
Overview

This standard covers the competence required to embark and disembark during an act of pilotage.

Pilot transfer can take place when the vessel is underway, at anchor, moored, or alongside a berth. Transfer may be made by pilot boat, helicopter, directly from the shore, or from another authorised vessel. The safety of the pilot and other personnel is paramount, requiring effective communication and co-operation between all parties.

All pilot transfers should be performed in line with current regulations, codes of practice and safety management systems.

There are 3 elements in this standard:

- Prepare for transfer by pilot boat
- Transfer a pilot underway
- Transfer a pilot when not underway

Target Group

This standard applies to authorised marine pilots who have a duty to perform acts of pilotage to facilitate the safe and efficient use of the port and its approaches.

PSS MP102

Embarking and disembarking

Performance criteria

Prepare for transfer by pilot boat

You must be able to:

- P1 consult with the pilot boat coxswain on weather, wind and sea conditions in the chosen pilot transfer area
- P2 choose a pilot transfer area:
 - P2.1 with sufficient sea room and clear of navigational hazards or other traffic, in which the vessel may carry out manoeuvres required to provide a suitable speed, heading and lee for the pilot boat
 - P2.2 that takes account of weather, swell patterns and tidal conditions and any natural shelter that may be available
 - P2.3 that allows sufficient time for the Pilot and vessel's Master to discuss, agree and implement the Port Passage Plan and make any necessary checks, observations and assessments
- P3 wear and use appropriate personal protective equipment and clothing
- P4 identify the positions and stowage of the safety equipment on joining a pilot boat in harbour or at sea
- P5 establish and maintain VHF communication on the appropriate channel(s) prior to and during pilot transfer
- P6 request that the Master remain in contact with the pilot boat by VHF during pilot disembarkation, until the transfer is completed and the pilot boat is clear
- P7 give the vessel timely advice on:
 - P7.1 the VHF communications channel to be used
 - P7.2 the intended rendezvous position and time
 - P7.3 movements of other vessels in the area
 - P7.4 the vessel's required course and speed during pilot transfer
 - P7.5 the side on which the pilot transfer equipment should be rigged
 - P7.6 the required height above sea level of the bottom rung of the pilot ladder
 - P7.7 any requirement for manropes or heaving lines
 - P7.8 the number of persons transferring
- P8 agree with the pilot boat, prior to disembarkation, the:
 - P8.1 rendezvous position
 - P8.2 course and speed required
 - P8.3 side on which the pilot transfer equipment will be rigged
 - P8.4 number of persons transferring
- P9 remain inside the cabin during the approach to the vessel until the pilot boat is at reduced speed and in the lee of the vessel
- P10 confirm the intended boarding position
- P11 amend the boarding position as necessary to avoid any hazard
- P12 monitor the relevant VHF channel, where appropriate, to ensure

PSS MP102

Embarking and disembarking

- familiarity with vessel movements in the area
- P13 check the adequacy of lighting on board the vessel at the pilot transfer point during night transfers
- P14 obtain an assurance from the Master before leaving the bridge that the means of disembarkation is properly rigged and safe for use
- P15 make a safety assessment of the means of disembarkation to establish that its condition complies with appropriate international and local regulations

Transfer a pilot underway

You must be able to:

- P16 monitor changing weather and sea state conditions to ensure that the choice of pilot transfer area remains the best available
- P17 abort the transfer if conditions are considered to be unsafe and no suitable alternatives are available
- P18 establish that an officer is stationed at the ladder or point of access to the ship's deck, in direct communication with the bridge, during pilot transfer
- P19 check that
 - P19.1 pilot boat personnel are using safety harnesses whilst on deck during pilot transfer
 - P19.2 'man-overboard' recovery equipment is available and ready for use in the pilot boat
- P20 establish that the ladder or point of access to the ship's deck is secure
- P21 assess when transfer may be unsafe
- P22 inform VTS/Port Control that the conduct of navigation has been handed over to the Master, and the pilot is about to disembark, before disembarking from a vessel underway
- P23 advise the post disembarkation route of the vessel to vessel traffic services
- P24 give clear directions to the Master or other competent officer regarding existing traffic movements in the vicinity, and advise the safe route for departure from the disembarkation point, prior to leaving the bridge on departure
- P25 discuss and agree the necessary procedures between the helicopter pilot, the vessel's pilot and the vessel's master in advance when pilot transfer is by helicopter
- P26 ensure suitable and sufficient awareness of safety and operational procedures before commencing helicopter operations

PSS MP102

Embarking and disembarking

Transfer a pilot when not underway

You must be able to:

- P27 take appropriate action to ensure there is an adequate lee whilst a vessel is not underway
- P28 establish that an officer, with direct communication to the bridge, is present at the ladder or point of access to the ship's deck during pilot transfer when not underway
- P29 consider the safety and regulatory implications when boarding from a pilot boat or another authorised vessel to a vessel moored alongside
- P30 establish that there is a safe means of access between vessel and terminal
- P31 ensure that the area is suitably lit before undertaking a night time embarkation or disembarkation

PSS MP102

Embarking and disembarking

Knowledge and understanding

You need to know and understand:

- K1 the priorities and roles of Master and Pilot
- K2 the principles and techniques of safe embarkation and disembarkation
- K3 compulsory and non-compulsory pilotage and limits of the pilotage area
- K4 how to use and wear personal protective equipment
- K5 theory, operational principles and limitations of:
 - K5.1 coastal topographical features
 - K5.2 effects of weather and tide on vessels
 - K5.3 means of communication
 - K5.4 meteorology
 - K5.5 national and international regulations, codes of practice and industry good practice relating to maritime pilotage
 - K5.6 nautical terminology
 - K5.7 search and rescue and survival at sea
 - K5.8 ship propulsion plant, engineering and safety systems
- K6 local, port or area specific:
 - K6.1 Bye-laws, Directions and Notices to Mariners
 - K6.2 compulsory pilotage areas are for different vessel sizes
 - K6.3 depths of water and the locations of shoals, wrecks, other obstructions and dangers
 - K6.4 other hydrographic data
 - K6.5 pilot boat characteristics and how to use the relevant on-board safety equipment
 - K6.6 tidal streams and currents
- K7 the potential impact of:
 - K7.1 pilotage operations on other port users
 - K7.2 other port users on pilotage operations

PSS MP102

Embarking and disembarking

Developed by Port Skills and Safety

Version number 2

Date approved January 2012

Indicative review date December 2016

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN PSS MP102

Relevant occupations Marine Pilots

Suite Marine Pilots

Key words Marine pilots; embark; disembark; pilotage; pilot transfer; vessel; underway; not underway