

Guidelines:

Pilot Boarding & Pilot Ladder Rigging

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1.0 Introduction

This Guideline is intended to guide Ship Masters to follow safe practices during pilot boarding procedures which is deemed acceptable as per SOLAS Chapter V Regulation 23 and IMO Resolution A.1045 (27).

Vessels are expected to meet the requirements of the regulations as laid out in SOLAS Chapter V Regulation 23 and IMO Resolution A.1045 (27).

Further to emphasize on safety during pilot boarding, Trakhees Ports & Maritime Section has developed these Guidelines to adhere to all required regulations and industry standards to avoid potential risk to life

2.0 Applicability

The guidelines outlined in this document relate to vessels calling Dubai Ports and Maritime areas in PCFC jurisdiction. These guidelines do not relive any vessels of the need to comply with any other applicable Local, Federal, International requirements that may apply for Pilot Boarding and Pilot Ladder Rigging.

3.0 Safety Guidelines for Pilot Boarding and Pilot Ladder Rigging:

3.1 General

- All arrangements used for pilot transfer shall efficiently fulfil their purpose of enabling pilots to embark and disembark safely. The appliances shall be kept clean, properly maintained and stowed and shall be regularly inspected to ensure that they are safe to use. They shall be used solely for the embarkation and disembarkation of personnel.
- The rigging of the pilot transfer arrangements and the embarkation of a pilot shall be supervised by a responsible officer having means of communication with the navigation bridge who shall also arrange for the escort of the pilot by a safe route to and from the navigation bridge. Personnel engaged in rigging and operating any mechanical equipment shall be instructed in the safe procedures to be adopted and the equipment shall be tested prior to use.
- A pilot ladder shall be certified by the manufacturer as complying with this regulation or with an international standard acceptable to the IMO. Ladders shall be inspected in accordance with regulations.
- All pilot ladders used for pilot transfer shall be clearly identified with tags or other permanent marking so as to enable identification of each appliance for the purposes of survey, inspection and record keeping. A record shall be kept on the ship as to the date the identified ladder is placed into service and any repairs effected.



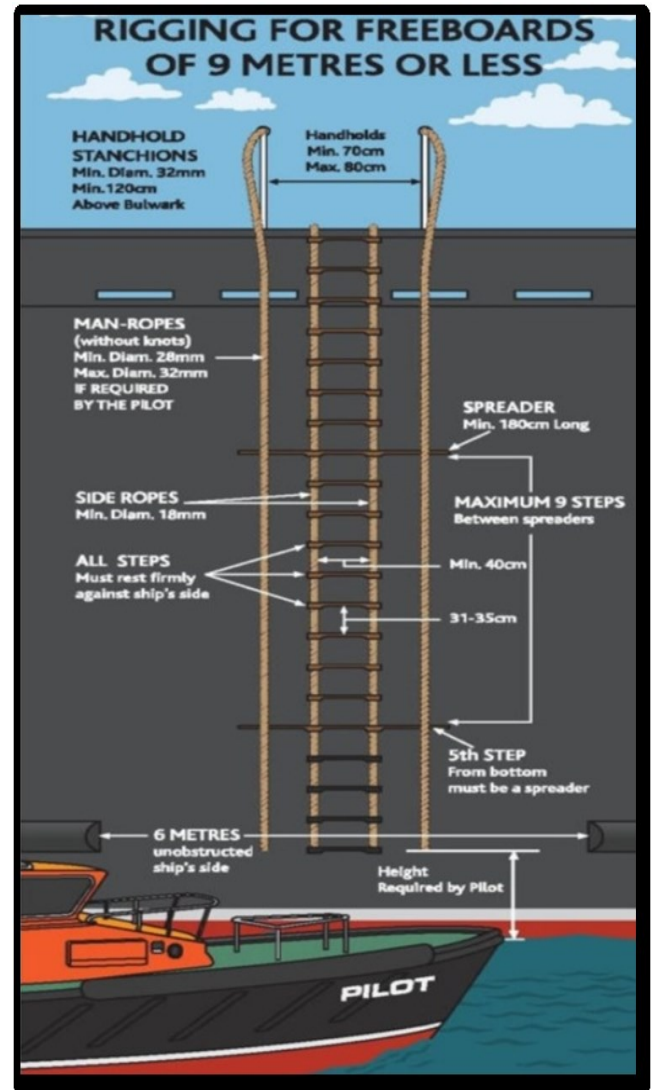
3.2 Transfer arrangements, Pilot Ladder with Freeboard Less than 9 Meters

