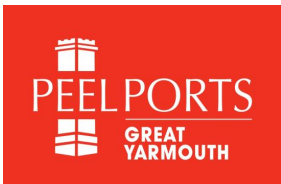




Pilotage Directions

Great Yarmouth

Issued on behalf of Great Yarmouth Port Authority

	Peel Ports – Great Yarmouth - Directions		
	Pilotage Directions	Doc No.	GYPC – PD 2019
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	PILOTAGE DIRECTIONS		

PILOTAGE DIRECTIONS

FOR THE

PORT OF GREAT YARMOUTH

2019

1.0 Authorisation

- 1.1 The Port of Great Yarmouth (as defined by the Great Yarmouth Port Authority Acts and Orders 1866 to 2015 as amended by the Norfolk and Suffolk Broads Act 1988, and the Broads Authority Act 2009) is the Competent Harbour Authority (CHA) for the purposes of the making of this direction under Section 7 of the Pilotage Act 1987 (As amended by the Marine Navigation Act 2013, sections 2, 3 & 4).
- 1.2 These directions are published by Peel Ports Great Yarmouth for and on behalf of Great Yarmouth Port Authority.

2.0 Area of Jurisdiction

- 2.1 For the purposes of this Pilotage Direction the areas of jurisdiction as defined by the Port Limits described in the Great Yarmouth Port Acts 1866 to 1990, as amended by the Broads Authority Act 2009, shall apply.

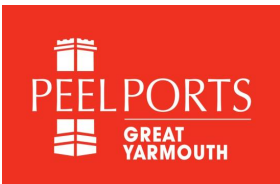
3.0 Application

- 3.1 This direction shall apply to all vessels¹, except:
 - 3.1.1 Vessels, tugs and tows² of less than 40 metres³ in overall length.
 - 3.1.2 Fishing vessels with a registered length of less than 47.5 metres.

¹ For the purposes of this Pilotage Direction a vessel is defined as every description of watercraft, including non-displacement craft, WIG craft and seaplanes, used or capable of being as a means of transportation on water.

² Length of tow is to be measured from the bow of the towing vessel to the stern of the towed craft/object.

³ This length has been determined to ensure a vessels are able to turn in the river with a 10m maneuvering margin within the maintained 50m channel.

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3.1.3 British and foreign warships.

4.0 Compulsory Pilotage Area

4.1 Within the Port Limits pilotage shall be compulsory for all ships to which this direction applies, subject to the exceptions defined in Section 3, in the following areas:

4.1.1. The Outer Harbour.

4.1.2. The River Port.

4.1.3. The Seaward Port Limits⁴.

5.0 Voluntary Pilotage

5.1 Notwithstanding the definition of the Compulsory Pilotage Area in Section 4 above, pilotage shall be voluntary, to or from the Seward Port Limits to the Outer Boarding station (as defined in Schedule 1).

6.0 Safety of Navigation

6.1 Notwithstanding any other pilotage direction, the CHA may compel any vessel to take a Pilot if it is deemed to be a potential hazard to safe navigation, for example:

6.1.1. Vessels with dangerous or hazardous cargo onboard.

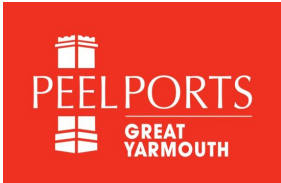
6.1.2. When the Vessels' main propulsion or steering systems are not fully operational.

6.1.3. When the Vessel is in distress or taking on water.

6.1.4. When the Vessels does not have serviceable navigation aids or communication equipment necessary for safe navigation within the CHA's area of jurisdiction.

6.1.5. When the vessel has a reported defect, the nature of which may necessitate the use of a pilot.

⁴ Vessels transiting the area on passage North or South and not entering the port are exempt from this direction.

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7.0 Constituent Parts

7.1 The following Schedules and Annexes form the constituent parts of this Direction:

- 7.1.1 **Schedule 1** – Pilot Stations and Notifications.
- 7.1.2 **Schedule 2** – Pilot Authorisation and Training.
- 7.1.3 **Schedule 3** – Pilotage Exemption Certificates.
- 7.1.4 **Appendix 1** – PEC Requirements.


8.0 Cancellation

8.1 The Pilotage Direction made by the Great Yarmouth Port Authority and dated the 01 October 2016 is cancelled with effect from 01 January 2019.

