

**Completion notes:**

**New Application:**

Please submit all parts of this form.

**Renewal Application:**

Please submit part 2, together with evidence of your ongoing medical fitness.

**Additional Tug, Berth or alteration to maximum length overall / object towed:**

Please submit part 2, only with the applicable sections completed.

**PEC Agreement:**

The PEC Agreement MUST be signed by a Company Representative and returned with new applications. The PLA will not issue a PEC until a properly completed copy of the Agreement has been received by the PLA.

Company Representatives are advised to ensure they have authority to sign, as in so doing they are taking responsibility for the management of the PEC, and could otherwise render themselves personally liable.

If an applicant has changed companies, then a signed PEC agreement with the new company will be required.

Additional notes

Following the completion of the required number of trips and sending this application form to the PLA, the Applicant must, in addition, successfully complete a practical assessment on an inward passage, by a PLA pilot in the PLA area(s) required. Please note that practical assessments will take place after a successful oral / theory examination and not prior to it. Assessments may be arranged with Pilotage department during normal office hours.

Applications will be reviewed by the Harbour Master for approval. This may take up to a week.



**APPLICATION FOR A CLASS B PEC  
(Intra-Port Tugs and Tows)**

Number: 03.37

Issue: 1

Date: 21/02/2018

Page: 2 of 6

**Part 1**

Personal details	
PEC Number	
Surname	
Other names	
Home address	
Telephone	
Email	

Certificates			
Boatmasters Licence, or alternative according to MSN 1853 or alternative for an unsupervised watchkeeper, as per the PLA Code of Practice for the Management of Commercial Vessels on the Thames			
Licence No.		Expiry Date	
Details of Towing & Pushing Endorsement			
Medical Certificate (ENG 1 or ML5) Expiry Date			
<b>Please accompany this application with copies of the above documents</b>			

Operator's details	
Company name	
Company address	
Telephone	
Email	



**APPLICATION FOR A CLASS B PEC  
(Intra-Port Tugs and Tows)**

Number: 03.37  
Issue: 1  
Date: 21/02/2018  
Page: 3 of 6

**Part 2**

<b>Name</b>		<b>PEC No.</b>	
Is this form for a: <input type="checkbox"/> New Application? <input type="checkbox"/> Renewal? <input type="checkbox"/> Additional Berth, Tug or change to limitations? <i>Please only complete the relevant parts of this form for interim changes to the PEC</i>			
<b>Summary of experience during the past year</b>			
Extent of PEC (B) area applied for:	From:	To:	
Number of trips or shifts as Master or Bona Fide First Mate made on watch in the past year.			
During Day		During Night	
Berths required on certificate: <i>If this is an application for additional berths, please only list these</i>			
Berth Name	No. of trips	Berth Name	No. of trips

<b>B. Medical Certificate</b> <i>Please supply a current copy, unless the PLA already have an in-date certificate</i>	
Medical Certificate expiry date	<input type="checkbox"/> Accompanies this application?

<b>C. Tugs required on certificate</b> <i>If this is an application for additional tugs, please only list these</i>					
Tug name	LOA (m)	Max Drt (m)	Tug name	LOA (m)	Max Drt (m)
With a maximum Length of Object Towed of:					



APPLICATION FOR A CLASS B PEC  
(Intra-Port Tugs and Tows)

Number: 03.37  
Issue: 1  
Date: 21/02/2018  
Page: 4 of 6

**Applicant's Tripping Record**

Name		PEC No.						
Date Completed	Vessel	LOA (m)	*From	*To	Master /Mate?	Berths	Witnessed	Pilot No. (if applicable)
<i>I confirm this to be a correct record of passages made by me in the PLA Pilotage Areas</i>							Applicant's Signature	

**AGREEMENT  
OPERATIONS INVOLVING USE OF  
PILOTAGE EXEMPTION CERTIFICATES**

**1. SAFETY OF OPERATIONS**

- a) As part of the agreement, the Port of London Authority will ensure the ready availability, on its web site ([www.pla.co.uk](http://www.pla.co.uk)), of all up-to-date Navigational and Regulatory Information regarding navigation, within the Port of London Pilotage District. Hard copy may also be provided on request.
- b) The Operator agrees to disseminate the information referred to in (a) to their Deck Officers who hold PLA Pilotage Exemption Certificates (PECs) without delay.
- c) While piloting their vessels within the London Pilotage District the Operator will ensure that all PEC Holders have valid Certificates of Competency appropriate to their rank and the size of vessel on which they are serving and valid medical certificates.
- d) The Operator will ensure that only PEC Holders actually signed on to the vessel as Deck Officers will be employed to Pilot the ship for which the PEC applies within the London Pilotage District.
- e) The Operator will ensure that arrangements are in place whereby holders of PECs will be properly rested prior to commencing any act of pilotage within the London Pilotage District.
- f) The Operator will notify the PLA promptly if any PEC Holder is directly involved in any navigational incident while using their PEC, and accept that the use of such PECs will be considered for suspension until the matter has been investigated by the PLA and their report completed. The PLA undertakes that such investigation will take place as soon as possible after the incident.
- g) Any PEC Holder who fails a test administered under either the PLA's or Operator's Drug and Alcohol Policy, or is convicted of any offence involving drugs or drink, will not be permitted by the Operator to use the PEC until investigation and internal disciplinary process, or due process of law has been concluded.
- h) All PEC Holders will be in possession of and have available at all times, the appropriate Port of London Byelaws, Pilotage Directions, General Directions and the PLA's Code of Practice for Craft Towing Operations on the Thames.

**2. PROCEDURES**

- a) The Operator will notify the PLA of any relevant change to the status or category of the vessel.
- b) The Operator will nominate a responsible officer within their organisation fully authorised to deal with matters relating to the use and administration of PECs, held by their Deck Officers.
- c) The Operator will notify the PLA of the name and address of the Company which is legally responsible for the operation of the vessels in their fleet and the name of the Protection and Indemnity organisation in which the vessel is entered for P&I risks.
- d) Operators of vessels with ISM systems will ensure that pilotage, and the use of **PECs**, will form part of the ISM procedures in place for navigating within the London Pilotage District. The operator further agrees to participate in and contribute to the PLA Navigational Safety Management System.
- e) The Operator undertakes that **its contracts of employment will only require** properly qualified personnel who are willing to hold a PEC and who have a good command of the English Language **to apply** for a PEC.

**AGREEMENT  
OPERATIONS INVOLVING USE OF  
PILOTAGE EXEMPTION CERTIFICATES**

The signatory below accepts responsibility for the preceding terms relating to the issue of a PEC in respect of:

PEC Applicant

Of Company Name

**Address** of company responsible for the employment of the above named PEC Holder or Applicant.

Postcode

**Address** to which hard copy information should be sent if requested.

Postcode

1) **SIGNED**

*For and on behalf of the Owner/Operator*

x  
Dated

**Note - The signatory to (1) above must have full company authority to sign this document.**

Name (please print clearly)

Position



---



2) **SIGNED**

*For and on behalf of the Port of London Authority*