environment SOUTHLAND
REGIONAL COUNCIL
Te Taiao Tonga

Pilot Training Programme and Proficiency Plan

Fiordland Pilotage Areas

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For further information on competence standards for pilots and other Fiordland pilotage matters, contact Environment Southland's Maritime Manager/Harbourmaster:

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Introduction

New Zealand is a country of exceedingly natural beauty, with the Fiordland region of the South Island being one of the jewels. Much of the land in Fiordland is designated a World Heritage Park under the jurisdiction of the Department of Conservation, and the seaward area is under the control of Environment Southland. Both these bodies work in harmony to retain the natural beauty of the area, the terrain, wildlife, natural fauna, clean seas, pilotage, and risk management.

Fiordland is home to some of our most dramatic coastlines and dynamic meteorology, and there is little immediate shoreside support in case of emergency. To successfully manage the navigational risk of transiting Fiordland, the Fiordland Pilots have achieved very high navigation standards and have accumulated many years of experience in navigating vessels in the Fiordland region. Recruits to the service will be required to attain these same high standards.

Environment Southlands approved pilots structured training programme & proficiency plan caters for individuals who have relevant previous experience and promotes the safe transit of vessels moving within the Fiordland pilotage area to ensure the prevention of injury or loss of life, the avoidance of damage to the environment and to infrastructure.

They will undergo a selection process, followed by a comprehensive training programme that has been established against identified international best practices, Maritime New Zealand advice and the local environment that a Fiordland pilot will be expected to experience.

When granted, the pilot licence will be for all of the licenced and endorsed Fiordland pilotage areas. However, many of those areas will not be visited by pilots as access is not permitted because of rules in the Coastal Plan.

Abbreviations

Grade 2 -	**Trained on vessels up to 250 m LOA,**
Grade 1 -	**Unlimited**
Restricted Areas -	**Pickersgill Harbour/Cook Channel/Paget Passage/Pigeon Island/Facile Harbour, Dusky Sound. The Gut, Doubtful Sound.**

Prerequisites before Employment as a Trainee Pilot

To be considered for Fiordland pilotage training, a candidate must meet the following selection prerequisites:

- meets the requirements of Maritime Rule Part 90 – Pilotage, as amended;
- has completed an Advanced Pilots' Course at a recognised training provider;
- holds a current valid Certificate for Medical Fitness for Seafarers as described under Maritime Rule Part 34 – Medical Standards, as amended.

It is expected that Fiordland pilot trainees will at least hold a current pilots licence for another pilotage area in New Zealand, and will have established a record of safe pilotage

in those areas prior to selection for training in Fiordland. Prior to being granted a Fiordland pilots licence the trainee must hold a current Unlimited/Unrestricted New Zealand pilots licence. 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 made aware of the exit points at stages 1,2,3 and 4 within this training schedule. The Pilot service provider will assess the trainee's ability and potential to proceed with further Pilot training. The Pilot service provider may, after consultation with the Trainee Pilot, withdraw the trainee from training and the Pilot service provider will not be able to endorse the trainee's application to Maritime New Zealand for Pilot licensing.

Training Purpose

To ensure pilots operating within the Fiordland Pilotage Area maintain the competence, safety standards, and professional capability required under **Maritime Rules Part 90**, under the oversight of the **Environment Southland Harbourmaster** and in collaboration with **South Port** and **Port Otago Limited**.

Objectives

- Maintain and enhance pilot competence, local knowledge, and ship-handling skills specific to Fiordland waters.
- Ensure ongoing proficiency through structured training, assessment, and review.
- Keep pilots current with changes in navigation technology, maritime legislation, and port safety systems.
- Promote effective communication, risk management, and professional conduct in all pilotage operations.
- Support a culture of continuous improvement and maritime safety excellence.

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 Bridge Resource Management techniques.
- have detailed local knowledge and shiphandling skills for the purpose of safely navigating the movement of ships.

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

The programme promotes the premise that a Trainee Pilot will build on his/her existing experience as 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 Fiordland Pilots (Unlimited) – a minimum of four trips – two north and two south within 18 months.

2. Supervised control – a minimum of four trips - two north and two south within 18 months.

Training Programme

The training programme consists of formalised progression steps (modules) that, although task-based, are subject (where applicable) to formalised assessment prior to progressing to the next step. Module 1 is the initial training and will be carried out before the first observation trip (see Note below). Modules 2 and 3 deal with observation and supervised trips. Module 4 gives details of the final examination to achieve pilot Grade 2. Module 5 is the process and examination to progress from Grade 2 to Grade 1. Details of the learning outcomes and assessment criteria are included later in this manual.

The Fiordland Pilot service provider will train the Trainee Pilots, using existing Fiordland Pilots (Unlimited) to assist and instruct the trainees as required during each accompanied training opportunity. To provide clear lines of training and assessment responsibility, a representative from the Pilot service provider will review and/or conduct assessments in conjunction with Environment Southland.

The Trainee Pilot must keep a personal log of all tasks undertaken, including environmental conditions. This will be the official record of on-water operations and should be signed off by the Assessor. A copy of the completed log must be submitted to the Harbourmaster to be retained on the pilot's personal file (as part of the auditing process).

All training will be conducted in accordance with Fiordland Pilotage Standard Operating Procedures and, in particular, the procedure during the training process where the Trainee Pilot is conducting the control and navigation of the vessel.

Grading System

Once initial qualification is achieved the pilot will progress according to the following grading table:

Grade	Description

2	Vessels up to 250 m LOA,
1	Unlimited

Initial Training to Achieve Pilot - Grade 2 Status

The initial training will prepare a Trainee Pilot with the required local knowledge, together with a thorough knowledge of the various organisations' rules and regulations, to perform pilotage duties on vessels within the Fiordland Region.

A Fiordland Trainee Pilot will be required to become trained in the following main areas:

1. functional training in Fiordland pilot operations, including Health and Safety, Emergency Procedures and Pilot Service Provider administration;

2. Bridge Resource Management;

3. ship handling and manoeuvring (including practical instruction during onboard training);

4. acquisition of local experience unique to the Fiordland region and approaches;

5. knowledge of regulatory and statutory requirements (by self-study);

