



## **PILOTAGE DIRECTIONS & MANAGEMENT OF PILOTAGE EXEMPTION CERTIFICATES**

This document sets out the Belfast Harbour Pilotage Directions, and details Procedures and Policies relating to and the issue and management of Belfast Harbour Pilotage

## Pilotage Directions - Amendment Record

Amendment No.	Amendment Date	Edit	Review	Approve	Revision History
1	November 2022			KA	Document created
2	March 2023	KA	JF	KA	Pilot boarding point amended to Pilot Boarding 'Area' Bravo. Boundary positions added and chart amended.
3	October 2025	JF	DP	KA	<p>The following is amended, not a change procedure but confirming what is being practiced:</p> <ul style="list-style-type: none"> <li>• "Amendment to Exemption List to include Vessels 20m or greater, but less than 100m LOA that are carrying hazardous cargoes or marine pollutants, including vessels that are not gas free, will be "B" boardings."</li> <li>• Revalidation of pec holders: Confirmation of a valid Seafarer Medical Certificate</li> </ul>
4	February 2026	AM	DP	KA	<p>Various minor/structure changes made to Section B.</p> <p>Additional clarification added to Section B8 – Renewal of Certificates &amp; Vessels – outlining the requirements for PEC holders to maintain additional vessels on their PEC.</p>

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## Section A: DIRECTIONS

These Pilotage Directions are laid down by Belfast Harbour Commissioners acting as the Competent Harbour Authority in the pursuance of their obligations under section 7 of the Pilotage Act 1987:

“[A Competent Harbour Authority] shall direct that pilotage shall be compulsory for ships navigating in any area or part of an area in relation to which its duty under section 2(1) above is exercisable; and such a direction is referred to in this Act as a “pilotage direction””.

### Application of Compulsory Pilotage, Exceptions to Compulsory Pilotage, and Limits of Compulsory Pilotage Area.

Compulsory Pilotage will apply to Vessels in the following categories when navigating inside Harbour Limits. (i.e., inside a line joining Grey Point and Carrickfergus Castle, and to 5m seaward of the Lagan Weir)

Description of Arriving/Departing Vessel	Boarding or Disembarkation Area
Vessels 20m or greater, but less than 100m LOA, to seaward of No.3 and No.4 beacons (See exemption list)	Inward Boarding Area “C” Outward Pilot will disembark East of No.6 buoy
Vessels of 100m or greater but less than 300m LOA and or a draft between 8m and 10.2m (See exemption list)	Inward Boarding Area “B” Pilot will embark at boarding Area “Belfast B” All vessels <b>must</b> be boarded before the Western Limit of the Pilotage area. Outward Pilot will disembark East of No.4 buoy
Vessels of a draft greater than 10.2m or LOA 300m or greater. (See exemption list)	Inward Boarding Area “A” Outward Pilot will disembark East of No1 and No2 Buoys
<b>Other criteria requiring compulsory Pilotage</b>	
All ships of 120m LOA or greater that are moving from one berth to another within a dock or the same channel, except where this applies to Vessels of 75m LOA or greater when navigating into, from, or within Barnett Dock or York Dock,	Pilotage is compulsory
Vessels with a Passenger Certificate	Pilotage is compulsory as it applies in Description of Arriving/Departing Vessel
Vessels carrying hazardous cargoes or marine pollutants, including vessels that are not gas free,	Pilotage is compulsory as it applies in Description of Arriving/Departing Vessel
Vessels, where due to fog, mist, falling snow, heavy rainstorm or any other similar causes, visibility is reduced to less than 2.5 cables	Pilotage is compulsory as it applies in Description of Arriving/Departing Vessel
Vessels or their tows, if any, having one of the following defects:	Pilotage is compulsory as it applies in Description of Arriving/Departing.  <b>or</b>

<ul style="list-style-type: none"> <li>i. Are unseaworthy in any respect, or</li> <li>ii. Have defects to main engine, steering gear, or auxiliary machinery which may affect the manoeuvrability of the ship, or</li> <li>iii. Have inoperable capstan, windlass, mooring winches, or anchors that are not cleared or ready for use, or</li> <li>iv. Have a list of over 5 degrees or are excessively out of trim, or</li> <li>v. Have any hull or machinery damage which may affect the safety of the ship or the containment or safety of the cargo or bunkers</li> <li>vi. Are affected by any other defect or condition which in the opinion of the Harbour Master may affect the safe conduct of the vessel whilst inside Belfast Harbour Limits, including but not limited to. <ul style="list-style-type: none"> <li>• competence of the crew,</li> <li>• adequacy of manning,</li> <li>• standards of communications,</li> <li>• previous safety history.</li> </ul> </li> </ul>	<p>As otherwise determined by the Harbour Master due to the circumstances of the case.</p>
<p>Vessels maneuvering with the assistance of tugs.</p>	<p>Pilotage is compulsory as it applies in Description of Arriving/Departing unless under the conduct of a PEC holder with a towage exemption endorsement.</p>

