Poole Harbour Commissioners

Poole Harbour Pilotage Manual

First Issued: 23 July 1987
Latest Revision: 01 February 2017
Adopted by the Harbour Board: 27 May 2016

- The Harbour Master is responsible for this document which should be reviewed every three years.
- Any amendments will be updated on the secure digital master copy.
- The complete amended document will be distributed to holders.
- Acknowledgement of receipt and confirmation that old copies are destroyed or marked obsolete will be required.

VERSION 5
April 2016
Amendment 1
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<th>Amendment No.</th>
<th>Inserted By.</th>
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1. Competent Harbour Authority
Poole Harbour Commissioners is the Competent Harbour Authority for the Port of Poole.

2. **Area of Jurisdiction**

1. So much of the natural harbour at Poole as is situated below the level of high water and enclosed by imaginary straight lines—

   (a) across the harbour entrance, commencing at a point on the Sandbanks peninsula (reference point latitude 50° 40.989’ north longitude 001° 56.909’ west) and terminating at a point on the Studland peninsula (reference point latitude 50° 40.766’ north longitude 001° 57.015’ west);

   (b) in the vicinity of the confluence of the rivers Trent and Frome, commencing at a point on the north side of the Wareham channel (reference point latitude 50° 42.560’ north longitude 002° 04.745’ west) and terminating at a point on the south side of that channel (reference point latitude 50° 40.607’ north longitude 002° 04.435’ west); and by the level of high water within the area so enclosed, including all adjoining creeks, bays and inlets to the extent that they are situated below the level of high water.

2. All docks, marinas and other natural or artificial watered areas navigable by seagoing vessels which adjoin the natural harbour described in paragraph 1 (other than those parts of the rivers Trent and Frome which lie beyond the lines mentioned in that paragraph), including all such areas which are separated from the natural harbour by lock gates, sluices or other moveable devices through which seagoing vessels may pass, whether or not the same are in existence at the date of the coming into force of this Order.

3. The seaward area, that is, so much of the sea as is situated below the level of low water and bounded on its seaward sides by imaginary straight lines—

   (a) commencing at a point near Flaghead Chine (reference point latitude 50° 41.867’ north longitude 001° 55.522’ west), extending in a south south-easterly direction and terminating at reference point latitude 50° 39.069’ north longitude 001° 54.860’ west;

   (b) commencing at reference point latitude 50° 39.069’ north longitude 001° 54.860’ west, extending in a westerly direction and terminating at reference point latitude 50° 39.069’ north longitude 001° 55.465’ west;

   (c) commencing at reference point latitude 50° 39.069’ north longitude 001° 55.465’ west, extending in a north-westerly direction and terminating at a point on Studland Peninsular (reference point latitude 50° 40.242’ north longitude 001° 56.907’ west); and on its landward side by the level of low water within the area so enclosed and by the imaginary line referred to in paragraph 1(a).
3. **Compulsory Pilotage**

The following categories of vessel are subject to compulsory pilotage:

- a) All vessels of 50 metres or more in overall length.
- b) All vessels of 30 metres or more in overall length, or 10 metres overall beam, carrying more than 12 passengers.
- c) Commercial vessels with an overall length of between 30 metres and 50 metres, carrying dangerous goods or hazardous substances.

The following categories of vessel are exempt from compulsory Pilotage:

- Vessels in Government Service.

**Note: “Passenger”**

The term “passenger” means any person carried in a vessel and is not employed or engaged in any capacity of ship’s business on board. Children under one year of age are not counted as passengers.
4. **Shifting berth**

The following procedure is to be applied to vessels wanting to shift along the quay or from one berth to another.

1. The ship must seek approval for the move on Channel 14, and must remain in communication with the Harbour Control Officer throughout.

2. For non Pilot Exemption Certificate holders wishing to move along the quay the Harbour Control Officer is to make the initial decision whether a tug and/or pilot is required. If weather conditions give any cause for concern the duty pilot is to be consulted. The pilot will then make the final decision.

3. If weather conditions are normal, Non Pilot Exemption Certificate holders may be allowed to move along the quay without a pilot or tug provided that:-
   
   1. 2 lines, one forward, one aft are kept secured to bollards. They should be attended inboard.
   2. 2 men should be on the jetty to tend lines (4 men if Length Overall > 80 metres). If the ship cannot supply them, the rope men should be employed.
   3. A swing is not involved.
   4. The ship is able to use its engines/steering gear.
   5. Non Pilot Exemption Certificate holders wishing to move from one berth to another must request a Pilot. i.e. New Quay to Bulwark or Ballast Quay.

5. **Vessels Under Tow**

For the purposes of determining the requirement for engaging a pilot, the length of a tug and tow shall be deemed to be the overall length. i.e: the Length Overall of the towing vessel plus the length of tow as defined in the International Regulations for the Prevention of Collisions at Sea.

6. **Poole Harbour Control**

Poole Harbour Control provides a Traffic Organisation and Information service and is manned 24 hours a day by a qualified Vessel Traffic Services Operator (Harbour Control Officer) who maintains a continuous VHF watch on Channels 14 and 16 (Call Sign ‘Poole Harbour Control’). All vessels underway within the Harbour and Approaches should maintain a listening watch on channel 14, the Harbour Control frequency, to obtain relevant information, including the movements of commercial vessels and local navigation warnings.

All vessels over 25 metres length overall are required to comply with Harbour Control rules in accordance with ALRS Vol 6 part 2
7. **Calling Procedures**

Vessels entering the Harbour should establish contact with ‘POOLE HARBOUR CONTROL’ not later than one hour steaming from the Bar Buoy to request information relative to the proposed passage, then again 15 minutes from the Bar Buoy for updates. Further reporting points are at Bar Buoy, Channel Buoy, Aunt Betty Buoy, Stakes Buoy and when secured alongside.

Vessels leaving the Harbour should establish contact 15 minutes before departure to request passage information, and again immediately before slipping for updates, and thence reporting when underway. Further reporting points are at Stakes Buoy, Aunt Betty Buoy and on clearing the Bar Buoy.

Vessels moving within the Harbour should establish contact 15 minutes before the move commences to request relevant information, immediately before slipping for updates, when underway and when secured on their new berth.

8. **Restricted Visibility Routine**

The Harbour Control Officer will order Restricted Visibility Routine when visibility is reduced (normally 0.25 nautical miles or approximately 500 metres) such that an extra risk is imposed on ships navigating in the main shipping channels.

See latest Local Notices to Mariners for mandatory requirements.
Pilotage Exemption Certificate (PEC) holder requirements

(a) All PEC holders must be accompanied by an authorised Poole Pilot when Restricted Visibility Routine is in force or likely to become in force during the act of pilotage.

Exemption

A PEC holder may conduct an act of pilotage in restricted visibility without embarking an authorised pilot provided that the Competent Harbour Authority receives confirmation, by way of a course certificate, that the PEC holder has completed training on an approved full mission simulator, to include “blind pilotage” modelled on Poole Harbour, within the preceding two and a half years.

The PEC holder must also have been accompanied by an authorised Poole Pilot during the first two acts of pilotage when Restricted Visibility Routine is in force.

(b) There will be no charge if an authorised Poole Pilot is embarked due to the likelihood of restricted visibility where the Restricted Visibility Routine is subsequently not enforced during the act of pilotage.

9. Passing places

There are three defined passing places between the outer approaches to the Swash and the Port:

- The Swash Channel.
- Brownsea Roads.
- Middle Ship channel between Diver buoy and the port.

It is recommended that vessels should not pass in the Swash channel closer than 3 cables to the Harbour entrance or in Brownsea Roads outside of the area between 16 and 20 buoys.

Passing should only take place when both masters and harbour control are in agreement.

10. Controlled Vessel Movements

Certain vessels when under way, and because of their size, manoeuvrability, or cargoes, shall be designated as “Controlled Movements” and therefore require special consideration by other harbour users.

