



SCHEDULE NO. 1

1.1 ESTIMATED TIME OF ARRIVAL AT PILOT BOARDING POINT

Vessels bound into the South Wales Pilotage Area requiring the service of a pilot shall give 24 hours advance notification, either directly or through their appointed agent, of the estimated time of arrival (ETA), maximum draught and port of destination within the Pilotage Area, and state whether a pilot is required at the pilot boarding station.

A further estimated time of arrival should be sent, via agent or direct by VHF radio not later than **6** hours before the required Pilot boarding time, and contact must be maintained if it is necessary to vary the ETA.

1.2 ESTIMATED TIME OF DEPARTURE OR VESSELS MOVING WITHIN THE DISTRICT WHICH REQUIRE THE SERVICES OF A PILOT

Outgoing vessels or vessels moving within the South Wales Pilotage Area which require the services of a pilot shall give, via their agent at least 6 hours notice of their estimated time of departure (ETD).

1.3 DEPLOYMENT OF PILOT BOAT FOR BOARDING AND LANDING.

The pilot boat provided by the CHA will only put to sea when its services are required. There is no cruising or anchored pilot vessel.

It is essential that advance notice of the need for the services of a pilot be given.

1.4 FAILURE TO COMPLY WITH ETA/ETD REQUIREMENTS

Vessels failing to provide an ETA or ETD may be delayed in the event of a pilot not being available.

SCHEDULE NO. 2

PILOTAGE EXEMPTION CERTIFICATES (PEC)

2.1 APPLICATION BY EXAMINATION FOR A PILOTAGE EXEMPTION CERTIFICATE (PEC)

There are distinct levels of Pilotage Exemption Certificate:-

Class A PEC: vessels over 85m LOA carrying

- a) Dangerous or noxious liquid substances in bulk²
- b) More than 12 passengers
- c) Class 1 explosives

Class B PEC: Vessels over 85m LOA NOT carrying

- a) Dangerous or noxious liquid substances in bulk²
- b) More than 12 passengers
- c) Class 1 explosives

Class C PEC: vessels over 20m LOA but less than 85m LOA carrying

- d) Dangerous or noxious liquid substances in bulk²
- e) More than 12 passengers
- f) Class 1 explosives

Class D PEC:

Vessels, or tug and tow combinations, greater than 85m LOA engaged in Harbour Maintenance Dredging Operations.

Class E PEC:

workboats, tugs, specialist propelled and non-propelled dredging equipment and combinations / units thereof that are engaged solely in large scale capital projects within SHA Port Limits and approaches (within the CHA area) for which the operation is governed by a robust Marine Management Plan.

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Bona fide deck officers with sufficiently high level of skill, experience, local knowledge and standing within the ships on-board command structure of all vessels subject to compulsory pilotage may apply for and be issued with an appropriate class of Pilotage Exemption Certificate (PEC) for the area or specified parts of the Pilotage Area, subject to their fitness and

qualifications both by examination and by experience. Such a Bona fide deck officer of a vessel applying for a PEC shall satisfy the CHA as to:

- i. Their appropriate experience in the Pilotage Area including having completed the following number of trips in the area for which the Pilotage Exemption Certificate is required, within the last 12 months:

In the case of Class A PEC

Nine inward and nine outward trips, of which at least three trips must be undertaken in hours of darkness.

In the case of Class B PEC

Six inward and six outward trips, of which at least two trips must be undertaken in hours of darkness.

In the case of Class C PEC

Four inward and four outward trips, of which at least two trips must be undertaken in hours of darkness.

In the case of Class D PEC

Demonstration of familiarity with the area of operations, by an appropriate physical or simulator assessment.

In the case of Class E PEC

Demonstration of familiarity with the area of operations, by an appropriate physical or simulator assessment.

- ii. For the purposes of these Directions a trip will mean an inward or outward passage of the seaward approaches to or from the respective Statutory Harbour Area, Port and/or berth. Moves between berths will not be regarded as a trip for this purpose.
- iii. PEC's will be endorsed for specific areas only, namely:
 - a) Swansea
 - b) Port Talbot
 - c) Barry
 - d) Penarth Pier

- e) Cardiff
 - f) River Usk
- iv. Candidates for a PEC shall be required to produce satisfactory written evidence of medical fitness including eyesight, by a recognised medical practitioner, dated within 2 years of the application.
 - v. Candidates require satisfactory knowledge of the International Regulations for Preventing Collisions at Sea, local Regulations, Harbour Byelaws, local Notices to Mariners, and marine emergency procedures in force with respect of that part of the Pilotage Area for which a Pilotage Exemption Certificate is sought and in the case of a Class E PEC, understanding of the content and provisions of the Marine Management Plan that is agreed between the project principal and ABP
 - vi. Candidates must have a satisfactory working knowledge of the English language.

2.2 CONDITIONS RELATED TO THE EXAMINATION, RENEWAL AND ISSUE OF PILOTAGE EXEMPTION CERTIFICATES

- i. Examinations shall be held in such places and at such times as the CHA may direct.
- ii. Certificates shall be uniquely numbered and will include the name and description of each ship and class or type of vessel that the certificate holder is authorised to pilot in the Pilotage Area.
- iii. Certificate holders shall not allow any other person to have possession, or make improper use, of the certificate.
- iv. Certificate holders shall conform strictly to all local pilotage requirements.
- v. Certificates shall be renewable annually, and application should be made at least 1 month in advance of the expiry date.
- vi. PEC's shall not be renewed unless holders can satisfy the CHA of their continuing knowledge of pilotage requirements within the area.
- vii. On the application for renewal, candidates will be required to produce up-dated written medical and eyesight evidence at intervals specified in accordance with the normal requirements for marine officers in the country in which their vessel is registered.
- viii. A deck officer holding a class A, B or C Pilotage Exemption Certificate shall not attempt to pilot any ship, whether belonging to the same owners or otherwise, even though the name of such vessel be on their

Certificate, unless they are the actual deck officer and not merely performing a temporary service.

