

LITTLEHAMPTON HARBOUR BOARD



PILOTAGE DIRECTIONS

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1. Introduction

1.1 The Littlehampton Harbour Board is the Competent Harbour Authority (CHA) for Littlehampton Harbour under the terms of the Pilotage Act 1987 (The Act).

1.2 As part of the Review of the 1987 Pilotage Act the government, through the Ports Division of the Department of Environment, Transport and the Regions, visited Littlehampton Harbour to assess the continued relevance of Competent Harbour Authority status; whether Pilotage responsibilities were being properly fulfilled and whether further steps need to be taken to comply with obligations of the Act and recommendations in the Port Marine Safety Code, published in January 2000.

1.3 As a result of its assessment the Department recommended that the Littlehampton Harbour Board retained its status as Competent Harbour Authority but that this status should be kept under review. The purpose of the review will be to ensure that safe practices are in place for the wellbeing of the Harbour, the safety of vessels, and the protection of the environment. The review will involve consultation with harbour operators for whom Pilotage arrangements are relevant.

1.4 In reviewing its status as CHA the Littlehampton Harbour Board will, in conjunction with consideration of the requirements of the *Port Marine Safety Code*, keep under assessment:

- **Whether Pilotage is necessary (s.2, Pilotage Act 1987)**
- **The boarding and landing arrangements for pilots**
- **The method and extent of funding for the Pilotage service**
- **The Board's competence to assess applicants for Pilotage Exemption Certificates**
- **The adequacy of the service with regard to training, authorisation and succession.**

2. Pilotage Areas of Jurisdiction

2.1 The Harbour

The area of jurisdiction for Littlehampton Harbour Competent Harbour Authority is the whole of Littlehampton Harbour as defined in Part 5 section 36 of the Littlehampton Harbour & Arun Drainage Outfall Act of 1927..

"The harbour shall include the River Arun and the estuary thereof below the line of the high water mark of ordinary spring tides from the south side of Arundel Bridge to an imaginary line drawn due East and West through an imaginary point situate fifty feet due South of the southern extremity of the Western Pier at the entrance to the harbour extending for five hundred yards to the East and five hundred yards to the West of that point and from the termination of this line on the East and West sides respectively due North to the high water mark of ordinary spring tides on the seashore and the wharves lands and works for the time being of the Harbour Board."

2.2 Approaches

The Littlehampton (Pilotage) Harbour Revision Order 1988 states:

"The limits within which the Board shall have jurisdiction for the purposes of pilotage under Part I of the Pilotage Act 1987 shall include (in addition to the harbour) the area coloured pink on the signed plan, being the waters of the sea for a distance of three nautical miles from low water mark of ordinary spring tides bounded on the west by an imaginary line joining Halnaker Mill and Middleton Church and on the east by an imaginary line joining Chanctonbury Ring and Goring Church."

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2.3 Pilotage is compulsory within Littlehampton Harbour CHA area of jurisdiction for:

Vessels over 60GT (gross tonnes) and over;

Vessels carrying more than 12 passengers when greater than or equal to 20m in length;

Any vessel engaged in towing or pushing another where combined tonnage exceeds 60GT.

Any vessel greater than or equal to 20m length suffering from a defect or deficiency that effects its normal ability to navigate and/or manoeuvre or its ability to comply with the requirements of the COLREGS and/or STCW.

3. Authorisation and Employment of Pilots

3.1 The Littlehampton Harbour CHA will ensure that the requirements for a Pilotage service are continually reviewed and will consult with stakeholders and relevant organisations as part of this process. It will ensure that pilots are properly trained and experienced to undertake Pilotage in Littlehampton Harbour.

3.1.1 The Harbour Master will be responsible to the Board for the day to day administration of the service and ensure necessary Pilotage requirements are met.

3.2 Pilotage Exemption Certificates

3.2.1 Under s.8 of the 1987 Act the Harbour Master has delegated powers to issue Pilotage Exemption Certificates (PEC)

3.2.2 Conditions and requirements necessary for the granting of such a Certificate are defined and set out in the following pages.

