

IMO Resolution A960 (Annex 2 - Recommendation on Operational Procedures  
for Maritime Pilots Other Than Deep Sea Pilots)

## ANNEX 2

### RECOMMENDATION ON OPERATIONAL PROCEDURES FOR MARITIME PILOTS OTHER THAN DEEP-SEA PILOTS

#### 1 General

Efficient pilotage depends, among other things, upon the effectiveness of the communications and information exchanges between the pilot, the master and the bridge personnel and upon the mutual understanding each has for the functions and duties of the other. Establishment of effective co-ordination between the pilot, the master and the bridge personnel, taking due account of the ship's systems and equipment available to the pilot, will aid a safe and expeditious passage.

#### 2 Duties of master, bridge officers and pilot

2.1 Despite the duties and obligations of a pilot, the pilot's presence on board does not relieve the master or officer in charge of the navigational watch from their duties and obligations for the safety of the ship. It is important that, upon the pilot boarding the ship and before the pilotage commences, the pilot, the master and the bridge personnel are aware of their respective roles in the safe passage of the ship.

2.2 The master, bridge officers and pilot share a responsibility for good communications and understanding of each other's role for the safe conduct of the vessel in pilotage waters.

2.3 Masters and bridge officers have a duty to support the pilot and to ensure that his/her actions are monitored at all times.

#### 3 Pilot boarding point

3.1 The appropriate competent pilotage authority\* should establish and promulgate the location of safe pilot embarkation and disembarkation points.

3.2 The pilot boarding point should be at a sufficient distance from the commencement of the act of pilotage to allow safe boarding conditions.

3.3 The pilot boarding point should also be situated at a place allowing for sufficient time and sea room to meet the requirements of the master-pilot information exchange (see paragraphs 5.1 to 5.6).

#### 4 Procedures for requesting pilot

4.1 The appropriate competent pilotage authority should establish, promulgate and maintain procedures for requesting a pilot for an inbound or outbound ship, or for shifting a ship.

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\* "Competent pilotage authority" has the same meaning as in annex 1.

- .1 presentation of a completed standard Pilot Card. In addition, information should be provided on rate of turn at different speeds, turning circles, stopping distances and, if available, other appropriate data;
- .2 general agreement on plans and procedures, including contingency plans, for the anticipated passage;
- .3 discussion of any special conditions such as weather, depth of water, tidal currents and marine traffic that may be expected during the passage;
- .4 discussion of any unusual ship-handling characteristics, machinery difficulties, navigational equipment problems or crew limitations that could affect the operation, handling or safe manoeuvring of the ship;
- .5 information on berthing arrangements; use, characteristics and number of tugs; mooring boats and other external facilities;
- .6 information on mooring arrangements; and
- .7 confirmation of the language to be used on the bridge and with external parties.

5.5 It should be clearly understood that any passage plan is a basic indication of preferred intention and both the pilot and the master should be prepared to depart from it when circumstances so dictate.

5.6 Pilots and competent pilotage authorities should be aware of the voyage planning responsibilities of masters under applicable IMO instruments\*.

## **6 Communications language**

6.1 Pilots should be familiar with the IMO Standard Marine Communication Phrases and use them in appropriate situations during radiocommunications as well as during verbal exchanges on the bridge. This will enable the master and officer in charge of the navigational watch to better understand the communications and their intent.

6.2 Communications on board between the pilot and bridge watchkeeping personnel should be conducted in the English language or in a language other than English that is common to all those involved in the operation.

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\* Refer to SOLAS regulation V/34 and resolution A.893(21) on Guidelines for voyage planning and STCW Code, Section A-VIII/2, Part 2

4.2 As human resources and technical means have to be planned well in advance, the operation of an efficient pilotage service requires information on the Estimated Time of Arrival (ETA) or Departure (ETD) to be furnished by the ship as early as possible with frequent updates where possible.

4.3 Communication by VHF or other dedicated means should be established as soon as possible to enable the master to confirm the ship's ETA and the Pilot Station to furnish relevant information regarding pilot boarding.

4.4 The initial ETA message to the Pilot Station should include all the information required by local regulations, including:

- .1 ship's name, call sign, ship's agent;
- .2 ship's characteristics: length, beam, draught, air draught if relevant, speed, thruster(s);
- .3 date and time expected at the pilot boarding point;
- .4 destination, berth (if required, side alongside); and
- .5 other relevant requirements and information.

## **5 Master - pilot information exchange**

5.1 The master and the pilot should exchange information regarding navigational procedures, local conditions and rules and the ship's characteristics. This information exchange should be a continuous process that generally continues for the duration of the pilotage.

5.2 Each pilotage assignment should begin with an information exchange between the pilot and the master. The amount and subject matter of the information to be exchanged should be determined by the specific navigation demands of the pilotage operation. Additional information can be exchanged as the operation proceeds.

5.3 Each competent pilotage authority should develop a standard exchange of information practice, taking into account regulatory requirements and best practices in the pilotage area. Pilots should consider using an information card, form, checklist or other memory aid to ensure that essential exchange items are covered. If an information card or standard form is used by pilots locally regarding the anticipated passage, the layout of such a card or form should be easy to understand. The card or form should supplement and assist, not substitute for, the verbal information exchange.

5.4 This exchange of information should include at least:

6.3 When a pilot is communicating to parties external to the ship, such as vessel traffic services, tugs or linesmen and the pilot is unable to communicate in the English language or a language that can be understood on the bridge, the pilot should, as soon as practicable, explain what was said to enable the bridge personnel to monitor any subsequent actions taken by those external parties.

## **7 Reporting of incidents and accidents**

When performing pilotage duties, the pilot should report or cause to be reported to the appropriate authority, anything observed that may affect safety of navigation or pollution prevention. In particular, the pilot should report, as soon as practicable, any accident that may have occurred to the piloted ship and any irregularities with navigational lights, shapes and signals.

## **8 Refusal of pilotage services**

The pilot should have the right to refuse pilotage when the ship to be piloted poses a danger to the safety of navigation or to the environment. Any such refusal, together with the reason, should be immediately reported to the appropriate authority for action as appropriate.

## **9 Fitness for duty**

Pilots should be adequately rested and mentally alert in order to provide undivided attention to pilotage duties for the duration of the passage.

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