

Port information notice

Number: 03
Year: 2020
To: All port operators, marine facilities, owners, masters and agents of vessels
Issued: 05 March 2020
In force: 2010: 04, 2013: 04,06, 2015: 01,04,05,06, 2016: 03,04, 2017: 01, 2018: 02,03,04, 2019: 01,02,03,04,05 2020: 01,02,03

Pilot transfer arrangements

You are reminded of our requirement that all pilot transfer arrangements be made in accordance with SOLAS regulations and IMO guidance. Your attention is drawn to the IMO/ IMPA "REQUIRED BOARDING ARRANGEMENTS FOR PILOT" poster.

Our pilot launch Coxswains and Pilots are instructed not to transfer if the arrangements are found not in accordance with the above requirements or if circumstances are not considered safe.

Any vessel not complying with SOLAS regulations/ IMO guidance shall only be permitted to transfer following a Risk Assessment of the vessel's arrangements (e.g. Tugs, RoRo ferries, etc.).

REQUIRED BOARDING ARRANGEMENTS FOR PILOT

In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)
 INTERNATIONAL MARITIME PILOTS' ASSOCIATION
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 This document and all IMO Pilot-related documents are available for download at: <http://www.impahq.org>

RIGGING FOR FREEBOARDS OF 9 METRES OR LESS

- HANDHOLD STANCHIONS:** Min. Diam. 32mm, Max. 122mm, Above Subark
- HANDHOLD:** Min. 70cm, Max. 80cm
- MAN-ROPE (if fitted):** Min. Diam. 28mm, Max. Diam. 32mm, IF REQUIRED BY THE PILOT
- SPREADER:** Min. 180cm Long
- SIDE ROPES:** Min. Diam. 18mm
- ALL STEPS:** Must rest firmly against ship's side
- MAXIMUM 9 STEPS:** Between spandrels, Min. 40cm, 31-35cm
- 5th STEP:** From bottom must be a spreader
- 6 METRES:** Unobstructed ship's side
- Height Required by Pilot:** Indicated by arrow

COMBINATION ARRANGEMENT FOR SHIPS WITH A FREEBOARD OF MORE THAN 9 METRES WHEN NO SIDE DOOR AVAILABLE

- PILOT LADDER:** Must extend at least 2 metres above inner platform
- ACCOMMODATION LADDER:** Secured to ship's side
- Ladder must be firmly attached to ship's side 1.5 metres above accommodation platform**
- A pilot ladder requires a climb of not less than 1.2 metres and no more than 9 metres**
- Lower platform:** Must be a minimum of 5 metres above the sea
- Should load aft**
- Recommended 7 metres freeboard mark**
- Accommodation ladder should be secured to ship's side**
- (Using spreader, magnetic or pneumatic system)**

NO! NO! NO! NO! NO! NO! NO!

- No shackles, knots or splices
- The steps must be equally spaced
- The steps must be horizontal and checks under the steps must be tightly secured
- Spacers must not be bolted between steps
- Side ropes must be equally spaced
- The steps should not be painted, oily or slippery
- Loops and tripping lines present a tripping hazard and foul the Pilot Launch

Handhold stanchions: rightly secured to deck
Responsible Officer: in contact with bridge
Ballast & Pilot ladder: secured to deck strong points
Lighting: with self-opening light

A PILOT LADDER WINCH REEL

- Handholds:** Min. 70cm, Max. 80cm
- Minimum Clearance:** 220cm
- NO OBSTRUCTIONS:** Min. 91.5cm

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- Minimum Clearance:** 220cm
- Handholds:** Min. 70cm, Max. 80cm
- Minimum:** 91.5cm
- All pilot ladders which reels should have a means of prevention from being accidentally operated
- The brake and lock must be operative on manually operated winches
- Power winches must have an operative safety device to lock the winch in position

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- Side opening:** Min. 91.5cm
- Handholds:** Min. 70cm, Max. 80cm
- Minimum Clearance:** 220cm
- Ship's side doors used for transfer should not open outward

Requirements for 'trapdoor' arrangements

For vessels constructed on or after 01/07/2012:

Solas Ch.V/Reg 23

3.3.2.1

*when a combination arrangement is used for pilot access, means shall be provided to secure the pilot ladder and manropes to the ship's side at a point of nominally 1.5 m above the bottom platform of the accommodation ladder. In the case of a combination arrangement using an accommodation ladder with a **trapdoor** in the bottom platform (i.e. embarkation platform), **the pilot ladder and manropes shall be rigged through the trapdoor extending above the platform to the height of the handrail.***

For vessels constructed on or after 01/07/2002, but before 01/07/2012:

Solas Ch.V/Reg 23.4

Access to the ship's deck

Means shall be provided to ensure safe, convenient and unobstructed passage for any person embarking on, or disembarking from, the ship between the head of the pilot ladder, or of any accommodation ladder or other appliance, and the ship's deck.

Res.A.889(21) / Annex 3.7

*If a **trapdoor** is fitted in the lower platform to allow access from and to the pilot ladder, the aperture should not be less than 750 mm x 750 mm. In this case the after part of the lower platform should also be fenced as specified in paragraph 3.5 above, **and the pilot ladder should extend above the lower platform to the height of the handrail.***

For vessels constructed on or after 01/01/1994, but before 01/07/2002:

Solas Ch.V / Reg. 17

(d) Access to the ship's deck / Means shall be provided to ensure safe, convenient and unobstructed passage for any person embarking on, or disembarking from, the ship between the head of the pilot ladder, or of any accommodation ladder or other appliance, and the ship's deck.

Res.A.667(16)

Annex 3.8 If a trapdoor is fitted in the lower platform to allow access from and to the pilot ladder, the aperture should not be less than 750 mm 750 mm. In this case the after part of the lower platform should also be fenced as specified in paragraph 3.5 above, and the pilot ladder should extend above the lower platform to the height of the handrail.

Illustrative examples of incorrect trapdoor arrangements:





Captain M Dunn
Harbour Master and Marine Manager