3.3 Pilotage Charges

The Littlehampton Harbour CHA will endeavour to recover costs in the provision of the Pilotage service from those who directly use the service. The applicable charges for acts of Pilotage undertaken by the Littlehampton Harbour authorised pilot shall be those specified in the Schedule of Pilotage charges.

4. Consultation and Advice

4.1 The Littlehampton Harbour CHA will consult and seek advice pursuant to s.7(4) of the Act prior to giving a Pilotage direction. The Littlehampton Harbour Board's area of jurisdiction is of value to nature conservation and this will be taken into account where consultation is undertaken in respect of the CHA's arrangements for Pilotage.

4.2 The Board will produce an annual report of policies and procedures, including performance against prescribed measures of efficiency and effectiveness.

4.3 The Board will provide a means to fully investigate incidents occurring during acts of Pilotage and may request professional and independent assistance as necessary. The Board will inform the Marine Accident Investigation Branch (MAIB) in the event of any incident and make available any report and/or findings of its own investigation.

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5. PILOTAGE - Conditions for obtaining a full Pilotage Certificate (Authorised Pilot), and Pilotage Exemption Certificate (PEC)

5.1. Full Pilotage Certificate

5.1.1 The competence of pilots will be assessed in accordance with the relevant competence standards for pilots arising from the Port Marine Safety Code. The tripping requirements for authorisation are determined by Risk Assessment/Accident records and will be periodically reviewed against these criteria.

5.1.2 Suitable candidates for authorisation will initially be required to complete a Pilotage Training Programme authorised by the Board and will, on completion of the programme, be expected to undergo an assessment afloat and an examination conducted by a suitably qualified person approved by the Board. The specific training appropriate for a given individual will be agreed by that individual and the harbour management prior to the commencement of training, and will be recorded in the individual's Training Plan.

5.1.3 The knowledge and ability of candidates will be appropriate to the size and type of vessel trading to the harbour and will include a thorough knowledge and understanding of local navigational aids regulations and natural conditions.

5.1.4 Candidates will be required to provide the following information before being considered for the issue of a full Pilotage Certificate:-

- Name, Address, Date of Birth, Nationality, Previous sea experience.
- A valid Certificate of Competency or equivalent marine qualification approved by the Board.
- Type and tonnage of vessels previously served on.
- Confirmation of Medical Fitness, Eyesight, knowledge of the English language and any previous Pilotage experience.
- A sound knowledge of International Regulations for the Prevention of Collision at Sea, the Littlehampton Harbour Pilotage Direction and Pilotage procedures for the harbour, byelaws and other relevant legislation.

In addition candidates will be expected to have a full knowledge of:-

5.2 The Approaches

5.2.1 Approaches to Littlehampton Harbour from the south, east or the west.

5.2.2 All relevant visual and electronic aids, VTS and reporting procedures, tidal conditions, anchorages and obstructions, including the Littlehampton Bar.

5.3 Littlehampton Harbour

5.3.1 Latest alignment of approach channels together with depth of water (OD) in the navigation channel. Navigational marks within the harbour and communications procedures with the harbour office and vessels.

5.3.2 Full knowledge of tidal flows and effects on vessel behaviour and handling in confined channels.

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5.3.3 Knowledge of safety margins, underkeel clearance and emergency options for every phase of the Pilotage act.

5.4 Pilotage

5.4.1 Sound experience of the handling characteristics of vessels typically requiring the services of a pilot.

5.4.2 Knowledge of requirements for the reporting of ships defects etc.

5.4.3 Qualifying acts of Pilotage will be within the designated areas and, if deemed necessary, the CHA will consider the need for additional sea experience aboard appropriate vessels. Additional training needs will be assessed by the Board and undertaken through appropriately accredited training bodies. All candidates for authorisation as pilot, irrespective of individual background and experience, must complete a documented Pilotage Training programme as specified in the LHB Pilotage Training plan (General) dated 7 April 2010. Copies of this training plan are available from the Harbour Office.

5.4.4 An initial certificate will remain in force for a period not exceeding two years. Qualification for renewal of a full licence will require the holder to demonstrate a continuing sound knowledge as required above and to have completed at least twelve acts of Pilotage in each of the preceding two years. This may include Pilotage on training exercises organised by the Board.

