



PORT OF PORT HEDLAND PILOT EXEMPTION CERTIFICATE, GUIDELINES TO APPLICANTS

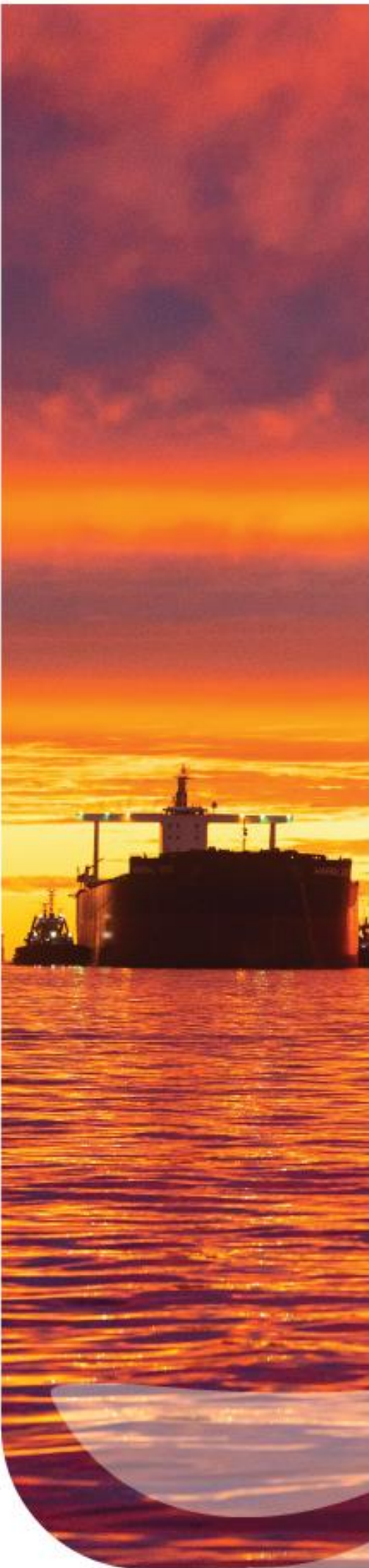


TABLE OF CONTENTS

1.	DOCUMENT AMENDMENT TABLE	3
2.	AIM	4
3.	OBJECTIVE	4
4.	SCOPE	4
5.	RESTRICTIONS AND SPECIAL CONDITIONS FOR PEC ISSUANCE	6
6.	ROLES AND RESPONSIBILITIES	6
7.	COMMERICAL VESSELS OF < 35M LOA NOT ENGAGED IN TOWAGE OPERATION	6
8.	FOR VESSEL ≥ 35M UP TO 80M IN LOA OR LESS THAN 35 ENGAGED IN TOWING	7
8.1	PEC Process and Eligibility Requirements for Vessel not Engaged in Towage ..	7
8.2	Application Fees	7
8.3	Qualification Criteria	7
8.3.1	Port Familiarisation Runs with Pilot and PEC Master of Similar Size & Type of Vessel	7
8.4	Issuance of a PEC	9
8.5	PEC Holder's Obligations	9
8.6	Revalidation of an Expired PEC	9
8.6.1	PEC Expired within 6 Months	9
8.6.2	PEC Expired more than 6 Months:	10
9.	PEC REQUIRMENTS FOR COMMERCIAL VESSELS ENGAGED IN HARBOUR TOWAGE OPERATION	10
9.1	Category – Towage A	10
9.1.1	Application Procedure	10
9.1.2	PEC Examination – Written, and Oral Assessment	10
9.2	Category – Towage B	11
9.2.1	Application Procedure	11
9.2.2	PEC Examination – Written, and Oral Assessment	11
9.2.3	Qualification Criteria	11
9.2.4	Issuance of a PEC	12
9.2.5	PEC Holder and Towage Operators Obligations	12
9.2.6	Revalidation of an Expired PEC – Towage	12
10.	EXEMPTION FROM USING PILOTAGE SERVICE – SPECIAL OPERATIONS	13
10.1	Qualification for Obtaining Exemption from Using Pilotage Service	13
10.2	Port Familiarisation and Assessment Runs with Pilots	14
10.3	PEC Examination – Written, and Oral Assessment	14
10.4	Issuance of Exemption from using Pilotage Service	15

