

**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 2021, issued by PD Teesport Limited, 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 3.
- 1.2 A Certificate will be granted for specific areas of the Port.
- 1.3 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. Passages**

- 2.1 Passages are defined, as follows:
  - 2.1.1 **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.
  - 2.1.2 **Assessment Passage** - means a passage carried out under the observation of a Senior First Class Tees Bay Pilot to assess the competence of the Applicant.
  - 2.1.3 **Validation Passage** - means a passage carried out under the observation of a Senior First Class Tees Bay Pilot to validate a Certificate Holder's compliance with the Pilotage Exemption requirements for the purpose of renewing a Certificate (see Paragraph 7).
- 2.2 The Senior First Class Tees Bay Pilot will have the navigational conduct of the vessel during the Assessment and Validation Passages.
- 2.3 Assessment and Validation 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.

### 3. **Passage Requirements**

- 3.1 A minimum of 24 qualifying Passages must be completed within the 12 consecutive months immediately preceding the date of application, comprising of at least 12 arrivals and 12 sailings.
- 3.2 These passages must be completed with a Tees Bay Pilot on board.
- 3.3 Of the 24 Passages required:
  - 3.3.1 4 must be Assessment Passages.
  - 3.3.2 It is the responsibility of the Applicant to arrange the Assessment Passages and submit the completed and signed original Assessment Passage Report (PF20) Forms to the Harbour Master (see paragraph 5).
- 3.4 The Assessment Passages must be carried out towards the end of the 24 qualifying Passages and not at the beginning.

### 4. **Tees VTS Centre Visit**

- 4.1 Before submitting an initial Application for a Pilotage Exemption Certificate, the Applicant must complete a visit to the VTS Centre, which is located at the Harbour Master's Office, Ferry Road, Middlesbrough, TS2 1PL.
- 4.2 The visit will allow the Applicant the opportunity to familiarise himself with Port Operational Procedures, discuss the Port Specific Navigational Assistance Service (Lane Guidance System), see the latest Survey Charts and clarify issues relating to the Written and Oral Examinations.
- 4.3 The visit should be arranged by contacting the Harbour Master's Secretary (see paragraph 14).

### 5. **Method of Application**

- 5.1 A completed Application Form must be submitted to the Harbour Master (see paragraph 14).
- 5.2 The following documents must accompany the Application:
  - Completed Assessment Passage Report (PF20) Forms
  - Copy of Certificate of Competency
  - Copy of Medical Certificate

### 6. **Examination**

- 6.1 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.
- 6.2 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.
- 6.3 The examination comprises of two separate written papers and an oral.

- 6.4 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.
- 6.5 Arrangements for the oral examination will be made, subject to the Applicant attaining the required pass mark in the written papers.
- 6.6 The examination process (see 6.3 above) must be completed within 6 months of the final qualifying Passage.
- 6.7 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.

## **7. Certificate Renewal - Passages and Validation Passage Requirements**

- 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.
- 7.2 The Certificate Holder must complete a minimum of 24 qualifying Passages within the 12 consecutive months preceding the date of Application, comprising of at least 12 Arrivals and 12 Sailings.
- 7.3 The 24 Passages must be completed with the Certificate Holder exercising his Licence. During these Passages, the Certificate Holder has navigational conduct of the vessel, except when a Pilot is on board because a tug is being used. In such cases the Pilot has navigational conduct of the vessel and the Passages will count towards the 24 required for annual renewal.
- 7.4 The completed Application Form should be submitted to the Harbour Master **before the expiry date of the Certificate.**  
  
**NB:** It is not the policy of the Authority to issue reminders.
- 7.5 The Certificate will then be allowed to expire and the services of a Tees Bay Pilot will be required until a Validation Passage has been completed by the Holder of the Expired Certificate.
- 7.6 It is the responsibility of the Holder of the Expired Certificate to arrange the Validation Passage (see para 2.1.3) and submit the completed and signed original Validation Passage Report (PF24) Form to the Harbour Master (see paragraph 14).
- 7.7 A Validation Passage will be a passage from sea to a certified berth.
- 7.8 The Validation Passage will count towards the 24 required for annual renewal.

- 7.9 The validity of the existing Certificate may be extended by the Harbour Master for a specified period of time when:
- 7.9.1 the prevailing weather conditions preclude the safe embarkation of a Pilot to carry out a Validation Passage (in these circumstances, the Certificate will also be extended for the sailing);
  - 7.9.2 a Validation Passage is completed and/or a Validation Passage Report (PF24) Form is submitted for verification to the Harbour Master, outside of normal office hours;
  - 7.9.3 a vessel sails before the Validation Passage can be verified by the Harbour Master.
- 7.10 The Holder of the Expired Certificate will be allowed a period of 3 months in which to complete the Validation Passage, after which the criteria for renewal shown in paragraph 8 will apply.

## **8. Expired Certificates - Renewal Criteria**

- 8.1 If an Application for Renewal is not received until after a Certificate has expired, or if the renewal criteria (see paragraph 7) are not met, 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 following requirements:
- 8.1.1 Certificate Expired between 3 and 6 months:
    - 8.1.1.1 A minimum of 24 qualifying 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 Assessment Passages.
  - 8.1.2 Certificate Expired between 6 and 12 Months:
    - 8.1.2.1 A minimum of 24 qualifying 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 Assessment Passages.
  - 8.1.3 Certificate Expired between 12 and 24 Months:
    - 8.1.3.1 A minimum of 24 qualifying 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 Assessment Passages.
    - 8.1.3.3 Oral Examination.

8.1.4 Certificate Expired in Excess of 24 Months:

8.1.4.1 A minimum of 24 Qualifying 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 Assessment Passages.

8.1.4.3 Written and Oral Examinations (see paragraph 6.3).

8.2 The Assessment 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 Assessment Passages and submit the completed and signed original Assessment Passage Report (PF20) Forms to the Harbour Master as part of the application process (see paragraph 5).

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 In the case of sister vessels, these can be added to a Certificate without further requirement, as deemed appropriate by the Harbour Master.

9.4 Where a vessel falls within the same or the next Licence category, it will be added to a Certificate upon satisfactory completion of 4 Assessment Passages.

9.5 Where a vessel falls within more than one Licence category higher, it will be added to a Certificate upon satisfactory completion of:

9.5.1 4 Assessment Passages and, at the Harbour Master's discretion;

9.5.2 an oral examination.

10. **Addition of Berths**

10.1 Berths will be added to a Certificate upon satisfactory completion of 4 Assessment Passages.

12. **Suspension or Revocation of a Certificate**

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 In addition, if a Validation Passage is considered to be "non-compliant" or "advisory" (see para 2.1.3), the Harbour Master may:

11.2.1 issue an Advisory Notice;

11.2.2 instigate an additional Validation Passage;

11.2.3 suspend a Certificate, pending interview with the Certificate Holder;

11.2.4 revoke a Certificate with immediate effect.

12. **Scale of Fees**

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

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

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

13. **General**

The Authority reserves the right to amend all or part of the requirements in respect of an Application for a Certificate.

14. **Applications/General Enquiries**

14.1 All Applications should be submitted to the Harbour Master at the following address:

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

Tel: +44 (0) 1642 277201 (Office hours only)  
Email: harbourmaster@pdports.co.uk

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

15. **Application/Renewal Documentation**

15.1 Copies of the following documents may be obtained from the Harbour Master's Secretary:

- Pilotage Direction
- Guidance Notes
- Syllabus for Examination
- Application Form
- Assessment Passage Report (PF20) Form
- Validation Passage Report (PF24) Form

15.2 These documents are also available from the PD Ports' web site, [www.pdports.co.uk](http://www.pdports.co.uk).

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