



# **Belfast** Harbour

## **PILOTAGE DIRECTIONS & MANAGEMENT OF PILOTAGE EXEMPTION CERTIFICATES**

**This document sets out the Belfast Harbour Pilotage Directions, and details Procedures and Policies relating to and the issue and management of Belfast Harbour Pilotage Exemption Certificates.**

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# Section A: PILOTAGE DIRECTIONS

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These Pilotage Directions are laid down by Belfast Harbour Commissioners acting as the Competent Harbour Authority in the pursuance of their obligations under section 7 of the Pilotage Act 1987: “[A Competent Harbour Authority] shall direct that pilotage shall be compulsory for ships navigating in any area or part of an area in relation to which its duty under section 2(1) above is exercisable; and such a direction is referred to in this Act as a “pilotage direction””.

## *Pilotage Directions*

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## **1: Application of Compulsory Pilotage, Exceptions to Compulsory Pilotage, and Limits of Compulsory Pilotage Area.**

Compulsory Pilotage will apply to All Vessels when navigating inside Harbour Limits, i.e. inside a line joining Grey Point and Carrickfergus Castle, and to seaward of the Lagan Weir, with the following Exceptions:

- a) All Vessels of Less than 20m Length Overall (LOA),
- b) Fishing vessels with a registered LOA less than 47.5m,
- c) Vessels 47.5m or greater, but less than 100m LOA, to seaward of No.5 beacon when navigating to and from Pilot boarding position "C".
- d) Vessels, other than fishing vessels, 20m LOA or greater, but less than 47.5m LOA.
- e) Vessels 47.5m LOA or greater but less than 75m LOA where the Master or Mate has navigated into and out of the port within the previous 12 months,
- f) All ships of less than 120m LOA that are moving from one berth to another within a dock or the same channel,
- g) H.M. ships and foreign warships,
- h) General Lighthouse Authority tenders,
- i) Vessels navigating to or from Carrickfergus Harbour.

*Note: For the purposes of these directions; LOA in the case of a tug and tow means the total length of the tug and tow combined.*

## **2: Circumstances where Exceptions do not apply**

*The Exceptions in sections 1e and 1f do not apply to:*

- a) Vessels of 75m LOA or greater when navigating into, from, or within Barnett Dock or York Dock,
- b) Vessels manoeuvring with the assistance of tugs,

*The Exceptions in sections 1c, 1d, 1e and 1f do not apply to:*

- c) Vessels with a Passenger Certificate,
- d) Vessels carrying hazardous cargoes or marine pollutants, including vessels that are not gas free,
- e) Vessels, where due to fog, mist, falling snow, heavy rainstorm or any other similar causes, visibility is reduced to less than 2.5 cables,
- f) Vessels or their tows, if any, having one of the following defects:
  - i. Are unseaworthy in any respect, or
  - ii. Have defects to main engine, steering gear, or auxiliary machinery which may affect the manoeuvrability of the ship, or
  - iii. Have inoperable capstan, windlass, mooring winches or anchors that are not cleared or ready for use, or
  - iv. Have a list of over 5 degrees or are excessively out of trim, or
  - v. Have any hull or machinery damage which may affect the safety of the ship or the containment or safety of the cargo or bunkers

- vi. Are affected by any other defect or condition which in the opinion of the Harbour Master may affect the safe conduct of the vessel whilst inside Belfast Harbour Limits, including but not limited to;
- competence of the crew,
  - adequacy of manning,
  - standards of communications,
  - previous safety history.

### **3: Additional Pilots**

*Assistant or additional Pilot(s) will be required for:*

- a) All vessels greater than 300m LOA,
- b) Vessels of 220m LOA or greater entering any drydock,
- c) Specialised vessels or project movements as determined by the Harbour Master.

