



STRUCTURED TRAINING MANUAL & PROFICIENCY PLAN

PILOTAGE EXEMPTION CERTIFICATE (PEC) AUCKLAND

STRUCTURED TRAINING MANUAL & PROFICIENCY PLAN

CONTENTS

1. Purpose and objective.....	
2. PEC's and endorsements.....	
3. Limitations and restrictions on privileges.....	
4. Pre-requisites.....	
5. Elements of structured training programme.....	
5.1 Initial Training.....	
5.2 Training under supervision.....	
5.3 Examination.....	
6. Endorsement.....	
7. Tug Operations.....	
8. Proficiency plan.....	

APPENDICES

1. PURPOSE & OBJECTIVES

The limit for compulsory pilotage in the Auckland Pilotage Area is 500 gross tonnage.

The Pilotage area in Auckland is defined in Appendix 1 of Maritime Rule part 90.

This training programme describes the process by which Masters & First Mates can attain the knowledge and skills to safely navigate a vessel exceeding the limit within the Auckland Pilotage Area without embarking a licensed Pilot.

On successful completion of this training programme, the associated assessments and examination, the candidate can apply to Maritime New Zealand (MNZ) for the issue of a pilotage exemption certificate (PEC) under maritime rule 90.62. This will be endorsed for the Auckland pilotage area and a specific vessel (or vessels), or for the endorsement of an existing PEC as applicable.

The structured training programme meets the requirements of Maritime Rule 90.109.

This Structured Training Programme and Proficiency plan is a generic one developed by the Auckland Harbourmaster for the Auckland Pilotage Area. This plan is not suitable for tankers engaged in bunkering operations and hence does not apply to those vessels.

2. PECs & ENDORSEMENTS

Under Maritime Rule Part 90, a single PEC will be issued with one or more endorsements for different vessels and pilotage areas. The holder of a PEC endorsed for a vessel or vessels in one pilotage area can obtain endorsements for that vessel in another pilotage area by completing the local PEC Structured Training Programme for the area. A PEC holder may also seek to have an additional vessel endorsed on the PEC for the same area as described in Section 6.

A PEC for Auckland may be endorsed with the following areas if not unrestricted:

- Waitemata and Rangitoto Channel only,
- Tamaki River to Waiheke only,
- All waters excluding Tamaki River.

A PEC may also be endorsed for 1 tug, for named berths, or for anything else deemed appropriate following the examination.

3. LIMITATIONS & RESTRICTIONS ON PRIVILEGES

A PEC for the Auckland Pilotage Area cannot be obtained for any ship exceeding 130 metres LOA. A PEC will be issued only for named vessels or in the case of tugs and barges a size limit.

Without the Harbourmaster permission, a PEC cannot be used for:

- A vessel with defective/inoperative navigational or manoeuvring equipment,
- A vessel to transit beneath the Harbour Bridge,
- A vessel berthing/unberthing at Fergusson container terminal,
- A vessel berthing/unberthing at Princes Wharf,

A PEC cannot be used on vessels greater than 1000GT when:

- Berthing/unberthing when winds exceed 25kts,
- Navigating in restricted visibility of less than 0.5 nautical miles.

4. PRE-REQUISITES

Candidates for a PEC for the Auckland Pilotage Area must:

- Hold a current New Zealand Certificate of Competency, or a current Certificate of Competency issued by another Administration that is recognised or accepted by the Director of MNZ under the Maritime Transport Act, that permits them to be the Master of the vessel or vessels for which the PEC is sought; **and**
- Hold a current Certificate of Medical Fitness of Category A or B issued in accordance with Maritime Rule Part 34; **and**
- Be able to demonstrate use of the English language to the satisfaction of the Harbourmaster; **and**
- Where required, have completed a recognised Bridge Resource Management (BRM) course within the last 5 years. This requirement is mandatory for a PEC for vessels 3000GT and over.

5. ELEMENTS OF STRUCTURED TRAINING PROGRAMME

This structured training programme comprises the following elements:

- 5.1 Initial training
- 5.2 Training under supervision
- 5.3 Examination

A candidate:

- a) Who does not currently hold a PEC; **or**
- b) Who holds a PEC endorsed for another pilotage area, for the same vessel, must complete all of the above requirements.

