

9 December 1998

## **TO ALL MEMBERS**

Dear Sirs

### **EXCHANGE OF INFORMATION BETWEEN MASTER AND PILOT**

The International Group of P&I Associations, in conjunction with Intertanko, BIMCO, the International Maritime Pilots Association, the International Chamber of Shipping, ISMA and others, has been involved in an inter-industry group under the aegis of the Maritime Safety Committee (MSC) of IMO which has been considering the exchange of information between Master and Pilot.

The purpose of the exchange is to ensure that both the boarding Pilot and the vessel's bridge team exchange basic information prior to the Pilot boarding the vessel. The International Chamber of Shipping Bridge Procedures Guide (3rd edition, part A section 2.6.2) suggests that information exchange be initiated by the ship approximately 24 hours before the Pilot's ETA to allow sufficient time for detailed planning to take place both on the ship and ashore.

Two Master/Pilot Exchange forms developed by the International Chamber of Shipping are attached herewith. The "Ship to Shore" form is designed to provide the Pilot with practical information about the vessel, its status and performance, and its pertinent equipment. The "Shore to Ship" form provides the ship with information about the intended pilotage passage. The forms are not intended to diminish the obligations of the Master and Pilot to exchange information following actual boarding by the Pilot.

These forms are intended only to provide a basis; the exact detail of the forms can vary from ship to ship, trade to trade, or indeed from port to port. It is nevertheless recommended to keep preliminary information exchange to a minimum, and limit the information to that which is strictly necessary to assist in planning the pilotage. If appropriate, the Shore to Ship Pilot/Master Exchange form can be supported by a graphical route plan.

In certain pilotage areas, the passage can last for several hours, in which time circumstances can alter significantly necessitating changes to the plan. The preferred way of working within any pilotage area can also vary between pilots.

Members are recommended to use the forms and to report to the Association any cases where Pilotage Authorities decline to co-operate.

Yours faithfully  
A BILBROUGH & CO LTD  
(MANAGERS)

# SHIP TO SHORE MASTER/PILOT EXCHANGE

## SHIP IDENTITY

Name  Call sign  Flag   
Ship's Agent  Year built  IMO No   
Cargo type  Ship type  Last port

## ADDITIONAL COMMUNICATION INFORMATION

Fax  Telex  Other

## PILOT BOARDING

Date/ETA  (UTC/LT) Freeboard   
Boarding station (if there is more than one)

## SHIP PARTICULARS

Draught fwd  Draught aft  Draught amidships  (salt water)  
Air draught  Length  Beam   
Displacement  Dwt  Gross  Net

## ANCHORS

Port anchor  Stbd anchor  (length of cable available)

## MANOEUVRING DETAILS AT CURRENT CONDITION

Full speed  Half speed   
Slow speed  Min steering speed   
Propeller direction of turn  left / right Controllable pitch  yes / no  
Number of propellers  Number of fwd thrusters  Number of aft thrusters

## MAIN ENGINE DETAILS

Type of engine  motor / turbine / other  
Max number of engine starts  Time from full ahead to full astern

## EQUIPMENT DEFECTS RELEVANT TO SAFE NAVIGATION

**OTHER IMPORTANT DETAILS** e.g. berthing restrictions, manoeuvring peculiarities

### SHORE TO SHIP PILOT/MASTER EXCHANGE

**SHIP REQUESTING PILOTAGE DETAILS**

Ship Name  Call sign

**ORIGINATING AUTHORITY**

Contact name  VHF channel

Other means of contact

**PILOT BOARDING INSTRUCTIONS**

Date/arrival time at pilot boarding station  (UTC/LT)

Position pilot will board

Embarkation side  port / starboard / TBA Approach course and speed

Requested boarding arrangement

**BERTH & TUG DETAILS**

Intended berth and berthing prospects

Side alongside  port / starboard Estimated transit time to berth

Tug rendezvous position  Number of tugs

Tug arrangement  Total bollard pull

**LOCAL WEATHER AND SEA CONDITIONS** at the pilot boarding station on arrival

Tidal information  (heights / times)

Expected currents

Forecast weather

**DETAILS OF THE PASSAGE PLAN** including abort points / emergency plans

**REGULATIONS** including VTS reporting, anchor / lookout attendance, max allowable draught

**OTHER IMPORTANT DETAILS** including navigation hazards, ship movements