

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**

Pilot Level 4: **Above Pelican Banks – Vessels up to 160m LOA and 8.5m Draft**
Below Pelican Banks – Vessels up to 185m LOA and 10.0m Draft
Unrestricted Tug & Tow Operations¹

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR A PILOT LICENCE/LEVEL 4 PILOTAGE AREA ENDORSEMENT**

1. **Applicants must demonstrate that they have undertaken familiarisation with the following port operations:**

| Experience Gained | Date | Confirmed By |
|---|------|--------------|
| VTS Operations | | |
| Transfer Operations - including briefs and instructions from transfer crew (helicopter crew if applicable) | | |
| Man Overboard drills | | |
| Tug Operations - observe 1 arrival and 1 departure on the navigation bridge of each type of tug operating in the port | | |
| Port Emergency Procedures | | |
| Port Procedures Manual | | |
| Knowledge of Under Keel Clearance (UKC) requirements | | |
| Knowledge of QShips System including scheduling | | |

2. **Applicants must demonstrate they have the following practical experience:**

| Experience Gained | Date | Confirmed By |
|---|------|--------------|
| Familiarisation of the Brisbane Pilotage Area | | |
| Observe a licensed Pilot on not less than 24 pilotage trips, including 12 arrivals and 12 departures; not less than 6 arrivals and 6 departures to be above Pelican Banks | | |
| Not less than 6 of the 12 arrival and 6 of the 12 departure observation trips are to be conducted during the hours of darkness | | |

¹ To be conducted in accordance with procedures outlined in the Port of Brisbane Port Procedures Manual

| | | |
|--|--|--|
| Observe a minimum of 4 trips to any berth in each of the following areas of which 2 trips to each must constitute a swing of the ship: <input checked="" type="checkbox"/> Hamilton Reach <input checked="" type="checkbox"/> Pinkenba Reach <input checked="" type="checkbox"/> Fisherman Island | | |
| Observe 1 arrival or departure for Tug & Tow, 50m total combination length or greater | | |
| Attend Radar and ARPA Simulation Course | | |

PRINCIPAL TESTING CRITERIA

Written/Oral Examinations

3. The applicant will be tested on their knowledge of port infrastructure and characteristics:

| Proven knowledge of | Date | Confirmed By |
|--|------|--------------|
| Lights, lead lights and prominent features | | |
| Beacons | | |
| Buoys | | |
| Berths, including UKC | | |
| Channels | | |
| Depths | | |
| Speeds | | |
| Swinging basins | | |
| Tides | | |
| Currents | | |
| Predominant weather conditions | | |
| Bathymetry and topography | | |
| Other issues relating to pilotage within the port boundary | | |
| Contingency planning and risk management | | |

Temporary Authority

4. Upon completion of the specified number of observation trips and other training, as well as successful completion of written/oral tests, the applicant shall be issued with a Temporary Authority and required to undertake 2 arrival and 2 departure pilotage trips, under the instruction of a mentoring pilot. At least 1 arrival and 1 departure trip are to be conducted during the hours of darkness, if a night endorsement is to be issued:

| Supervised Pilotage | Date | Confirmed By |
|---|------|--------------|
| 1st Arrival of up to 160m LOA and 8.5m Draft, above Pelican Banks | | |

| | | |
|---|--|--|
| 2nd Arrival of up to 185m LOA and 10.0m Draft, below Pelican Banks, at night | | |
| 1st Departure of up to 160m LOA and 8.5m Draft, above Pelican Banks, at night | | |
| 2nd Departure of up to 185m LOA and 10.0m Draft, below Pelican Banks | | |

Practical Examinations

5. The applicant will be required to execute an arrival, departure and night pilotage trip, one of which is above Pelican Banks, on at least 3 vessels up to 185m LOA and 10m Draft, under the observation of a Check Pilot:

| Vessel | LOA | Date | Confirmed By |
|-----------|-----|------|--------------|
| Arrival | | | |
| Departure | | | |
| Night | | | |

6. Upon successful completion of check pilotage trips, the applicant will be issued with a Pilot Licence (if applicable) and a Level 4 Pilotage Area Endorsement, for the pilotage area of Brisbane or part of the pilotage area of Brisbane.

Released under OIA

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**

Pilot Level 3: **Above Pelican Banks – Vessels up to 185m LOA and 9.0m Draft**

Below Pelican Banks – Vessels up to 200m LOA and 11.0m Draft

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR A LEVEL 3 PILOTAGE AREA ENDORSEMENT**

1. **Routine pilotage of vessels up to 185m LOA and 10.0m Draft, for the Brisbane pilotage area:**

| Experience Gained | Dates Between | Confirmed By |
|--|---------------|--------------|
| Undertake a minimum of 60 Level 4 pilotage trips | | |

2. **Applicants must have completed appropriate training in:**

| Training and Courses Attended | Date | Confirmed By |
|-----------------------------------|------|--------------|
| Passing Manoeuvres | | |
| Anchor Manoeuvres | | |
| Bridge Resource Management Course | | |

3. **Applicants must have completed the following practical training:**

| Experience Gained | Date | Confirmed By |
|--|------|--------------|
| Observe on a vessel greater than 160m LOA, above Pelican Banks | | |
| Observe on a vessel greater than 185m LOA, below Pelican Banks | | |
| Observe on a vessel greater than 160m LOA, above Pelican Banks | | |
| Observe on a vessel greater than 185m LOA, below Pelican Banks | | |
| Observe on a vessel greater than 160m LOA, above Pelican Banks | | |
| Observe on a vessel greater than 185m LOA, below Pelican Banks | | |

Temporary Authority

4. Upon completion of the specified number of Level 4 pilotage trips, observation trips and other training, the applicant shall be issued with a Temporary Authority and required to undertake at least 1 arrival and 1 departure trip on vessels between 160m LOA and 185m LOA and 9.0m Draft, above Pelican Banks and 1 arrival and 1 departure trip on vessels between 185m LOA and 200m LOA and 11.0m Draft, below Pelican Banks, under the instruction of a mentoring pilot:

| Supervised Pilotage | Date | Confirmed By |
|---|------|--------------|
| 1st Arrival of up to 185m LOA and 9.0m Draft | | |
| 1st Departure of up to 185m LOA and 9.0m Draft | | |
| 2nd Arrival of up to 200m LOA and 11.0m Draft | | |
| 2nd Departure of up to 200m LOA and 11.0m Draft | | |

PRINCIPAL TESTING CRITERIA

5. The applicant will be required to execute an arrival, departure and night pilotage trip on at least 3 Level 3 vessels, under the observation of a Check Pilot:

| Vessel | LOA | Date | Confirmed By |
|---|-----|------|--------------|
| Arrival above Pelican Banks | | | |
| Departure above Pelican Banks | | | |
| Arrival below Pelican Banks, involving a swing in the river | | | |

6. Upon successful completion of check pilotage trips, the applicant will be issued with a Level 3 Pilotage Area Endorsement, for the pilotage area of Brisbane or part of the pilotage area of Brisbane.

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**

Pilot Level 2B: **Above Pelican Banks – Vessels up to 185m LOA and 9.0m Draft (Same as Level 3)**
Below Pelican Banks – Vessels up to 230m LOA and 12.0m Draft

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR A LEVEL 2 PILOTAGE AREA ENDORSEMENT**

1. **Routine pilotage of vessels up to 200m LOA and 11.0m Draft, for the Brisbane pilotage area:**

| Experience Gained | Dates Between | Confirmed By |
|--|---------------|--------------|
| Undertake a minimum of 60 Level 3 pilotage trips | | |

2. **Routine pilotage of vessels of any size for the port:**

| Experience Gained | Dates Between | Confirmed By |
|---|---------------|--------------|
| Undertake a minimum of 150 pilotage trips of any type within the Brisbane pilotage area | | |

3. **Applicants must have completed the following practical training:**

| Experience Gained | Date | Confirmed By |
|---|------|--------------|
| Observe on a vessel greater than 185m LOA and 11.0m Draft | | |
| Observe on a vessel greater than 200m LOA | | |
| Observe on a vessel greater than 200m LOA | | |
| Observe on a vessel greater than 200m LOA | | |
| Marine Pilot Training Simulator Course | | |

4. **While not a prerequisite for this level, for a ship to ship transfer endorsement the applicant must observe ship to ship manoeuvring/berthing on vessels up to 230m LOA and 12.0m Draft.**

Temporary Authority

5. Upon completion of the specified number of Level 3 pilotage trips, observation trips and other training, the applicant shall be issued with a Temporary Authority and required to undertake at least 1 arrival and 1 departure trip on vessels between 200m LOA and 9.5m Draft and 230m LOA and 12.0m Draft, under the instruction of a mentoring pilot:

| Supervised Pilotage | Date | Confirmed By |
|---|------|--------------|
| Arrival of up to 230m LOA and 12.0m Draft | | |
| Departure of up to 230m LOA and 12.0m Draft | | |

PRINCIPAL TESTING CRITERIA

6. The applicant will be required to execute an arrival, departure and night pilotage trip on at least 3 vessels greater than 200m LOA, under the observation of a Check Pilot:

| Vessel | LOA | Date | Confirmed By |
|-------------------------------|-----|------|--------------|
| Arrival below Pelican Banks | | | |
| Departure below Pelican Banks | | | |
| Below Pelican Banks Night | | | |

7. Upon successful completion of check pilotage trips, the applicant will be issued with a Level 2B Pilotage Area Endorsement, for the pilotage area of Brisbane or part of the pilotage area of Brisbane.

Released Under FOIA

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**

Pilot Level 2A: **Above Pelican Banks – Vessels up to 185m LOA and over 9.0m Draft**

Below Pelican Banks – Vessels up to 230m LOA and 12.0m Draft (Same as Level 2B)

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR ENDORSEMENT**

1. **Routine pilotage of vessels of any size for the Brisbane pilotage area:**

| Experience Gained | Date | Confirmed By |
|---------------------------------|------|--------------|
| Attained Pilot Licence Level 2B | | |

2. **Applicants must have completed the following practical training:**

| Experience Gained | Date | Confirmed By |
|--|------|--------------|
| Observe on a vessel greater than 160m LOA and over 9.0m Draft, above Pelican Banks, swinging off the berth | | |
| Observe on a vessel greater than 160m LOA and over 9.0m Draft, above Pelican Banks | | |

3. **Upon completion of the specified number of observation trips and other training, the applicant shall be issued with a Temporary Authority and required to undertake at least 1 arrival or departure trip on a vessel greater than 160m LOA and 9.0m Draft, under the instruction of a mentoring pilot:**

| Supervised Pilotage | Date | Confirmed By |
|--|------|--------------|
| Arrival or Departure on vessel with LOA limited by licence or endorsement and over 9.0m Draft, above Pelican Banks, involving a swing in the river | | |

PRINCIPAL TESTING CRITERIA

4. The applicant will be required to execute an arrival or departure on a vessel greater than 160m LOA and 9.0m Draft, involving a swing in the river, under the observation of a Check Pilot:

| Vessel | LOA | Date | Confirmed By |
|--|-----|------|--------------|
| Arrival or Departure on a vessel with LOA limited by licence or endorsement and over 9.0m Draft, above Pelican Banks, involving a swing in the river | | | |

5. Upon successful completion of check pilotage trips, the applicant will be issued with a Level 2A Pilotage Area Endorsement, for the pilotage area of Brisbane or part of the pilotage area of Brisbane.

Released under RTI/DTM

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**

Pilot Level 1B: **Above Pelican Banks – Vessels up to 185m LOA and over 9.0m Draft (Same as level 2A)**
Below Pelican Banks – Unrestricted

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR A LEVEL 1B PILOTAGE AREA ENDORSEMENT**

1. **Routine pilotage of vessels up to 230m LOA and 12.0m Draft, for the Brisbane pilotage area:**

| Experience Gained | Dates Between | Confirmed By |
|--|---------------|--------------|
| Undertake a minimum of 60 Level 2 pilotage trips | | |

2. **Routine pilotage of vessels of any size for the port:**

| Experience Gained | Dates Between | Confirmed By |
|--|---------------|--------------|
| Undertake a minimum of 250 pilotage movements of any type, within the Brisbane pilotage area | | |

3. **Applicants must have completed appropriate training in:**

| Training and Courses Attended | Date | Confirmed By |
|---|------|--------------|
| Marine Pilots Training Course as outlined in Section 4.4.5 of the MSQ Procedure – Licensing and Training of Marine Pilots in Queensland | | |

4. **Applicants must have completed the following practical training:**

| Experience Gained | Date | Confirmed By |
|---|------|--------------|
| Observe a trip on a tanker greater than 230m LOA, 35m Beam and 12.0m Draft, involving a swing off the berth | | |
| Observe an arrival on a Post Pannamax vessel, draft 12.0m | | |
| Observe a departure on a Post Pannamax vessel, draft 12.0m, involving a swing off the berth | | |
| Observe a trip on a vessel greater than 230m LOA | | |
| Observe a trip on a vessel greater than 230m LOA | | |
| Observe a trip on a vessel greater than 230m LOA, involving a swing off the berth | | |

Temporary Authority

5. Upon completion of the specified number of Level 2 pilotage trips, observation trips and other training, the applicant shall be issued with a Temporary Authority and required to undertake at least 1 arrival and 1 departure trip on vessels greater than 230m LOA and 35m Beam, under the instruction of a mentoring pilot. At least 1 of these trips must be undertaken on a vessel with a 12.0m Draft:

| Supervised Pilotage | Date | Confirmed By |
|--|------|--------------|
| Arrival on vessel greater than 230m LOA and 35m Beam (12.0m Draft Yes/No) | | |
| Departure on vessel greater than 230m LOA and 35m Beam (12.0m Draft Yes/No) | | |

PRINCIPAL TESTING CRITERIA

6. The applicant will be required to execute an arrival, departure and night pilotage trip on at least 3 vessels greater than 230m LOA, 35m Beam and 12.0m Draft, at least one of which must be a tanker, under the observation of a Check Pilot:

| Vessel | LOA | Date | Confirmed By |
|------------|-----|------|--------------|
| Arrival | | | |
| Departure | | | |
| Night Trip | | | |

7. Upon successful completion of check pilotage trips, the applicant will be issued with a Level 1B Pilotage Area Endorsement, for the pilotage area of Brisbane or part of the pilotage area of Brisbane.