A candidate who already has a PEC endorsed for the Auckland Pilotage Area who wishes to have an additional vessel added to that endorsement must complete the requirements in Section 6.

5.1 INITIAL TRAINING

The candidate must become familiar with:

- 1. Relevant sections of the Maritime Transport Act 1994
- 2. Maritime Rules, especially Part 22, Part 90 and Part 91.
- 3. Auckland Council Navigation Safety Bylaw
- 4. Harbourmaster directions as they apply to the navigation of vessels within the Auckland Pilotage Area
- 5. LINZ Charts covering the Area and any permanent or temporary Notices to Mariners
- 6. Local navigation information and requirements including Navigational Warnings and Local Notices to Mariners.
- 7. The Harbour SMS & Risk Assessment for the area
- 8. POAL operations including Harbour Control.

Additional reading should include:

- 1. Relevant TAIC & MNZ accident reports relevant to navigation in Pilotage Areas
- 2. Relevant publications on tug use, ship handling, bridge team management, such as those produced by the Nautical Institute and the International Chamber of Shipping

OUTCOMES

On completion of this element of training, the candidate should:

- 1. Have a detailed knowledge of the geography of the area.
- 2. Be able to programme visits by the ship and prepare passage plans.
- 3. Be aware of any operational constraints or limitations in the Auckland Pilotage Area and how they may affect the ship.

4. Be familiar with the local emergency response procedures and the Master's roles and responsibilities if there is an incident.
5. Be aware of Ports of Auckland operating requirements pertaining to their vessel.
6. Understand ship handling theory, with particular regard to interaction, squat, use of thrusters with head or sternway, pivot points, wind and current forces and behavioural characteristics of different ship types.
7. Be able to apply BRM principles in the course of their duties.

5.2 TRAINING UNDER SUPERVISION

The candidate is to complete a number of transits of the Auckland Pilotage Area on the vessel for which the PEC will be sought, in order to familiarise themselves with and become competent in navigating the vessel in the Area. These transits should be completed in an observation capacity under the direction of a licensed pilot or a current PEC holder for that vessel and Area. Licensed Pilots are not responsible for teaching candidates and training should predominantly be undertaken by self-learning and observation.

The minimum number of training transits of the Pilotage Area in the 12 months prior to sitting the examination is:

10 arrivals and 10 departures including at least 4 arrivals and 4 departures during the hours of darkness

The candidate should provide documentary evidence to the Harbourmaster of such supervised transits as part of the examination process. **(Appendix 2)**

Before presenting themselves for the PEC examination, candidates must additionally undertake pre-examination assessments by a licenced pilot. These shall consist of two arrivals and two departures, one of each being during hours of darkness.

For vessels less than 1000GT, these assessments may be conducted by the Harbourmaster or Deputy Harbourmaster and may be reduced to one arrival and one departure.

OUTCOMES

On completion of this element of training, the candidate should ensure that they:

1. Have developed a good knowledge of the geography of the area
2. Can programme visits by the vessel and prepare passage plans
3. Are fully conversant with all Ports of Auckland operating requirements in relation to their vessel.
4. Are able to resolve any eventuality which may occur and develop their own contingency plans
5. Are able to competently handle the vessel in a range of conditions both in daylight and darkness

6. Are able to apply BRM principles and develop their style when integrating with the bridge team during pilotage

5.3 EXAMINATION

The examination comprises three elements:

1. A written examination
2. A blank chart examination
3. An oral examination

The examination will be conducted by a panel consisting of The Harbourmaster (or Deputy) and a Senior Pilot. Additionally, for vessels over 1000GT, either another Pilot, a current PEC holder, or the POAL General Manager Marine.

OUTCOMES

Following successful completion of the examination process and a recommendation from the Harbourmaster, the candidate will be able to apply to MNZ for the issue of a new PEC endorsed for the Auckland Pilotage Area and a specific vessel or vessels, or an additional endorsement for an existing PEC as appropriate.

6 ENDORSEMENT FOR AN ADDITIONAL VESSEL

An applicant who already holds a PEC endorsed for the Auckland Pilotage Area and who is seeking an endorsement for an additional vessel must:

1. Complete familiarisation training on that vessel to the satisfaction of the Director and Harbourmaster and demonstrate that they have met the recent experience requirements for the vessel currently endorsed on their PEC
2. Undertake assessments by a licenced pilot. These shall consist of one arrival and one departure.
3. A completed application should be forwarded to MNZ
4. An endorsement from the vessel operator attesting to them having received appropriate training for command of the new vessel.

7 TUG OPERATIONS

An applicant must undertake at least five familiarisation trips onboard a tug when a licensed pilot is performing a pilotage manoeuvre using tug assistance. Candidates must undertake assessments by a licenced pilot. These shall consist of two arrivals and two departures and may take place at the same time as the pre-examination assessments.

8 PROFICIENCY PLAN

PURPOSE & OBJECTIVES

This proficiency plan outlines the process for maintaining and demonstrating the proficiency and competence of PEC holders in the Auckland Pilotage Area.

RECENT EXPERIENCE REQUIREMENTS

In accordance with Maritime Rule, Part 90.66(1) (b) the PEC holder must complete at least 4 transits inwards and 4 outwards of the Auckland Pilotage Area within each 12-month period including 1 inward and 1 outward transits during the hours of darkness

In addition, to maintain a tug endorsement, at least 2 arrivals using a tug in each 12-month period.

REPORTING REQUIREMENTS

The PEC holder must maintain a record of all ship movements conducted within the Auckland Pilotage Area and provide such records up to 31st of March of that year to the Harbourmaster. **(Appendix 3)**

Prior to navigating within the Auckland Pilotage Area, the PEC holder must report to the Harbourmaster in accordance with Maritime Rule, Part 90.65(2). This report shall be made to Auckland Harbour Control on VHF Ch.12 stating the name of the Master and include a declaration that the holder is a current PEC holder meeting the requirements of Maritime Rule, Part 90.66.

In accordance with Maritime Rule, Part 90.25, the Master is also required to report to the Harbourmaster (via Auckland Harbour Control), any defects to the vessel's propulsion, manoeuvring or communications equipment or any other condition which may adversely affect its operation capability.

ANNUAL ASSESSMENT

Within each 12-month period, all PEC holders must complete an annual assessment to demonstrate their continued local knowledge and skills. The assessment will be conducted in accordance with Maritime Rule, Part 90.111 and include at least 1 transit of the pilotage area with a licenced Auckland Pilot. For vessels less than 1000GT, the assessments may be undertaken by the Harbourmaster or Deputy Harbourmaster as per Maritime Rule 90.111(1)(b)(iii)

For vessels operating predominantly in the inner harbour, transit must be from berth to 'A' buoy or vice versa.

The Assessor will be seeking evidence that the PEC holder remains competent to command the vessel within the pilotage area in accordance with the privileges of the PEC. The assessment will be conducted using a standard reporting format. **(Appendix 1)**. Records will be retained by the Harbourmaster.

For PEC holders with a tug endorsement, the annual assessment must include the use of a tug.

PEER REVIEW & REFRESHER TRAINING

The vessel operator should ensure that their PEC holders are subject to regular peer review to ensure that standards and knowledge are maintained. The holder should keep up to date with any changes relevant to navigation in the Auckland Pilotage Area. These matters should be covered as part of the operator's safety management system under ISM or MOSS as applicable. PEC holder on vessels greater than 3000GT must undertake BRM refresher training every 5 years.

REGAINING CURRENCY

It is the PEC holder's responsibility to make sure that they are current in accordance with the requirements of Maritime Rule, Part 90.66 prior to exercising the privileges of that PEC.

Where the PEC holder has not satisfied the recent experience requirements within the previous 12 months, the Harbourmaster may extend the time limit to 18 months if he deems it appropriate. Otherwise, the PEC holder must:

1. Complete a minimum of 4 transits inwards & 4 transits outwards, one each during hours of darkness, while under the supervision of a licenced Auckland Pilot or a current Auckland PEC holder for that vessel.

Where the PEC holder has not exercised the PEC for more than 24 months or has repeatedly failed to satisfy the recent experience requirements, they must complete all requirements specified in the structured training programme (in respect of the blank chart, written and oral examinations and supervised transits).

Syllabus for Exempt Master's Local Training & Local knowledge

1. Limits of local pilotage area
2. System of buoyage in the area including names, positions and characteristics of buoys, beacons, structures and other marks
3. Navigation marks in the area, including:
 - a. Characteristics of lights, cuts and clearing distances
 - b. Angles of visibility of lights
4. Names and characteristics of shoals, headlands and points in the area
5. Depth contours and key depths of water throughout the area, including tidal effects and similar factors
6. Depth of water in channels and approaches
7. Width of channels
8. General set, rate and range of the tides and the use of tide tables
9. Prevailing metrological conditions
10. Names of berths
11. Depths at berths
12. Distances between berths
13. Proper courses and distances in the area
14. Anchorages in the area
15. Emergency and contingency plans for the area
16. Communications and the availability of navigational information
17. Systems of navigational warning broadcasts in the area and the type of information likely to be included
18. Auckland Harbour Control and reporting requirements when entering pilotage area
19. Details, use and limitations of available tugs
20. Communications with tugs
21. Mooring procedures
22. Auckland Council Navigational Safety Bylaws
23. Tsunami and other emergency procedures
24. Vessel immobilization
25. Details of individual's company training programme
26. Details of individual's company emergency procedures
27. Details of Ports of Auckland Safety Procedures

28. Pollution prevention and reporting.

29. Collision Prevention rules

30. Any other relevant knowledge considered necessary

Appendix 1 : Annual Review & Pre- Exam Assessment

Vessel Name:	Reviewed Master:		Arr / Dep	Date:
Weather Conditions:	Reviewer:		Wind:	Berth:
Tide -	Time	Ht	Night/Day	Drafts
Discussion of passage plan with reviewer				Comments
Explain intended track – is the plan workable?			yes/no	
Explain berthing/unberthing manoeuvre – is the manoeuvre workable?			yes/no	
During master/reviewer exchange did the master				Comments
Brief the bridge team on current local conditions e.g. traffic, weather, visibility, currents, ETA of tugs and tug movements, etc?			yes/no	
Establish an environment inviting questions/challenges?			yes/no	
Present a passage plan?			yes/no	
Explain navigational intentions, i.e. courses, speeds, wheel over positions, UKC, squat, maximum draft, depth in channel and alongside berth?			yes/no	
Discuss emergency/contingency plans/limits?			yes/no	
Advise vessel mooring/unmooring arrangements, including first/last lines?			yes/no	
During the transit did the master				Comments
Follow the passage plan?			yes/no	
If not, were deviations communicated satisfactorily to the bridge team?				
Respond satisfactorily when challenged or questioned?			yes/no	
Use "closed loop" orders & appropriate communications?			yes/no	
Communicate with other vessels in the harbour clearly and concisely?			yes/no	
Watch the indicators closely?			yes/no	
Use appropriate speed in the channel?			yes/no	
Maintain a satisfactory positioning through the channel?			yes/no	
During berthing or unberthing did the master				Comments
Ensure the berth was clear?			yes/no	
Frequently monitor the helm and engine indicators?			yes/no	
Display full situational awareness?			yes/no	
Respond satisfactorily when challenged or questioned?			yes/no	
Display a calm and confident manner?			yes/no	
During the overall operation did the master				Comments
Display a good sense of positioning throughout the manoeuvre?			yes/no	
Conduct a satisfactory and successful manoeuvre?			yes/no	
Feedback from Master		Feedback from Peer Reviewer / Snr Pilot		
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Appendix 2: Candidate’s record of training and supervised transits for the Auckland Pilotage Area.

Vessel LOA GRT CANDIDATE

	DATE	TIME	BERTH	INWARD/ OUTWARD	TUG USED?	WIND/ WEATHER	DAY/ NIGHT	PILOT/PEC HOLDER (print name)	PILOT/PEC HOLDER SIGNATURE
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Candidate Signature

Please make additional copies as required.

Appendix 3: PEC holder's annual record of shipping movements for the Auckland Pilotage Area

PEC Holder

	Date	Time	Vessel Name	Berth	Movement In/Out	Tug Used?	Day/ Night
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Sign off Sheet

..... has successfully completed the structured Training Programme for the Auckland Pilotage Area and has passed the examination.

.....
Harbourmaster

.....
Senior Pilot

.....
Senior Pilot / PEC Master

Date: