

PD TEESPORT LIMITED

TEES AND HARTLEPOOL PILOTAGE DISTRICT

**GUIDANCE NOTES FOR MASTERS OR FIRST MATES
APPLYING FOR A PILOTAGE EXEMPTION CERTIFICATE
IN ACCORDANCE WITH SECTION 8 OF THE PILOTAGE ACT 1987**

These Notes do not form part of, but should be read in conjunction with, Pilotage Direction 2010, issued by PD Teesport, as the Competent Harbour Authority for the Ports of Tees and Hartlepool.

1. Pilotage Exemption Certificate

- 1.1 A Pilotage Exemption Certificate ("Certificate") will only be granted to bona fide Masters or First Mates upon written application and following examination, provided that the applicant complies with the passage requirements specified in paragraph 2.3.
- 1.2 A Certificate will be granted for specific areas of the Port.
- 1.3 A Certificate may be endorsed for tug usage for "pushing up" only, not for "making fast".
- 1.4 A Certificate will be valid for a period not exceeding one year from the date on which it is granted, or one year from the last exercise thereof, whichever is the sooner.

2. Passage Requirements

- 2.1 A passage means an arrival to a berth from sea or a sailing from a berth to sea within the area for which the Certificate is required.
- 2.2 A minimum of 24 passages must be completed within the 12 consecutive months immediately preceding the date of application, comprising of at least 12 arrivals and 12 sailings.

These passages must be completed with a Tees Bay Pilot on board.

2.3 Of the 24 passages required:

- 2.3.1 4 must be observed by a Senior First Class Tees Bay Pilot.
- 2.3.2 If the applicant requires the Certificate to be endorsed for tug usage, then 4 passages involving tugs "pushing up" (not "making fast") must be observed by a Senior First Class Tees Bay Pilot.

(These passages will count as the 4 required in paragraph 2.3.1 above.)

- 2.3.3 It is the responsibility of the applicant to arrange the Observed Passages and submit the completed and signed original Observed Passage Report Forms to the Harbour Master. (See paragraph 4.)

- 2.4 The Observed Passages must be carried out towards the end of the 24 qualifying passages and not at the beginning.
- 2.5 Observed Passages must not be carried out when the prevailing weather conditions preclude safe embarkation/disembarkation of vessels in Tees Bay and the compulsory pilotage for the approach channel from Tees North Buoy to the inner limit of the Seaton Turning Area is suspended.
- 2.6 In the case of Certificate renewals, the 24 passages must be completed with the Certificate holder exercising his licence and not with a licensed Pilot on board, except when a Pilot is on board for the purpose of observing a tug passage or because a tug is made fast.

3. **Tees VTS Centre Visit**

- 3.1 Before submitting an initial application for a Pilotage Exemption Certificate, the applicant must complete a visit to the Tees VTS Centre, which is located at the Harbour Master's Office, Ferry Road, Middlesbrough, TS2 1PL.
- 3.2 The visit will allow the applicant the opportunity to familiarise himself with Port Operational Procedures, discuss the Lane Guidance System, see the latest Survey Charts and clarify issues relating to the Written and Oral Examinations.
- 3.3 The visit should be arranged by contacting the Harbour Master's Secretary (see paragraph 12).

4. **Method of Application**

- 4.1 A completed Application Form must be submitted to the Harbour Master (see paragraph 12).
- 4.2 The following documents must accompany the application:
 - Observed Passage Reports
 - Copy of Certificate of Competency
 - Copy of Medical Certificate

5. **Examination**

- 5.1 Subject to satisfactory verification of the application, arrangements will be made for the examination to take place on a date and at a time agreed between the Authority and the applicant.
- 5.2 The examination will be held at the Harbour Master's Office during office hours only, i.e., 0900-1700 hours, Monday to Friday, excluding Bank Holidays.
- 5.3 The examination comprises of two separate written papers and an oral.
- 5.4 The applicant may sit both written papers on the same day or on two different days. In either case, a maximum of 4 hours will be allowed for the completion of each paper. Comfort breaks will be allowed.
- 5.5 Arrangements for the oral examination will be made, subject to the applicant attaining the required pass mark in the written papers.

5.6 The examination process (see 5.3 above) must be completed within 6 months of the final qualifying passage.

6. **Scale of Fees**

6.1 A fee of £450.00 will apply in respect of issuing a Certificate following written and oral examinations.

6.2 A fee of £350.00 will apply in respect of issuing a Certificate following an oral examination only.

6.3 A fee of £75.00 will apply in respect of renewing a Certificate.

7. **Renewal of a Certificate/Maintenance of an Endorsement for Tug Usage**

7.1 A Certificate may be renewed for a further period of 12 months by submitting a completed Application Form, together with the documentation specified therein and subject to the passage requirements set out in paragraphs 2.2 and 2.5 above.

7.2 In order to maintain an Endorsement for Tug Usage, the PEC holder must complete at least 6 tug passages per annum, 2 of which must be observed by a Senior First Class Tees Bay Pilot.

These passages will count towards the 24 required for annual renewal (see paragraph 2.5 above).

NB: Only those tug passages carried out in appropriate weather conditions will be accepted.

7.3 The completed Application Form should be submitted to the Harbour Master at least 2 weeks prior to the expiry date of the Certificate. Failure to do so may result in having to employ the services of a Tees Bay Pilot.

NB: It is not the policy of the Authority to issue reminders.

8. **Renewal of a Certificate following Expiry**

8.1 If a Certificate has expired, it may be renewed for a further period of 12 months by submitting a completed Application Form, together with the documentation specified therein and subject to the following requirements:

8.1.1 Certificate Expired for up to 6 months:

8.1.1.1 A minimum of 24 passages must be completed within the 12 consecutive months immediately preceding the date of application.

8.1.1.2 Of the 24 passages required, 2 must be observed by a Senior First Class Tees Bay Pilot.

8.1.2 Certificate Expired between 6 and 12 Months:

8.1.2.1 A minimum of 24 passages must be completed within the 12 consecutive months immediately preceding the date of application.

8.1.2.2 Of the 24 passages required, 4 must be observed by a Senior First Class Tees Bay Pilot.

8.1.3 Certificate Expired between 12 and 24 Months:

8.1.3.1 A minimum of 24 passages must be completed within the 12 consecutive months immediately preceding the date of application.

8.1.3.2 Of the 24 passages required, 4 must be observed by a Senior First Class Tees Bay Pilot.

8.1.3.3 Oral Examination.

8.1.4 Certificate Expired in Excess of 24 Months:

8.1.4.1 A minimum of 24 passages must be completed within the 12 consecutive months immediately preceding the date of application.

8.1.4.2 Of the 24 passages required, 4 must be observed by a Senior First Class Tees Bay Pilot.

8.1.4.3 Written and Oral Examinations (see paragraph 4.3).

8.2 The observed passages must be carried out towards the end of the 24 qualifying passages and not at the beginning.

8.3 It is the responsibility of the applicant to arrange the observed passages and submit the completed and signed original Observed Passage Report Forms to the Harbour Master. (See paragraph 4.)

9. **Addition of Approved Vessels**

9.1 The Approved Vessels shown on a Certificate are categorised in accordance with the Tees Bay Pilots' Licensing structure, as shown below:

Licence Category	Maximum Size of Vessel					
	DWT	Gross	OAL (m)	Car Carriers OAL (m)	Hartlepool OAL (m)	Size Indicator
Fourth	4,000	4,000	95	N/A	-	-
Third	8,000	8,000	130	110	-	-
Second	20,000	20,000	175	-	140	-
First Restricted	45,000	45,000	200	-	170	-
First Intermediate	85,000	85,000	230	-	-	195,000

- 9.2 All requests for the addition of vessels to a Certificate must be submitted, in writing, to the Harbour Master.
- 9.3 Where a vessel falls within the same or the next Licence category, it will be added to a Certificate upon satisfactory completion of 4 Observed Passages.
- 9.4 Where a vessel falls within more than one Licence category higher, it will be added to a Certificate upon satisfactory completion of:
 - 9.4.1 4 Observed Passages and, at the Harbour Master's discretion;
 - 9.4.2 an oral examination.

10. **Addition of Berths**

- 10.1 The criteria for adding berths to a Certificate will be determined by the Harbour Master on a case by case basis, following receipt of a written application.

11. **General**

- 11.1 The Harbour Master may suspend or revoke a Certificate:
 - 11.1.1 if the Certificate holder is not in possession of a valid Certificate of Competency and/or Medical Certificate;
 - 11.1.2 if he is concerned about the conduct of the ship, the standard of equipment, including navigation charts, or crew;
 - 11.1.3 it appears that a Certificate has been misused by the holder or Owners/Operators;
 - 11.1.4 if the Certificate holder is guilty of incompetence or misconduct, including failure to comply with national and/or local legislation, including the Authority's Byelaws and General Directions;
 - 11.1.5 if a vessel under the control of the Certificate holder becomes involved in an incident.
- 11.2 The Authority reserves the right to amend all or part of the requirements in respect of application for a Certificate.
- 11.3 A candidate for examination for a Pilotage Exemption Certificate shall be allowed three opportunities only of appearing before the Examination Committee, at intervals of not less than one month within a 12 month period from the date of first examination. Applications may be made on an annual basis.

12. **Applications/General Enquiries**

12.1 All applications should be submitted to the Harbour Master at the following address:

PD Teesport
Harbour Master's Office
Ferry Road
MIDDLESBROUGH
TS2 1PL

Tel: 01642 277201 (Office hours only)

Email: harbourmaster@pdports.co.uk

12.2 Any enquiries should be made to the Harbour Master or Harbour Master's Secretary at the above address.

13. **Application/Renewal Documentation**

13.1 Copies of the following documents may be obtained from the Harbour Master's Secretary at the above address:

- Pilotage Direction
- Guidance Notes
- Application Form
- Observed Passage Report Form
- Syllabus for Examination

13.2 These documents are also published on the PD Ports' web site, www.pdports.co.uk, under "Navigation Information" - "Pilotage".

**Captain P D Brooks
Harbour Master
PD Teesport**