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**

Pilot Level 1A: **Above Pelican Banks – Vessels up to 200m LOA and over 9.0m Draft**

Below Pelican Banks – Unrestricted (Same as Level 1B)

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR A LEVEL 1A PILOTAGE AREA ENDORSEMENT**

1. **Routine pilotage of vessels of any size, for the Brisbane pilotage area:**

| Experience Gained | Date | Confirmed By |
|---------------------------------|------|--------------|
| Attained Pilot Licence Level 1B | | |

2. **Applicants must have completed the following practical training:**

| Experience Gained | Date | Confirmed By |
|--|------|--------------|
| Observe on a vessel greater than 185m LOA, above Pelican Banks, swinging off the berth | | |
| Observe on a vessel greater than 185m LOA, above Pelican Banks | | |

3. **Upon completion of the specified number of observation trips and other training, the applicant shall be issued with a Temporary Authority and required to undertake at least 1 arrival or departure trip on a vessel over 185m LOA, under the instruction of a mentoring pilot:**

| Supervised Pilotage | Date | Confirmed By |
|--|------|--------------|
| Arrival or Departure between 185m and 200m LOA and up to 9.0m Draft, above Pelican Banks, involving a swing in the river | | |

PRINCIPAL TESTING CRITERIA

4. The applicant will be required to execute an arrival or departure on a vessel between 185m and 200m LOA and up to 9.0m Draft, involving a swing in the river, under the observation of a Check Pilot:

| Vessel | LOA | Date | Confirmed By |
|--|-----|------|--------------|
| Arrival or Departure on a vessel between 185m and 200m LOA and up to 9.0m Draft, above Pelican Banks, involving a swing in the river | | | |

5. Upon successful completion of check pilotage trips, the applicant will be issued with a Level 1A Pilotage Area Endorsement, for the pilotage area of Brisbane or part of the pilotage area of Brisbane.

Released under RTI/DITM

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**
 Pilot Level 1U: **Above Pelican Banks – Unrestricted**
Below Pelican Banks – Unrestricted (Same as Level 1B)

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR A LEVEL 1U PILOTAGE AREA ENDORSEMENT**

1. Routine pilotage of vessels of any size for the Brisbane pilotage area:

| Experience Gained | Date | Confirmed By |
|---|------|--------------|
| Attained Pilot Licence Level 1A | | |
| Attained Endorsement for Deep Draft Vessels over 9.0m Draft, above Pelican Banks | | |
| Attained Endorsement for vessels up to 200m LOA and 9.0m Draft, above Pelican Banks | | |

2. Applicants must have completed the following practical training:

| Experience Gained | Date | Confirmed By |
|--|------|--------------|
| Observe on a vessel greater than 200m LOA, above Pelican Banks, involving a swing in the river | | |
| Observe on a vessel greater than 200m LOA, above Pelican Banks | | |

3. Upon completion of the specified number of observation trips and other training, the applicant shall be issued with a Temporary Authority and required to undertake at least 1 arrival or departure trip, at night, on a vessel greater than 200m LOA, under the instruction of a mentoring pilot:

| Supervised Pilotage | Date | Confirmed By |
|--|------|--------------|
| Arrival or Departure, at night, on a vessel greater than 200m LOA, above Pelican Banks, involving a swing in the river | | |

PRINCIPAL TESTING CRITERIA

4. The applicant will be required to execute an arrival or departure on a vessel greater than 200m LOA and up to 9.0m Draft, involving a swing in the river, under the observation of a Check Pilot:

| Vessel | LOA | Date | Checked By |
|---|-----|------|------------|
| Arrival or Departure on a vessel greater than 200m LOA, above Pelican Banks, involving a swing in the river | | | |

5. Upon successful completion of a check pilotage trip, the applicant will be issued with an "Unrestricted" Pilotage Area Endorsement, for the pilotage area of Brisbane or part of the pilotage area of Brisbane.

Released under RTI/DPM

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**
Endorsement: **Ship to Ship Transfer**

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR A SHIP TO SHIP TRANSFER ENDORSEMENT**

1. Routine pilotage of vessels of any size for the Brisbane pilotage area:

| Experience Gained | Dates Between | Confirmed By |
|---|------------------|-----------------|
| Undertake a minimum of 250 pilotage movements | | |

2. Applicants must have completed the following practical training:

| Experience Gained | Date | Confirmed By |
|--|------|-----------------|
| Observe 1 arrival for Ship to Ship Transfer Operations | | |
| Observe 1 departure for Ship to Ship Transfer Operations | | |

3. Upon completion of the specified number of observation trips and other training, the applicant shall be issued with a Temporary Authority and required to undertake at least 1 arrival 1 departure, one of which must be at night, under the observation of a Check Pilot:

| Vessel | LOA | Date | Confirmed By |
|----------------------------|-----|------|-----------------|
| Berthing – Night (YES/NO) | | | |
| Departure – Night (YES/NO) | | | |

RECORD OF QUALIFICATIONS AND TRAINING
FOR QUEENSLAND PORT PILOTS

Pilotage Area: **Brisbane**
Endorsement: **Check Pilot**

**PRINCIPAL TRAINING REQUIRED PRIOR TO BEING ELIGIBLE
FOR A CHECK PILOT LICENCE**

1. Routine pilotage of vessels of any size for the Brisbane pilotage area:

| Experience Gained | Dates Between | Confirmed By |
|---|---------------|--------------|
| Undertake a minimum of 300 pilotage movements | | |
| Must be endorsed for ship to ship transfer manoeuvring/berthing to conduct check pilot for same | | |

2. Applicants must have completed appropriate training in:

| Training and Courses Attended | Date | Confirmed By |
|---|------|--------------|
| As a minimum, the assessment component of an Assessment and Workplace Training Course (Refer MSQ Procedure - Licensing and Training of Marine Pilots in Queensland - Section 2.5.1.2) | | |

3. The applicant will be required to perform the role of a Check Pilot on 1 arrival and 1 departure trip under the observation of:

- the Regional Harbour Master (Brisbane); or
- a suitably licenced and experienced Pilot acceptable to the Regional Harbour Master (Brisbane).

