



APA Guidelines for Cruise Ship Masters in Atlantic Canada Pilotage Waters

Compulsory Pilotage and Conduct of the Vessel

Pilotage is compulsory in many waters within Atlantic Canada and the authority responsible for providing this service is the Atlantic Pilotage Authority (APA).

In accordance with the *Pilotage Act*, the ship shall, at all times, be under the conduct of the Pilot while in compulsory pilotage waters. This requirement has been consistently adhered to in the cruise industry ever since cruise ships began operating in Atlantic Canada. During this period, Pilots and ship Masters have developed a strong and effective working relationship that has consistently ensured safe and efficient vessel transits.

While the Master retains command of the vessel, in accordance with Section 25(1) of the *Pilotage Act*, no person other than a Pilot may have conduct of the ship in a compulsory pilotage area. The Pilot may only be relieved of the conduct if the Master believes that the Pilot's actions are endangering the safety of the ship. If this occurs, the Master must submit a written report to the APA within three days (as per Section 26(2) of the *Pilotage Act*), specifying the reasons for having relieved a Pilot of the conduct of the vessel. Once received, the Authority will hold a hearing and investigate.

When a regular-trading cruise ship is arriving or departing at a berth without the use of tug assistance, the Master may assist the pilot in maneuver of the ship to or out of the berth only if prior mutual agreement to do so has been established between the Master and the Pilot during the BRM information exchange. The Pilot will, however, always retain conduct of the ship.

In order to comply with the *Pilotage Act*, the Master may not commence maneuvering the ship until an agreement has been made with the Pilot. The agreement shall be made on a case-by-case basis and is only valid for that specific berthing or departure maneuver.

The exact location for the exchange of maneuvering responsibilities between the Master and Pilot must be part of the agreement and always occur in proximity of the berth.

Use of Autopilot

Autopilots may not be used when vessels are in confined waters. Any deviation from this requirement requires prior approval of the Pilot.

Integrated Auto-tracking Systems

Integrated Auto-tracking systems may not be used while transiting any compulsory pilotage area in Atlantic Canada.



Safe Speed

It is essential that vessels be able to maneuver at any time, so please ensure that the Officer on watch has the authority to put the engines on standby, adjust speed, or to start the ship's whistle at the Pilot's request without waiting for the Master to come to the bridge.

Communications in English

In the interest of safety and to ensure that there is no misunderstanding between the Pilot and the navigation officers, all conversation on the bridge relating to the navigation of the vessel as well as communications between the navigation officers and the engine room must be in English.

The pilot shall conduct all ship-to-ship and ship-to-VTS communications.

Passage Planning

The Pilot will discuss the details of the ship's routing including the estimated transit times for all critical areas of the passage.

Bridge Resource Management

The APA Pilots are all trained in Bridge Resource Management and are required to utilize sound BRM procedures during the course of all passages.

Navigation Equipment

The Pilot requires the exclusive use of a radar, VHF radio, and binoculars, all of which should be in good working order. Please advise the Pilots of all equipment deficiencies and agree on the Pilot conning position prior to departure. Should any navigation equipment malfunction during the voyage, please instruct the officer of the watch to notify the Pilot immediately.

Adjusting Arrival Time to the Pilot Station

There may be instances when the Atlantic Pilotage Authority will ask that you adjust your ship's arrival time at a pilot boarding station. This does not occur often and is only in extenuating circumstances; therefore, we appreciate your co-operation and understanding.