**Exemptions**

- a) All Vessels of Less than 20m Length Overall (LOA),
- b) Fishing vessels with a registered LOA less than 47.5m,
- c) Vessels, other than fishing vessels, 20m LOA or greater, but less than 47.5m LOA.
- d) Vessels 47.5m LOA or greater but less than 75m LOA where the Master or Mate has navigated into and out of the port within the previous 12 months,
- e) H.M. ships and foreign warships,
- f) General Lighthouse Authority tenders,
- g) Vessels navigating to or from Carrickfergus Harbour.
- h) Cruise vessels with an LOA 300m or greater will be "B" boardings unless otherwise requested.
- i) **Vessels 20m or greater, but less than 100m LOA that are carrying hazardous cargoes or marine pollutants, including vessels that are not gas free, will be "B" boardings.**

*Note: For the purposes of these directions; LOA in the case of a tug and tow means the total length of the tug and tow combined.*

## Additional Pilots

*Assistant or additional Pilot(s) will be required for:*

- a) All vessels greater than 300m LOA,
- b) Vessels of 220m LOA or greater entering any drydock,
- c) Specialised vessels or project movements as determined by the Harbour Master.

## Pilot boarding Areas / disembarking positions

*Where Pilotage is required by these Directions, Pilots will embark / disembark vessels at the following locations:*

- a) Pilot Boarding Area "Belfast A -Deep Draft)"  
54°43'.7 N, 005°40'.5 W.  
Outward Pilot will disembark East of Belfast Fairway Buoy
  
- b) Pilot Boarding Area "Belfast B"  
The area bound by the following co-ordinates  
Lat. 54° 42.30 N, Long. 005° 42.30' W (Belfast Fairway Buoy),  
Lat. 54° 42.85 N, Long. 005° 42.82' W (Kilroy Buoy)  
Lat. 54° 42.35 N, Long. 005° 44.50' W  
Lat. 54° 41.90 N, Long. 005° 44.50' W  
  
Outward Pilot will disembark East of No.4 buoy
  
- c) Pilot will embark at boarding Area "Belfast C"  
a) 54°40'.9 N, 005°48'.5 W  
Pilot will disembark East of No.6 buoy

## Suspension of Pilotage Directions

*The Harbour Master may temporarily suspend any of these directions from time to time without notice as, in their opinion, may be necessary. Any such suspension will only be for the purpose of implementing a safer more appropriate control as is deemed appropriate. It will not be used to permit vessels to proceed past there designated boarding Area.*





# SECTION B: MANAGEMENT OF PILOTAGE EXEMPTION CERTIFICATES

Belfast Harbour Commissioners as the Competent Harbour Authority for the Port of Belfast (hereinafter referred to as the Authority), in pursuance of section 8 of the 1897 Pilotage Act, and in compliance with the UK Port Marine Safety Code, may grant to a person who is a Deck Officer of the ship a Pilotage Exemption Certificate, provided they satisfy the following criteria:

- Skill, experience, and local knowledge are sufficient for them to be capable of piloting the ship of which they are a Deck Officer
- They have sufficient knowledge of English for that purpose.

Pilotage Exemption Certificates (PECs) for Belfast Harbour are managed by the Harbour Master. The procedures relating to obtaining and upkeep of PECs are detailed in this Section.

*(These procedures do not form part of Belfast Harbour Pilotage Directions)*

## 1. PEC Policy

The Harbour Master may, upon application, grant a Pilotage Exemption Certificate to the Deck Officer of the ship(s) to which the certificate applies, provided that the applicant:

- Passes the PEC exam before the Harbour Master or appropriate representative and a First-Class Pilot.
- Passes a check trip under the observation of a Class 1 Pilot during which their ability to manoeuvre will be observed.
- Satisfies the prerequisites as detailed in Section B.2.