### **4: Pilot boarding / disembarking positions**

*Where Pilotage is required by these Directions, Pilots will embark / disembark vessels at the following locations:*

- a) Vessels of draft 10.2m or greater:  
Pilot will embark at boarding position "Belfast A"  
54°43'.7 N, 005°40'.5 W.  
Pilot will disembark East of Belfast Fairway Buoy
- b) Vessels of 100m LOA or greater, or vessels less than 100m covered by sections 2c, 2d, 2e and 2f of these directions:  
Pilot will embark at boarding position "Belfast B"  
54°42'.1 N, 005°44'.4 W  
Pilot will disembark East of No.4 buoy
- c) Other vessels less than 100m LOA:  
Pilot will embark at boarding position "Belfast C"  
54°40'.9 N, 005°48'.5 W  
Pilot will disembark East of No.6 buoy

### **5: Suspension of Pilotage Directions**

*The Harbour Master may temporarily suspend any of these directions from time to time without notice as, in his opinion, may be necessary.*

## Section B: MANAGEMENT OF PECS

Belfast Harbour Commissioners as the Competent Harbour Authority for the Port of Belfast (hereinafter referred to as the Authority), in pursuance of section 8 of the 1897 Pilotage Act, and in compliance with the UK Port Marine Safety Code, may grant to a person who is the bona fide Master or First Mate of a ship a Pilotage Exemption Certificate, provided he/she satisfies the following criteria:

- Skill, experience and local knowledge are sufficient for him/her to be capable of piloting the ship of which he/she is Master or First Mate
- He/She has sufficient knowledge of English for that purpose.

Pilotage Exemption Certificates (PECs) for Belfast Harbour are managed by the Harbour Master. The procedures relating to obtaining and upkeep of PECs are detailed in each Annex.

*\*Please refer to Appendices 6 & 7 for definition of Bona Fide Master or First Mate.*

### Management of PECs

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## PEC POLICY

The Harbour Master may, upon application, grant a Pilotage Exemption Certificate to the Bona Fide First Mate\* or Master of a ship, provided that He or She:

- Passes the PEC exam before the Harbour Master or appropriate representative and a First Class Pilot.
- Passes a check trip under the observation of a Class 1 Pilot
- Satisfies the prerequisites as detailed in Annex 1.

Pilot Exemption Certificate holders and their employers shall be required to enter into a formal written agreement which states the terms of use of the certificate. See appendices 6 and 7.

Certificates shall not continue in force beyond the 31<sup>st</sup> of October following the date of issue of the certificate unless a successful application for renewal has been made. The procedure for renewal is detailed in Annex 3.

The holder of a PEC may apply to have his certificate endorsed with additional vessels on which he/she may act as the PEC holder. The procedure for adding additional vessels is detailed in Annex 2.

Other than in cases of emergency, Pilot Exemption Certificates do not entitle the holder to manoeuvre using the assistance of tugs. The holder of a PEC may apply to the Harbour Master to have his/her certificate endorsed to allow them to use tugs to assist manoeuvring. The procedure for adding a tug endorsement is contained in Annex 4. In all other cases, where a tug is used, a Harbour Pilot will be required.

Pilot Exemption Certificates may be suspended if the holder is found to have performed an act of negligence, incompetence or misconduct and / or ceases to hold the qualifications necessary to act as Bona fide First Mate or Master. Before doing so, prior written warning of the suspension or revocation will be given, as will the right to make representation.

A list of the PEC holders will be kept at the VTS. It is updated at the time of a certificate being issued or endorsed with an additional vessel, and is reviewed annually.

Charges relating to issuing, amending or revalidation of Pilotage Exemption Certificates are published annually in the Belfast Harbour Schedule of Charges, which is available to download from the Belfast Harbour website: [www.belfast-harbour.co.uk/port](http://www.belfast-harbour.co.uk/port)

# ANNEX 1: PEC APPLICATION PROCEDURE.

## INITIAL APPLICATION:

Upon initial application, candidates shall be provided with a PEC pack. Candidates are welcome to discuss the application process with the Deputy Harbour Master at this time.

