

**APPLICATION FOR A  
PILOTAGE EXEMPTION CERTIFICATE  
(AND ANNUAL RENEWAL)**

In accordance with Pilotage Directions 2017.

**PORT OF LONDON AUTHORITY – APPLICATION FOR A PILOTAGE EXEMPTION CERTIFICATE**

**Completion notes.**

**New Application**

Please submit all parts of this form.

**Renewal Application**

Please submit parts 3 & 4, together with evidence of your ongoing medical fitness.

**Additional Vessel**

Please submit part 4 only. You should complete section C and D only.

**Part 2 – Tripping Form**

**Qualifying trips must be logged with Port Control by reporting your PEC Reference Number prior to the passage. No credit may be given if this has not been done.**

Please list sufficient trips to demonstrate the furthest upriver and furthest downriver point on the River Thames for which you intend the claim exemption. If you are applying for the first time, and do not already hold a valid PEC, these should be countersigned by a PLA Pilot, or a valid PEC

Holder with whom the trips were done. **A minimum of 50% of the qualifying trips shall be undertaken whilst understudying an authorised Pilot.**

Appendix 4

SUMMARY OF THE QUALIFICATION REQUIREMENTS FOR PILOTAGE EXEMPTION CERTIFICATES

CLASS A PEC			
AREAS	Required trips	of which in darkness	
Vessels of 40 metres LOA and up to, but not including 50 metres LOA			
Area 5. Thames Barrier Control Zone Endorsement. Tilbury Dock Endorsement	8 trips	Minimum 3	<ul style="list-style-type: none"> <li>• Examination</li> <li>• Practical assessment</li> <li>• Simulator training where applicable</li> </ul>
Barking Creek (In addition, a minimum 6 trips must be in the loaded condition)	8 trips	Minimum 3	
Above Tower Bridge.	16 trips	Minimum 8	
Vessels of 50 metres LOA and up to, but not including 100 metres LOA			
Area 1, Area 2, Area 2A	6 trips	Minimum 2	<ul style="list-style-type: none"> <li>• Examination</li> <li>• Practical assessment</li> <li>• Simulator training where applicable</li> </ul>
Area 3, Area 4, Area 5. Thames Barrier Control Zone Endorsement. Tilbury Dock Endorsement.	8 trips	Minimum 3	
Barking Creek (In addition, a minimum 6 trips must be in the loaded condition)	8 trips	Minimum 3	
Above Tower Bridge.	16 trips	Minimum 8	
Vessels of 100 metres or more but not including 190m LOA			
Area 1, Area 2 Area 2A.	6 trips	Minimum 2	<ul style="list-style-type: none"> <li>• Examination</li> <li>• Practical assessment</li> <li>• Simulator training where applicable</li> </ul>
Area 3, Area 4, Area 5. Thames Barrier Control Zone Endorsement. Tilbury Dock Endorsement.	12 trips	Minimum 4	
Vessels of 190m LOA and above			
All Areas	Tripping requirements for vessels of 190m or above will be determined on a case by case basis		<ul style="list-style-type: none"> <li>• Examination</li> <li>• Practical assessment</li> <li>• Simulator training</li> </ul>

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Vessels utilising ship towage tugs (Tug Endorsement)	
All Areas	<ul style="list-style-type: none"><li>• 4 trips with a Pilot whilst utilising tugs for berthing or unberthing.</li><li>• Practical assessment – with tugs.</li><li>• A trip on a ship towage tug.</li><li>• Simulator training.</li></ul>

### Part 3 – Declarations

You should summarise the number of trips you have done in each PEC Area, how many were in daylight and darkness, and how many were to the furthest upriver berth/location for which you will claim exemption.

Please also give us the expiry dates of your Certificate of Competency (or Boatmaster Licence) and Medical Certificate.

Please list up to six vessels which you wish to be nominated on your PEC. If you are adding vessels to an existing PEC, please tell us the largest vessel for which you were examined and/or assessed.

### Part 4 – Agreement

The agreement MUST be signed by a Company Representative and returned with your application. 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.

### Additional notes

In addition to completing the required number of trips, the Applicant should...

1. Attend a one day introductory course, covering all required areas, before sitting an oral examination for each PLA Area. This will include a visit to Port Control Centre, Gravesend or Thames Barrier Control Centre. Courses and Examinations may be arranged with Pilotage Administration during normal office hours.
2. Applicants for vessels of 160m Length Overall will be subject to the standard examination and in addition, shall submit a sample passage plan for the Area(s) in question. All vessels over 145m Length Overall are required to undertake simulator exercises, to include emergency procedures and the use of tugs for berthing and unberthing. See also additional requirements in Appendix 4 of the Pilotage Directions if you wish to use a tug with your PEC.
3. 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 examination and not prior to it.* Assessments may be arranged with Pilotage Administration during normal office hours.
4. If successful in the steps above, the application will be recommended to the PLA Licensing Committee, who will normally give their approval. *This may take up to a week.*

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**Contact information & certification**

<b>Personal details</b>	
PEC Ref Number	
Surname	
Other names	
Home address	
Telephone	
Email	