| Vessel | LOA | Date | Confirmed By |
|-----------|-----|------|--------------|
| Arrival | | | |
| Departure | | | |

SUMMARY OF PILOT TRAINING PROGRESSION

- Above Pelican Banks: Up to 160m LOA and 8.5m draft
- Below Pelican Banks: Up to 185m LOA and 10.0m draft
- Unrestricted Tug & Tow Operations

Level 4



- In addition to above;
- Above Pelican Banks: Up to 185m LOA and 9.0m draft
- Below Pelican Banks: Up to 200m LOA and 11.0m draft

Level 3



- In addition to above;
- Above Pelican Banks: Up to 185m LOA and 9.0m draft
- Below Pelican Banks: Up to 230m LOA and 12.0m draft

Level 2B



- In addition to above;
- Above Pelican Banks: Up to 185m LOA and over 9.0m draft
- Below Pelican Banks: Up to 230m LOA and 12.0m draft

Level 2A

Ship to Ship Tfr



- In addition to above;
- Above Pelican Banks: Up to 185m LOA and over 9.0m draft
- Below Pelican Banks: Unrestricted

Level 1B



- In addition to above;
- Above Pelican Banks: Up to 200m LOA and over 9.0m draft
- Below Pelican Banks: Unrestricted

Level 1A



- In addition to above;
- Above Pelican Banks: Unrestricted
- Below Pelican Banks: Unrestricted

Level 1 Unrestricted

Check Pilot



Released under DTMR

Licensing and Training of Marine Pilots in Queensland

Background

The *Transport Operations (Marine Safety) Act 1994* (TOMSA) (s.99) provides that it is an offence for a person to navigate a ship in a 'Compulsory Pilotage Area' unless the ship is under the conduct of a pilot. The pilot must be appropriately licensed. The *Maritime Safety Queensland Act 2002* (s.8) provides that a function of Maritime Safety Queensland (MSQ) includes the licensing of pilots in the form of a Pilot Licence and Pilotage Area Endorsements.

Irrespective of whether a person is the holder of a current Pilot Licence and Pilotage Area Endorsement, a pilot must not have the conduct of a ship as its pilot in a Compulsory Pilotage Area unless the pilot -

- (a) is an employee of the responsible pilotage entity for the Compulsory Pilotage Area; or
- (b) is acting in the supply of pilotage services the subject of a written agreement between -
 - (i) the responsible pilotage entity for the Compulsory Pilotage Area; and
 - (ii) the pilot or another entity.

Despite the above, a pilot may have the conduct of a ship as its pilot in a Compulsory Pilotage Area if another pilot (the Mentoring Pilot) is training the pilot, or assessing the pilot's competence, and the Mentoring Pilot -

- (a) is an employee of the responsible pilotage entity for the Compulsory Pilotage Area; or
- (b) is acting in the supply of pilotage services the subject of a written agreement between -
 - (i) the responsible pilotage entity for the Compulsory Pilotage Area; and
 - (ii) the Mentoring Pilot or another entity.

The General Manager, MSQ, may issue a licence to a person to have the conduct of a ship as its pilot under TOMSR (s.71). The General Manager, MSQ, has delegated the power to issue Pilot Licences to the Executive Director (Maritime Operations), Regional Harbour Masters and Assistant Regional Harbour Masters. The elements of this approvals regime include:

- licensing of pilots;
- granting Pilotage Area Endorsements, provided the eligibility requirements pertaining to individual ports outlined in the [Record of Qualifications and Training for Queensland Port Pilots](#) have been met.

The General Manager, MSQ may also grant a Temporary Authority to a person to have the conduct of a ship as its pilot under TOMSR (s.71). Temporary Authorities may be issued under TOMSR (s.104). The General Manager has delegated the power to issue a Temporary Authority to the Executive Director (Maritime Operations), Regional Harbour Masters and Assistant Regional Harbour Masters. This process is used for training purposes or until a formal licence or endorsement is issued.

The Executive Director (Maritime Operations) is responsible for the processing Pilot Licences and endorsing Pilotage Area Endorsements on the recommendation of the RHM. Maritime Operations maintains records of all Pilot Licences issued by MSQ.

The training and examination roles include mentoring pilots and Check Pilots. So as not to cause any confusion between the roles of a mentoring pilot and a Check Pilot, a mentoring pilot is responsible for training new and progressing pilots while a Check Pilot is responsible for reporting on the skills and expertise of new and existing pilots for the purpose of licensing.

A Pilot Licence is valid for a maximum of five (5) years, subject to the pilot holding a valid Medical/Eyesight certificate at all times.

A Pilotage Area Endorsement is valid for two (2) years and is dependent on the Pilot Licence remaining valid at all times.

A Temporary Authority may be valid for no more than six (6) months.

Purpose

This procedure details the prerequisites and training requirements together with tasks, their sequence, and persons responsible that will lead to the training, licensing and endorsement of marine pilots for the delivery of pilotage services in Queensland waters.

Scope

This procedure supports [MSQ Policy – Training and Licensing of Marine Pilots and Exempt Masters](#).

This procedure is aligned with the current MSQ key objectives by providing for the safety of vessel movements and the protection of the marine environment through the prevention of ship-sourced pollution.

This procedure applies to all organisational units of MSQ, their employees; and any pilotage entities, contractors, consultants or agents engaged who are involved in the processes of training and licensing marine pilots for Queensland ports.

Note: This procedure does not apply to training and assessment processes for specialist mariners (restricted pilots) seeking to obtain a pilotage exemption for construction activities that are subject to a harbour master's direction that establishes a separate training and licensing regime to undertake the specialist pilotage operations.

Responsibilities

| Area | Representative | Responsibility |
|----------------------------|--|---|
| Maritime Safety Queensland | General Manager | Administering Agency with Authority to issue Pilot Licences and Pilotage Area Endorsements |
| Maritime Operations | Executive Director | Developing and maintaining policies, standards, procedures and guidelines. Pilotage regulator. |
| MSQ Regions | Regional Harbour Masters Assistant Regional Harbour Masters | Delegates of the General Manager, MSQ for approval of applications for Pilot Licences and Pilotage Area Endorsements Examiners of applicants for Pilot Licences and Pilotage Area Endorsements |
| Compliance Unit | Business Support Officer | Production of Pilot Licences and Pilotage Area Endorsements. |

