



**Loan of PLA Isophase Electronic Keying Devices  
EQUIPMENT LOAN APPLICATION FORM**

Number: FM193  
Issue: 2  
Date: 06/04/2017  
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OUR REF: \_\_\_\_\_

To be completed in triplicate\*

**LOAN / RETURN (please delete as applicable) OF PLA ISOPHASE ELECTRONIC KEYING DEVICE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Vessel: \_\_\_\_\_

Owner or operators name and billing details: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

PLA Representative (Print & Sign): \_\_\_\_\_

Vessel Representative (Print & Sign): \_\_\_\_\_

**Received on loan, in good order and condition and subject to the conditions noted overleaf, one**

**isophase electronic keying device (BOX NUMBER: \_\_\_\_\_) being the property of the**

**Port of London Authority**

**LESS THAN 24 HOURS NOTICE GIVEN:** *please tick if not given*

**LIGHTS MANUALLY ACTIVATED BY LONDON VTS:** *please tick if manually activated*

<input type="checkbox"/>
<input type="checkbox"/>

**Details of any damage to equipment on delivery/collection**

\*White copy to be handed to the vessel's Master on return

\*Pink copy to be scanned to VTS Administrative Officer

\*Yellow copy to remain attached to log book

**BY SIGNING THIS FORM YOU ARE IN AGREEMENT TO THE TERMS AND CONDITIONS PRINTED OVERLEAF**

AUTHOR:

VTS Administrator

OWNER:

Harbour Master (SMS & VTS)



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**Terms & Conditions**

**CARRIAGE REQUIREMENTS**

Refer to: Port of London Authority General Directions for Navigation in the Port of London Authority (2016) No. 30

**Conditions of Hire**

**BY SIGNING THIS DOCUMENT OVERLEAF YOU ARE AGREEING TO THE TERMS & CONDITIONS OF HIRE**

- 1) A minimum of 24 hours notice is required to be given to London VTS for the hire of a portable PLA isophase electronic keying device.
- 2) Equipment may be available at less than 24 hours notice but in such case the PLA will apply a surcharge to the standard equipment hire rates.
- 3) A desired delivery date, time and location must be given to the PLA at the time of the initial order.
- 4) The owner or operator of the vessel must arrange an appointment for the devices return to the PLA before the vessel proceeds on its last working voyage in the Isophase electronic keying device mandatory carriage area.
- 5) Delivery and collection of the Isophase electronic keying device is usually undertaken by a PLA Harbour Service Launch. Where installation or removal is not possible by means of a PLA Harbour Service Launch the PLA may apply a surcharge to the standard equipment hire rates.
- 6) A representative of the owner or operator must be available at the time of delivery and collection of the equipment to answer any technical or operational queries which may arise. Training in the use of the equipment will also be provided at the time of delivery.
- 7) The PLA Isophase electronic keying device must be kept in as secure location should the vessel be left unattended at any time.
- 8) The PLA Isophase electronic keying device is not to be transferred to any vessel other than the vessel stated on the loan agreement.
- 9) Damage to the PLA Isophase electronic keying device or failure to return it to the PLA will result in the owners or operators of the vessel being charged for the repair or replacement of the equipment.
- 10) The PLA Isophase electronic keying device may only be used for the purposes of compliance with Port of London General Directions for Navigation in the Port of London (2016) No. 30 and for no other purpose.
- 11) The owners or operators of the vessel must operate their PLA Isophase electronic keying device in full compliance with Port of London Authority General Directions for Navigation in the Port of London (2016) No. 30.
- 12) Due to the limited number of portable PLA Isophase electronic keying devices, the equipment will not normally be issued for a period of more than 7 consecutive days and for no more than 25 days in any one calendar year to the same vessel. Approval to retain portable PLA Isophase electronic keying devices beyond these limits will be at the discretion of the Port of London Authority.
- 13) For periods of hire in excess of 24 hours the owner or operator of the vessel must make arrangements for the portable PLA Isophase electronic keying device to be charged. Charging equipment will be supplied at the time of delivery.
- 14) Any defects with portable PLA Isophase keying devices should be reported to London VTS immediately and also reported at the time the device is collected.
- 15) Portable PLA Isophase electronic keying devices must not be taken outside of port limits under any circumstances.

**FEES**

- 1) The standard minimum hire fee for a period of up to 24 hours, inclusive of delivery and collection charges is **£50.00 + VAT**.
- 2) Should the equipment be required for a longer period then a further fee of **£50.00 + VAT** will apply for each subsequent 24 hour period.
- 3) Should less than 24 hours notice be given for the delivery of a portable PLA Isophase electronic keying device, the PLA will apply a **£100.00 + VAT** surcharge, in addition to the standard charge, to cover the mobilisation of the equipment and delivery costs.

**OPERATING INSTRUCTIONS**

- 1) Ensure that you place the device outside of the wheel house.
- 2) Ensure that you place the device on its back and not on its side.
- 3) Switch the device on at least ten minutes before it is required to ensure that the GPS is correctly locked on.
- 4) Check the device for any warning lights – if in any doubt contact London VTS.
- 5) For longer periods of hire the device may require recharging (charging equipment/leads are provided with the device) – ensure that the device is switched off when not underway or when you are not navigating in the mandatory carriage area.
- 6) Check that the direction of travel is correctly set.

**PLEASE NOTE: UNDER NO CIRCUMSTANCES WILL AN ELECTRONIC KEYING DEVICE BE LEFT OR COLLECTED WITHOUT A REPRESENTATIVE'S SIGNATURE**

**LONDON VESSEL TRAFFIC SERVICES: 0208 855 0315**

**AUTHOR:**

**VTS Administrator**

**OWNER:**

**Harbour Master (SMS & VTS)**