



Information Note 3

PEC applications and renewals

This information note is to provide guidance to Deck officers who wish to obtain or renew their existing PECS

Pilot exemption certificates are issued by Aberdeen Harbour Board in line with statutory requirements of the Pilotage Act 1987 and as amended by the Marine Navigation act 2013

Initial application / revalidation through expiry

Persons wishing to obtain a Pilot exemption certificate for Aberdeen harbour should request a pilotage exemption pack from Aberdeen Harbour.

Masters of vessels with a LOA < 85m should obtain at least 6 inwards assessments trips and 6 outward assessments trips record sheets.

Masters of vessels with a LOA 85m or above should obtain at least 12 inward assessments and 12 outwards assessments trip record sheets

All assessment sheets must be signed by an authorised Pilot or another PEC holder to be counted towards eligible runs and completed correctly.

A PEC Holder may only sign 50% of the runs required.

However, the first assessment trip in or out to start the recording process must be signed by an authorised pilot subsequently the last recorded assessment trip prior to examination must be with a pilot.

Prior to entry a Deck officer doing an assessment run they must make a declaration to VTS telling them that this is an assessed trip with either a pilot or another PEC holder. Should a pilot or Pilot Exemption Certificate holder feel that the run was below the standard for signing an assessment they are not obligated to sign the sheet.



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Oral Examination

The final part of a Pilot Exemption Certificate application is an oral examination. This exam contains the following subjects, but it not limited to the following

Depths
Berth names and locations
Navigation aids
Prevailing weather conditions and effect of this weather
VTS procedures
Onboard emergencies

Applications for examinations should be requested where possible 2 working days before an examination is required to the following email address

pec@aberdeen-harbour.co.uk

Provisional exam dates and times can be arranged up to 2 weeks before and confirmed at least 24 hours before an examination this can either be arranged by the master directly or via an appointed agent.

Short notice examinations may be considered if such an examination can be accommodated within the days operational plans

Oral Examination is also required for deck officers who have let their PEC expire.

Examinations are generally held at the Marine Operations Centre/ VTS tower (MOC) candidates are expected to present themselves at the MOC at the appointed time with their application, assessment record sheets and certificate of competency.



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Renewal of pilot exemption certificates.

Pilot exemption holders are expected to submit a request for renewal by 31st December each year this request should include

- Renewal request
- Trip logs for the calendar year (minimum of 6 in and 6 out)
- Evidence of 1 trip in and 1 trip outward with an Aberdeen Harbour Pilot.
- Additional vessels to be added if required
- Invoicing requirements (agent or owners)
- Masters who do not wish to renew are also requested to inform us if possible
- Return address

PEC holders can send in validating trips logs at any point during the year.

PEC holders are reminded that either active use of a tug or having a tug in close standby is compulsory pilotage and their PECs are not valid for that activity. No trip logs will be signed for any act involving a tug.

PEC holders can request a pilot for the required verification trips at any point during the year see attached form. Verification trips can only be done for 1 PEC holder at per inward or outward voyage.

Owners can request that their PEC holders are renewed but individual masters must still submit their renewal paperwork before any paperwork is issued

via email to

pec@aberdeen-harbour.co.uk

Or post to the harbour office
FAO Marine Manager
Aberdeen Harbour Board
16 Regent Quay
Aberdeen
AB11 5SS



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Pilot Exemption Certificate suspension

Pilot exemption certificates may be suspended for the following reasons

PEC holder has been involved in an incident that requires an investigation
PEC holder fails to inform Aberdeen Harbour of a reportable incident involving his vessel
PEC holder is suspected of manoeuvring the vessel in DP
PEC holder is suspected of any acts of misconduct which will include contravention of the Aberdeen Harbour Bye-laws or any other national or international regulation,
PEC holder is suspected to be under the influence of drugs or alcohol whilst in charge of a vessel in Aberdeen harbour

Pilot exemption certificates can be suspended for a period of 28 days. Pilot exemption holder will be informed in writing of the intention to suspend their Pilot exemption and give the holder reasonable opportunity to represent themselves.

Pilot Exemption Revocation

Pilot exemption certificates will be revoked for the following reasons

PEC holder is found guilty of any acts of misconduct which will include contravention of the Aberdeen Harbour Bye-laws, VTS instructions or Harbour Masters directions, National or International regulations
PEC holder is found to be under the influence of drugs or alcohol whilst in charge of a vessel in Aberdeen harbour