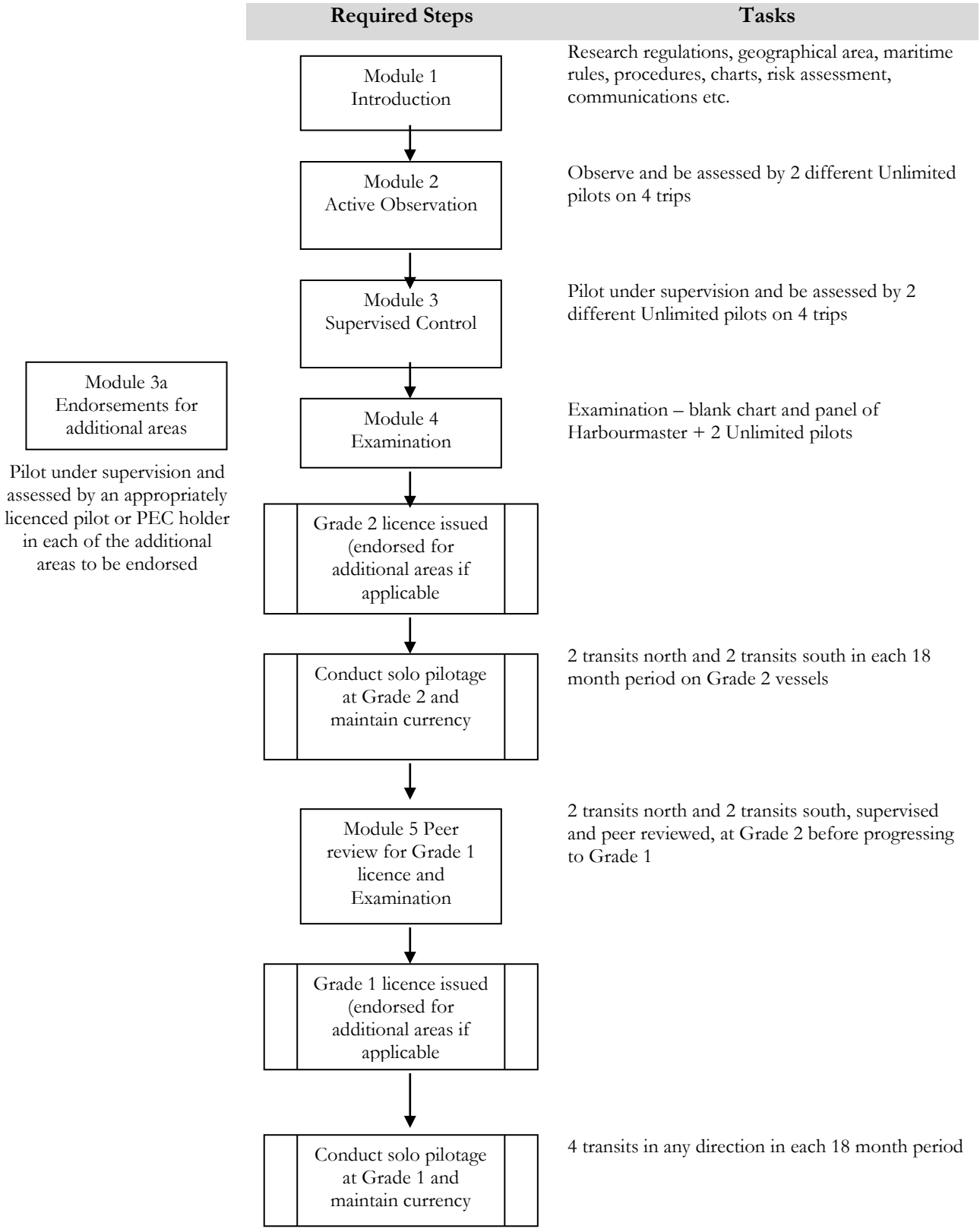
6. later in the process, task-based advanced training to confer new extra privileges (gradings).

The training and knowledge required will be to a standard, as set by Maritime Rules 90.106(2), and may include training to levels above those minimum requirements.

Progression from Pilot - Grade 2 to Pilot - Grade 1

Grade advancement is not automatic.
After a combination of a minimum of four (4) supervised, peer reviewed transits north or south within an 18-month period on vessels >250m LOA, the Grade 2 pilot, if found to be competent, may be recommended to Environment Southland by a Grade 1 Fiordland pilot or their employer for invitation to an oral examination for progression to Grade 1.

Fiordland Pilot Training Flow Chart



Module 1 - Introduction

The Trainee Pilot will be required to work on his/her own in the initial stages of Module 1 to gain the knowledge required of the various rules and regulations involved in the Fiordland region. Should any assistance be required during this initial period, then the Trainee Pilot may approach any of the Fiordland Pilots (Unlimited) for further clarification.

The study of legal and operational requirements (which will be included as examination items) will include the study of, but is not limited to, the following relevant items:

- Fiordland Pilot examination syllabus;
- Deed of Agreement between the New Zealand cruise ship industry and Environment Southland;
- Relevant sections of Acts of Parliament such as the Maritime Transport Act 1994, the Resource Management Act 1991, Navigation Bylaws 684B – 684E;
- Environment Southland Navigation Safety Bylaws;
- International Maritime Organisation, International Association of Ports and Harbours and International Maritime Pilots' Association guidelines;
- Maritime Rules, and Marine Protection Rules;
- Relevant Texts – *The Nautical Institute on Pilotage and Shiphandling*
  – *Bridge Team Management – A practical guide* by Captain A.J. Swift MNI
  – *Bridge Procedures Guide* – International Chamber of Shipping;
- Southern Police District Fiordland/Coastal Passenger Ship Emergency Plan;
- 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 Pilotage;
- Beneath The Reflections – *A User's Guide to the Fiordland (Te Moana o Atawhenua) Marine Area* – Fiordland Marine Guardians.