Definitions

| Term, abbreviation and acronyms | Meaning |
|---------------------------------|---|
| Administering Agency | The General Manager, MSQ is the 'administering agency' for approvals under TOMSA |
| Approval | An approval includes: <ul style="list-style-type: none"> • licensing of a person as a master, crew member or pilot ((TOMSA (Schedule)) • permitting a person to operate a ship as its master or pilot; • accreditation of an entity to licence a person as a master, crew member or pilot. |
| Authority | An authority includes an 'approval' |
| Check Pilot | For the purposes of this procedure, a person who is licensed under a regulation as a pilot and who is authorised to assess an applicant's competence to be issued a new or renewed Licence or Pilotage Area Endorsement. |
| Compulsory Pilotage Area | An area of Queensland waters declared to be a Pilotage Area (TOMSA (s.71) & TOMSR (Sch 3)). |
| Conducting Pilot | A pilot who has the conduct of a ship as its pilot (TOMSR s.72), that is a person who is licensed to have the conduct of a ship in a Pilotage Area after meeting requirements of TOMSR (s.72(a)&(b)). |
| Licence | A Queensland Government Marine Qualification issued in accordance with the provisions of TOMSR. |
| Licensing Authority | Maritime Safety Queensland |

| | |
|---------------------------|--|
| Marine Incident | <p>An incident resulting in:</p> <ul style="list-style-type: none"> • the loss of a person from a ship; or • the death of, or grievous bodily harm to, a person caused by a ship's operation; or • the loss or presumed loss or abandonment of a ship; or • a collision with a ship; or • the stranding of a ship; or • material damage to a ship; or • material damage caused by a ship's operation; or • danger to a person caused by a ship's operation; or • danger of serious damage to a ship; or • danger of serious damage to a structure caused by a ship's operations. |
| Marine Pilot | A pilot licensed under TOMSR as a pilot and who, when on board a ship, has the conduct of the ship even though the person does not belong to the ship |
| Master | The person having command or charge of the ship (TOMSA, s.7) (NB: A pilot having the conduct of a ship, but not belonging to the ship, is not the master of the ship) |
| Mentoring Pilot | For the purposes of this procedure, a person who is licensed under a regulation as a pilot and who is on board a ship to train an applicant for a new or renewed Licence or Pilotage Area Endorsement |
| Observer | An applicant for a Licence or Pilotage Area Endorsement who is observing the conduct of a pilotage movement by a licensed pilot on the navigation bridge of a vessel |
| Parent Certificate | For the purposes of this procedure, a licence to operate a ship as its master, of a class appropriate for the ship the person would have the conduct of as a marine pilot in a Pilotage Area (TOMSR (s.72)). |
| Pilotage Area Endorsement | An authority, issued in conjunction with a Licence, which endorses the holder to exercise his authority as an marine pilot within a particular Compulsory Pilotage Area or a part of a Compulsory Pilotage Area |
| Pilot Assessment Report | A report completed by a Check Pilot making recommendation on the suitability of an applicant to be issued with a Licence or Pilotage Area Endorsement |
| Pilotage Entity | The entity responsible for the provision of pilotage services in a particular Compulsory Pilotage Area. |

| | |
|--|---|
| Pilotage Trip | One inward or one outward passage on the navigating bridge of the class of ship for which the Licence or Pilotage Area Endorsement is sought, which is under the conduct of a licensed pilot for that class of ship |
| Port Procedures and Information for Shipping Manuals | A series of manuals produced and updated by Maritime Safety Queensland which outlines whole-of-port operating procedures for specific ports |
| Prescribed Fee | The fee prescribed by regulation, as being the fee payable for the issue, renewal or amendment of a Licence (see TOMSR (Sch 6, Part 1, Div 3)). |
| Responsible pilotage entity | As stated in Schedule 3 of the TOMSR |
| Temporary Authority | An authority granted by the General Manager, MSQ for the licensing of a person as a pilot of a commercial or a fishing ship for a term not exceeding 6 months which empowers a person to perform the role of marine pilot while under the supervision of a <i>mentoring pilot</i> , during assessment by a <i>Check Pilot</i> , and pending the issue of a new or renewed Pilot Licence or Pilotage Area Endorsement by Maritime Projects and Compliance. |
| TOMSA | <i>Transport Operations (Marine Safety) Act 1994</i> |
| TOMSR | <i>Transport Operations (Marine Safety) Regulation 2016</i> |

Procedure

Application for Pilot Licence and Pilot Area Endorsement

An applicant for a Pilot Licence and/or Pilot Area Endorsement shall complete the [Application for Marine Pilotage Qualification form \(F1974\)](#) and lodge it with the relevant RHM.

The regional office counter staff shall examine the documentation presented by the applicant to ensure that all required documentation is present and the application is signed and witnessed before the application is accepted. A checklist is provided as part of the application form for this purpose. The application must include:

- a valid certificate of medical fitness. On request, the applicant must provide the medical practitioner with details of their previous medical history.
- a valid eyesight test.

If the application is deficient in any way, the applicant must be contacted immediately to seek rectification of any discrepancy.

If all of the required documentation is present, the staff shall accept the application with the prescribed fee as outlined in TOMSR (Schedule 6, Part 1, Div 3), issue a receipt, commence a DMS file, and refer the file to the RHM for consideration.

TOMSR (s.103) provides that the administering agency must decide each application for an authority within 30 days after the application is made. However, if within the 30 days the administering agency has told an applicant that the application is not supported by enough information to enable the administering agency to decide the application, the administering agency must decide the application within 30 days after the further information is given to the administering agency.

Assessment of application for new and existing applicants

The RHM will make an assessment about the issue of a Pilot Licence and/or Pilotage Area Endorsement or the granting of a Temporary Authority for training purposes recognising the above and having regard to the following criteria:

- a valid Parent Certificate meaning a licence to operate a ship as its master of a class appropriate for the ships that the person would have the conduct of as pilotage in the Pilotage Area. This may include a licence or authority from another jurisdiction; or
- skills and experience that in the opinion of the General Manager, MSQ or his/her delegate are equivalent to the skills and experience of a person holding a valid Parent Certificate; and
- appropriate ship handling ability to have the conduct of the class of ship as a pilot, for which the Pilot Licence or Pilotage Area Endorsement is sought; and
- a detailed knowledge of the Compulsory Pilotage Area or that part of the Compulsory Pilotage Area for which the Pilot Licence or Pilotage Area Endorsement is being sought.
- an applicant must be fluent in written and spoken English.

Temporary Authority – Training Purposes

The General Manager, MSQ or his/her delegate may issue a Temporary Authority to an applicant, despite the applicant not holding the prerequisite skills, experience and knowledge detailed in this procedure. The granting of a Temporary Authority in these cases is solely for the purposes of allowing the applicant to gain the skills, experience and knowledge, through the formal training and assessment processes detailed in this Procedure.

Recognition of Prior Experience for Existing Pilot Licence Holders in relation to different Pilotage Area Endorsements

The holder of a Pilot Licence and Pilotage Area Endorsement for a Queensland port may have such prior experience taken into consideration by the RHM when determining an appropriate starting level of area endorsement for that pilot in a different Compulsory Pilotage Area. The following Queensland port grouping has been established to assist RHMs in determining other relevant experience:

| Group A | Group B | Group C | Group D | Group E |
|-----------|------------|--------------------------------|-------------|----------------------------|
| Brisbane | Mackay | Port Kennedy (Thursday Island) | Abbot Point | Cape Flattery |
| Gladstone | Townsville | Karumba | Lucinda | Boyd Port (known as Amrun) |
| Weipa | Mourilyan | Rockhampton (Port Alma) | Hay Point | |
| | Cairns | Southport | | |
| | Bundaberg | | | |

- Experience gained in a Group A port can be considered relevant experience in another Group A, B or C port.
- Experience gained in a Group B port can be considered relevant experience in another Group B or C port.

