



**Heysham Port Limited**

**PILOTAGE DIRECTIONS**



# PORT OF HEYSHAM

## PILOTAGE DIRECTIONS

### 1. PILOTAGE DIRECTIONS

Heysham Port Limited, as the Competent Harbour Authority for the Port of Heysham pursuant to the Pilotage Act 1987 and in exercise of their powers under Section 7 of the said Act, hereby give Pilotage Directions for the Port of Heysham.

### 2. DEFINITIONS

2.1 Unless the context otherwise requires:

- 2.1.1 “the Act” means the Pilotage Act 1987 and any statutory amendment or re-enactment thereof;
- 2.1.2 “Applicant” means a Deck Officer who applies for a Certificate;
- 2.1.3 “Area of Navigation” means the specific area of the Port to which the Certificate relates;
- 2.1.4 “Assessment Trip” means an accompanied passage with a Pilot and the Harbour Master to examine the Applicant on practical navigation and manoeuvring;
- 2.1.5 “Certificate” means a Pilotage Exemption Certificate granted by the Company;
- 2.1.6 “Certificate Holder” means a Deck Officer holding a valid Certificate;
- 2.1.7 “Check Trip” means an accompanied passage with a Pilot to assess the navigational skill of the Applicant;
- 2.1.8 “the Company” means Heysham Port Limited of Maritime Centre, Port of Liverpool L21 1LA;
- 2.1.7 “Dangerous Goods and/or Harmful Substances” means those cargoes specified in Schedule 1 of the Dangerous Goods in Harbour Areas Regulations 2016;
- 2.1.9 “Deck Officer”, in relation to a vessel, includes but is not limited to the Master and First Mate.
- 2.1.10 “the Harbour Master” means the Harbour Master appointed by the Company and includes his authorised deputies and assistants and any person so authorised by the Company to act in that capacity;
- 2.1.11 “ISPS” means the International Ship and Port Facility Security Code;
- 2.1.12 “length” means the overall length of the vessel;
- 2.1.13 “Pilot” means a pilot authorised by the Company;

- 2.1.14 “Pilotage Manager” means the Pilotage Manager of the Company or such other official of the Company authorised from time to time to undertake the functions of the Pilotage Manager;
- 2.1.15 “the Port” and “the Port of Heysham” means the Port of Heysham as defined in The Port of Heysham (Pilotage) Harbour Revision Order 1988 and any statutory amendment or re-enactment thereof;
- 2.1.16 “Port Operations Control” means the Port Operations Control for the Port of Heysham;
- 2.1.17 “Substantially the same class” means vessels which, in the opinion of the Harbour Master, have: similar dimensions (e.g., length, beam, draught, Gross Tonnage etc.); windage area and distribution; fore versus aft accommodation; navigational, propulsion and steering equipment; manoeuvring characteristics; mooring arrangements and type of operation/cargo.
- 2.1.18 “vessel” means every description of vessel used in navigation (howsoever propelled or moved), seaplanes on the surface of the water and hover vehicles or any other structure or craft navigating within the Port.

2.2 In these Directions, unless the context otherwise requires, the singular includes the plural and vice versa and words importing gender include each gender.

2.3 Section headings are included for convenience only and do not affect their interpretation.

### **3. COMPULSORY PILOTAGE**

Pilotage shall be compulsory for any vessel meeting any of the following criteria:

- 3.1 Any vessel of 50m and above in length, including a vessel under tow where the length of tug and tow is 50m and above, navigating within the Port.
- 3.2 Any vessel, irrespective of length, navigating within the Port when:
- 3.2.1 carrying Dangerous Goods and/or Harmful Substances, including in its slop tanks, or being non-gas free following discharge of these goods/substances;
  - 3.2.2 the navigation of which is in the opinion of the Company affected by a defect in or damage to the vessel or her equipment or incompetence or inadequacy of the Master or crew;
  - 3.2.3 navigating within the Port solely to adjust her compass;
  - 3.2.4 carrying more than 12 passengers;
  - 3.2.5 in respect of a vessel of more than 50 Gross Tonnes, the Deck Officer has not previously navigated that vessel or a vessel of substantially the same class within the Port within the previous 12 months.
- 3.3 Either a Pilot or Certificate Holder, as appropriate, must remain on the bridge of a vessel at all times whilst the vessel is being navigated within the Port.