- Safe and convenient access to, and egress from, the ship shall be provided,
- A pilot ladder requiring a climb of not less than 1.5 m and not more than 9 m above the surface of the water so positioned and secured that:
 - ✓ It is clear of any possible discharges from the ship.
 - ✓ It is within the parallel body length of the ship and, as far as is practicable, within the mid-ship half length of the ship.
 - ✓ Each step rests firmly against the ship's side; where constructional features, such as rubbing bands, would prevent the implementation of this provision, special arrangements shall, to the satisfaction of the Administration, be made to ensure that persons are able to embark and disembark safely.
 - ✓ The single length of pilot ladder is capable of reaching the water from the point of access to, or egress from, the ship and due allowance is made for all conditions of loading and trim of the ship, and for an adverse list of 15°; the securing strong point, shackles and securing ropes shall be at least as strong as the side ropes.

- ✓ The last four steps of the pilot ladder should be made of rubber as they are vulnerable to failure on being squeezed between the ship's side and the pilot boat. The 5th step from bottom

must be a spreader. The spreader prevents the pilot ladder from twisting. It should be minimum 180 cm. long. Maximum 9 steps are allowed between 2 spreaders. The spreaders should not be lashed between the steps.

- ✓ The surface of the steps must provide a safe and slip resistant foothold. Use of ordinary paints resulting in slippery surfaces should be prohibited.



- ✓ Pilot ladders should not be secured around railings or hand rails.
- ✓ The distance between the sea level and the lower end of the pilot ladder depends on the size of the pilot boat being used. This is decided by the pilot. The officer in charge should confirm beforehand rigging the pilot ladder. In no case shall the lower end of the pilot ladder become awash in the water.



- ✓ During Pilot transfer, the responsible officer, should be in direct contact with the bridge from the Pilot Embarkation Area.

