

**Gove Standards Manual
PORT**

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KEY POINTS

- Compulsory Pilotage Area
- Pilot Licences
- Pilotage Exemption Certificates
- Pilotage Operational Requirements
- Pilotage Systems

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This document has been prepared with reference to the *Technical and Safety Standards for Pilotage and the Provision of Pilotage Services for the Port of Darwin*, as prepared by the Regional Harbourmaster.

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PILOTAGE STANDARD

1 INTRODUCTION

The Pilotage Standard is in place to ensure that Alcan Gove Pty Ltd is compliant with Part 8 of the Ports Management Act and fulfils the requirement of Section 67 of the Act to produce a Technical and Safety Standard¹ for pilotage and the provision of pilotage services for Gove Harbour.

The Minister for the Department of Transport has declared the area of Gove to be a pilotage area². The Minister for Department of Transport has appointed Alcan Gove Pty Limited to be the Pilotage Authority for the Gove Harbour pilotage area³.

A Declaration of Compulsory Pilotage Area and Declaration of Exempt Vessels for the compulsory pilotage area and for the pilotage area has been circulated locally through the newspaper⁴, NT News, and includes a schedule of the compulsory pilotage area. The declarations were supplied to the Minister for Department of Transport within three (3) days of the publication being made⁵. The Declarations are effective as of the 1st July 2017⁶.

A copy of this Standard has been provided to the Pilotage Service Provider⁷ and is available in the Rio Tinto Document Management System and on the Rio Tinto website – www.goveoperations.com⁸.

2 SCOPE

The Pilotage Standard provides the technical and safety requirements for pilotage and the provision of pilotage services in relation to Gove Harbour and describes the:

- Compulsory pilotage areas and exempt vessels;
- Pilot licence management;
- Pilotage Exemption Certificate management;
- Pilotage operational requirements; and
- General pilotage systems.

The Pilotage Standard applies to:

- Pilotage Authority for Gove Harbour;
- Pilotage Services Provider for Gove Harbour; and
- Masters of ships eligible to hold a Pilotage Exemption Certificate for Gove Harbour and for a ship to which they are legally appointed as Master.

¹ Port Management Act, Part 8, Division 2, 67(1)

² Northern Territory Government Gazette No. S73, 1 July 2015 & Port Management Act, Part 8, Division 2, 65

³ Northern Territory Government Gazette No. S73, 1 July 2015 & Port Management Act, Part 8, Division 2, 66(2)

⁴ Port Management Act, Part 8, Division 3, 68(3)(b)

⁵ Port Management Act, Part 8, Division 3, 68(5)

⁶ Port Management Act, Part 8, Division 3, 68(4)

⁷ Port Management Act, Part 8, Division 2, 67(3)(c)

⁸ Port Management Act, Part 8, Division 2, 67(3)(b)

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3 DEFINITION/S

Term	Definition
AIS	Automatic Identification System
ARP	Australian Reef Pilots An entity contractually engaged by Alcan Gove Pty Ltd to assist with management of pilotage for the Gove Harbour.
Check Pilot	A Pilot who holds a full pilot's licence for Gove Harbour and is approved as a Check Pilot by the Pilotage Services Provider and the Pilotage Authority.
Chief Mate	The deck officer next in rank to the Master. The terms 'first mate' and 'chief officer' are taken to have the same meaning.
Examination Panel	A panel chaired by the Pilotage Authority and comprising a management representative of the Pilotage Services Provider and a Check Pilot, brought together specifically to conduct an oral examination for a pilot licence candidate.
Gove Harbour	The area of water and deemed a pilotage area for Gove in the Gazette Notice S73.
Master	The person having lawful command or charge of the vessel. This does not include a pilot.
Navigational Control	Conducting the navigation of a vessel. Including monitoring the vessel's position relative to the passage plan, controlling wheel and telegraph orders and conducting berthing or unberthing of a vessel.
Pilot	A person employed and allocated by the Pilotage Services Provider, holds a pilot licence for Gove Harbour and has pilotage charge of the ship. This person is not the Master or a member of the ship's crew.
Pilotage Area	The area that has been declared by the Minister in Gazette Notice S73 as the Pilotage Area.
Pilotage Charge	The act of taking navigation control of a ship within the compulsory pilotage area, either by a Pilot or by the holder of a Pilotage Exemption Certificate.
Pilotage Authority	Alcan Gove Pty Ltd - Declared the Pilotage Authority within the Gazetted Notice S73.
Pilotage Exemption Certificate (PEC)	A valid (or current) certificate issued under Part 8, Division 4 of the Ports Management Act to a ship's Master which exempts that person from the need to take on board a Pilot in Gove Harbour.
Pilot Licence	A valid (or current) licence issued under Part 8, Division 4 of the Ports Management Act to an employee of the Pilotage Services Provider by and in accordance with the requirements of the Pilotage Authority.
Pilotage Services Provider	For the purposes of this Standard, means: a) ARP; or b) a person subsequently appointed by the Minister under section 85 of the Ports Management Act to be a Pilotage Services Provider for Gove Harbour. The Pilotage Services Provider carries out specific obligations as

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	identified in this Standard in relation to pilotage for the Gove Harbour.
Tug and tow	A ship towing or pushing another ship.
Voyage	One entry into and one (1) departure from Gove Harbour.

4 ROLES AND RESPONSIBILITIES

Role	Responsibility
Pilotage Authority	<ul style="list-style-type: none"> Develop, approve, implement and maintain this Pilotage Standard for the pilotage area of Gove Harbour. Determine and declare, as the Pilot Authority, the compulsory pilotage areas and communicate through local newspapers. Determine when a vessel requires special pilotage and assign a Pilot to assist a Master of a ship into or through a pilotage area. Approve and issue / renew pilot licences and Pilotage Exemption Certificates. Suspend or cancel pilot licences or Pilotage Exemption Certificates. Initiate an inquiry into misconduct by a licenced pilot.
Pilotage Service Provider	<ul style="list-style-type: none"> Provide, transport and transfer Pilots onto a vessel to navigate a vessel within the compulsory pilotage area. Recruit, employ, train and monitor the performance of Pilots. Conduct the day-to-day operations of the pilotage service. Ensure the safety and management of Pilots. Decline to provide pilotage and delay ship's departure where weather and sea conditions prevail. Maintain records of reportable incident details for incidents where the Pilot has pilotage charge of a vessel⁹.
Pilot	<ul style="list-style-type: none"> Obtain the relevant pilot licence for Gove Harbour. Pilot vessels that require pilotage through Gove Harbour as directed by the Pilotage Authority¹⁰. Assess and determine the safety, due to the conditions of wind and sea, of transferring between a vessel and pilot boat. Participate in sound bridge resource management practices, clearly communicate and understand the roles of the Pilot, Master and bridge personnel.
Master / Bridge Personnel	<ul style="list-style-type: none"> Remain in control of the navigation watch while a Pilot is on board and monitor the safety of the vessel¹¹. Participate in sound bridge resource management practices, clearly communicate and understand the roles of the Pilot, Master and bridge personnel. Notify the Pilotage Authority when near the pilotage area.
Pilot Exempt Master	<ul style="list-style-type: none"> Maintain relevant records / logs of trips in the pilotage areas. Communicate with the Pilotage Authority when entering the pilotage area.

⁹ Port Management Act, Part 8, Division 4, 87(1)

¹⁰ Port Management Act, Part 8, Division 3, 72

¹¹ Port Management Act, Part 8, Division 4, 91

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5 COMPULSORY PILOTAGE

5.1 Declaration of Compulsory Pilotage Area

A declaration of a Pilotage Area has been made by the Minister for Department of Transport on the 30 June 2015 declaring the area of Northern Territory waters specified in section 5.2 to be a pilotage area¹².

5.2 Compulsory Gove Harbour Pilotage Area

The Pilotage Authority has deemed a compulsory Pilotage Area of all the area of Northern Territory waters below the high-water mark south of the line joining¹³:

- 12° 10.380'S 136° 43.520'E;
- 12° 10.000'S 136° 40.000'E;
- 12° 10.722'S 136° 38.636'E;
- 12° 13.112'S 136° 37.000'E;

All vessels of 35 metres length or greater must either carry a licenced Pilot or be under the lawful command of a Master who holds a Pilotage Exemption Certificate endorsed for the Gove Harbour pilotage areas and for the type of vessel being navigated.

All vessels carrying bulk dangerous goods must be reviewed by the Pilotage Authority and determine the pilotage requirements¹⁴.

¹² Northern Territory Government Gazette No. S73, 1 July 2015

¹³ Port Management Act, Part 8, Division 3, 68(2)

¹⁴ Port Management Act, Part 8, Division 3, 69(2)

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A Declaration of Compulsory Pilotage Area has been communicated to the Minister and locally in the Northern Territory, see below.

Northern Territory of Australia
Ports Management Act

Declaration of Compulsory Pilotage Area
Gove – Pilotage Area

I, Kyle Murray, the pilotage authority for Alcan Gove Pty Limited, under section 68 of the Ports Management Act, declare the area of Northern Territory waters in the Gove Pilotage Area below the high water mark and specified in the Schedule to be a compulsory pilotage area on and from 1 July 2017.

Dated 30 June 2017]

K Murray
Pilotage Authority

Schedule
Gove Compulsory Pilotage Area

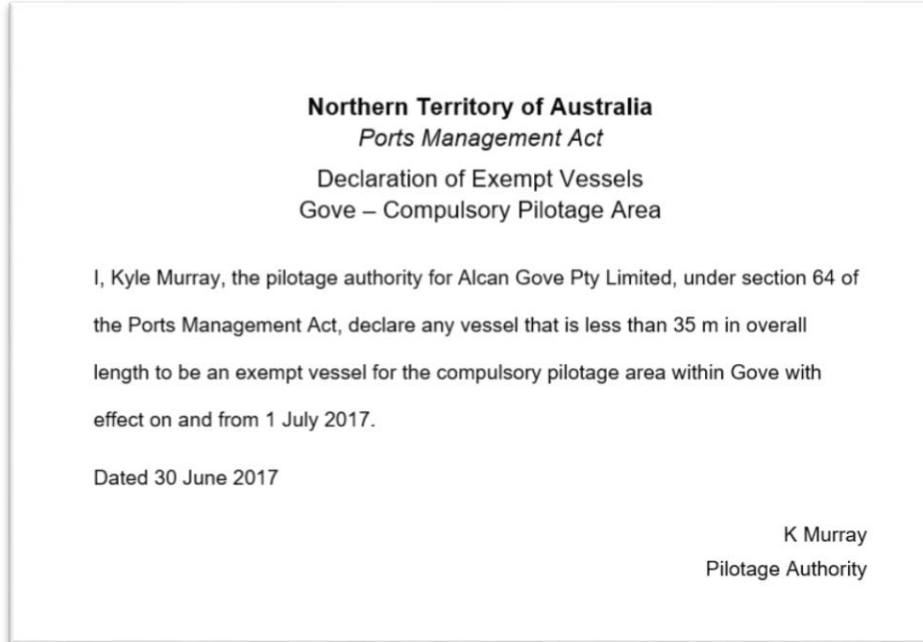
All that area of Northern Territory Waters below the High Water Mark south of a line following points; commencing at a point at the intersection of parallel of south latitude 12 degrees 10.38 minutes and meridian of east longitude 136 degrees 43.52 minutes; westwards to a point at the intersection of parallel of south latitude 12 degrees 10 minutes and meridian of east longitude 136 degrees 40 minutes; south-westwards to a point at the intersection of parallel of south latitude 12 degrees 10.722 minutes and meridian of east longitude 136 degrees 38.636 minutes; south-south-westwards to a point at the intersection of parallel of south latitude 12 degrees 13.112 minutes and meridian of east longitude 136 degrees 37 minutes; the relevant position of high water mark referred to herein being subject to variation from time to time as a result of excavation or reclamation works, and the level of said high water mark being as at mean high water spring. All coordinates are referenced to GDA94 unless stated otherwise.

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5.3 Exempt Vessels

Declarations for exempt vessels in the Pilotage Area and exempt vessels in the compulsory pilotage area, shown below, were circulated in the NT News on 30 June 2017 and were issued to the Minister.



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6 PILOT LICENCES

A Pilot is entitled to pilot ships of the size and type, within the pilotage area and at facilities in Gove Harbour, consistent with the pilot licence held and subject to the endorsements of that licence.

6.1 Pilot Training Criteria

The criteria for pilotage training is based on the suitability, competency, fitness and skill of the applicant. Pilot licence candidates must demonstrate, to the satisfaction of the Pilotage Services Provider:

- Significant accumulated practical seagoing experience;
- Substantial ship management skills; and
- Substantial fundamental navigation skills and local knowledge.

The above criteria can be demonstrated through, but is not limited to, the following:

- A current Certificate of Competency as an Australian Master Unlimited;
- A current Certificate of Recognition issued by AMSA;
- A current Certificate of Competency as Master Unlimited, not issued by AMSA but eligible for the issue of a Certificate of Recognition by AMSA through bilateral agreement with the issuing Flag State;
- Ship command; or
- Pilotage experience.

The Pilotage Authority is consulted prior to a training candidate being employed or trained where the candidate is not a qualified Master Unlimited or equivalent.

Pilot licence candidates should be able to demonstrate the ability to speak and write the English language to a standard adequate to enable the Pilot clearly communicate.

6.2 Medical Fitness of Pilots

Pilots must obtain a certificate of medical fitness¹⁵ from an AMSA approved medical practitioner at intervals not exceeding two (2) years. Where a Pilot is aged 55 years or over a certificate of medical fitness shall be obtained annually.

Where a Pilot has experienced a serious injury or illness, the medical fitness of the Pilot must be reassessed prior to his or her return to pilotage duties.

6.3 Training and Competency to Pilot and Navigate Gove Harbour

Training and competency for Pilots is undertaken in line with the Gove Harbour Pilotage Licence Procedure (ADM-PRT-004) and the ARP Harbour Pilotage Training Manual (Gove).

All training packages are provided to the Pilotage Authority for approval before implementation. Progress reports on attainment of knowledge and skills for any new class of vessel or equipment are provided to the Pilotage Authority as identified milestones are met.

6.3.1 Pilot Training Program

The Pilotage Services Provider has in place a structured pilot training program that includes:

- Statement describing the purpose of the training program;
- Course outline incorporating the pre-requisites, skills required, the method of delivering training and evaluation;
- Description of how training is tailored to account for prior pilotage experience; and
- Provision to tailor pilot training logs for recording and signing off all required skills and berth / ship endorsement pre-requisites.

¹⁵ Port Management Act, Part 8, Division 4, 76(6)(ba)

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Many pilot licence candidates will have some, but not all, of the pilotage experience required. Each pilot licence candidate is evaluated by the Pilotage Services Provider and a tailored training matrix developed for that individual.

Factors affecting the development of an individual training matrix include:

- Duration of previous pilotage experience;
- Number, type and size of ships piloted previously;
- Grade of pilot licence previously held; and
- Nature of the operation/s where previous pilotage experience was gained.

The Pilot Services Provider shall recommend in writing, on completion of the assessment, an appropriate tailored endorsement matrix to the Pilotage Authority.

A pilot licence candidate or Pilot gains the competencies outlined in the table below generally through experience. This experience may be gained in the real-world or in a combination of the real-world and simulated environments.

6.3.2 Required Knowledge and Skills

Core Element	Required Skills	Required Skills with RPL
Local Knowledge	<ul style="list-style-type: none"> • Gove Harbour limits • Compulsory pilotage area • Relevant legislative framework • Aids to navigation including the characteristics of the lights and their arcs of visibility • Names and characteristics of the fairways, shoals, headlands and points • Depths of water throughout the harbour • Tidal stream effects and factors that can cause tidal anomalies • Range and duration of the tides • The use of tide tables and real-time tidal information • Proper courses and distances • Designated and emergency anchorages • Communications and radio reporting procedures • Harbour control procedures • Standard operating procedures in use at Gove Harbour, including cyclone management • Emergency and contingency plans for Gove Harbour • Safe embarkation and disembarkation procedures. 	<p>Achieved through a combination of real-world experience, simulation and study.</p> <p>Evaluated through:</p> <ul style="list-style-type: none"> • Trip records • Check Pilot reports • Reports from a simulation provider • Blank chart, oral and written examinations. <p>The following is required as a minimum within the pilotage area:</p> <ul style="list-style-type: none"> • 6 pilotage trips • 2 night pilotage trips • Blank Chart examination • Written examination
Navigation	Proficiency in using visual navigation techniques to determine position and movement; blind pilotage.	Achieved through a combination of real-world experience, simulation and study.

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Core Element	Required Skills	Required Skills with RPL
		Evaluated through trip records, Check Pilot reports, reports from a simulation provider, oral and written examinations.
Basic Ship Handling	<ul style="list-style-type: none"> • Manoeuvring behaviour of ships and the limitations imposed by propulsion and steering systems • Factors affecting ship performance such as wind, current, tide, channel configuration, water depth, bottom, bank and ship interaction including squat • Principles of turning and stopping ships and the variation in pivot point when doing so • Anchoring and mooring • Berth approach tactics • Dredging anchors • Capabilities, limitations, dangers and use of tugs 	<p>Can be achieved through a combination of real-world experience; simulation (including manned model simulation); study; or through a tailored course.</p> <p>Evaluated through:</p> <ul style="list-style-type: none"> • Trip records • Check Pilot reports • Reports from a simulation provider • Oral and written examinations • Through reports from a course provider.
Bridge Instruments and Pilotage Equipment	<ul style="list-style-type: none"> • Radar • Portable Pilot Units (PPU); Automatic Identification Systems (AIS) • Satellite positioning systems • Other electronic devices • Their limitations and capabilities as navigation and collision avoidance aids 	<p>Achieved through a combination of real-world experience, simulation, study or through a tailored course.</p> <p>Evaluated through:</p> <ul style="list-style-type: none"> • Check Pilot reports • Reports from the simulation provider • Oral and written examinations • Through reports from a course provider <p>The Pilotage Services Provider must develop a training plan for all licenced Pilots where a new type of bridge instrument or pilotage equipment is introduced or becomes prevalent. The training plan must be authorised before implementation.</p>
Bridge Resource Management for Pilots (BRM-P)	<p>The use and co-ordination of all the skills, knowledge, experience and resources available to the Pilot to achieve safe and efficient pilotage.</p> <p>Methods to maximise situational awareness, detect and interrupt error chains, understand and exploit human factors and the dynamics of the bridge group performance and the use of effective communication and command and leadership.</p>	<p>Evaluated through reports or certificates from the BRM-P course provider.</p>

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Core Element	Required Skills	Required Skills with RPL
Use of Tugs	Knowledge of local tugs' capabilities and limitations.	Achieved through a combination of real-world experience, simulation and study. Can be evaluated through: <ul style="list-style-type: none"> • Trip records • Check Pilot reports • Reports from a simulation provider • Oral and written examinations. The Pilotage Authority requires the following minima: <ul style="list-style-type: none"> • 5 berthings • 5 unberthings • At least two (2) moves in each class of tug (including new classes of tug)
Emergency Procedures	<ul style="list-style-type: none"> • Man overboard • Loss of propulsion • Loss of steering • Collision • Allision • Grounding • Fire • Loss of electronic navigation systems and total blackout of the ship • Cyclone Response Plan (SEP-EMM-002) 	Achieved through oral and written examinations, and simulation. Simulation provides an environment where a Pilot or Pilot candidate's reactions can be tested and where variables can be controlled and consequences managed. Evaluated through reports from a simulation provider, Check Pilot reports and oral and written examinations.
Advanced Marine Pilotage Training	Provides pilots with updates on the latest pilotage techniques and practise. Further develops and updates the knowledge of human factors in pilotage.	The AMPT component is best gained through attendance on a recognised course. Evaluated through reports or certificates from the AMPT course provider.
Advanced Ship Handling and Tug Utilisation	Reinforcement of basic ship handling and addition of larger ships with multiple tugs.	Achieved through a combination of real-world experience, simulation (including manned model simulation) and study. Evaluated through: <ul style="list-style-type: none"> • Trip records • Check Pilot reports • Reports from a simulation provider • Oral and written examinations
Berth / Ship Specific Skills	Understanding the peculiarities of construction, equipment, tidal streams and limiting ship handling factors for the berth / ship combination.	Achieved through a combination of real-world experience, simulation, and study. The emphasis is on simulation and

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Core Element	Required Skills	Required Skills with RPL
		exploration of the limiting ship handling factors. Evaluated through: <ul style="list-style-type: none"> • Trip records • Check Pilot reports • Reports from a simulation provider • Oral and written examinations

6.3.3 Novel Pilotage

Situations may arise where there is a need to conduct a novel act of pilotage that is not described by any of the berth / ship endorsements. The Pilotage Services Provider, in consultation with a Pilot who holds a full licence undertakes a risk assessment and forwards recommendation to the Pilotage Authority.

Approval to undertake the novel pilotage will be provided when the Pilotage Authority is satisfied that the residual risks associated with the novel pilotage are as low as reasonably practicable. The Pilotage Authority will consult with the Pilotage Services Provider where further detail is required.

The Pilotage Authority will establish an endorsement for situations where the ‘novel pilotage’ becomes a regular occurrence or is expected to become a regular occurrence in the future. The pre-requisites determined are then added to the Pilot training program and current Pilot training updated.

6.3.4 Pilot Evaluation Methods

Evaluation	Description
Trip Records	Records maintained by the pilot licence candidate or Pilot of all acts of pilotage whether as an observer, mentored Pilot or Pilot. Provide a measure of experience in the real world and contain no objective evidence of competence and contribute to building a cumulative case.
Check Pilot Reports	Reports compiled by a Check Pilot during a pilotage on-the-job assessment. Provide a detailed objective evaluation of the pilot licence candidate’s or pilot’s competence and knowledge and make an explicit statement to the effect that the pilot licence candidate or Pilot has, or has not, demonstrated a satisfactory standard of skill and competence.
Simulation Reports	Reports compiled by a simulation service provider and / or accompanying Check Pilot during simulated pilot training. Provide a detailed objective evaluation of the pilot licence candidate’s or pilot’s performance during simulated training. A statement of attainment of a set of competencies may be provided.
Course Reports	Reports compiled by a course provider during pilot training. Provide a detailed objective evaluation of the pilot licence candidate’s or pilot’s performance during training. A certificate or statement of attainment of a set of competencies or knowledge may be provided.
Blank Chart Examination	Examinations are supervised by the Pilotage Services Provider and using blank charts supplied by the Pilotage Authority. The examination consists of a series of charts where key navigation

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Evaluation	Description
	<p>information has been obscured. The pilot licence candidate or Pilot is required to supply the obscured information.</p> <p>Examinations are marked by a Check Pilot or by the Pilotage Authority. 85% is the minimum acceptable mark. Incorrect answers will be discussed during the oral examination where a candidate has achieved the 85% pass mark but has answered some questions incorrectly.</p>
Written Examination	<p>Examinations supervised by the Pilotage Services Provider and answering questions set by the Pilotage Authority.</p> <p>The examination consists of a series of questions that examine the pilot licence candidate's or pilot's local knowledge and understanding of:</p> <ul style="list-style-type: none"> • Local tugs' capabilities and limitations • Bridge instruments and pilotage equipment • Basic ship handling • Navigation • Emergency procedures • Advanced ship handling and tug utilisation • Berth specific information. <p>Examinations are marked by a Check Pilot or by the Pilotage Authority. 85% is the minimum acceptable mark. Incorrect answers will be discussed during the oral examination where a candidate has achieved the 85% pass mark but has answered some questions incorrectly.</p>
Oral Examination	<p>Oral examinations are conducted by an Examination Panel appointed by the Pilotage Authority. The panel may examine any of the skill components.</p> <p>The examination consists of a series of verbal questions posed by the panel following a script prepared by the Pilotage Authority. The results of the examination are discussed amongst the panel who will, collectively determine whether the pilot licence candidate or Pilot satisfactorily demonstrated the required knowledge.</p>

6.4 Types of Licences

Persons may apply in writing to the Pilotage Authority for a pilot licence¹⁶. Pilots are issued a license by the Pilotage Authority in line with the berthing facility¹⁷ and the Pilot's level of experience. Licences are issued on the approved form and specify the pilotage area of issue¹⁸.

The types of licences issued are:

- Class B
- Class A - Unlimited

¹⁶ Port Management Act, Part 8, Division 4, 75(1)

¹⁷ Port Management Act, Part 8, Division 4, 76(2)

¹⁸ Port Management Act, Part 8, Division 4, 77(1)

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6.4.1 Class B

A Class B Pilot Licence is issued to pilots who successfully demonstrate proficiency in vessel departures and arrivals at the Export Wharf and the Tanker Wharf as well as achieving the requirements set out in Section 6.1, 6.2 and 6.3.

6.4.2 Class A – Unlimited

A Class A – Unlimited Pilot Licence is issued to pilots who successfully demonstrate proficiency in vessel departures and arrivals at the Cargo Wharf as well as achieving the requirements set out in Section 6.1, 6.2, 6.3 and 6.4.1.

6.5 Termination of Employment or Engagement

The Pilotage Services Provider is to notify the Pilotage Authority where a licenced pilot’s employment with, or engagement by, the Pilotage Services Provider is terminated. The licence of that Pilot will be suspended for a period of six (6) months. If within six (6) months the Pilot is re-employed or re-engaged by the Pilotage Services Provider, then the licence will be reactivated. If not, then the licence will be cancelled.

6.6 Ongoing Maintenance of Licence

A pilot licence is valid for three (3) years from the date of issue¹⁹.

It is the Pilots responsibility to maintain the currency of their pilots’ licences by monitoring currency requirements and expiry dates and applying for revalidation, in writing, to the Pilotage Authority.

The Pilot must maintain a log of all pilotage movements / passages that are carried out.

An annual review of all licences is undertaken by the Pilotage Authority.

6.6.1 Skills Currency Requirements

Core Element	Requirements to Maintain Competency	Consequence of Skill Not Current
Local Knowledge	<ul style="list-style-type: none"> Complete at least 48 acts of pilotage in a three (3) year period starting from the date of issue. Evidence of currency is provided to the Pilotage Authority. 	<p>Licence temporarily suspended if insufficient acts of pilotage are demonstrated.</p> <p>The Pilotage Services Provider, in collaboration with the Pilotage Authority, will develop a tailored, individual plan to restore the pilot’s currency.</p>
Navigation	No further currency requirements for the pilot licence holder.	
Basic Ship Handling	No further currency requirements for the pilot licence holder.	
Bridge Instruments and Pilotage Equipment	No further currency requirements for the pilot licence holder.	
Bridge Resource Management for Pilots (BRM-P)	No further currency requirements for the pilot licence holder.	

¹⁹ Port Management Act, Part 8, Division 4, 77(2)

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Core Element	Requirements to Maintain Competency	Consequence of Skill Not Current
Use of Tugs	No further currency requirements for the pilot licence holder.	
Emergency Procedures	Emergency procedures are undertaken at least every 18 months. Supplemented by oral examination of emergency procedures during mid-term assessments. Evidence of currency is provided to the Pilotage Authority along with the Mid-term Assessment Report or application for revalidation.	Pilot's licence is temporarily suspended. The Pilot may not conduct pilotage in Gove Harbour until this element has been regained. The Pilot may regain the Emergency Procedures element endorsement by undertaking the requirements outlined in Section 6.3.2.
Advanced Marine Pilotage Training	Undertaken at least every six (6) years. Evidence of currency is provided to the Pilotage Authority along with an application for revalidation.	
Advanced Ship Handling and Tug Utilisation	No further currency requirements for the pilot licence holder.	
Berth / Ship Specific Skills	No further currency requirements for the pilot licence holder.	

6.6.2 Revalidation

The Pilot is to apply, in writing, for revalidation no later than the expiry date of the licence²⁰.

Failure to lodge an application will result in the licence being suspended for a period not exceeding six (6) months. If no application is received within a six (6) month period, the licence is cancelled.

The application for pilot licence revalidation must include:

- The licence holder's records, including log book entries, signed diary entries, etc.;
- A report of assessment by Check Pilot. This assessment is carried out not more than two (2) months before the date of expiry of the licence. The assessment can be for an inward or outward transit of Gove Harbour and shall evaluate the application of skills and local knowledge. Emergency procedures are examined orally by the Check Pilot during the revalidation assessment;
- A report of having undertaken relevant emergency procedures training; and
- A valid medical certificate.

The Pilotage Authority will reissue a pilot licence where the licence holder is current, the Check Pilot assessment is satisfactory and a valid medical certificate is provided,

The Pilotage Authority will inform the Pilotage Services Provider where any of the revalidation criteria cannot be met and collaboratively develop a strategy to either restore the missing elements of the licence or issue a restricted licence.

²⁰ Port Management Act, Part 8, Division 4, 75(2)

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6.7 Cancellation / Suspension of Licence

The Pilotage Authority may cancel or suspend a Pilot's licence at any time where they believe the Pilot is unfit to discharge their duties, has been seriously negligent in discharging their duties or has repeatedly failed to comply with requests²¹.

The Pilotage Authority must provide the Pilot with written notice of the decision where it is deemed that a Pilot's licence must be cancelled or suspended and state the reason for the decision²².

6.8 Extended Absence

The Pilotage Services Provider, in collaboration with the Pilotage Authority, will develop a tailored, individual plan to restore the pilot's currency where, for any cause, a pilotage licence holder is absent for an extended time, particularly where that absence results in the Pilot becoming non-current in any or all skills. This plan is documented on the training matrix template available in the ARP Harbour Pilotage Training Manual (Gove, NT).

7 PILOTAGE EXEMPTION CERTIFICATES

A Master may apply for a Pilotage Exemption Certificate (PEC) in writing²³ and the Pilotage Authority may issue a Master a PEC endorsed for a specific vessel, vessels, or class of vessel²⁴.

A current PEC entitles its holder, when appointed in the capacity of Master, to be in pilotage charge of the vessels listed or classes named in the PEC, in the Gove Harbour pilotage area.

The use of a PEC will be subject to any limitations endorsed on the PEC by the Pilotage Authority.

7.1 Eligibility Criteria

The Pilotage Authority may grant a PEC to a suitably qualified and experienced Master who holds a current:

- Certificate of Competency as an Australian Master appropriate for the size of vessel²⁵;
- Certificate of Recognition issued by AMSA; or
- Certificate of Competency as Master appropriate for the size of vessel, not issued by AMSA but eligible for the issue of a Certificate of Recognition by AMSA through bilateral agreement with the issuing Flag State.

Applicants should be able to demonstrate the ability to speak and write the English language to a standard adequate to enable the applicant to communicate clearly.

7.2 Mental and Physical Fitness of Pilot Exempt Masters

All applicants must hold a valid medical certificate, have the required vision or hearing aids and comply with the requirements noted on the medical certificate.

²¹ Port Management Act, Part 8, Division 4, 78(1)

²² Port Management Act, Part 8, Division 4, 84(2)

²³ Port Management Act, Part 8, Division 4, 75(1)

²⁴ Port Management Act, Part 8, Division 4, 76(3)

²⁵ Port Management Act, Part 8, Division 4, 76(4)

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7.3 Training and Competence of Pilot Exempt Masters to Pilot and Navigate Gove Harbour

An applicant for a PEC shall produce to the Pilotage Authority documented evidence of experience operating the vessel for which exemption is sought in Gove Harbour including:

- Within 12 months immediately preceding the date of application:
 - Completed not less than four (4) voyages through the compulsory pilotage area of Gove Harbour, with a licenced pilot, in command of the vessel for which the application is made; or
 - Completed not less than:
 - Three (3) voyages through the compulsory pilotage area of Gove Harbour as chief mate, on duty on the bridge throughout the entire voyage, on the vessel for which the application is made; and
 - Two (2) voyages through the compulsory pilotage area of Gove Harbour, with a licenced pilot, in command of the vessel for which the application is made;
- A minimum of one (1) inward and one (1) outward transit shall be conducted at night for a PEC to be issued for night time operations. A run must commence no earlier than 30 minutes after sunset and be completed no less than 30 minutes before sunrise for a run to be considered to have taken place at night.

7.3.1 Required Knowledge and Skills

Core Element	Required Knowledge and Skills
General Knowledge	<ul style="list-style-type: none"> • International Regulations for Preventing Collisions at Sea, 1972 as amended • Bridge equipment and navigational aids • Use of radar and other electronic devices, their limitations and capabilities as navigation and collision avoidance aids • Factors affecting ship performance such as wind, current, tide, channel configuration, water depth, bottom, bank and ship interaction including squat • IMO Standard Marine Communication phrases • IMO Code for the investigation of marine casualties and incidents • Current Marine Orders and Marine Notices • Ability to prepare a berth to berth passage plan in accordance with Regulation 34 of Chapter V of SOLAS, IMO Resolution A.893 (21) Guidelines for voyage planning and Marine Notice 21/2013 Sound Navigation Practices
Gove Harbour Specific Knowledge (Local)	<ul style="list-style-type: none"> • The Limits of Gove Harbour and its pilotage area • Knowledge of notices in Gove Harbour • The system of buoyage • Characteristics of the lights and their arcs of visibility • The use of AIS on buoys • Names, positions and characteristics of the light houses, buoys, beacons, structures and leading marks • Names and characteristics of the channels, shoals, headlands and points • Depths of water throughout Gove Harbour, including tidal effects and factors that can cause tidal anomalies • General set, rate, range and duration of the tides and the use of tide

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Core Element	Required Knowledge and Skills
	tables and real-time tidal information <ul style="list-style-type: none"> • Proper courses and distances • Designated and emergency anchorages • Ship handling for, anchoring, berthing and unberthing, and emergency situations • Communications and radio reporting procedures • Where current navigation information affecting Gove Harbour can be accessed • Systems of radio navigational warning broadcasts and the type of information likely to be included • Traffic separation schemes, vessel traffic services and similar vessel management systems • Pollution prevention • Knowledge of Gove Harbour cyclone procedures - Cyclone Response Plan (SEP-EMM-002) • Any other relevant knowledge considered necessary by the Pilotage Authority from time to time

7.3.2 PEC Examination and Assessment

An applicant for a PEC is required to demonstrate a satisfactory level of knowledge and skill comprising of the following components:

- A written exam and blank chart set by the Pilotage Authority. A mark of not less than 75% must be achieved. The candidate must reattempt the written exam or the blank chart where the assessment mark is not reached. Small deficiencies in either the written exam or the blank chart may be assessed orally at the discretion of the Pilotage Authority.
- An inwards and outwards assessment with a licenced Pilot through the compulsory pilotage area for which the application is made. These assessments will include oral examination of the candidate’s knowledge of the PEC pre-requisites.
- Demonstrate readiness to achieve a written passage plan.

An applicant who does not meet the required standard in any component of the PEC examination and assessment process may, at the discretion of the Pilotage Authority, be required to complete further Gove Harbour transits under the supervision of a licenced Pilot prior to being re-examined and / or re-assessed.

Note: An applicant shall be deemed to have failed an assessed run if a written passage plan has not been produced for the passage through the compulsory pilotage area.

7.3.3 Examination and Assessment Period

A PEC applicant must complete the examination and assessment process within six (6) calendar months of lodging his or her application. Failure to comply with this requirement will result in the application being cancelled and the applicant is required to submit a new application and resit the examination and complete new assessments.

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7.4 Issuing a Pilotage Exemption Certificate

A PEC is valid for a period of two (2) years and documented on the approved format²⁶.

The vessels shall be nominated by the applicant and, where suitable experience has been demonstrated, the Pilotage Authority shall name the vessels on the exempt Master's certificate. In the case of a class of vessels where the Pilotage Authority is satisfied with the similarity of the vessels, the class may be annotated on the exempt Master's certificate.

The maximum vessel length, or combined length in the case of a tow, for the granting of a PEC is 100 metres.

7.5 Towage Pilotage Exemption Certificate

Towage PECs apply to the movement of dumb barges, pontoons or similar (the object) with a tug towing, pushing or rigidly connected as a composite unit (tow). This section does not apply to harbour towage where tugs assist with the manoeuvring of vessels for berthing, unberthing or a dead ship (cold) move with a Pilot embarked.

7.5.1 Maximum Length and Restrictions

The maximum permissible combined Length that a towage PEC can be issued for is 100 meters.

The exempt Master shall only have one (1) vessel connected to the object. A second vessel may assist the move by leaning on but not connecting to the object. Where two (2) or more vessels are connected to the object a licenced Pilot shall conduct the move.

The exempt Master is to take positive control of the assisting vessel and shall have an agreed procedure including agreed method and phraseology for communication. The exempt Master has overall responsibility for the safe conduct, planning and execution of the move.

The assisting vessel shall not pass ahead of the tug and tow without direction and the Master or coxswain of the assisting vessel shall assess the risk of passing ahead.

The exempt Master who holds a towage PEC may undertake a tow of objects up to the maximum combined Length stated on his PEC. There is no requirement for objects to be named on the PEC.

A towage PEC may be issued for up to four (4) named tug vessels. The vessels shall be nominated by the applicant and, where suitable experience has been demonstrated, the Pilotage Authority shall name the vessels on the exempt Master's PEC. In the case of a class of vessels where the Pilotage Authority is satisfied with the similarity of the vessels, the class may be annotated on the exempt Master's PEC.

7.5.2 Towage PEC Training

In addition to the training required the following must be assessed:

- Ship handling whilst towing;
- The limitations and benefits of different configurations such as towing astern, being hipped up and pushing ahead;
- The International Regulations for the Prevention of Collision at Sea requirements for lights and shapes for vessels engaged in towing;
- The risks posed to vessels including girding and collision; and
- The additional constraints and considerations for connecting dumb barges and pontoons to moorings.

7.5.3 Gove Harbour Operating Experience

An applicant for a towage PEC shall produce to the Pilotage Authority documented evidence of experience operating the vessel for which exemption is sought in Gove Harbour as follows:

- Within 12 months immediately preceding the date of application:

²⁶ Port Management Act, Part 8, Division 4, 77(1) & 77(3)

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- Completed not less than four (4) voyages through the compulsory pilotage area of Gove Harbour with a licenced pilot, in command of tug and barge combination of the maximum Length the application is made for; or
- Completed not less than:
 - Six (6) voyages through the compulsory pilotage area of Gove Harbour as chief mate (on duty on the bridge throughout the entire voyage) on a tug and barge combination of the maximum Length the application is made for; and
 - One (1) voyages through the compulsory pilotage area of Gove Harbour with a licenced pilot, in command of the tug and barge combination of the maximum Length the application is made for;
- For a PEC to be issued for night time operations, a minimum of one (1) inward and one (1) outward transit shall be conducted at night. For a run to be considered to have taken place at night, it must commence no earlier than 30 minutes after sunset and be completed no less than 30 minutes before sunrise.

7.5.4 Upgrading an existing PEC to a Towage PEC

Where an existing exempt Master wishes to upgrade a PEC for towing they shall comply with the requirements for a vessel upgrade and in addition to inwards and outwards assessments and demonstrating skills required in Section 7.5.2.

7.6 Ongoing Maintenance of Certificate

It is the exempt Master’s responsibility to maintain the currency of his exemption by monitoring the expiry date and applying for a revalidation, in writing, to the Pilotage Authority prior to its expiry²⁷.

The exempt Master shall maintain a record of voyages through the compulsory pilotage area. The record must show, at a minimum, the date, time and the starting and ending points of the voyage.

Failure to lodge an application prior to the expiry of the PEC will result in the PEC being cancelled and the applicant is required to apply for a new PEC.

The following requirements must be met to revalidate a PEC:

Element	Requirements
Trip Record	Provide documented evidence of completing not less than 12 transits of the pilotage area on the exempt Master’s PEC during the two (2) year validity period. The Pilotage Authority evaluates the transits of the pilotage area. Note: Responsibility for keeping and producing documented records at the time of revalidation is the exempt Master’s.
Assessment	The exempt Master is to conduct an inwards assessment (check run) with a licenced Pilot through the compulsory pilotage area noted on the exempt Master’s PEC.
Medical Fitness	The exempt Master shall produce a valid medical certificate.
Certificate of Competency / Licence	The exempt Master shall produce a current licence, Certificate of Competency or similar as per initial requirements.

²⁷ Port Management Act, Part 8, Division 4, 75(2)

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7.7 Cancellation / Suspension of Certificates

The Pilotage Authority may cancel or suspend a PEC at any time where the exempt Master, in the opinion of the Pilotage Authority, is unfit to continue to hold the PEC²⁸.

The Pilotage Authority must provide the Master with written notice of the decision where it is deemed that a Master's PEC must be cancelled or suspended and state the reason for the decision²⁹.

8 OPERATIONAL REQUIREMENTS

It is important that the Master, bridge personnel and the Pilot are aware of their respective roles in the safe passage of the ship prior to pilotage commencing.

The Master and the Pilot must exchange information regarding navigation procedures, local conditions and rules and the ship's characteristics. This information exchange shall be initiated immediately prior to the commencement of the act of pilotage and be a continuous process for the duration of the pilotage.

A pilot card is sighted and signed by the Pilot once on-board the vessel. This card remains with the vessel.

8.1 Ships Folder

Alcan Gove's export operations supplies and maintains the following information for each vessel entering Gove Harbour in a folder referred to as the 'Ships Folder':

- Vessel Arrival Passage Plan (FRM-PRT-071)
- Tidal data
- Mooring Plan
- Tidal stream diagram
- Vessel Departure Passage Plan (FRM-PRT-072)
- Departure Passage Plan (FRM-PRT-074)
- Ship Details
- Draft Survey Template – used to calculate the quantity of cargo
- Arrival Report – Bulk Carrier
- Port Regulations (FRM-PRT-036)
- Load Sequence Sheet – copied from vessel supplied documents
- Ships Load Sequence Sheet
- Ship / Shore Safety Checklist (CHK-PRT-004)
- Vessel Inspection Report – Bulk Vessel (FRM-PRT-016)

8.2 Pilot On Boarding

All vessels must notify Gove Harbour present the vessel at a boarding ground in Gove Harbour to enable a Pilot to on board, The Pilotage Authority determines a safe pilot transfer point and provides information to the Pilot who will confirm the details and communicate to the vessel³⁰.

The Pilot is placed in charge of the vessel once handed over by the Master. The Master must remain with the Pilot. The responsibilities of the vessel are not discharged once a Pilot is on board.

²⁸ Port Management Act, Part 8, Division 4, 78(2)

²⁹ Port Management Act, Part 8, Division 4, 84(2)

³⁰ Port Management Act, Part 8, Division 3, 71(1)

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The Pilot must have their pilot licence readily available to present to the Master where requested³¹.

8.3 Refusal of Pilotage Services

A Pilot shall have the right to refuse pilotage when a ship to be piloted is considered to pose a danger to the safety of navigation, the safety of the environment, the safety of the Pilot or the safety of Pilotage Services Provider employees and / or assets. Any such refusal, together with the reason, should be immediately reported to the Pilotage Services Provider and the Pilotage Authority.

9 PILOTAGE SYSTEMS

9.1 Reportable Incident Notification

All incidents are initially reported through the Rio Tinto incident reporting system following the Incident Management Procedure (GPM-EHS-020).

The Pilotage Services Provider for Gove Harbour notifies the Pilotage Authority of all reportable incidents and maintains records containing the details of each incident that occurs within Gove Harbour or the pilotage area.

A reportable incident is an event that involves:

- A collision of a vessel with another vessel;
- A collision by a vessel with an object (allision);
- The grounding, sinking, flooding or capsizing of a vessel;
- A loss of stability of a vessel that affects the safety of the vessel;
- The structural failure of a vessel;
- A situation in which vessels pass each other, or a vessel passes another vessel, a person or an object, in such proximity that a reasonable person would conclude that in all the circumstances there was a risk of an imminent collision;
- An event that results in, or could have resulted in, a vessel becoming disabled and requiring assistance;
- The fouling or damaging by a vessel of:
 - any pipeline or submarine cable; or
 - an aid;
- Any other event that:
 - is a reportable incident under section 50 of the Marine Pollution Act; or
 - must be notified under section 14 of the Waste Management and Pollution Control Act to the Northern Territory Environment Protection Authority.
- An event of a kind that only involves actual or potential loss of, or damage to, property is a reportable event only if the value of the loss or damage is greater than \$20,000.

³¹ Port Management Act, Part 8, Division 4, 79(1)

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9.1.1 Reportable Incident Information Obtained

Details of reportable incidents collected must be sufficient to describe:

- Nature of the incident and the circumstances surrounding it;
- Time and location of the incident;
- Persons involved in the incident;
- Vessels (if any) involved in the incident;
- Response of the Pilotage Authority or Pilotage Services Provider to the incident;
- Event that involve actual or potential harm to the environment:
 - How that harm occurred, is occurring or may occur; and
 - Action taken to prevent, reduce, control or remove that harm.

9.1.2 Reportable Incident Reporting Timeframes

The prescribed period after the occurrence of a reportable incident is:

- 1 hour – if the reportable incident involves:
 - the death of a person; or
 - an injury to a person that requires or results in immediate treatment for:
 - the amputation of any part of the person's body; or
 - a serious head injury; or
 - a serious eye injury; or
 - a serious burn; or
 - the separation of the person's skin from an underlying tissue (such as degloving or scalping); or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations; or
 - the loss of a vessel; or
 - the loss of a person from a vessel; or
 - the loss of, or damage to, property to the value of \$20 000 or more; or
 - actual or potential harm to the environment; or
- In any other case – 12 hours or, if the reportable incident is also required to be reported by the Port Authority or Pilotage Services Provider under another Act within a shorter period, the shorter period.

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9.2 Professional Development

The Pilotage Services Provider ensures the continued professional development of Pilots to maintain their knowledge and understanding of changes in the professional environment which will, or may impact on pilotage.

Changes may include the development and introduction of new technology, changed laws and regulations, human factor training developments, changes in risk or risk management techniques and responses to emergency situations.

The Pilotage Services Provider holds in their contract the ability to demonstrate continual professional development of Pilots.

9.3 Monitoring of Performance

Methods utilised to monitor Pilots, Pilot Exempt Masters and Pilotage Service Providers include:

- Checks on current licences, PECs and log books
- Observations of vessel handling performance for Pilots
- Review of arrival audits
- Observations of Pilot Exempt Masters
- Regular meetings with key Gove Harbour users

9.4 Monitoring of Vessels – pilotage requirements

Export operations and tanker vessels are managed under a strict arrival documentation process including pre-arrival checklists.

All vessels are required to have a Right Ship Certificate ensuring the physical capabilities of the vessel.

Commercial pilotage area users may be requested to supply their vessels certification or their current survey and evidence of log maintenance where a vessel is deemed at risk in the pilotage area.

9.5 Misconduct

Reports of misconduct are managed through the Rio Tinto internal incident reporting system and misconduct procedures. The Pilotage Service Provider manages reports of Pilot misconduct through the performance criteria provided in the contract.

Misconduct may be reported where a Pilot³²:

- Is deemed unfit to discharge their duties;
- Has been seriously negligent in the discharge of their duties; or
- Has reportedly failed to comply with requests made by the Pilotage Authority.

Misconduct includes the Pilot manoeuvring a vessel while under the influence of drugs or alcohol or engages in conduct that causes, or is likely to cause, serious damage to the vessel, other vessel port facilities or any other property³³.

9.6 Standard Review Period

The Pilotage Standard shall be reviewed every two (2) years for currency and applicability to the shipping trade at the time of the review. These Pilotage Standards may be reviewed at any time a change in legislation or pilotage regulations dictate or as deemed necessary by the Pilotage Authority.

³² Port Management Act, Part 8, Division 4, 82(1)

³³ Port Management Act, Part 8, Division 4, 81

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10 RECORDS

List any completed documents such as minutes of meetings, checklists, calibration sheets, forms etc. associated with this standard.

Record Type	Responsibility	Location	Minimum Retention Time

11 REFERENCES / APPENDICES

List all references / appendices such as procedure's, standards, forms associated with this procedure.

- Gove Harbour Pilotage Licence Procedure (ADM-PRT-004)
- ARP Harbour Pilotage Training Manual (Gove)
- Navigation Act 2012 (Cth)
- Marine Act
- Marine (General) Regulations
- Ports Management Act
- Ports Management Regulations
- Work Health and Safety (National Uniform Legislation) Act
- Marine Pollution Act
- Marine Pollution Regulations

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APPENDIX 1: PILOT LICENCE TEMPLATE

Insert photo	<p><u>PORT MANAGEMENT ACT 2015</u></p> <p>FORM 1</p> <p><u>PILOTAGE LICENCE</u></p>
Licence No. 0xx	
<p>The holder of this licence, whose photograph is attached and whose signature appears below, is authorised to take pilotage charge of any vessel within the pilotage class and areas listed.</p>	
Full Name:	_____
Colour of Eyes:	_____
Complexion:	_____
Colour of Hair:	_____
Height:	___ CM
Date of Birth:	_____, 19__
Licence is Valid until:	_____, 20__
Date Licence issued:	_____, 20__
<p>This licence is valid for three years from the date of issue and covers the pilotage areas of:</p> <ol style="list-style-type: none"> 1. MELVILLE BAY 2. GOVE HARBOUR 	
<p>_____ Signature of Holder</p>	<p>_____ Alcan Gove Pilotage Authority</p>
<p><small><i>This Certificate has been issued in accordance with the requirements of Part 8, Division 4 of the Port Management Act.</i></small></p>	

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APPENDIX 2: PILOTAGE EXEMPTION CERTIFICATE TEMPLATE

Insert photo	<p><u>PORT MANAGEMENT ACT 2015</u></p> <p>FORM 2</p> <p><u>PILOTAGE EXEMPTION CERTIFICATE</u></p>
Certificate No. 0xx	
<p>The holder of this certificate, whose photograph is attached and whose signature appears below, is authorised to take navigational charge of vessels up to 85M LOA within the pilotage areas listed.</p>	
Full Name:	_____
Certificate of Competency:	MASTER CLASS 4, NUMBER 40142
Issued By:	QUEENSLAND TRANSPORT, AUS.
Date of Birth:	_____, 19__
Colour of Eyes:	____
Complexion:	____
Colour of Hair:	____
Height:	__ CM
Licence is Valid until:	____, 20__
<p>This licence is valid for two years from the date of issue with the following limitations and conditions:-</p> <ol style="list-style-type: none"> 1. ALLOWS PILOTAGE TO MELVILLE BAY 2. ALLOWS PILOTAGE TO GOVE HARBOUR 3. EXCLUDES PILOTAGE TO ALL ALCAN BERTHS 4. EXCLUDES PILOTAGE TO PAM BERTH 	
Dated this __ day of October, 20__	
<div style="border: 1px dashed black; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">Exempt Master</div>	<div style="border: 1px dashed black; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">Alcan Gove Pilotage Authority</div>
<p><small>This Certificate has been issued in accordance with the requirements of Part 8, Division 4 of the Port Management Act.</small></p>	

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