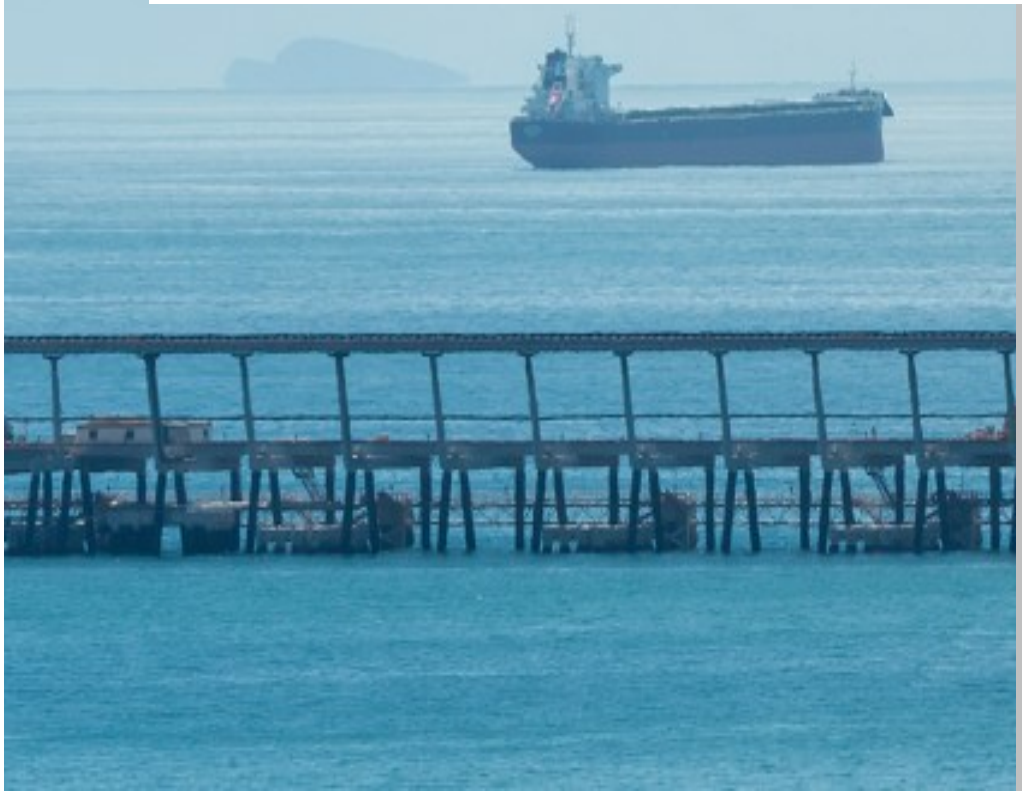
ARCSOPT

Association of Resource Companies, Ship Operators, Ports & Terminals

# Marine Pilot Transfer Arrangements

Technical Guideline 03-23

Revision 01-25



## Technical Guideline History

| Date | Version | Committee Notes | Action |
|---|---|---|---|
| 31/05/23 | 0 | Committee endorsed Technical Proposal to Guideline. | Posted to website. |
| 17/10/25 | 1 | Revision 01-25 | Posted to website |

## Purpose

This technical proposal brings together all of the existing ISO standards and IMO circulars on marine pilot transfer arrangements and proposes a standardised approach to marine pilot transfer arrangements using pilot ladders. The revision to the guidelines provides guidance regarding aspects of the marine pilot transfer arrangements not covered previously.

