PORT OTAGO

Structure Training Programme & Proficiency Plan for Pilots

Stewart Island - Version – May 2020

PORT OTAGO

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Stewart Island Pilotage Structured Training Programme

Fiordland Pilot Ltd is a subsidiary Company of Port Otago Ltd and is a provider of Pilot Services within the Stewart Island Pilotage area.

Description of Pilotage Area

The Stewart Island/Rakiura Pilotage area is the area where the seaward limit is a line from Chew Tobacco Point, then to Kanetoetoe Island, then to Zero Rock , then to Gull Rock.

The tonnage limit is 500 gross tonnes

Introduction

This manual contains the Structured Training Programme and Proficiency Plan for Pilots particular to the Pilotage area of Stewart Island/Rakiura. It covers the training of Pilots for the safe transit of vessels moving within the Stewart Island pilotage area to ensure the prevention of injury or loss of life, the avoidance of damage to the environment and to infrastructure.

The basis for the training programme and operating procedures is the applicable International Maritime Organisation conventions, resolutions and recommendations – i.e. Standards of Training Certification and Watchkeeping (STCW) convention, International Safety Management (ISM) code and International Maritime Organisation IMO A 960 recommendations. In addition, as applicable, New Zealand Maritime Rules and Guidelines and Environment Southland Navigation By Laws, Harbour Masters Directions, relevant sections of the Maritime Transport Act 1994, the Resource Management Act 1991 Navigation Bylaws 684B-684E the Requirements of the Port and Harbours Safety Code (PHSC), the Convention on the International Regulations for Preventing Collisions at Sea, 1972 (COLREGS) as amended and Environment Southland Pilot Procedures.

The Standard language for communication is English and IMO Standard Marine Communications Phrases (SMCP) is adopted.

The system of buoyage within the Stewart Island Limits is the IALA system A.

Foreword

Pilotage is a risk management process and a specialised operation. It implies the need for a specialist with a high level of technical and communication skills and the ability to work in a team environment. In practice this requires the Pilot to:

- Communicate, operate and make decisions in a timely manner.
- Elicit close and interactive co-operation from the ship`s bridge team using BRM techniques.
- Co-ordinate port services to achieve the objectives of maximising safety and expediting the operation.
- Have detailed knowledge and ship handling skills for the purpose of safely directing the movement of ships.

- Have detailed knowledge of the local weather conditions and current flows expected during the pilotage operation.
- Take all measures appropriate to ensure the safety and integrity of the vessel and the infrastructure of the port at all times.

This manual should be read in conjunction with Environment Southland's Standard Operating Procedures manual for the Fiordland Pilotage area, compiled by all Fiordland Pilots and Environment Southland.

The Fiordland Pilot Services' Standard Operating Procedure Manual for Stewart Island has been formulated based on the above manual. The manual is utilised for all procedures, from booking a Pilot for a cruise vessel to contingency planning, and invariably sections are within the Pilot's documentation when aboard a vessel, which are available for reference and emergencies.

This Stewart Island/Paterson Inlet manual duplicates the Environment Southland Pilot Training Programme and Proficiency Plan for the Fiordland Pilotage area, and therefore it has not been necessary to repeat areas of concern, e.g. emergency planning and contingencies, to name a few. Any slight difference required for piloting Stewart Island/Paterson Inlet has been included in this manual and therefore will be taken aboard with a Pilot when on pilotage duties.

Stewart Island/Paterson Inlet is invariably included in a Fiordland pilotage when a cruise vessel has either arrived from the Fiordland Sounds the previous day or is sailing to the Fiordland Sounds the following day. Therefore, the combination of the two manuals without repeating too much information, which pertains to both areas of pilotage.

The Trainee Pilots will have already attained the status as a Pilot at either the Port of Otago or any other New Zealand port, and in some circumstances attained experience and training for Fiordland under the Fiordland Structured Training Programme

Therefore, the trainee will have accumulated many years of experience navigating larger vessels and cruise vessels in confined areas. This does not preclude them from undergoing a Structured Training Programme for Stewart Island.

Objective and Purpose

The purpose of this training exercise is to progress an individual who has fulfilled the pre requisite requirement s of training of the position of Trainee Pilot for the Stewart Island Pilotage Area.