5.4.5 The Board may issue a Pilotage authorisation with restrictions affecting the type and/or conditions under which the holder may pilot vessels into and out of Littlehampton Harbour and its approaches. Consideration will be given to previous experience and any other related factors that may affect the issue of a licence to any candidate in respect of vessel size and/or weather conditions etc. The candidate's knowledge of the harbour, the navigational aids, tides etc. will be expected to be equivalent to that required for a full, unrestricted licence holder.

5.4.6 Notwithstanding the foregoing provisions, the Board may appoint as Pilot, for the purpose of covering emergencies or unforeseen circumstances, a Master or other competent experienced mariner who is familiar with the Harbour but does not meet the criteria regarding the number of required acts of Pilotage in the area of jurisdiction.

5.5 Pilotage Exemption Certificate (PEC)

5.5.1 The grant of a Pilotage Exemption Certificate by examination requires competence to be demonstrated equivalent to the requirements for an authorised pilot (see above).

5.5.2 These certificates are granted to bonafide Masters, Mates or other suitably qualified Ship's Officers upon examination and will refer to a specific vessel upon which the applicant is serving and which is identified on the PEC. The PEC is not transferable and only applies to the nominated vessel and Master/Mate/Ship's Officer thereof.

5.5.3 The certificate will remain in force for a period of twelve months unless otherwise suspended or revoked under s.8 of The Pilotage Act.

5.5.4 Experience and knowledge required of Masters and Mates will be similar to that required for a full Pilotage certificate. Applicants will have completed at least twenty-four (24) acts of Pilotage (12 in, 12 out) under the supervision of an authorised pilot.

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5.5.5 Experience required for issue of a certificate limited to inland waters (as specified in MSN 1827(M) Categorisation of waters) may be reduced to twelve (12) acts of Pilotage (6 upriver, 6 downriver) or for workboats six (6) days operating in the river.

5.5.6 Examination for the issue of a PEC will be conducted by the Harbour Master or other such person approved by the Board and will be held at such a place as the Board may direct.

5.5.7 Certificate holders shall comply strictly with all port requirements and will be under the direction of the Harbour Master when navigating within port limits.

5.6 Renewal

5.6.1 Applications for renewal of a PEC must be made to the Harbour Master at least one month before expiry date. Renewal will normally require the certificate holder to have completed twelve (12) acts of Pilotage within the preceding twelve months and to satisfy the CHA of his continuing knowledge of Pilotage requirements within the District. He will be required to produce evidence of medical fitness including eye sight test.

5.6.2 The CHA will have regard to s.3(5) of The Pilotage Act. Full Pilotage Licences/Certificates will not normally be granted to persons over the age of 65.

5.7 Suspension & revocation of Full Pilot Licence or PEC

5.7.1 In the event of a pilot or PEC holder being found to have been incompetent or negligent in his conduct or having ceased to have the required qualifications or having been inactive for any reason, the Board may, after giving the pilot or PEC holder written notice of the reasons for such suspension or revocation and after receiving his representations in accordance with sections 3(6) and 8(7) of the Act revoke the relevant authorisation or suspend it for such period as it feels appropriate to the nature and extent of the incident. Such suspension or revocation may relate to specific types or sizes of vessels or to any vessel.

5.7.2 An authorisation may also be suspended or revoked if there is a surplus of pilots or if a contract or other agreement under which the services of pilots are provided is terminated.

5.7.3 In extreme circumstances the Harbour Master may suspend a PEC or Pilotage certificate with immediate effect pending an official enquiry into the circumstances that brought about the suspension.

6. PILOTAGE – Reporting of Incidents, and of Navigational Changes

6.1 Navigation Aids - Changes and Irregularities

Authorised pilots and the holders of PECs who observe any changes in the navigational channels, any lights that are extinguished or any other matter relating to safe navigation should report such defects to the Harbour Master as soon as is practical.