Pilot Exemption Certificate holders and their employers shall be required to enter into a formal written agreement which states the terms of use of the certificate. See Appendices 6 and 7.

Certificates shall not continue in force beyond the 31st of October following the date of issue of the certificate unless a successful application for renewal has been made. The procedure for renewal is detailed in Section B.8.

The holder of a PEC may apply to have his certificate endorsed with additional vessels on which they may act as the PEC holder. The procedure for adding additional vessels is detailed in Section B.7.

Other than in cases of emergency, Pilot Exemption Certificates do not entitle the holder to manoeuvre using the assistance of tugs. The holder of a PEC may apply to the Harbour Master to have their certificate endorsed to allow them to use tugs to assist in maneuvering. The procedure for adding a tug endorsement is contained in Section B.10. In all other cases, where a tug is used, a Harbour Pilot will be required.

Pilot Exemption Certificates may be suspended if the holder is found to have performed an act of negligence, incompetence, or misconduct and / or ceases to hold the qualifications necessary to act as a Deck Officer. Before doing so, prior written warning of the suspension or revocation will be given, as will the right to make representation.

A list of the PEC holders will be kept within Belfast Harbour's Port Marine Information System (PMIS). It is updated at the time of a certificate being issued or endorsed with an additional vessel and is reviewed annually.

Charges relating to issuing, amending or revalidation of Pilotage Exemption Certificates are published annually in the Belfast Harbour Schedule of Charges, which is available to download from the Belfast Harbour website: [www.belfast-harbour.co.uk/port](http://www.belfast-harbour.co.uk/port)

## 2. PEC Application Procedure.

### Initial application:

Upon initial application, candidates shall be provided with a PEC pack. Candidates are welcome to discuss the application process with Port Operations at this time.

Please contact Port Operations to arrange for a pack to be emailed and advise whether a meeting with the Deputy Harbour Master is required:

Email: [pec@belfast-harbour.co.uk](mailto:pec@belfast-harbour.co.uk)

Packs can subsequently be collected from:

Port Operations Centre  
Milewater Basin  
Belfast  
BT3 9AA

**Prior to** requesting an examination, the following minimum requirements must be completed and submitted in one single email – see section 3 for further details:

Documentation / Requirements	Guidance Section / Appendix
<b>A minimum of 18 Qualifying trips</b>	i
<b>Harbour familiarisation trip</b>	ii
<b>Tug Familiarisation</b>	iii
<b>VTS visit / familiarisation</b>	iv
<b>Check trip with harbour pilot (see Section 3 paragraph v)</b>	v
<b>Valid Medical Certificate</b>	vi
<b>Valid Certificate of Competency</b>	vii
<b>Letter of suitability from employer to state competence and rank</b>	viii
<b>Evidence of on-board SMS familiarisation in the appropriate rank</b>	ix
<b>Application Form</b>	Appendix 1
<b>Applicant Tripping log</b>	Appendix 2
<b>Tug Familiarisation Verification</b>	Appendix 3
<b>Port Familiarisation Verification</b>	Appendix 4
<b>VTS Familiarisation Verification</b>	Appendix 5

**Prior to** attending the PEC examination, the applicant must ensure that hard copies of all the above documents are printed off and ready for inspection.

**Additionally**, a copy of Appendix 6 & 7 should also be printed and brought with the applicant to the exam. On successful completion it will be signed and given presented back to the successful applicant.

### 3. Guidance on requirements.

(i) Qualifying trips prior to issue of new PEC

A candidate must produce records endorsed by the Master or Senior Master of the vessel, or a Belfast Harbour Pilot, showing that they have made at least 9 inward and 9 outward voyages within the 12-month period prior to his application. The following conditions apply:

- The trips must not (normally) all be performed in a one-month period.
- 12 trips must be in the 6 months prior to the application.
- A First-Class Pilot must attend one arrival trip and a report issued.
- It is preferable for 25% of the trips to be in darkness.

(ii) Harbour Familiarisation Trip

Candidates must undertake a Harbour familiarisation trip with a licensed Boatman from one of the established companies providing boating or towing services within the Harbour (to be completed in the 6 months prior to application).

(iii) Tug Familiarisation

Candidates must undertake Tug familiarisation with one of the established companies providing towing services within the Harbour (to be completed in the 6 months prior to application).

(iv) VTS Visit

Candidates must visit VTS / Port Control for familiarisation. Port Operations should be contacted, as per above to arrange a suitable time (to be completed in the 6 months prior to application).