G Doyle

**Harbour Master
Great Yarmouth Port Authority**

Dated 01 January 2019

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PILOT STATIONS AND NOTIFICATIONS

Schedule 1

1.0 Estimated Time of Arrival

- 1.1 Vessels bound for the Great Yarmouth Pilotage Area requiring the service of a pilot shall give at least 24 hours notification or on departure from the last port or operating area if closer than 24 hours sailing time. The Estimated Time of Arrival (ETA) notification shall be sent either direct to the Port or through the vessels appointed agent, along with the maximum draught and the nature of any defects.
- 1.2 An update on the vessels ETA should be sent directly to the Port via VHF Radio Channel 12 not later than 2 hours before arrival at the pilot boarding station.
- 1.3 A final confirmation of ETA should be given via VHF Radio Channel 12 not later than 1 hour prior to arrival at the Pilot Station.
- 1.4 On completion of the 2 hour update vessels should maintain a listening watch on VHF Radio Channel 12 in case of changes to the ETA required by the port or for any other relevant information.

2.0 Estimated Time of Departure


- 2.1 Vessels departing from the Port Area which require the services of a pilot must give at least 2 hours notice of their estimated time of departure (ETD). The ETD should be sent directly to the Port via VHF Radio Channel 12.

3.0 Additional Movements Requiring a Pilot

- 3.1 Vessels requiring to shift within the Port area which require the services of a pilot must give at least 2 hours notice of their estimated time of movement (ETM). The request should be sent directly to the Port via VHF Radio Channel 12.

4.0 Deployment of Pilot Launches

- 4.1 The Pilot Launch provided by the CHA will only put to sea when their services are required. Great Yarmouth does not provide any cruising or anchored pilot vessel. It is therefore essential that the advance notice of any intention to use the service of a pilot is given to the port.

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5.0 Failure to Provide Notice of Intent


- 5.1 Vessels who fail to provide an ETA, ETD or berth shift time may be delayed due to a lack of pilot availability. In such an event, these vessels will be prioritised after any existing booked movements.
- 5.2 Vessels who fail to make their designated ETA, ETD or shift time by 20 minutes may be delayed due to a lack of pilot availability. In such an event, these vessels will be prioritised after any existing booked movements.
- 5.3 Vessels who fail to provide sufficient notice as laid out above may be delayed due to lack of availability of a pilot. In this case the vessel movements will be prioritised in order, at a time 2 hours from the initial request.

6.0 Pilot Boarding Positions

- 6.1 The following Pilot Boarding areas exist for the Port of Great Yarmouth and are marked on British Admiralty Chart 1534:
 - 6.1.1. Inner Position: Between ½ and 1 Nautical Mile from the Outer Harbour Entrance.
 - 6.1.2. Outer Position: As marked on Admiralty Chart 1534, which lies to the east of the entrance to the Holm Channel.
- 6.2 The Outer Pilotage position will be used for a Master requesting pilotage to or from the Voluntary Pilotage Area. An additional charge will be applied for vessels using this service.

7.0 Pilot Embarkation/Disembarkation

- 7.1 To Seaward:
 - 7.1.1 Pilots will board and disembark from the Pilot Launch.
 - 7.1.2 Masters are responsible for providing an adequate lee for the manoeuvre in consultation with the Coxswain of the Pilot Launch.
 - 7.1.3 Masters of vessels are responsible for providing suitable, safe pilot embarkation/disembarkation points equipped with adequate, suitable, tested and in code equipment for use in the operation. The International Convention for Safety of Life at Sea (SOLAS 2004)

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Chapter V Reg. 23 and Annex 21 of International Maritime Organisation (IMO) resolution A889 (21) (1999) provide the standards required.

7.1.4 It is the right of every Pilot to refuse to embark or disembark from a vessel if he considers it unsafe to do so. Such a decision may be based on:

7.1.4.1 The prevailing circumstances and conditions.

7.1.4.2 The position of the pilot embarkation/disembarkation point.

7.1.4.3 The standard and construction of the pilot embarkation/disembarkation point.

7.1.4.4 The provision and standard of equipment provided by the vessel.

7.1.5 It is the right of every Coxswain of the Pilot Launch to refuse to embark or disembark a Pilot from a vessel if he considers it unsafe to do so. Such a decision may be based on:

7.1.5.1 The prevailing circumstances and conditions.

7.1.5.2 The position of the pilot embarkation/disembarkation point.

7.1.5.3 The lack of provision of a suitable lee to conduct the transfer.


7.2 River and Outer Harbour Berths

7.2.1 Pilots may board shore side via gangway, or seaward side by Pilot ladder. This is at the Pilots discretion.

8.0 Pilot Cancellation

8.1 Booked pilotage acts may be cancelled without cost up to 2 hours prior to the booked movement.

8.2 Pilotage acts cancelled within 2 hours of the booked move will be charged at the full pilotage rate as though the act had taken place.