Vessels so designated shall be under the direction of an authorised pilot if they fall into the categories itemised in Section 3.

See latest Local Notices to Mariners for mandatory requirements.
11. **Under keel clearance**

Main Channels: The minimum under keel clearance for passage in and out of harbour shall be one metre. Timings of entries and departures shall be adjusted if necessary to meet this safety margin.

Little Channel: The minimum under keel clearance for vessels under way in the Little Channel is 0.2 metres. However in wind strengths exceeding 25 Knots such that movement (pitching or rolling) is likely, this minimum shall be increased to 0.5 metres.

**UNDER KEEL CLEARANCE WHILE ALONGSIDE**

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<tr>
<td>RoRo 2</td>
<td>0.5m – Rock armoured</td>
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<tr>
<td>RoRo 3</td>
<td>0.2m</td>
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<tr>
<td>New Quay Extension</td>
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<tr>
<td>Controlled vessels</td>
<td>0.5m</td>
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<tr>
<td>Other vessels</td>
<td>At Master’s discretion</td>
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<td>New Quay</td>
<td>At Master’s discretion</td>
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<tr>
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<td>Yard Quay</td>
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<tr>
<td>Town Quay</td>
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It should be noted that while it is permissible for vessels to take the bottom on certain berths, these berths are not NAABSA accredited.

12. **Sandbanks chain ferry**

All craft of 50 metres or under in overall length and not subject to compulsory pilotage are obliged to give way to the Sandbanks chain ferry.

All vessels subject to compulsory pilotage must establish contact via Poole Harbour Control to agree which slipway the chain ferry will remain for the passage of the vessel through the Harbour entrance.

13. **Requests for Pilots**

Vessels requiring the services of a pilot should make their request 24 hours beforehand to Poole Harbour Control, **Telephone: 01202 440230, email: harbourcontrol@phc.co.uk.** Details of the vessel’s draft, length, beam, defects and last port of call must be included.

An additional call at least 1½ hours before the Bar buoy should be made, confirming the vessel’s draft.
The Poole Competent Harbour Authority reserves the right to arrange the sequence of pilotage moves as directed by the Harbour Master taking into account the availability of pilots, weather and tidal conditions, availability of berth and other ship movements.

A pilot will not be despatched to a vessel unless the 1½ hour confirmation of Estimated Time of Arrival or the one hour confirmation of Estimated Time of Departure is received.

14. **Pilot Boat Recognition and Boarding Point**

   The Competent Harbour Authority uses two pilot boats, the ‘VANGUARD’ and the ‘VANDYKE’. They will display the normal day and night recognition flags and lights, with ‘PILOTS’ emblazoned on each side of the wheelhouse.

   ![Vanguard](image1)  ![Vandyke](image2)

   The boarding point is in position 50° 39.1’N 001° 54.7’W, 3 cables South East of Bar Buoy No. 1.

   In adverse weather conditions, the Pilot may instruct the vessel to proceed towards the harbour to find a safe lee before boarding. Direct communication may be made with the Pilot Boat on VHF Channel 14 when on station.

15. **Embarkation of Pilot**

   The Master of a vessel having accepted the services of an authorised pilot is required to facilitate his boarding and disembarkation in accordance with the provisions of the Merchant Shipping (Pilot Ladders and Hoists) Regulations and their latest amendments.

16. **Master/Pilot Exchange of Information**

   The Master of a vessel is required to declare the draft, length and beam of his vessel, and to provide the Pilot with such other information relating to the ship or its cargo, which is necessary to enable him to carry out his duties. This must include any defects to equipment or machinery, or manoeuvring peculiarities. The Pilot will provide the Master with information relating to the vessel’s passage and berthing/unberthing arrangements. This will include the effects of weather and tidal flow, arrangements for passing other vessels and deviations from the standard passage plan.

   The completion of the MPX will be communicated to the Harbour Control Officer.
17. **Pilotage Plan**

The standard pilotage plan is shown in the Annexes. Copies are to be held by all Pilots, Pilot Exemption Certificate holders, Harbour Control and additionally will be sent to all ships regularly using the Port of Poole.

The aim of the plan is to ensure that:

- The ship’s Master is aware of the standard plan and has sufficient time to discuss and agree it before commencing pilotage.
- There is a clear understanding between Master and Pilot of each other’s responsibilities with regard to the conduct of the passage, including the use of tugs if required.
- There is a clear understanding of the potential hazards and the margins of safety.
- There is a clear understanding between Master and Pilot on the actions required in an emergency.

The Pilot will embark in sufficient time to discuss and agree the plan with the Master. Any deviation from the standard plan should be discussed and agreed between Master and Pilot, keeping the Harbour Control Officer advised.

Pilotage passage plan/Pilot/Master-Pilot-Exchange receipt to be completed as part of the Master/Pilot information exchange process. (See annexes)

18. **Failure to Take a Pilot**

A ship, which is being navigated within the Poole Competent Harbour Authorities area of jurisdiction and is subject to compulsory pilotage, must be under the pilotage of an authorised pilot, or a bona fide Master or Deck Officer holding a Pilot Exemption Certificate. A Master failing to embark a pilot after the service has been offered will be guilty of an offence as defined in the Pilotage Act 1987.

Additionally the Master of a vessel who navigates his vessel, which is subject to compulsory Pilotage, within the Poole Competent Harbour Authorities area of jurisdiction without notifying the Competent Harbour Authority shall be guilty of an offence under the same Act.

19. **Misconduct of Pilot/Pilot Exemption holder, Accidents and Incidents**

In general, accident or incident investigations will be undertaken on a “no blame” basis with the sole aim of an inquiry to make recommendations aimed at avoiding similar incidents or accidents in the future. Where, during an investigation, conducted either by the Harbour Master or other person representing the Harbour Authority, there is evidence to suggest that misconduct, incompetence, neglect of duty or omission was a major contributory factor, then in the case of a pilot the Poole Harbour Commissioners...
discriminatory procedure will be followed should disciplinary action be considered necessary. A Pilot Exemption Certificate holder may have their exemption suspended or revoked as per the 1987 Pilotage Act.

In the event of a pilot/ Pilot Exemption Certificate holder being involved in an incident the following procedure should be followed:

1. The Harbour Master should be informed as soon as possible. If the Harbour Master is on leave then the Pilotage Manager and Chief Executive Officer should be informed or in the case that the Pilotage Manager is the pilot involved then the Chief Executive Officer should be informed.
2. Immediately post incident, the Harbour Control Officer should endeavour to arrange support from a pilot. The support pilot may take over the act of pilotage following consultation with the pilot/ Pilot Exemption Certificate holder involved in the incident.
3. On returning to shore a pilot may be stood down for 24 hours to prepare his/her report.
4. If there is evidence to suggest that an incident occurred due to pilot misconduct, neglect of duty or omission then the Harbour Master or Pilotage Manager/Chief Executive Officer may take the pilot off the rota pending investigation.

**Type of incident**

1. Collision
2. Grounding
3. Heavy Contact causing moderate or major damage
4. Unreported deviation from agreed Pilotage Plan
5. Suspicion of alcohol or drug use
6. Misconduct

**20. Charges for Pilotage**

The fees for pilotage, Pilot Exemption Certificate examinations, issue of certificates, renewal of certificates, addition of vessels, amendments, duplicate certificates and pilotage levy are published annually prior to 1st January in the Poole Harbour Commissioners Schedule of Charges.

**21. Reporting Points**

The following reporting points apply to all vessels 25 metres Length Overall or more transiting the Harbour or approaches. Reports should be made to Poole Harbour Control on VHF Channel 14.