Please contact Port Operations to arrange for a pack to be collected advising whether a meeting with the Deputy Harbour Master is required:

Tel: 02890 553014

Email: [operations@belfast-harbour.co.uk](mailto:operations@belfast-harbour.co.uk)

Packs can subsequently be collected from:

Port Operations Centre  
Milewater Basin  
Belfast  
BT3 9AA

**Prior to** requesting an examination, the following minimum requirements must be completed prior to the date of examination:

- A minimum of 18 Qualifying trips (i)
- Harbour familiarisation trip (ii)
- Tug Familiarisation (iii)
- VTS visit / familiarisation (iv)
- Check trip with harbour pilot (v)

Additionally, the following documents are to be supplied before an examination date will be arranged:

- Valid Medical Certificate (vi) – Original to be provided at Exam
- Valid Certificate of Competency (vii) – Original to be provided at Exam
- Letter of suitability from employer to state competence and rank (viii)
- Evidence of on board familiarisation in the rank in accordance with the vessels SMS (ix)
- Application Form (Appendix 1)
- Applicant Tripping log (Appendix 2)
- Tug Familiarisation Verification (Appendix 3)
- Port Familiarisation Verification (Appendix 4)
- VTS Familiarisation Verification (Appendix 5)
- Signed copies of Appendix 6 & 7

## **GUIDANCE ON REQUIREMENTS.**

(i) Qualifying trips prior to issue of new PEC

A candidate must produce records endorsed by the Master or Senior Master of the vessel, or a Belfast Harbour Pilot, showing that he has made at least 9 inward and 9 outward voyages within the 12-month period prior to his application. The following conditions apply:

- The trips must not all be performed in a one month period;
- 12 trips must be in the 6 months prior to the application;
- A First Class Pilot must attend one arrival trip and a report issued;
- It is preferable for 25% of the trips to be in darkness.

(ii) Harbour Familiarisation Trip

Candidates must undertake a Harbour familiarisation trip with a licensed Boatman from one of the established companies providing boating or towing services within the Harbour (to be completed in the 6mths prior to application).

(iii) Tug Familiarisation

Candidates must undertake Tug familiarisation with one of the established companies providing towing services within the Harbour (to be completed in the 6mths prior to application).

(iv) VTS Visit

Candidates must visit VTS / Port Control for familiarisation. Port Operations should be contacted, as per above to arrange a suitable time (to be completed in the 6mths prior to application).

(v) Check Trip

All candidates must complete at least one of his/her qualifying trips with a Class 1 Pilot Embarked. This trip should normally be on an inward passage and the candidate will be expected to manoeuvre the vessel unaided. Port Operations should be contacted, as per above to arrange a suitable time (to be completed in the 6mths prior to application).

Vessels engaged in Ship to Ship transfers, for example, Bunkering, must undertake a minimum of 3 Check Trips with a Class 1 Pilot Embarked.

(vi) Medical Certificate

Medical certificates must be from an issuing authority recognised by the MCA.

(vii) Certificate of Competency / CEC / Endorsement

The Candidate must hold a certificate of competency from an Authority recognised by the International Maritime Organisation entitling him/her to act as Master or First Mate of such a ship. Where applicable, a Certificate of Equivalent Competency or Endorsement from the Flag State of such ship is required.



(viii) Letter of Suitability from employer

The Candidate must produce written assurance satisfactory to the Authority from the owner of the ship or ships that they have found him to be competent. This is also to be supported by details on the time he/she has been with the company and has been Master or First Mate of the ship(s).

(ix) Evidence of on board familiarisation

Provide evidence from vessel's SMS of familiarisation on board in the rank of First Mate or Master

## PEC EXAMINATION

PECs are granted subject to the Candidate demonstrating that they have adequate levels of skill, training, local knowledge, experience and command of the English Language.

- Skill is assessed by verifying the Candidate is a suitably qualified Master or First mate, along with a check trip during which a Class 1 Pilot will assess the Candidate's ability to manoeuvre their vessel and conduct it safely and effectively during the act of pilotage.
- Experience is verified by prescribing a minimum number of qualifying trips prior to examination, and a check on the Candidate's on board familiarisation and training.
- Local knowledge and command of the English language are assessed during an oral examination at the Port Operations Centre.