11. DOCUMENT OWNER.....	15
-------------------------	----

1. DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT
1	Deputy Harbour Master	08.06.2016	Annex A - Pilbara Ports Authority Port of Port Hedland documents updated
2	Harbour Master	06.11.2017	Removed links.
3	Marine Operations Administrator	31.01.2018	Re-allocation of Objective ID
4	Deputy Harbour Master	25.06.2019	Review of guidelines to PEC
5	Deputy Harbour Master	10.05.2021	Annual review of Guidelines
6	Deputy Harbour Master	29.06.2023	Complete re-write
7	Assistant Harbour Master	12.12.2024	Review and Update

2. AIM

The aim of this document is to provide guidance to applicants on the requirements and process of applying for and maintaining a Pilot Exemption Certificate (PEC).

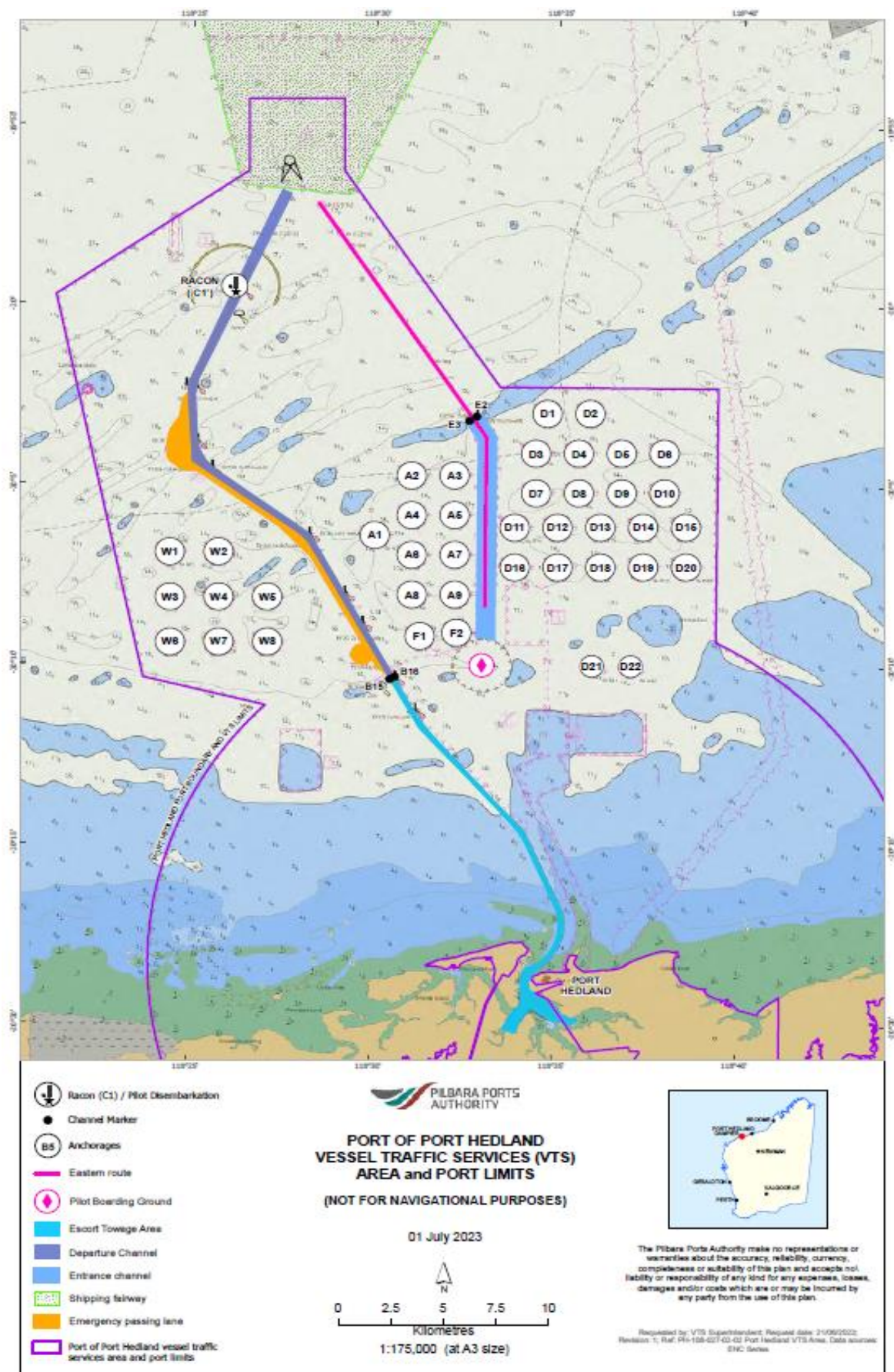
3. OBJECTIVE

- The PEC aims to provide assurance to all port users that an applicant has the required local knowledge to demonstrate the ability to safely navigate within the Port Hedland compulsory pilotage zone without a Pilot.
- To enable Pilbara Ports Port Hedland to maintain appropriate records.
- Note to Applicants: Any breaches of the port procedures or any actions taken that may jeopardise the safety of navigation or pose a risk to channel integrity or port infrastructure will result in suspension of a PEC.

4. SCOPE

In accordance with the Port Authorities Regulations 2001, a pilot or pilot exempt master is required for all vessels greater than 35 metres moving in the Port waters. A Pilot Exemption may be sought in accordance with Part 3, Division 6 of the Port Authorities Regulations 2001.

PORT OF PORT HEDLAND PILOT EXEMPTION CERTIFICATE GUIDELINES TO APPLICANTS



5. RESTRICTIONS AND SPECIAL CONDITIONS FOR PEC ISSUANCE

Giving due consideration to the Port of Port Hedland layout, the volume of shipping and the channel risk profile, the Harbour Master imposes the following restrictions/limits that apply to the Port of Port Hedland PEC regime:

- The Harbour Master (HM) may direct the Master of a vessel to employ the services of a pilot, even though the Master holds a valid PEC, in accordance with section 31 of the Port Authorities Regulations 2001, if the HM deems it necessary.
- PEC will not be issued for any vessel with length overall exceeding 80 meters.
- A vessel engaged in towing will need to employ a Pilot whilst towing even though a PEC master is on board if the combined length of the tow exceeds 100 meters. In case of a specialised tow or towing plan, or due to environmental conditions, this requirement will be reviewed on a case-by-case basis.
- In accordance with Part 3, Division 4, Section 30 (f) of the Port Authorities Regulations 2001, for the convenience of shipping in the port or because the vessel is engaged in dredging operations, an exemption from pilotage may be granted to the vessel by the Harbour Master. The procedure for obtaining the exemption for the vessel will be similar to the PEC application process and will be issued on a case-by-case basis, with considerations given to the area and nature of operations.

6. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Marine Administration staff	<ul style="list-style-type: none">• Processing of application. Updating information in Objective• Arranging examinations in consultation with HM/ DHM.• Process documentation and printing and dispatching of PEC Card.
Vessel Traffic Services Officer / Ship Scheduler	<ul style="list-style-type: none">• Arranging local knowledge trips and pilot assessment/check run upon request from the HM/DHM.
Harbour Master / Deputy Harbour Master (HM/DHM)	<ul style="list-style-type: none">• Conduct written and oral assessments.• Reviewing, identifying, evaluating conditions for granting PEC.
Accounts	<ul style="list-style-type: none">• Invoicing all PEC applications and Check Pilot Trips.• No charge for the issuing of Towage A & B PEC.

