

C1 Pilotage Checklists

The checklists in section C1 provide a guide to creating appropriate company and/or on board checklists that suit the particular needs of the ship.

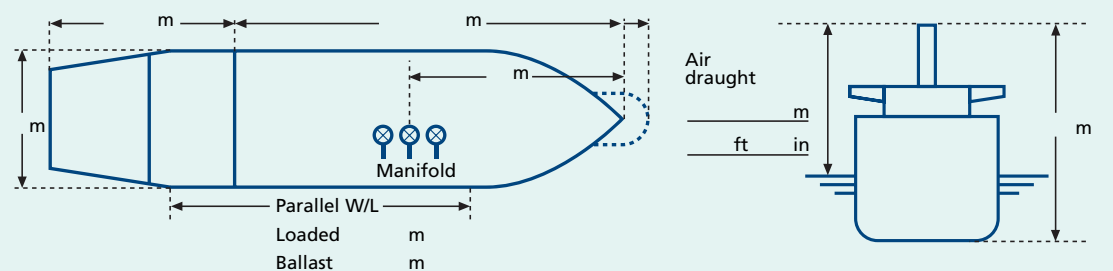
C1.1 Master/pilot information exchange (MPX)

SHIP IDENTITY		
Name:	Call sign:	Flag:
Agent:	Year built:	IMO number:
Cargo:	Ship type:	Last port:
ADDITIONAL SHIP'S CONTACT INFORMATION		
Telephone:	Email:	Other:
PILOT BOARDING INSTRUCTIONS		
ETA at pilot station:	Pilot ETA at boarding station:	Approach course and speed:
Embarkation side:	Requested boarding arrangements:	
SHIP PARTICULARS		
Refer to the ship particulars in the pilot card (checklist C2)		
ANCHORS (length of cable available)		
Refer to the ship particulars in the pilot card (checklist C2)		
MANOEUVRING DETAILS AT CURRENT CONDITION		
Refer to the steering information in the pilot card (checklist C2)		
MAIN ENGINE DETAILS		
Refer to the main engine information in the pilot card (checklist C2)		



BERTH AND TUG DETAILS		
Intended berth and berthing plan:		
Side alongside:	Estimated transit time to berth:	Tug rendezvous position:
Number of tugs:	Tug arrangements:	Total bollard pull:
WEATHER AND SEA CONDITIONS (at boarding station and at berth)		
Tidal information (heights and times):		
Expected currents:		
Weather forecast:		
PASSAGE PLAN		
REGULATIONS (VTS reporting, anchor/look-out attendance, maximum allowable draught)		
OTHER IMPORTANT DETAILS (including navigation hazards, ship movements, berthing restrictions, manoeuvring peculiarities)		

C1.2 Pilot card

SHIP PARTICULARS			
Name:		Call sign:	
Displacement:	DWT:	Year built:	
Length:	Beam:	Bulbous bow:	
Draught fwd:	Draught aft:	Draught amidships:	
Air draught:	Port anchor: shackles	Stbd anchor: shackles	
1 shackle = 27.4m/15 fathoms			
			
MAIN ENGINE			
Type:	Max power:		Max power:
		kW	HP
	RPM/pitch	Loaded speed (kts)	Ballast speed (kts)
Full ahead:			
Half ahead:			
Slow ahead:			
Dead slow ahead:			
Dead slow astern:			
Slow astern:			
Half astern:			
Full astern:		% Full ahead power	



Engine critical RPM:	Maximum number of consecutive engine starts:	Time from full ahead to full astern:
Time limit astern:		Minimum steering speed:
STEERING		
Number of propellers:	Direction of turn:	Propeller arrangement:
Time from hard-over to hard-over:		Rudder angle for neutral effects:
Thrusters (positions and power):		Steering characteristics/rudder type:
EQUIPMENT CHECKED AND READY FOR USE		
Anchors:		Cleared away: /
Compasses:		
Compass error:		
Speed log:		Doppler: / Speed: / Axis: /
Echo sounder:		
GNSS:		Type:
ECDIS:		
X-Band radar:		ARPA: /
S-Band radar:		ARPA: /
VHF (including handheld):		
Steering gear:		Number of power units in use:
Engine telegraphs:		
Rudder/rpm/rot indicators:		
Mooring winches and lines:		
Navigation lights:		
Whistles:		
EQUIPMENT OPERATIONAL DEFECTS		
OTHER IMPORTANT DETAILS (e.g. ship windage area, position of the Automatic Identification System (AIS) antenna, safe working load (SWL) of bollards)		

Reference: IMO Resolution A.601(15) Provision and Display of Manoeuvring Information On Board Ships

Master's signature: Date:

C1.3 Wheelhouse poster

Ship's name..... Call sign.....Gross tonnage.....Net tonnage.....
 Max. displacement.....tonnes, and Deadweight.....tonnes, and Block coefficient.....at summer full load draught

Draught at which the manoeuvring data were obtained

Loaded	Ballast
Trial/Estimated	Trial/Estimated
___m forward	___m forward
___m aft	___m aft

STEERING PARTICULARS	
Type of rudder(s)	_____
Maximum rudder angle	_____°
Time hard-over to hard-over with one power unit	_____s
with two power units	_____s
Minimum speed to maintain course propeller stopped	_____knots
Rudder angle for neutral effect	_____°

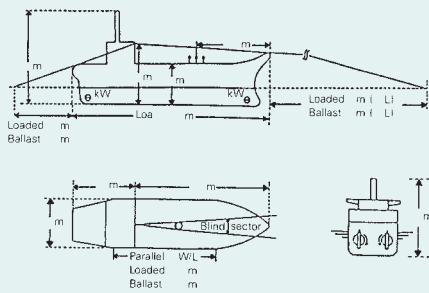
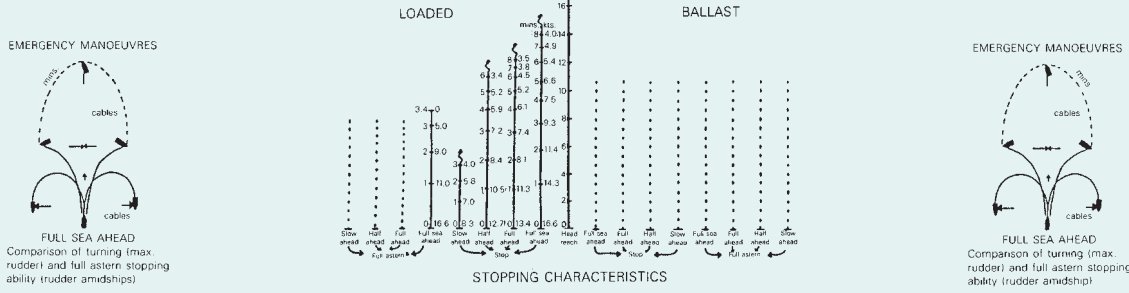
ANCHOR CHAIN		
	No. of shackles	Max. rate of heaving (min/shackle)
Port		
Starboard		
Stern		
(1 shackle = ___m/___fathoms)		

PROPULSION PARTICULARS			
Type of engine _____ kW (___HP).		Type of propeller _____	
Engine order	Rpm/pitch setting	Speed (knots)	
		Loaded	Ballast
Full sea speed			
Full ahead			
Half ahead			
Slow ahead			
Dead slow ahead			
Dead slow astern		Critical revolutions ___rpm	
		Minimum rpm ___knots	
Slow astern		Time limit astern ___rpm	
		Time limit at min. rev. ___rpm	
Half astern		Emergency full ahead to full astern ___s	
		Stop to full astern ___s	
Full astern		Astern power ___% ahead	
		Max. no. of consecutive starts ___	

THRUSTER EFFECT at trial conditions					
Thruster	kW (HP)	Time delay for full thrust	Turning rate at zero speed	Time delay to reverse full thrust	Not effective above speed
Bow		s	°/min	min s	knots
Stern		s	°/min	min s	knots
Combined		s	°/min	min s	knots

DRAUGHT INCREASE (LOADED)				
Estimated Squat Effect			Heel Effect	
Under keel clearance	Ship's speed (knots)	Max. bow squat estimated (m)	Heel angle (degree)	Draught increase (m)
			2	
			4	
			8	
			12	
			16	

TURNING CIRCLES AT MAX. RUDDER ANGLE



MAN OVERBOARD RESCUE MANOEUVRE

SEQUENCE OF ACTIONS TO BE TAKEN

- TO CAST A LIFEBOUY
- TO GIVE THE HELM ORDER
- TO SOUND THE ALARM
- TO KEEP THE LOOK-OUT

Insert a recommended turn

PERFORMANCE MAY DIFFER FROM THIS RECORD DUE TO ENVIRONMENTAL, HULL AND LOADING CONDITIONS



C1.4 Required boarding arrangements for pilots

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. 20m
Max. 22m
Above Bulwark

MAN-ROPES (without knots)
Min. Diam. 28mm
Max. Diam. 32mm
IF REQUIRED BY THE PILOT

SIDE ROPES
Min. Diam. 18mm

ALL STEPS
Must rest firmly against ship's side

SPREADER
Min. 180cm Long

MAXIMUM 9 STEPS
Between spreaders

5th STEP
From bottom must be a spreader

6 METRES
unobstructed ship's side

Height Required by Pilot

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 lower platform

Lower platform horizontal

Maximum 45° Slope

Accommodation Ladder Secured to ship's side

0.5m

Recommended 9 metres freeboard mark

2m

2m

→ STERN BOW →

A pilot ladder is required to extend at least 1.5 metres and no more than 9 metres

The lower platform shall be a minimum of 5 metres above the sea

Accommodation ladder should be secured to ship's side

(Using eyespade, or mechanical system)

PILOT LADDER WINCH REEL

A

Handholds
Min. 70cm
Max. 80cm

Minimum Clearance 220cm

NO OBSTRUCTIONS
Min. 91.5cm

Min. 91.5cm

B

Minimum Clearance 220cm

Handholds
Min. 70cm
Max. 80cm

Minimum 91.5cm

C

Side opening

Handholds
Min. 70cm
Max. 80cm

Minimum Clearance 220cm

75cm

75cm

Minimum 91.5cm

Ship's side doors used for transfer should not open outward

NO! No shackles, knots or splices

NO! The steps must be equally spaced

NO! The steps must be horizontal and checks under the steps must be tightly secured

NO! Spacers must not be lashed between steps

NO! Side ropes must be equally spaced

NO! The steps should not be packed, dirty or slippery

NO! Loops, and tripping lines present a tripping hazard and foul the Pilot Ladder

Handhold stanchions rigidly secured to deck

Responsible Officer in contact with bridge

Bulwark & Pilot Ladder secured to deck strong points

Lifeline with self-lighting light

From the International Chamber of Shipping *Bridge Procedures Guide, Sixth Edition*