**Inbound:** Bar Buoy - No8 Channel Buoy - Aunt Betty - Stakes Buoy - Berth (All fast)

**Outbound:** Berth (underway) - Stakes Buoy - Aunt Betty - Bar Buoy

These are in addition to the normal pre arrival and pre departure requests.
22. **Pilot Exemption Certificates**

The bona fide Master or Deck Officers of vessels calling regularly at Poole or trading within the harbour may obtain a Pilot Exemption Certificate for Poole subject to their being able to satisfy the Competent Harbour Authority as to their skill, experience, local knowledge, knowledge of the English language and medical fitness. Certificate holders must at all times conform to all local pilotage requirements.

23. **Application**

All applications for a Pilot Exemption Certificate should be made on the prescribed form (see annexes) to the Harbour Master. Minimum requirements include:

- Confirmation that an applicant is the bona fide Master or Deck Officer of the vessel for which the Pilot Exemption Certificate is requested.
- Copies of the Certificate of Competency (or licence) of the applicant. The original is to be produced at examination.
- Record of Pilotage Acts form (see annexes).
- Written evidence of medical fitness including eyesight by an Maritime and Coastguard Agency (or equivalent) approved Medical Practitioner. Copy to be included with application.
- Evidence of a visit to Harbour Control.
- Pilot Exemption Certificate examination by the Harbour Master.

Note 1: For a Pilot Exemption Certificate candidate’s act of pilotage to be recognised, the name of a witness must be included for each act on the Record of Pilotage Acts form.

Note 2: Pilot Exemption Certificate holders or candidates must always take the services of a pilot when using a tug.

**In addition:**

**Application under Section 3, Subsection a:**

1. Minimum of 40 acts within the Competent Harbour Authorities area of jurisdiction, of which at least 5 must have been in darkness, 5 inbound and 5 outbound.
2. The first 12 acts, the final 8 acts and 1 act in darkness must have been completed with a pilot embarked. The acts in between may be undertaken under the supervision of a Pilot Exemption Certificate holder, whose name must be inserted in the “Witness” column of the Record of Pilotage Acts form. The Harbour Control Officer must be informed of these occasions, and will also keep a record. If the candidate is a bona fide Deck Officer, his qualifying acts must be in charge of the vessel.
3. A minimum of 6 acts must be completed for each similar vessel type on the certificate.
Application under section 3, Subsections b and c:

1. These are Pilot Exemption Certificates restricted by the type of vessel or area of operation.
2. Boatman’s licence to cover the area of operation.
3. Minimum of 20 acts accompanied by a Pilot Exemption Certificate holder for that vessel, or authorised pilot, of which 2 must be in darkness.
4. The first and last act, and one in darkness, must be with an authorised pilot. The acts in between may be undertaken under the supervision of a Pilot Exemption Certificate holder, whose name must be inserted in the “Witness” column of the Record of Pilotage Acts form. The Harbour Control Officer must be informed of these occasions, and will also keep a record. If the candidate is a bona fide Deck Officer, his qualifying acts must be in charge of the vessel.

24. Examination

An applicant for a Pilot Exemption Certificate will be required to sit an oral examination, conducted by the Harbour Master and a senior Pilot, at the Harbour Office. A syllabus detailing the extent and depth of knowledge is contained in the annexes. Prospective candidates are encouraged to discuss requirements with the Harbour Master beforehand, especially candidates applying for a “Dredging” Pilot Exemption Certificate as the scope of knowledge required will be reduced commensurate with the area of operation.

All examinations will be conducted in the English language.

A successful candidate will be granted the benefit of a Pilot Exemption Certificate immediately. A failed candidate will not be re-examined until at least one month has elapsed. After a second or subsequent failure, candidates will not be re-examined until at least 3 months from the date of the last examination.

25. Certificates

A certificate will remain in force subject to the annual requirements for revalidation. It is the responsibility of the Pilot Exemption Certificate holder to maintain accurate records and to apply for the revalidation at least one month before the expiry date. Applications must be made on the prescribed form (see annexes), also obtainable from the Harbour Master’s office.

A certificate is valid only in respect of the vessel(s) named on the certificate, and only when such vessel is under the direction of the person named on the certificate, who must at the time be the bona fide Master or Deck Officer of the vessel. Certificate holders shall not allow any other person to have possession, or make improper use of the certificate.

If any 6-month period elapses without performing any acts of pilotage, the next act must be with a pilot on board.

If any 9-month period elapses without performing any acts of pilotage, the next 3 acts must be with a pilot on board.

The requirements for engaging a pilot following a period of absence from the port must be treated as a minimum, which can be increased should the Pilot Exemption Certificate holder and/or pilot consider it necessary.
If one of these pilot accompanied acts occurs within month 12 (or month 13 if the one month extension below applies) then it will also count as the required act to check the Pilot Exemption Certificate holder’s continued competence.

A pilot will be made available within one month either side of the revalidation date for one act to check the Pilot Exemption Certificate holder’s continued competence. The one-month extension beyond the revalidation date will only apply for those Pilot Exemption Certificate holders who have already completed the requisite number of acts of pilotage by the revalidation date.

Note 1: For Pilot Exemption Certificate holders, the name of a witness is only required to be recorded on the Record of Pilotage Acts when:

- This Pilotage Manual dictates that the services of an authorised pilot are required.
- The name of a witness is required who is already a Pilot Exemption Certificate holder. (i.e. see Additional Vessel)

All applications for a Pilot Exemption Certificate revalidation must be made on the prescribed form (see annexes) to the Pilotage Manager. It must be accompanied by the following information:

- Record of Pilotage Acts form. All acts shall be recorded (see annexes)
- Confirmation of continued medical fitness, including eyesight, from an Maritime and Coastguard Agency (or equivalent) approved Medical Practitioner.
- A visit to the Harbour Office during the year in order to gain any relevant up-dates on the Harbour from the Harbour Master or his deputy, and the Harbour Control Officer.
- Recommendation by a Poole Pilot after the annual check.

Failure to comply with the above requirements may result in re-examination and/or further acts with a pilot before the Harbour Master is satisfied that the Pilot Exemption Certificate holder has adequate current knowledge.

In addition:

Application for revalidation under Section 3, Subsection a:

1. Applicants must be able to demonstrate that they continue to be regular users of the harbour, completing a minimum of 20 acts prior to the revalidation date of their Pilot Exemption Certificate.
2. These shall include a minimum of 2 acts inwards, 2 acts outwards and 2 in darkness. The failure to meet these latter requirements shall not cause a Pilot Exemption Certificate to be cancelled; however the shortfall must be made up at the next available opportunity using the services of an authorised pilot on each occasion.

Application for revalidation under Section 3, Subsections b and c:

1. Applicants must be able to demonstrate that they continue to be regular users of the harbour, completing a minimum of 10 acts prior to the revalidation date of their Pilot Exemption Certificate.
2. These shall include a minimum of 2 in darkness. The failure to meet this latter requirement shall not cause a Pilot Exemption Certificates to be cancelled; however the shortfall must be made up at the next available opportunity using the services of an authorised pilot on each occasion.

26. **Additional Vessel**

A Pilot Exemption Certificate holder may apply to add a vessel to their Pilot Exemption Certificate using the relevant form (see annexes).

**New vessel to Poole:** Pilot Exemption Certificate holders assigned to a vessel which has not previously traded to Poole will be required to complete a minimum of 6 acts with a pilot (3 in and 3 out).

**Note:** Poole Harbour Master’s department must be notified of the names of the Pilot Exemption Certificates holders assigned to a new vessel to Poole prior to its first entry into the port. Once these assigned Pilot Exemption Certificate holders have completed their familiarisation acts with a pilot, the “New vessel” will be re-designated as an “Existing vessel”.

**Adding an existing vessel:** Pilot Exemption Certificate holders wishing to add a vessel already trading to Poole will be required to complete a minimum of either (1) 6 acts with a pilot (3 in and 3 out) or (2) 2 acts with a pilot (1 in and 1 out) plus 4 acts (2 in and 2 out) with a Pilot Exemption Certificate holder already approved for the additional vessel.

