

Montrose Port Authority



Pilot Exemption Certificate Procedure (PEC) OP-027

003	17/11/2022	Marine Coordinator	Harbour Master
Revision	Revision Date	Document Owner	Document Approver

Amendments

Revision	Revision	Description of Amendment
003	17/11/2022	Full review with Harbour Master
002	08/02/2022	CEO/Harbour Master Approval & Appendix F amended.
001	04/02/2022	Include the terms Masters/1st Mates throughout document
000	01/02/2022	Approval
000	01/02/2022	Initial Draft

Contents

1	INTRODUCTION	4
2	INITIAL APPLICATION.....	4
3	TRIPPING.....	4
4	ASSESSMENT	4
5	PEC THEORY EXAMINATION	5
5.1	BOOKING THEORY EXAMINATIONS	5
6	TUGS.....	5
7	PEC RENEWALS PROCEUDRE	6
8	CHANGE OF VESSEL	6
9	PEC SUSPENSION.....	6
10	PEC REVOCATION	7
11	REVIEW AND RECORD KEEPING	7
	APPENDIX A – PEC APPLICATION FORM	8
	APPENDIX B - CERTIFICATE OF QUALIFYING VOYAGE ACCOMPANIED BY AN AUTHORISED PILOT	9
	APPENDIX C – PILOT EXEMPTION CERTIFICATE TRIP LOG.....	10
	APPENDIX D– PEC APPLICATION FLOW CHART.....	11
	APPENDIX E– PEC RENEWAL FLOW CHART	12
	APPENDIX F – PILOTAGE EXEMPTION CERTIFICATE FEES.....	13

OP-027	Pilot Exemption Certificate (PEC)	Page 4 of 13
	Operations Procedure	

1 INTRODUCTION

This procedure is to provide guidance to Masters/1st Mates who wish to obtain or renew their existing PEC'S.

Pilot exemption certificates are valid for 12 months from the date of issue and are issued by Montrose Port Authority in line with statutory requirements of the Pilotage Act 1987 as amended by the Marine Navigation act 2013.

2 INITIAL APPLICATION

Masters/1st Mates wishing to obtain a Pilot Exemption Certificate for Montrose harbour should request a PEC Application pack by emailing pec@montroseport.co.uk

PEC Application pack includes;

- Application for Pilot Exemption Certificate
- PEC Application Induction
- PEC Procedures
- MPA Bye-Laws
- MPA Pilotage Directions
- Port Plan
- Theory Exam Syllabus

3 TRIPPING

Applicants shall require to satisfy the Harbour Master as to their local knowledge and that during the previous 12 month period, they have completed a minimum of 24 voyages in various tidal conditions to and from the Harbour (12 arrivals and 12 departures) with effective responsibility for the conduct of the vessel when entering or departing from the Harbour under the direct supervision (and ultimate control) of a Pilot. 12 of the voyages should be in daylight and 12 should be in darkness.

Each voyage must be recorded on a *Certificate Of Qualifying Voyage* form found in Appendix B. The form must be signed by an authorised Pilot to be counted towards eligible runs, completed correctly and emailed to pec@montroseport.co.uk

Prior to entry a Master/1st Mate completing a trip with a Pilot must make a declaration to Port Control on VHF Ch 12 telling them that it is a trip with a pilot for the purposes of PEC application.

4 ASSESSMENT

Following the appropriate trips for PEC application, one practical assessment with a Pilot is required where the Pilot will observe the applicant and record the voyage on a *Certificate Of Qualifying Voyage* form found in Appendix B.

OP-027	Pilot Exemption Certificate (PEC)	Page 5 of 13
	Operations Procedure	

5 PEC THEORY EXAMINATION

The final part of a Pilot Exemption Certificate application is a theory examination. This exam contains the following subjects, but it not limited to the following;

- Depths
- Tidal Flows
- Berth Headings
- Berth names and locations
- Navigation aids
- Prevailing weather conditions and effect of this weather
- Port Control procedures
- Onboard emergencies

5.1 BOOKING THEORY EXAMINATIONS

Applications for examinations should be requested where possible 2 weeks before an examination is required to the following email address

pec@montroseport.co.uk

Provisional exam dates and times can be arranged up to 2 weeks before and confirmed at least 24 hours before an examination. This can either be arranged by the Master/1st Mate directly or via an appointed agent. Short notice examinations may be considered if such an examination can be accommodated within the days operational plans.

Theory Examination is also required for Masters/1st Mates who have let their PEC expire.

Examinations are generally held at the Montrose Harbour Office and candidates are expected to present themselves at the appointed time with their application, assessment record sheets and certificate of competency.

PEC Examinations are charged in accordance with the fees in appendix F.

6 TUGS

Either active use of a tug or having a tug in close standby **is compulsory pilotage** and PECs are not valid for that activity. **No trip logs will be signed for any act involving a tug.**

OP-027	Pilot Exemption Certificate (PEC)	Page 6 of 13
	Operations Procedure	

7 PEC RENEWALS PROCEUDRE

PEC'S are valid for 12 months from the date of issue. PEC holders are expected to submit a request for renewal at least 1 month prior to the expiry of existing PEC. This request should be emailed to pec@montroseport.co.uk and include;

- Trip logs for the calendar year (minimum of 6 in and 6 out) Submitted on PEC Trip Log Form in Appendix C.
- Evidence of 1 trip in and 1 trip outward with an Montrose Harbour Pilot. Submitted on CERTIFICATE OF QUALIFYING VOYAGE ACCOMPANIED BY AN AUTHORISED PILOT IN APPENDIX B (These accompanied trips are to be included in 6 arrivals and 6 departures required to revalidate.)
- Additional vessels to be added if required (see section 8)
- Invoicing requirements (agent or owners)
- Masters/1st Mates who do not wish to renew are also requested to inform MPA.

PEC holders can send in validating trips logs at any point during the year.

PEC holders are reminded that either active use of a tug or having a tug in close standby is compulsory pilotage and their PECs are not valid for that activity. No trip logs will be signed for any act involving a tug.

PEC holders can request a pilot for the required verification trips at any point during the year. Verification trips can only be done for 1 PEC holder per inward or outward voyage.

Owners can request that their PEC holders are renewed but individual Masters/1st Mates must still submit their renewal paperwork before any renewed PEC is issued via email to pec@montroseport.co.uk

8 CHANGE OF VESSEL

Vessel changes to an existing PEC will require consultation with the Harbour Master. Please email pec@montroseport.co.uk in the first instance.

9 PEC SUSPENSION

Pilot exemption certificates may be suspended for the following reasons;

- a) PEC holder has been involved in an incident that requires an investigation
- a) PEC holder fails to inform Montrose Harbour of a reportable incident involving his vessel
- a) PEC holder is suspected of manoeuvring the vessel in Dynamic Positioning.

OP-027	Pilot Exemption Certificate (PEC)	Page 7 of 13
	Operations Procedure	

- a) PEC holder is suspected of any acts of misconduct which will include contravention of the Montrose Port Authority Bye-laws or any other national or international regulation,
- a) PEC holder is suspected to be under the influence of drugs or alcohol whilst in charge of a vessel in Montrose harbour

Pilot exemption certificates can be suspended for a period of 28 days. Pilot exemption holder will be informed in writing of the intention to suspend their Pilot exemption and give the holder reasonable opportunity to represent themselves.

10 PEC REVOCATION

Pilot exemption certificates will be revoked for the following reasons;

- a) PEC holder is found guilty of any acts of misconduct which will include contravention of the Montrose Port Authority Bye-laws, Port Control instructions or Harbour Masters directions, National or International regulations.
- a) PEC holder is found to be under the influence of drugs or alcohol whilst in charge of a vessel in Montrose harbour.

11 REVIEW AND RECORD KEEPING

This procedure will be reviewed on an annual basis by the Marine Management Team or in the event of a change in procedures, operations or incidents.

PEC's will be issued with a unique number and details of each holder will be held on Montrose Port's MyCompliance software for the purposes of verification and revalidation of Pilot Exemption Certificates.

APPENDIX A – PEC APPLICATION FORM

MONTROSE PORT AUTHORITY PILOTAGE DISTRICT
APPLICATION FOR PILOT EXEMPTION CERTIFICATE
 Email completed forms to pec@montroseport.co.uk



I hereby make application for a Pilot Exemption Certificate for Montrose Port Authority Pilotage District.

I agree to the following information to held by Montrose Port Authority for the sole purpose of issuance and verification of a Pilot exemption certificate

Applicant signature

Particulars of Applicant:

Position: Masters/1st Mates (Delete as applicable)

Full Name

Date of Birth

Heightft/in.cm.

Colour of Hair

Colour of Eyes

Certificate of Competence:

- a) Number
- b) Date & Place of Issue
- c) Name of Vessel (s)
- d) Owner
- e) Loaded Mean Draft
- f) Gross Tonnage
- g) Net Register Tonnage
- h) Port of Registry
- i) IMO Number
- j) Propulsion configuration.....

APPENDIX B - CERTIFICATE OF QUALIFYING VOYAGE ACCOMPANIED BY AN AUTHORISED PILOT

**APPLICATION FOR PILOTAGE EXEMPTION CERTIFICATE
 CERTIFICATE OF QUALIFYING VOYAGE ACCOMPANIED
 BY AN AUTHORISED PILOT**

This Certificate must be completed by applicants for a Pilotage Exemption Certificate in the Montrose Port Authority Pilotage District and must be countersigned by the accompanying authorised Pilot.

TICK VOYAGE TYPE	TRIPPING	
	ASSESSMENT	

THIS IS TO CERTIFY THAT(Print Name)

Being Master/1st Mate of M.V.

Has completed an INWARD / OUTWARD* Voyage in DAYLIGHT / DARKNESS* at MONTROSE HARBOUR

Between (time) and On (date)

Signed: Name:
 (Authorised Pilot)

Signed:
 (PEC Applicant)

Capacity of PEC Applicant:

Notes: Tidal Conditions:

Weather:

Sea Conditions in Approaches:

Miscellaneous:

PEC holders are reminded that either active use of a tug or having a tug in close standby is compulsory pilotage and their PECs are not valid for that activity. No trip logs will be signed for any act involving a tug.

APPENDIX C – PILOT EXEMPTION CERTIFICATE TRIP LOG

PILOT EXEMPTION CERTIFICATE TRIP LOG FOR RENEWALS

I hereby certify that the following are the only occasions during the year on which I have navigated within the Montrose Harbour Pilotage District as an authorised PEC holder

PEC number

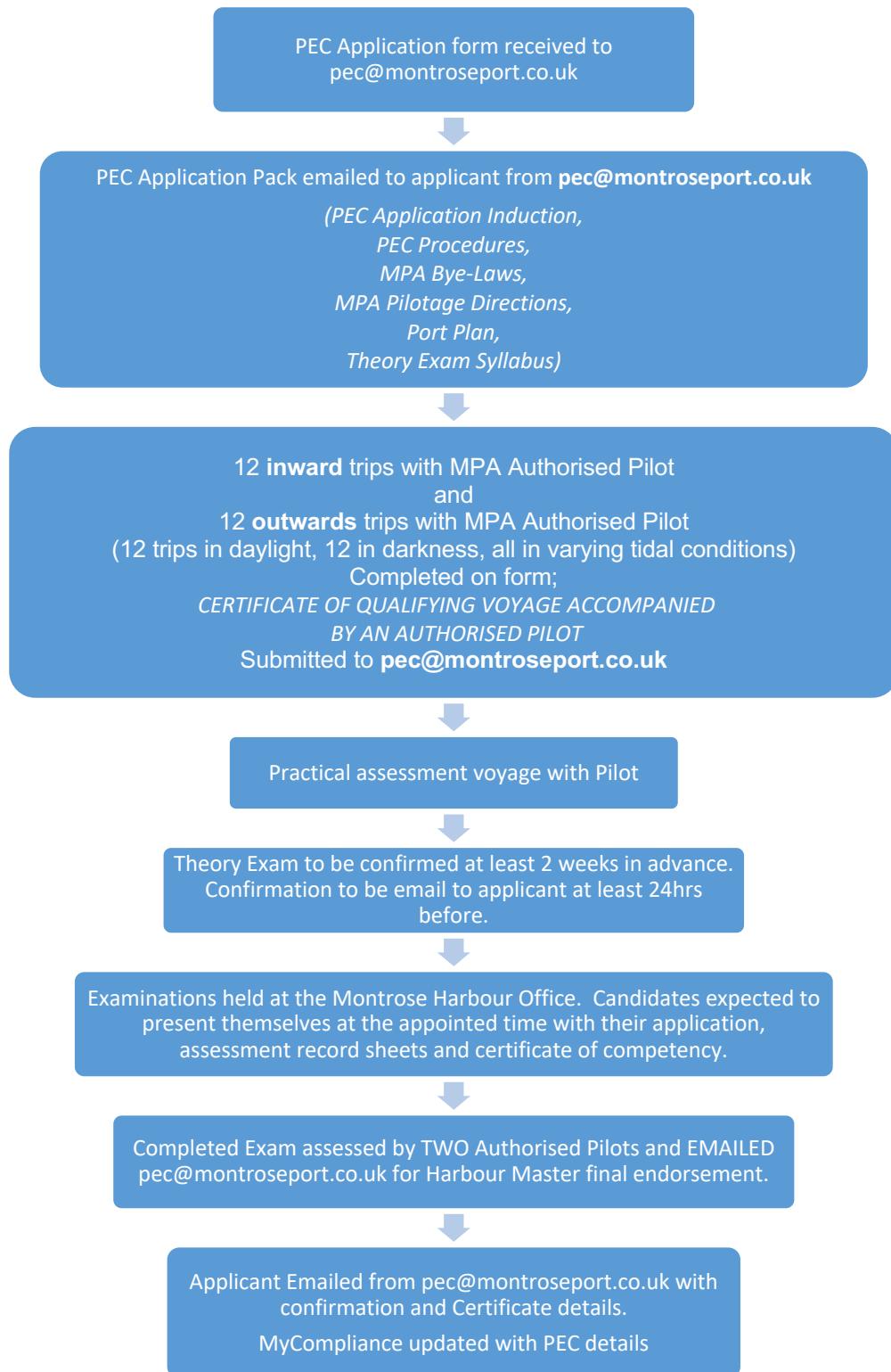
Vessel	Gross Tonnage	Date		Deepest Draught	
		Inward	Outward	Inward	Outward

To Montrose Port Authority

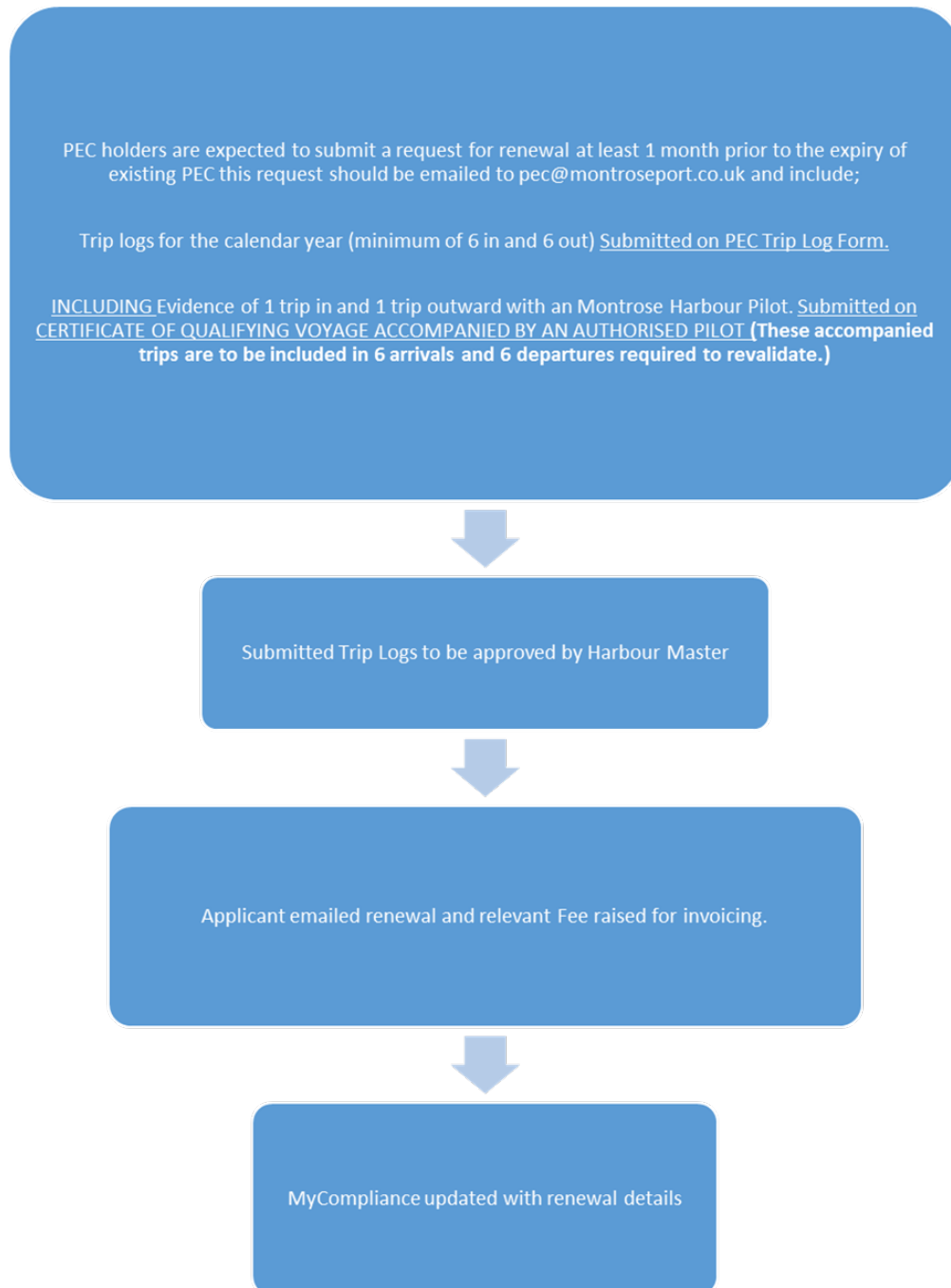
Signed:
 Master/1st Mate (Delete as applicable)

PEC holders are reminded that either active use of a tug or having a tug in close standby is compulsory pilotage and their PECs are not valid for that activity. No trip logs will be signed for any act involving a tug.

APPENDIX D– PEC APPLICATION FLOW CHART



APPENDIX E– PEC RENEWAL FLOW CHART



OP-027	Pilot Exemption Certificate (PEC)	Page 13 of 13
	Operations Procedure	

APPENDIX F – PILOTAGE EXEMPTION CERTIFICATE FEES

- a) Theory examination* for and issue of a PEC (includes one re-sit): £490
- b) Tripping voyages** for the application of a PEC will be charged as an act of pilotage per inbound or outbound trip.
- c) Assessment trips for PEC's will be charged at 50% of the published pilotage charge for the vessel. This charge for an assessment is in addition to the published pilotage charge for the vessel.
- d) A vessel using a PEC shall pay a fixed fee as per current port tariff.
- e) Charge for replacement of lost PEC card £35

* See section 5

** See section 3