7. COMMERCIAL VESSELS OF < 35M LOA NOT ENGAGED IN TOWAGE OPERATION

For vessel < 35m in LOA (except vessels engaged in Towage Operation*)

Master is permitted to operate in Port waters provided they have completed a PPA Small vessel Induction (SVI) and holds valid certification for that size of the vessel.

The Harbour Master may require the vessel to use Pilot or undergo the PEC process depending on the nature of operations conducted by the vessel in the Port.

8. FOR VESSEL \geq 35M UP TO 80M IN LOA OR LESS THAN 35 ENGAGED IN TOWING

8.1 PEC Process and Eligibility Requirements for Vessel not Engaged in Towage

PEC will only be issued to vessels deemed suitable to be safely manoeuvred in and out of the port without an authorized pilot.

To be eligible for the PEC, the applicant must be Australian citizen or Permanent Resident:

- A Certificate of Competency (COC) or equivalent Certificate of Recognition appropriate to size and type of vessel the application is being made for, along with flag state endorsement, if applicable.
- A valid medical certificate in accordance with the requirements of Marine Orders No 79, part 9 or equivalent.
- A valid Marine radio operators' certificate of proficiency (MROCP) or Global Maritime Distress Safety System (GMDSS) or equivalent.

All applicants shall complete the 'Application for Pilot Exemption Certificate refer Annex B of this document. The completed application along with all the supporting documentation should be sent by email to phpec@pilbaraports.com.au

8.2 Application Fees

Information on the current fees and charges are available on the PPA website. Visit www.pilbaraports.com.au under 'Port Charges'.

For existing account holders with PPA, a purchase order number must be provided before a PEC can be issued. For organisations or individuals who do not hold an account with PPA, the application fee must be paid in full prior to the issue of a PEC. Contact the marine team at phpec@pilbaraports.com.au for any further information.

8.3 Qualification Criteria

In addition to the conditions set out in section 8.1, Master will also be required to complete Port Familiarisation runs as indicated in 8.3.1 or 8.3.2 and PEC Examination (subject to masters qualification in specific port operations).

8.3.1 Port Familiarisation Runs with Pilot and PEC Master of Similar Size & Type of Vessel

PORT FAMILIARISATION RUNS	
2 inward movements from Pilot Boarding Ground to Berth by Day	<ul style="list-style-type: none">• At least one movement must be conducted with the Pilot.• The other movement may be conducted with the PEC Master of similar size & type of vessel.
2 outward movements from Berth to Pilot Boarding Ground by Day	
2 inward movements from Pilot Boarding Ground to Berth by Night	
2 outward movements from Berth to Pilot Boarding Ground by Night	

PORT FAMILIARISATION RUNS	
1 inward movements from Pilot Boarding Ground to Berth	<ul style="list-style-type: none">• Assessment run by the Pilot.• Assessment run by the Pilot.
1 outward movements from Berth to Pilot Boarding Ground	
<ul style="list-style-type: none">• Assessments: To obtain a night endorsed PEC, one assessment shall be completed at night.	

Port Familiarisation Runs with only Pilot.

Notes for sections 8.3.1

For the purposes of this process, night is defined as 1 hour after sunset until 1 hour before sunrise.

- The trips must be completed by the applicant as an observer who has no other task than observing the passage and discussing the local conditions and manoeuvring with the pilot or exempt Master.
- Only one candidate at a time should be present on the bridge while undertaking the PEC training run.
- No more than two runs should be recorded within a 24-hour period for the purpose of this requirement.
- The Type and the number of the above runs may be varied at the discretion of the Harbour Master may include additional assessments.
- Assessment Run requirements.

During the assessment run, the marine pilot will, amongst other things, assess the applicant's skill and local knowledge as per the approved assessment form.

