# 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





# 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 man ropes





Required certifications



Certification maintained



Storage, care and maintenance



verification

# **SMS / COMPANY INSTRUCTIONS**



### MANAGER'S INSTRUCTIONS

Ref No. 16/2023



(6)

### MANAGER'S INSTRUCTIONS



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Ref No. 16/2023

Ref No. 16/2023

Addressed to

Issue Date Subject

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Dear Captains 8

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#### Storage

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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. must be reported immediately.

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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 <a href="mailto:qhse@synergyocean.com">qhse@synergyocean.com</a> and your respective TSI with copy to VG.

END OF DOCUMENT





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# **CERTIFICATION**

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# 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:

NR 787

(P)

on a tag





# STORAGE OF PILOT LADDERS



MANAGER'S

: All SOMI Vessels, Superinten

From : QHSE

: 24<sup>th</sup> October 2023 Issue Date

Subject : Additional Guidelines for Pilo

Note: Please ensure that this information is discus instruction should be filed in the Manager's ins Master and Chief Engineer. During hand over of M. over and the relevant instructions discussed.

Dear Captains & Chief Engineers,

With our commitment to uphold the higher regulations regarding Marine Pilot Transfer Arran associated equipment on all our vessels meet

In addition to the procedures stated in the Personnel Transfer - at Sea or Seaside, please i included in the HSM Manual in the upcoming SMS

### Additional Guidelines for Pilot Lad

### Storage

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- 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.
- 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 time. Store pilot ladders away from direct sunlight or use covers or shades to protect them from UV rays.
- 4. 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.
- 5. 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.

### S INSTRUCTIONS



16/2023

onth age expiration. The certificate shall also be ot Ladder Monthly Routines for office monitoring. rom the date of manufacture.

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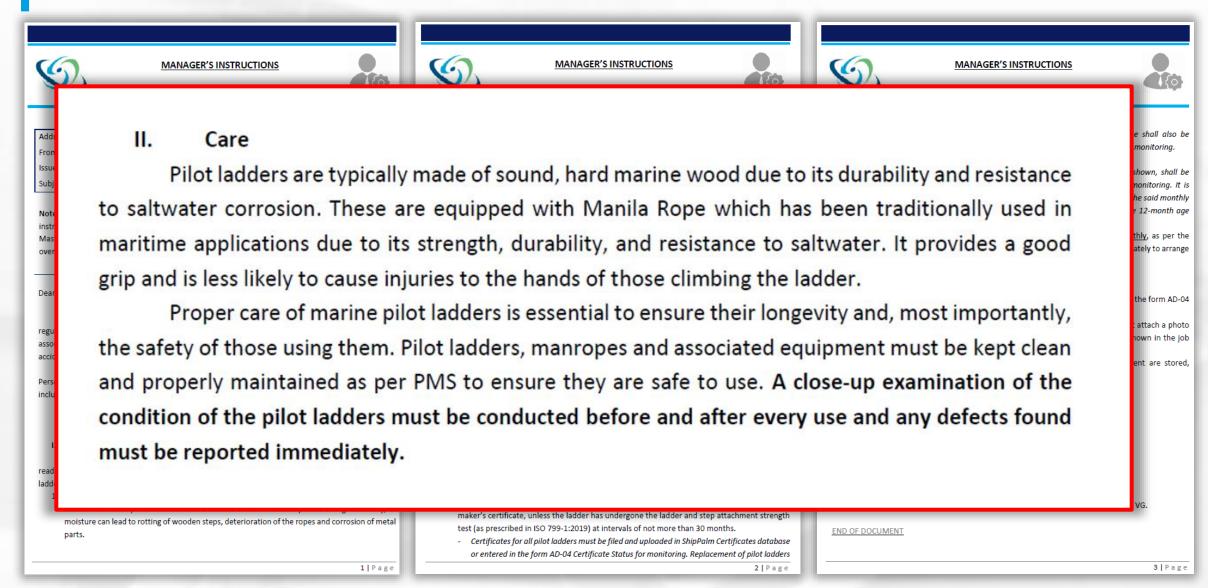
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and your respective TSI with copy to VG.

# **CARE OF PILOT LADDERS**



## **MAINTENANCE AS PER SMS**



### MANAGER'S INSTRUCTIONS



Ref No. 16/2023

All SOMI Vessels, Superintendents and Managers

From

: 24<sup>th</sup> October 2023 Issue Date



### MANAGER'S INSTRUCTIONS



### Ref No. 16/2023



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MANAGER'S INSTRUCTIONS

Ref No. 16/2023

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3. Protection from Sunlight - Direct sunlight can cause damage to ropes and wooden steps over

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.

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

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.

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.

#### Maintenance

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

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showing that they are clearly marked as "For Marine Transfers Only

### References:

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END OF DOCUMENT

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# **PLANNED MAINTENANCE SYSTEM**



Job title PILOT LADDER MONTHLY ROUTINES					
Component name Pilot Ladde		er #1		Interval	1 (Monthly)
Due	date/counter	18 Sep 2023 Jo	Job do	one 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** 

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P1390312.jpg



P1390313.jpg



P1390315.jpg

Job Details1

M.V. EMPRESS ZONDA



P1390316.jpg



P1390317.jpg



# PMS – MARINE TRANSFER ARRANGEMENTS

Technical Manual Chapter 3

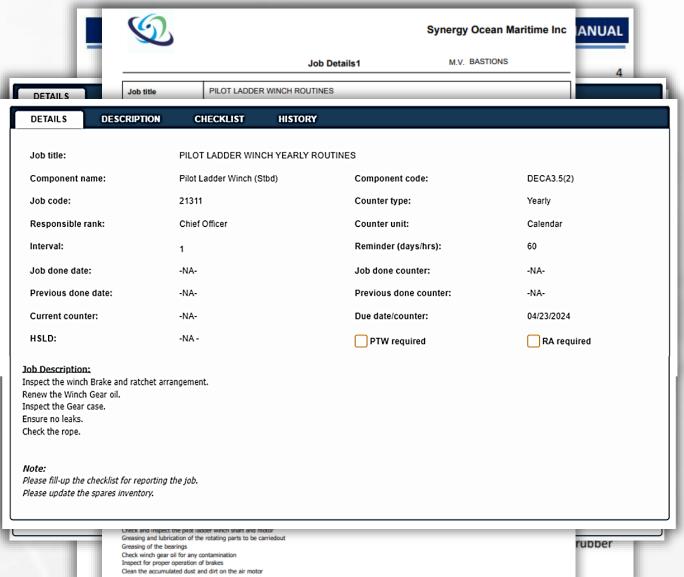
Pilot Ladder Renewal

Pilot Ladder Man Rope Renewal

Pilot Asst. Ladder Winch Load Test

Pilot Assist Ladder Winch Routine

P. Asst. Lodder Winch Yrly Routine





# **SECURING GUIDELINES AS PER PMS**

Chapter: 15B

PERSONNEL TRANSFER- AT SEA OF

### 15B.5 PILOT LADDER SECURING

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

- 1. Ladder shall be approved type
- Ladder is free of any defects or
- Ladder must not have knot, spl
- Chocks under the steps must be ugnery se
- 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 designate means of the ladder's side ropes. The weight of the ladder must be t ladder's side ropes to the strong point on deck directly. Never use the spreaders or chocks to carry the weight of the ladder since they are this and are not strong enough. For this reason, shackles, bars and to be used to secure the ladder to the deck. They will damage the ladd 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 ropes directly attached to each side rope of the pilot ladder, by mea knot. This will transfer the weight of the ladder arrangement directly 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 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 damagin ladder's side ropes.

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 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 Checks to be carried out before rig 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.

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ent. (Ideally the

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eel is used, the ladder still needs to be secured to strong e done so that the weight of the ladder is transferred from ted strong points on deck. In addition to that, a mechanical re the reel itself.



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### **REQUIRED MARKINGS**



#### MANAGER'S INSTRUCTIONS



Ref No. 16/2023

All SOMI Vessels, Superintendents and Managers

From : QHSE

: 24<sup>th</sup> October 2023 Issue Date

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 shoul



### MANAGER'S INSTRUCTIONS



### Ref No. 16/2023



2 | Page

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Dear Captains & Cl

Master and Chief

over and the relev

With our o regulations regard associated equip accidents.

Marine Transfers Only".

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# **CERTIFICATION MAINTAINED**

**TECHNICAL MANUAL** 

Day No. 2

# 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

#### SHILIES

- 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 Lad Already requested 2 pieces of 15 Meters Pilot Ladde



### Synergy Ocean Maritime Inc

### Incident - Accident & Damage/Injury

: ADI/SLNA/2023/Oct/1 Defect Reference Number

: NIL Shore Reference Number

: SELINA H Vessel

: 18-Oct-2023 3:02 Report date & time

: UTC +08:00 Time zone

: 18-Oct-2023 2:53 Date and time of occurrence

: SINGAPORE - SINGAPORE CC

Guarantee claim

Possibility of recurrence NIL

Related department : NIL : Yes Regulatory report required

By whom : Office

Activity at the time of incident : 1 Bunkering

Location at the time of incident : 1 Main deck

Def Details of incident : PILOT LADDER RUBBER STEP BROKEN

(Incident details of all damages / injuries)

Pls.

We Description of event leading : WHILE THE SERVICE BOAT APPROACH THE VESSEL IT ACCIDENTALLY HIT

to the incident THE RUBBER STEP OF PILOT LADDER

Immediate action taken : Carried out visual inspection and and replace the pilot laader other spare, then filled

an urgent request to office to supply New Pilot ladder.

Detailed extent of damage/injury : NIL

PIs. Cause analysis : NIL

Proposed Corrective/Preventive action

Incident category : Minor



# **CAMPAIGNS AND TRAININGS**

CAMPAIGN ON PILOT LADDER CONDITION

CAMPAIGN ON PILOT LADDER SAFETY

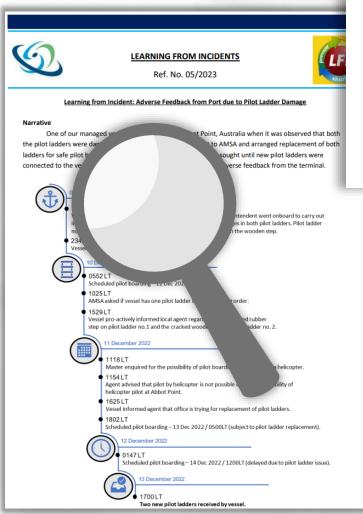
**VESSEL COMPLIANCE ON CAMPAIGN** 

**ONBOARD SAFETY TRAININGS** 





# **LEARNING FROM INCIDENTS**



### **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.



Pilot ladder no. 1 - Cracked pilot ladder step

Pilot ladder no. 2 - Deformed pilot ladder step



Thank You