### **4. PILOTAGE EXEMPTION CERTIFICATES**

- 4.1 The following Directions apply to the granting of Pilotage Exemption Certificates.

#### 4.1.1 Vessels of 50m and Above in Length

Unless otherwise specifically provided for herein, a Certificate for a bona fide Deck Officer of a vessel of 50m and above in length shall be granted by the Company for an Area of Navigation, on examination, following receipt of a written application for a Certificate in respect of such Deck Officer, provided that such Applicant shall:

- (a) provide proof of holding a valid Certificate of Competency or Certificate of Equivalent Competency for the class of vessel to which the Certificate is intended to relate;
- (b) provide proof of holding a valid ENG1 medical certificate or equivalent;
- (c) provide a letter from their employer confirming authorisation to apply for a Certificate;
- (d) provide a passage plan for the vessel's navigation within the Port;
- (e) have experience of navigation in the Port and knowledge of the Harbour Directions, Bye-Laws, Guidelines, Codes of Practice, Port Control System, Local Port Services and the English language, which experience is sufficient in the opinion of the Company to enable the Applicant to be capable of navigating the vessel of which he is a Deck Officer in the Port and of manoeuvring the said vessel alongside;
- (f) have satisfied the Company (by an oral examination) as possessing the knowledge sufficient for the purpose of piloting the vessel to which the Certificate is to relate within the Port.
- (g) have satisfied the Company (by Check Trips and an Assessment Trip) that he has the skill sufficient for the purpose of piloting the vessel to which the Certificate is to relate within the Port;
- (h) as a bona fide Deck Officer of a vessel of substantially the same class as that to which the Certificate is to relate, complete not less than the number of qualifying passages as specified in sub-Section 4.1.2 hereof within the 12 consecutive months immediately preceding the date of application for a Certificate. During each such passage, the Applicant must have conduct of the vessel; however responsibility for the safety of navigation of the vessel shall remain at all times with the valid Certificate Holder or Pilot, who shall be present at all times on the bridge and who shall be on standby to take conduct of the vessel should the need arise.

#### 4.1.2 Qualifying Passages

In respect of the requirement of sub-Section 4.1.1(h) hereof, an Applicant shall have completed not less than the following numbers of qualifying passages to or from the Area of Navigation from or to a place outside the Area of Navigation within the 12 consecutive months immediately preceding the date of application for a Certificate:

- (a) **For vessels of less than 100m in length:** not less than 20 logged qualifying passages (10 inward and 10 outward), with at least 6 such passages being undertaken in the hours of darkness;
- (b) **For vessels of 100m or more in length:** not less than 40 logged qualifying passages (20 inward and 20 outward), with at least 6 such passages being undertaken in the hours of darkness.

#### 4.1.3 Check Trips

Every Applicant shall be required to complete the following numbers of Check Trips, to the satisfaction of a Pilot. Check Trips shall be conducted on the last passages of the overall qualifying number of passages as defined in sub-Section 4.1.2 hereof:

- (a) **For vessels of less than 100m in length:** 4 Check Trips (2 inward and 2 outward) and, where circumstances permit, 50% of the Check Trips shall be in the hours of darkness;

- (b) **For vessels of 100m or more in length:** 8 Check Trips (4 inward and 4 outward) and, where circumstances permit, 50% of the Check Trips shall be in the hours of darkness.

4.1.4 **Assessment Trip**

The Assessment Trip shall be conducted in lieu of the final Check Trip; however, if this is not practicable then, at the sole discretion of the Harbour Master, the Assessment Trip may be conducted in lieu of any one of the relevant Check Trips.

- 4.1.5 Where the Company is not satisfied that the necessary experience referred to in sub-Section 4.1.1 hereof has been attained, the Company may require the Applicant to perform one or more further Check Trips and/or Assessment Trips to or from the Port from or to a place outside the Port on board a vessel of substantially the same class as that of the vessel to which the Certificate shall relate until it is so satisfied.

4.1.6 **Use of Tugs**

Prior to engaging the services of a tug within the Port, a Certificate Holder must:

- (a) **For tugs used for pushing alongside only:** Provide written evidence that they have conducted a familiarity trip on a harbour tugs with a minimum of one actual/simulated push-mode operation with a vessel of substantially the same class as that of the vessel to which the Certificate relates;
- (b) **For tugs assisting made fast by lines:** Be in possession of a Certificate including a "Towage Endorsement". A "Towage Endorsement" can be gained by providing written proof that the Certificate Holder has undertaken an annual Towage Workshop provided by Liverpool Pilotage Services Limited, or similar workshop provided the Company.

If the requirements of sub-Sections 4.1.6(a) and/or 4.1.6(b) cannot be satisfied then a vessel that requires the services of a tug must also employ a Pilot.

4.1.7 **LNG/LPG Tankers and All Vessels Exceeding 160m in Length**

Applicants applying for a Certificate in respect of LNG/LPG tankers and/or all vessels exceeding 160m in length must undertake a targeted Heysham pilotage simulator course (such course to be approved by the Company) in addition to the requirements of Section 4.1 hereof.

4.1.8 **Vessels of Less than 50m in Length**

A certificate for a bona fide Deck Officer of a vessel of less than 50m in length that is required pursuant to these Pilotage Directions to have a Pilot on board, shall be granted by the Company, on examination, subject to the same provisions as apply to the granting of a Certificate for Deck Officers of vessels of less than 100m in length.

- 4.1.9 The requirements for granting a Certificate are not more onerous than those required to be met by a person applying to the Company for authorisation as a pilot.

4.2 **Renewal of Certificates**

A Certificate shall be renewed annually on the first day of January in any year upon the written application of the relevant Certificate Holder, provided that:

- 4.2.1 the Certificate Holder shall have performed a minimum of 20 logged passages (10 inward and 10 outward) to or from the Area of Navigation from or to a place outside the Area of Navigation during the 12 months preceding the date of renewal as a bona fide Deck Officer of a vessel to which the Certificate relates;
- 4.2.2 the Certificate Holder provides proof of holding a valid Certificate of Competency or Certificate of Equivalent Competency for the class of vessel to which the Certificate relates, and

4.2.3 the Certificate Holder provides proof of holding a valid ENG1 medical certificate or equivalent.

Failure to provide the evidence required will result in the Certificate being revoked.

#### 4.3 Revalidation of Certificates

Where a Certificate is continuously renewed, the Certificate Holder shall be subject to reassessment during the year after the fourth renewal by means of an Assessment Trip. If the Certificate Holder's performance is satisfactory, the subsequent renewal shall be classed as a revalidation. If there is any cause to doubt a Certificate Holder's performance or evidence that their local knowledge has not been kept up to date, a full re-examination shall be required. It is the Certificate Holder's responsibility to ensure that this Assessment Trip is requested in line with the timing stated above.

#### 4.4 Amendments to Certificates

The following provisions apply in respect of amendments to Certificates:

4.4.1 A Certificate Holder may apply to the Company for additional vessels of substantially the same class as that to which the original Certificate relates to be added to the Certificate. If in the Harbour Master's opinion the additional vessels requested are not of substantially the same class as that to which the original Certificate relates, then the Certificate Holder shall be required to undertake the relevant number Check Trips and Assessment Trip as specified in sub-Sections 4.1.3 and 4.1.4 hereof.

4.4.2 Where a Certificate Holder for any reason ceases to be employed or engaged by the employer named on the Certificate, the Certificate shall cease to be valid and shall be cancelled as from the date of the termination of employment or engagement.

4.4.3 Where a Certificate Holder or a Deck Officer who was previously a Certificate Holder is subsequently employed or engaged by another employer and applies to the Company for a Certificate, a Certificate shall be granted by the Company, on examination, subject to the provisions of Section 4.1 hereof.

4.4.4 A Certificate Holder may apply to the Company for the Area of Navigation to which the original Certificate relates to be amended to cover an additional area of the Port. An additional area may be added subject to the relevant qualifying passages, Check Trips and Assessment Trip being undertaken in accordance with sub-Sections 4.1.2, 4.1.3 and 4.1.4 hereof respectively.

#### 4.5 Procedure in Relation to Accidents or Incidents Involving a Certificate Holder

In addition to the provisions of Bye-Law No.18 of the Heysham Harbour Bye-Laws 1979, it is the responsibility of a Certificate Holder to undertake the following actions should they be involved in any incident or accident within the Port:

##### 4.5.1 Preliminary Procedure

- (a) Following any accident or incident involving a vessel within the Port whilst under the charge of a Certificate Holder, such Certificate Holder shall submit in writing to the Pilotage Manager, and as soon as practicable, a report of the accident or incident.
- (b) Upon receipt of such report, the Pilotage Manager may request an interview with such Certificate Holder, who may (if he so wishes) be accompanied by a companion.
- (c) Having established the facts, the Pilotage Manager may take no further action or refer the matter to the Harbour Master, who may suspend such Certificate Holder's Certificate and hold an inquiry.

##### 4.5.2 The Inquiry

- (a) The inquiry shall be heard before the Company's Pilotage Committee, which shall be chaired by the Harbour Master and shall include the Pilotage Manager and a Pilot.
- (b) The Certificate Holder may, if he so wishes, be accompanied by a companion.
- (c) The facts of the case and the disciplinary action to be taken shall be submitted by the Pilotage Committee to the Company for its endorsement. The Company may take the advice and penalty as so given or reduce it, but shall not increase it nor impose no penalty.
- (d) The following actions may be taken in relation to the Certificate Holder:
  - (i) A caution to be recorded and deleted after six months;
  - (ii) A warning to be recorded and deleted after six months;
  - (iii) A reprimand to be recorded and deleted after one year;
  - (iv) A re-qualification and re-examination and/or an Assessment Trip, or
  - (v) Suspension or revocation of Certificate in accordance with sub-Section 4.5.3.

#### 4.5.3 Suspension and Revocation of Pilotage Exemption Certificates

- (a) A Certificate may by written notice be suspended or revoked in the following cases:
  - (i) **Case 1:** Whereby an event has occurred as a result of which the Company is no longer satisfied of the matters specified within Section 4.1;
  - (ii) **Case 2:** Whereby the Company thinks that the Certificate Holder has provided false information as to any of the matters specified within Section 4.1;
  - (iii) **Case 3:** Whereby the Company thinks that the Certificate Holder has been guilty of professional misconduct while piloting a vessel;
  - (iv) **Case 4:** Whereby pilotage notification was given in reliance on the Certificate Holder's certificate and, in the event, the pilotage was carried out by a person who was neither an authorised Pilot nor acting in accordance with a Certificate.
- (b) The maximum period for which a Certificate may be suspended is 28 days.
- (c) If the Company has suspended a Certificate and is considering whether to revoke it, the Company may by written notice extend the suspension for a single period of up to 28 days.
- (d) A suspended Certificate may be revoked on the same or different grounds.

#### 4.5.4 Appeal Procedure

- (a) The Certificate Holder may within five business days from the date of being informed in writing of the Committee's decision appeal against that decision by notifying the Pilotage Manager in writing of his intention to appeal.
- (b) The appeal shall be heard by a director of the Company, the Pilotage Manager and a Pilot; and their decision shall be final.
- (c) For the avoidance of doubt, where an appeal against revocation of a Certificate is unsuccessful, the effective date of the revocation shall be the date of the inquiry and not the appeal.

## 5. BOARDING AND DISEMBARKING STATIONS

The Pilot Station for the boarding and disembarking of Pilots from and to pilot boats is approximately 1 mile SSW of No.2 buoy (as marked on UK Admiralty Chart No. 1552 and 2010), or such other location as may be nominated from time to time by the Company.

## **6. PILOTAGE NOTIFICATION**

6.1 Pilotage notification is a notification that a vessel shall be navigated within the Port and that a Pilot is required or that a Certificate Holder shall pilot the vessel under the provisions these Directions. A Deck Officer of a vessel commits an offence if the vessel is navigated within the Port and fails to provide notification as defined herein.

### **6.2 Inward Bound Vessels**

6.2.1 An Estimated Time of Arrival message ("ETA") shall be sent to the Port Operations Control for each inward bound vessel for which a Pilot is required. The ETA must be received at the Port Operations Control at least 6 hours prior to the expected time of arrival of the relevant vessel at the Pilot Station at which the Pilot is to be boarded, and shall state:

- (a) Vessel's name and IMO number (if applicable);
- (b) Draught;
- (c) Length overall;
- (d) Beam;
- (e) Gross Tonnage;
- (f) Date and time of expected to arrival;
- (g) Last port of call;
- (h) Destination within the Port;
- (i) Details of any Hazardous Goods on board;
- (j) ISPS security level relating the vessel, and
- (k) Origin of ETA message.

6.2.2 If a vessel shall not arrive at the Pilot Station within 1 hour after the time specified in the ETA, an amended ETA must be sent to the Port Operations Control at least 3 hours before the time stated in the original ETA (and at least 3 hours before the new ETA).

6.2.3 If a vessel fails to arrive at the Pilot Station within 1 hour after the time stated in the last ETA notification, the ETA shall be deemed to have lapsed.

6.2.4 Failure to comply with the above requirements shall result in an increase of pilotage charges payable for the vessel, as provided in the schedule of Pilotage Charges.

6.2.5 Provision of a Pilot requested with less notice than specified above shall be dependent upon the availability of a Pilot and/or pilot launch and may be subject to additional charges.

### **6.3 Outward Bound Vessels and Vessels Navigating Solely within the Port**

6.3.1 An Estimated Time of Departure message ("ETD") shall be sent to the Port Operations Control for each outward bound vessel and each vessel to be navigated solely within the Port and for which a Pilot is required. The ETD must be received at the Port Operations Control at least 3 hours prior to the intended departure time of the relevant vessel and shall state:

- (a) The vessel's current berth;
- (b) Estimated time of departure;
- (c) Draught;

- (d) Next port of call or location within the Port, as appropriate;
- (e) Details of any Hazardous Goods on board, and
- (f) Origin of the ETD message

6.3.2 Failure to comply with the above requirements shall result in an increase of pilotage charges payable for the vessel, as provided in the Schedule of Pilotage Charges.

6.3.3 Provision of a Pilot requested with less notice than specified above shall be dependent upon the availability of a Pilot and/or pilot launch and may be subject to additional charges.

**6.4 Pilotage Exemption Certificate Holders**

Vessels entering or leaving the Port or navigating solely within the Port shall make the above declarations together with details of the Certificate Holder’s Certificate number.

6.5 The provisions in respect of pilotage notification apply in addition to the provisions of Bye-Law No.5 of the Heysham Harbour Bye-Laws 1979.

**7. COMMUNICATIONS**

7.1 Bookings for pilots must be made, amended, or cancelled by email to: HeyshamPilotBooing@peelports.com.

7.2 Port Operations Control may be contacted as follows:

- 7.2.1 E-mail: Heysham.portlinks@peelports.com
- 7.2.2 Telephone: +44(0) 151 949 6651 or 6649
- 7.2.3 VHF R/T: Ch.14 - call sign HEYSHAM PORT CONTROL

7.3 Vessels wishing to communicate with the Pilot should call HEYSHAM PILOT on VHF Ch.14

**8. PILOTAGE CHARGES**

Pursuant to the Pilotage Act 1987, Section 10, Pilotage Charges shall be in accordance with the current Schedule of Pilotage Charges published and circulated from time to time by the Company.

**List of Amendments**

No.	Effective Date	Details
1	01/04/2017	Original as issued
2	22/06/2017	Amended communications details
3	30/06/2022	Internal management review (no changes)
4	09/03/2026	Addition of pilot bookings email