6.2 Groundings, collisions, near misses

When a vessel that is in the charge of a Master or Mate holding a PEC or under the guidance of an authorised pilot has touched the ground or has been in a collision or has contacted any harbour structure or has come into a close quarters situation with any other vessel or structure within the jurisdiction of Littlehampton Harbour CHA, the occurrence shall be reported to the Harbour Master verbally or by facsimile message as soon possible. As soon as reasonably practicable, and within no more than 24 hours of the event, the Master or pilot shall report in writing details of the incident

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to the Harbour Master on the 'MAIB Incident Report Form', available for download from www.maib.gov.uk. It shall be the responsibility of the Harbour Master to ascertain facts and, where possible take statements from witnesses or persons involved in such incidents. Where damage is caused to third parties the Harbour Master will inform owners of craft or property of such damages as soon as is practical. Where there is a risk of subsequent damage or further incident the Harbour Master will take such action as is necessary to minimise such risk.

6.3 Investigation or Inquiry

6.3.1 In the event of any incident taking place arising out of the navigation or guidance of any vessel by a pilot or PEC holder which may amount to an offence under Section 21 of the Act or which suggests that such a pilot or PEC holder has been guilty of any other act of incompetence or misconduct in the exercise of his duties, the Harbour Master will inform the Marine Accident Investigation Branch and/or the Health and Safety Executive and shall notify the Chairman of the Board who shall, if he deems it necessary, cause an investigation to take place into the causes and reasons for the incident.

6.3.2 The investigation will take place not less than four weeks from the date of the incident and will be carried out in co-operation with members of the Pilotage Committee and such other persons as may be called upon to provide particular advice and assistance. Details of the findings of an inquiry will be made known to those directly affected by it and to the MAIB if deemed appropriate.

6.4 Withdrawal/Suspension of PEC or Full Pilotage Licence

In the event of a pilot or PEC holder being found guilty of any incompetence or misconduct affecting his capacity as a pilot the Board may, after giving the pilot or PEC holder written notice of the reasons for such revocation or suspension and after receiving his representations in accordance with sections 3(6) and 8(7) of the Act revoke the relevant authorisation or suspend it for such a period of time as it feels appropriate and depending on the nature and extent of the incident. Such suspension may relate to specific types or sizes of vessels or to any vessel

6.5 EMBARKATION AND DISEMBARKATION OF PILOTS

The Littlehampton Harbour authorised pilot will embark and disembark vessels in the pilot boarding area 1 nautical mile due South of the West pier, compliant with the appropriate requirements for pilot boat design and safety. The pilot cutter will be manned by appropriately trained personnel, exercised in emergency procedures.

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7. PILOTAGE - Marine Operations - Code of Practice

7.1 The code will apply to all vessels, including fishing vessels and leisure craft that navigate in or near the approaches to the harbour and **the Board will use its best endeavours to make all users aware of its existence.**

7.2 The Littlehampton Harbour Board has duties under the Merchant Shipping Acts and other legislation to provide a control for the safe passage and movement of vessels operating within the jurisdiction of Littlehampton Harbour. The Harbour Master is directly responsible for the control and safety of vessels in the area of jurisdiction.

7.3 The operational and administrative headquarters of the Board is at Pier Road, Littlehampton. The Harbour Master, his Deputy and two permanent operational staff are based here and the Board's vessels are operated from here.

7.4 TIDAL CONDITIONS.

The navigable channels are accessible for small vessels (recreation/fishing) at most states of the tide. Commercial vessels operating to the two private aggregate wharves in Littlehampton Harbour and subject to compulsory pilotage normally enter and leave the harbour during a narrow window 1 hour either side of the time of HW. This timing is carefully and deliberately chosen so that tidal conditions in the outer approaches and in the narrows are at their optimum, and water depths over the bar and the shingle bank are at their maximum.

7.5 UNDER-KEEL CLEARANCE (UKC).

Minimum Under-keel Clearance (UKC) for entry or departure is 0.5m. Latest survey (September 2011) shows the controlling depth at the bar to be 0.9m above chart datum. Therefore, to ensure the minimum required UKC, the difference between the Height of Tide in question and the maximum draught of the vessel must be **at least** 1.4m.

