

Overview

This standard covers the competence required to operate an appropriate pilotage service by a Competent Harbour Authority. The unit covers development, management and review of a pilotage service, pilot recruitment, selection, training and certification and the development, promulgation and operation of pilotage directions.

This standard is directly associated with standard HM106 Assess the need for a port pilotage service.

An individual would need to be able to meet standard HM106 before they could meet standard HM107.

The role requires the interpretation and application of, and compliance with, relevant international and national regulations; local legislation, codes of practice, standards, frameworks and industry guidance.

Target Group

This standard applies to individuals who have a duty to facilitate the safe and efficient use of the harbour.

Typically, this will be the Harbour Master or Authorised Deputies with delegated powers.

Note that in this NOS, unless otherwise specified, the term port may also mean harbour. However, the term harbour does not necessarily mean port.

Operate a safe and efficient pilotage service

Performance criteria

- You must be able to:*
1. develop Pilotage Directions in consultation with appropriate stakeholders
 2. obtain formal approval for the Pilotage Directions from the Competent Harbour Authority
 3. promulgate and operate Pilotage Directions
 4. develop, comprehensive formal procedures and rules for the administration of pilots and operation of a pilotage service
 5. operate a pilotage service appropriate to the port, that takes account of international, national and local regulation, guidance and codes of practice relating to pilotage.
 6. review Directions, procedures and rules for the operation of a pilotage service, periodically and in light of new information

Operate a safe and efficient pilotage service

Knowledge and understanding

You need to know and understand:

1. international and national regulations; local legislation; codes of practice, standards, frameworks and industry guidance
2. the purpose and typical functioning principles of a pilotage service
3. the different service provision models available for the management of a pilotage service and their respective benefits/constraints
4. the powers and working practices of statutory and other organisations that may be concerned with pilotage services
5. the nature of the interaction between the port and statutory or other organisations, including the extent of the port's obligation to cooperate on pilotage service matters
6. the applicable rules when joint or shared pilotage is required
7. current port marine regulations, guidance and codes relating to pilotage and navigation, including:
 1. the extent and features of the physical environment for which the harbour master has responsibility and authority
 2. the typical principles, content and format of Pilotage Directions and how to write them
 3. who the appropriate pilotage service stakeholders are
 4. the methods used to promulgate findings and recommendations to stakeholders
 5. the rights, responsibilities and duties of authorised pilots
8. how a pilotage service is typically administered including the procedures required for:
 1. assignment of pilots
 2. operational conduct
 3. duties and responsibilities
 4. rosters, working hours and rest periods
 5. boarding and landing operations
 6. communication arrangements
 7. preparation and conduct of pilotage acts
 8. provision and use of Personal Protection Equipment and lifesaving appliances
 9. provision and use of pilot boats
 10. recruitment and training
 11. testing and introduction of new technologies
 12. assessment and re-assessment of competence
 13. authorisation, re-validation, revocation and suspension
 14. disciplinary arrangements

9. the national competence standards applicable to marine pilots
10. the procedures typically used for pilotage exemption certificates including:
 1. assessment and re-assessment of competence
 2. granting, renewal, revocation and suspension of pilotage exemption certificates
 3. conditions for use
 4. monitoring and recording pilotage exemption certificates
 5. how to set, implement and monitor service standards

Operate a safe and efficient pilotage service

Developed by Port Skills & Safety

Version Number 3

Date Approved 30 Jul 2020

Indicative Review Date 31 Jul 2025

Validity Current

Status Original

Originating Organisation Port Skills and Safety

Original URN PSS HM107

Relevant Occupations Harbour Masters, Harbour Masters and those with delegated Harbour Master powers

Suite Harbour Masters

Keywords safe and efficient use of the harbour, harbour, marine, port, harbour master deputy harbour master, pilotage, marine pilot, risk assessment, pilotage service, manage pilotage, recruitment, selection, training, certification, pilotage directions