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

The system of buoyage within the Fiordland Limits is the IALA system A.

Details of the learning outcomes and assessment criteria for Module 1 are outlined later in this training manual.

Note: In general the Trainee Pilot must successfully complete the Module 1 training programme before progressing to the next module. However, several elements are better assessed during the observation trips of Module 2. Assessment of Module 1 training tasks will be by the Pilot service provider, which should advise the Harbourmaster that the various tasks have been completed satisfactorily.

Failure to complete Module 1 may result in termination of training due to unsuitability for the position. The Pilot service provider will assess the trainee's ability and potential to proceed with further pilot training. The Pilot service provider may, after consultation with the Trainee Pilot, withdraw the trainee from training, and the Pilot service provider will not be able to endorse the trainee's application to Maritime New Zealand for Pilot licensing.

At the completion of Module 1, the Trainee Pilot should be able to:

- show a detailed knowledge of the geography of the area;
- be able to liaise with other parties involved in the programming of vessels' calls. i.e. arrange Pilot launch, travel, accommodation, etc;
- advise customers (including Masters and agents) of operational constraints or limitations (such as weather, limits of vessels in Fiordland, etc.) and how these may affect their vessel;
- understand the Emergency Response Procedure and the Pilot's role in this;
- understand Environment Southland's requirements, Pilot service provider procedures, and special regulations for passenger vessels that concern navigation and pilotage in the Fiordland region;
- understand shiphandling 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;
- apply Bridge Resource Management principles in the course of piloting duties.

Module 2 – Active Observation Trips

Initial training will be carefully planned to ensure that all aspects of the pilotage, background, Regulations, weather, navigation and shiphandling are covered. The Trainee Pilot will accompany the Fiordland Pilot (Unlimited) and actively observe, ask questions and interact to gain experience prior to moving on to Module 3.

No	Task	Assessor	Date	Assessor	Date
Unlimited					
1	Advise vessel's Master/Agent the name of the intended Pilot and/or Trainee				
2	Vessel boarding/disembarking Pilot/personnel procedure at Milford Sound including safe use of the pilot ladder.				
3	Vessel Pilot boarding/disembarkation procedure at arrival/departure port				
4	Be fully familiar with all aspects of the Master/Pilot/Bridge Team information exchange.				
5	Observe with a Fiordland Pilot (Unlimited) two transits northbound Dusky Sound to Breaksea Sound				
6	Observe with a Fiordland Pilot (Unlimited) two transits northbound Doubtful Sound to Thompson Sound				
7	Observe with a Fiordland Pilot (Unlimited) two transits inward Milford Sound				
8	Observe with a Fiordland Pilot (Unlimited) two transits outward Milford Sound				
9	Observe with a Fiordland Pilot (Unlimited) two transits southbound Thompson Sound to Doubtful Sound				
10	Observe with a Fiordland Pilot (Unlimited two transits southbound Breaksea Sound to Dusky Sound				
11	Complete weather observations				

Before continuing with further training, all aspects of Modules 1 and 2 must be completed to the satisfaction of at least two Fiordland Pilots (Unlimited). The Pilot service provider will assess the trainee's ability and potential to proceed with further Pilot training. The Pilot service provider may, after consultation with the Trainee Pilot, withdraw the trainee from training, and the Pilot service provider will not be able to endorse the trainee's application to Maritime New Zealand for Pilot licensing.