- Maximum permitted draught (m) = Height of Tide (m) - 1.4m. *and*
- UKC (m) = Height of Tide (m) – 0.9m – Draught of Vessel (m).

7.6 WEATHER CONDITIONS.

Identical weather limits are appropriate whether vessels are arriving or departing.

- Maximum wind speed for vessels subject to compulsory pilotage: Force-5 from any direction in the southerly quadrant, *except that*
- For such vessels having a UKC in the range 1.0m – 0.5m, maximum wind speed: Force-4 from any direction in the southerly quadrant (*see Explanatory Note-1 below*)
- Minimum visibility for vessels subject to compulsory pilotage: One nautical mile in every direction. (*See Explanatory Note-2 below*)

Explanatory Note 1

Ships roll and pitch under the influence of the prevailing sea and swell conditions; the rougher the weather the more the ship will move. This movement can have a significant effect on UKC. It is therefore prudent to set a slightly more conservative weather limit for those vessels which are close to the LHB's minimum specified UKC.

Explanatory Note 2

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Visibility of at least one nautical mile is necessary for inbound ships to identify the leading-lights and leading-marks soon enough. It is also vital for ships, whether entering or departing, to be able to visually see the shape and limits of the channel in order to safely navigate within it.

7.7 The final decision concerning the suitability of the weather for the proposed operation will always rest with the pilot.

7.8 PORT CLOSURE. On occasions the Harbour Master in consultation with the Pilot may decide that, with respect to vessels under compulsory pilotage, conditions are not suitable for safe arrivals or departures, and will temporarily 'close' the port. Circumstances which might prompt a port closure will include, but not be limited-to:

- Adverse weather, or
- Non-availability of a significant aid to navigation, or
- Obstruction of the navigable channel e.g. by a wreck.

On every occasion that the port is 'closed', full details (e.g. dates and times of closure and re-opening, 'Met.Office' weather forecast, actual weather experienced, data from wave-rider buoy, any critical harbour lights extinguished, etc) will be recorded by the Harbour Master, and all interested parties will be kept informed.

8. CERS

8.1 Littlehampton Harbour participates in the '*Consolidated European Reporting System & Single Vessel Database*' (CERS/SVD).

8.2 Vessel movements are notified to the Harbour Master in advance. For vessels requiring a pilot the arrangements for boarding/landing are made directly between the ship and the pilot vessel.

8.3 Cargo vessels or other vessels as defined above arriving from sea will be expected to make contact with the Pilots in the normal manner.

8.4 Vessels embarking a pilot will report to the Harbour Master any defects, and any other concerns that may affect the safe passage into and through the harbour together with cargo type and statistics and details of dangerous goods on board. The tonnage and type of fuel remaining on board shall also be reported.

8.5 The Harbour Master will maintain records for each vessel including, but not limited-to, the following:-

- Master's name and nationality.
- Defects notified
- Passage plan completed with ships Master and crew.

8.6 Additionally, if the Master is the holder of a PEC, the records will include:

- PEC No. and validity.
- Number of acts completed in the year.

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8.7 The schedule of vessel movements held at the Harbour Office will be used to provide information and answer enquiries from the public regarding ship movements in the Harbour.

8.8 The Harbour Master expects the co-operation of all Masters, first mates and other persons directly concerned with navigation within the harbour limits in ensuring the safety of persons and property. This duty of care extends to waste management, the prevention of pollution and the preservation of the natural environment.

9. PILOTAGE

9.1 PASSAGE PLANNING

9.1.1 Before any specified vessel enters or departs the harbour, the Harbour Master, Pilot, vessel's Master and pilot boat skipper will have fully discussed the following:-

- a. Pilot boat readiness and passage to the ship.
- b. Proposed embarkation point and method of embarking the pilot.
- c. Intended embarkation/disembarkation position.
- d. Method of berthing at the designated wharf.
- e. Any other considerations that need clarification to avoid confusion or misunderstanding.