PEC Examinations are conducted at the Port Operations Centre. To request an examination date, please submit all documentation together as noted above giving at least two weeks' notice. Port Operations should be contacted two working days prior to the exam date to confirm attendance.

Candidates should bring **original** documentation referred to above to the exam for inspection. Failure to do so will result in a delay to certificate validation.

The examination panel consists of the Harbour Master or his Deputy, and a Class 1 Pilot. Candidates will be asked questions by the panel based upon the PEC Exam Syllabus in order to ascertain levels of marine operations and local knowledge.

During the oral exam and during the check trip, an assessment of the Candidate's knowledge of English will be made.

If an applicant fails to meet the standards set by the examination panel the PEC will not be issued and a time period will be set, before which the applicant may not reapply.

## PEC EXAM SYLLABUS

Own Vessel(s) details, dimensions etc.  
Own Vessel handling characteristics  
Pilotage Passage Plans

Blind Passage Plans/Procedures  
Squat and interaction  
Relevant sections of the Pilotage Act 1987  
Relevant sections of Port Marine Safety Code, including standards for Pilots.  
Port Regulations  
Navigational Guidelines  
Speed limits  
Current Local Notices to Mariners  
VTS areas and procedures  
Communications Channels  
Channel widths  
Courses and distances  
Abort plans and channel escape depths  
Swinging circle / basin distances  
Navigation marks / aids  
Coastal Features  
Berths / wharves / jetty names and uses.  
Local traffic patterns.  
Contingency berths  
Anchoring and prohibited anchoring  
Pipelines and cables  
Tidal ranges and streams  
Port emergency plans, oil spill plans  
Knowledge of harbour tugs & procedures  
Leisure craft activity.  
Responsibility as PEC holder to report to Harbour Master

## **RESPONSIBILITIES OF PEC HOLDERS AND THEIR EMPLOYERS**

Upon successful completion of the prerequisites and upon passing the PEC exam, a candidate will be required to sign a letter of agreement which states the terms and conditions of the PEC as well as responsibilities the holder must undertake.

Similarly, a representative on behalf of the owner/manager (as named on the Document of Compliance) of a vessel which employs the PEC holders must also sign a letter of agreement.

The agreements are contained in Appendices 6 & 7.

## ANNEX 2: ADDITIONAL VESSELS

### PROCEDURE FOR ADDING ADDITIONAL VESSELS TO AN EXISTING CERTIFICATE

The holder of a PEC may apply to have his certificate endorsed with additional vessels on which he/she may act as the PEC holder.

A certificate may only be endorsed with additional vessels where the PEC holder demonstrates that:

At the time of original application:

- Evidence is provided from the vessel(s) SMS of valid familiarisation on board in the appropriate rank or
- Where the additional vessel is an identical sister ship a letter from the vessels operator stating they consider the candidate to be suitably familiar with the sister vessel.

Where the request is made after the original issue of a certificate:

- Provide evidence from the vessel's SMS of familiarisation on board in the rank of Bona fide Master or First mate.
- Undertake a check trip with a First Class Pilot, normally on an inward passage, during which the candidate will be expected to demonstrate that they are competent to manoeuvre the vessel.

**Please Note:** Check Trips for Adding an Additional Vessel can/will only be arranged once the Harbour Master has received and reviewed all documentation required in advance.

In ALL cases, only vessels operated by the same company as named on the Document of Compliance on the PEC holder's certificate will be added.

# **ANNEX 3: RENEWAL OF CERTIFICATES**

## **PROCEDURE FOR CONTINUOUS RENEWAL OF PECS**

Pilot Exemption Certificates shall not continue in force beyond the 31<sup>st</sup> of October unless application for renewal has been made no less than one month prior to the date of expiry.

Certificates shall not be renewed without re-examination unless the holder of a Certificate has completed the Renewal Application, Appendix 8, detailing that he/she has:

- Piloted a vessel at least 12 times in the preceding 12 months within the Port of Belfast.
  - ❖ The trips must not all be performed in a one month period;
  - ❖ 8 trips must be in the 6 months prior to the application;
  - ❖ It is preferable for 25% of the trips to be in darkness.
- PEC holders are required to visit the VTS at least once every 2 years to appraise themselves of any changes to marine operations and procedures. This requirement will be checked at the time of applying for renewal.