These requirements for engaging a pilot must be treated as a minimum, which can be increased should the pilot and/or Pilot Exemption Certificate holder consider it necessary.

**Pilot Exemption Certificates holders, and prospective Pilot Exemption Certificates holders, should note that a normal act of pilotage is considered to be a passage inward or outward between the Bar buoy and a berth in the port.**

27. **Duties of a Certificate Holder**

A Pilot Exemption Certificate holder who observes any alteration in depths or the position of navigable channels, or that any navigational marks or buoys are out of place or do not conform to their proper characteristics, shall immediately report the details verbally to the Harbour Master through Poole Harbour Control, followed by a report in writing as soon as reasonably practicable.

A Pilot Exemption Certificate holder whose vessel has touched the ground, or has been in a collision or involved in a close quarters situation with any other vessel or any fixed or floating object, shall immediately report the circumstances verbally to the Harbour Master through Poole Harbour Control, followed by a written report within 14 days. The Incident Report Form is reproduced in the annexes.

A Pilot Exemption Certificate holder is required to attend at the summons of the CHA to answer any complaint which has been made against him for misconduct, or in respect of any marine incident, which may have occurred whilst he was in charge of his vessel.
28. Investigation of Incidents

In the event of any incident involving a licenced pilot or Pilot Exemption Certificate holder, a full enquiry will be carried out by the Competent Harbour Authority. The Pilot Exemption Certificate or pilot’s licence may be suspended, depending on the nature and seriousness of the incident, to await the outcome of the investigation. Reinstatement, with or without conditions, will be at the discretion of the Harbour Master.

29. Poole Harbour Commissioners Agreement with Pilot Exemption Certificates Holder

The Pilot Exemption Certificate Holder will be required to sign a formal written agreement with the Competent Harbour Authority in accordance with the recommendation in the Port Marine Safety Code. A copy of the agreement is in the annexes.

30. General

The training schedule has been produced by the Harbour Master in consultation with the Poole Pilots, and is designed to prepare the trainee pilot for authorisation as a Poole Pilot. A high degree of commitment and planning will be required over the first year to complete the training successfully and achieve a Class 1 Licence.

All records throughout the training period should be retained and presented to the Harbour Master at each stage of examination. All relevant details of the training experience are to be recorded.

It will be the trainee pilot’s responsibility to arrange suitable dates for assessment and examination, after consultation with the Pilots. The formal Practical Assessments will be carried out by a senior Pilot, and by the Harbour Master or his Deputy. The oral examination will be carried out by the Harbour Master and a senior Pilot.

In addition, continuation training will be undertaken as agreed between the Harbour Master and the Pilots. (See annexes)

31. Qualifications

A prospective pilot ideally will have:

- An STCW Class 1 Certificate of Competency or Class 2 with command endorsement, however a lower certificate of competency may be considered based on level of experience.
- Confirmation of continued medical fitness, including eyesight, from a Maritime and Coastguard Agency (or equivalent) approved Medical Practitioner.
- Recent and appropriate sea going experience.

32. Pilot Experience Levels

There are 3 levels of Pilot:-

**Trainee Pilot** Under training and must always be accompanied by a licenced pilot. May be given pilotage control under direct supervision at the discretion of the licenced Pilot.

**Class 2 Pilot** Has completed initial training in accordance with the training schedule, and passed the oral examination and practical assessments. Is allowed to undertake the routine pilotage tasks on his own, but for the more challenging
tasks outlined at Section 5 must always be accompanied by a pilot qualified for these tasks. This is until he has completed the minimum requirement when dispensations may be added to the licence.

**Class 1 Pilot**  
Fully qualified having completed all training and passed the oral examination and practical assessments.

33. Training for Class 2 Pilot

The following initial training is to be undertaken with a licenced pilot:-

A minimum of 100 Acts of Pilotage, of which at least 30 must be in darkness, and at least 50 inbound, to all the Commercial Berths below Poole Bridge, at different states of tidal stream, in a minimum initial period of 2 months.

34. Examination

After the appropriate number of training acts under the guidance of a licenced pilot, and on the recommendation of a licenced pilot, a trainee pilot may apply for examination.

The examination will be oral, and will be conducted by the Harbour Master and a licenced pilot. A record of training acts of pilotage and previous experience is to be provided prior to examination. (See annexes)

The syllabus for the examination is in the annexes. It covers the same subjects as the Pilot Exemption Certificate examination, but the trainee Pilot will be expected to have a greater detailed knowledge.

On successful completion, the trainee Pilot will be awarded a Class 2 Pilot’s Licence.

35. Limitations of a Class 2 Pilot’s Licence

When a Class 2 Pilot is on duty, the Harbour Control Officer should consider all programmed ship movements for the period and arrange supervision of any movement if it is considered prudent to do so, or if requested to do so by a Class 2 Pilot, or is required due to the limitations of the licence held by the duty pilot.

A senior Pilot is to accompany a Class 2 Pilot on the following occasions:-

a) To and from Yard Quay
b) Any act necessitating the use of a tug.

c) Any act involving the swinging of a vessel in the Little Channel upstream of New Quay.
d) Any vessel over 100 metres in length.
e) Any vessel designated as a Controlled Movement.
f) Any act when Restricted Visibility Routine is in force.
36. Further Training for a Class 1 Licence

As a general rule, a Class 2 Pilot will not be eligible to apply for a Class 1 Licence until he has completed 6 months service in the port and undertaken a minimum of a further 150 acts of pilotage, of which 75 must be in darkness, and 50 inbound.

In addition the following is to be undertaken with a senior Pilot:-

A minimum of:-

a) 4 acts inward to Yard Quay
b) 4 acts necessitating the use of a tug.
c) 2 acts involving swinging in the Little Channel upstream of New Quay.
d) 20 acts in vessels over 100 metres in length.
e) 4 acts designated as Controlled Vessels.
f) 4 acts when Restricted Visibility Routine is in force.

When each of these minimum tasks is completed under the supervision of a senior Pilot, the Class 2 Pilot may then undertake that particular task on his own, providing the Class 1 Pilot is satisfied with his ability and performance. A letter of approval will be provided by the Harbour Master giving a dispensation towards the Class 1 Licence.

A Class 2 Pilot may present himself for examination on completion of all of the above, and on the recommendation of the senior Pilots. The Harbour Master and a senior Pilot will conduct an oral examination and the Harbour Master will witness at least 2 acts of pilotage prior to examination.

On successful completion the Class 2 Pilot will be awarded a Class 1 Pilot’s Licence.

Note: Acts of pilotage to a berth above Poole Bridge are unlikely; therefore pilotage requirements will be decided on an individual basis.

37. Continuing Professional Development of Licensed Pilots

Each pilot is to complete the following to maintain the Poole Harbour Commissioners authorisation:-

Annually:

- A minimum of 20 acts, of which 5 must be in darkness. See Revalidation form in the annexes.
- Confirmation of continued medical fitness, including eyesight, from an Maritime and Coastguard Agency (or equivalent) approved Medical Practitioner.
- Practical assessment by the Harbour Master or his deputy.
- Visit Harbour Control

Note: If in any twelve months (Jan-Dec) there is a shortfall in the required number of acts, this shortfall shall be made up whilst being accompanied by an authorised pilot.

5 Yearly:

- Attend at least 2 Simulator training courses.
38. Pilot’s Training Record

A logbook of all training carried out is to be kept by the Pilot under training and is to be presented to the Harbour Master at each stage. (See annexes)
Pilot Exemption Certificate Syllabus

Applicants are to make themselves thoroughly acquainted with the following subjects:-

1. Limits of Competent Harbour Authorities Pilotage Area for which application is being made.
2. The application to pilotage of:-
   a) International Regulations for Preventing Collisions at Sea.
   b) International Association of Lighthouse Authorities
   c) Maritime Buoyage System A – General Principles and Rules.
3. Poole Harbour General Directions.
4. Poole Harbour Byelaws.
5. Poole Pilotage Directions.
7. Merchant Shipping Notices relating to pilotage.
8. Relevant Notices to Mariners affecting the Competent Harbour Authorities Pilotage Area.
11. Dangerous substances in Harbour Areas Regulations.
12. Poole Harbour Oil Spill Contingency Plan.

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:

1. Coastal features.
2. Name of the channels and fairways including those available in an emergency.
3. General direction of tidal streams.
4. Passage planning and critical areas of navigation.
5. Traffic movement and patterns.
7. Names of berths of special significance and a knowledge of berthing / unberthing manoeuvres and limitations in an emergency.
The names and characteristics of lights, their ranges and arcs of visibility.

The names and characteristics of buoys, beacons, sector lights and other seamarks.

The names of channel reaches, headlands, points and shoals in the area.

The approximate width of the various channels.

The bearing and distance from one buoy to another on each side of the channel.

The fairway courses and distances in the area.

The depths of water throughout the area, particularly at the buoys.

The use of sounding equipment and anticipated under keel clearance.

The set, rate, rise and duration of the tides and the use of Tide Tables.

Clearing marks for shoals and points visually by day or night by radar.

Significant radar patterns of aids to navigation and the use of parallel indexing.

The anchorages, their position, use and limitations.

Restricted areas and zones.

Ship handling characteristics of own vessels, squat and interaction with other vessels.

Limitations and restrictions of other vessels requiring special consideration.

Operation with tugs – Communications and precautions.

Special local signals such as tidal and traffic signals.

Byelaws requiring Certificate holders to report accidents and hazardous incidents.

Handling characteristics of own vessel (s).

Characteristics and restrictions of other vessels using the port which require special consideration.

Characteristics of local tugs / work boats.

Any other relevant information at the discretion of the Examiners.
LETTER OF AGREEMENT

PILOT EXEMPTION CERTIFICATE HOLDERS AND THEIR EMPLOYERS

Poole Harbour Commissioners, as a Competent Harbour Authority, have the power to exempt certain ships officers from the requirements to take an authorised pilot. The use of these powers follows these general principles:

A. The standards for exemption should not be more onerous than those required for an authorised pilot; but they should be equivalent.
B. Exemption certificate holders and their employers are accountable to the issuing harbour authority for the proper use of any certificate.
C. Harbour authorities should have formal written agreements with certificate holders and their employers to regulate the use of certificates.

Poole Harbour Commissioners will grant a Pilot Exemption Certificate to applicants who are the bona fide Master or Deck Officer of a vessel. The arrangements whereby applicants may qualify, obtain and use a Pilot Exemption Certificate are laid down in the Port of Poole Pilotage Manual. The Pilotage Manual specifies the type and size of vessels which are subject to compulsory pilotage and therefore, by definition, the vessels to which Pilot Exemption Certificate’s apply.

CONDITIONS GOVERNING THE USE OF A PILOT EXEMPTION CERTIFICATE

Pilot Exemption Certificate holders and their employers by their signature to this Letter of Agreement agree that whilst conducting pilotage, the holders shall have no other duties and that prior to an act of pilotage they shall be adequately rested and fit. That there will be adequate bridge manning and support for the PEC Holder. That the holder will be provided with updating of knowledge capability and a record of passages under pilotage shall be recorded, maintained and presented if required. That all incidents shall be reported as soon as practicable after the incident, and in writing as soon as possible. When instructed the holder shall submit to an interview by the Harbour Master. That all defective navigational aids are reported to the Harbour Master together with any on-board defects as defined in the General Directions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Poole Harbour Commissioners:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Employer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEC Holder:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Application for Pilot Exemption Certificate

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company:</th>
<th>Date of Birth:</th>
</tr>
</thead>
</table>

**A. Medical Certificate** *(Copy with application)*

Medical certificate expiry date: 

**B. Certificate of Competence** *(copy with application)*

<table>
<thead>
<tr>
<th>Class:</th>
<th>Number:</th>
<th>Date of issue:</th>
<th>Place of issue:</th>
</tr>
</thead>
</table>

**C. Please indicate the category of certificate being applied for**

See Pilotage manual, section 3

Indicate either a, b or c: 

**D. Please list the vessels you wish to appear on your certificate**

See Pilotage manual, section 21

<table>
<thead>
<tr>
<th>Vessel Name</th>
<th>LOA</th>
<th>Beam</th>
<th>GRT</th>
<th>Max Draft</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**E. Qualifying Trips for Examination**

See Pilotage manual, section 21 *(Copy of Record of Pilotage Acts with application)*

<table>
<thead>
<tr>
<th>Total number of acts:</th>
<th>Number of acts inbound:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of acts in darkness:</th>
<th>Number of acts outbound:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**NOTE:** The first act during fog routine as an applicant for a Pilot Exemption Certificate or a Pilot Exemption Certificate holder, and all acts using a tug, must be accompanied by a pilot.

**F. PEC holder endorsement**

The candidate has satisfactorily conducted acts of pilotage, being in charge of the vessel but in the presence of a Pilot Exemption Certificate holder, and is recommended for examination.

PEC holder name:
PEC holder signature:
Date:

**G. Pilot Endorsement**

The candidate has demonstrated adequate local knowledge and is recommended for examination.

Pilots name:
Pilots signature:
Date:

<table>
<thead>
<tr>
<th>Has candidate completed one act during fog routine with pilot onboard?</th>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(tick box)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**H. Applicants signature**

**NOTE:** Applicants must also sign the agreement form in the Annexes

I wish to apply to sit the examination for a Pilot Exemption Certificate for the Port of Poole for the vessels listed above.

Applicant's signature:
Date:

**I. Pilotage Manager Endorsement**

The candidate satisfies all requirements for the issue of a Pilot Exemption Certificate.

Name:
Signature:
Date:

Annexes 4/2016
## Application for Revalidation of Pilot Exemption Certificate

### Name: 

### Company: 

### Renewal Date: 

### A. Medical Certificate 

*(Copy with application)*

- Medical certificate expiry date: 

### B. Vessels currently named on Pilot Exemption Certificate 

<table>
<thead>
<tr>
<th>Vessel Name</th>
<th>LOA</th>
<th>Beam</th>
<th>GRT</th>
<th>Max Draft</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

*NOTE: Applicants wishing to add a vessel to their Pilot Exemption Certificate must complete the relevant form in the Annexes*

### C. Summary of experience in Poole Pilotage Area since issue date of Pilot Exemption Certificate 

*(All acts to be recorded, and with name of witness where necessary, using Record of Pilotage Acts form. See relevant section of Pilotage Directions for requirements)*

1) See Pilotage Manual, section 23, for minimum requirements

- Total number of acts: 
- Number of acts in darkness: 
- Number of acts inbound: 
- Number of acts outbound: 

2) Acts with pilot embarked.

- Total number of acts: 
- Number of acts in darkness: 
- Number of acts inbound: 
- Number of acts outbound: 

### D. Pilot Endorsement

The candidate has demonstrated adequate local knowledge and is recommended for renewal.

- Pilots name: 
- Pilots signature: 
- Date: 

### E. Applicants signature

I confirm that when using my Pilot Exemption Certificate on any of the above vessels I will do so only when signed on to that vessel as bona fide Master or Deck Officer.

- Applicant's signature: 
- Date: 

### F. Pilotage Manager Endorsement

The candidate satisfies all requirements for the issue of a PEC.

- Name: 
- Signature: 
- Date: 

Annexes 4 2016
Pilot Exemption Certificate Flowchart for Revalidation under Section 3, Subsection a

START
Have you completed 20 acts since last renewal?

Did they include 2 acts in, 2 acts out & 2 in darkness?