9.1.2 The Harbour Master, who will have overall control and responsibility, will be satisfied that the plan is a safe one having consideration to the existing conditions including but not exclusively the following:-

- Weather conditions. (See page-9)
- Tidal influences. (")
- Visibility. (")
- Communications.
- Navigational aids.
- Vessel's characteristics.
- Type of cargo.
- Discharging requirements.
- Other harbour movements/activities.
- Availability of authorised Pilot, pilot vessel, crewing.

9.2 The Agreed and Accepted Dimensions of Vessels permitted to enter the port are as follows:-

9.2.1 Uma Wharf

Maximum Length Overall = 78 metres

9.2.2 Railway Wharf

Maximum Length Overall = 78 metres

9.3 The above notwithstanding, single-screw vessels of more than 65m Length Overall will be subject to assessment by the Harbour Master and the Pilot on an individual basis. Such vessels will only normally be accepted if fitted with a fully operational bow-thruster. Other aids to enhanced manoeuvrability e.g. 'kitchener' or 'schilling' rudders may be acceptable alternatives to a bow-thruster.

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9.4 On specific occasions the Harbour Master may, at his complete discretion, permit vessels of greater than 78m Length Overall to navigate the port. This discretion will only be exercised and approved when all relevant conditions are known and it is considered that the operation will not result in significant additional risk or operational difficulties. **A risk assessment will be undertaken for this purpose.**

9.5 Certain vessels may be restricted to a **daylight** arrival / departure due to specific factors including, but not limited to, their dimensions and propulsion systems, and whether or not they have previously visited the port. Any such decision will be made by the Harbour Master after consultation with the Pilot, and will be communicated to the vessel's owners and charterers without delay.

9.6 Subject to regulations governing the pilot boarding area the pilot will choose a boarding point that will allow adequate time to discuss the Pilotage plan with master. The pilot will become acquainted with the vessel's engines and steering mechanism together with any unusual characteristics before embarking on an approach to the harbour and in all instances familiarisation will have been completed before the vessel passes the end of the West Pier

9.7 Any incident that may occur during the river passage will be reported by radio to the Harbour Master who will take note and commence any follow up actions.

9.8 In the event of a serious incident other harbour users will be expected to observe radio silence permitting the Harbour Master to communicate with the vessel in order to take appropriate action and give instructions to other harbour users.

9.9 The Master will be given the opportunity to comment on port services during routine visits by port officials. Any adverse criticism will be reported to the Harbour Master and recorded.

10. RISK ASSESSMENT AND RISK REDUCTION MEASURES

10.1 Risk assessment of Pilotage operations has been carried out using a five stage process in consultation with Harbour staff, pilot and terminal operators.

10.2 The process comprised:-

- Hazard identification including category and location of past incidents.
- Risk assessment including probability, magnitude and consequence
- Generating risk control options to prevent or mitigate risk.
- Assessment of consequence in terms of cost and benefit
- Decisions on risk reduction actions, introduction of changes and review.

10.3 All risk reduction measures are implemented through the Harbour Health and Safety Management System to reduce risks to a tolerable level which is as low as reasonable practicable.

10.4 In addition, site and activity risk assessments are carried out in accordance with the Board's Health & Safety Management System in compliance with Health & Safety legislation. Risk assessments include assessment of premises, plant, means of access and egress, structures, wrecks, capital works, equipment and substances.

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10.5 The Board's Health & Safety Management system is also informed by risk assessments of leisure boating, fishing and the general public's use of the Harbour in consultation with stakeholders.

10.6 The Management System will be audited at intervals no greater than three years.

10.8 Risk Control/Management Measures reviewed at set periods

Daily:

- Check/receive reports on navigation marks
- Issue of Local Notices where appropriate

Weekly

- Routine mechanical and servicing checks on vessels and vehicles.