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	<i>PILOT AUTHORISATION & TRAINING</i> Schedule 2		

PILOT AUTHORISATION AND TRAINING


Schedule 2

1.0 Pilot Authorisation

- 1.1 Pilots are authorised by the CHA with the formal agreement of the Great Yarmouth Pilotage Examination Committee.
- 1.2 Authorisation of a pilot is subject to successful completion of the Peel Ports Great Yarmouth (PPGY) pilot training programme in conjunction with written and oral examinations.
- 1.3 In principal authorisation of a pilot will be for all vessels for the whole of the CHA pilotage areas, both compulsory and voluntary.
- 1.4 Authorisation may be restricted, at the discretion of the Senior Manager Marine Operations (SMMO), in consultation with the Pilotage Examination Committee. Such restrictions may be in the form of limits on:
 - 1.4.1 Area of operations,
 - 1.4.2 The vessel type,
 - 1.4.3 The vessel length,
 - 1.4.4 The vessel beam,
 - 1.4.5 The vessel draught,
 - 1.4.6 The vessel tonnage,
 - 1.4.7 A combination of all of the above.

2.0 Initial Pilot Training


- 2.1 Probationary Pilots will undertake a training programme designed to familiarise themselves with the nature of the port and the types of vessels that use it, across a broad spectrum of conditions.
- 2.2 The training period may be extended or reduced depending on an individual candidates ability. The overarching priority is to ensure a Pilot has sufficient experience and exposure to the full range of conditions and vessel types that will be encountered in their day to day Pilotage Duties.

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- 2.3 Training will be conducted on all parts of the Pilotage, including, but not limited to:
- 2.3.1 Embarkation and Disembarkation
 - 2.3.2 Sea Survival Skills
 - 2.3.3 Radio Telephony
 - 2.3.4 Passage Planning
 - 2.3.5 Hydrography of the Port
 - 2.3.6 Hydrology of the Port
 - 2.3.7 Port Berths, including types and restrictions
 - 2.3.8 Predominant Vessel types, including manoeuvrability, control and propulsion systems
 - 2.3.9 Shiphandling
 - 2.3.10 Tug handling
 - 2.3.11 Berthing and Mooring
 - 2.3.12 Charting
 - 2.3.13 Meteorology, including prevailing conditions
- 2.4 Training will be provided in the form of one to one theoretical tuition, e-learning, practical evolutions and with the aid of simulators.
- 2.5 Probationary Pilots will be assessed through both continual practical assessment, as well as formal written and oral examinations.
- 2.6 The Senior Pilot will ensure the Probationary Pilot is given feedback after every assessment.
- 2.7 The Senior Pilot is to update the Great Yarmouth Pilotage Examination Committee (GYPEC) on a Probationary Pilots progress on a monthly basis.

3.0 Pilotage Examination Committee

- 3.1 The Great Yarmouth Pilotage Examination Committee (GYPEC) consists of the following members:
- 3.1.1 Senior Manager Marine Operations.

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3.1.2 The Senior Pilot.

3.1.3 Marine Operations Manager – Responsible for Pilotage Management.

3.2 Great Yarmouth Port Authority are the arbiter of Pilotage standards within the Port of Great Yarmouth and retain the powers to issue, deny, suspend or revoke a Pilots Licence, under the Pilotage Act Section 8 (6) & Section 3 of the Marine Navigation Act 2013.

4.0 Pilotage Licence Issue

4.1 On completion of the Probationary period, or as deemed suitable by the Senior Pilot, a Probationary Pilot will formally apply for their licence to the Great Yarmouth Port Authority.

4.2 The probationary Pilot will undertake and be required to pass a formal oral examination with the Senior Pilot covering all aspects of pilotage within the port.

4.3 The probationary Pilot will undertake a formal practical assessment of at least 10 acts of pilotage across a broad spectrum of the vessel types using the Port.

4.4 The GYPEC will convene and review the progress and examination results of the Probationary Pilot prior to making a formal recommendation to the Great Yarmouth Port Authority. The recommendation may be, but is not limited to:

4.4.1 Issue of a Pilotage Licence valid for all vessels for the whole of the CHA pilotage areas, both compulsory and voluntary.

4.4.2 Issue of a Pilotage Licence but restricted in accordance with Paragraph 1.4 of this schedule.

4.4.3 Recommendation for a further period of Probationary Training.

4.4.4 Denial of Pilotage Licence.


4.5 Great Yarmouth Port Authority will consider the application and recommendation of the GYPEC and may:

4.5.1 Issue a Pilotage Licence valid for all vessels for the whole of the CHA pilotage areas, both compulsory and voluntary.