PEC Examination – Written, and Oral Assessment

The PEC examination comprises of a written examination, and an Oral Assessment. The topics of this assessment shall include:

- VTS & Radio procedures
- Knowledge of local geography, bathymetry, tidal and weather conditions
- Port procedures and vessel movement guidelines
- Identify navigation aids.
- Emergency response procedures
- Verification of vessel operations and ship handling ability

The examinations are conducted in Pilbara Ports Premises in the presence of the Harbour Master or delegate who will also conduct the oral assessment. All applicants must arrive on the appointed date with the following:

- Application form duly filled with record of mandatory runs.
- Assessment trips duly signed off by the marine Pilot.
- All original documents for physical verification.
- All applicants must present themselves in smart casuals or clean PPE.

The required pass mark for the written exam is 100 percent.

Annex A - provides a list of reference documents to assist in preparing for the PEC Exam.

8.4 Issuance of a PEC

Applicants must submit the below documents for the Harbour Master's review.

- Proof of Australian Residency (Passport or Visa).
- Certificate of Competency or equivalent (minimum master class 4).
- Marine medical fitness certificate.
- Run sheet.
- Written exam.

Submit your application along with relevant document by email phpec@pilbaraports.com.au.

After successful completion of the examination and verification of the runs the applicant will be issued with a PEC Photo ID. The PEC Photo ID can be collected from the Pilbara Port Hedland office.

8.5 PEC Holder's Obligations

- If an Exempt Master does not move a vessel under the authority of his PEC for a period of 6 months within Port Limits and inner harbour the PEC expires at the end of that period. (Port Authority Regulations 2001, Part 3, Division 6, Section 54 (2)).
- The PEC Master must maintain a written record of each occasion their vessel moves under the authority of their PEC.
- The Master must ensure that his/her COC, medical certificate, SVI remain and MSIC valid.

8.6 Revalidation of an Expired PEC

In accordance with Part 3, Division 6 of the Port Authorities Regulation 2001, sections 55 and 56, a person whose pilotage exemption has expired may apply to the Harbour Master to have it revalidated. Submit your application along with relevant documents by email phpec@pilbaraports.com.au

8.6.1 PEC Expired within 6 Months

Minimum number of movements required:

PORT FAMILIARISATION RUNS	
1 inward and 1 outward movement between Pilot Boarding Ground to Berth by Day	<ul style="list-style-type: none">• At least one inward and outward movements must be conducted with a Pilot• The other movements maybe conducted with the PEC Master of similar size & type of vessel
1 inward and 1 outward movement between Pilot Boarding Ground to Berth by Night	

PORT FAMILIARISATION RUNS

The Type and the number of the above runs may be varied at the discretion of the Harbour Master
(May include additional assessments)

8.6.2 PEC Expired more than 6 Months:

- Candidate will be considered as a first-time applicant for PEC.

9. PEC REQUIREMENTS FOR COMMERCIAL VESSELS ENGAGED IN HARBOUR TOWAGE OPERATION

9.1 Category – Towage A

Master of TUGS which provide towage as licensed towage providers for the shipping operations (arrival / departure / shifting) in port limits are required to complete towage provider's Internal Training Program, SVI and PEC Examination (conducted by Pilbara ports).

To be eligible for the PEC, the applicant must be an Australian Citizen or entitled to reside permanently in Australia and must hold the following:

- A Certificate of Competency (COC) or equivalent Certificate of Recognition appropriate to the type of vessel the application is being made for along with appropriate flag state endorsement if applicable.
- A valid medical certificate in accordance with the requirements of Marine Orders 76 or equivalent.
- A valid Marine radio operators' certificate of proficiency (MROCP) or Global Maritime Distress Safety System (GMDSS) or equivalent (as applicable).

9.1.1 Application Procedure

All applicants should provide via the Licensed Towage provider the following:

- Evidence of completed Internal Training as per the Towage provider's training plan.
- Letter of recommendation from the Licensed towage provider indicating that the applicant has been determined as competent to operate the Towage asset.
- Request for the PEC examination by Pilbara ports (this can be included in the letter or separate email).