Upon completion of Module 2, the Trainee Pilot will be able to:

- have built on their initial knowledge of the geography in the area;
- advise customers of operational constraints or limitations (such as weather, limits of vessels in Fiordland, etc.) and how these may affect their vessel;
- further develop his understanding of the Fiordland/Coastal Passenger Ship Emergency Plan and the Pilot's role in this;
- understand Environment Southland's requirements, Pilot service provider procedures and special requirements for passenger vessels that concern navigation and pilotage in the Fiordland region;
- understand shiphandling 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;
- 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 Fiordland Pilot (Unlimited.

No	Task	Assessor	Date	Assessor	Date
	Unlimited				
1	Advise Vessel's Master/Agent the name of the intended Pilot and/or Trainee Pilot				
2	Vessel boarding/disembarking Pilot/personnel procedure at Milford Sound				
3	Vessel Pilot boarding/disembarkation procedure at arrival/departure port				
4	Demonstrate all aspects of the Master/Pilot/Bridge Team information exchange.				
5	Pilot with a Fiordland Pilot (Unlimited) two transits northbound Dusky Sound to Breaksea				
6	Pilot with a Fiordland Pilot (Unlimited) two transits northbound Doubtful Sound to Thompson Sound				
7	Pilot with a Fiordland Pilot (Unlimited) two transits inward Milford Sound				
8	Pilot with a Fiordland Pilot (Unlimited) two transits outward Milford Sound				
9	Pilot with a Fiordland Pilot (Unlimited) two transits southbound Thompson Sound to Doubtful Sound				
10	Pilot with a Fiordland Pilot (Unlimited) two transits southbound Breaksea Sound to Dusky Sound				
11	Shiphandling - Demonstrate an ability to handle vessels within the confines of the Fiordland region in different weather conditions to the satisfaction of the Fiordland Pilot (Unlimited)				
12	Demonstrate Bridge Resource Management principles				
13	Demonstrate an awareness of the vessel's limits				
14	Demonstrate the ability to answer the Master's and Bridge Management team's questions as appropriate				

The Trainee Pilot will be assessed by the Fiordland Pilot (Unlimited) and the vessel's Master[1] following each individual section of the passage. The transits will be undertaken by the Trainee Pilot with two different Fiordland Pilots (Unlimited).

[1] The Pilot's and Master's comments should be recorded on the Trainee Pilot's log

During the training period, the vessel selection in terms of tonnage and length overall will, when undertaking the supervised training in this module, be matched to the Trainee Pilot's experience.

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.

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

- have built on knowledge of the geography in the area and have demonstrated competency in the skills needed to be able to resolve any eventuality which may occur;

- develop own contingency plans;

- be fully conversant with operational constraints and limitations (such as weather, limits of vessels in Fiordland, etc.) and how these may affect the vessel;

- be fully conversant with the Fiordland/Coastal Passenger Ship Emergency Plan and the Pilot's role in this;

- be fully conversant with the Environment Southland's requirements, Pilot service provider procedures and special regulations for passenger vessels that concern navigation and pilotage in the Fiordland region;

- 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, in particular with regards to turning large vessels in Milford Sound;

- 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;

- develop the confidence to be able to enhance the performance of the Bridge Team.

Module 3a – Limited - Endorsement Required

This module is optional and may be completed at any time following the completion of Module 3.

No	Task	Assessor	Date	Assessor	Date
1	Pilot, with an appropriately licenced Fiordland Pilot or PEC holder , two transits north Pickersgill Harbour/Cook Channel/Paget Passage, Dusky Sound				
2	Pilot, with an appropriately licenced Fiordland Pilot or PEC holder, two transits south Paget Passage/Cook Channel/Pickersgill Harbour, Dusky Sound				
3	Pilot, with an appropriately licenced Fiordland Pilot or PEC holder, two transits each way Pigeon Island/Facile Harbour				
4	Pilot, with an appropriately licenced Fiordland Pilot or PEC holder , two transits each way through The Gut, Doubtful Sound				

It may not be possible for the Trainee Pilot to complete the training requirements recommended in Module 3a before continuing to Module 4 to be examined. In order not to extend the training period indefinitely and to enable this training to be undertaken, before moving on to the next stage of training the note below should be strictly adhered to.

Note: *The items in Module 3a are limited to smaller tonnage vessels due to the element of risk for larger vessels transiting those areas. Trainee Pilots in their training process may or may not have undertaken training in these areas. Before undertaking a solo act of pilotage of these areas, any (trainee) Pilot or unlimited Pilot must pilot, under supervision, at least two transits in each direction.*

Prior to the individual being recommended for examination as a Fiordland Pilot Module 3 should, where possible, be completed to the satisfaction of at least two Fiordland Pilots (Unlimited[2]). The Pilot service provider will assess the trainee's ability and potential to proceed with further Pilot training. The Pilot service provider may, after consultation with the Trainee Pilot, withdraw the trainee from training and the Pilot service provider will not be able to endorse the trainee's application to Maritime New Zealand for Pilot licensing.

[2] One of the assessing pilots should be one that has not directly supervised the training of the examinee in accordance with MR 90.112 (2) and (3). An alternative assessor, approved by Maritime New Zealand may satisfy this requirement.

Module 4 – Examination (Grade 2)

The Trainee Pilot should, where possible, satisfactorily complete Modules 1, 2 and 3 before being considered for examination. In practice, this may be difficult to achieve, and the Harbourmaster may consider examining the candidate before the completion of Module 3 but not before the completion of Module 2.

Upon completion of training the Trainee Pilot must have attained the necessary standard, as determined by at least two different Fiordland Pilots (Unlimited). The Trainee Pilot will then be required to undertake an examination under the auspices of Environment Southland.

The Trainee Pilot will be examined by a panel organised by Environment Southland and shall consist of at least two Fiordland Pilots (Unlimited)[3] and the Harbourmaster (Fiordland) and/or representative(s) of Environment Southland.

Environment Southland will also be the Pilot service provider's representative during the pilotage examination.

The examination will cover all aspects of Modules 1, 2 and 3 outlined in the Fiordland Pilot Training Manual. It will also cover Environment Southland documentation such as Risk Management Plans, Fiordland/ Coastal Passenger Ship Emergency Plan, Deeds of Agreement, Fiordland Pilot Service Procedures, Maritime New Zealand Maritime Rules, and any other items that the examination panel considers appropriate.

Upon successfully passing the examination Environment Southland will recommend to Maritime New Zealand that the Pilot be issued with a Maritime licence under Maritime Rule 90 valid for the Fiordland pilotage areas with restrictions if any– Grade 2.

[3] If possible, one of the examining pilots should be one that has not directly supervised the training of the examinee.

Module 5 – Examination (Grade 1)

Before peer review to transition to Grade 1, a Grade 2 Fiordland pilot must complete a minimum of four (4) supervised or solo transits in any combination northbound or southbound.

Peer Review

The procedure for peer review of the pilot Grade 2 is as follows:

- Four supervised, peer reviewed trips, by at least two (2) different Grade 1 pilots, in any direction northbound or southbound on a grade 1 vessel (i.e. over 70,000 GT or longer than 250 m LOA);

Recommendation for the grading-advancement oral examination will be achieved when both Fiordland Pilots (Unlimited) and both vessel Masters (of the peer review trips) agree that the Trainee Pilot is competent to handle the Grade 1 size of vessels in all environmental conditions.

Peer reviews in Fiordland are to be undertaken using the standard Environment Southland Fiordland Pilots peer review form for assessing competency. This form is held by the Harbourmaster and individual Fiordland pilotage providers.

Examination

The Pilot Grade 2 will be examined by a panel organised by Environment Southland and shall consist of at least two Fiordland Pilots (Unlimited)[4], the Harbourmaster, and/or representative(s) of Environment Southland.