4.5.2 Issue a Pilotage Licence but restricted in accordance with Paragraph 1.4 of this schedule.

4.5.3 Require a further period of Probationary Training.

4.5.4 Deny the issue of a Pilotage Licence.


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5.0 Pilot Continuation Training

- 5.1 Once licenced, Pilots will be required to continue a formal continuation training programme.
- 5.2 The training programme is to ensure currency and competence is maintained across the variety of conditions and users encountered in the port as well as ensuring compliance with Health and Safety legislation. Training will also be undertaken for new equipment used in the act of Pilotage and the embarkation/disembarkation of Pilots from vessels. It shall also be undertaken in response to lessons identified, both from within the port, and highlighted as best practice within the wider marine industry.
- 5.3 The training programme will include a formal pilotage act assessment once every 12 months, by the Senior Pilot.
- 5.4 It is incumbent on individual pilots to ensure they remain physically fit for the job, in date medically, and for maintaining their professional accreditation.

6.0 Pilot Licence Revalidation

- 6.1 Pilots will be required to revalidate their licence every 5 years from date of issue.
- 6.2 Revalidation will take the following form:
 - 6.2.1 A formal oral examination on all aspects of pilotage within the Port, by the Senior Pilot or nominated representative.
 - 6.2.2 A formal practical assessment by the Senior Pilot, or nominated representative, of at least 10 acts of pilotage across a broad spectrum of the vessel types using the Port. At least 2 acts must be conducted in the hours of darkness.
 - 6.2.3 The GYPEC will convene and review the progress and examination results of the Pilot prior to making a formal recommendation to the Great Yarmouth Port Authority. The recommendation may be, but is not limited to:
 - 6.2.4.1 Revalidation of a Pilotage Licence valid for all vessels for the whole of the CHA pilotage areas, both compulsory and voluntary.
 - 6.2.4.2 Revalidation of a Pilotage Licence but restricted in accordance with Paragraph 1.4 of this schedule.
 - 6.2.4.3 Suspension of a Pilotage Licence, for further assessment.

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6.2.4.4 Revoke a Pilotage Licence.

6.2.4 Great Yarmouth Port Authority will consider the recommendation of the GYPEC and may:

6.2.4.1 Revalidate the Pilotage Licence for all vessels for the whole of the CHA pilotage areas, both compulsory and voluntary.

6.2.4.2 Revalidate the Pilotage Licence but restricted in accordance with Paragraph 1.4 of this schedule.

6.2.4.3 Suspend the Pilotage Licence, for further assessment.

6.2.4.4 Revoke the Pilotage Licence.

7.0 Post Incident Management

7.1 Immediately after a navigation incident within the port involving a pilot the following precautionary actions will be taken, pending the result of a full investigation:

7.1.1 The Pilot will be placed upon suspension until completion of the investigation.

7.1.2 The Pilot will undertake a Drug and Alcohol test as soon as possible after the incident, in accordance with the companies Drugs and Alcohol Policy.


8.0 Pilot Licence Revocation or Suspension

8.1 The CHA has the right to suspend or revoke a Pilots Licence if:


8.1.1 it is no longer satisfied that the holder has the necessary skills, experience and local knowledge necessary to safely pilot a vessel within the CHA Area.

8.1.2 it is shown that the holder provided false information in the application for the issue of that licence.

8.1.3 it is shown that the holder has been guilty of professional misconduct, or in respect of any marine casualty which may have occurred, whilst they were conducting the pilotage of a vessel within any part of the CHA's pilotage area.

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- 8.1.4 it is shown that the holder has breached the Port's drug and alcohol policy whilst they were conducting the pilotage of a vessel within any part of the CHA's pilotage area.
- 8.1.5 it is no longer satisfied that the holder has the necessary levels of fitness, or is medically unfit, to safely pilot a vessel within the CHA's Area.
- 8.2 The decision to revoke or suspend an individual Pilots Licence, outside of a formal Licence Revalidation, will be undertaken by the Great Yarmouth Pilotage Misconduct Committee (GYPMC). This committee will comprise:
- 8.2.1 The Port Director.
- 8.2.2 The Senior Manager Marine Operations.
- 8.2.3 The Senior Pilot (except in the case of the Senior Pilot where an independent expert will be employed.)
- 8.2.4 The GYPA Chairman.
- 8.3 The process for suspension or revocation of a Pilots Licence is detailed below:
- 8.3.1 The licence holder will receive formal notification that the CHA is considering taking action to suspend or revoke a Pilot Licence.
- 8.3.2 The licence holder will be summoned to appear before the Pilotage Misconduct Committee, where they will be able to make a representation and have the opportunity to answer any complaint or charge made against them.
- 8.3.2.1 The licence holder has the right to be accompanied by a colleague or Union representative.
- 8.3.3 The Pilotage Misconduct Committee will consider the case and issue one of the following rulings:
- 8.3.3.1 Take no action. The licence remains as originally issued.
- 8.3.3.2 Issue a formal written warning to the individual but the licence remains as originally issued.
- 8.3.3.3 Issue a formal written warning to the individual and recommend to the Great Yarmouth Port Authority that the Licence be restricted in accordance with Paragraph 1.4 of this schedule.
- 8.3.3.4 Recommend to the Great Yarmouth Port Authority the suspension of the Pilotage Licence.