Six Months:

- Safety briefings for routine procedures

Annual:

- Exercise emergency plan
- Review almanacs and published Pilotage information
- Inspection of marks and lights
- Marine safety training
- Renew BPA/UKHMA membership
- Inspection of infrastructure and maintenance lists
- Equipment tests
- Meet user groups
- Check Personal Protective Clothing and equipment
- Meet with commercial/terminal operators
- Safety tour of harbour facilities
- Hydrographic survey where appropriate
- Safety audit of premises and vessels (PCC)

2 yearly:

- Review certificates of authorised pilots

3 Yearly:

- Review Port and Pilotage procedures.
- Check PPC, Radio
- Complete safety documentation for Pilot vessel

Other

- Availability of services, first-aid, fire and rescue
- Back-up communications
- First-aid and fire-fighting equipment
- Rescue and life-saving equipment
- PPC

Regulation and Enforcement

- Harbour bye laws and Statutory Powers

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- International Regulations for Prevention of Collisions at Sea (IRPCS)

Compliance and good practice

- Boat safety procedures
- Pilotage boarding and landing procedures
- Passage plan
- Presumption against Pilotage in adverse weather
- Marine Operations Code
- Safe routes
- Incident investigation
- Availability of operating manuals.

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For Official Use

Ref

Incident Report Form

The Merchant Shipping (Accident Reporting and Investigation) Regulations 2005 require Masters, Skippers and Owners of vessels to report accidents. In addition, this duty to report accidents to the MAIB now extends to harbour authorities, inland waterway authorities, and the Maritime and Coastguard Agency. The reporting of hazardous incidents is also encouraged.

The terms are explained in the Regulations and in the Merchant Shipping Notice on accident reporting (MGN 289) both of which are available at www.maib.gov.uk

One form should be completed for each incident.

Please return the completed form to:
 Marine Accident Investigation Branch
 Mountbatten House,
 Grosvenor Square,
 Southampton,
 SO15 2JU,
 United Kingdom

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

Section A

Date of Incident: Time of incident (UTC or Local time?):

Name of Vessel:

Location of incident (e.g. Lat/Long, name of port or other geographic reference):

Natural Light	Visibility	Sea State	Wind Force (Beaufort)
Light	Good (>5nm)	Sheltered waters	Force 0-3
Semi dark	Moderate (2-5nm)	Calm	Force 4-6
Dark	Poor (1000m-2nm)	Moderate	Force 7-9
Unknown	Fog - if <1000m please specify:	Rough	Force 10-12
		Other	> Force 12

Did the incident occur within the operational limits of a port?

Wind Direction:

Consequences of Incident (tick as many boxes as apply):

<input type="checkbox"/> Fatal Injury	<input type="checkbox"/> Non-Fatal Injury	<input type="checkbox"/> No injury or damage
<input type="checkbox"/> Vessel damaged	<input type="checkbox"/> Vessel lost or abandoned	
<input type="checkbox"/> Pollution	<input type="checkbox"/> No pollution	

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Section B: Vessel Details

IMO Number (if applicable):	Call sign:
Fishing vessel port letters and numbers (if applicable):	RSS/SSR number:
Length of vessel (State whether LOA, Registered length):	Year of build (if known):
If applicable, type of fishing vessel:	Hull material:
Number of crew onboard:	If applicable, number of passengers onboard:
Date and time of departure from last port:	Voyage from: to:
If applicable, extent of damage sustained to your vessel/pollution caused:	
Name & address of manager or owner:	
If applicable, name & port of registry or flag of any other vessel involved:	
Tel. No:	
Email:	

Section C: Details of person(s) killed, missing or injured
(This section should be completed if any person has been killed or injured)

How many person(s) suffered injuries preventing performance of normal full range of duties for 3 days or more after the day of the accident?		How many person(s) killed or missing?	
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Position (e.g. rank, rating, passenger)	Gender (M/F)	Age	What was injured? (e.g. left leg, finger)	Kind of injury (or enter "fatal" or "missing" if appropriate)	Place on vessel where injury sustained	Did injury mean 3 days or more off work or greater than 24 hrs in hospital? (Y/N)	On duty (Y/N)*	Hours on duty prior to accident*	Duration of last off duty period*	Days since last leave (days at sea for FVs)*

If more than 5 persons suffered reportable injuries please continue on page 4 * For operational staff only

LITTLEHAMPTON HARBOUR BOARD PILOTAGE DIRECTIONS

Section D

Please give a brief description of the sequence of events leading to the incident.