The objective of this training is to prepare, train and develop an individual to have an intimate knowledge of the Stewart Island Pilotage area.

The individual should also be fully conversant with the following

- Environment Southland Navigation Safety bylaws
- The Deed of Agreement between the New Zealand Cruise ship industry and Environment Southland
- Maritime Rules and Marine Protection Rules
- Southern Police District Fiordland/ Coastal Passenger Ship Emergency Plan

- International Marine Organisation, International Association of Ports and Harbours and International Maritime Pilots' Association guidelines
- Fiordland Pilot Standard Operating Procedures
- Maritime NZ, TAIC and International accident reports and reviews relevant to the New Zealand Environment, as well as any recommendations from these reports which impact on Fiordland and Stewart Island Pilotage.
- Relevant sections of Acts of Parliament such as the Maritime Transport Act 1994, the Resource Management Act 1991, Navigation Bylaws 684B – 684E;

Selection and Training

Pre-requisites Prior to Training

To be considered for Stewart Island pilotage, training a candidate will have the following selected pre-requisites:

- Meets the requirements of Maritime Rule Part 90 – Pilotage as amended;
- Hold a current experienced Pilot licence for any other New Zealand port.
- Have completed an Advanced Pilot's Course at a recognised training provider.
- Hold a current valid Certificate of Medical Fitness for Seafarers, as described under Maritime Rule Part 34 – Medical Standards.

It is expected that Stewart Island Pilot trainees will hold a pilot licence for other pilotage areas in New Zealand, and will have established a record of safe pilotage in those areas prior to selection for training in Stewart Island. The minimum number of observation and supervised pilotage trips specified in this programme assumes the Trainee is already the holder of such a licence.

Note: Before commencing as a Trainee Pilot the candidate is to be aware of the exit points at stages 1, 2, 3 and 4 within this training schedule. Fiordland Pilot Services will assess the trainee's ability and potential to proceed with further Pilot training. Fiordland Pilot Services may, after consultation with the Trainee Pilot, withdraw the trainee from training and Fiordland Pilot Services will not be able to endorse the trainee's application to Maritime New Zealand for Pilot licensing.

Training Philosophy

Fiordland Pilot Services provides Pilot services to vessels navigating within the compulsory pilotage areas of the south-west of the South Island of New Zealand, namely Fiordland and Stewart Island.

The Pilots employed by Fiordland Pilot Services will have achieved very high standards of navigation and accumulated many years of experience navigating vessels not only in their home port of Otago but also in the Fiordland region of the South Island. New recruits to the service will be required to attain these standards. They will undergo a selection process, together with

training in the legislation, navigation and procedures necessary to maintain the best possible service in the area.

Pilotage is a risk management process and a specialised operation. It implies the requirement for a specialist with a high level of technical and communication skills, and the ability to work in a team environment. In practice this requires the Pilot to:

- Communicate, operate and make decisions in a timely manner.
- Elicit close and interactive co-operation from the ship's bridge team, using BRM techniques.
- Have detailed local knowledge and ship handling skills for the purpose of safely navigating the movement of ships.

The following programme is designed to develop a selected candidate's necessary skills to ensure the complete safety of vessels he/she will navigate in the Stewart Island pilotage area.

The training programme will also ensure that the Trainee Pilot has the knowledge and background to deal with any event that may arise during the course of being engaged as a Pilot within this pilotage area.

Pilot Training Period

The candidate selected for training must successfully complete the training process for the Stewart Island area.

The programme promotes the premise that a Trainee Pilot will build on his/her existing experience as a Master mariner. The trainee will become familiar with procedures both operational and emergency navigation within the area and local weather anomalies in order to be better prepared to understand his/her new operating environment as a Pilot.

Pilot Training Trips

1. Active observation of qualified Stewart Island Pilots – a minimum of 4 trips – 2 inwards and 2 outwards within 18 months.
2. Supervised control – a minimum of 2 trips – 1 inwards and 1 outwards within 18 months

Training Programme

The training programme consists of four formalised progression steps (modules) that although task-based are subject (where applicable) to formalised assessment prior to progressing to the next step.

Module 1 - initial training. Modules 2 and 3 deal with the observation and supervised trips. Module 4 gives details of the final examination to achieve licensed Pilot status.