9.1.2 PEC Examination – Written, and Oral Assessment

Refer to section 8.4

The above requirements may be varied by the Harbour Master based on operational requirements.

9.2 Category – Towage B

Master of vessels engaged in towage of non-propelled crafts such as Barges, etc., within the Port limits are required to complete:

- SVI.
- PEC examination (conducted by Pilbara ports).
- Assessment runs with a Marine Pilot as per section 9.2.3.

Masters issued with a PEC under this category are permitted to carryout towage activity as per Harbour master defined limitation.

To be eligible for the PEC, the applicant must be an Australian Citizen or entitled to reside permanently in Australia and must hold the following:

Refer to 9.1.

9.2.1 Application Procedure

Submit your application along with relevant document by email phpec@pilbaraports.com.au

9.2.2 PEC Examination – Written, and Oral Assessment

Refer to section 9.1.2.

9.2.3 Qualification Criteria

Run Requirements for issuing of PEC for Category Towage – B.

In addition to the conditions set out in the above sections, Master will also be required to complete Port Familiarisation runs, indicated in (a) or (b).

(a) Port Familiarisation runs with PEC Master of similar size of Vessel and Two

PORT FAMILIARISATION RUNS	
1 inward movement by day from Spoil Ground/work Area to destination in the Inner Harbour	Familiarisation movement must be completed with the Pilot.
1 outward movements by day from destination in the Inner Harbour to Spoil Ground/ work Area	Familiarisation movement must be completed with the Pilot.
1 inward movement by night from Spoil Ground/work Area to Destination in the Inner Harbour	Familiarisation movement must be completed with the Pilot.
1 outward movements by night from Destination in the Inner Harbour to Spoil Ground/ work Area	Familiarisation movement must be completed with the Pilot.
1 inward movement by day from Spoil Ground/work Area to destination in the Inner Harbour	Assessment run with the Pilot.
1 outward movements by day from destination in the Inner Harbour to Spoil Ground/ work Area	Assessment run with the Pilot.

PORT FAMILIARISATION RUNS	
1 inward movement by night from Spoil Ground/ work Area to Destination in the Inner Harbour	Assessment run with the Pilot.
1 outward movements by night from Destination in the Inner Harbour to Spoil Ground/ work Area	Assessment run with the Pilot.

Notes:

For the purposes of this process, night is defined as 1 hour after sunset until 1 hour before sunrise.

- The trips completed by the applicant as an observer who has no other task than observing the passage and discussing the local conditions with the pilot.
- Only one candidate at a time should be present on the bridge while undertaking the PEC training run.
- If the runs are undertaken with a Pilot exempt Master, the exempt Master should be holding a valid PEC for similar size of Vessel and Tow.
- Shipping schedule and commercial considerations will take precedence in most cases and the runs will be scheduled in between these movements to cause the least amount of disruption.
- The extent and the number of the above runs may be varied at the discretion of the Harbour Master.

9.2.4 Issuance of a PEC

Refer to 8.5.

9.2.5 PEC Holder and Towage Operators Obligations

Refer to section 8.6.

9.2.6 Revalidation of an Expired PEC – Towage

In accordance with Part 3, Division 6 of the Port Authorities Regulation 2001, sections 55 and 56, a person whose pilotage exemption has expired may apply to the Harbour Master to have it revalidated. Submit your application along with relevant documents by email phpec@pilbaraports.com.au

(a) PEC Expired within 6 Months:

Minimum number of movements required.

PORT FAMILIARISATION RUNS	
1 inward movement by day or night from work area to destination in the Inner Harbour	<ul style="list-style-type: none"> • Familiarisation movement must be completed with a Pilot.
1 outward movement by day or night from inner harbour to work area under a pilot only.	

PORT FAMILIARISATION RUNS

Assessment in and out (one of the assessment as to be at night)

Any further conditions as laid out by the Harbour Master

(b) PEC Expired more than 6 Months:

Treated as a completely new application.