(v) Check Trip

All candidates must complete at least one of their qualifying trips with a Class 1 Pilot Embarked. This trip should normally be on an inward passage, and the candidate will be expected to manoeuvre the vessel unaided. **Only on completion of all other minimum requirements** should an applicant contact Port Operations to arrange a Check trip (to be completed in the 6 Months prior to application).

Vessels engaged in Ship-to-Ship transfers, for example, Bunkering, must undertake a minimum of 3 Check Trips with a Class 1 Pilot Embarked.

(vi) Medical Certificate

Medical certificates must be from an issuing authority recognised by the MCA.

(vii) Certificate of Competency / CEC / Endorsement

The Candidate must hold a certificate of competency from an Authority recognised by the International Maritime Organisation entitling them to act as Deck Officer of such a ship. Where applicable, a Certificate of Equivalent Competency or Endorsement from the Flag State of such ship is required.

(viii) Letter of Suitability from employer

The Candidate must produce written assurance satisfactory to the Authority from the owner of the ship or ships that they have found them to be competent. This is also to be supported by details of the time they have been with the company and the rank they have been employed in.

(ix) Evidence of on-board familiarisation

Provide evidence from vessel's SMS of familiarisation on board in the rank of Deck Officer.

## 4. PEC Examination

PECs are granted subject to the Candidate demonstrating that they have adequate levels of skill, training, local knowledge, experience, and command of the English Language.

- Skill is assessed by verifying the Candidate is a suitably qualified Deck Officer, along with a check trip during which a Class 1 Pilot will assess the Candidate's ability to manoeuvre their vessel and conduct it safely and effectively during the act of pilotage.
- Experience is verified by prescribing a minimum number of qualifying trips prior to examination, and a check on the Candidate's on-board familiarisation and training.
- Local knowledge and command of the English language are assessed during an oral examination at the Port Operations Centre.

PEC Examinations are conducted at the Port Operations Centre. To request an examination date, please **submit all documentation together** as noted above giving at least two weeks' notice. Port Operations should be contacted two working days prior to the exam date to confirm attendance.

Candidates should bring **original** documentation referred to above to the exam for inspection. Failure to do so will result in a delay in certificate validation.

The examination panel consists of the Harbour Master or his Deputy, and a Class 1 Pilot. Candidates will be asked questions by the panel based upon the PEC Exam Syllabus to ascertain levels of marine operations and local knowledge.

During the oral exam and during the check trip, an assessment of the Candidate's knowledge of English will be made.

If an applicant fails to meet the standards set by the examination panel the PEC will not be issued and a period will be set before which the applicant may not reapply.

## 5. PEC Exam Syllabus

Own Vessel(s) details, dimensions etc.

Own Vessel handling characteristics

Pilotage Passage Plans

Blind Passage Plans/Procedures

Squat and interaction

Relevant sections of the Pilotage Act 1987

Relevant sections of Port Marine Safety Code, including standards for Pilots.

Port Regulations

Navigational Guidelines

Speed limits  
Current Local Notices to Mariners  
VTS areas and procedures  
Communications Channels  
Channel widths  
Courses and distances  
Abort plans and channel escape depths  
Swinging circle / basin distances  
Navigation marks / aids  
Coastal Features  
Berths / wharves / jetty names and uses.  
Local traffic patterns.  
Contingency berths  
Anchoring and prohibited anchoring  
Pipelines and cables  
Tidal ranges and streams  
Port emergency plans, oil spill plans  
Knowledge of harbour tugs & procedures  
Leisure craft activity.  
Responsibility as PEC holder to report to Harbour Master

## 6. Responsibilities of PEC holders and their employers

Upon successful completion of the prerequisites and upon passing the PEC exam, a candidate will be required to sign a letter of agreement which states the terms and conditions of the PEC as well as responsibilities the holder must undertake.

Similarly, a representative on behalf of the owner/manager (as mentioned in the Document of Compliance) of a vessel which employs the PEC holders must also sign a letter of agreement.

The agreements are contained in Appendices 6 & 7.

## 7. Additional Vessels

### Procedure for adding additional vessels to an existing certificate

The holder of a PEC may apply to have their certificate endorsed with additional vessels on which they may act as the PEC holder.

At the time of original application additional vessels may be added to a PEC certificate **if the additional vessel is an identical sister ship** to the original application vessel, provided the following is submitted:

- Evidence from the vessel(s) SMS of familiarisation on board in the rank of a Deck Officer.

