A GUIDE BY THE

Australasian Marine Pilots Institute

Code Of Conduct

Further information

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Australasian Marine Pilots Institute

Foreword

The Australian Marine Pilots' Institute (AMPI) is a professional organisation. AMPI is committed to ensuring the highest standard of safe and comprehensive pilotage service. This Code forms a framework of personal and professional conduct, standards and procedures for pilots to follow in the provision of a pilotage service.

AMPI Code of Conduct Working Party

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Introduction

Objective

The objective of this Code is to provide pilot organisations with guidelines to facilitate a national minimum standard for the professional conduct of marine pilots.

It is not meant to replace any pilot organisation's Code of Conduct that already addresses the matters contained in this Code.

Every pilot shall hold an appropriate pilotage certificate or licence issued by the pilotage authority. In addition to stating the pilotage area for which it is issued, the certificate or licence should also state any requirements or local limitations that the pilotage authority may specify such as maximum size, draught or tonnage of vessels that the holder is qualified to pilot. The pilotage authority is responsible for training and certification or licensing standards. The standards should be sufficient to enable pilots to carry out their duties safely and efficiently.

Application

AMPI does not enforce compliance with the code. It is up to individual pilot organisations to determine the level at which they wish to set their own standards with respect to those set by the Institute.

Definition

A Pilot is an experienced master mariner with specialist ship handling skills. Pilots are licensed by government authorities responsible to ensure the safety of waterways. Pilots manage the risks that arise when ships enter confined waters of ports and the coastal shipping routes such as the Great Barrier Reef. A pilot is legally defined as "not belonging" to the vessel being piloted, but having responsibility for its "conduct", meaning the direction of its courses and speed. A pilot is an independent expert, employed in the public interest to ensure the safety of navigation in places of unusual hazard or risk.

THE CODE

1. All Pilots shall comply with this Code of Good Practice.

2. A Pilot shall keep up to date in local pilotage knowledge for the area for which a particular pilot licence is valid. Pilotage skills shall be maintained and developed, and every Pilot shall keep abreast of the latest developments in

ship handling techniques, ships and their equipment, including modern towage developments, communication procedures, standards applicable to professional mariners, relevant legislation, codes and procedures .

3. A Pilot will adopt the safety culture of their organisation and will encourage others within their organisation to follow suite.

4. A Pilot shall conduct himself/herself in the course of his/her duties to maintain an acceptable "Master/Pilot Relationship" - as per ICS "Bridge Procedures Guide", paragraph 2.2.2 and Appendix 2. This relationship must reflect the requirements specified in Section 410B (1) and (2) of the Commonwealth Navigation Act 1912.

5. A Pilot shall take into consideration all the environmental factors prior to and during his duties.

6. A Pilot shall be familiar with the IMO Standard Marine Communication Phrases and use them in appropriate situations during radio communications as well as during verbal exchanges on the bridge.

7. A Pilot, Master and bridge watchkeeping personnel shall communicate in the English language.

8. A Pilot shall immediately report the occurrence to the appropriate authority, when a vessel under pilotage has touched the ground, been in contact with any navigational aid, caused damage to any structure, or collided or nearly collided with another vessel. Thereafter, the pilot must remain available to assist in any required initial investigation until otherwise advised by the appropriate Authority.

9. A Pilot who observes any defect in a navigational aid, any other navigational hazard, oil spill or any alteration of the position of a shipping mooring, shall report the facts as soon as practical to the appropriate Authority.

10. A Pilot who observes any ship board defect or deficiency, that could compromise the safety of navigation, safety of crew or pose a risk to the environment, shall report the facts as soon as practical to the appropriate Authority.

11. A pilot shall seek to promote a safety culture within his or her organisation and in his or her contact with other organisations.

12. A Pilot shall be adequately rested and mentally alert in order to provide undivided attention to delivering the highest levels of professionalism to pilotage duties for the duration of the passage.

13. A Pilot shall comply with all relevant occupational health and safety regulations.

14. A Pilot absent from duty, for whatever reason, and if lacking recent experience in the pilotage area shall satisfy the pilotage authority that the pilot regains familiarity with the area on his or her return to duty.

15. A Pilot shall not undertake pilotage duties while impaired by drugs or alcohol as specified in Commonwealth Marine Notice No. 8/91, and the Commonwealth Navigation Act 1912. A Pilot who needs to take medication shall confirm with the prescribing doctor that the medication will not impair their judgement and ability to carry out his/her pilotage duties.

16. A pilot shall satisfy the pilotage authority of his or her medical fitness annually. In particular, eyesight, hearing and physical fitness shall meet standards the pilotage authority considers appropriate or the standards required for certification of masters and officers in charge of a navigational watch under the international Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended.

17. A Pilot who has experienced a serious injury or illness, shall have his or her medical fitness evaluated by an independent medical practitioner prior to return to duty.

18. A Pilot shall not attempt to undertake pilotage duties when, through illness or other circumstances, that Pilot considers he/she would not be able to perform those duties in a fit and proper manner.