## 1. Safety Criteria

a. Pilot / Personnel transfers using the Pilot Transfer Arrangements shall be treated as a safety critical activity including the rigging and derigging process. Adequate risk assessments must be conducted and documented.
b. The pilot ladders shall comply with the ISO standard 799-1:2019 (as amended) and shall be certified by the manufacturer accordingly.
c. Maximum age of pilot ladders: 30 months from date of manufacture or assembly as per the original maker's certificate.
d. Maximum age of manropes and securing strops: 12 months from date of manufacture.
e. Ship specific guidance to crew regarding storage, care and maintenance of pilot ladders and manropes.
f. 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
g. All pilot ladders, manropes, securing strops and associated equipment are to be marked as "For Marine Personnel Transfers only". Equipment is also to be provided with identification tags for ease of identification, traceability and record keeping.
h. Pilot ladders, manropes and associated equipment including lifting gear should have genuine Maker's certification maintained onboard the vessel. Side ropes shall be mildew-resistant quality 1 manila ropes meeting ISO 1181:2004 (as amended) or spun thermoset polyester rope with a polypropylene core of a colour that contrasts with the spun polyester. The use of sisal rope is not permitted as sisal is known to be less resistant to moisture, UV radiation and saltwater when compared to manila rope, which can impact the 30-month life expectancy of a pilot ladder. Manropes shall be grade 1 manila rope. Securing strops shall be made of mildew-resistant manila ropes of equivalent material having the same gripping quality.

## 2. Procurement, supply processes and certification of products

Considering the safety critical nature of Pilot Transfer Arrangements, it is recommended that vessel operators are to evaluate and prepare a list of approved vendors to procure pilot ladders and associated equipment such as manropes, securing strops etc from.
Recent due diligence checks conducted by Port Authorities and pilotage service providers have identified several counterfeit certificates and ladders.

Guidance notes for purchasing pilot ladders:

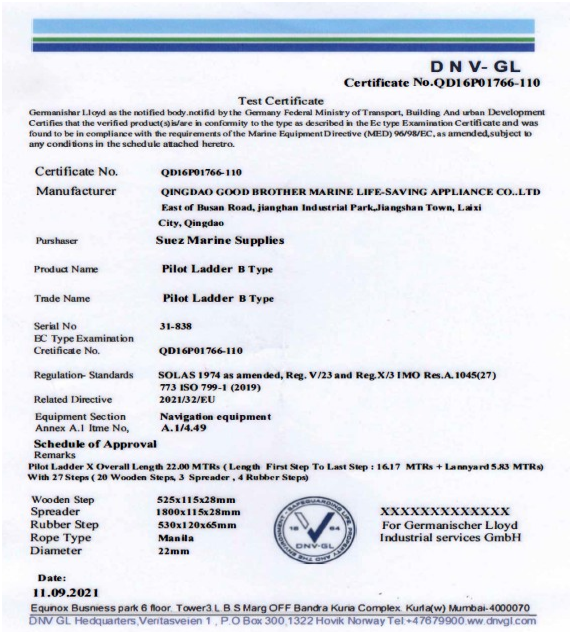
- Ensure that the pilot ladder being purchased has a valid Type approval certificate from a recognised organisation such as a Classification Society.
- Where available on Classification Society websites, check for the genuineness of the Type Approval or contact the respective Classification Society for verification
- Verify that 'side ropes', manropes and securing strops are made exclusively from materials specified above.
- Implement any additional controls necessary to prevent the procurement of counterfeit products. Failure of counterfeit products can have serious consequences to the personnel using the ladder as well as legal and liability on the vessel's master and operators.

- Manufacturer's certificate for the pilot ladder shall include the following minimum information that will also be reflected in the identification tag on the pilot ladder for traceability and inspections.

  - Name and address of the manufacturer
  - The manufacturer's model designation
  - Compliance with ISO 799-1:2019, as amended
  - Date of manufacture / assembly of the ladder
  - An equipment serial number or other means of unique identification which the manufacturer shall be able to validate
  - Name and details of the approving authority (Classification Society or Flag State or recognised approving body for pilot ladders)

Examples of counterfeit ladders are given below:

*Example 1: Counterfeit certification and a genuine product*



DNV-GL
Certificate No.QD16P01766-110

Test Certificate

Germanischar Lloyd as the notified body.notifid by the Germany Federal Ministry of Transport, Building And urban Development Certifies that the verified product(s)is/are in conformity to the type as described in the Ec type Examination Certificate and was found to be in compliance with the requirements of the Marine Equipment Directive (MED) 96/98/EC, as amended,subject to any conditions in the schedule attached heretro.

