PILOT TRANSFER OPERATIONS CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vessel: |  |  | Date: |  |
| Port: |  |  | Time: |  |
| Voyage No: |  |  |  |  |

| Procedure | | Tick ( √ ) or N/A |
| --- | --- | --- |
| 1. | Prepare Pilot Information Card for presentation to pilot. |  |
| 2. | Establish communications with Pilot Service and determine selected position for boarding, or if unable to do this obtain same from agent to decide on transfer position. |  |
| 3. | Establish method of embarking / disembarking and which side to make a good lee.  Ensure ship’s transfer equipment is in good condition and meets SOLAS regulations.  Pilot ladder steps, spreaders, manropes, checked for damage and excessive wear. |  |
| 4. | If the transfer operation is by helicopter, then perform actions as detailed in the Helicopter Drill (SM034) and complete the Helicopter Checklist (SM050). |  |
| 5. | If Accommodation ladder / pilot ladder combination is to be used, ensure to use Permit to Work for working over-side. Ensure all personnel working over side wear a working flotation vest, safety harness and other suitable PPE and are in communication by radio with OOW. |  |
| 6. | Adequate lighting on deck as well as searchlight directed at the pilot ladder at night. |  |
| 7. | No Overboard discharges in the transfer adjacent area. |  |
| 8. | Pilot ladder / transfer gear is lowered and secured in correct position, considering the pilot instructions for height above the water. The pilot boarding area and safe access to accommodation shall be free of any obstructions. |  |
| 9. | Establish optimum speed for boarding as per pilot boat’s requirement. |  |
| 10. | Lifebuoy and light/line is rigged, heaving line standing by, visitor safety helmet available if required. Manropes available if required. |  |
|  | a) Life Jacket (Work Vest) Available if required for the boarding personnel. |  |
|  | b) Gangway Notice Board To Be Displayed (MSC Circular 1331). |  |
| 11. | Designate a Deck Officer to supervise pilot transfer in communication with Master. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Officer: |  |  | Master: |  |
| Signature: |  |  | Signature: |  |