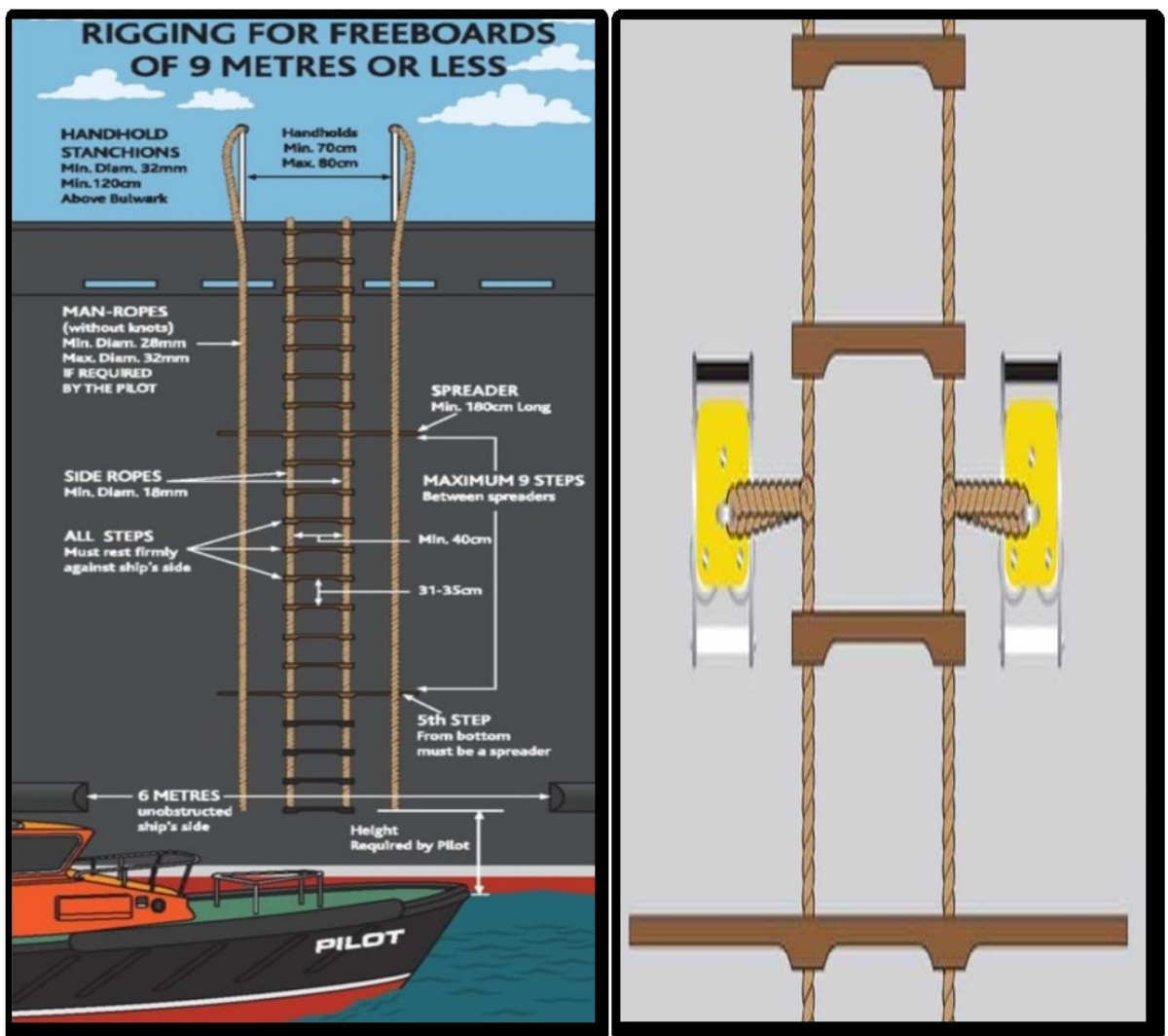
3.3 Transfer arrangements, Pilot Ladder with Combination with Freeboard More than 9 Meters

In all ships where the distance from sea level to the point of access to, or egress from, the ship exceeds 9 meters, and when it is intended to embark and disembark pilots by means of the accommodation ladder, or other equally safe and convenient means in conjunction with a pilot ladder, the ship shall carry such equipment on each side, unless the equipment is capable of being transferred for use on either side.

3.3.1 An accommodation ladder in conjunction with the pilot ladder (i.e. a combination arrangement), or other equally safe and convenient means, whenever the distance from the surface of the water to the point of access to the ship is more than 9 m. The accommodation ladder shall be sited leading aft. When in use, means shall be provided to secure the lower platform of the accommodation ladder to the ship's side, so as to ensure that the lower end of the accommodation ladder and the lower platform are held firmly against the ship's side within the parallel body length of the ship and, as far as is practicable, within the mid-ship half-length and clear of all discharges.

3.3.2 The Slope Angle of the accommodation ladder used in conjunction with the pilot ladder shall never exceed 45 degrees.

3.3.3 When a combination arrangement is used for pilot access, means shall be provided to secure the pilot ladder and manropes to the ship's side at a point of nominally 1.5m above the bottom platform of the accommodation ladder. In the case of a combination arrangement using an accommodation ladder with a trapdoor in the bottom platform (i.e. embarkation platform), the pilot ladder and manropes shall be rigged through the trapdoor extending above the platform to the height of the handrail, the lower platform of the accommodation ladder shall