## **REVALIDATION OF PEC HOLDERS**

Each PEC holder will require their certificate to be revalidated every 5 years. Such revalidation will consist of a minimum of:

- An interview with the Harbour Master in which questions from the PEC syllabus may be asked.
- A check trip with a Class 1 Pilot.
- A VTS visit within the 12 months prior to the date of revalidation to appraise him/herself of any changes to marine operations and procedures.

Should a PEC be suspended by the Harbour Master following an act of negligence, incompetence or misconduct, re-assessment may be required prior to the suspension being lifted. Such assessments shall consist of a minimum of a check trip with a Class 1 Pilot and an interview or re-examination with the Harbour Master or his Deputy and a Class1 Pilot if re-sitting the examination.

## ANNEX 4: TOWAGE ENDORSEMENTS

The holder of a PEC or an applicant, where they are the Master, may apply to the Harbour Master to have his/her certificate endorsed to permit them to use tugs to assist manoeuvring.

The following must be undertaken by the PEC holder prior to an endorsement being added to their certificate:

- The PEC holder must undertake 3 berthing manoeuvres on a ship referred to on their certificate with a tug made fast, under the supervision of a Class 1 Pilot OR under the supervision of a PEC Holder with Towage Endorsement. Such manoeuvres may form part of the qualifying trips referred to in Annex 1.
- 1 trip on board a tug whilst undertaking a berthing manoeuvre. The tug should be of the type normally employed by the vessel the PEC holder serves on.

To retain a towage endorsement at the time of renewal of the PEC, the following must have been undertaken:

- 3 berthing manoeuvres with tug assistance in the previous 12 months, 1 of which was in the 6 month period prior to renewal date\*;
- Alternatively, if 3 berthing manoeuvres with a tug have not been undertaken, one trip on board a tug as prescribed above.

*\*For the purposes of continuous renewal of the towage endorsement, when logging numbers of tug assisted manoeuvres, consideration will be given to allowing two PEC holders to count the same tug operation - provided that:*

- *they participate fully, and*
- *are of appropriate rank and experience.*

The Harbour Authority may consider alternatives to the above requirements where they are presented by vessel operators and meet the essential criteria of safe tug operations.

Such alternatives should include but not be limited to:

- Company training on tug use which may include appropriate simulation training.
- Port Passage Plans incorporating the use of tugs.
- Towage Risk assessments completed in consultation with the usual towage provider(s)
- An agreed minimum requirement for revalidation and renewal of knowledge.

# APPENDIX 1: APPLICATION FORM

**Application Type:** **Towage Endorsed (Master Only) / Normal Pilotage** (Please delete as necessary)

**Applicant Details:**

Forename:	_____	Position / Rank:	_____
Surname:	_____	Vessel:	_____
Nationality:	_____	DoC Company:	_____
Shipping Agent:	_____	Contact name:	_____
Other PECs held:	_____		
Additional Vessels required:	_____		

**Applicant's Personal Details:**

House name / number:	_____	Date of Birth:	_____
Street:	_____	Height (metres):	_____
Town:	_____	Colour of Hair:	_____
City:	_____		
Postcode:	_____		
Mobile:	_____	Email:	_____

**Application Prerequisites:**

Tripping Log:			
Trips In: _____	Out: _____	Trip log attached:	Yes / No
Date - Tug Familiarisation: _____		Tug Company:	_____
Date - Port Familiarisation: _____		Boating Company:	_____
Date - Check Trip: _____		Pilot Name:	_____
Date - Visit to VTS: _____		Port Controller:	_____

**Documentation to be attached:**

Medical cert expiry date: _____		Copy attached:	Yes / No
Competency cert exp date: _____		Copy attached:	Yes / No
Employer's letter of suitability: _____	Yes / No	Signed by / Position: _____	
Onboard Familiarisation: _____	Yes / No		

Please note all original paperwork should be presented to the Harbour Master at the time of the exam. Failure to do so will result in a delay to certificate validation.