Fiordland Pilot Services will train Trainee Pilots using existing qualified Stewart Island Pilots to assist and instruct the trainees as required during each accompanied training opportunity.

The trainee will already hold an experienced Pilot licence from either Port of Otago or any other New Zealand port. They may already have achieved a licence for Fiordland under the

Environment Southland Pilot Training Programme and Proficiency Plan for the Fiordland Pilotage Area.

The trainee may already be familiar with the legal and operational requirements of the Fiordland area and cruise ship Deed of Agreement. These are included in Module 1 and have to be assessed again prior to moving onto Module 2. Therefore, in addition to this, the trainee will need to study the Stewart Island approaches, in particular those approaching Paterson Inlet.

This would involve being familiar with local weather conditions, tides and currents, courses required for a Passage Plan, permitted anchorages, "No Go" areas and local communications. (See list in Module 1).

All training will be conducted in accordance with Fiordland Pilot Services' Standard Operating Procedures for Stewart Island. The trainee, when piloting under the supervision of a qualified Stewart Island Pilot, shall follow the procedures for the required pilotage act and will be assessed by the qualified Pilot and ship's Master at the completion of each pilotage movement. A copy of each assessment will be forwarded to Environment Southland for their records.

The Trainee Pilot must keep a personal log of all tasks undertaken, including environmental conditions. This will be the official record of on-the-water operations and should be signed by the assessor.

Pilot Licence Grading

Licence grading for Stewart Island pilotage is not required.

The licence issued by Maritime New Zealand will have no restrictions on it and will be endorsed "Unlimited".

The vessel limitations of 70,000 gross tonnes or 250m LOA were updated in September 2018 to 90,000 gross tonnes or 300 m LOA together with a wind limit of less than 15 knots and Sea State of 2 metres for vessels with the upper dimensions were introduced by Environment Southland's Harbourmaster. Vessels in the future exceeding these limits will be risk-assessed and may be approved by the Harbourmaster.

TRAINING MODULES

Module 1 - Assessment

Task	Assessor	Date	Assessor	Date
Understand the current Deed of Agreement between the New Zealand cruise ship industry and Environment Southland.				
Be familiar with current major pilotage areas, i.e. approaches to Stewart Island from Fiordland via Foveaux Strait. Charts NZ 300069, NZ 300068, NZ 300681, NZ 406825, and NZ 506825.				
Be familiar with the approaches to Stewart Island/Paterson Inlet from Port Chalmers and the east of Foveaux Strait. Charts NZ 300068, NZ 300069, NZ 300681, NZ 406825 and NZ 506825.				
Be familiar with the approaches to Stewart Island/Paterson Inlet from the port of Bluff. Charts NZ 300681 and NZ 3006825.				
Thorough knowledge of the recommended courses in the above pilotage areas.				
Knowledge of “No Go” areas.				
Knowledge of the areas, as described in Admiralty Sailing Directions – NZ Pilot – NP –51.				
Knowledge of communications at Stewart Island and its limitations.				
Knowledge of special requirements for cruise vessels; Pilot compulsory, tonnage, sound signals, fishing, tenders, pollution, air/sea, landing passengers, speed, etc.				
Understand the concept of parallel indexing and constant radius turn.				

Task	Assessor	Date	Assessor	Date
Understand the effects of wind direction and speed on high-sided vessels and ways to maintain directional control of the vessel.				
Understanding of Bridge Resource Management principles.				
Understanding of shiphandling characteristics and the various modes of propulsion found on cruise vessels.				
Develop a checklist for standard and emergency operating procedures, such as (dis)embarking, Master/Pilot exchange, medical emergency, black-out, emergency anchoring, grounding, collision, etc.				
Knowledge of Fiordland Passenger Ship Emergency Plan, Southern Police District.				
Knowledge of Fiordland Safety Management System.				
Knowledge of Environment Southland's web site www.es.govt.nz				
Knowledge of latest Notices to Mariners.				
In-depth knowledge of Maritime Rule Part 90; Pilotage.				
In-depth knowledge of Maritime Rule Pt 53; Pilot Transfer Arrangements.				
In-depth knowledge of Maritime Rule Pt 22; Collision Prevention Regulations.				
Knowledge of safe operations, fatigue awareness, and stress management.				
Knowledge of Fiordland Pilotage Training Manual.				
Knowledge of Fiordland Pilotage Standard Operating Procedures Manual.				
Knowledge of Stewart Island Contact List.				