Where the request is made after the original issue of a certificate, or the vessel is not an identical sister ship the following is required:

- Provide evidence from the vessel's SMS of familiarisation on board in the rank of Deck Officer.

**and**

- Undertake a single check trip with a First-Class Pilot, normally on an inward passage, during which the candidate will be expected to demonstrate that they are competent to manoeuvre the vessel.

**Please Note:** Check Trips for Adding an Additional Vessel will only be arranged once the Harbour Master has received and reviewed all documentation required in advance.

In ALL cases, only vessels operated by the same company as named on the Document of Compliance on the PEC holder's certificate will be added.

## 8. Renewal of Certificates & Vessels

### Procedure for continuous renewal of Pecs

Pilot Exemption Certificates shall not continue in force beyond the 31<sup>st</sup> of October unless application for renewal has been made no less than one month prior to the date of expiry.

Certificates shall not be renewed without re-examination unless the holder of a Certificate has completed the Renewal Application, Appendix 8, detailing that they have:

- Piloted a vessel at least 12 times in the preceding 12 months within the Port of Belfast.
  - ❖ The trips must not (normally) all be performed in a one-month period.
  - ❖ 8 trips must be in the 6 months prior to the application.
  - ❖ It is preferable for 25% of the trips to be in darkness.
- PEC holders are required to visit the VTS at least once every 2 years to appraise themselves of any changes to marine operations and procedures. This requirement will be checked at the time of applying for renewal.

In cases where Deck Officers hold multiple vessels on their PEC please note, at the time of the 31<sup>st</sup> October renewals, if a Deck Officer has not piloted a vessel in Belfast in the last 12 months, the vessel will be removed from the PEC.

### 9. Revalidation of pec holders

Each PEC holder will require their certificate to be revalidated every 5 years. Such revalidation will consist of a minimum of:

- An interview with the Harbour Master in which questions from the PEC syllabus may be asked.
- A check trip with a Class 1 Pilot.
- A VTS visit within the 12 months prior to the date of revalidation to appraise themselves of any changes to marine operations and procedures.

Should a PEC be suspended by the Harbour Master following an act of negligence, incompetence or misconduct, re-assessment may be required prior to the suspension being lifted. Such assessments shall consist of a minimum of a check trip with a Class 1 Pilot and an interview or re-examination with the Harbour Master or their Deputy and a Class1 Pilot if re-sitting the examination.

## 10. Towage Endorsements

The holder of a PEC or an applicant, where they are the Deck Officer, may apply to the Harbour Master to have their certificate endorsed to permit them to use tugs to assist maneuvering.

The following must be undertaken by the PEC holder prior to an endorsement being added to their certificate:

- The PEC holder must undertake 3 berthing manoeuvres on a ship referred to on their certificate **with a tug made fast**, under the supervision of a Class 1 Pilot OR under the supervision of a PEC Holder with Towage Endorsement.
  - Such manoeuvres may form part of the qualifying trips referred to in B.3, but all trips should be recorded within the Tripping Log format provided in Appendix 2 and should include the signatures of **both** the PEC applicant and observing Towage Endorsed PEC holder / observing Class 1 Pilot.
- 1 trip on board a tug whilst undertaking a berthing manoeuvre. The tug should be of the type normally employed by the vessel the PEC holder serves on.
  - Ensuring Appendix 3 is completed as required.

To retain a towage endorsement at the time of renewal of the PEC, the following must be undertaken:

- 3 berthing manoeuvres with tug assistance in the previous 12 months, 1 of which was in the 6-month period prior to renewal date\*.
- Alternatively, if 3 berthing manoeuvres with a tug have not been undertaken, one trip on board a tug as prescribed above.

*\*For the purposes of continuous renewal of the towage endorsement, when logging numbers of tug assisted manoeuvres, consideration will be given to allowing two PEC holders to count the same tug operation - provided that:*

- *they participate fully, and*
- *are of appropriate rank and experience.*

The Harbour Authority may consider alternatives to the above requirements where they are presented by vessel operators and meet the essential criteria of safe tug operations.

Such alternatives should include but not be limited to:

- Company training on tug use which may include appropriate simulation training if,
  - Simulation training was completed within the last 12 months of application or continued currency of training can be demonstrated.
- Port Passage Plans incorporating the use of tugs.
- Towage Risk assessments completed in consultation with the usual towage provider(s)
- An agreed minimum requirement for revalidation and renewal of knowledge.