EXHIBIT ONLY



# APPENDIX 3: TUG FAMILIARISATION

## Tug Familiarisation

**Applicant Details:**

Forename: \_\_\_\_\_

Position / Rank: \_\_\_\_\_

Surname: \_\_\_\_\_

Vessel: \_\_\_\_\_

**Company Details:**

Tug Company: \_\_\_\_\_

Contact name: \_\_\_\_\_

Date of familiarisation: \_\_\_\_\_

Tug Name: \_\_\_\_\_

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## Towage Endorsement

**Applicant Details:**

Forename: \_\_\_\_\_

Position / Rank: \_\_\_\_\_ Master

Surname: \_\_\_\_\_

Vessel: \_\_\_\_\_

Towage Act attended: Yes / No

Tug Name: \_\_\_\_\_

Date attended: \_\_\_\_\_

Vessel attended: \_\_\_\_\_

Towage Assistance provided: \_\_\_\_\_  
\_\_\_\_\_

I agree the above named applicant has attended a Tug Familiarisation / Towage Act with our Company.

Signed: \_\_\_\_\_

Company Stamp:

Position: \_\_\_\_\_

Print Name: \_\_\_\_\_



# APPENDIX 4: PORT FAMILIARISATION

## Port Familiarisation

**Applicant Details:**

Forename: \_\_\_\_\_

Position / Rank: \_\_\_\_\_

Surname: \_\_\_\_\_

Vessel: \_\_\_\_\_

**Company Details:**

Boating Company: \_\_\_\_\_

Contact name: \_\_\_\_\_

Date of tour: \_\_\_\_\_

I agree the above named applicant has undertaken a boat tour of the Port for familiarisation purposes in preparation for his/her PEC Application.

Signed: \_\_\_\_\_

Company Stamp:

Position: \_\_\_\_\_

Print Name: \_\_\_\_\_

EXHIBIT ONLY

# APPENDIX 5: VTS FAMILIARISATION

## VTS Familiarisation

### Applicant Details:

Forename: \_\_\_\_\_

Position / Rank: \_\_\_\_\_

Surname: \_\_\_\_\_

Vessel: \_\_\_\_\_

### VTS Details:

Port Controller: \_\_\_\_\_

Date / Time of Visit: \_\_\_\_\_

Duration of visit: \_\_\_\_\_

I agree the above named applicant has visited VTS for familiarisation purposes in preparation for his/her PEC Application.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

EXHIBIT ONLY

## **APPENDIX 6**

### **AGREEMENT BETWEEN BELFAST HARBOUR AND THE OWNER / MANAGER OF VESSELS THAT PEC HOLDERS ARE EMPLOYED ON:**

Pilotage Exemption Certificates are issued pursuant to Belfast Harbour's obligations under the Pilotage Act 1987. Belfast Harbour's Pilotage Directions indicate to which vessels compulsory Pilotage applies, and therefore on any such vessel a PEC or Pilot is required.

Belfast Harbour are obliged to offer a PEC to any person who is a Bona Fide Master or First Mate of any ship provided it is satisfied that their skill, experience and local knowledge are sufficient for them to be capable of piloting the ship of which they are Master or First Mate (or any other ships specified in the certificate) within its harbour, and provided also that in the interests of safety that their knowledge of English is sufficient.

