



## **NOTICE TO INDUSTRY**

**Notice Number:** NTI 07 / 2019

**Date issued:** October 25, 2019

**District:** All

### **Subject: Pilotage Certificate Policy**

#### **Details:**

The Vision of the Atlantic Pilotage Authority is to be a respected leader in marine pilotage safeguarding people, property and the environment. To achieve this, the Authority must demonstrate marine expertise in the field of marine navigation and safety, thereby maintaining an industry-leading safety record.

Effective November 1, 2019, the Pilotage Certificate Policy (see enclosed) will be implemented to include the following:

- Accepting applications for issuing and renewing pilotage certificates from Masters permanently assigned to a vessel.
- For the compulsory pilotage areas of Saint John, Halifax, Cape Breton, St. John's and Placentia Bay, the applicant shall make 4 one-way trips under the conduct of Pilot in the compulsory pilotage area being applied for, during the period from the date that the application is received by the Authority and prior to the date of examination.
- When a certificate holder has been absent for a period of 60-days or greater from a pilotage area for which he/she holds a pilotage certificate, the holder must take a Pilot for one trip in and one trip out of the area.
- It is the sole responsibility of the certificate holder to apply to the APA for a certificate renewal at least 60-days prior to the certificate expiry date. Failure to meet this requirement, will result in the holder having to apply for a new pilotage certificate and follow the application process.
- Upon application for renewal, the certificate holder will be required to take 2 one-way trips with a Pilot (one inward and one outward) before the certificate is renewed to ensure oversight on continued proficiency.

This Policy reflects the current practices of the APA in recent years but formalizes assessment trips and endeavours to help guide stakeholders and applicants through the process.

**Notice Number:** NTI 07 / 2019

**Date issued:** October 25, 2019

**District:** All



**Atlantic  
Pilotage  
Authority**

TD CENTRE, SUITE 1801  
1791 BARRINGTON STREET  
HALIFAX, NOVA SCOTIA  
B3J 3K9  
TEL: 902-426-2550  
FAX: 902-426-4004

**Administration  
de Pilotage  
de l'Atlantique**

CENTRE TD, PIÈCE 1801  
1791, RUE BARRINGTON  
HALIFAX, N.É.  
B3J 3K9  
[www.atlanticpilotage.com](http://www.atlanticpilotage.com)



We thank you for your cooperation in maintaining the highest standards of safety possible by ensuring compliance with this request.

If there are any questions or concerns with the contents of this notice, please contact the Operations Department of the APA at [operations@atlanticpilotage.com](mailto:operations@atlanticpilotage.com).

## 1. Purpose

This document sets forth the Atlantic Pilotage Authority's policy with respect to the issuance of pilotage certificates.

## 2. Scope

This policy applies to all compulsory pilotage areas within the jurisdictional waters of the Atlantic Pilotage Authority, all applicants seeking to be certified and current holders of pilotage certificates issued by the Atlantic Pilotage Authority.

## 3. Requirements for Issuing a Pilotage Certificate

This policy recognizes the long-standing professional approach to the certificate process in the Atlantic Region whereby applicants for APA pilotage certificates are Ship Masters of notable experience in command. The *Pilotage Act* subsections 20 (1) and 22 (1) set forth the conditions under which a Pilotage Authority may issue a pilotage certificate.

### *Licences and Certificates*

- 22 (1) Subject to subsection (2) and any regulations made pursuant to paragraph 20(1)(j), an Authority shall,
  - (a) on receipt of an application in writing for a licence or pilotage certificate, and
  - (b) on being satisfied that the applicant therefor is able to meet the qualifications prescribed by the Governor in Council pursuant to section 52 and by the Authority pursuant to subsection 20(1),

**issue a licence or pilotage certificate to the applicant, but no pilotage certificate shall be issued to an applicant therefor unless the Authority is satisfied that the applicant has a degree of skill and local knowledge of the waters of the compulsory pilotage area equivalent to that required of an applicant for a licence for that compulsory pilotage area.**

The APA only accepts applications for issuing and renewing pilotage certificates from permanently appointed Masters. This policy is in an effort to ensure compliance with the *Pilotage Act* prerequisite that only a person who has the required demonstrated skill and local knowledge equivalent to a licensed pilot will have the conduct of a vessel subject to pilotage while that vessel is in pilotage waters; and recognizes the shipping industry's safety management systems that require the Master, as the senior member of the Bridge Team, to be on the bridge while the vessel is underway in pilotage waters.