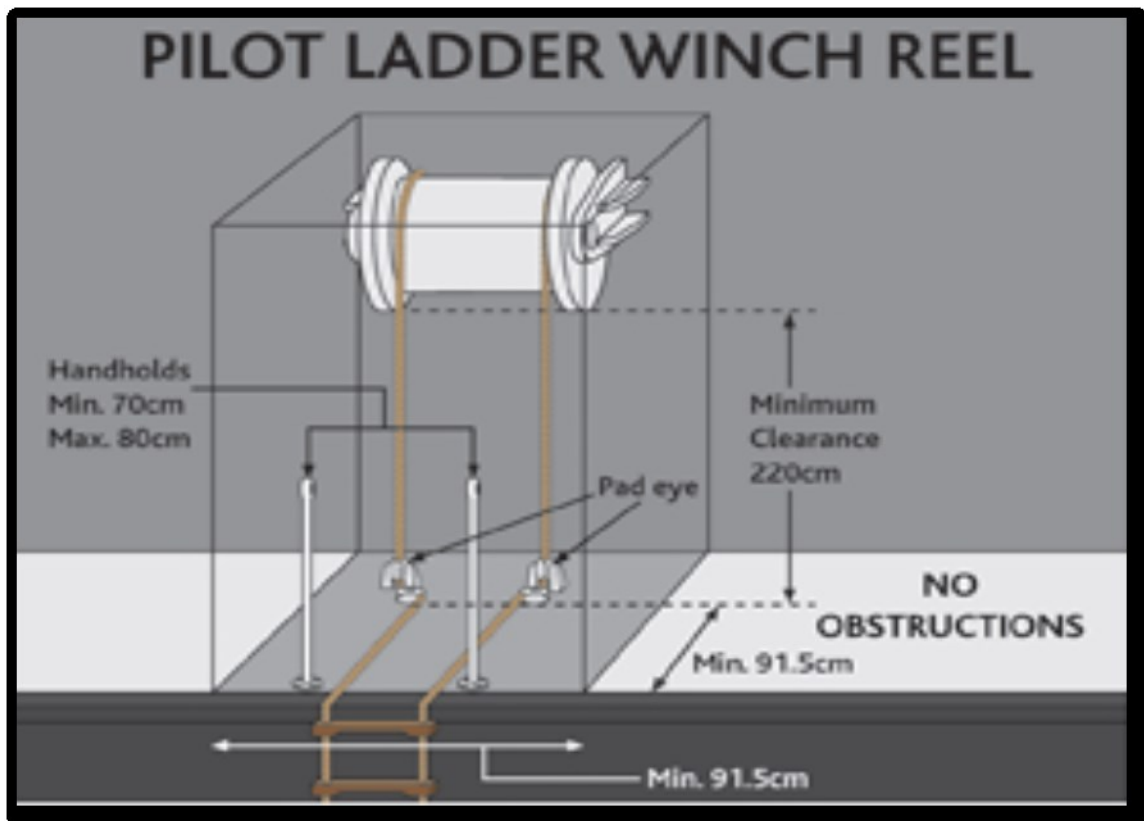




- 3.3.4 Pilot ladders should not be secured around railings or hand rails.
- 3.3.5 The distance between the sea level and the lower end of the pilot ladder depends on the size of the pilot boat being used. This is decided by the pilot. The officer in charge should confirm beforehand rigging the pilot ladder. In no case shall the lower end of the pilot ladder become awash in the water.
- 3.3.6 The pilot ladder should be rigged adjacent to the lower platform of the accommodation ladder and should extend at least 2 meters above the lower platform.
- 3.3.7 Vessel to use Pilot ladder hull magnet to make sure pilot ladder firmly secured with vessel hull during pilot climbing. During Pilot transfer the responsible officer, should be in direct contact with the bridge from the Pilot Embarkation Area