#### **OBLIGATIONS OF VESSELS' OWNERS / MANAGERS**

The owner/manager of every vessel, the Master or First Mate of which for the time being holds a Pilotage Exemption Certificate for Belfast Harbour, shall ensure:

- Their standing orders and safety management systems pertaining to such vessels are commensurate with and not in conflict with Belfast Harbour Navigational Guidelines, Bye Laws, Notices to Mariners and Marine Safety Management System, or any other requirements of the Harbour Master as appropriate.
- The manning levels of their vessels are sufficient to enable the Master or First Mate when acting as PEC holder to undertake the conduct of the vessel within the Harbour Limits without having any other duties or distractions.
- The Pilotage Act requires that a PEC holder must be the Bona Fide Master or First Mate of the vessel. Some vessels carry more than one Master or First Mate on board at any one time, and often do not have articles which establish unambiguously that a particular officer is the Master or First Mate. Where the owner/manager of a vessel intends to place a First Mate or Master on board as PEC holder, they shall ensure that the Master is the Master in command at that time or the First Mate at that time is the De-Facto First Mate, that is the person second in command of that vessel who would take over in the event of the Master becoming indisposed.

**CONTRIBUTIONS FROM MASTERS AND MATES**

The owner/manager of every vessel, the Master or Mate of which for the time being holds a Pilotage Certificate, shall on every occasion that such Master or Mate shall navigate his vessel within the limits of the Port, pay to the Authority 20 per cent of the Pilotage Dues which would have been payable in the Port, if the Master or Mate had not held a Pilotage Certificate, up to a maximum of 200 acts. No such contribution shall be payable in respect of such vessels moving within the Inner Harbour for the purpose of changing from one berth to another berth or of being taken into or out of any Dry Dock.

Pilotage Dues are published annually in Belfast Harbour Schedule of Charges, which is available for download from the Belfast Harbour Website.

Signed on behalf of BHC \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of DOC Company / owner \_\_\_\_\_ Date \_\_\_\_\_

DOC Company name / Vessel owner. \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 7

### AGREEMENT BETWEEN BELFAST HARBOUR AND PEC HOLDER:

Pilotage Exemption Certificates are issued pursuant to Belfast Harbour's obligations under the Pilotage Act 1987. Belfast Harbour's Pilotage Directions indicate to which vessels compulsory Pilotage applies, and therefore on which vessel a PEC holder or Pilot is required.

#### CONDITIONS OF USE OF PECs ISSUED BY BELFAST HARBOUR

Any Master or First Mate in possession of a Pilotage Exemption Certificate undertakes to be bound by the following conditions:

(i) **PEC Usage**

The pilotage act requires that a PEC holder must be the bona fide Master or First Mate of the vessel. Some vessels carry more than one Master or First Mate on board at any one time, and often do not have articles which establish unambiguously that a particular officer is the Master or First Mate. You shall only be permitted to use your pilotage exemption certificate when sailing as Master in command, or de facto First Mate of the vessel; that is the person second in command of that vessel who would take over in the event of the master becoming indisposed.

(ii) **Harbour Regulations**

As PEC holder, you agree to be bound by any directions given, bye laws, notices to mariners or safety notices, and the procedures contained within Belfast Harbour marine safety management systems as amended, and to ensure that any updates as promulgated are taken account of.

(iii) **Bridge Management**

As PEC holder, you shall ensure you are adequately rested and fit for duty, and that you do not undertake any other duties other than those concerned with the safe conduct of the vessel. The bridge should be adequately manned to account for the PEC holder undertaking the conduct of the vessel.

(iv) **Accident or Damage**

As PEC holder, if any accident or damage has happened to or been caused by a vessel you are responsible for Piloting whilst within the limits of the Port you shall as soon as practicable report the facts in writing to the Harbour Master.

(v) **Defects**

As PEC holder, you will report any defect that affects your vessel's navigation, manoeuvring, or mooring equipment.

(vi) **Reporting observations**

As PEC holder, should you observe any alteration in any of the banks or channels, or that any buoys, beacons or perches have been driven away, broken down, damaged, or are out of place, or any circumstance affecting the safety of navigation, or any damage observed to quays, fenders or any other Port equipment you shall, as soon as practicable, report the fact to the Harbour Master.

(vii) **Reporting of Incidents**

Following any accident or near miss involving your vessel, or that of another vessel which you have observed, or whenever requested to do so, you shall make a report in writing to the Harbour Master stating the facts of the accident, near miss or observation.