## 4. Application

When an application for a pilotage certificate is received by the Authority, the Chief Operating Officer will convene a Board of Examiners for the compulsory pilotage area requested on the

application. For the compulsory pilotage areas of Saint John, Halifax, Cape Breton, St. John's and Placentia Bay, the applicant shall make 4 one-way trips under the conduct of pilot in the compulsory pilotage area being applied for, during the period from the date that the application is received by the Authority and prior to the date of examination.

## 5. Dates of Examinations

The Atlantic Pilotage Authority maintains the right to manage on a port-by-port basis the frequency and the number of examinations for pilotage certificates that are held in a calendar year.

## 6. Issuance of Certificates and Obligations of Certificate Holders

Upon successful completion of the written and oral examinations, the Board of Examiners will present the candidate with a pilotage certificate. At this time the Board of Examiners will advise the certificate holder of the following terms and conditions:

- The certificate is only valid for the class of ship and gross registered tonnage endorsed on the certificate.
- A pilotage certificate permits its holder to perform pilotage duty only onboard the ship of which he or she is a regular member of the complement.
- The holder must provide notice to the Authority's Dispatch Centre for transits and moves within the compulsory pilotage area(s) that are endorsed on the pilotage certificate as per *APA Regulations* section 8. (See section 10 of this document).
- As part of a pilotage certificate renewal process the holder must comply with the experience requirements detailed in sections 14.4 and 14.5 or the training requirements set forth in section 24 of *APA Regulations*. (See section 9 of this document).
- The pilotage certificate may be endorsed with restrictions, (e.g.) a pilot will still be required to enter and exit dry-dock, and for dead ship moves.
- The holder must immediately report a shipping incident to the Authority as described in *APA Regulations* section 25 and follow the procedure stated in this section.

## 7. Change of Class Ship/Tonnage

When a certificate holder applies for an upgraded certificate to be endorsed for a greater gross registered tonnage and/or a change in the Class of Ship, the Board of Examiners for the compulsory pilotage area will determine the additional requirements to be met based on each individual requirement as pursuant to subsection 20 (1) (m) of the *Pilotage Act*.

## 8. Extended Absence from a Pilotage Area

When a certificate holder has been absent for a period of 60-days or greater from a pilotage area for which he/she holds a pilotage certificate, the holder must take a pilot for one trip in and one trip out of the area. This is to ensure that the holder is aware of any changes to the area during their absence.

---

In a compulsory pilotage area where the APA determines that the level of marine traffic is not high enough to permit the certificate holder to complete the one trip in and one trip out with a pilot within a reasonable time period, the APA will determine an acceptable method, on a port-by-port basis, to ensure the currency requirements of the certificate holder are met.

## 9. Renewal of Certificates

It is the sole responsibility of the certificate holder to apply to the APA for a certificate renewal at least 60-days prior to the certificate expiry date. Failure to meet this requirement, will result in the holder having to apply for a new pilotage certificate and follow the application process.

Subject to section 24 of *APA Regulations*, for the compulsory pilotage areas of Saint John, Halifax, Cape Breton, St. John's and Placentia Bay, a certificate holder, while having conduct as a Master of a ship, must complete at least 12 one-way trips every 2 years in the compulsory area for which he/she holds a pilotage certificate in order to apply for the renewal of the certificate.

At all other compulsory pilotage areas, subject to section 24 of *APA Regulations*, the holder of a pilotage certificate while having conduct as Master of a ship must complete at least 4 one-way trips every 2 years in the compulsory area for which he/she holds a pilotage certificate in order to apply for the renewal of the certificate.

Upon application for renewal, the certificate holder will be required to take 2 one-way trips with a pilot (one inward and one outward) before the certificate is renewed. This will allow the APA to fulfill its obligation under the *Pilotage Act* in respect of ensuring the currency of the certificate holder.

In a compulsory pilotage area where the APA determines that the level of marine traffic is not high enough to permit the certificate holder to complete the 2 one-way trips with a pilot within the reasonable time period, the APA will determine an acceptable method, on a port-by-port basis, to ensure the currency requirements of the certificate holder are met.

## 10. Required Information to Provide to APA Dispatch

The Authority will validate and track the use of a pilotage certificate through its dispatch system.

Where the ship has onboard the holder of a pilotage certificate, who is certificated for the compulsory pilotage area through which the ship is to sail, a notice required under section 6 or 7 of *APA Regulations* shall state

- the name of the holder of the pilotage certificate and the certificate number;
- the name, nationality, call sign, draught and gross registered tonnage of the ship;
- the immediate and ultimate destinations of the ship within the compulsory pilotage area.

## 11. Suspension or cancellation by the Authority

The Authority may suspend or cancel a pilotage certificate for contraventions of the *Act* that are set forth in subsection 27 (1) of the *Pilotage Act*.