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1. DOCUMENT DISTRIBUTION LIST

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<td>7</td>
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<td>8</td>
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<td>Hedland Launch Service Pty Ltd</td>
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<tr>
<td>9</td>
<td>Manager (Port Hedland)</td>
<td>Seawest</td>
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<td>Chaplain</td>
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2. OBJECTIVE

The objective of the marine pilot transfer guidelines and procedures is to reduce risk to all personnel involved in routine transfers of personnel or goods by pilot launch or helicopter to or from ships while underway or at anchor.

The responsibility for safe marine pilot transfer rests at all times with each of the ship’s master and crew, helicopter pilot, marine pilot and pilot launch crew.

3. SCOPE

These guidelines and procedures are for all Pilbara Ports Authority users, including (but not limited to) marine pilots, helicopter pilots, pilot launch crews, and ships Master and crews. These procedures are to be followed in conjunction with the following references:

- International Chamber of Shipping (ICS) Guide to Helicopter/Ship Operations
- International Chamber of Shipping (ICS) guidance on Pilot Transfer Arrangements
- Marine Orders 21 and 57
- International Marine Pilots Association recommendations
- Pilbara Ports Authority – Port Handbook (January 2014 edition)

The Pilbara Ports Authority conducts the majority of all marine pilot transfers by helicopter. Due to some vessel’s unsuitability for marine pilot helicopter transfers, the remaining transfers are conducted by pilot launch using a traditional rope ladder or combination ladder configuration.

All Marine Pilot transfer operations are conducted on VHF channel 8. All communications are initiated through the Pilbara Ports Authority Vessel Traffic Service Centre (VTSC), call sign “Port Hedland VTS”.

Ships are to be at the pilot boarding ground (or nominated pilot boarding area) at the notified time of pilot boarding unless instructed otherwise by the marine pilot or “Port Hedland VTS”.

“Port Hedland VTS” will advise pilot transfer instructions to the ship prior to the pilot boarding.
4. HELICOPTER OPERATIONS

4.1 Unsuitability of vessel for helicopter landing

The Helicopter will not be used for oil/chemical tankers, or any other vessels whose cargo or upper deck configuration makes them unsuitable for helicopter operations. Oil/chemical tankers and other vessels whose cargo or upper deck configuration is unsuitable for helicopter operations will be boarded by pilot launch.

4.2 Helicopter details

The Helicopter used by the Pilbara Ports Authority (PPA) is a float equipped Eurocopter Colibri EC120B with a maximum takeoff weight (MTOW) of 1715kg. The reserve/standby helicopter is also a Eurocopter Colibri EC120B. A float equipped Bell 206B Jet Ranger with a MTOW of 1451 kg is also on site and could also be made available to carry out Marine Pilot Transfer (MPT), if required.

All aircraft used for the transfer of marine pilots are fitted with a marine band VHF radio and helicopter pilots monitor VHF Channel 8 in addition to the required aviation UHF radio channels.

Form FM-MO003 provides vital safety guidance information for the Port and the helicopter during marine pilot transfer. The form can be downloaded from the PPA website using the following link:


4.3 Ship landing area criteria

To enable boarding by helicopter, the vessel must meet the following criteria:

- Mark on the hatch top, a CLEAR ZONE consisting of a circle with a diameter

- Equal to the overall length of the helicopter (11.5m) with rotors turning

- Day and night operations this circle must be in WHITE paint.

- Paint the letter “H” in the centre of the CLEAR ZONE circle with the “H” painted in WHITE 4m x 3m (0.75m thick). This is known as the TOUCH DOWN ZONE.

- Surrounding the CLEAR ZONE there shall be an area not less than 8.3m in width in which there shall not be any obstructions likely to interfere with the main or tail rotor system
The combined CLEAR ZONE and the obstruction free area shall constitute the MANOEUVERING ZONE. The MANOEUVERING ZONE is the area necessary to allow for such things as sudden up-draughts or cross-draughts due to ground effect or turbulence caused by the helicopters proximity to superstructure.

Within the CLEAR ZONE there shall be no obstructions higher than 100mm likely to interfere with the flotation systems which are attached to the helicopter landing skids.

The landing area shall be so situated within the CLEAR ZONE that when the floats are positioned within the TOUCHDOWN ZONE, the main rotor shall be contained within the CLEAR ZONE.

Paint all handrails, lugs, ventilators and other obstructions on the hatch top WHITE.

Ensure that all derricks, cranes, aerials etc. are clear of the approach paths to the CLEAR ZONE.

At night all marking lights are to be switched on and checked, all available deck and accommodation lights in the vicinity of the CLEAR ZONE should be switched on; deck and accommodation lights which could impair the vision of the helicopter pilot should be appropriately shielded.

A pennant or wind sock must be positioned so it is clearly visible, easy to recognise and free to swivel in the wind, allowing the pilots a clear visual indication of the speed and direction of the wind relative to the ship’s deck. During night operations, the pennant or wind sock must be illuminated.

Departing ships must wash down the helipad before the helicopter lands (Day and Night requirement). Ships are not to wash down hatch tops inside Port waters (Environmental Protection (Unauthorised Discharge) Regulations 2001 Section 3 (1).

All loose objects must be removed from the MANOEUVERING ZONE.