Note: The Trainee Pilot must successfully complete all aspects of Module 1 training programme. Failure to successfully complete Module 1 may result in termination of training due to unsuitability for the position. Fiordland Pilot Services will assess the trainee's ability and potential to proceed with further Pilot training. Fiordland Pilot Services may, after consultation with the Trainee Pilot, withdraw the trainee from training and Fiordland Pilot Services will not be able to endorse the trainee's application to Maritime New Zealand for Pilot licensing.

Module 2 – Active Observation Trips

Training will be carefully planned to ensure that all aspects of pilotage, background, Regulations, weather, navigation and ship handling are covered. The Trainee Pilot will accompany the qualified Stewart Island Pilot and actively observe, question and interact in order to gain experience prior to moving on to Module 3.

Task	Assessor	Date	Assessor	Date
Advise vessel's Master/Agent the name of the intended Pilot and/or trainee.				
Vessel boarding/disembarking Pilot/personnel procedure at Stewart Island, including safe use of the Pilot ladder.				
Prepare a Passage Plan with relevant data for a safe route for the piloted vessel to be navigated and remain in Safe water				
Be fully familiar with all aspects of the Master/Pilot/Bridge Team information exchange.				
Observe with a qualified Stewart Island Pilot two transits inwards to Paterson Inlet.				
Observe with a qualified Stewart Island Pilot two transits outwards of Paterson Inlet.				

During the training period make full use of the accompanying qualified Pilot's experience of the area by asking questions and seeking guidance on local weather anomalies, currents, etc.

Note: Prior to continuing with further training, all aspects of Module 2 must be completed to the satisfaction of a qualified Stewart Island Pilot. Fiordland Pilot Services will assess the trainee's ability and potential to proceed with further Pilot training. Fiordland Pilot Services may, after consultation with the Trainee Pilot, withdraw the trainee from training and Fiordland Pilot Services will not be able to endorse the trainee's application to Maritime New Zealand for Pilot licensing.

At the completion of Module 2 the Trainee Pilot should be able to:

1. Build on initial knowledge of the geography in the area.
2. Advise clients of operational constraints or limitations (such as weather, limits of vessels around Stewart Island, etc.) and how these may affect their vessel.

3. Understand Environment Southland's requirements, Fiordland Pilot Services' procedures and special requirements for passenger vessels that concern navigation and pilotage at Stewart Island.
4. Understand ship handling theory, with particular regard to interaction, squat, use of thrusters with head or sternway, pivot points, wind and current forces and behavioural characteristics of different vessel types.
5. Apply Bridge Resource Management principles in the course of piloting duties and develop an individual style when integrating into the vessel's Bridge Team.

Module 3 – Supervised Control

During this training period the Trainee Pilot will, with the authorisation of the vessel's Master, take control of the vessel under the supervision and direction of the qualified Stewart Island Pilot.

Task	Assessor	Date	Assessor	Date
Advise vessel's Master/Agent the name of the intended Pilot and/or Trainee Pilot.				
Vessel boarding/disembarking Pilot/personnel procedure at Stewart Island.				
Pilot boarding/disembarking procedure at arrival/departure Stewart Island.				
Demonstrate all aspects of the Master/Pilot/Bridge/Team information exchange.				
Pilot with a qualified Stewart Island Pilot one transit inwards to Paterson Inlet/Halfmoon Bay				
Pilot with a qualified Stewart Island Pilot one transit outwards of Paterson Inlet/Halfmoon Bay				
Ship handling – Demonstrate an ability to handle vessels within the confines of the Stewart Island region in all weathers to the satisfaction of a qualified Stewart Island Pilot.				
Demonstrate Bridge Resource Management principles.				
Demonstrate an awareness of the vessel's limits.				
Demonstrate the ability to answer the Master's and Bridge Management Team's questions, as appropriate.				

The Trainee Pilot will be critiqued by the qualified Stewart Island Pilot and the vessel's Master following each individual section of the passage.

Note: Prior to the individual being recommended for examination as a Stewart Island Pilot, all aspects of Module 3 must be completed to the satisfaction of the qualified Stewart Island Pilot and Fiordland Pilot Services.