2.3 REPORT ON NAVIGATION CHANGES

PEC holders who observe any alterations in depths and the position of the navigable channels, or that any sea marks of the Local Lighthouse or National Lighthouse Authority are out of place or do not conform, or show their proper distinctive character, shall as soon as practicable deliver or send a statement in writing to the CHA

2.4 REPORTING COLLISIONS, GROUNDINGS AND CLOSE QUARTER SITUATIONS

A bona fide deck officer holding a PEC 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 as soon as practicable report the occurrence to the Harbour Master and the Maritime and Coastguard Agency (MCA) and provide a written report to the CHA within 14 days of the occurrence. Additionally in accordance with the port's Safety Management System, PEC holders are required to report to the CHA any concerns they may have regarding safety of navigation in the Pilotage Area. Please refer to Marine Guidance Note MGN 289 (M+F) Annex a - Reporting Requirements - for further detailed guidance.

2.5 CHA INVESTIGATION/ENQUIRY FOLLOWING AN INCIDENT

- i. PEC holders shall attend at the order or summons of the CHA to answer any complaint or charge which may be made against them for the misconduct, or in respect of any marine casualty which may have occurred, whilst they were in charge of their vessels in that part of the Pilotage Area for which they are certificated.
- ii. PEC's may be revoked if considered justified by the CHA. In this event, the holder would have a right to appeal to the CHA.

2.6 FEES RELATED TO THE ISSUE, EXAMINATION AND RENEWAL OF PILOTAGE EXEMPTION CERTIFICATE.

- i. For up to date fees see ABP South Wales Port Tariff on the Web Site.
- ii. The owner or operator of every ship whose deck officer holds a class A or B Pilotage Exemption Certificate for any part of the Compulsory Pilotage Area shall, for each occasion on which such a deck officer may navigate their ship within any part of the Pilotage Area to which the certificate applies, in circumstances in which the employment of a pilot would otherwise be compulsory, pay to ABP 20% of the pilotage dues (pilotage rates and boarding and landing rates) which would have been payable in respect of the ship if a Pilot had been employed.

2.7 APPLICANTS FOR A PILOTAGE EXEMPTION CERTIFICATES ARE TO MAKE THEMSELVES THOROUGHLY ACQUAINTED WITH THE FOLLOWING SUBJECTS:-

- i. Limits of Competent Harbour Authority Pilotage Area for which application is being made.
- ii. 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 Byelaws, Regulations and Directions for navigating in the Pilotage Area.
 - d) Communication Procedures.
 - e) Merchant Shipping ('M') Notices relating to pilotage.
 - f) Relevant Notices to Mariners affecting the CHA Pilotage Area.
 - g) National Occupation Standards for Marine Pilots

h) Port Marine Safety Code and Guide to Good Practice.

2.8 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 they are being examined, with particular reference to:-

- a) Coastal features.
- b) Name of the channels and fairways including those available in an emergency.
- c) General direction of tidal streams.
- d) Passage planning and critical areas of navigation.
- e) Traffic movement and patterns including any traffic separation schemes that may apply.
- f) CHA Pilotage Area and SHA Harbour limits.
- g) Names of wharves, jetties and berths of special significance and a knowledge of berthing/unberthing manoeuvres and limitations:-
 - In an emergency.
 - To meet the requirements of changes in trading pattern.
- h) The names and characteristics of lights, their ranges and arcs of visibility.
- i) The names and characteristics of buoys, beacons, Light vessels and other seamarks.
- j) Position and use of radio and radar beacons, together with fog signals used to navigate in the area.
- k) The names of channel reaches, headlands, points and shoals in the area.
- l) The approximate width of the various channels.
- m) The bearing and distance from one buoy to another on each side of the channel.
- n) The fairway courses and distances in the area.
- o) The depths of water throughout the area, particularly at the buoys and light vessels.
- p) The use of sounding equipment and anticipated underkeel clearance.

- q) The set, rate, rise and duration of the tides and the use of Tide Tables.
- r) Clearing marks for shoals and points visually by day or night by radar.
- s) Significant radar patterns of aids to navigation and the use of parallel indexing.
- t) The names of anchorages, their position, use and limitations.
- u) Restricted areas and zones.
- v) Ship handling characteristics of own vessels, squat and interaction with other vessels.
- w) Limitations and restrictions of other vessels requiring special consideration.
- x) Operation with tugs – Communications and precautions.
- y) Special local signals such as tidal and traffic signals.
- z) Byelaws requiring Certificate holders to report accidents and hazardous incidents.
- aa) Any other relevant information at the discretion of the Examiners.
- bb) Appropriate understanding of elements of the SHA marine safety management system and contingencies.

2.9 LANGUAGE

All examinations will be conducted in the English language.

2.10 RE-EXAMINATION

Re-examination after a first failure is at the discretion of the Examiners, but if an applicant twice fails to pass the examination, he or she will be put back for 3 months from the date of the second examination. After 3 months, examination to be at the discretion of the Examiners.