(viii) **Monthly Returns by Masters and Mates**

You shall within fourteen days after the expiry of each calendar month, make a return in writing to the Harbour Master of the occasions during the calendar month immediately preceding on which you shall have navigated vessels within the limits of the Port with the names and all needful particulars of the vessels so navigated. Returns shall be made on forms available from Port Operations.

Where a vessel has multiple PEC Holders or frequents the port on a daily basis a single return containing all necessary information for all PEC holders will be acceptable on a Quarterly basis.

**LOST PILOTAGE EXEMPTION CERTIFICATES.**

Any Certificated Officer who has lost his Certificate shall inform the Harbour Master stating the circumstances under which the Certificate was lost and the Harbour Master may, if he thinks fit, issue to such Certificated Officer a duplicate certificate. Replacement certificates shall be charged as per the BHC Schedule of Charges.

Signed on behalf of BHC \_\_\_\_\_ Date \_\_\_\_\_

PEC Holder \_\_\_\_\_ Date \_\_\_\_\_

DOC Company name / Vessel owner. \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX 8: RENEWAL / REVALIDATION

**Application Type:** Renewal / Revalidation (Please delete as appropriate)

**Applicant Details:**

Forename: \_\_\_\_\_ Position / Rank: \_\_\_\_\_  
Surname: \_\_\_\_\_ Vessel: \_\_\_\_\_  
PEC Number: \_\_\_\_\_ Shipping Company: \_\_\_\_\_

**Applicant's Personal Details  
(if different from certificate):**

House name / number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Town: \_\_\_\_\_  
City: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Email (company): \_\_\_\_\_  
Email (personal): \_\_\_\_\_  
Mobile (company): \_\_\_\_\_  
Mobile (personal): \_\_\_\_\_

**Renewal prerequisites:**

Date – Last VTS visit: \_\_\_\_\_ Towing Endorsement: Yes / No  
Additional vessel name: \_\_\_\_\_  
(subject to Approval) Towing Requirements attached: Yes / No

**Revalidation prerequisites:**

Date – VTS visit: \_\_\_\_\_  
(within 12 months) Port Controller: \_\_\_\_\_  
Date – Interview with HM/DHM: \_\_\_\_\_ Harbour Master: \_\_\_\_\_  
Date – Check Trip: \_\_\_\_\_ Vessel: \_\_\_\_\_

**Reportable Incidents to be declared:**

(Please submit supporting documentation from Ship Safety Management System)

Details: \_\_\_\_\_

Please note all original paperwork should be presented to the Harbour Master at the time of the revalidation interview. Failure to do so may result in a delay to certificate revalidation.





# APPENDIX 10: ADDITIONAL VESSEL

### PEC Holder Details:

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

PEC No: \_\_\_\_\_

Position/Rank\*: \_\_\_\_\_

Company to be invoiced: \_\_\_\_\_

### Additional Vessels:

Vessel Name: \_\_\_\_\_

IMO: \_\_\_\_\_

Familiarisation attached: Yes / No \_\_\_\_\_

If no, why: \_\_\_\_\_

Identical sister ship: Yes / No \_\_\_\_\_

If the vessel is not an identical sister ship, please also provide details of the following:

Tripping Log (Appendix 9) No of trips\* In: \_\_\_\_\_ Out: \_\_\_\_\_

Date - Check Trip: \_\_\_\_\_

Pilot Name: \_\_\_\_\_

\*Check Trip Date & Pilot Name can be added at later date by Port Ops once confirmed/takes place

Vessel Name: \_\_\_\_\_

IMO: \_\_\_\_\_

Familiarisation attached: Yes / No \_\_\_\_\_

If no, why: \_\_\_\_\_

Identical sister ship: Yes / No \_\_\_\_\_

If the vessel is not an identical sister ship, please also provide details of the following:

Tripping Log (Appendix 9) No of trips\* In: \_\_\_\_\_ Out: \_\_\_\_\_

Date - Check Trip: \_\_\_\_\_

Pilot Name: \_\_\_\_\_

Harbour Master Authorisation: \_\_\_\_\_

\* Please refer to Annex 2 of Management of PECs for guidance.