During the training period the Trainee Pilot should make full use of the accompanying qualified Pilot's experience of the area by asking questions and seeking guidance on the local weather anomalies, currents, etc.

At the completion of Module 3 the Trainee Pilot should be able to:

1. Build on knowledge of the geography in the area and demonstrate competence in the skills needed to resolve any eventuality which may occur, and develop their own contingency plans.
2. Be fully conversant with operational constraints or limitations (such as weather, limits of vessels in and around Stewart Island etc.) and how these may affect their vessel.
3. Be competent in the Fiordland/Coastal Passenger Ship Emergency Plan and the Pilot's role in this.
4. Be fully conversant with Environment Southland's requirements, Fiordland Pilot Services' procedures and special Regulations for passenger vessels that concern navigation and pilotage in the Stewart Island region.
5. Understand and practice ship handling, and understand the theory, with particular regard to interaction, use of thrusters with head or sternway, pivot points, wind and current forces and behavioural characteristics of different vessel types.
6. Apply Bridge Resource Management principles in the course of piloting duties and develop his/her own style when integrating into the vessel's Bridge Team.
7. Develop the confidence to be able to enhance the performance of the Bridge Team

Module 4

Examination

The Trainee Pilot must satisfactorily complete Modules 1, 2 and 3 prior to being considered for examination.

Upon completion of training the Trainee Pilot must have attained the necessary standard, as determined by at least one Maritime New Zealand approved Stewart Island Pilot. The Trainee Pilot will then be required to undertake an examination under the auspices of Environment Southland.

The examination will consist of a practical assessment, a written examination and an oral examination as required under Rule Part 90.112.

The practical assessment will have been undertaken with an approved Stewart Island Pilot.

The written examination, as per Maritime Rule Part 90.112 (2)(b), will consist of a blank chart and written questions testing the trainee's knowledge of the area.

The oral examination will be conducted by a panel of three (minimum) people consisting of Environment Southland's Harbourmaster, a qualified and approved Stewart Island Pilot and another licensed Pilot or a holder of a Pilot Exemption Certificate for the area.

The written and oral examinations will cover all aspects of Modules 1, 2 and 3 outlined in the Stewart Island Structured Training Programme Manual. It will also cover Environment Southland's documentation in the form of Risk Management Plans, Coastal Passenger Ship Emergency Plan, Deeds of Agreement, Fiordland Pilot Service Procedures, Maritime New Zealand Maritime Rules, and any other items the interview panel considers appropriate.

Upon successfully passing the examination, Environment Southland's Harbourmaster will recommend to the Director Maritime New Zealand that the Trainee Pilot be issued with a Maritime licence subject to conditions or restrictions (Rule 90.42(4)) for the Stewart Island pilotage region.

SECTION 2 - PROFICIENCY PLAN – Stewart Island Pilotage

Statement of Purpose

This Proficiency Plan is to assess Fiordland Pilot Services' Pilots using various mechanisms, including, but not limited to:

- Ensuring minimum recent experience criteria are met.
- Annual assessments, usually by an external assessor.
- Peer review by other Stewart Island Pilots.
- Refresher training, such as Electronic Aids to Navigation, simulator training, the provision of industry relevant texts and journals, and continued familiarity with Fiordland Pilot Services and other local emergency response plans and procedures.
- Ongoing training.
- Continuing professional education.

Minimum Recent Experience Requirement

The "Exercise of Privilege" criterion requires a minimum of at least two solo pilotage acts (one inwards and one outwards of the Stewart Island Pilotage area.) over an 18 month period.

Failure to complete this requirement will result in the lapsing of the Pilot's licence and re-training and reassessment of competence is required.

The failure of criteria will now be assessed by means of time elapsed since the last pilotage movement. This is described and explained under the "Lapsed Licence" section further on.

Maritime Rule 90.81 (4) states that currency may also be maintained by the use of a ship simulator. But it is stressed that this may reduce the minimum requirements by not more than 25%, which in the case of Stewart Island pilotage cannot be utilised as it is impossible to pilot for half a trip inwards or outwards.

Simulator exercises may be conducted and prove beneficial to perform emergency exercises and training in the event of loss of steering, engine failure, determining limits for environmental factors such as wind force , sea and swell conditions.

