

## PPA Marine Procedure

<b>Name</b>	<b>PEC PROCEDURE</b>
<b>Purpose</b>	<b>Safety of Navigation</b>
<b>Date</b>	<b>25.02.2025</b>
<b>Approved by</b>	<b>Harbour Master</b>

This procedure has been created to provide guidance for Harbour Masters, VTS Officers and bona fide deck officers regarding the pilotage exemption certificate (PEC) procedure.

### About

Peterhead Port Authority is the competent harbour authority for the area and has the responsibility to license pilots and issue exemptions to bona fide deck officers.

This procedure sets out the process for bona fide deck officers to gain a PEC certificate.

An application for a pilotage exemption certificate can be made by a bona deck officer of any ship who has followed this procedure.

The only exception to this is PEC certificates can not be granted to tankers, or vessels engaged in towage.

### Requirements

Both initial applications and renewals should be handed in at the main office:

PETERHEAD HARBOUR MASTER  
PETERHEAD PORT AUTHORITY  
HARBOUR OFFICE  
WEST PIER  
PETERHEAD  
AB42 1DW  
TEL: 01779 483600

## New Application

The below must be completed in a 12-month period from the first trip in.

<b>Trips</b>	<b>Inwards</b>		<b>Notes</b>
<b>1</b>	✓		<b>3 trips in, must be during the hours of darkness</b>
<b>2</b>	✓		
<b>3</b>	✓		
<b>4</b>	✓		
<b>5</b>	✓		
<b>6</b>	✓		<b>Practical assessment form completed for arrival</b>
<b>Trips</b>		<b>Outwards</b>	<b>Notes</b>
<b>7</b>		✓	<b>3 trips out, must be during the hours of darkness</b>
<b>8</b>		✓	
<b>9</b>		✓	
<b>10</b>		✓	
<b>11</b>		✓	
<b>12</b>		✓	<b>Practical assessment form completed for departure</b>

Oral examination: On completion of the practical voyages, paperwork should be submitted to the PPA office and a date requested for a PEC examination.

Candidates presenting themselves for examination for a PEC should satisfy the examiners that their skill, experience and local knowledge are sufficient to be capable of piloting ships of which they are a bona fide deck officer within the harbour. This shall include but not be limited to:

- Arrival / departure procedures including pre-arrival and pre-departure checks.
- Vessel handling and berthing in the port.
- Communication with VTS. Understanding of traffic clearance.
- Passage planning preparations.
- Local tides / currents and weather patterns.
- Areas dangerous to navigation.
- Precautions to take in fog.
- Actions to take in the event of a vessel emergency.
- Berth names and depths.
- Characteristics of the aids to navigation.
- Knowledge of port procedures and byelaws.

**Document required for initial application:**

- PEC Application and Tripping History
- PEC Tripping History
- PEC Practical Assessment Form
- Two Passport Photos

**Renewal of PEC**

A PEC Certificate is valid for 12 months from the date it was issued. To renew the certificate for another 12 months a renewal request should be submitted with:

<b>Trips</b>	<b>Inwards</b>		<b>Notes</b>
<b>1</b>	✓		<b>Check trip with pilot in</b>
<b>2</b>	✓		
<b>3</b>	✓		
<b>Trips</b>		<b>Outwards</b>	<b>Notes</b>
<b>4</b>		✓	<b>Check trip with pilot out</b>
<b>5</b>		✓	
<b>6</b>		✓	

**Check Trip: The practical assessment form should be used for the annual check trips.**

**Documents required for renewal:**

- Existing PEC
- Tripping History
- PEC Practical Assessment Form

**Paperwork**

Annex 1 – Application for PEC & Initial Tripping History

Annex 2 – Practical Assessment Form

Annex 3 – Tripping History for Renewal

ANNEX 1

**PETERHEAD PORT AUTHORITY**  
**PILOTAGE ACT 1987**  
**APPLICATION FOR PILOTAGE EXEMPTION CERTIFICATES**  
**BY MASTERS AND FIRST MATES**

Dear Sir

I wish to apply for a Pilotage Exemption Certificate for Peterhead Port. My particulars are as follows:-

PARTICULARS OF APPLICANT		
<b>Name</b>		
<b>Date of Birth</b>		
<b>Address</b>		
<b>Telephone No</b>		
<b>Certificate of Competency</b>		Number:
		Class:
		Date of Issue:
<b>Rank on Board Vessel</b>		Master/Chief Mate*

PARTICULARS OF VESSEL		
<b>Name</b>		
<b>Port of Registry</b>		
<b>Official No</b>		
<b>Gross Registered Tonnage</b>		
<b>Name &amp; Address of Owners/Operators*</b>		
<b>Telephone No</b>		

<b>Type of Vessel</b>				
<b>State whether, Dry Cargo, Offshore Support etc</b>				
		<b>TRIPPING HISTORY</b> Candidates are normally required to have completed 6 inward and 6 outward voyages whilst serving as Master or Mate on the vessel for which the certificate is sought, or a similar type and size of vessel within the last 12 months.		
<b>TRIP NO</b>	<b>VESSEL</b>	<b>HOURS OF DARKNESS (TICK)</b>	<b>DATE OF ENTRY</b>	<b>DATE OF DEPARTURE</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

I understand that I will be required to demonstrate my familiarity with the harbour area by undertaking an oral examination set by the Harbour Authorities in the Harbour Office at a mutually convenient time Monday – Friday within normal office hours. The examination will be conducted in the English language, which I can speak and understand.

I expect to be in Peterhead on or about (specify date).....  
 (Note: Candidates should return completed application forms to, Peterhead Port Authority Office prior to examination. Candidates to give as much notice as possible to arrange their PEC examination.

I enclose the fee as detailed in the rates and charges in respect of the examination, regardless of the result and two passport type photographs.

Yours faithfully

.....  
 Signature of Candidate or Company Superintendent

\* Delete where appropriate

Note: This application may be filed by a shipping company or a ship's agent on behalf of an employee of that company but must be signed by the candidate concerned prior to the examination.

Annex 2

**PETERHEAD EXEMPTION CERTIFICATE**

**PRACTICAL ASSESSMENT**

**Candidate :** \_\_\_\_\_

**Vessel :** \_\_\_\_\_

**GRT :** \_\_\_\_\_

**Date of Arrival :** \_\_\_\_\_

**To Berth :** \_\_\_\_\_

**Date of Sailing :** \_\_\_\_\_

**From Berth :** \_\_\_\_\_

	<b>Arrival</b>	<b>Departure</b>
Apparent knowledge of berths	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of tides	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of depths	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of VHF procedures	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of navigation marks/lights	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of English language	<input type="checkbox"/>	<input type="checkbox"/>
Vessel handling ability	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Inform candidate of necessity to have minimum of 2 men on bridge during pilotage

**Signature Duty Pilot Arrival** \_\_\_\_\_

**Signature Duty Pilot Sailing** \_\_\_\_\_

## Annex 3

**TRIPPING HISTORY FOR RENEWING A PEC**

Masters and Mates wishing to renew their Pilot Exemption Certificate are required to have completed a minimum of 3 inward and 3 outward voyages in last 12 months serving as Master or Mate on the vessel for which the certificate is held.

<b>TRIP NO</b>	<b>VESSEL</b>	<b>DATE OF ENTRY</b>	<b>DATE OF DEPARTURE</b>
1			
2			
3			
4			
5			
6			