All crew members should be kept clear of the landing area, any hats worn by crew approaching the helicopter must be secured with a chin strap. Ship’s crew must not attempt to approach the helicopter unless requested to do so by the helicopter pilot.

When the Marine Pilot has disembarked from the helicopter and is clear of the MANOEUVERING ZONE (i.e. off the hatch cover and on the main deck) an officer should be available to escort him to the bridge.
4.4 Transfer procedures

- Port Hedland Vessel Traffic Service Centre advises the ship on VHF channel 8 the helicopter is airborne and will also provide an estimated time of arrival to the vessel. The vessel must maintain a listening watch on VHF Ch. 12 for harbour operations and Ch. 8 for pilot transfer operations.

- The helicopter landing party is to stand-by the designated fire appliances in the STAND-BY ZONE (a position no less than 25 metres from the CLEAR ZONE) until the helicopter has landed and departed (taken off).

- The Master shall advise the helicopter landing officer by portable radio when the helicopter commences its final approach, and the helicopter landing officer shall remain in radio contact with the bridge thereafter in readiness to signal the helicopter pilot to abort his approach if the Master so orders. The final decision for marine pilot transfer to proceed via helicopter rests with the Master.

- Generally NO ONE IS TO BE ON, OR TO CLIMB ON to the landing hatch during helicopter operations. In exceptional circumstances the helicopter or marine pilot may require assistance, if this is the case, ONE (1) member of the helicopter landing party shall, if signalled to do so by the helicopter pilot, approach the helicopter to assist personnel to embark or disembark.

- Personnel approaching or leaving the aircraft shall only do so in the direction indicated by the pilot. Under no circumstances whatsoever should a helicopter be approached from the rear.

- The helicopter landing party shall remain in the STAND-BY ZONE with the firefighting appliances during take-off until the helicopter has safely cleared the MANOEUVERING ZONE.

4.5 Radio Procedures

Before attempting to land the helicopter on a vessel the helicopter pilot must receive clearance from the Master of that vessel on VHF Channel 8 The call sign of the Port Hedland Helicopter is “Hedland Helicopter”.

Following, is an example of a radio transmission requesting landing clearance:

Helicopter:

- (Name of Ship) this is Hedland helicopter, request clearance to land.
Ship:
- Hedland helicopter this is (name of ship); you are cleared to land on hatch # (helicopter landing hatch).

5. PILOT LAUNCH OPERATIONS

5.1 Unsuitability of pilot transfer via pilot launch

Transfer via pilot launch is generally suitable for all vessel types. Due to the distance from off shore of the pilot boarding station and embarkation and disembarkation positions, unfavorable weather conditions is the major factor potentially deeming such operations unsafe.

5.2 Pilot launch details

The main pilot launch used by the Pilbara Ports Authority is an 18.0m Hart Marine design monohull vessel. It has a maximum speed of 26 knots and is surveyed to travel 30nm offshore. The pilot launch is fitted with a personnel recovery system and a marine band VHF radio and the Master monitors VHF channel 8 in addition to VHF channel 12 & 16.

By day, the pilot launch should display the flag “hotel” as per the international code of signals indicating that they have a pilot onboard and by night, the signals prescribed in the International Regulations for Prevention of Collisions at Sea.

5.3 Ship pilot transfer criteria

All ladders must be SOLAS compliant.

Vessel inspection frequency, planned maintenance and any other item of relevance pertaining to the pilot ladder is recorded.

The rigging of ladders is conducted by competently trained crew.

The rigging of ladders is closely supervised by the Master or Officers onboard.

Unless advised otherwise, the pilot ladder is normally rigged 1.5 meters above the water, with two man ropes and heaving line standing by.

At night, a forward facing light is required to illuminate the ladder.

Vessel must maintain a lee until the pilot vessel is well clear.
5.4 Transfer procedures

Port Hedland Vessel Traffic Service Centre “Port Hedland VTS” advises the ship on VHF channel 8 that the pilot launch with marine pilot onboard is en route to their vessel and will also provide an estimated time of arrival to vessel. The vessel must maintain a listening watch on VHF Ch. 12 for harbour operations and Ch. 8 for pilot transfer operations.

Request for the vessel to alter course and/or speed as required should be initiated by the marine pilot.

The pilot launch will advise when ready to commence transfer or if any adjustments need to be made to the rope ladder or combination ladder.

The Master of the Pilot launch has at all times the authority to deem pilot transfer operations unsafe.

5.5 Radio procedures

Before attempting to transfer a marine pilot via pilot launch, the pilot launch must receive clearance from the Master of that vessel on VHF Channel 8. This is particularly important if the vessel is still adjusting its course and is not yet ready to receive the marine pilot/s. The call sign of the Port Hedland pilot launch is “Hedland pilot launch”.

Following, is an example of a radio transmission requesting permission to transfer marine pilot/s:

Pilot launch:

- (Name of Ship) this is Hedland pilot launch, request clearance to come alongside and transfer the marine pilot/s

Ship:

- Hedland Pilot launch this is (name of ship), you are clear to come alongside and transfer the marine pilot/s.

6. PROCESS OWNER

The General Manager of Operations has overall responsibility for this procedure. Document approval is via the delegated authorities contained in the Delegations Manual.

Date approved: 25 August 2015
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Approved by: GMO/HM
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