(Please continue on page 4 or a separate sheet if required)

Section E

1. Please state why you think the incident happened.

2. Has any action been recommended by you or anyone else as a result of this accident and if so, what and by whom?

3. Has any action been taken and if so what, by whom and when?

(Please continue on page 4 or a separate sheet if required)

LITTLEHAMPTON HARBOUR BOARD PILOTAGE DIRECTIONS

Section F

Person completing form	To be completed by ship's safety officer (if applicable)	Designated person (if applicable)
Name:	Name:	Name and address: Tel No: Email:
Position:	Signed:	
Signature:	Date:	
Date:		

Section G

For completion by **Safety Representative** (if applicable)

If the incident involved a reportable personal accident and there is an elected **Safety Representative** on board the vessel, they must be shown the completed report and allowed to write in this section any comments which they may wish to make. If the injured persons are represented by different Safety Representatives, each may make additional comments if desired in the space below but in any event, they should all sign the form

Signed
Safety Representative

Name Date

This space may be used as an extension of Sections C, D, E and G. **Please state clearly which sections are being expanded**

If there is insufficient space in any part of this form for your answers or comments, please use a blank sheet of paper as a continuation sheet and fasten it securely to this form. Please indicate in the box below the number of sheets used.

Number of continuation sheets

LITTLEHAMPTON HARBOUR BOARD

PILOTAGE DIRECTIONS

PILOTAGE EXEMPTION CERTIFICATE

Outline examination syllabus

1. Master or First Mate of vessel _____
 2. Colregs _____
 3. Local regulations _____
 4. Harbour Byelaws _____
 5. Local Notices to Mariners _____
 6. Marine Emergency procedures _____
 7. Local knowledge: Lights, marks and buoyage. _____
 8. DSHA regs _____
 9. Planning and act of Pilotage
 - Port passage plan and modifications _____
 - Tides - time, strength, direction. _____
 - VHF working channels _____
 - Other vessel movement's _____
 - Abort positions _____
 - Minimum underkeel clearance. _____
 - Courses and speeds _____
- Reporting
- Inward _____
 - Deficiencies _____
 - Pollution _____
 - LHB Pro Formas _____
- Monitoring
- Lookout _____
 - Evaluation of vessel operation and handling capabilities _____
 - Position and effects of leeway, set etc _____
 - Course and speed _____
- Handling
- Speed and rate of turn _____
 - Effect of list and trim _____
 - Steering qualities _____
 - Shallow water and bank effect _____
 - Interaction and Squat _____
 - Underkeel clearance _____
- Manoeuvring
- Effect of wash - Ferry pontoons _____
 - Mooring areas _____
 - Small vessels and fishermen _____
- Emergencies
- On board Contingency plan _____
 - Communications with port. _____
 - Oil pollution response _____
 - Man overboard - lifeboat and Harbour Authority. _____
 - Reports of incident to HM _____

LITTLEHAMPTON HARBOUR BOARD PILOTAGE DIRECTIONS

APPLICATION FOR RENEWAL OF PILOTAGE EXEMPTION CERTIFICATE

APPLICANT'S NAME

1. I wish to renew the Pilotage Exemption Certificate issued to me by Littlehampton Competent Harbour Authority dated During the last twelve months I have piloted my vessel(s) on occasions in the Area of Jurisdiction for which I am certificated.

1. I enclose an ENG1 Medical Certificate or equivalent and confirm that, to the best of my knowledge and belief, my present state of health is no different to that described therein.

1. I enclose a cheque for £ payable to ' Littlehampton Harbour Board'.

1. I enclose Pilotage Exemption Certificate No.

APPLICANT'S SIGNATURE DATE

ADDRESS

.....

POST CODE TEL:

Please note:

- a) If fewer than twelve trips in the Area of Jurisdiction have been undertaken within the last twelve months, re-examination may be necessary before the certificate is renewed.
- b) Application for renewal must be submitted at least one month before the date of expiry of the Certificate.
- c) When completed this form should be forwarded to: The Chief Executive, Littlehampton Harbour Board, Pier Road, Littlehampton, West Sussex, BN16 5LR