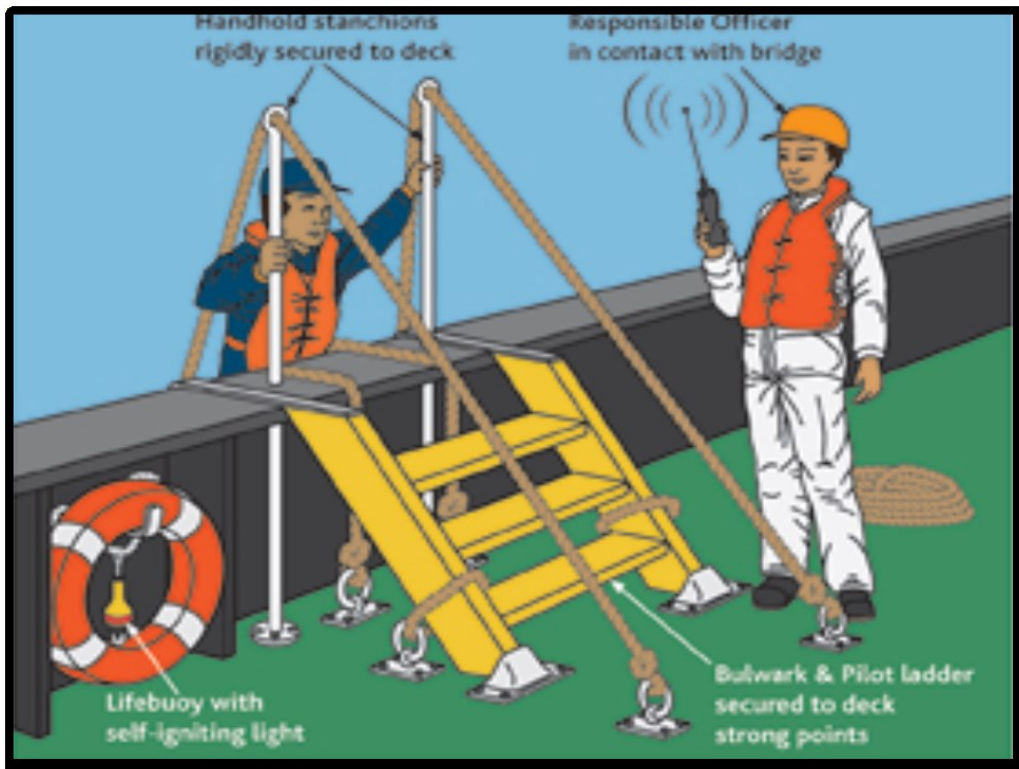
4.0 Use of Winch Reels for Pilot Transfer Arrangements

- When winch reels are used for lowering pilot ladder the construction should be at such a position so that it will not obstruct the safe access to and from the ship.
- Even if pilot ladder is stowed on a winch reel, pilot ladder should always be secured to a strong point which is independent of the pilot ladder winch reel.
- Pilot ladder winch reels can be operated either manually or by electric, hydraulic or pneumatic means.
- All pilot ladder winch reels should have a means of prevention from being accidentally operated.



5.0 Access to Deck

- Means should be provided to ensure safe, convenient and unobstructed passage for Pilot embarking on or disembarking from, the ship between the head of the Pilot ladder, or any accommodation ladder, and the ships deck; such access should be gained directly by a platform securely guarded by handrails.
- The access area shall be kept free and clear at all times and can also be marked with permanent signs.
- The pilot ladder should be checked after it is rigged preliminary to ensure it is properly secured to the ship by a crew member by descending few steps. While doing so safety should not be jeopardized. The crew member should always take care of their own safety wearing a life jacket and a life line if appropriate.



- The duty officer should closely monitor continuously and observe the pilot all the time while he is on the ladder. He should always remain in contact with the bridge via walkie talkie, report every event and inform the bridge at once on the safe arrival of pilot onboard.
- A canvas bag or net and a rope should be kept ready at the embarkation position to hoist aboard any baggage the pilot might have with him.
- A pilot dedicated lifebuoy with water actuated automatic light and lifeline should be readily available.

6.0 Lighting

- Fixed or portable lights may be used to illuminate the ladder over side. To avoid dazzling the pilot boat crew, lights should shine from abaft the pilot ladder. The deck area in the vicinity of the pilot ladder should also be adequately lit. Spot lighting from the wings of the bridge or other suitable position may be accepted.

7.0 Shipside Doors

- Shipside doors used for pilot transfer shall not open outwards