



STRUCTURED TRAINING MANUAL & PROFICIENCY PLAN
NAPIER PILOTAGE AREA
PILOTAGE EXEMPTION CERTIFICATE (PEC)

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1. PURPOSE & OBJECTIVES

The limit for compulsory pilotage in the Napier Pilotage Area is 500 gross tonnage and/or 40 metres LOA.

This training programme describes the process by which Masters & Chief Officers can attain the knowledge and skills to safely navigate a vessel exceeding the limit within the Napier Pilotage Area without a Pilot.

On successful completion of this training programme and the associated assessments and examination, the candidate can apply to Maritime New Zealand (MNZ) for the issue of a pilotage exemption certificate (PEC) under maritime rule 90.62 endorsed for the pilotage area and a specific vessel or vessels, or for the endorsement of an existing PEC as applicable.

The structured training programme meets the requirements of Maritime Rule 90.109.

2. PECs & ENDORSEMENTS

Under Maritime Rule Part 90, a single PEC will be issued with one or more endorsements for different vessels and pilotage areas. The holder of a PEC endorsed for a vessel or vessels in one pilotage area can obtain endorsements for that vessel in another pilotage area by completing the local PEC training programme for the area. A PEC holder may also seek to have an additional vessel endorsed on the PEC for the same area as described in Section 6.

3. LIMITATIONS & RESTRICTIONS ON PRIVILEGES

A PEC for the Napier Pilotage Area cannot be obtained for any ship exceeding 130 metres LOA. A PEC will be issued only for a named vessel or vessels.

4. PRE-REQUISITES

Candidates for a PEC for the Napier Pilotage Area must:

- Hold a current New Zealand Certificate of Competency, or a current Certificate of Competency issued by another Administration that is recognised or accepted by the Director of MNZ under the Maritime Transport Act, that permits them to be the Master of the vessel or vessels for which the PEC is sought; **and**
- Hold a current Certificate of Medical Fitness of Category A or B issued in accordance with Maritime Rule Part 34; **and**
- Be able to demonstrate command of the English language to the satisfaction of the Harbourmaster
- Where required, have completed a recognised Bridge Resource Management (or equivalent) course within the last 5 years. This requirement is mandatory for a PEC for vessels 1000GT and over.

5. ELEMENTS OF STRUCTURED TRAINING PROGRAMME

This structured training programme comprises the following elements:

- 5.1 Initial training
- 5.2 Training under supervision
- 5.3 Examination

A candidate:

- a) Who does not currently hold a PEC; **or**
- b) Who holds a PEC endorsed for another pilotage area, for the same vessel, must complete all of the above requirements

A candidate who already has a PEC endorsed for the Napier Pilotage Area who wishes to have an additional vessel added to that endorsement must complete the requirements in Section 6.

5.1 INITIAL TRAINING

The candidate must become familiar with:

1. Relevant sections of the Maritime Transport Act 1994
2. Maritime Rules Part 90
3. Hawke's Bay Navigation Safety Bylaws
4. Harbourmaster directions as they apply to the navigation of vessels within Napier Pilotage Area
5. Local Chart NZ 5612 and any permanent or temporary Notices to Mariners
6. Local navigation information and requirements
7. Other local information relevant to safe navigation and marine environmental protection including Napier Port safety procedures, Marine Oil Spill Tier 1 Contingency Plan & Tsunami Warning System
8. The Harbour SMS & Risk Assessment for the area

Additional reading should include:

1. Relevant TAIC & MNZ accident reports relevant to navigation in the Napier Pilotage Area
2. Relevant publications on tug use, ship handling, bridge team management, such as those produced by the Nautical Institute and the International Chamber of Shipping

OUTCOMES

On completion of this element of training, the candidate should:

1. Have a detailed knowledge of the pilotage area
2. Be able to prepare passage plans and undertake transits
3. Be aware of any operational constraints or limitations in the Napier Pilotage Area and how they may affect the ship
4. Be familiar with the local emergency response procedures and the Master's roles and responsibilities if there is an incident
5. Be aware of all Napier Port operating requirements
6. Understand ship handling theory, with particular regard to interaction, squat, use of thrusters with head or sternway, pivot points, wind and current forces and behavioural characteristics of different ship types
7. Be able to apply BRM principles in the course of duties

5.2 TRAINING UNDER SUPERVISION

The candidate is to complete a number of transits of the Napier Pilotage Area on the vessel for which the PEC will be sought, in order to familiarise himself/herself with and become competent in navigating the vessel in the Napier Pilotage Area. These transits should be completed in the following capacity:

- a) As an observer on the bridge; **and**
- b) Conducting the navigation of the vessel under the direction of a licensed pilot or a current PEC holder

The minimum number of transits of the Pilotage Area to be completed as an observer and/or under supervision in the 12 months prior to sitting the examination is:

4 inwards and 4 outwards including at least 2 inwards and 2 outwards during the hours of darkness

The candidate should provide documentary evidence to the Harbourmaster of such supervised and observed transits as part of the examination process. **(Appendix i)**

OUTCOMES

On completion of this element of training, the candidate should:

1. Have built on the knowledge of the pilotage area
2. Be comfortable with preparing passage plans and transits
3. Be fully conversant with all Napier Port operating requirements
4. Be able to resolve issues and implement contingency plans
5. Be able to competently handle the vessel in a range of conditions both in daylight and darkness
6. Be able to apply BRM principles during transits

5.3 EXAMINATION

The examination comprises three elements:

1. A written examination including blank charts
2. An oral examination
3. A practical assessment of ship handling in the Napier Pilotage Area (**Appendix ii**)

OUTCOMES

Following successful completion of the examination process and a recommendation from the Harbourmaster, the candidate will be able to apply to MNZ for the issue of a new PEC endorsed for the Napier Pilotage Area and a specific vessel or vessels, or an additional endorsement for an existing PEC as appropriate.

6 ENDORSEMENT FOR AN ADDITIONAL VESSEL

An applicant who already holds a PEC endorsed for the Napier Pilotage Area and who is seeking an endorsement for an additional vessel must:

1. Complete familiarisation training on that vessel to the satisfaction of the Harbourmaster and demonstrate that they have met the recent experience requirements for the vessel currently endorsed on their PEC
2. A completed application should be forwarded to MNZ

7 TUG OPERATIONS

An applicant must undertake at least one familiarisation trip on a tug when a licensed pilot is performing the pilotage manoeuvre.

8 PROFICIENCY PLAN

PURPOSE & OBJECTIVES

This proficiency plan outlines the process for maintaining and demonstrating the proficiency and competence of PEC holders in the Napier Pilotage Area.

RECENT EXPERIENCE REQUIREMENTS

In accordance with Maritime Rule, Part 90.66(1)(b) the PEC holder must complete at least 3 transits inwards and 3 outwards of the Napier Pilotage Area within each 12 month period including 1 inward and 1 outward transits during the hours of darkness

REPORTING REQUIREMENTS

The PEC holder must maintain a record of all ship movements conducted within the Napier Pilotage Area and be able to provide such records to the Harbourmaster. **(Appendix iii)**

Prior to navigating within the Napier Pilotage Area, the PEC holder must report to the Harbourmaster in accordance with Maritime Rule, Part 90.65(2). This report shall be made to Napier Harbour Radio stating the name of the Master and include a declaration that the holder is a current PEC holder meeting the requirements of Maritime Rule, Part 90.66.

In accordance with Maritime Rule, Part 90.25, the Master is also required to report to the Harbourmaster, any defects to the vessel's propulsion, manoeuvring or communications equipment or any other condition which may adversely affect its operation capability.

ANNUAL ASSESSMENT

Within each 12-month period, all PEC holders must complete an annual assessment to demonstrate their continued local knowledge and skills. The assessment will be conducted in accordance with Maritime Rule, Part 90.111 and include at least 1 transit of the pilotage area with a licenced Port of Napier Pilot.

The Pilot will be assessing that the PEC holder remains competent to command the vessel within the pilotage area in accordance with the privileges of the PEC. The assessment will be conducted using a standard reporting format. **(Appendix v)**. Records of the assessment and its outcome will be signed by both the PEC holder and the pilot. Records must be submitted to the Harbourmaster via email and the PEC holder shall keep a copy.

PEER REVIEW & REFERSHER TRAINING

The vessel operator should ensure that their PEC holders are subject to regular peer reviews to ensure that standards and knowledge are maintained. The holder should keep up to date with any changes relevant to navigation within the Napier Pilotage Area. These matters should be covered as part of the operators safety management system under ISM or MOSS as applicable.

REGAINING CURRENCY

It is the PEC holder's responsibility to make sure that they are current in accordance with the requirements of Maritime Rule, Part 90.66 prior to exercising the privileges of that PEC.

Where the PEC holder has not satisfied the recent experience requirements within the previous 12 months, or completed an annual assessment, they must complete an assessment of 1 inward & 1 outward transit with a licensed Port of Napier pilot before exercising the PEC again.

Where the PEC holder has not exercised the PEC for more than 24 months they must complete all requirements specified in the structured training programme in respect of the blank chart, written and oral examinations. The PEC holder must further complete a minimum of 3 transits inwards & 3 transits outwards, 1 each during hours of darkness, while under the supervision of a licenced Port of Napier Pilot or a current Port of Napier PEC holder.

APPENDICES

APPLICATION TO BE EXAMINED FOR PILOTAGE EXEMPTION CERTIFICATE

I, holder of Certificate of Competency as Master
Foreign Going/Offshore/Inshore No. Country
of Issue Expiry date
Master/Mate of the MV GRT..... LOAm

Hereby apply for examination for a Pilotage Exemption Certificate for the Napier Pilotage Area

ADDRESS:

.....
.....
.....
.....

PHONE

MOBILE

EMAIL

Signature

Date

Enclose with this application:

Certified copies of : Certificate of Competency **and**
Current Medical Certificate **and**
Record of qualifying transits **and**
Examination fee payable to Hawke’s Bay Regional Council: **\$600 + GST**

Appendix (i)

Record of training and supervised transits for the Napier Pilotage Area. Candidate requires 4 inward and 4 outward transits with 2 each way in hours of darkness and must be as the Master or Chief Officer onboard.

Vessel LOA GRT Candidate

	DATE	TIME	BERTH	INWARD/ OUTWARD	TUGS	WIND/ WEATHER	DAY/ NIGHT	PILOT/PEC HOLDER (print name)	PILOT/PEC HOLDER SIGNATURE
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Candidate Signature

Appendix (ii)

PEC PILOT ENDORSEMENT CHECK SHEET

All candidates for examination for a PEC endorsement are to be accompanied by a pilot during 1 transit after successfully passing the examinations. The pilot will complete the form below while observing the preparation, planning & subsequent manoeuvring of the nominated vessel.

Candidate's name	Date	Name of Vessel and whether arrival or departure
Preliminary check list	Checked	Comments
Contact with harbour radio		
Passage plan properly prepared		
Weather & tidal conditions checked		
Marine services ordered		
Relevant traffic movements checks		
Berthing clearances & vessel marks checked		
Vessel operations	Checked	Comments
Bridge team interchange/use of closed loop		
Vessel manoeuvring characteristics		

Vessel operations cont'd	Checked	Comments
Anchors available		
Monitoring of vessel's position & speed		
Helm & engine orders		
Reporting points observed		
Drafts & UKC observed		
Communication with Harbour Radio & traffic		
Communication with tugs		
Communication with linesmen		
Observance of applicable maritime rules/bylaws		
Deficiencies reported (if applicable)		

PEC holder's record of shipping movements for Napier Pilotage Area

Vessel **LOA** **GRT** **PEC Holder**

	Date	Time	Berth	Movement In/Out	Tugs	Wind/ weather	Day/ Night	Current
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Service certified by :

NAME **POSITION**

SIGNATURE **DATE**

NB : Service to be certified by a licenced Napier Port pilot.

Use additional sheets if necessary, Only the final sheet needs to be signed

Appendix (iv)

PEC holder's annual assessment check sheet for the Napier Pilotage Area

All Pilot Exempt Masters are to be accompanied by a licensed pilot during 1 arrival or departure at least once a year. The pilot will complete the form below while observing the preparation, planning and subsequent manoeuvring of the nominated vessel. This form should be returned to the Harbourmaster.

PEC holders name	Date & Vessel	Arrival/departure
Preliminary check list	Checked	Comments
Contact with Harbour Radio		
Passage plan prepared & advised to Bridge team		
Weather & tidal conditions checked		
Marine services ordered as required		
Check traffic movements		
Berthing clearances & vessel marks		
Discuss mooring arrangement		
Vessel operations	Checked	Comments
Bridge team interchange/use of closed loop		
Vessel manoeuvring characteristics		
Anchors available		
Monitoring of vessel's position & speed		
Helm & engine orders		
Reporting points observed		
Drafts & UKC observed		
Communications with linesmen		
Observance of local bylaws & Maritime Rules		
Deficiencies reported		

COMMENTS :

Pilot name & signature

Harbourmaster name & signature

Appendix (v)

Syllabus for Exempt Master's Local Training & Local knowledge

1. Limits of local pilotage area
2. System of buoyage in the area including names, positions and characteristics of buoys, beacons, structures and other marks
3. Navigation marks in the area, including :
 - a. Characteristics of lights, cuts and clearing distances
 - b. Angles of visibility of lights
4. Names and characteristics of shoals, headlands and points in the area
5. Ten metre sounding lines and key depths of water throughout the area, including tidal effects and similar factors
6. Depth of water in Approach Channel and Outer Fairway
7. Width of Approach Channel
8. General set, rate and range of the tides and the use of tide tables
9. Effect of prolonged period of easterly wind on tidal stream and swell
10. Names of berths
11. Depths at berths
12. Distances between berths
13. Distances in swinging basin when Panamax vessels at #1, #2 & #5 berth
14. Proper courses and distances in the area
15. Anchorages in the area
16. Emergency and contingency plans for the area
17. Communications and the availability of navigational information
18. Systems of navigational warning broadcasts in the area and the type of information likely to be included
19. Vessel traffic services and reporting requirements when entering pilotage area
20. Details, use and limitations of available tugs
21. Communications with tugs
22. Mooring procedures
23. Hawke's Bay Navigational Safety Bylaws
24. Tsunami procedures
25. Oil Spill response
26. Permits to work
27. Vessel immobilization

28. Details of individual's company training programme
29. Details of individual's company emergency procedures
30. Details of Napier Port safety procedures
31. Any other relevant knowledge considered necessary