- Experience gained in a Group C port can be considered relevant experience for another Group C port.
- Experience gained in a Group D or E port can be considered relevant experience for another Group D port.
- Due to the individual nature of Cape Flattery and Boyd Port, no prior experience will be considered.

For the purposes of determining an appropriate starting level, a RHM may accept up to half of the prerequisite pilotage trips for the Pilotage Area as being obtained in another applicable port. When determining an appropriate starting level, the RHM will also take into account the size of vessels previously piloted and the extent of experience on larger sized vessels. Notwithstanding the above, the RHM may exercise discretion when considering an appropriate starting level and the recognition of other relevant pilotage experience for an applicant who is a licensed pilot in a port other than a Queensland port.

Training for new pilots/endorsements

Observer/Theoretical training

Before being eligible to receive a licence as a pilot, a person must satisfy the experience and training requirements set out in the [Record of Qualifications and Training for Queensland Port Pilots](#) for the Pilotage Area for which the Pilot Licence is being sought. (Refer to the MSQ Standard - Records of Qualifications and Training for Queensland Port Pilots and then select the qualifications for the appropriate port.)

Persons applying for a Pilot Licence shall be required to complete, within a six (6) month period, such number of trips as an observer as is stipulated in the Record of Qualifications and Training for the relevant port. The RHM may extend this period if an applicant is able to prove that it was not possible to undertake the required observation trips due to a lack of vessel movements or another valid reason.

Applicant to receive theoretical training

During the period as observer, an applicant must receive training from a licensed pilot for the particular Pilotage Area, which includes, but is not limited to:

- local regulations and other statutory requirements;
- local shipping operations;
- passage planning within a Pilotage Area;
- the limits of the port and all other hazards and relevant physical characteristics of the port and Pilotage Area, including:
 - names of channels, berths, shoals, headlands and points in the area
 - minimum depths in channels and alongside berths;
 - all navigational marks, leads and lights with their descriptions;
 - tidal streams and currents;
 - reporting points;
 - position of submarine cables and pipelines;
 - prohibited areas for anchoring, restricted areas, shoals and other dangers;
 - use of current technology and bridge equipment;
 - practical and theoretical training in ship handling;
 - local and general marine safety including:
 - international, national and local legislation concerning navigational safety and pollution prevention;
 - courses and distances between main navigation marks;
 - characteristics of lights, fog signals and radar beacons;
 - ship traffic management systems used in Queensland ports;
 - radio navigational warnings;
 - weather stations;
 - use of tugs, their propulsion and manoeuvring characteristics and their limitations;
 - characteristics of the various types of vessels likely to be piloted including advantages and limitations imposed by various propulsion and steering systems;
 - factors affecting the safe handling of vessels including squat, interaction water depth;
 - under keel clearance systems;

- under keel clearance limits;
- general set, rise and duration of tides including factors affecting the predictions of tidal heights;
- areas of recreational boating.

Pilotage Area Endorsements: Night Training

For an applicant to be eligible for a Pilotage Area Endorsement for night navigation, the applicant must have observed the prescribed minimum number of trips at night, the entire duration of which must have taken place between the hours of sunset and sunrise. The number of trips required to be conducted at night is contained in the [Record of Qualifications and Training Queensland Port Pilots](#) for the specific port.

Training on Tugs

In ports where tugs operate, an applicant must have completed a specified minimum number of trips as observer on the navigation bridge of each of the different types of tugs operating within the port. The minimum number of trips required as an observer on the navigation bridge of tugs is contained in the Record of Qualification and Training for Queensland Port Pilots for the specific port.

Maintaining Training Records

An applicant must maintain a record of their observation trips and have this record endorsed by a licensed pilot on their Record of Qualifications and Training.

Mentor Training

On having completed the minimum number of observation trips and having been issued with a Temporary Authority, the applicant will be required to conduct a number of pilotage trips under the instruction of a mentoring pilot, for the purposes of training. A mentoring pilot shall be a licensed pilot for the class of ship and at least the level of Pilotage Area Endorsement being sought by the applicant.

While conducting training, the mentoring pilot is the responsible pilot.

Validity of licences and endorsements: training requirements

Prerequisite Training

Before being granted a Pilot Licence or Pilotage Area Endorsement, the applicant must have:

- been instructed in operational procedures of the port for which the Pilot Licence or Pilotage Area Endorsement is sought; and
- completed other training appropriate to the port, vessels or conditions, which may include, but is not limited to:
 - Bridge Resource Management;
 - Ship Handling Simulation;
 - ; ECDIS
 - VTS procedures;
 - Manned Modelling;
 - Emergency Training.

Note: Despite a relaxation in the Commonwealth training requirements for a Master Class 1 Certificate, MSQ requires the training requirements stated in this document to be satisfied by all persons wishing to hold a Queensland Marine Pilot qualification.

Continuing Service Training and Reassessment

Every pilot, shall at intervals not exceeding two (2) years, conduct one trip with a Check Pilot who will assess the ongoing competence of the pilot. Such checks should, where possible, be completed for each group of ports for which the pilot is licensed. However, at the discretion of the RHM, for pilots who are licensed for more than one port in a region, a check pilotage for one port in group A, B or D may be an acceptable check pilotage for other/all ports for which the pilot is licensed in the region. A Pilot Assessment Report endorsed

by a Check Pilot must be provided to the MSQ when the pilot is applying for a Pilot Licence and/or Pilotage Area Endorsement renewal.

Bridge Resource Management (BRM)

A pilot must hold a valid Bridge Resource Management Certificate before progressing to a Level 3 Pilotage Area Endorsement.

ECDIS

A pilot must hold a valid ECDIS Certificate to be issued an initial Pilot Licence..

Pilot Training Program (CPD)

Upon employment as a Queensland port pilot, a pilot shall commence participation in the MSQ Continual Professional Development (CPD) Program. Pilots will have 3 years from the commencement of participation in the CPD program to attain the necessary CPD points for licence renewal, including the relevant MSQ mandatory items. Refer to the Continuing Professional Development Manual attached.

Compliance with training requirements (CPD)

A pilot must be able to demonstrate compliance with ongoing training requirements. This compliance shall be demonstrated through the issue of a Continuing Professional Development (CPD) Certificate from the AMPI database, for those pilots formally participating in the MSQ CPD program. Those pilots not utilising the AMPI database to record their CPD progress will have to provide the RHM with evidence of the successful completion of appropriate training courses, including the relevant MSQ mandatory items, as stated in the AMPI CPD Guidelines.