| | |
|---|---|
| Certificate No. | QD16P01766-110 |
| Manufacturer | QINGDAO GOOD BROTHER MARINE LIFE-SAVING APPLIANCE CO..LTD East of Busan Road, jianghan Industrial Park,Jiangshan Town, Laixi City, Qingdao |
| Purshaser | Suez Marine Supplies |
| Product Name | Pilot Ladder B Type |
| Trade Name | Pilot Ladder B Type |
| Serial No | 31-838 |
| EC Type Examination Cretificate No. | QD16P01766-110 |
| Regulation- Standards | SOLAS 1974 as amended, Reg. V/23 and Reg.X/3 IMO Res.A.1045(27) 773 ISO 799-1 (2019) |
| Related Directive | 2021/32/EU |
| Equipment Section Annex A.1 Itme No, | Navigation equipment A.1/4.49 |

**Schedule of Approval**

Remarks

Pilot Ladder X Overall Length 22.00 MTRs ( Length First Step To Last Step : 16.17 MTRs + Lannyard 5.83 MTRs) With 27 Steps ( 20 Wooden Steps, 3 Spreader , 4 Rubber Steps)

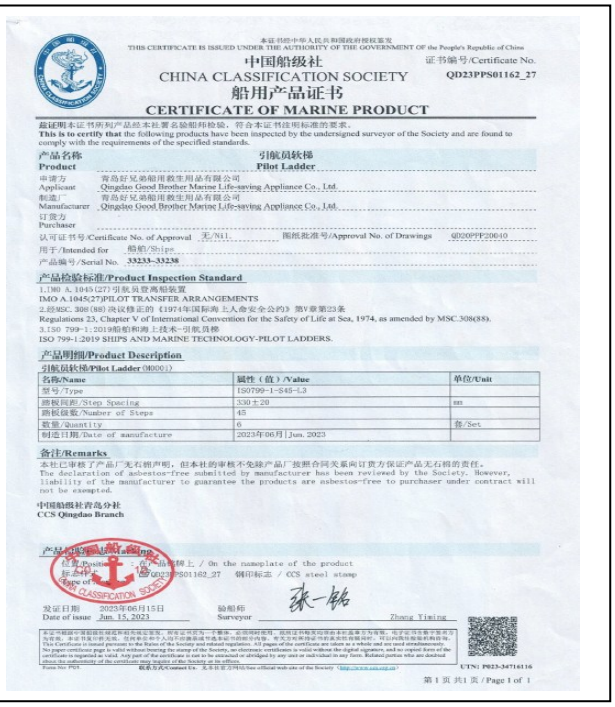
| | |
|---|---|
| Wooden Step | 525x115x28mm |
| Spreader | 1800x115x28mm |
| Rubber Step | 530x120x65mm |
| Rope Type | Manila |
| Diameter | 22mm |

XXXXXXXXXXXX
For Germanischer Lloyd
Industrial services GmbH

Date:
11.09.2021

Equinox Busniess park 6 floor Tower3 L B S Marg OFF Bandra Kurla Complex Kurla(w) Mumbai-4000070
DNV GL Hedquarters,Veritasveien 1 , P O Box 300,1322 Hovik Norway Tel:+47679900 ww.dnvgl.com


*Certificate and identification tag for a counterfeit pilot ladder*



THIS CERTIFICATE IS ISSUED UNDER THE AUTHORITY OF THE GOVERNMENT OF the People's Republic of China

中国船级社 证书编号/Certificate No.