Authorised pilot required at the next opportunity to make up shortfall

Have you completed at least 1 act in last 6 months?

Have you completed at least 1 act in last 9 months?

Yes

You require 1 act accompanied by a pilot

Yes

You require 3 acts accompanied by a pilot

No

Did pilot accompany one act within one month either side of renewal date?

Yes

Have you visited the Harbour Office/Control in month prior to renewal?

Yes

Renew Pilot Exemption Certificate

No

Visit Harbour Office/Control

You require a check act with a pilot within one month either side of renewal date

You require 3 acts accompanied by a pilot

Yes

You require 1 act accompanied by a pilot

No

Pilot Exemption Certificate has expired

Have you visited the Harbour Office/Control in month prior to renewal?

No

Visit Harbour Office/Control

h:\safety management system\consultation\completed\pilotage manual (directions)\pilotage manual version 5 amendment 1.docx 20th April 2016
Pilot Exemption Certificate Flowchart for Revalidation under Section 3, Subsection b and c

START
Have you completed 9 acts since last renewal?

Did they include 2 acts in darkness?

Authorised pilot required at the next opportunity to make up shortfall

Have you completed at least 1 act in last 6 months?

You require a check act with a pilot within one month either side of renewal date

Did pilot accompany one act within one month either side of renewal date?

Have you visited the Harbour Office/Control in month prior to renewal?

Visit Harbour Office/Control

You require 1 act accompanied by a pilot

You require 3 acts accompanied by a pilot

Pilot Exemption Certificate has expired

No

Yes

No

Yes

No

Yes

Yes

Renew Pilot Exemption Certificate
Application for additional vessel to Pilot Exemption Certificate

Name: [ ]

Company: [ ]

A. Summary of experience in Poole Pilotage Area since issue date of Pilot Exemption Certificate

<table>
<thead>
<tr>
<th>Total number of acts:</th>
<th>Number of acts inbound:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of acts in darkness:</td>
<td>Number of acts outbound:</td>
</tr>
</tbody>
</table>

B. Information of vessel you wish to add to certificate

<table>
<thead>
<tr>
<th>Vessel Name</th>
<th>LOA</th>
<th>Beam</th>
<th>GRT</th>
<th>Max Draft</th>
<th>Type</th>
</tr>
</thead>
</table>

C. Qualifying acts for additional vessel

(All acts to be recorded and witnessed using Record of Pilotage Acts form - Copy to be included with application. See relevant section of Pilotage Directions for requirements)

(Minimum 6 acts required with pilot)

<table>
<thead>
<tr>
<th>Total number of acts:</th>
<th>Number of acts inbound:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of acts in darkness:</td>
<td>Number of acts outbound:</td>
</tr>
</tbody>
</table>

D. Pilot Exemption Certificate holders declaration

I consider that I have satisfactorily completed the required number of qualifying acts to add the above named vessel to my Pilot Exemption Certificate. I further declare that I will only use my Pilot Exemption Certificate certificate when signed onto the vessel as bona fide Master or Deck Officer.

Pilot Exemption Certificate Holder

Name:
Signature:
Date:

H. Pilotage Manager Endorsement

The candidate satisfies all requirements for the issue of a Pilot Exemption Certificate.

Name:
Signature:
Date:

Annexes 4 2016
### Pilot Exemption Certificate

#### Record of Pilotage Acts

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Completed</td>
<td>Vessel</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I confirm this to be a correct record of acts made by me in the Poole Harbour Commissioners Pilotage Area.²

Applicant's signature:

---

¹ Only required for training acts and MUST be a Poole Harbour Commissioners authorised pilot or Pilotage Exemption Certificate Holder.

² You MUST sign this form for it to be accepted as evidence.

It is not necessary to record acts of pilotage involving a shift of berth.

Annexes 4 2016

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h:\safety management system\consultation\completed\pilotage manual (directions)\pilotage manual version 5 amendment 1.docx 20th April 2016
This form is to be used to report a navigational or safety incident, or near miss, to the Poole Harbour Master.

URGENT navigational matters should be reported immediately to the Harbour Master via Harbour Control on VHF Channel 14 or by telephone on 01202 440 230. The Harbour Master may require a follow-up written report in support of the initial verbal advice, for which this form should be used.

**Section A - Type of incident** (Tick all applicable boxes)

<table>
<thead>
<tr>
<th>Contact</th>
<th>Swamping</th>
<th>Berthing/ manoeuvring</th>
<th>Harbour Byelaws</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grounding</td>
<td>Near miss</td>
<td>Wash</td>
<td>Inappropriate navigation</td>
</tr>
<tr>
<td>Pollution</td>
<td>Fire/explosion</td>
<td>Pilotage directions</td>
<td>Navigational Hazard</td>
</tr>
<tr>
<td>Loss of hull integrity</td>
<td>Collision</td>
<td>General directions</td>
<td>Other</td>
</tr>
<tr>
<td>Personal injury/fatality</td>
<td>MAIB report completed</td>
<td>Attach copy of report</td>
<td></td>
</tr>
</tbody>
</table>

**Section B - Statistical Data**

<table>
<thead>
<tr>
<th>Piloted vessel</th>
<th>Pilots name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEC Vessel</td>
<td>PEC Holders name:</td>
</tr>
<tr>
<td>Master</td>
<td>Masters name:</td>
</tr>
<tr>
<td>Vessels name:</td>
<td></td>
</tr>
<tr>
<td>Second vessels name:</td>
<td></td>
</tr>
<tr>
<td>Object name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of incident:</th>
<th>Time of incident:</th>
<th>On passage:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Local / UTC</td>
</tr>
</tbody>
</table>

| From: |
|       |
|       |

Place or position of occurrence:
# POOLE HARBOUR NAVIGATIONAL INCIDENT REPORT FORM

*Authorised Pilot/PEC holder/Master*

## Section C Additional statistical information

<table>
<thead>
<tr>
<th>Vessel type:</th>
<th>Port of Registry and Nationality:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners/agents:</td>
<td>Crew Nationality:</td>
</tr>
</tbody>
</table>

## TONNAGES / DIMENSIONS

<table>
<thead>
<tr>
<th>Tonnage</th>
<th>Length</th>
<th>Draft</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRT/GT:</td>
<td>Net:</td>
<td>LOA:</td>
</tr>
</tbody>
</table>

## PROPULSION

<table>
<thead>
<tr>
<th>Main:</th>
<th>Bow/stern thrusters:</th>
<th>HP:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PROPELLORS</th>
<th>ROTATION LH/RH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number:</td>
<td>Type (Fixed/CP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGINE CONTROL</th>
<th>DIRECTED BY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge/ER?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPEED-MAX:</th>
<th>MAX/MANEUVRING:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RUDDER:</th>
<th>(Type)</th>
</tr>
</thead>
</table>

## NAVIGATIONAL

*CHART-NUMBER(S): Include chart numbers, whether corrected & up to date.*

<table>
<thead>
<tr>
<th>PORT PASSAGE PLAN:</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach passage plan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPASS: MAGNETIC/GYRO:</th>
<th>STEERING MODE: (Auto/hand)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RADAR(S): Include number, band, whether operational, deficiencies)</th>
<th>PRESENTATION MODES:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ECHO SOUNDER: (Make and whether operational)</th>
<th>VHF: (Number, channels monitored, whether sets operational)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OTHER NAVAIDS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEFECTS:</th>
</tr>
</thead>
</table>
## POOLE HARBOUR NAVIGATIONAL INCIDENT REPORT FORM

Authorised Pilot/PEC holder/Master

### Section D Navigational information relating to incident  
(See guidance note)

<table>
<thead>
<tr>
<th>HEADING:</th>
<th>SPEED:</th>
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</thead>
</table>

### WEATHER CONDITIONS

- **WIND:** (Direction/force)
- **SEA STATE:**
- **VISIBILITY:**
- **LIGHT:**

### TIDAL CONDITIONS

- **TIDAL STATION:**
- **FLOOD / EBB / SLACK**
- **TIME OF HW/LW AT:**

### REGULATIONS

- **LOOKOUT:** (Posted and location)
- **LIGHTS/SHAPES:** (Displayed)
- **SOUND SIGNALS:** (In use at time of incident)

### CREW DISPOSITION

- **MASTER:**
- **PILOT:**
- **OOW:**
- **HELMMSMAN:**
- **CREW:** (At stations?) YES/NO

### TUG ASSISTANCE/DEPLOYMENT
### Section E Communications

Relevant communication to/from Harbour Control **BEFORE** incident:

Relevant communication to/from Harbour Control **AFTER** incident:

Specific directions from Harbour Control/Duty Harbour Master:

<table>
<thead>
<tr>
<th>Are VDR recordings available to assist an investigation:</th>
<th>YES / NO</th>
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</thead>
</table>

### Section F Damage

**Own vessel:**

**Other vessel:**

**Object:**
SECTION G - Account of incident

Section G requires a detailed account of the incident in chronological order. Include in your account the authorities contacted and conclude with why you think the incident occurred.