The above requirements may be varied by the Harbour Master based on project work scope and assessment of vessels and tows involved.

10. EXEMPTION FROM USING PILOTAGE SERVICE – SPECIAL OPERATIONS

- This exemption is issued under the provision of Port Authorities Regulation 2001, section 30.1(f).
- This exemption from using a Pilot is given to vessels based on the nature of operation they are carrying out such as dredging, surveying etc.
- The exemption is granted to the named vessel only for the duration of the specific Project in the port.
- The Harbour Master may impose additional conditions to this exemption.

10.1 Qualification for Obtaining Exemption from Using Pilotage Service

To be eligible for the exemption, the applicant must hold the following:

- A Certificate of Competency (COC) and appropriate certificates applicable as per the type and size of the vessel along with flag state endorsement as applicable.
- A valid medical certificate in accordance with the flag state requirements.
- Documentation indicating the nature of the operation proposed to be undertaken, details of assets involved and duration.
- PEC examination by Pilbara ports subject to project documentation and procedures.

The Harbour Master may request for additional information training or familiarisation relating to the application.

10.2 Port Familiarisation and Assessment Runs with Pilots

PORT FAMILIARISATION RUNS	
1 inward movement by day or night from Spoil Ground/work area to destination in the Inner Harbour under a pilot as minimum	Familiarisation movement must be completed with the Pilot.
1 outward movements by day or night from destination in the Inner Harbour to Spoil Ground/Dumping Area under a pilot	
Notes: The Pilot will assess the PEC Master on his ability in understanding of the Port limits and associated accepts. The number of runs may be extended subject to pilot assessments and HM discretion	

Notes for sections 10.2

- For the purposes of this process, night is defined as 1 hour after sunset until 1 hour before sunrise.
- Shipping schedule and commercial considerations will take precedence in most cases and the runs will be scheduled in between these movements to cause the least amount of disruption.
- The extent and the number of the above runs may be varied at the discretion of the Harbour Master based on the operational requirements.

10.3 PEC Examination – Written, and Oral Assessment

The PEC examination comprises of a written examination, and an Oral Assessment. The topics of this assessment shall include:

- VTS & Radio procedures.
- Knowledge of local geography, bathymetry, tidal and weather conditions.
- Port procedures and vessel movement guidelines.
- Identifying navigation aids.
- Emergency response procedures.
- Verification of vessel operations and ship handling ability.

The examinations are conducted in Pilbara ports premises in the presence of the Harbour Master or delegate who will also conduct the oral assessment. All applicants must arrive on the appointed date with the following:

- Application form duly filled with record of mandatory runs.
- Assessment trip duly signed off by the marine Pilot.
- All original documents for physical verification.
- All applicants must present themselves in smart casuals or clean PPE.

The required pass mark for the written exam is 100 percent.

Annex A - provides a list of reference documents to assist in preparing for the PEC Exam.

10.4 Issuance of Exemption from using Pilotage Service

Upon completion of the above requirements the Harbour Master will issue the vessel an exemption for the usage of Pilotage for the duration of the specified project.

The above requirements may be varied by the Harbour Master based on operational requirements.

11. DOCUMENT OWNER

The Harbour Master is responsible for this Pilot Exemption Certificate Guidelines.

ANNEXURE A

READING LIST
Port of Port Hedland – Port Handbook
Port Hedland Procedure and Guidelines
Port of Port Hedland - Port User Guidelines and Procedures
Port of Port Hedland - Vessel Movement Protocols
Port of Port Hedland - Standards for Commercial Marine Operations
Port of Port Hedland – Small Vessel Mooring Procedure
Port of Port Hedland – Ships Waste Discharge Guidelines
Port of Port Hedland – Emergency Response Procedure Operational
Port of Port Hedland – Cyclone Procedure
Port of Port Hedland – Marine Pollution Contingency Plan
Port Authorities Act 1999
Port Authorities Regulations 2001



SECTION 1: GENERAL DETAILS								
Applicant Particulars		Application Type		PEC Delivery Information		Certificate of Competency		
Full Name:	<input type="checkbox"/> New Application <input type="checkbox"/> Revalidation PEC Number: _____ Date of Expiry: _____	<input type="checkbox"/> PEC Invoice To: <input type="checkbox"/> PEC Hard Copy Card To:		Grade / Class: _____				
Nationality:				Date of Issue: _____				
Address:				Date of Expiry: _____				
Mobile:				Issuing Authority: _____				
Email:								
SECTION 2: TRAINING RECORD								
Date	Start & End Time	Start & End Position	Day / Night	Vessel Name	LOA / GRT	Capacity (Master or First Mate)	Trainer Details	
							Pilot Name or PEC Holder Number	Pilot or PEC Holder Signature
SECTION 3: ATTACHMENTS AND DECLARATION								
Attachments required from applicant: <input type="checkbox"/> Proof of Australian Residency <input type="checkbox"/> Copy of valid medical certificate <input type="checkbox"/> Copy of valid certificate of competency <input type="checkbox"/> Copy of valid MROCP or GMDSS								
I declare the information provided on this form and attachments to be true and correct. Applicant Name & Signature: _____ Date: _____								

PEC CANDIDATE EXEMPTION VERIFICATION FORM



SECTION 1: GENERAL INFORMATION			
Date:			
PEC Candidate Audited:		PEC Candidate Provider:	
Boarded Time:		Location:	
Passage From:		To:	
SECTION 2: VESSEL DETAILS (ATTACH VESSEL'S PARTICULARS TO THIS REPORT)			
Name:		IMO Number:	
LOA (m):		Beam (m):	
Summer DW:		Drafts Fore and Aft:	
Number of Tugs:		Berthing Side to:	
Wind:		Tidal Range:	
SECTION 3: BRIDGE RESOURCE MANAGEMENT			YES / NO
Passage Plan	Was a pre-prepared port specific plan completed with current, relevant information? <u>Requirement:</u> Attach a copy of the completed pre-prepared plan.		
Work effectively with the bridge team.	Did the PEC candidate conduct an effective and comprehensive Pre Arrival meeting		
	Were Bridge team roles clearly defined?		
	Did the PEC candidate work with the bridge team using BRM principles?		
	Were priorities clearly established?		
	Were appropriate, clear and definitive conning orders given?		
Liaise and communicate.	Were appropriate and clear communications made with VTS?		
	Were appropriate and clear communications made with the mooring party?		
Transit the Port Limits	Did the PEC candidate work with the bridge team using BRM principles to: <ul style="list-style-type: none"> Actively monitor the vessel's position. Actively monitor the vessel's progress. Actively utilise Navigational equipment 		
	Did the PEC candidate safely navigate the vessel?		

Process Owner: The Harbour Master has overall responsibility for this form

Objective ID: A789504

Approved by: HM

Date approved:

Review date:

PEC CANDIDATE EXEMPTION VERIFICATION FORM



Handling vessel.	Was suitable proficiency displayed for this vessel size and type?	
	Were manoeuvres done at an appropriate speed and with full control?	
Berth (At / Off)	Was mooring / unmooring conducted in a safe and controlled manner?	
	Mooring Arrangement: Forward: Aft:	
Manage personal and professional conduct.	Was the PEC Candidates conduct professional?	
	Did the PEC candidate treat the ship staff with respect, courtesy, honesty and fairness?	
Did the PEC candidate demonstrate local knowledge, operational standards and requirements? 		
Were any specific observations regarding the manoeuvring operation for this PEC candidate / passage made? 		
PART 4: SIGN OFF		
Pilbara Ports/PHP Pilots Representative (position and signature)		
Marine PEC Candidate (name and signature)		

Process Owner: The Harbour Master has overall responsibility for this form

Objective ID: A789504

Approved by: HM

Date approved:

Review date: