirement for a pilot ..... 4

6. Use of assistant pilots ..... 4

7. Variation of these Directions..... 4

8. Definitions ..... 4

9. Limitation of Liability..... 4

    9.1 Acts or omissions of DHB..... 4

    9.2 Acts or omissions of Pilots..... 5

10. Pilot Boarding ..... 5

    10.1 Pilot boarding position (Pilot Station) ..... 5

    10.2 Pilot boarding arrangements ..... 5

11. Voluntary Pilotage..... 5

PILOTAGE EXEMPTION CERTIFICATES ..... 6

12. Introduction ..... 6

13. Eligibility and General Requirements for a PEC Application..... 6

    13.1 Practical assessment ..... 6

    13.2 Number of acts ..... 6

    13.3 Visit to Port Control..... 7

    13.4 Tug familiarisation..... 7

    13.5 PEC for more than one vessel ..... 7

    13.6 Keeping updated..... 7

    13.7 5 Yearly revalidation..... 7

14. Application for a PEC ..... 7

15. Examination for a PEC ..... 8

    15.1 Scope of examination ..... 8

        (i) General Navigation ..... 8

        (ii) Experience and Local Knowledge..... 8



(iii) Navigation in the Dover Pilotage Area ..... 8

15.2 Conduct of Examination..... 9

16. Conditions for Renewal of PEC ..... 9

16.1 Annual renewal..... 9

16.2 Renewal application ..... 9

16.3 PEC Annual Renewals – Scheduled Operators ..... 10

17. Addition of New Vessels to an Existing PEC ..... 10

18. Fees..... 10

19. Duties of a PEC Holder ..... 10

19.1 Pilotage Incident Reports..... 10

19.2 Duty to Report..... 11

19.3 Duty to Observe Directions ..... 11

**Associated Documents**

- Pilotage Act 1987
- Marine Navigation Act 2013
- Dover Harbour Consolidation Act 1954 to 2006
- Port of Dover General Directions (MOM Section 01)
- Pilotage Enforcement Policy (MOM Section 03)
- Pilotage Incident Report Form (MF11)

## PILOTAGE DIRECTION No.7

### 1. Introduction

Pursuant to Section (2)(1) of the Pilotage Act 1987 Dover Harbour Board (DHB), as Competent Harbour Authority for the Port of Dover (the **Port**), hereby directs that pilotage within the area defined below shall be compulsory:

**The Area of Compulsory Pilotage** will be that area within which the powers of the Harbour Master may be exercised, and shall comprise the Harbour and the sea within a distance of one international nautical mile from the seaward limits of the Harbour (such area hereafter referred to as the **Dover Pilotage Area**).

Therefore DHB as as Competent Harbour Authority within the meaning of the Pilotage Act 1987 and in the exercise of its powers under Section 7 of that Act gives the Pilotage Directions as set out in paragraphs 2-11 below for the navigation within the Dover Pilotage Area.

It is the duty of the Master of a vessel to which a Pilotage Direction applies to comply with that Direction.

Also published in this document is information with regards to Pilotage Exemption Certificates. This does not form part of the Pilotage Directions.

### 2. Effective Date

These Directions revoke and replace Pilotage Direction No. 6, Issue 02 dated 21<sup>st</sup> March 2017, with effect from 1<sup>st</sup> January 2019.

### 3. Vessels subject to Compulsory Pilotage

Subject to the exception as set out in Direction 4 below, pilotage is compulsory within the Dover Pilotage Area for the following vessels:

- All vessels greater than 50m LOA or
- All vessels greater than 20m LOA that:
  - Are certified to carry more than 12 passengers or
  - Are carrying dangerous substances in bulk or
  - Are hampered in any way.

### 4. Vessels Exempted from Compulsory Pilotage

The following vessels are exempted from compulsory pilotage:

- UK War vessels and vessels in the long term service of HM Customs & Excise, Border Force and Trinity House;
- Foreign War vessels.
- Fishing vessels less than 47.5m length overall.

*Note: Vessels where the Master or watch keepers are not familiar with navigating in the Dover Pilotage Area are strongly recommended to employ the services of a Pilot.*

## **5. Requirement for a pilot**

Vessels subject to Compulsory Pilotage (except where any vessel is being navigated by a person holding a Pilotage Exemption Certificate valid for that vessel and for the Dover Pilotage Area) shall take on board or land a Pilot at the pilot station (see paragraph 10.1) before entering the Dover Pilotage Area or at the berth (as the case may be).

Pilot ordering inward bound should be carried out via Dover Port Control on VHF Ch74 when at least 2 hours from the Pilot Station.

Pilot ordering outward bound should be carried out via Dover Port Control on VHF Ch74 1 hour before the intended departure time.

## **6. Use of assistant pilots**

Where the Harbour Master determines that a particular vessel has handling difficulties or other hazard by virtue of its size, draught or other characteristics, then an assistant pilot is required to accompany the pilot.

## **7. Variation of these Directions**

These Directions may only be varied in the event of an emergency on board a vessel subject to Compulsory Pilotage, which causes or is likely to cause loss of life, personal injury or serious environmental pollution and the Master of that vessel deems it necessary to bring the vessel within the Dover Pilotage Area to prevent such loss or damage.

In addition, if there are conditions which may render boarding a pilot hazardous before entering the Dover Pilotage Area, vessels may be required by the Harbour Master to embark Pilots in the Outer Harbour or such other location as may be specified by the Harbour Master.

## **8. Definitions**

In these Pilotage Directions the following words shall have the following meanings:

- "Dangerous Substances" shall mean those substances defined as such in Regulation 3 of the Dangerous Substances in Harbour Areas Regulations 2016.
- "In Bulk" shall mean any cargo which is loaded directly into the cargo spaces of a vessel without any intermediate form of containment.
- For the purposes of these directions the LOA 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 being towed or in the case of a composite unit then the distance from the forward end to the aft end of the composite unit.

## **9. Limitation of Liability**

DHB's liability for the provision of Pilots is subject to the following limitations:

### **9.1 Acts or omissions of DHB**

The provision of pilotage services by DHB is subject to availability and DHB does not accept any responsibility for delay, damage or economic loss attributable to the non-availability of a suitably qualified pilot.

In the event that a pilot is not supplied due solely to DHB's negligence, then DHB's liability for any loss or damage directly attributable to the failure to provide a Pilot is limited to the amount which would have been charged for this service.

DHB shall not be liable for any failure to provide a Pilot on time or at all due to unforeseen events, adverse weather, industrial action, a security incident, or any other cause outside the control of DHB.

## **9.2 Acts or omissions of Pilots**

Save as statutes imposing strict liability may otherwise provide, DHB shall not be liable for loss or damage caused by the acts or omissions of its Pilots whether or not arising from negligence.

## **10. Pilot Boarding**

### **10.1 Pilot boarding position (Pilot Station)**

The pilot normally boards at the berth before departure or at sea on arrival in position 51° 07.28N, 001° 25.29E (3nm due East of Dover's Eastern Entrance). Large (over 250m LOA) or hampered vessels should be ready to receive a pilot when at a distance of 5nm east of the port. Vessels boarding pilots must not close within 3 miles of the port without permission from Dover Port Control until they have a pilot on their navigation bridge.

### **10.2 Pilot boarding arrangements**

Pilots will only board or land at sea when boarding arrangements are fully compliant with SOLAS V/23, IMO Resolution A.1045 (27) as amended.

## **11. Voluntary Pilotage**

If required and subject to availability, voluntary pilotage services will be provided within the Dover Pilotage Area subject to a payment for services at the rates published in the Port of Dover Tariff book.

## **PILOTAGE EXEMPTION CERTIFICATES**

### **12. Introduction**

Definitions used in this section follow those in the Pilotage Directions No.7. For clarity this section does not form part of the Pilotage Directions No.7.

The Pilotage Act 1987, as amended by the Marine Navigation Act 2013, lays down the requirements for granting, suspending and revoking pilotage exemption certificates, and nothing in this document is to be understood as preventing DHB from fulfilling its statutory duties under those Acts. This section is to be considered as a guidance for the benefit of applicants for, and holders of Pilotage Exemption Certificates.

Unless exempted, a vessel navigating within the Dover Pilotage Area, must be under the pilotage of:

- (a) an authorised pilot (as defined in the Pilotage Act 1987); or
- (b) a person who is a bona fide deck officer of the vessel and possesses a Pilotage Exemption Certificate (a "PEC") granted by the Board in respect of the Dover Pilotage Area and that vessel.

The issue and renewal of all PEC's will be carried out based on the requirements set out below.

### **13. Eligibility and General Requirements for a PEC Application**

The Board may from time to time amend all or part of the requirements set out in this section.

#### **13.1 Practical assessment**

An officer of a vessel subject to compulsory pilotage will only be granted a PEC after he/she has passed a practical assessment of vessel handling competence and an examination for the Dover Pilotage Area (see paragraph 15 below).

#### **13.2 Number of acts**

Before presenting himself/herself for examination (please see paragraph 15 below), an officer should have performed at least:

- 20 passages into and 20 passages out of Dover Harbour within the previous 12 months whilst having the conduct of the vessel and in the company of an authorised pilot.
- of those passages:
  - (a) at least 4 inward and 4 outward passages must be performed during the hours of darkness; and
  - (b) 4 inward and 4 outward passages must be undertaken via the entrance not commonly utilised for services by that vessel.
- a suitable number of passages within the full range of operational limitations. This should include, but not be limited to, passages and manoeuvres in adverse weather, utilising anchors and tugs, or any other conditions as may be imposed by the Harbour Master at their discretion.

NB: Where shipping companies operate an internal program to the satisfaction of the Harbour Master for the training of officers in pilotage and vessel handling, qualifying trips may be undertaken in the company of an existing PEC holder. In this case, a minimum of 1 inward and 1 outward passage in addition to the 20 inward and 20 outward qualifying passages shall be undertaken with an Authorised Pilot to demonstrate and allow an assessment to be made of the candidate's ability to properly conduct the vessel, in any and all prevailing conditions within existing operational limitations for the Port.

Such internal training programs shall be considered and approved upon written application by a vessel operator to the Harbour Master. Any approval will be subject to verification of internal training programs

and on-going assessments of exempted candidates' ability and conduct. Such approval may be withdrawn without prior notice.

These passage and tripping requirements, may be varied as necessary by the Harbour Master in his/her absolute discretion, dependent on a vessel's particular operating circumstances within the Port.

### **13.3 Visit to Port Control**

The officer should provide confirmation of a visit to 'Dover Port Control' to gain a basic understanding of Dover Vessel Traffic Services (VTS).

### **13.4 Tug familiarisation**

The officer should normally undertake a familiarisation trip on a DHB tug with a minimum of one actual towing operation observed.

### **13.5 PEC for more than one vessel**

A PEC applicant may request his/her certificate to be valid for more than one vessel. However, where the other vessels involved differ in size or manoeuvring characteristics from that named in the original application, DHB may require the applicant to demonstrate proficiency in those different vessels, before approving the addition of such vessels to his/her certificate. In such cases, a PEC holder shall submit a written application to the Harbour Master for consideration. Where a company has an approved internal training program for moving between vessels then the additional vessels from that company may, at the discretion of the Harbour Master, be automatically added to the PEC holder's certificate.

### **13.6 Keeping updated**

A PEC holder will be expected to keep him/herself updated on any changes affecting navigation in the Dover Pilotage Area, including changes to local by-laws, regulations, general directions, and local notices to mariners etc. No PEC will remain in force for more than one year from the date on which it was granted, but PEC's will be renewed annually without examination provided that DHB is satisfied as to the holder's competence and continued experience in the Dover Pilotage Area and the conditions for renewal of the PEC in paragraph 16 below are fully met.

### **13.7 5 Yearly revalidation**

Every 5 years a PEC holder will be required to undertake a formal assessment to satisfy the Board as to his/her continuing competence. Applications for a PEC revalidation will be accepted +/- 3 months from the 5 year expiry date. PEC's which are not revalidated will not be renewed and candidates will be required to complete a new application, meeting the original eligibility requirements as set out in this paragraph 13.

## **14. Application for a PEC**

Application forms for a PEC may be obtained from the Duty Harbour Master, Dover Harbour Board, Harbour House, Dover, Kent, CT17 9BU. Every application should be made, using the appropriate application form, fully completed with the information required, and be signed by the officer applying for the PEC. The application should be countersigned by or on behalf of his /her employer or the owner or manager of the vessel(s) by way of declaration as to the accuracy of the application and as to the status of the candidate and his/her competency to safely conduct the vessel(s) to which the application relates. Applications will not be accepted unless these conditions are met.

The information required will include:

- a) Name, nationality and address of applicant.

- b) Photocopied evidence of an STCW '95 certificate of competency as a deck officer for the vessel type applied for, and valid medical certification, should be attached to page 3 of the application.
- c) Name and address of employer or owner's local agent in the United Kingdom.
- d) Name of each vessel, type, length overall and maximum draught specified in the PEC.
- e) The number of passages conducting the vessel in the Dover Pilotage Area made during the previous 12 months.
- f) Confirmation that the applicant is familiar with all current local regulations, harbour bye-laws, general directions, local notices to mariners, port procedures and emergency arrangements and (where relevant) the Dangerous Substances in Harbour Areas Regulations 2016 and the Dover Harbour Revision Order 2006 as this relates to "Dangerous Goods".
- g) Confirmation that the applicant has a satisfactory working knowledge of English.

## **15. Examination for a PEC**

The examination procedure includes a practical assessment trip aboard the vessel for which the application is being made, in addition to an oral examination conducted ashore by DHB's Marine Services Division. One of the examiners will be a Class 1 pilot. It may also include a written examination.

### **15.1 Scope of examination**

A candidate for examination must be thoroughly acquainted with the following subjects in addition to the Port of Dover General Directions.

#### **(i) General Navigation**

The application to Pilotage of:

- a) The International Regulations for Preventing Collisions at Sea.
- b) IALA marine buoyage system A - General Principles and Rules.
- c) By-laws, regulations and Pilotage Directions for navigating within the Dover Pilotage Area.
- d) Communication procedures.
- e) Relevant Local Notices to Mariners.
- f) Port operational procedures.

#### **(ii) Experience and Local Knowledge**

A candidate's experience will be determined by his/her ability to demonstrate detailed local knowledge with particular reference to:

- a) Harbour features.
- b) General direction of tidal streams.
- c) Traffic movement and patterns including Traffic Separation Schemes.
- d) Port and Pilotage limits.
- e) Name or number of piers and berths.
- f) A knowledge of berthing/unberthing manoeuvres and limitations.
- g) A practical assessment by demonstration of vessel handling ability in the prevailing conditions.
- h) Distances and bearings between navigational marks, piers, berths and navigational dangers.

#### **(iii) Navigation in the Dover Pilotage Area**

A detailed knowledge will be required of:-

- a) The names and characteristics of fog signals, buoys and lights, including their range and arcs of visibility.
- b) The depths of water available in the Dover Pilotage Area.
- c) The set, rate, rise and duration of the tides and the use of tide tables.
- d) Restricted areas.
- e) Vessel handling characteristics of own vessel, squat and interaction with other vessels.
- f) Limitations and restriction of other vessels requiring special consideration.
- g) Operation with tugs; including availability, communications and precautions.
- h) Port emergency plans and procedures.
- i) Dangerous substances in Harbour Areas Regulations 2016 (so far as the regulations affect the navigation of other vessels) and the Dover Harbour Revision Order 2006 (so far as it relates to "Dangerous Goods").
- j) Dover Harbour Board diving regulations.

A candidate may be questioned on any other information appearing to the examiners to be relevant.

## **15.2 Conduct of Examination**

The depth of questioning on a particular subject will, inter alia, depend upon the type and size of the vessel(s) which are to be included on the PEC.

DHB reserves the right to conduct the examination at a date, time and place determined by it.

## **16. Conditions for Renewal of PEC**

### **16.1 Annual renewal**

A PEC will be renewable annually, subject to the conditions in paragraph 16.2 of these general requirements and application should be made at least one month in advance of expiry date.

### **16.2 Renewal application**

A renewal application form will be obtainable from the Duty Harbour Master and should give the information required by it, signed by the officer applying, and counter signed either by his/her employer, the owner or manager of the vessel(s). The information required will include:

- a) The number of acts of Pilotage whilst having the conduct of the vessel carried out by the applicant for renewal in the Dover Pilotage Area in the previous 12 months. Under normal circumstances an officer should have completed at least 12 passages into and 12 passages out of the Port of Dover during the previous 12 months to qualify for renewal. Of these, at least 3 passages into and 3 passages out of the Port of Dover must have been carried out within the 3 months prior to renewal.
- b) Photocopied evidence of an STCW '95 certificate of competency as a deck officer for the vessel type applied.
- c) Photocopied evidence of a valid medical certificate.
- d) Confirmation by the applicant and his/her employer, or manager of the vessel(s), of the officer's knowledge of any relevant changes affecting navigation in the Dover Pilotage Area, including changes to local by-laws, regulations, local notices to mariners, and continuing standard of competence in vessel handling.

### **16.3 PEC Annual Renewals – Scheduled Operators**

PEC holders employed by scheduled operators may have their certificates renewed annually by a 'block' renewal arrangement acceptable to DHB. Operating company's fleet management should submit the list of PEC holders for renewal together with a signed confirmation as contained in section (15) of the renewal application form confirming the continuing competence and valid certification of all applicants, in addition to a statement confirming that all candidates have completed the requisite number of acts specified in paragraph 16.2(a) above.

### **17. Addition of New Vessels to an Existing PEC**

Application for the addition of new vessels to an existing PEC should be made in accordance with paragraph 13.5 above using the 'Application Form – Pilotage Exemption Certificate' (sections 13 and 14 on the form need not be completed).

Before approving the addition of such vessels to his/her certificate where the new vessel(s) involved differ in size or manoeuvring characteristics from that named in the original PEC, DHB may require the applicant to demonstrate proficiency in handling these vessels by completing at least 12 passages into and 12 passages out of the Port of Dover under the guidance of an existing PEC holder on the new vessel. The final trip will be a pilot accompanied practical assessment. Where a company has an approved internal training program for moving between vessels then the additional vessels from that company may at the discretion of DHB be automatically added to the PEC holder's certificate.

### **18. Fees**

Fees as published annually in the Port of Dover Tariffs Book will be applicable and must be paid in full at the time of making your application. Applicants must ensure that the correct fee has been paid.

### **19. Duties of a PEC Holder**

#### **19.1 Pilotage Incident Reports**

Pilotage incident reports are an important part of marine incident investigations and as such it is imperative that they provide sufficient detail of the incident to positively assist in any objective assessment of incidents. Openness and transparency is welcome and is in the interests of all marine port users. For example, details such as accurate times, engine, rudder and thruster configurations, any applicable damage or defects, bridge manning at the time, and any further relevant comments that will go to providing a full composite picture of the incident for impartial and objective examination. Pilotage incident reports that in the opinion of the Harbour Master do not meet these criteria, will be rejected and a revised Pilotage incident report requested.

In the event of any incident involving collision, fire, grounding, or heavy contact with any pier, breakwater or port structure, or in the event of any near miss with another vessel or structure within the limits of Dover Harbour, or when requested by the Duty Harbour Master or Dover Port Control, a Pilotage incident report form shall be completed.

Such Pilotage incident reports shall be submitted to the Duty Harbour Master within 24 hours. Failure to do so may result in action being taken against the PEC holder under the Pilotage Enforcement Policy.

Pilotage incident reports shall also include initial recommendations on actions taken to prevent reoccurrence of similar incidents in the future.

PEC holders are required to attend any investigation or enquiries held by DHB or provide any follow up information as requested by the Harbour Master in accordance with this section.

**19.2 Duty to Report**

Any PEC holder who observes any alteration to depths, seamarks, or navigational aids shall report the fact to 'Dover Port Control'.

**19.3 Duty to Observe Directions**

'Dover Port Control' operate a Traffic Organisation Service, the highest level of Vessel Traffic Service. Instructions from VTS carry the power of Harbour Masters special directions. As such, it is imperative that PEC holders comply fully and expediently with all verbal instructions; so far as possible that does not interfere with the safety of vessels under their conduct.

**By Order of the Harbour Master**