Simulator use may become a factor in future when insufficient numbers of vessels call at Stewart Island preventing all qualified Pilots maintaining their currency.

Annual Assessments

Maritime Rule 90.45(1)(c) requires an annual assessment by a suitably qualified person, generally a Pilot with a current Stewart Island Pilot's Licence.

The Director, Maritime New Zealand, has agreed that the assessor may be a suitable qualified (and approved) person other than a licensed Stewart Island Pilot.

Peer Review

Individuals must undertake either a competency assessment or peer review at least once during the season. These competency and peer review assessments will be undertaken and supplemented by a report from the vessel's Master.

Refresher Training

Refresher training in pilotage practice and procedures, including training on simulators, should be carried out at regular intervals (at least every 3 years, and no more than 5 years) and may be incorporated into the Programme of Continuing Professional Education.

Continuing Professional Education

As part of the Structured Training Programme described in this manual, Stewart Island Pilots must ensure that they complete a programme of Continuing Professional Education every 5 years, in accordance with Maritime Rule 90.115. This programme should include:

- Training to update Pilots on developments in bridge and navigational technology.
- Training in risk assessment and mitigation.
- Training in any changes or developments to any laws or regulations in the maritime industry.
- Refresher training in pilotage practices and procedures, including the exercise of emergency scenarios.
- Communications.
- Briefings on any changes to relevant port or harbour safety management systems and risk assessment.

Lapsed Licences

When a licensed Stewart Island Pilot has not met the minimum requirements for recent experience criteria, and/or has not completed an annual assessment, then the licence will lapse and re-training and reassessment will be required. The level of re-training will be dependant upon the time elapsed since recent experience criterion has been met, or since the last annual assessment.

1. If the time elapsed has been 5 years or more then the Pilot must undergo all of the modules in the Structured Training Programme including Module 4 – Examination.
2. If the time elapsed is between 3 and 5 years, then the Pilot must complete Module 3 in the Structured Training Programme Supervised Control, followed by an examination.
3. If the time elapsed is between 18 months and 3 years, then the Pilot must complete Module 3 in the Structured Training Programme – Supervised Control, and may also be examined. This will be at the discretion of the Harbourmaster in consultation with a senior qualified Stewart Island Pilot.

Amendments

The Director of Maritime New Zealand approves this course of training under Rule 90.103 of the Maritime Rules, and may exercise his or her discretion to change the requirements of this manual regarding any aspects of training and/or examination for any individual candidate.

The Director may also approve amendments put forward by other parties after consulting with all licensed Fiordland and Stewart Island Pilots and the Regional Harbourmaster.

SECTION 3

Assessment Criteria

Preparing the Passage Plan

Summary

This element concerns the preparation, development and production of an agreed plan, which the Bridge Team will use to enable the safe conduct of the vessel to its destination. The Plan should contain appropriate levels of flexibility so that agreed modifications can be made during the passage if required, due to changed or unforeseen circumstances.

Account shall be taken of potential changing circumstances that might affect the Plan. The Master and Pilot, assisted by others in the Bridge Team, will assess the data and decide what changes in the Plan, if any, are necessary.

Performance Statements

The following standards must be achieved for a Pilot to be considered competent at **preparing a Passage Plan:**

- All relevant data concerning the intended passage should be considered in a logical sequence, with contingencies and alternatives considered, where practicable.
- A safe and expeditious route should be chosen, using all relevant data, to ensure that it will be possible for the piloted vessel to be navigated and remain safely afloat. The planned track should be designed to clear all known hazards.
- All available data should be used to determine safe minimum under-keel-clearances at critical points during the passage, and at the place of destination.
- Courses and speeds for the passage should be evaluated. ETAs at the arrival positions at Stewart Island should be determined accurately, as well as the projected arrival time at Paterson Inlet.
- Variables should be taken into account. These may include, but are not limited to:
    1. Tidal predictions.
    2. Weather forecasts.
    3. Effect of weather.
    4. Groundswell.
    5. Possible changes to other vessels' movements.
    6. Notice for availability of ship's engines and equipment and readiness for use.
    7. Factors causing an increase in draught.
- Projected manoeuvring options should be carefully planned. These may include:
    1. Major alteration of course positions.
    2. Turn radii, rate of turn and speeds required.
    3. Predicted tidal flows.

4. Wheel-over positions.
5. Integration with other anticipated vessels' movements.
6. Proposed swinging and/or anchoring manoeuvres.
7. Transits and clearing bearings should be clearly stated for the critical points on the passage.
8. Hazards and abort points during the passage should be identified.
9. Emergency anchorage positions should also be stated in the Plan.

Liaison and Communication

Summary

This element covers the use of VHF radio for communicating with persons ashore and other vessels.

Performance Statements

The following standards must be achieved for a Pilot to be considered competent at **communicating by radio:**

- The Pilot must be aware of the limitations associated with VHF communications, if any, in the area.
- An "Alert" broadcast on VHF Channel 16, 15 minutes prior to arrival at Stewart Island Pilotage Area Inlet warning other vessels in the area.
- Knowledge of the VHF frequencies in the area used by ships and fishing vessels.

Communicating by Other Means

Element Summary

The Pilot does not act alone; he/she requires the support and assistance of other persons beyond the physical borders of the ship. It is therefore essential that he/she understands their problems and needs, and acts in such a way that good teamwork is encouraged and developed.

Performance Statements

The following standards must be achieved for a Pilot to be considered competent at **understanding the requirements of other team members.**

- The job titles of all relevant persons involved in the specific pilotage operation should be ascertained. The important role that others have in ensuring that a vessel is able to navigate and manoeuvre safely and efficiently throughout the Stewart Island/Foveaux Strait area must be fully appreciated.
- Requirements and intentions should be clearly agreed in sufficient detail to ensure that all relevant persons involved with the operation understand their duties.
- Environment Southland's Coastal Plan requirement with regard to ships in the Stewart Island pilotage area should be understood and adhered to.
- Environment Southland's requirements under the Deed of Agreement with the cruise ship industry should be understood and adhered to.

Manoeuvring Vessels in Stewart Island/Paterson Inlet

Element Summary

The ability to pilot a vessel safely and efficiently is dependent, to a great degree, on the Pilot's experience of handling different sizes and types of vessels. Great care must be taken to establish that the Pilot has the necessary skills and experience. It is impossible for a Pilot to retain the skills to handle all types and sizes of vessels unless conducted on a regular basis. Understudying more experienced Pilots and the use of simulators are methods to achieve this.

Performance Statements

The following standards must be achieved for a Pilot to be considered competent in handling **cruise ships of various sizes.**

- All relevant factors should be taken into account to keep the vessel's movement under control at all times and within appropriate safety margins. The Pilot must be mindful of the complex relationship between the high-sided aspects of a cruise ship and the unpredictable nature of the winds.
- The Pilot shall be aware that visiting cruise ships often have equipment, including propulsion machinery, steering gear and navigational equipment that he/she may not encounter on a day-to -day basis. The Pilot will make sure he/she is familiar with any unusual equipment that he/she can expect before proceeding with the pilotage. The Pilot is expected to make use of the experience of the Master and his ship's Officers when encountering such equipment.

Manoeuvring in Different Locations and Conditions

Element Summary

Various factors affect the safe manoeuvring of a vessel, especially in shallow or restricted waters. This element includes the effects of tides, currents, weather and water depth. The use of anchors, moorings and/or tugs is also taken into account.

Performance Statement

The following standards must be achieved for a Pilot to be considered competent at **manoeuvring in different locations and conditions.**

- The effect of windage should be taken into account, especially at low speeds.
- The use of anchors, especially for low speed control, swinging and emergency stopping, should be considered whenever appropriate.
- The effects of squat and interaction should be taken into account.
- The effects of shallow water on the manoeuvring capabilities of vessels should be taken into consideration, especially when manoeuvring.
- All manoeuvres must be undertaken at a safe speed with due consideration to the effects of the manoeuvre on others, and on the environment.

Reacting and Responding to Problems and Emergency Situations

Assisting in the management of ship-board malfunctions and problems

Element Summary

Malfunctions and problems may range from the very minor, to extremely serious, requiring classification as an emergency, and they may be applicable to the vessel or personnel on board. The Master will manage shipboard malfunctions and problems, but the Pilot will probably have an assistance role.

Minor malfunctions and problems may need nothing more than a little extra consideration and be dealt with on board, whilst more serious malfunctions, problems and emergencies will almost certainly require involvement and possible assistance from other port and Bridge Team members, and possibly general emergency services.

