

MARINE PILOT TRANSFER ARRANGEMENTS

Technical Guideline 03-23

A presentation by Capt. John Willis
Synergy Group

INTRODUCTION

Safe pilotage requires effective coordination among the Pilot, the Master, and other members of the Bridge team. Failure to do so can result in major consequences.



Safety Risks



Pilots Declining to Board



PSC Inspection



Ship Delays



MARINE PILOT TRANSFER ARRANGEMENTS

TECHNICAL GUIDELINE 03-23

- A. Maximum age of pilot ladders: 30 months from date of manufacture as per the original maker's certificate, unless the ladder has been subjected to the ladder and step attachment strength test (as prescribed in ISO 799-1:2019) at not more than 30-month intervals.
- B. Maximum age of manropes: 12 months from date of manufacture.
- C. Ship specific guidance to crew regarding storage, care and maintenance of pilot ladders and manropes.
- D. Ship specific guidance regarding securing of the pilot ladders with regarding strongpoints, condition of stanchions, acceptable securing from pilot ladder mount reels, acceptable rope sizes and material for securing ropes, combination ladder arrangements and hoist wires maintenance etc.
- E. Equipment to be used and marked as "For Marine Transfers only"
- F. Pilot ladders, manropes and lifting gear should have genuine Maker's certification maintained

MARINE PILOT TRANSFER ARRANGEMENTS



Maximum age of
pilot ladders



Maximum age of
man ropes



Required
certifications



Storage, care
and maintenance



Securing
guidelines



“For Marine
Transfers Only”



Certification
maintained



Office
verification

SMS / COMPANY INSTRUCTIONS



MANAGER'S INSTRUCTIONS



Ref No. 16/2023



MANAGER'S INSTRUCTIONS



Ref No. 16/2023



MANAGER'S INSTRUCTIONS



Ref No. 16/2023

Addressed to
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 - *Certificates for all pilot ladders must be filed and uploaded in ShipPalm Certificates database or entered in the form AD-04 Certificate Status for monitoring. Replacement of pilot ladders must be completed before the 30-month age expiration. The certificate shall also be attached in the PMS job report for Pilot Ladder Monthly Routines for office monitoring.*

I. Storage

Proper storage of pilot ladders onboard is essential to maintain their integrity, ensure they are ready for use, and prolong their lifespan. Here are some key points to consider when storing pilot ladders onboard:

- 1. Dry and Ventilated Storage** – Pilot ladders should be stored in a dry and well-ventilated location on the ship. Avoid areas where there is a risk of water exposure or high humidity, as moisture can lead to rotting of wooden steps, deterioration of the ropes and corrosion of metal parts.

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must be reported immediately.

III. Maintenance

Pilot ladders and manropes must comply with industry regulations as outlined in the following guidelines:

- 1. Maximum age of pilot ladders:** 30 months from the date of manufacture, as per the original maker's certificate, unless the ladder has undergone the ladder and step attachment strength test (as prescribed in ISO 799-1:2019) at intervals of not more than 30 months.
 - *Certificates for all pilot ladders must be filed and uploaded in ShipPalm Certificates database or entered in the form AD-04 Certificate Status for monitoring. Replacement of pilot ladders*

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- ISO 799-3:2022 – Attachments and associated equipment
- SOLAS Chapter V Reg 23
- IMO Res. A.1045(27)
- AMSA Marine Notice 04/2023 – Pilot Transfer Arrangements

Kindly acknowledge to ghse@synergyocean.com and your respective TSI with copy to VG.

END OF DOCUMENT

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SMS / COMPANY INSTRUCTIONS



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2. **Maximum age of manropes: 12 months from the date of manufacture.**

- *The document or tag where the manufacture date for all manropes is shown, shall be entered as remarks in the PMS job: Pilot Ladder Monthly Routines for monitoring. It is recommended to take photograph of the manufacture date and attach in the said monthly PMS job report. Replacement of manropes must be carried out before the 12-month age expiration.*

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III. Maintenance

Pilot ladders and manropes must comply with industry regulations as outlined in the following guidelines:

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CERTIFICATION

20-7b

ClassNK

NIPPON KAIJI KYOKAI

Certificate No.: SA19PS11054-2

Date: 19 December 2019

**CERTIFICATE
for
ONE(1) SET OF PILOT LADDER**

Manufacturer : SAFE PLUS CO.,LTD.
Place of Manufacturer : 19, Wachi-ro, Yeongdo-gu, Busan, Republic of Korea
Applicant : SAFE PLUS CO.,LTD.
Place of Inspection : Busan, Korea
Intended for : M/V "SARAH H" (S-5211)
First Date of Inspection : 19 December 2019
Final Date of Inspection : 19 December 2019
Rules/Standards Applied : The relevant requirements of the ISO 799
The Regulation 23 of the Chapter V of the International
Convention for the Safety of Life at Sea, 1974 as amended and
IMO Res. A.1045(27)

Identification Mark


For identification, the product(s) was/were stamped:

JK 787 (P) on a tag

2
Surveyor, J.B. JEONG
Office: Busan Office



STORAGE OF PILOT LADDERS



MANAGER'S INSTRUCTIONS

Ref No. 16/2023

Addressed to : All SOMI Vessels, Superintendent
 From : QHSE
 Issue Date : 24th October 2023
 Subject : Additional Guidelines for Pilot Ladders

Note: Please ensure that this information is discussed with the Master and Chief Engineer. During hand over of Manrope, the relevant instructions should be discussed.

Dear Captains & Chief Engineers,

With our commitment to uphold the highest standards regarding Marine Pilot Transfer Arrangements, associated equipment on all our vessels meet or exceed industry regulations to avoid accidents.

In addition to the procedures stated in the Personnel Transfer – at Sea or Seaside, please refer to the HSM Manual in the upcoming SMSA.

Additional Guidelines for Pilot Ladders


I. Storage

Proper storage of pilot ladders onboard is essential to maintain their integrity, ensure they are ready for use, and prolong their lifespan. Here are some key points to consider when storing pilot ladders onboard:

1. **Dry and Ventilated Storage** – Pilot ladders should be stored in a dry and well-ventilated location on the ship. Avoid areas where there is a risk of water exposure or high humidity, as moisture can lead to rotting of wooden steps, deterioration of the ropes and corrosion of metal parts.

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- Dry and Ventilated Storage** – Pilot ladders should be stored in a dry and well-ventilated location on the ship. Avoid areas where there is a risk of water exposure or high humidity, as moisture can lead to rotting of wooden steps, deterioration of the ropes and corrosion of metal parts.
 - Secured Storage** – Pilot ladders should be securely stored to prevent them from moving or shifting, especially during rough seas. Consider additional securing methods or lashings when heavy weather is expected.
 - Protection from Sunlight** – Direct sunlight can cause damage to ropes and wooden steps over time. Store pilot ladders away from direct sunlight or use covers or shades to protect them from UV rays.
 - Protection from Chemicals** – Pilot ladders should be kept away from any corrosive substances and toxic chemicals. Even fumes from certain chemicals can degrade the material. Make sure the storage area is free from any chemical leaks or spills.
 - Accessibility** – Despite being securely stored, pilot ladders should be easily accessible whenever needed for pilot transfer operations and in case of emergencies. Ensure that crew members know where to find the ladder and how to retrieve it quickly.

MANAGER'S INSTRUCTIONS



Ref No. 16/2023

month age expiration. The certificate shall also be attached to the Pilot Ladder Monthly Routines for office monitoring. The certificate shall be signed and dated from the date of manufacture.

For all manropes, the date of manufacture shall be shown, shall be attached to the Pilot Ladder Monthly Routines for monitoring. It is the responsibility of the Master to ensure that the date of manufacture and attach in the said monthly routines must be carried out before the 12-month age expiration.

Manrope inspections shall be conducted monthly, as per the relevant instructions. Any defects must be reported immediately to arrange for repairs.

As follows:

Manrope must be uploaded in ShipPalm or entered in the form AD-04 completed.

Pilot Ladder Monthly Routines, PIC must attach a photo of the manrope with the date of manufacture for all manropes is shown in the job log.

When manropes and associated equipment are stored, they must be labeled "For Marine Transfers Only".

When manropes are inspected, the date of inspection and any defects must be recorded in the Pilot Ladder Monthly Routines.

Manrope Transfer Arrangements

and your respective TSI with copy to VG.

CARE OF PILOT LADDERS

MANAGER'S INSTRUCTIONS

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II. Care

Pilot ladders are typically made of sound, hard marine wood due to its durability and resistance to saltwater corrosion. These are equipped with Manila Rope which has been traditionally used in maritime applications due to its strength, durability, and resistance to saltwater. It provides a good grip and is less likely to cause injuries to the hands of those climbing the ladder.

Proper care of marine pilot ladders is essential to ensure their longevity and, most importantly, the safety of those using them. Pilot ladders, manropes and associated equipment must be kept clean and properly maintained as per PMS to ensure they are safe to use. **A close-up examination of the condition of the pilot ladders must be conducted before and after every use and any defects found must be reported immediately.**

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- Certificates for all pilot ladders must be filed and uploaded in ShipPalm Certificates database or entered in the form AD-04 Certificate Status for monitoring. Replacement of pilot ladders

END OF DOCUMENT

MAINTENANCE AS PER SMS



MANAGER'S INSTRUCTIONS



Ref No. 16/2023

Addressed to : All SOMI Vessels, Superintendents and Managers
From : QHSE
Issue Date : 24th October 2023

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Personnel Transfer – at Sea or Seaside, please refer to below technical guidelines which shall be included in the HSM Manual in the upcoming SMS revision.

Additional Guidelines for Pilot Ladder Storage, Care and Maintenance

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Proper storage of pilot ladders onboard is essential to maintain their integrity, ensure they are ready for use, and prolong their lifespan. Here are some key points to consider when storing pilot ladders onboard:

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MANAGER'S INSTRUCTIONS



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2. **Secured Storage** – Pilot ladders should be securely stored to prevent them from moving or shifting, especially during rough seas. Consider additional securing methods or lashings when heavy weather is expected.
3. **Protection from Sunlight** – Direct sunlight can cause damage to ropes and wooden steps over

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III. Maintenance

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END OF DOCUMENT

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3. Regular inspection of pilot ladders and manropes shall be conducted monthly, as per the Planned Maintenance System. Any observed defects must be reported immediately to arrange timely replacements.

PLANNED MAINTENANCE SYSTEM



Synergy Ocean Maritime Inc

Job Details1

M.V. EMPRESS ZONDA

Job title	PILOT LADDER MONTHLY ROUTINES		
Component name	Pilot Ladder #1	Interval	1 (Monthly)
Due date/counter	18 Sep 2023	Job done date/counter	19 Sep 2023

Job Description:

Special attention should be paid to the plastic stoppers and seizing.
Checking of seizing and steps must be done by hand, if there is damaged step and loosed seizing.
Loose seizing must be tightened and damaged steps must be replaced with spare ones, according to the replacement instruction.

Job Description

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PLANNED MAINTENANCE SYSTEM

Job Details1

M.V. EMPRESS ZONDA

Images

[P1390310.jpg](#)



[P1390312.jpg](#)



[P1390313.jpg](#)



[P1390315.jpg](#)

Job Details1

M.V. EMPRESS ZONDA



[P1390316.jpg](#)



[P1390317.jpg](#)



PMS – MARINE TRANSFER ARRANGEMENTS

Technical Manual Chapter 3


Pilot Ladder Renewal

Pilot Ladder Man Rope Renewal

Pilot Asst. Ladder Winch Load Test

Pilot Assist Ladder Winch Routine

P. Asst. Ladder Winch Yrly Routine


Synergy Ocean Maritime Inc

ANUAL

Job Details1

M.V. BASTIONS

Job title
PILOT LADDER WINCH ROUTINES

DETAILS	DESCRIPTION	CHECKLIST	HISTORY
Job title:	PILOT LADDER WINCH YEARLY ROUTINES		
Component name:	Pilot Ladder Winch (Stbd)	Component code:	DECA3.5(2)
Job code:	21311	Counter type:	Yearly
Responsible rank:	Chief Officer	Counter unit:	Calendar
Interval:	1	Reminder (days/hrs):	60
Job done date:	-NA-	Job done counter:	-NA-
Previous done date:	-NA-	Previous done counter:	-NA-
Current counter:	-NA-	Due date/counter:	04/23/2024
HSLD:	-NA-	<input type="checkbox"/> PTW required	<input type="checkbox"/> RA required
Job Description:			
Inspect the winch Brake and ratchet arrangement.			
Renew the Winch Gear oil.			
Inspect the Gear case.			
Ensure no leaks.			
Check the rope.			
Note:			
Please fill-up the checklist for reporting the job.			
Please update the spares inventory.			

Check and inspect the pilot ladder winch snarl and motor
 Greasing and lubrication of the rotating parts to be carried out
 Greasing of the bearings
 Check winch gear oil for any contamination
 Inspect for proper operation of brakes
 Clean the accumulated dust and dirt on the air motor



SECURING GUIDELINES AS PER PMS

Chapter: 15B PERSONNEL TRANSFER- AT SEA OR

15B.5 PILOT LADDER SECURING

Pilot ladder rigging shall be according to the 'arrangement' poster exhibited on the permit to work at height.

Checks to be carried out before rigging:

1. Ladder shall be approved type
2. Ladder is free of any defects or
3. Ladder must not have knot, splice
4. Chocks under the steps must be tightly secured.
5. Steps should not be painted, dirty or slippery.

Guidelines for securing pilot ladder

The Pilot Ladder should be secured to the ship's deck, on designated strong points, by means of the ladder's side ropes. The weight of the ladder must be transferred from the ladder's side ropes to the strong point on deck directly. Never use the ladder's steps, spreaders or chocks to carry the weight of the ladder since they are not designed for this and are not strong enough. For this reason, shackles, bars and tongues should never be used to secure the ladder to the deck. They will damage the ladder and put weight on the parts which are not designed to carry the weight.

The easiest way to secure the ladder is the use of two strong (at least 2 x 24 kN) manila ropes directly attached to each side rope of the pilot ladder, by means of a rolling hitch knot. This will transfer the weight of the ladder arrangement directly onto the designated strong point and will not damage the ladder in any way.

The ladder should be rigged over the deck edge, in an opening in the deck over a bulwark. In the latter case a bulwark ladder must be used for the deck edge should be rounded to prevent the cutting or damaging of the ladder's side ropes.

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When a reel is used, the ladder still needs to be secured to strong points on deck so that the weight of the ladder is transferred from the reel to the strong points on deck. In addition to that, a mechanical locking device should be used to secure the reel itself.



When the ladder needs to be secured on strong points on



REQUIRED MARKINGS

 **MANAGER'S INSTRUCTIONS** 

Ref No. 16/2023

Addressed to : All SOMI Vessels, Superintendents and Managers
From : QHSE
Issue Date : 24th October 2023
Subject : Additional Guidelines for Pilot Ladder Storage, Care and Maintenance

Note: Please ensure that this information is discussed with all Officers and Crew on your vessel. This instruction should be discussed with the Master and Chief Engineer and the relevant crew members.

Dear Captains & Managers,

With our continued commitment to safety, and in line with industry regulations regarding the safe use of pilot ladders and associated equipment, we are providing you with the following guidelines to prevent accidents.

In addition to the procedures stated in the Health and Safety Manual Chapter 200 regarding Personnel Transfer – at Sea or Seaside, please refer to below technical guidelines which shall be included in the HSM Manual in the upcoming SMS revision.



Additional Guidelines for Pilot Ladder Storage, Care and Maintenance

I. Storage

Proper storage of pilot ladders onboard is essential to maintain their integrity, ensure they are ready for use, and prolong their lifespan. Here are some key points to consider when storing pilot ladders onboard:

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 **MANAGER'S INSTRUCTIONS** 

Ref No. 16/2023

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- Protection from Chemicals** – Pilot ladders should be kept away from any corrosive substances.

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Proper care of marine pilot ladders is essential to ensure their longevity and, most importantly, the safety of those using them. Pilot ladders, manropes and associated equipment must be kept clean and properly maintained as per PMS to ensure they are safe to use. A close-up examination of the condition of the pilot ladders must be conducted before and after every use and any defects found must be reported immediately.

III. Maintenance

Pilot ladders and manropes must comply with industry regulations as outlined in the following guidelines:

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ducted monthly, as per the instructions provided and reported immediately to arrange for replacement.

or entered in the form AD-04 Certificate Status for monitoring. Replacement of pilot ladders must be reported immediately to the PIC. The PIC must attach a photograph of the manufacture date of the manropes is shown in the job report. Replacement of manropes must be carried out before the 12-month age expiration. Associated equipment are stored, and their condition must be monitored, showing that they are clearly marked as "For Marine Transfers Only".

References:

- ISO 799-1:2019 – Design and specification
- ISO 799-2:2021 – Maintenance, use, survey, and inspection
- ISO 799-3:2022 – Attachments and associated equipment
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END OF DOCUMENT

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6. They should be used exclusively for marine transfers and must be clearly marked as "For Marine Transfers Only".



4.2.7 LIST OF ITEMS REQUIRING CERTIFICATES

Certain spares and stores must be supplied with certificates and it is the responsibility of the Head of department to ensure the required certificates are connected to vessel as required on board. Following is the list of some items which need certificates:

required on board. Following is the list of some items which need certificates:

- Main engine components – cylinder liners, piston crowns, crankshaft, Turbocharger

▪ Pilot ladder and embarkation ladder

- Slings
- Inflatable life rafts
- Lifeboats
- Fire-fighting appliances
- Mooring ropes and wires
- Lashing gear
- Pyrotechnics
- Pilot ladder and embarkation ladder



VERIFICATION AND DEFECT REPORTING


DEFECT REPORTED IN PMS JOB REMARKS

DEFECT REPORTED VIA E-MAIL TO OFFICE

DEFECT REPORTED VIA SHIPPALM DEFECTS LIST

Ship Remark

Damaged found out on the first step of the Pilot Ladder
Already requested 2 pieces of 15 Meters Pilot Ladder

	
Synergy Ocean Maritime Inc	
Incident - Accident & Damage/Injury	
Defect Reference Number	: ADI/SLNA/2023/Oct/1
Shore Reference Number	: NIL
Vessel	: SELINA H
Report date & time	: 18-Oct-2023 3:02
Time zone	: UTC +08:00
Date and time of occurrence	: 18-Oct-2023 2:53
Location	: Port : SINGAPORE - SINGAPORE
Guarantee claim	: No
Possibility of recurrence	: NIL
Related department	: NIL
Regulatory report required	: Yes
By whom	: Office
Activity at the time of incident	: 1 Bunkering
Location at the time of incident	: 1 Main deck
Details of incident <i>(Incident details of all damages / injuries)</i>	: PILOT LADDER RUBBER STEP BROKEN
Description of event leading to the incident	: WHILE THE SERVICE BOAT APPROACH THE VESSEL IT ACCIDENTALLY HIT THE RUBBER STEP OF PILOT LADDER
Immediate action taken	: Carried out visual inspection and and replace the pilot ladder other spare, then filled an urgent request to office to supply New Pilot ladder.
Detailed extent of damage/injury	: NIL
Cause analysis	: NIL
Proposed Corrective/Preventive action	: NIL
Incident category	: Minor



CAMPAIGNS AND TRAININGS

CAMPAIGN ON PILOT LADDER CONDITION

CAMPAIGN ON PILOT LADDER SAFETY

VESSEL COMPLIANCE ON CAMPAIGN

ONBOARD SAFETY TRAININGS



TRAINING SESSION

M.V. BELLEVUE

Date: 1-Jun-22

Topic: Campaign (003-22)- Safety Campaign - Proper Rigging of Pilot Ladder.

Time started: 1030

Time ended: 1130

SUMMARY

Master discussed about Safety Campaign for the proper lashing of the pilot ladder at the Pilot Access point.



Feedback from Trainees

The topic in this conducted training was indefectibly discussed by Master.

Master

Chief Officer

LEARNING FROM INCIDENTS

LEARNING FROM INCIDENTS
Ref. No. 05/2023

Learning from Incident: Adverse Feedback from Port due to Pilot Ladder Damage

Narrative
One of our managed vessels was anchored at Abbot Point, Australia when it was observed that both the pilot ladders were damaged. The vessel reported the defect to AMSA and arranged replacement of both ladders for safe pilot boarding. Deferment of vessel's berthing was sought until new pilot ladders were connected to the vessel. The reported defect however, resulted in adverse feedback from the terminal.

Timeline:

- 10 December 2022
 - 0552 LT Scheduled pilot boarding – 12 Dec 2022 / 0500LT (subject to pilot ladder replacement).
 - 1025 LT AMSA asked if vessel has one pilot ladder in order.
 - 1529 LT Vessel pro-actively informed local agent regarding damaged rubber step on pilot ladder no.1 and the cracked wooden step on ladder no. 2.
- 11 December 2022
 - 1118 LT Master enquired for the possibility of pilot boarding via a helicopter.
 - 1154 LT Agent advised that pilot by helicopter is not possible due to inability of helicopter pilot at Abbot Point.
 - 1625 LT Vessel informed agent that office is trying for replacement of pilot ladders.
 - 1802 LT Scheduled pilot boarding – 13 Dec 2022 / 0500LT (subject to pilot ladder replacement).
- 12 December 2022
 - 0147 LT Scheduled pilot boarding – 14 Dec 2022 / 1200LT (delayed due to pilot ladder issue).
- 13 December 2022
 - 1700 LT Two new pilot ladders received by vessel.

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Pilot ladder no. 1 - Cracked pilot ladder step



Pilot ladder no. 2 - Deformed pilot ladder step





Thank You