BHC reserves the right to directly review such training before approving any alternative.

## 11. APPENDIX 1: application form

**Application Type:** **Towage Endorsed / Normal Pilotage** (Please delete as necessary)

### Applicant Details:

Forename: \_\_\_\_\_ Position / Rank: \_\_\_\_\_  
Surname: \_\_\_\_\_ Vessel: \_\_\_\_\_  
Nationality: \_\_\_\_\_ DoC Company: \_\_\_\_\_  
Shipping Agent: \_\_\_\_\_ Contact name: \_\_\_\_\_  
Other PECs held: \_\_\_\_\_  
Additional Vessels required: \_\_\_\_\_

### Applicant's Personal Details:

House name / number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Street: \_\_\_\_\_ Height (metres): \_\_\_\_\_  
Town: \_\_\_\_\_ City: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Colour of Hair: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### Application Prerequisites:

Tripping Log:  
Trips In: \_\_\_\_\_ Out: \_\_\_\_\_ Trip log attached: Yes / No  
Date - Tug Familiarisation: \_\_\_\_\_ Tug Company: \_\_\_\_\_  
Date - Port Familiarisation: \_\_\_\_\_ Boating Company: \_\_\_\_\_  
Date - Check Trip: \_\_\_\_\_ Pilot Name: \_\_\_\_\_  
Date - Visit to VTS: \_\_\_\_\_ Port Controller: \_\_\_\_\_

### Documentation to be attached:

Medical cert expiry date: \_\_\_\_\_ Copy attached: Yes / No  
Competency cert exp date: \_\_\_\_\_ Copy attached: Yes / No  
Employer's letter of suitability: Yes / No Signed by / Position: \_\_\_\_\_  
Onboard Familiarisation: Yes / No

Please note all original paperwork should be presented to the Harbour Master at the time of the exam. Failure to do so will result in a delay to certificate validation.



### 13. APPENDIX 3: Tug Familiarisation

#### Tug Familiarisation

**Applicant Details:**

Forename: \_\_\_\_\_ Position / Rank: \_\_\_\_\_

Surname: \_\_\_\_\_ Vessel: \_\_\_\_\_

**Company Details:**

Tug Company: \_\_\_\_\_ Contact name: \_\_\_\_\_

Date of familiarisation: \_\_\_\_\_ Tug Name: \_\_\_\_\_

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#### Towage Endorsement

**Applicant Details:**

Forename: \_\_\_\_\_ Position / Rank: \_\_\_\_\_

Surname: \_\_\_\_\_ Vessel: \_\_\_\_\_

Towage Act attended: Yes / No Tug Name: \_\_\_\_\_

Date attended: \_\_\_\_\_ Vessel attended: \_\_\_\_\_

Towage Assistance provided: \_\_\_\_\_  
\_\_\_\_\_

I agree the above named applicant has attended a Tug Familiarisation / Towage Act with our Company.

Signed: \_\_\_\_\_

Company Stamp:

Position: \_\_\_\_\_

Print Name: \_\_\_\_\_

## 14. APPENDIX 4: Port Familiarisation

### Port Familiarisation

**Applicant Details:**

Forename: \_\_\_\_\_ Position / Rank: \_\_\_\_\_

Surname: \_\_\_\_\_ Vessel: \_\_\_\_\_

**Company Details:**

Boating Company: \_\_\_\_\_ Contact name: \_\_\_\_\_

Date of tour: \_\_\_\_\_

I agree the above-named applicant has undertaken a boat tour of the Port for familiarisation purposes in preparation for their PEC Application.

Signed: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

Position: \_\_\_\_\_

Print Name: \_\_\_\_\_

## 15. APPENDIX 5: VTS Familiarisation

### VTS Familiarisation

**Applicant Details:**

Forename: \_\_\_\_\_ Position / Rank: \_\_\_\_\_

Surname: \_\_\_\_\_ Vessel: \_\_\_\_\_

**VTS Details:**

Port Controller: \_\_\_\_\_

Date / Time of Visit: \_\_\_\_\_ Duration of visit: \_\_\_\_\_

I agree the above named applicant has visited VTS for familiarisation purposes in preparation for their PEC Application.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

## Agreement between Belfast Harbour and the Owner / Manager of vessels that PEC holders are employed on:

Pilotage Exemption Certificates are issued pursuant to Belfast Harbour's obligations under the Pilotage Act 1987. Belfast Harbour's Pilotage Directions indicate to which vessels compulsory Pilotage applies, and therefore on any such vessel a PEC or Pilot is required.