19. A pilot shall have the right to refuse pilotage when the ship to be piloted poses a danger to the safety of navigation or to the environment. Any such refusal, together with the reason, should be immediately reported to the appropriate authority for action.

Training and Certification

1. The Pilotage Authority is the organisation that is responsible for training and certification. The standards should be sufficient to enable pilots to carry out their duties safely and efficiently. These requirements are largely based on Resolution of the IMO 960 (23)
   www.amsa.gov.au/shipping_safety/coastal_pilotage/...inte**res**t/960.pdf

2. Standards for initial training should be designed to develop in the trainee pilot the skills and knowledge determined by the pilotage authority to be necessary for obtaining a pilot certificate or license. The training should include practical experience gained under the close supervision of experienced pilots. This practical experience gained on vessels under actual piloting conditions may be supplemented by simulation, both computer and manned model, classroom instruction, or other training methods.

3. The pilot should be trained in bridge resource management with an emphasis on the exchange of information that is essential to a safe transit. This training should include a requirement for the pilot to assess particular situations and to conduct an information exchange with the master and/or officer in charge. Maintaining an effective working relationship between the pilot and the bridge team in both routine and emergency conditions should be covered in training. Emergency conditions should include loss of steering, loss of propulsion, and failures of radar, vital systems and automation and loss of or incorrect application of tug services in pilotage waters.

4 Initial and continuing training in the master-pilot information exchange should also cover:
   - 4.1 regulatory requirements;
   - 4.2 recognition of language, cultural, psychological and physiological impediments to effective communication and interaction and techniques for overcoming these impediments; and
   - 4.3 normal practice in the specific pilotage area.

5 The Pilotage Authority should provide updating and refresher training conducted for certified or licensed pilots to ensure the continuation of their

proficiency and updating of their knowledge, and should include the following;

5.1 sessions to enhance the ability to communicate with local authorities and other vessels in the area;
5.2 meetings with local authorities and other responsible agencies to envisage emergency situations and contingency plans;
5.3 refresher or renewal courses in bridge resource management for pilots to facilitate communication and information exchange between the pilot and the master and to increase efficiency on the bridge.
5.4 simulation exercises, which may include radar training and emergency ship handling procedures;
5.5 courses in ship handling training centres using manned models;
5.6 seminars on new bridge equipment with special regard to navigation aids;
5.7 sessions to discuss relevant issues connected with the pilotage service including laws, rules and regulations particular to the pilotage area;
5.8 personal safety training;
5.9 techniques for personal survival at sea; and
5.10 emergency first aid, including cardio-pulmonary resuscitation (CPR).

Continued proficiency

6 In order to ensure the continued proficiency of pilots and updating of their knowledge, the Pilotage Authority should satisfy itself at regular intervals not exceeding five years, that all pilots under its jurisdiction:
6.1 continue to possess recent navigational knowledge of the local area to which the certificate of licence applies;
6.2 continue to meet the medical fitness standards of paragraph 14 of the Code;
6.3 possess knowledge of the current international, national and local laws, regulations and other requirements and provisions relevant to the pilotage area and the pilots' duties.
6.4 Possession of knowledge required by subparagraphs 6.1 and 6.3 may be proven by an appropriate method such as personal service records, completion of continuing professional development courses or by an examination.

Syllabus for pilotage certification or licensing

7 In the syllabus, area means the waters for which the applicant is to be certified or licensed. Each applicant for a pilot certificate or license should demonstrate that he or she has necessary knowledge of the following:

7.1 International Regulations for Preventing Collisions at Sea, 1972 as amended, and also such other national and local navigational safety and pollution prevention rules as may apply in the area;
7.2 limits of local pilotage areas;
7.3 system of buoyage in the area;
7.4 characteristics of the lights and their angles of visibility and the fog signals, racons and radio beacons and other electronic aids in use in the area;
7.5 names, positions and characteristics of the light vessels, buoys, beacons, structures and other marks in the area;
7.6 names and characteristics of the channels, shoals, headlands and points in the area;
7.7 bridge and similar obstruction limitations including air draughts;
7.8 depths of water throughout the area, including tidal effects and similar factors;
7.9 general set, rate, rise and duration of the tides and use of the tide tables and real-time and current data systems, if available, for the area;
7.10 proper courses and distances in the area;
7.11 anchorages in the area;
7.12 .ship handling for piloting, anchoring, berthing and unberthing, manoeuvring with and without tugs, and emergency situations;
7.13 communications and availability of navigational information;
7.14 systems of radio navigational warning broadcasts in the area and the type of information likely to be included;
7.15 traffic separation schemes, vessel traffic services and similar vessel management systems in the area;
7.16 bridge equipment and navigational aids;
7.17 use of radar and other electronic devices; their limitations and capabilities as navigation and collision avoidance aids;
7.18 manoeuvring behaviour of the types of ships expected to be piloted and the limitations imposed by particular propulsion and steering systems;
7.19 factors affecting ship performance such as wind, current, tide, channel configuration, water depth, bottom, bank and ship interaction including squat;

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7.20 use and limitation of various types of tugs;
7.21 IMO Standard Marine Communication Phrases;
7.22 IMO Code for the investigation of marine casualties and incidents;
7.23 Master-Pilot Relationship, Pilot Card, operational procedures;

7.24 pollution prevention;
7.25 emergency and contingency plans for the area;
7.26 safe embarking and disembarking procedures; and
7.27 any other relevant knowledge considered necessary.

Passage Planning

1. The master and the pilot should exchange information regarding navigational procedures, local conditions and rules and the ship's characteristics. This information exchange should be a continuous process that continues for the duration of the pilotage.

2. Each pilotage assignment should begin with an information exchange between the pilot and the master. The amount and subject matter of the information to be exchanged should be determined by the specific navigation demands of the pilotage operation. Additional information can be exchanged as the operation proceeds.

3. Each competent pilotage authority should develop a standard exchange of information practice, taking into account regulatory requirements and best practices in the pilotage area. Pilots should consider using an information card, form, checklist or other memory aid to ensure that essential exchange items are covered. If an information card or standard form is used by pilots locally regarding the anticipated passage, the layout of such a card or form should be easy to understand. The card or form should supplement and assist, not substitute for, the verbal information exchange. This exchange of information should include at least:
   - 3.1 presentation of a completed standard Pilot Card. In addition, information should be provided on rate of turn at different speeds, turning circles, stopping distances and, if available, other appropriate data;
   - 3.2 general agreement on plans and procedures, including contingency plans, for the anticipated passage;
   - 3.3 discussion of any special conditions such as weather, depth of water, tidal currents and marine traffic that may be expected during the passage;
   - 3.4 discussion of any unusual ship-handling characteristics, machinery difficulties, navigational equipment problems or crew limitations that could affect the operation, handling or safe manoeuvring of the ship;
   - 3.5 information on berthing arrangements; use, characteristics and number of tugs; mooring boats and other external facilities;
   - 3.6 information on mooring arrangements.

4. It should be clearly understood that any passage plan is a basic indication of preferred intention and both the pilot and the master should be prepared to depart from it when circumstances so dictate.

5. Pilots and pilotage authorities should be aware of the voyage planning responsibilities of masters under applicable IMO instruments.

Environmental Factors

The following factors constitute the environmental assessment requirements for ensuring safe access and navigation within ports and harbours by shipping.

1. Weather includes:
   - long period waves;
   - wind: mean wind velocity, gust velocity, surface generated currents, higher or lower sea levels from wind set up or set down;
   - visibility: including fog, mist and heavy rain;
   - temperature;
   - visibility;
   - barometric pressure;

2. Sea conditions include:
   - waves: related to local winds
   - swell: waves generated elsewhere.

3. Current;
   - tidal flow or stream;
   - wind events can induce variations in currents.
   - river flows.

4. Reduction in available navigable water due to
   - silt build up;
   - changes in tidal height (from those predicted)

5. Changes in swell and wave characteristics due to:
   - shallowing effects, refraction of waves occurs on reaching shallower water;
   - bathymetric changes;
   - constructive interference of more than one wave/swell system;
   - grouping of waves and freak waves;
   - tsunamis, rissaga, seiches.

6. Water borne debris or the presence of excessive organisms/silt blocking intakes;
   - Changes to water density, which include:
   - transition from open sea to fresh water.
   - freshwater/seawater wedges in river ports.
   - suspended sediment from major dredging operations.

Safety Culture

An organisation with a "safety culture" is one that gives appropriate priority to safety and realises that safety has to be managed like other areas of the operation. For the shipping industry, it is in the professionalism of seafarers including pilots that the safety culture must be derived.

That culture is more than merely avoiding accidents or even reducing the number of accidents, although these are likely to be the most apparent measures of success. In terms of shipping operations, it is to do the right thing at the right time in response to normal and emergency situations. The quality and effectiveness of that training will play a significant part in determining the attitude and performance - the professionalism - the pilot will subsequently demonstrate in his, or her, work. The attitude adopted will, in turn, be shaped to a large degree by the 'culture' of the organisation for whom the pilot works.

The key to achieving that safety culture is in:

- Recognising that accidents are preventable through following correct procedures and established best practice;
- Constantly thinking safety; and
- Seeking continuous improvement.

It is relatively unusual for new types of accidents to occur and many of those that continue to occur are due to unsafe acts or human error. These errors, or more often violations of good practice or established rules and can be readily avoided. Those who make them are sometimes aware of the errors but take short-cuts they should not have taken. Most will have received training aimed at preventing them but, through a culture that is tolerant to the 'calculated risk', they still occur.

The challenge for pilots and pilot service organisations, is how to minimise these unsafe acts, how to instil not only the skills but also the attitudes necessary to ensure safety objectives are met. The aim should be to inspire pilots towards firm and effective self-regulation and to encourage personal ownership of established good practice.

Notes