CHINA CLASSIFICATION SOCIETY QD23PPS01162_27

船用产品证书

CERTIFICATE OF MARINE PRODUCT

This is to certify that the following products have been inspected by the undersigned surveyor of the Society and are found to comply with the requirements of the specified standards.

| | |
|---|---|
| 产品名称 Product | 引航员软梯 Pilot Ladder |
| 申请方 Applicant | 青岛好兄弟船用救生用品有限公司 Qingdao Good Brother Marine Life-saving Appliance Co., Ltd. |
| 制造厂 Manufacturer | 青岛好兄弟船用救生用品有限公司 Qingdao Good Brother Marine Life-saving Appliance Co., Ltd. |
| 订货方 Purchaser | |
| 认可证书号/Certificate No. of Approval | 无/Nil 图纸批准号/Approval No. of Drawings QD20PPP20040 |
| 用于/Intended for | 船舶/Ships |
| 产品编号/Serial No. | 33233~33238 |

产品检验标准/Product Inspection Standard

1.1989 A.1045(27)引航员登离船装置

IMO A.1045(27)PILOT TRANSFER ARRANGEMENTS

2.经MSC. 308(88)决议修正的《1974年国际海上人命安全公约》第V章第23条

Regulations 23, Chapter V of International Convention for the Safety of Life at Sea, 1974, as amended by MSC.308(88).

3.ISO 799-1:2019船舶和海上技术-引航员梯

ISO 799-1:2019 SHIPS AND MARINE TECHNOLOGY-PILOT LADDERS.

产品明细/Product Description

引航员软梯/Pilot Ladder (00001)

| 名称/Name | 属性（值）/Value | 单位/Unit |
|---|---|---|
| 型号/Type | ISO799-1-S45-L3 | |
| 踏板间距/Step Spacing | 330 ± 20 | mm |
| 踏板级数/Number of Steps | 45 | |
| 数量/Quantity | 6 | 套/Set |
| 制造日期/Date of manufacture | 2023年06月/Jun. 2023 | |

备注/Remarks

本社已审核了产品厂无石棉声明，但本社的审核不免除产品厂按照合同关系向订货方保证产品无石棉的责任。

The declaration of asbestos-free submitted by manufacturer has been reviewed by the Society. However, liability of the manufacturer to guarantee the products are asbestos-free to purchaser under contract will not be exempted.

中国船级社青岛分社

CCS Qingdao Branch

位置/Position：在产品铭牌上 / On the nameplate of the product

标志/Mark：CCS QD23PPS01162_27 钢印标志 / CCS steel stamp

CHINA CLASSIFICATION SOCIETY

发证日期 Date of issue 2023年06月15日 Jun. 15, 2023

验船师 Surveyor 张一铭 Zhang Yiming

UTN: PRD-34716116

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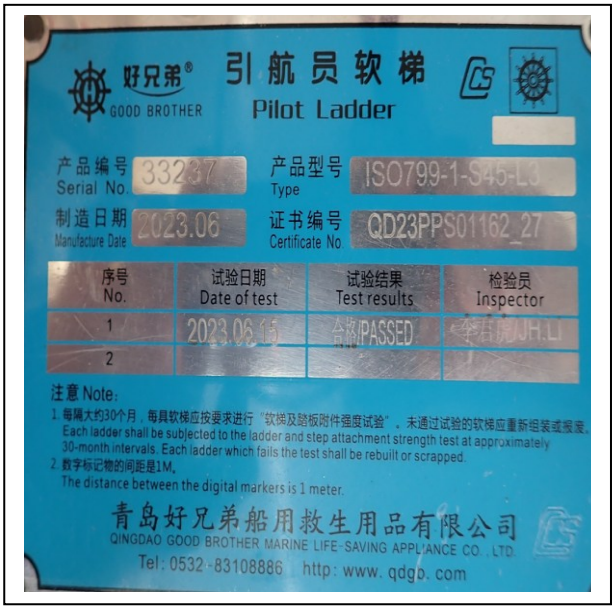


好兄弟® GOOD BROTHER 引航员软梯 Pilot Ladder

产品编号 Serial No. 33237 产品型号 Type ISO799-1-S45-L3

制造日期 Manufacture Date 2023.06 证书编号 Certificate No. QD23PPS01162_27

| 序号 No. | 试验日期 Date of test | 试验结果 Test results | 检验员 Inspector |
|---|---|---|---|
| 1 | 2023.06.15 | 合格/PASSED | 李石锐/JH.LI |
| 2 | | | |

注意 Note:

1. 每隔大约30个月，每具软梯应按要求进行“软梯及踏板附件强度试验”，未通过试验的软梯应重新组装或报废。
Each ladder shall be subjected to the ladder and step attachment strength test at approximately 30-month intervals. Each ladder which fails the test shall be rebuilt or scrapped.
2. 数字标记物的间距是1M。
The distance between the digital markers is 1 meter.

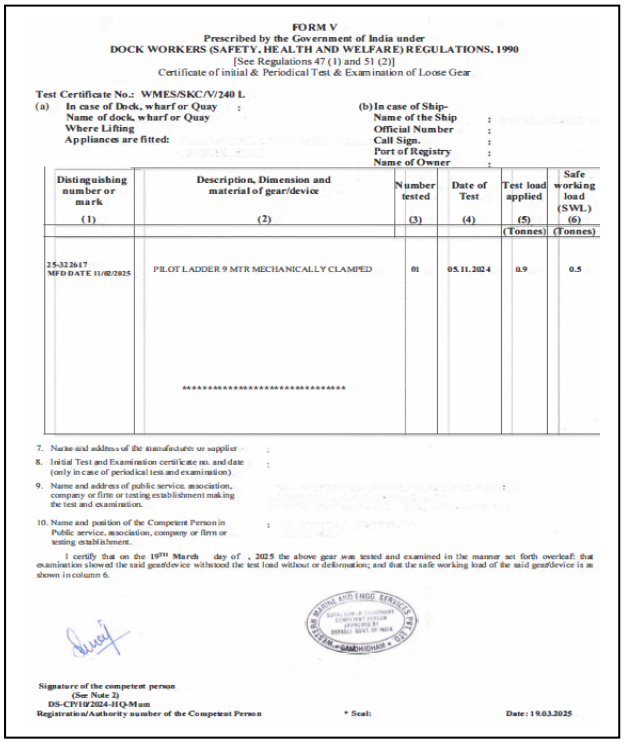
青岛好兄弟船用救生用品有限公司

QINGDAO GOOD BROTHER MARINE LIFE-SAVING APPLIANCE CO., LTD.

Tel: 0532-83108886 http: www. qdgb. com

*Certificate and identification tag for a genuine pilot ladder*

*Example 2: Certificate and identification tag for a counterfeit pilot ladder*



FORM V

Prescribed by the Government of India under

DOCK WORKERS (SAFETY, HEALTH AND WELFARE) REGULATIONS, 1990

[See Regulations 47 (1) and 51 (2)]

Certificate of initial & Periodical Test & Examination of Loose Gear

Test Certificate No.: WMES/SKC/V/240 L

(a) In case of Dock, wharf or Quay :
Name of dock, wharf or Quay
Where Lifting
Appliances are fitted:

(b) In case of Ship-
Name of the Ship :
Official Number :
Call Sign. :
Port of Registry :
Name of Owner :

| Distinguishing number or mark (1) | Description, Dimension and material of gear/device (2) | Number tested (3) | Date of Test (4) | Test load applied (5) (Tonnes) | Safe working load (SWL) (6) (Tonnes) |
|---|---|---|---|---|---|
| 25-322617 MED DATE 11/02/2025 | PILOT LADDER 9 MTR MECHANICALLY CLAMPED | 01 | 05.11.2024 | 0.9 | 0.5 |

**********************************

7. Name and address of the manufacturer or supplier :
8. Initial Test and Examination certificate no. and date (only in case of periodical test and examination) :
9. Name and address of public service, association, company or firm or testing establishment making the test and examination. :
10. Name and position of the Competent Person in Public service, association, company or firm or testing establishment. :

I certify that on the 19TH March day of , 2025 the above gear was tested and examined in the manner set forth overleaf; that examination showed the said gear/device withstood the test load without or deformation; and that the safe working load of the said gear/device is as shown in column 6.

Signature of the competent person
(See Note 2)
DS-CPT(F)2024-HQ-Mum
Registration/Authority number of the Competent Person * Seal: Date: 19.03.2025

MED-0029-EE-EAIC

Certification Body of “European Agency of Inspecting and Certification”

EC TYPE-EXAMINATION (MODULE B) CERTIFICATE S. NO.: 25-322617

No. MED-0029-EE-EAIC

This is to certify that:
Certification Body of “European Agency of Inspecting and Certification Ltd.” did undertake the relevant type approval procedures for the equipment identified below which was found to be in compliance with the Life Saving Appliance requirements of Marine Equipment Directive (MED) 2014/90/EC, as amended, last amended by Commission Implementing Regulation 2022/1157, subject to any conditions in the schedule attached here to.

| | |
|---|---|
| Manufacturer: | Compass Tranzits SIA. |
| Address: | 6 Duntes Str Riga LV 1013 |
| Commission Implementing Regulation 2022/1157 | MED/4.49 |
| Product Type: | PILOT LADDER |
| Specified Standard: | SOLAS 74 as amended Reg. V/23; Reg. X/3; IMO Res. A.1045(27),— ISO 799-1:2019. |

The attached (schedule of approval) forms part of this certificate.

Date of issue: 18.10.2023 Issued by: Certification Body of “ European Agency of Inspecting and Certification

Expiry date: 17.10.2028 Signed: Name: Feliks Sirak Director – Technical Notified Body No 2

Note:
This certificate remains valid until the date stated above, unless cancelled or revoked, provided the conditions indicated in the subsequent page(s) are complied with and the product remains satisfactory in service. This certificate will not be valid if the applicant makes any changes or modifications to the approved product, which have not been notified to, and agreed in writing with Certification Body of “European Agency of Inspecting and Certification Ltd.” Should the specified regulations or standards be amended during the validity of this certificate, the product(s) is/are to be re-approved prior to it/they being placed on board vessels to which the amended regulations or standards apply.

Subject to compliance with the conditions in the attached Design Appraisal Documents (schedule), which forms part of this certificate, and those of Articles 10 and 11 of the Directive, the Manufacturer is allowed to affix the Mark of Conformity - “wheel mark” to the Product described herein.

2702 / yy

yy is the last two digits of year mark affixed.

European Agency of Inspecting and Certification Ltd., its subsidiaries and their respective officers, employees or agents are, individually and collectively, referred to in this clause as the “EAIC”. EAIC assumes no responsibility and shall not be liable to any person for any loss, damage or expense caused by reliance on the information or advice in this document or howsoever provided, unless that person has signed a contract with the relevant EAIC entity for the provision of this information or advice and in that case any responsibility or liability is exclusively on the terms and conditions set out in that contract.

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## 3. Construction standards

Pilot ladders shall be constructed in accordance with construction details specified in ISO 799-1:2019. Given below are examples of "*Compliant bottom construction of a pilot ladder compliant with ISO 799-1:2019".*


*"Non-compliant 'bottom' and 'top' construction of a pilot ladder"*

## 4. Onboard storage of pilot ladders, manropes and securing strops

Onboard storage conditions for pilot ladders, manropes, securing strops and associated equipment is critical to the life cycle of products made with natural fibre ropes. When not in use, all equipment shall be stowed to prevent degradation caused by moisture, icing and sunlight, paints, chemicals and greases and similar contaminants, and in accordance with the manufacturer's instructions.

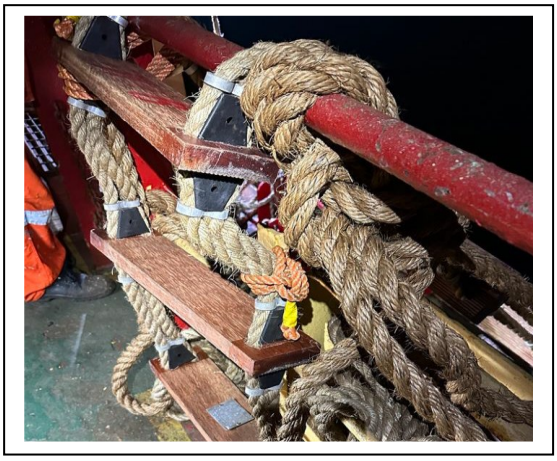
Vessel operators shall identify ship-specific storage locations and provide instructions regarding locations for storage either in protected locations external to any stores or to stores that are clean, dry and free of any contaminants that can accelerate the degradation of the ladders and associated ropes.

ISO 799-2:2021 Annex B provides detailed information regarding ‘Rope ladders - Care and maintenance’ which can be used to develop vessel operator’s procedures.

## 5. Rigging and securing of the pilot ladder, manropes and strong points

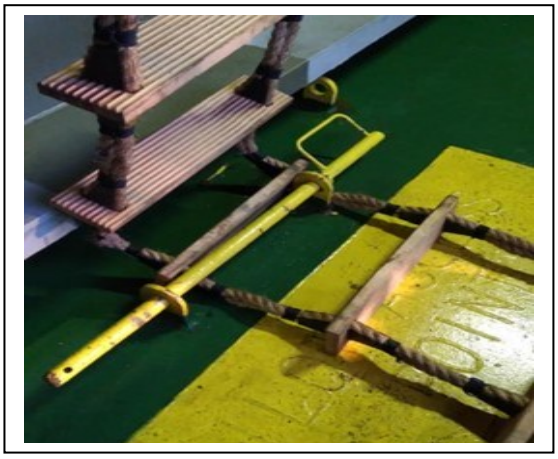
Rigging of the pilot transfer arrangements and the embarkation and disembarkation of pilots and other personnel shall be supervised by a designated responsible officer. During the transfer of pilots or other personnel, the responsible officer shall have means of communication with the navigation bridge and shall arrange for the escort of the pilot by a safe route to and from the navigation bridge and other personnel to an appropriate safe location.

The pilot ladder should be secured at the designated pilot boarding area to the approved deck strong points. Pilot ladder and manropes shall not be secured to the vessel’s railings as this is non-compliant.

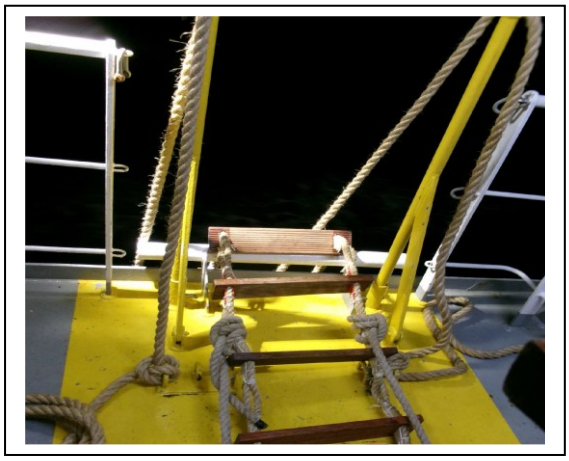


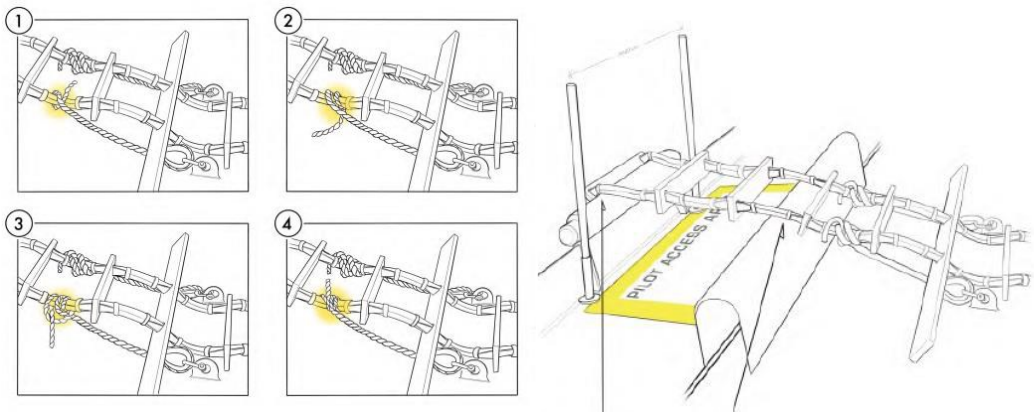
Typically**, Securing strops** shall be a minimum 18 mm in diameter, 3 metres in length with the same retirement criteria as manropes and having a breaking strength of not less than 2.4 metric tonnes / 24 kilo newtons.

*Other non-compliant methods for securing pilot ladders*

*Compliant methods of securing pilot ladders and manropes*






*Ref - Fathom Safety - A Guide to Pilot Ladder Securing*

## 6. Rigging of pilot ladders and combination arrangements at intermediate drafts

Where vessels may be required to be at partially loaded conditions between the designated loaded and ballast condition drafts, vessel operators are recommended to ensure that all such drafts are risk assessed from a pilot transfer arrangement rigging perspective so as to prevent the platform of the accommodation ladder being at a height of less than 5 metres above the waterline at intermediate drafts while the freeboard presented remains greater than 9 metres.

## 7. Inspection and maintenance standards

ISO 799-2:2021 provides detailed guidance and checklists for vessel operators to include in their Safety Management System - Planned Maintenance Systems.

Annex A of the Standard provides examples / checklists for manufacturers and ship operators consideration when developing their own checklists.

These checklists include:

- Pre-use inspection - To be completed by a deck officer prior to each use
- Post-use inspection - To be completed by a deck officer after each use
- Three-monthly inspection - To be completed by a senior deck officer
- Annual inspection - To be completed by the Flag State or Classification Society surveyor who may opt to use their own checklists.

## 8. Onboard familiarisation and training

Shipboard personnel involved in the inspection, maintenance, rigging, or operation of equipment for pilot transfer arrangements shall receive thorough familiarisation to perform their assigned duties, supplemented by training conducted by a competent person*. It is recommended that any training carried out shall be ship-specific.

**Competent person means a person possessing the knowledge and experience required for the inspection, maintenance, rigging, and operation of any equipment for the pilot transfer arrangements.*

## 9. Revised SOLAS requirements and performance standards including provisions for voluntary early implementation

The following updates were approved at the MSC 110 in June 2025 and are expected to enter into force on 1 January 2028 with provisions for voluntary early implementation.

- **MSC.572 (110)** - Amendments to SOLAS regulation V/23 on Pilot Transfer arrangements
- **MSC.576 (110)** - Performance standards for pilot transfer arrangements
- **MSC.1/Circ.1428/Rev.1** issued on 5 September 2025 - The revised ‘Required Pilot Transfer Arrangements for Pilots and other personnel.

## 10. Reference to standards and regulations

- ISO 799-1:2019 – Design and specification
- ISO 799-2:2021 – Maintenance, use, survey and inspection
- ISO 799-3:2022 – Attachments and associated equipment
- ISO 1181:2004 - Manila and sisal 3, 4 and 8-strand ropes
- SOLAS Chapter V Reg 23,
- IMO Res. A.1045(27),
- IMO Res MSC.572 (110) - Amendments to SOLAS regulation V/23 on Pilot Transfer arrangements
- IMO Res MSC.576(110) adopted on 26 June 2025 - Performance Standards for Pilot Transfer Arrangements
- MSC.1/Circ.1428/Rev.1 issued on 5 September 2025 - The revised 'Required Pilot Transfer Arrangements for Pilots and other personnel.

## 11. Reference to documents

- UKMPA - Pilot Transfer Arrangements - Updates to SOLAS Chapter V/23
- UKMPA - The embarkation and disembarkation of pilots - Code of Safe Practice (Revised June 2025)
- IMPA / University of Southampton work study - Securing of pilot ladders at intermediate lengths - testing.
- West of England Loss Prevention Bulletin: Natural Fibre Rope Ladders - Care and maintenance.