Belfast Harbour are obliged to offer a PEC to any person who is a Deck Officer of any ship provided it is satisfied that their skill, experience and local knowledge are sufficient for them to be capable of piloting the ship of which they are Master or First Mate (or any other ships specified in the certificate) within its harbour, and provided also that in the interests of safety that their knowledge of English is sufficient.

### OBLIGATIONS OF VESSELS' OWNERS / MANAGERS

The owner/manager of every vessel, the Deck Officer of which for the time being holds a Pilotage Exemption Certificate for Belfast Harbour, shall ensure:

- Their standing orders and safety management systems pertaining to such vessels are commensurate with and not in conflict with Belfast Harbour Navigational Guidelines, Bye Laws, Notices to Mariners and Marine Safety Management System, or any other requirements of the Harbour Master as appropriate.
- The manning levels of their vessels are sufficient to enable the Master or First Mate when acting as PEC holder to undertake the conduct of the vessel within the Harbour Limits without having any other duties or distractions.
- The Pilotage Act requires that a PEC holder must be a Deck Officer of the vessel. Some vessels carry more than one Master or First Mate on board at any one time, and often do not have articles which establish unambiguously that a particular officer is the Master or First Mate. Where the owner/manager of a vessel intends to place a First Mate or Master on board as PEC holder, they shall ensure that the Master is the Master in command at that time or the First Mate at that time is the De-Facto First Mate, that is the person second in command of that vessel who would take over in the event of the Master becoming indisposed.

### Contributions from Deck Officers

The owner/manager of every vessel, the Deck Officer of which for the time being holds a Pilotage Certificate, shall on every occasion that such Master or Mate shall navigate their vessel within the limits of the Port, pay to the Authority 20 per cent of the Pilotage Dues which would have been payable in the Port, if the Master or Mate had not held a Pilotage Certificate, up to a maximum of 200 acts. No such contribution shall be payable in respect of such vessels moving within the Inner Harbour for the purpose of changing from one berth to another berth or of being taken into or out of any Dry Dock.

Pilotage Dues are published annually in Belfast Harbour Schedule of Charges, which is available for download from the Belfast Harbour Website.

Signed on behalf of BHC \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of DOC Company / owner \_\_\_\_\_ Date \_\_\_\_\_

DOC Company name / Vessel owner. \_\_\_\_\_ Date \_\_\_\_\_

## Agreement between Belfast Harbour and PEC holder:

Pilotage Exemption Certificates are issued pursuant to Belfast Harbour's obligations under the Pilotage Act 1987. Belfast Harbour's Pilotage Directions indicate to which vessels compulsory Pilotage applies, and therefore on which vessel a PEC holder or Pilot is required.

### Conditions of use of PECs issued by Belfast Harbour

Any Master or First Mate in possession of a Pilotage Exemption Certificate undertakes to be bound by the following conditions:

- (i) **PEC Usage**  
The pilotage act requires that a PEC holder must be a Deck officer of the vessel. Some vessels carry more than one Master or First Mate on board at any one time, and often do not have articles which establish unambiguously that a particular officer is the Master or First Mate. You shall only be permitted to use your pilotage exemption certificate when sailing as Master in command, or de facto First Mate of the vessel; that is the person second in command of that vessel who would take over in the event of the master becoming indisposed.
- (ii) **Harbour Regulations**  
As PEC holder, you agree to be bound by any directions given, bye laws, notices to mariners or safety notices, and the procedures contained within Belfast Harbour marine safety management systems as amended, and to ensure that any updates as promulgated are taken account of.
- (iii) **Bridge Management**  
As PEC holder, you shall ensure you are adequately rested and fit for duty, and that you do not undertake any other duties other than those concerned with the safe conduct of the vessel. The bridge should be adequately manned to account for the PEC holder undertaking the conduct of the vessel.
- (iv) **Accident or Damage**  
As PEC holder, if any accident or damage has happened to or been caused by a vessel you are responsible for Piloting whilst within the limits of the Port you shall as soon as practicable report the facts in writing to the Harbour Master.
- (v) **Defects**  
As PEC holder, you will report any defect that affects your vessel's navigation, manoeuvring, or mooring equipment.
- (vi) **Reporting observations**  
As PEC holder, should you observe any alteration in any of the banks or channels, or that any buoys, beacons, or perches have been driven away, broken down, damaged, or are out of place, or any circumstance affecting the safety of navigation, or any damage observed to quays, fenders, or any other Port equipment you shall, as soon as practicable, report the fact to the Harbour Master.
- (vii) **Reporting of Incidents**

Following any accident or near miss involving your vessel, or that of another vessel which you have observed, or whenever requested to do so, you shall make a report in writing to the Harbour Master stating the facts of the accident, near miss or observation.

#### Lost Pilotage Exemption Certificates.

Any Certificated Officer who has lost their Certificate shall inform the Harbour Master stating the circumstances under which the Certificate was lost, and the Harbour Master may, if he thinks fit, issue to such Certificated Officer a duplicate certificate. Replacement certificates shall be charged as per the BHC Schedule of Charges.

Signed on behalf of BHC \_\_\_\_\_ Date \_\_\_\_\_

PEC Holder \_\_\_\_\_ Date \_\_\_\_\_

DOC Company name / Vessel owner. \_\_\_\_\_ Date \_\_\_\_\_

## 18. APPENDIX 8: Renewal / Revalidation

**Application Type:** **Renewal / Revalidation** (Please delete as appropriate)

**Applicant Details:**

Forename: \_\_\_\_\_ Position / Rank: \_\_\_\_\_

Surname: \_\_\_\_\_ Vessel: \_\_\_\_\_

PEC Number: \_\_\_\_\_ Shipping Company: \_\_\_\_\_

**Applicant's Personal Details  
(If different from certificate):**

House name / number: \_\_\_\_\_ Email (company) \_\_\_\_\_

Street: \_\_\_\_\_

Town: \_\_\_\_\_ Email (personal): \_\_\_\_\_

City: \_\_\_\_\_

Postcode: \_\_\_\_\_ Mobile (company): \_\_\_\_\_

Mobile (personal): \_\_\_\_\_

**Renewal prerequisites:**

Date – Last VTS visit: \_\_\_\_\_ Towage Endorsement: Yes / No

Additional vessel name: \_\_\_\_\_ Towage Requirements  
(Subject to Approval) attached: Yes / No

**Revalidation prerequisites:**

Date – VTS visit: \_\_\_\_\_ Port Controller: \_\_\_\_\_  
(Within 12 months)

Date – Interview with \_\_\_\_\_

HM/DHM: \_\_\_\_\_ Harbour Master: \_\_\_\_\_

\_\_\_\_\_

Date – Check Trip: \_\_\_\_\_ Vessel: \_\_\_\_\_

**Reportable Incidents to be declared:**

(Please submit supporting documentation from Ship Safety Management System)

Details:

\_\_\_\_\_

Please note all original paperwork should be presented to the Harbour Master at the time of the revalidation interview. Failure to do so may result in a delay to certificate revalidation.

## 19. APPENDIX 9: Additional Vessel

### PEC Holder Details:

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_  
PEC No: \_\_\_\_\_ Position/Rank\*: \_\_\_\_\_  
Company to be invoiced: \_\_\_\_\_

### Additional Vessels:

Vessel Name: \_\_\_\_\_ IMO: \_\_\_\_\_  
Familiarisation attached: Yes / No If no, why: \_\_\_\_\_  
Identical sister ship: Yes / No \_\_\_\_\_

If the vessel is not an identical sister ship, please also provide details of the following:

Tripping Log (Appendix 2) No of trips (see Section 10) In: \_\_\_\_\_ Out: \_\_\_\_\_  
Date - Check Trip: \_\_\_\_\_ Pilot Name: \_\_\_\_\_

\*Check Trip Date & Pilot Name can be added at later date by Port Ops once confirmed/takes place

Vessel Name: \_\_\_\_\_ IMO: \_\_\_\_\_  
Familiarisation attached: Yes / No If no, why: \_\_\_\_\_  
Identical sister ship: Yes / No \_\_\_\_\_

If the vessel is not an identical sister ship, please also provide details of the following:

Tripping Log (Appendix 9) No of trips\* In: \_\_\_\_\_ Out: \_\_\_\_\_  
Date - Check Trip: \_\_\_\_\_ Pilot Name: \_\_\_\_\_

Harbour Master Authorisation: \_\_\_\_\_

\* Please refer to Annex 2 of Management of PECs for guidance.