<b>Certificates</b>	
Certificate of Competency Number	
C of C expiry date	
OR Boatmaster Licence No	
Medical Certificate expiry date	
<b><i>Have you included recent copies of the above documents to support your application?</i></b>	

<b>Operator's details (or London agent)</b>	
Company name	
Company address	
PEC administrator's name	
Telephone	
Fax	
Email	

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**Applicant’s Tripping Record. A minimum of 50% of the qualifying trips shall be undertaken whilst understudying an authorised Pilot.**

**Name**

**PEC ref number.**

Date completed	Vessel	*To show the highest and lowest extent of the trip		Master or F/Mate?	Day or Night trip?	PLA areas used? (✓)							Witnessed <sup>1</sup>	Pilot no.
		*From	*To			1	2	2A	3	4	B	5		

Applicant's signature

*I confirm this to be a correct record of passages made by me in the PLA Pilotage Areas*

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**Details**

<b>Name</b>							<b>PEC Ref No.</b>	
Is this form for a <input type="checkbox"/> New Application? <input type="checkbox"/> Renewal? <input type="checkbox"/> Additional PLA Area? <input type="checkbox"/> Additional vessel?								
<b>Summary of experience in PLA Areas during the past year</b>								
Number of passages as Master or Bona Fide First Mate made on watch through each PLA area <u>in the past year</u> . Also number of passages you judged as by day and by night.								
<b>PLA areas</b>						<b>Day or Night</b>		
1	2	2A	3	4	B	5	Day	Night
Furthest upriver berth to which sufficient experience has been gained? For initial application to the furthest up river berth PEC is required for.								
No. of trips made to and from that berth in the past year?								
Names of additional berths required initially for PEC application.								

<b>Name of berths and number of trips to each berth noted on the PEC (Renewal)</b>	
<b>Berths</b>	<b>Number of trips</b>

<b>Is a Tug Endorsements required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>For initial PEC - 4 trips with a pilot using tugs + assessment</i>
<i>Please enter details below</i>	
<i>For renewal - 2 tug uses per year</i>	
1.	
2.	
3.	
4.	

<b>Medical Certificate.</b> Do we have a current copy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Certificate expiry date?	

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**Details (continued)**

**Examined/assessed vessel – for additional vessel applications.** *If applicable, please tell us the largest vessel on which you have been examined and assessed by a PLA Pilot.*

Vessel name	LOA(M)	Max Dwt(M)	Type	Carries passengers, specified cargo or marine pollutants? (✓)  <input type="checkbox"/> Yes <input type="checkbox"/> No

**D. Please list the vessels you wish to appear on your certificate.** *(maximum six)*

Vessel name	LOA(M)	Max Dwt(M)	Type	Nat	Carries passengers, specified cargo or marine pollutants? (✓)  <input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

<ul style="list-style-type: none"> <li><i>I declare that the above information is correct, and that I understand the terms under which the Pilotage Exemption Certificate will be issued (Pilotage Directions and Regulations as published).</i></li> </ul>	Applicant's signature
	Date
<b>Have you signed your application above?</b>	

<i>Date received</i>	<b>For office use</b>							<i>Date effective</i>
	1	2	2A	3	4	B	5	

# 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.portoflondon.co.uk](http://www.portoflondon.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) Operators will agree to disseminate the information referred to in (a) to their Masters and First Mates who hold PLA Pilotage Exemption Certificates (PEC's) **without delay**.
- c) While piloting their ships within the London Pilotage District **the Operators 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) **That** only PEC Holders actually signed on to the ship's articles as the Master or First Mate will be **employed** to pilot the ship for which the PEC applies within the London Pilotage District.
- e) Operators will ensure that arrangements are in place whereby holders of PEC's will be properly rested prior to commencing any act of pilotage within the London Pilotage District.
- f) Operators 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 PEC's will be considered for suspension until the matter has been investigated by the PLA and their report completed. The PLA undertake that such investigation will take place as soon as possible after the incident.
- g) Any PEC Holder who fails a test administered under the Operators' 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 the operator is satisfied that such a PEC Holder poses no threat to the safety of navigation.
- h) All PEC Holders will have to hand, and be familiar with, the appropriate PLA Bye-laws, Pilotage Directions, General Directions and the **PLA's Code of Practice for Ship Towing Operations** on the Thames.

### 2. PROCEDURES

- a) The operators will notify the PLA of any relevant change to the status or category of the ship, such as: from "non-specified and hazardous" to "specified and hazardous and marine pollutant" for ships of between 50 and 100 metres in length prior to visiting the port.
- b) Operators will nominate a responsible officer within their organisation fully authorised to deal with matters relating to the use and administration of PEC's, held by their Masters and **First Mates**.
- c) Operators will notify the PLA of the name and address of the Company which is legally responsible for the operation of the ships in their fleet and the name of the Protection and Indemnity organisation in which the ship is entered for P&I risks.
- d) The Operator will ensure that pilotage, and the use of **PECs**, will form part of the ISM procedures in place for ships 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 Holder/Applicant**

No.	Full name
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**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*

<b>x</b>	Dated
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**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*