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8.3.3.5 Recommend to the Great Yarmouth Port Authority the revocation the Pilotage Licence.

8.3.4 In case of a recommendation of restriction, suspension or revocation the Great Yarmouth Port Authority will consider the recommendation of the Pilotage Misconduct Committee and:

8.3.4.1 Restrict the licence in accordance with Paragraph 1.4 of this schedule.

8.3.4.2 Suspend the Pilotage Licence.

8.3.4.3 Revoke the Pilotage Licence.

8.4 A formal warning will last for the period as detailed in the latest company disciplinary policy.

8.5 Three formal warnings will incur the automatic Suspension of a Pilot's Licence and require the licence holder to undertake a revalidation on completion of the suspension.


8.6 Suspension of a Licence shall be for a period of 28 days. The period of suspension will commence from the date of issue of the letter of suspension.

8.7 Two formal suspensions of a licence for misconduct will incur the automatic revocation of a Pilots Licence upon the next proven charge of misconduct.

9.0 Appeals

9.1 The Pilotage Act 1987 provides a right for a Pilot to make representation in the event of a suspension or revocation of a Licence.

9.2 In all cases the decisions of the CHA Licensing Committee and Misconduct Committee will be final.

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	Schedule 3		

PILOTAGE EXEMPTION CERTIFICATES

Schedule 3

1.0 Pilotage Exemption Certificate


- 1.1 The Master or a certified Deck Officer, of a Compulsory Pilotage Vessel, trading to and from the Port of Great Yarmouth may be granted a Pilotage Exemption Certificate (PEC) by the CHA, providing that the 'Criteria of Qualification' can be satisfied.

2.0 Criteria of Qualification

- 2.1 The 'Criteria of Qualification' are designed to ensure that the applicant for a PEC has the, knowledge, skills, training and experience to safely navigate their vessel across the broad spectrum of conditions encountered in the port.
- 2.2 The criteria are:
- 2.2.1 Documented evidence that the applicant holds the relevant, validated, Certificate of Competency for the vessel that the PEC application is for.
 - 2.2.2 Documented evidence that the applicant has a valid medical certificate.
 - 2.2.3 An effective working knowledge of the English language, with particular emphasis on Standard Maritime Communication Phrases.
 - 2.2.4 Has passed a written examination on the Port.
 - 2.2.5 Have undertaken the required number of formal qualifying assessment trips as detailed in Appendix 1.
 - 2.2.6 To have completed an oral examination on the Port.

3.0 Pilotage Notification and Charges

- 3.1 There is a legal duty for the Master of a vessel to take a Pilot if required by Pilotage Directions issued by the CHA unless the vessel is to be piloted by the holder of a valid PEC. Before entering or leaving the CHA area the Master must give a Pilotage Notification stating that a Pilot is required or that a PEC holder will be undertaking the Pilotage and identifying that PEC holder with the relevant PEC Reference Number.

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- 3.2 Any vessel under pilotage in Great Yarmouth Pilotage Area, where the pilotage is undertaken by a PEC holder, will be subject to a reasonable charge for each act of pilotage undertaken.

4.0 PEC Application

- 4.1 Application forms to request a PEC are available from the Great Yarmouth Harbour Office and the website. Completed application forms should be submitted in writing to the Harbour Office.
- 4.2 The application must clearly identify the individual applicant, the vessel or vessels for which the Certificate is to be held and the area or areas for which it is to be valid.
- 4.3 Vessel and area classifications, along with the number of qualifying pilotage acts, are detailed in the appendices to this Schedule.
- 4.4 The latest charges applicable at time of application will be included with the application pack, along with a copy of the process and a copy of the examination syllabus.
- 4.5 The latest charges associated with the administration, examination and renewal charges will be reviewed annually.

5.0 PEC Process


- 5.1 The intention of the PEC process is to ensure the Port Authority that the applicant has sufficient theoretical knowledge, practical experience and exposure to the full range of conditions to safely navigate within the CHA Area.
- 5.2 The process to be followed by any applicant for a PEC is:
- 5.2.1 On receipt of a completed application form the name and vessel of the applicant will be noted and logged as 'Probationary'.
- 5.2.2 The Great Yarmouth Pilots will be informed of the application.
- 5.2.3 The applicant will be invited to undertake the written examination at the Harbour Office, to ensure a sufficient base level of knowledge to begin the practical assessments.
- 5.2.4 The applicant may begin logging qualifying acts of pilotage for the area or areas applied for on successful completion of the written examination.
- 5.2.5 On completing the required number of acts of pilotage for the area or areas applied for in the PEC, the applicant will be required to attend and successfully pass an oral examination on the Port.