Performance Statements

The following standards must be achieved for a Pilot to be considered competent at **assisting in the management of shipboard malfunctions and problems:**

- The vessel's Safety Plan, and the Fiordland/Coastal Passenger Ship Emergency Plan.
- Fiordland Pilot Services shall when possible take part in the annual Fiordland/Coastal Passenger Ship Emergency Plan desktop exercise to test the effectiveness of Contingency Plans.
- Feedback should be obtained from previous incidents and changes made to Contingency Plans where appropriate.
- The Pilot should have a personal Emergency Plan.

Dealing with Emergencies

Element Summary

Contingency Plans will be in place to deal with any likely emergency. In any vessel emergency the Pilot is likely to have a frontline role.

The establishment of a Fiordland/Coastal Passenger Ship Emergency Plan covering all potential emergencies is essential. This may cover other emergencies not directly linked to the vessel being piloted, but having implications for that vessel's safety. In an emergency situation the Pilot, being the responsible person from the region aboard the vessel, may be expected to take direction from the Maritime Manager/Harbourmaster or Maritime New Zealand.

Performance Statements

The following standards must be achieved for a Pilot to be considered competent at **dealing with emergencies**.

- In the event of a breach in hull integrity, appropriate action must be taken in accordance with the Fiordland/Coastal Passenger Ship Emergency Plan, and in conjunction with the vessel's Emergency Plan. Pollution, particularly by oil or chemicals, must be reported immediately to the Maritime Manager/Harbourmaster, Regional On- Scene Commander and/or Maritime New Zealand's National On- Scene Commander.

- In the event of any on-board vessel emergency, the Maritime Manager/Harbourmaster, Maritime New Zealand or other appropriate authority must be advised immediately, providing as much relevant information as possible.
- After consultation with the Master and Maritime Manager/Harbourmaster, tug assistance should be summoned at an early stage, if appropriate.
- Safe anchorages should be checked as available for use and other areas not normally used, considered.
- Where possible the Maritime Manager/Harbourmaster and Maritime New Zealand should be consulted if a decision needs to be made for a safe anchorage or grounding.
- The Fiordland/Coastal Passenger Ship Emergency Plan must be complied with.
- Responses to emergency situations should be properly evaluated following the incident and feedback provided to other Fiordland/Stewart Island Pilots.
- Potential incidents should be analysed and reported, if appropriate.

Managing Personal and Professional Conduct and Development.

Managing Professional Standards

Element Summary

The Pilot is an ambassador for Southland and New Zealand, and it is important that he/she acts in a professional manner, with dignity and courtesy.

Performance Statements

The following standards must be achieved for a Pilot to be considered competent at maintaining professional standards.

- A Pilot should present himself/herself for duty on time, suitably rested and in a manner appropriate for undertaking an effective act of pilotage.
- A Pilot should never attempt to conduct an act of pilotage when under the influence of any drug, which may impair his professional judgement.
- Dealings with all persons involved in any aspects of Stewart Island pilotage shall be conducted in a professional and constructive manner.
- Responses to questions from the Master or members of the Bridge Team must be provided respectfully and given in an appropriate professional manner.
- Personal safety must be ensured at all times.
- Assistance should be provided with relevant risk assessments and problems reported which may impact on future risk assessments.
- Reporting of incidents should be undertaken in accordance with procedures set out as required by Maritime New Zealand.
- All actions should take into consideration the importance of being part of a team.

A high standard of personal organisation should be achieved.

Improving Personal Performance

Element Summary

Pilots should continuously develop and review their own skills. It is also important to update and improve their knowledge of information sources in order to further their performance and effectiveness as a competent Pilot. They should be able to manage their time effectively.

Performance Statements

The following standards must be achieved for a Pilot to be considered competent at **improving personal performance.**

- Regular updates should be made in respect of new regulations, developments, equipment and relevant professional knowledge. Awareness should be maintained of local, national and international statutory and advisory publications.
- All relevant hydrographic information shall be examined regularly.
- Personal copies of published nautical charts should be kept up to date.
- Estimates of time needed for various activities should be realistic, with an allowance made for unforeseen circumstances.
- Feedback on personal performance should be obtained from relevant people and used to enhance future performance. This should be included in pre-season and post-season meetings.