Requirements do not restrict employer

These ongoing training requirements are the minimum required. The requirements outlined in this Procedure do not limit an employer's right to require the pilot to undertake additional training considered beneficial to the pilot or the pilotage supplier. It is expected that any additional training will be incorporated into the MSQ CPD program through the CPD Opportunity for Improvement (OFI) process.

Validity of training

MSQ may recognise courses or elements of courses undertaken up to five years previous, as being valid for the purposes of Pilot Licence/Pilotage Area Endorsement issue, renewal or progression.

Testing

Who can be a Check Pilot?

A check pilot is the holder of an unrestricted area endorsement for the relevant port, who has been authorised by MSQ as a Check Pilot.

Role of the Check Pilot

The role of the Check Pilot is to assess the skills and expertise of an applicant for a Pilot Licence or Pilotage Area Endorsement (either initial issue, level progression, or renewal).

Compulsory training for Check Pilots

A Check Pilot must have completed one of the below courses:

1. Marine Check Pilot Course from an MSQ approved maritime facility.
or
2. As a minimum, the assessment component of an Enterprise Trainer and Assessor Skill Set Course (TAESS00015).

It is at the discretion of the Responsible Service Provider as to which course the Check Pilot completes.

A copy of the certificate/statement of attainment from the relevant course must be provided with the check pilot qualification application.

Completion of Pilot Assessment Reports

At the completion of a check pilotage, the Check Pilot must complete a Pilot Assessment Report outlining whether the applicant or Licence holder satisfactorily conducted a pilotage movement for the port. A copy of the completed Pilot Assessment Report must be submitted to the relevant RHM.

Check Pilots subject to audit

The operations of Check Pilots shall be subject to audit from time to time by the RHM for the port or his/her delegate.

Examination Process

The examination of an applicant for a Pilot Licence shall consist of practical, written and medical examinations, as well as any further questioning deemed necessary to ascertain the applicant's level of knowledge.

Practical Examinations

Practical examinations must be conducted by a Check Pilot. A practical examination shall consist of the number of check trips specified in the [Record of Qualifications and Training for Queensland Port Pilots](#) for the relevant port. During check trips, the applicant shall be required to undertake the pilotage of a vessel under the observation of a Check Pilot.

If a Pilot Licence is to be endorsed for pilotage during the hours of darkness, at least one check trip shall be made entirely during the hours between sunset and sunrise.

Written / Oral Examinations

Written/oral examinations shall be conducted by the RHM or his/her delegate. Written/oral examinations shall test the applicant's knowledge of:

- all lights, buoys, headlands, channels, sounding, shoals, tides, currents and other marks, features and phenomena connected with or incidental to the navigation of that particular port;
- operational procedures including Bridge Resource Management, Passage Planning and VTS;
- relevant legislation, current codes, guidelines and procedures applicable to the Pilotage Area including the role of the RHM and applicable codes of conduct;
- the correct procedures for radio communications
- the availability and proper use of towage facilities, particularly for tankers and deep draft vessels;
- environmental and pollution reporting requirements for the port; and
- contingency planning, risk management and other pilotage techniques.

Licensing and endorsement

Licensing and endorsement comprises two (2) parts, namely:

- the Pilot Licence - valid for a maximum of five (5) years;
- a Pilotage Area Endorsement - valid for two (2) years and subject to a minimum number of pilotage trips having been conducted, as well as other training and assessment conditions described in the [Record of Qualification and Training for Queensland Port Pilots](#) for the relevant port(s).

MSQ may extend the limits of a Pilotage Area Endorsement in accordance with the requirements for area endorsement level progression as outlined in the [Record of Qualifications and Training for Queensland Port Pilots](#) for that specific port.

Pilot Area Endorsements may restrict the length, beam and draft of vessels able to be piloted depending on the applicant having attained the relevant experience and training outlined in the [Record of Qualifications and Training](#) for that specific port.

Pilotage Area Endorsement levels in each port start at Level 4 and may restrict the holder to piloting vessels of up to a certain size; using particular berths; or a portion of a Pilotage Area, depending on areas of the Pilotage Area observed during qualifying trips.

Number of Pilotage Area Endorsement Levels

The number of Pilotage Area Endorsement levels and trip requirements will vary from port to port depending on the nature of the port, including navigational difficulty, weather and tidal conditions, vessel type and number of traffic movements. Unrestricted pilot status can be achieved in every port, irrespective of the number of Pilot Area Endorsement levels.

Temporary Authority - Licensing

Upon successful completion of the required observation trips, written and oral examinations, receipt of satisfactory medical and eyesight certificates, and payment of the prescribed fee, MSQ may grant a Temporary Authority to an applicant for a Pilot Licence to allow the applicant to act as a pilot in a Compulsory Pilotage Area, pending the issue of the formal Pilot Licence or Pilotage Area Endorsement. A copy of the Temporary Authority is to be kept on the regional file and a copy is to be forwarded to Maritime Operations with the application.

Initial Issue of Licence

Upon providing the RHM with a Pilot Assessment Report indicating satisfactory completion of the required check pilotage trips, the applicant may be issued with a Pilot Licence and a Pilotage Area Endorsement for the specific Pilotage Area. Normally, the initial Pilotage Area Endorsement would be issued at Level 4. However, based on the knowledge and experience of the applicant the RHM has the discretion to issue the initial Pilotage Area Endorsement at a higher level.

Pilotage Area Endorsement Level Progression

Upon receipt of a Pilotage Area Endorsement, an applicant may seek to progress to the next Pilotage Area Endorsement level by undertaking mentored pilotage trips in a Compulsory Pilotage Area, for vessels having an overall length not exceeding that contained in the [Record of Qualifications and Training for Queensland Port Pilots](#) for that level of Pilotage Area Endorsement.

To allow for the conduct of pilotage on vessels of up to the maximum size for the next area endorsement level, a Temporary Authority may be issued for training and checking purposes, while the applicant is under the instruction of a mentoring pilot or being assessed by a Check Pilot.

Renewal of Pilot Licences/Pilot Area Endorsements

Usage Conditions for Renewal

For a Pilotage Area Endorsement to remain valid and be renewed, the holder must conduct at least one arrival and one departure pilotage trip on a vessel for that Pilotage Area at least twice every twelve months.

Applicants for Pilotage Area Endorsement renewal must pass a local area knowledge test, set by the relevant Regional Harbour Master.

Application to be lodged within 28 days

An application for renewal must be lodged not less than 28 days prior to the expiry of the Pilot Licence or the Pilotage Area Endorsement. Applications should be lodged with the relevant Regional MSQ office. (Refer below)

Pilot Licence/Pilotage Area Endorsement Renewal Requirements

An applicant for a Pilot Licence or Pilotage Area Endorsement renewal is required to provide MSQ with:

- the original of the existing Pilot Licence or Pilotage Area Endorsement;
- a valid medical certificate;
- a valid eyesight test certificate;

- two (2) colour passport size photographs taken not more than 12 months from the date of the renewal application (initial/replacement issue only);
- a completed [Application for Marine Pilotage Qualification \(F1974\)](#);
- a completed Pilot Assessment Report issued by a Check Pilot (NB: The assessment must have been conducted within 90 days of the date of renewal of the Pilot Licence/Pilotage Area Endorsement); and
- payment of the prescribed fee.

Code of Conduct/Operating guidelines

Pilot to comply with rules and regulations

A Pilot Licence or Temporary Authority for any port shall be subject to the condition that the holder complies with any rules, regulations and directions for the time being in force with respect to pilots of that port.

Pilot to obey direction by a RHM

Every pilot shall promptly obey and execute all lawful directions issued by a RHM.

Pilotage entities to develop a code of conduct

Every pilotage entity shall develop a code of conduct or operating procedures for pilots employed by them. Such code of conduct or operating procedures must contain at least the following requirements:

- On boarding a vessel to undertake pilotage duties, the pilot must provide a written passage plan for the forthcoming pilotage which is to be discussed with and agreed to by the Master and, if possible, the navigating bridge team;
- A pilot must conduct himself/herself in the course of his/her duties so as to maintain an acceptable "master/pilot relationship" as per ICS "Bridge Procedures Guide" paragraph 2.2.2. This relationship must reflect the requirements specified in Section 326 (1) and (2) of the *Navigation Act 2012 (Cth)*;
- Every pilot shall use utmost care and diligence in piloting any vessel of which he or she has pilotage conduct;
- If on taking pilotage conduct of a vessel a pilot decides to decline to pilot such vessel because the vessel is by any means unsafe and/or likely to endanger any person or property, the pilot must, as soon as possible, report his or her actions and the cause to the RHM or his/her delegate; and
- A pilot must not attempt to undertake pilotage duties when, through illness or other circumstances, that pilot considers he/she may not be able to perform those duties in a fit and proper manner.

Reporting marine incidents to MSQ

In the event of any vessel, while in the conduct of a pilot, having been involved in a marine incident, the pilot aboard shall immediately furnish a verbal report to the RHM and within 48 hours, provide a fully detailed written report of the incident to MSQ through the closest Regional MSQ office. All Queensland port pilots are to co-operate with the MSQ Pilotage Incident Management Procedure.

Fatigue Management Regimes

Every pilotage entity shall implement a fatigue management regime that ensures that a pilot is properly rested and fit to perform their duties when required and the safety requirements of the TOMSA are not compromised due to pilot fatigue.

Licence Suspension, Cancellation and Appeals

MSQ may suspend or cancel a licence

If the holder of a Pilot Licence is found by MSQ to be in breach of any rules, regulations or lawful directions for the time being in force with respect to pilots of that port, MSQ may suspend or cancel a Pilot Licence.

Appeal and review of decisions

Any decision made by MSQ to suspend or cancel a Pilot Licence shall be subject to the provisions of the TOMSA in relation to the appeal and review of decisions.

Port Areas on a Regional Basis

| Ports with Compulsory Pilotage Areas | Responsible MSQ Officer |
|---|--|
| Southport | Area Manager (Gold Coast) 40 - 44 Seaworld Drive Main Beach Qld 4215 Ph: (07) 5539 7300 |
| Brisbane | Regional Harbour Master (Brisbane) Macarthur Avenue East Pinkenba Qld 4008 Ph: (07) 3860 3500 |
| Bundaberg Gladstone Port of Rockhampton (Port Alma) | Regional Harbour Master (Gladstone) Level 7 21 Yaroon Street Gladstone Qld 4680 Ph: (07) 4971 5200 |
| Hay Point Mackay | Regional Harbour Master (Mackay) Floor 2, 44 Nelson Street Mackay Qld 4740 Ph: (07) 4944 3700 |
| Lucinda Abbot Point Townsville | Regional Harbour Master (Townsville) 60 Ross Street Townsville Qld 4810 Ph: (07) 4726 3400 |
| Mourilyan Cairns Cape Flattery Port Kennedy (Thursday Island) Skardon River Weipa Boyd Port (known as Amrun) Karumba | Regional Harbour Master (Cairns) 64 - 66 Tingira Street Portsmith Qld 4870 Ph: (07) 4052 7400 |

Relevant documents and references

- *Navigation Act 2012 (Cth)*
http://www.infrastructure.gov.au/maritime/navigation_act/index.aspx
- *Maritime Safety Queensland Act 2002*
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/M/MaritSafA02.pdf>
- *Transport Operations (Marine Safety) Act 1994*
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSA94.pdf>
- *Transport Operations (Marine Safety) Regulation 2016*
<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/T/TranstOpMSR16.pdf>

- Code of Conduct for the Queensland Public Service
- <http://www.psc.qld.gov.au/library/document/catalogue/equity-ethics-grievance/qps-code-conduct.pdf>

MSQ Documents:

- MSQ Policy – Training and Licensing of Marine Pilots and Exempt Masters
- MSQ website: Guidelines on pilot and exempt master training
http://www.msq.qld.gov.au/~media/msqinternet/msqfiles/home/shipping/pilotage%20licences%20and%20exemptions/pdf_pilot_ex_master_train_guidelines.pdf
- MSQ Pilotage Code Of Conduct
- MSQ Procedure - Pilotage Incident Management
- Record of Qualifications and Training for Queensland Exempt Masters
- (Refer to the MSQ Documents Database/Pilotage Guidelines/Pilotage/Pilot Guideline Version 7.0 and then select the Qualifications for the appropriate port.)
- Record of Qualifications and Training for Queensland Port Pilots
- Pilot Assessment Report
- Temporary Authority: Form F1541 Temporary Authority

Departmental Version Control

| Version Number | Revision Date | Author | Summary of Changes | Approved by |
|----------------|---------------|------------------|--|-------------|
| 1.0 | 1/9/2016 | Brad Lanagan | New document based on TOMSR 2016 | Jim Huggett |
| 1.1 | 7/3/2017 | Brad Lanagan | Inclusion of reference to CPD | Jim Huggett |
| 1.2 | 23/6/2017 | Brad Lanagan | Slight amendments to CPD provisions | Jim Huggett |
| 1.3 | 21/8/2017 | Brad Lanagan | Slight amendments to CPD provisions | Jim Huggett |
| 1.4 | 4/9/2017 | Brad Lanagan | Inclusion of Boyd Port (Amrun) | Jim Huggett |
| 1.5 | 7/11/2018 | Brad Lanagan | Inclusion of Local Area Knowledge Test for PAE renewal | Jim Huggett |
| 1.6 | 31/01/2019 | Michael Armitage | Update Temporary Authority details | Jim Huggett |
| 1.7 | 11/10/2019 | Michael Sneesby | Inclusion of simulator check pilot course | Jim Huggett |