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5.2.6 The applicant will make a formal written application for award of the PEC.

6.0 Standards and Assessment

- 6.1 PEC holders will be required to meet the same examination and practical assessment standards as required for an authorised pilot for that vessel and area of operation.
- 6.2 The written and oral examinations are designed to ensure an applicant has a sound level of knowledge of the following areas:
 - 6.2.1 Radio Telephony
 - 6.2.2 Passage Planning
 - 6.2.3 Hydrography of the Port
 - 6.2.4 Hydrology of the Port
 - 6.2.5 Port Berths, including types and restrictions
 - 6.2.6 Shiphandling
 - 6.2.7 Berthing and Mooring
 - 6.2.8 Charting
 - 6.2.9 Meteorology, including prevailing conditions
- 6.3 All qualifying acts of pilotage must be recorded, witnessed by the applicant and counter signed by the accompanying Authorised Pilot or qualified PEC holder for the vessel for which the application has been made. As a minimum the following information should be recorded for each pilotage act:
 - 6.3.1 Date and time of day
 - 6.3.2 Duration
 - 6.3.3 Locations from and to
 - 6.3.4 Vessel details, including draught, machinery state and lading
 - 6.3.5 Prevailing weather and wind conditions
 - 6.3.6 The state of tide
- 6.4 The applicant must be present on the Navigation Bridge for the duration of a PEC qualification or assessment act of pilotage.

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- 6.5 The applicant must have understudied the Pilot and/or had effective responsibility for the conduct of the vessel under the direct supervision of the Pilot.
- 6.6 During a qualification or assessment act of pilotage the embarked Pilot or qualified PEC holder retains full responsibility for the conduct of the vessel for the duration of the pilotage.
- 6.7 On completion of each qualifying or assessment act of pilotage the embarked Pilot will provide an immediate verbal debrief to the applicant. They will also provide a short written debrief on the act of pilotage, within 48 hours of the act being undertaken, providing copies to the Senior Pilot and Harbour Office.
- 6.8 After the minimum number of qualifying acts, as laid out in Appendix 1, any consistent deficiencies or negative aspects raised in such reports will be considered by the Pilotage Examination Committee and may result in either:
- 6.8.1 The applicant being required to undertake additional acts of pilotage to prove capability or;
- 6.8.2 The application for a PEC being denied.

7.0 Pilotage Examination Committee

- 7.1 The Great Yarmouth Pilotage Examination Committee (GYPEC) consists of the following members:
- 7.1.1 Senior Manager Marine Operations.
- 7.1.2 The Senior Pilot.
- 7.1.3 Marine Operations Manager – Responsible for Pilotage Management.
- 7.2 Great Yarmouth Port Authority are the arbiter of Pilotage standards within the Port of Great Yarmouth and retain the powers to issue, deny, suspend or revoke a PEC, under the Pilotage Act Section 8 (6) & Section 3 of the Marine Navigation Act 2013.

8.0 PEC Issue

- 8.1 On successful completion of the PEC applicant's oral examination, an applicant will formally apply for their PEC to the Great Yarmouth Port Authority.
- 8.2 The Pilotage Examination Committee will convene and review both the tripping reports and examination results of the applicant prior to making a recommendation to the Great Yarmouth Port Authority. The possible recommendations are:

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8.2.1 Issue of a PEC as requested.

8.2.2 Recommendation for a further period of Probationary assessment.

8.2.3 Denial of the requested PEC.

8.3 Great Yarmouth Port Authority will consider the application and recommendation of the GYPEC and may:

8.3.1 Issue a PEC as requested.

8.3.2 Require a further period of Probationary assessment.

8.3.3 Deny the issue of a PEC.

8.4 A PEC will:

8.4.1 be valid for 12 months from date of issue.

8.4.2 Be uniquely numbered and identified to a single individual.

8.4.3 Be annotated with the name of the vessel or vessels it relates to.

8.4.4 Be annotated with the specific area/areas of operation.

8.4.5 Be non-transferable.

8.5 On issue both the PEC holder and their employer will be required to sign a User's Letter of Agreement which details the terms of use of the PEC.


8.6 A PEC holder will be required to strictly conform to all local Pilotage requirements and applicable extant legislation.

9.0 PEC Amendments

9.1 Application forms to request to amend a PEC are available from the Great Yarmouth Harbour Office and the website. Completed application forms should be submitted in writing to the Harbour Office.

9.2 The application must clearly identify the individual applicant, the unique number of the PEC, the vessel or vessels and/or area for which the amendments are required.

9.3 Where a requested amendment for a class of vessel and/or operating area remains within that already awarded to the applicant then the granting of the amendment is likely to be an administrative procedure.

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- 9.4 Where an additional class of vessel and/or operating area is requested then the applicant will have to undertake the required acts of pilotage for the new vessel/area to demonstrate competency. The applicant will not be required to undertake the written or examination as part of the assessment but will require and oral examination for the new area.
- 9.5 The Port reserves the right to amend the above requirements to those it deems fit and proper to ensure the safe navigation of vessels within the CHA area, dependent on the applicant, requested amendments or prevailing circumstances and conditions.

10.0 PEC Renewal

- 10.1 Holders will be required to renew their PEC annually.
- 10.2 Renewal will take the following form:
- 10.2.1 A formal application for renewal must be made in writing to the Harbour Office.
- 10.2.2 Documented evidence that the applicants, Certificate of Competency for the vessel remains valid.
- 10.2.3 Documented evidence that the applicants medical certificate remains valid.
- 10.2.4 Documented evidence that at least 6 qualifying acts of pilotage, 2 of which must have been at night, have been undertaken in the last 12 months.
- 10.2.5. Payment received.
- 10.3 If no application for renewal is received by the renewal date, the PEC will automatically be cancelled at midday on the renewal date.
- 10.4 If a PEC has been cancelled, through failure to renew, then a Pilot must be embarked for all compulsory moves.

11.0 Insufficient Acts of Pilotage

- 11.1 Where a PEC holder has not achieved the required acts of pilotage to renew a PEC in accordance with Section 10 of this schedule, then a PEC will automatically be cancelled at midday on the renewal date.
- 11.2 If a PEC has been cancelled, through insufficient acts of pilotage, then a Pilot must be embarked for all compulsory moves.
- 11.3 Where a PEC has been cancelled, through insufficient acts of pilotage, and the holder wishes to regain their PEC they will have to undertake the full

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revalidation procedure as detailed in Section 12. In such a case the revalidation must commence and be completed within 3 months of the renewal date or a new, full application will be required.

12.0 PEC Revalidation


- 12.1 PEC holders will be required to revalidate their PEC every 5 years from date of issue.
- 12.2 Revalidation will take the following form:
 - 12.2.1 A formal oral examination on all aspects of pilotage within the Port.
 - 12.2.2 A formal practical assessment of at least 6 acts of pilotage across a spectrum of conditions. At least 2 acts of pilotage must be conducted at night.
 - 12.2.3 The Pilotage Examination Committee will convene and review both the tripping reports and examination results of the applicant prior to making a recommendation to the Great Yarmouth Port Authority. The possible recommendations are:
 - 12.2.3.1 Revalidation of the PEC.
 - 12.2.3.2 Suspension of a PEC, awaiting further assessment.
 - 12.2.3.3 Revoke a PEC.
 - 12.2.4 Great Yarmouth Port Authority will consider the application and recommendation of the GYPEC and may:
 - 12.2.4.1 Revalidate the PEC.
 - 12.2.3.2 Suspended the PEC, awaiting further assessment.
 - 12.2.3.3 Revoke the PEC.

13.0 PEC Revocation or Suspension

- 13.1 The CHA has the right to suspend or revoke a PEC if:
 - 13.1.1 it is no longer satisfied that the holder has the necessary skills, experience and local knowledge necessary to safely pilot a vessel within the CHA Area.
 - 13.1.2 it is shown that the holder provided false information in the application for the issue of the PEC.

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- 13.1.3 it is shown that the holder has been guilty of professional misconduct, or in respect of any marine casualty which may have occurred, whilst they were conducting the pilotage of a vessel within any part of the CHA's pilotage area.
- 13.1.4 it is shown that the holder has breached the Ports drug and alcohol policy whilst they were conducting the pilotage of a vessel within any part of the CHA's pilotage area.
- 13.1.5 it is no longer satisfied that the holder is medically fit, to safely pilot a vessel within its's CHA's Area.
- 13.1.6 it is shown that the PEC holder was not piloting the vessel for an act of pilotage for which the CHA had been notified that the holder would be the person in control of the vessel.
- 13.2 The decision to revoke or suspend a PEC, outside of a formal Revalidation, will be undertaken by the Great Yarmouth Pilotage Misconduct Committee (GYPMC). This committee will comprise:
- 13.2.1 The Port Director.
- 13.2.2 The Senior Manager Marine Operations.
- 13.2.3 The Senior Pilot.
- 13.3 The process for suspension or revocation of a PEC is detailed below:
- 13.3.1 The PEC holder will receive formal notification that the CHA is considering taking action to suspend or revoke a PEC.
- 13.3.2 The PEC holder will be summoned to appear before the Pilotage Misconduct Committee, where they will be able to make a representation and have the opportunity to answer any complaint or charge made against them.
- 13.3.3 The Pilotage Misconduct Committee will consider the case and issue one of the following rulings:
- 13.3.3.1 Take no action. The PEC remains as originally issued.
- 13.3.3.2 Issue a formal written warning to the individual but the PEC remains as originally issued.
- 13.3.3.3 Suspend the PEC.
- 13.3.3.4 Revoke the PEC.
- 13.4 A formal warning will last for the duration of the PEC.
- 13.5 Three formal warnings will incur the automatic Suspension of a PEC.

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13.6 Suspension of a PEC be for a period of 28 days, or for the next 8 acts of pilotage where the individual would be expected to have conducted the pilotage as a PEC, whichever is the longer. The period of suspension will commence from the date of issue of the letter of suspension.

13.7 Two suspensions of licence will incur the automatic revocation of a PEC.

14.0 Appeals

14.1 The Pilotage Act 1987 provides a right for a Pilot to make representation in the event of a suspension or revocation of a Licence.

14.2 In all cases the decisions of the CHA Licensing Committee and Misconduct Committee will be final.

15.0 Safety of Navigation

15.1 A PEC holder may be compelled to take a Pilot, if for any reason, it is deemed by the Port Authority or Master that their vessel may be a potential hazard to safe navigation within the CHA Area. Examples are:

15.1.1 Vessels carrying dangerous goods or polluting cargos that have any defects or deficiencies, either of machinery or personnel that may be prejudicial to safe navigation. e.g. loss of a radar, reduced manning through sickness.

15.1.2 A vessel with main engine or steering difficulties.

15.1.3 A vessel in distress.

15.2 In any such case the Master is required to notify the port at least 2 hours prior the vessels arrival, declaring any defects.

16.0 Reporting Navigational Changes


16.1 It is the duty of PEC holders to notify the Port, when they observe during an act of pilotage, any alterations in:

16.1.1 depths

16.1.2 the position of navigable channels

16.1.3 the position and characteristics of harbour marks and lights

16.1.4 or that any sea marks of the National Lighthouse Authority are out of place, do not conform or show their proper distinctive character.

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16.2 Such a report can be made immediately via VHF and/or as soon as practicable in writing to the Port.

17.0 Reporting Collisions, Groundings and Close Quarter Situations

17.1 It is the duty of a PEC holder to notify the Port and Maritime and Coastguard Agency (MCA) immediately, when a vessel piloted by the PEC holder has:

17.1.1 touched the ground

17.1.2 been in collision with any other ship, fixed or floating object


17.1.3 been in a close quarters situation with any other ship, fixed or floating object.

17.2 As soon as practicable after the incident the PEC Holder shall provide a written report on the occurrence to the Port and the MCA within 7 days of the incident.

17.3 Should an incident occur the PEC holder will have their Certificate suspended until completion of the relevant incident investigation.

18.0 Reporting Concerns

18.1 In accordance with the Port's Marine Safety Management System, PEC holders are required to report to the CHA any concerns they may have regarding the safety of navigation within the Pilotage Area. MCA Marine Guidance Note MGN 289 (M+F) Annex A – Reporting Requirements gives detailed guidance.

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PILOTAGE EXEMPTION CERTIFICATES

Appendix 1

1.0 Pilotage Exemption Certificate

- 1.1 The Master or a certified Deck Officer, of a Compulsory Pilotage Vessel trading to and from the Port of Great Yarmouth may be granted a Pilotage Exemption Certificate (PEC) for the River Port after completing the required minimum number of acts of pilotage and passing the requisite examinations for the issue of a PEC.


2.0 Minimum Number of Voyages

- 2.1 The table below gives the minimum number of acts of pilotage required for the issue of a PEC for each class of vessel for each Port Area.

Certificate Class	Length Overall of Vessel	Minimum Number of Acts of Pilotage
River Port		
1	Over 86 m	20
2	66 m to 86 m	15
3	51m to 65 m	10
4	Under 50 m	10
Outer Harbour		
1	Over 150 m	20
2	66 m to 150 m	15
3	51m to 65 m	10
4	Under 50 m	10

3.0 Other Qualifiers

- 3.1 Qualifying acts of pilotage will only be counted after successful completion of the written examination.
- 3.2 At least 50 % of the requisite acts of pilotage shall have been conducted in the hours of darkness.
- 3.3 At least 75% of the requisite acts of pilotage shall have been inwards.
- 3.4 At least 75% of the requisite acts of pilotage shall have been performed in the vessel for which the certificate is requested.

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4.0 Exemptions

- 4.1 These requirements shall not apply to vessels less than or equal to 40 metres length over all.
- 4.2 These requirements shall not apply to fishing vessels having a registered length less than or equal to 47.5 metres length overall.

5.0 Exceptions

- 5.1 The Masters and suitably Qualified Deck Officers of multi-screw vessels or dredgers may, at the discretion of the Authority, be required to complete only one-half of the specified minimum number of voyages.