A sketch and/or photographs should accompany this report as appropriate.
GUIDANCE NOTE

Please use the terms in the shaded columns when completing Section D of PHC’s Incident Report Form.

<table>
<thead>
<tr>
<th>Beaufort scale</th>
<th>Knots</th>
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<tbody>
<tr>
<td>0 Calm</td>
<td>0 - 1</td>
</tr>
<tr>
<td>1 Light airs</td>
<td>1 - 3</td>
</tr>
<tr>
<td>2 Light breeze</td>
<td>4 - 6</td>
</tr>
<tr>
<td>3 Gentle breeze</td>
<td>7 - 10</td>
</tr>
<tr>
<td>4 Moderate breeze</td>
<td>11 - 16</td>
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<tr>
<td>5 Fresh breeze</td>
<td>17 - 21</td>
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<tr>
<td>6 Strong breeze</td>
<td>22 - 27</td>
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<tr>
<td>7 Near gale</td>
<td>28 - 33</td>
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<tr>
<td>8 Gale</td>
<td>34 - 40</td>
</tr>
<tr>
<td>9 Strong gale</td>
<td>41 - 47</td>
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<tr>
<td>10 Storm</td>
<td>48 - 55</td>
</tr>
<tr>
<td>11 Violent storm</td>
<td>56 - 63</td>
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<tr>
<td>12 Hurricane</td>
<td>64+</td>
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</table>

<table>
<thead>
<tr>
<th>SEA STATE</th>
<th>Height (m)</th>
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<tbody>
<tr>
<td>0 Calm glassy</td>
<td>0</td>
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<tr>
<td>1 Calm rippled</td>
<td>0 - 0.1</td>
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<tr>
<td>2 Smooth</td>
<td>0.1 - 0.5</td>
</tr>
<tr>
<td>3 Slight</td>
<td>0.5 - 1.25</td>
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<tr>
<td>4 Moderate</td>
<td>1.25 - 2.5</td>
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<tr>
<td>5 Rough</td>
<td>2.5 - 4.0</td>
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<tr>
<td>6 Very rough</td>
<td>4.0 - 6.0</td>
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<tr>
<td>7 High</td>
<td>6.0 - 9.0</td>
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<tr>
<td>8 Very high</td>
<td>9.0 - 14.0</td>
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<tr>
<td>9 Phenomenal</td>
<td>14+</td>
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<table>
<thead>
<tr>
<th>VISIBILITY</th>
<th>nm</th>
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<tr>
<td>Very poor</td>
<td>Vis &lt; 0.5</td>
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<tr>
<td>Poor</td>
<td>0.5 =&gt; Vis &lt; 2.0</td>
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<tr>
<td>Moderate</td>
<td>2.0 =&gt; Vis &lt; 5.0</td>
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<tr>
<td>Good</td>
<td>5.0 =&gt; Vis &lt; 25.0</td>
</tr>
<tr>
<td>Very good</td>
<td>Vis =&gt; 25</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>LIGHT</th>
<th></th>
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<tr>
<td>Daylight</td>
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<tr>
<td>Twilight</td>
<td></td>
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<tr>
<td>Night</td>
<td></td>
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</tbody>
</table>
Master/Pilot Information Exchange

This Passage Plan is to be agreed between Master, Pilot and Harbour Control.

Date: __________________________

SHIP DETAILS

Name: ___________________________ Loa: ___________________________
Gross Tonnage: ____________________ Draft: ___________________________
Agent: ___________________________ Berth: ___________________________

PILOTAGE SERVICE DETAILS

POB at: Pilot Station Berth Other
Boarding time: ____________________ Disembarkation time: ____________________
Shift Details From: ____________________ Time commenced: ____________________
To: ____________________ Time completed: ____________________

Passage Details

Swash Channel: ____________________ Brownsea Roads: ____________________
North Channel: ____________________ Little Channel: ____________________
Turning basin: ____________________ Middle Channel: ____________________
Lifting Bridge: ____________________

Passing other traffic in:
Swash Channel: ____________________ Brownsea Roads: ____________________
Diver-Stakes: ____________________ Turning Basin: ____________________

OTHER DETAILS

Tides
HW 1 Time, Height ____________________
HW 2 Time, Height ____________________
LW Time, Height ____________________
Least UKC during passage ____________________ Depth at berth (CD) ____________________

Weather
Conditions expected: ____________________

THIS IS TO CERTIFY THAT THE POOLE HARBOUR COMMISSIONERS AUTHORIZED PILOT HAS SAFELY CONDUCTED THE ABOVE VESSEL AND THAT THE MASTER AND THE PILOT AGREED THE PASSAGE PLAN BEFORE THE PILOT TOOK CHARGE OF THE NAVIGATION OF THE VESSEL

PILOTAGE CHARGES ARE NOW PAYABLE IN ACCORDANCE WITH THE POOLE HARBOUR COMMISSIONERS STANDARD SCALE

Pilots Name ____________________ Masters Name ____________________
Signature ____________________ Signature ____________________
Pilot’s Licence Syllabus

Applicants are to make themselves thoroughly acquainted with the following subjects:-

1. Limits of Competent Harbour Authority Pilotage Area for which application is being made.
2. The application to pilotage of:-
   a) International Regulations for Preventing Collisions at Sea.
   b) International Association of Lighthouse Authorities (IALA)
   c) Maritime Buoyage System A – General Principles and Rules.
3. Poole Harbour General Directions.
4. Poole Harbour Byelaws.
5. Poole Pilotage Directions.
7. Merchant Shipping (‘M’) Notices relating to pilotage.
8. Relevant Notices to Mariners affecting the CHA Pilotage Area.
11. Dangerous substances in Harbour Areas Regulations.
12. Poole Harbour Oil Spill Contingency Plan.

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:-

1. Coastal features.
2. Name of the channels and fairways including those available in an emergency.
3. General direction of tidal streams.
4. Passage planning and critical areas of navigation.
5. Traffic movement and patterns.
6. CHA Pilotage Area and Harbour limits.
7. Names of berths of special significance and a knowledge of berthing / unberthing manoeuvres and limitations in an emergency.
8. The names and characteristics of lights, their ranges and arcs of visibility.
9 The names and characteristics of buoys, beacons, sector lights and other
seamarks.
10 The names of channel reaches, headlands, points and shoals in the area.
11 The approximate width of the various channels.
12 The bearing and distance from one buoy to another on each side of the
channel.
13 The fairway courses and distances in the area.
14 The depths of water throughout the area, particularly at the buoys.
15 The use of sounding equipment and anticipated under keel clearance.
16 The set, rate, rise and duration of the tides and the use of Tide Tables.
17 Clearing marks for shoals and points visually by day or night by radar.
18 Significant radar patterns of aids to navigation and the use of parallel
indexing.
19 The anchorages, their position, use and limitations.
20 Restricted areas and zones.
21 Ship handling characteristics of own vessels, squat and interaction with
other vessels.
22 Limitations and restrictions of other vessels requiring special
consideration.
23 Operation with tugs – Communications and precautions.
24 Special local signals such as tidal and traffic signals.
25 Byelaws requiring licence holders to report accidents and hazardous
incidents.
26 Characteristics and restrictions of other vessels using the port which
require special consideration.
27 Characteristics of local tugs / work boats.
28 Any other relevant information at the discretion of the Examiners.
## PILOT TRAINING SCHEDULE

### SUMMARY

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Started Training:</td>
<td></td>
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<tr>
<td>100 trips including 30 in darkness and 50 inbound in minimum 2 months.</td>
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<tr>
<td>Eligible by number of trips:</td>
<td></td>
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<tr>
<td>Formal Practical Assessment (Class 2):</td>
<td></td>
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<tr>
<td>Examination for Class 2 Licence:</td>
<td></td>
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<tr>
<td>Completed Qualifying Trips:</td>
<td></td>
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<tr>
<td>100m vessels (10)</td>
<td></td>
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<tr>
<td>Tug assisted moves (4)</td>
<td></td>
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<tr>
<td>Yard Quay (4)</td>
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<tr>
<td>Swinging vessel in Little Channel (2)</td>
<td></td>
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<tr>
<td>Controlled vessel move (4)</td>
<td></td>
</tr>
<tr>
<td>Restricted Visibility Routine (4)</td>
<td></td>
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<tr>
<td>Eligible by number of Trips:</td>
<td></td>
</tr>
<tr>
<td>150 trips including 75 in darkness, 75 inbound in minimum of 6 months.</td>
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<tr>
<td>Formal Practical Assessment (Class 1):</td>
<td></td>
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<tr>
<td>Examination for Class 1 Licence:</td>
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<tr>
<td>Awarded Licence:</td>
<td></td>
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</tbody>
</table>

### Class 2 Training
In the initial training period of 8 weeks the following is to be undertaken:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Interview with Harbour Master, Deputy Harbour Master</td>
<td></td>
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<tr>
<td>100 Acts, including 30 by night and 50 inbound</td>
<td></td>
</tr>
<tr>
<td>Day Watch in Harbour Control - duration 3 hours</td>
<td></td>
</tr>
<tr>
<td>Night Watch in Harbour Control - duration 3 hours</td>
<td></td>
</tr>
<tr>
<td>One trip on the Harbour Dredger</td>
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<tr>
<td>One trip to the spoil ground</td>
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<tr>
<td>Four trips in the tug to witness tug assist vessel berth/un berth</td>
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<tr>
<td>½ day with Hydrographer/Surveyor</td>
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<tr>
<td>Formal Practical Assessment</td>
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<tr>
<td>Examination</td>
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</table>

**CLASS 1 Training**

In a minimum time scale of 6 months following award of Class 2 Licence, the following is to be undertaken:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>150 Acts, including 75 in darkness and 75 inbound</td>
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<tr>
<td>4 Acts berthing/unberthing involving use of tug</td>
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<tr>
<td>20 Acts in vessels over 100 metres in length</td>
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<tr>
<td>4 Acts inward to Yard Quay</td>
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<tr>
<td>4 Acts - Controlled vessel movements</td>
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<tr>
<td>2 Acts - Swinging ship in Little Channel</td>
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<tr>
<td>4 acts when Restricted Visibility Routine in force</td>
<td></td>
</tr>
<tr>
<td>Formal Practical Assessment</td>
<td></td>
</tr>
<tr>
<td>Examination</td>
<td></td>
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</tbody>
</table>
## Record of Pilotage Acts
for Trainee and Class 2 Pilots

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date Completed</th>
<th>Vessel</th>
<th>In, Out or Shift</th>
<th>Day, Night or Fog conditions?</th>
<th>Tug Used</th>
<th>LOA &gt;100m?</th>
<th>Berth</th>
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Annexes 2/2012
PILOT LICENCE – SECOND CLASS

POOLE HARBOUR COMMISSIONERS

The Poole Harbour Commissioners being the Competent Harbour Authority for the purposes of the Pilotage Act 1987 for Poole Harbour and in accordance with their responsibilities under Section 3 of the said Act

HEREBY GRANT A PILOT LICENCE SECOND CLASS TO

and authorize him to act as a Pilot (with the Restriction shown overleaf) within the Statutory Limits of the Poole Harbour Commissioners’ area of jurisdiction.

This Licence shall remain in force until revoked by the Poole Harbour Commissioners, always provided that he/she shall comply with the Byelaws and Regulations made, or to be made by Poole Harbour Commissioners.

Jim Stewart—Chief Executive & Clerk

Captain Brian Murphy—Harbour Master

Date:
POOLE PILOTAGE AREA

PILOT LICENCE—SECOND CLASS—RESTRICTIONS

Pilotage Acts authorised to be carried out in the Poole Pilotage Area by a Pilot holding only a Pilot Licence Second Class are restricted as follows:-

All programmed Acts of Pilotage are to be discussed with a First Class Pilot, who will consider the degree of difficulty of the ship movement, offer advice where appropriate, and if requested or where considered prudent arrange supervision.

A First Class Pilot is to accompany the Second Class Pilot for all Acts of Pilotage:-

a. Of vessels exceeding 100 metres in length.

b. Necessitating the use of a tug, or for any acts involving the towage of a vessel within the Pilotage Areas

c. For all movements to and from Yard Quay

d. Involving the swinging of a vessel in the Little Channel

e. Of controlled vessels

f. For all movements while "Restricted Visibility Routine" is in force
PILOT LICENCE – FIRST CLASS

POOLE HARBOUR COMMISSIONERS

The Poole Harbour Commissioners being the Competent Harbour Authority for the purposes of the Pilotage Act 1987 for Poole Harbour and in accordance with their responsibilities under Section 3 of the said Act

HEREBY GRANT A PILOT LICENCE SECOND CLASS TO

and authorize him to act as a Pilot (with the Restriction shown overleaf) within the Statutory Limits of the Poole Harbour Commissioners’ area of jurisdiction.

This Licence shall remain in force until revoked by the Poole Harbour Commissioners, always provided that he/she shall comply with the Byelaws and Regulations made, or to be made by Poole Harbour Commissioners.

Jim Stewart—Chief Executive & Clerk

Captain Brian Murphy—Harbour Master

Date:

Annexes 4/2016
### Application for Annual Revalidation of Pilot Licence

<table>
<thead>
<tr>
<th>Name:</th>
<th>Renewal Date:</th>
</tr>
</thead>
</table>

**A. Medical Certificate**  
*Copy with application*

- Medical certificate expiry date: 

**B. Record of Pilotage Acts**  
*Tick relevant box - 20 min, 5 in darkness*

<table>
<thead>
<tr>
<th>No</th>
<th>Vessel</th>
<th>Date</th>
<th>In</th>
<th>Shift</th>
<th>Out</th>
<th>Dark</th>
<th>Fog</th>
<th>Remarks</th>
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**C. Record of simulator courses**  
*Two required every five years, one being assessed*

<table>
<thead>
<tr>
<th>1</th>
<th>Date:</th>
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<tbody>
<tr>
<td>2</td>
<td>Date:</td>
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</tbody>
</table>

**D. Record of assessment by senior pilot**  
*One required every five years*

<table>
<thead>
<tr>
<th>1</th>
<th>Date:</th>
<th>Assessed by:</th>
</tr>
</thead>
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**E. Pilots Signature**

I confirm that this is a true reflection of my Continuing Professional Development over the past 12 months and request that my Pilots Licence remain valid for a further 12 months.

Applicant's signature:  

Date: 

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Annexes 2/2012