The examination will cover all aspects of the Fiordland Pilot Training Manual. It will also cover Environment Southland documentation such as Risk Management Plans, Fiordland/Coastal Passenger Ship Emergency Plan, Deeds of Agreement, Fiordland Pilot Service Procedures, Maritime New Zealand Maritime Rules, and any other items that the examination panel considers appropriate.

The Harbourmaster will recommend to Maritime New Zealand that the Pilot, upon successfully passing the examination, be issued with a Maritime licence under Maritime Rule 90 valid for the Fiordland pilotage areas with restrictions if any – Grade 1.

Record Keeping

Fiordland pilot training records of practical, oral, modular, peer review and audit assessments are to be kept and stored by the Harbourmaster for a period of at least three years.

[4] If possible, one of the examining pilots should be one that has not directly supervised the training of the examinee.

Proficiency Plan

Purpose and Objectives

The purpose is to ensure that all licenced Fiordland pilots maintain the competence, proficiency, and knowledge necessary for safe and effective pilotage operations within the Fiordland compulsory pilotage area. The objective is to maintain and enhance the professional skills, judgment, and local area knowledge required for safe navigation and pilotage.

The limit for compulsory pilotage in the Fiordland pilotage areas is 500 gross tonnes. This Proficiency Plan is in place to assess Fiordland pilots using various mechanisms including, but not limited to:

- ensuring minimum recent experience criteria ("Exercise of Privilege" or currency) are met;
- annual assessments, usually by an external assessor;
- peer review by other Fiordland pilots;
- refresher training, such as Electronic Chart Display and Information System (ECDIS) Navigation, pre-season Fiordland simulator training, the provision of industry-relevant texts and journals, and continued familiarity with Pilot service providers and other local emergency response plans and procedures;
- ongoing training; and
- continuing professional education.

Minimum Recent Experience Requirement

The licence holder must complete at least four transits in any combination northbound or southbound of the pilotage areas of Milford Sound, Doubtful Sound, Thompson Sound, and Dusky and Breaksea Sounds within each 18-month period. Failure to complete this 'Exercise of Privilege' criteria may result in the Pilot's licence being considered no longer current, in which case retraining and reassessment of competence will be required.

Under MR Rule 90.81 (4), currency may be maintained by the use of a ship simulator. The minimum requirement listed above may be reduced by no more than 25%, however, or one north or south transit.
A record of valid minimum recent experience shall be made available to the Environment Southland harbourmaster.

Annual Assessments/External Audits

MR 90.45(1)(c) provisions require an annual assessment by a suitably qualified person, or a pilot with a current Unlimited Fiordland Pilot licence. The Director, Maritime New Zealand has agreed that the assessor may be a suitably qualified (and approved) person other than a licensed Fiordland pilot.

Each pilot shall undergo a formal annual proficiency assessment to demonstrate continued competence in all core pilotage tasks. The assessment will include, but is not limited to:

1. **Pilotage Planning & Preparation** – ability to prepare a detailed passage plan including chartwork, tidal calculations, and risk assessment.

2. **Vessel Handling** – demonstration of ship-handling skills under varying environmental and traffic conditions.

3. **Bridge Resource Management (BRM)** – effective communication, decision-making, and coordination with masters and bridge teams.

4. **Local Knowledge** – demonstration of current knowledge of navigational hazards, aids to navigation.

5. **Emergency Response** – competence in handling emergency scenarios (e.g., engine failure, steering failure, extreme weather) relevant to the pilotage area.

The assessment shall be:

- **Observed and conducted** by a suitably qualified (and approved) person or a Fiordland Pilot Unlimited.

- **Documented in writing**, with outcomes recorded by the assessor.

Successful completion of the annual assessment will be formally signed off by the assessor after consultation with the Harbourmaster to confirm proficiency.

Fiordland annual assessment records will be stored and kept by the Harbourmaster for a period of not less than three years.

Peer Review

Where practicable, pilots shall participate in a peer review at least once every 12 months to encourage the exchange of knowledge, reinforce best practice, and provide constructive feedback on pilotage performance. The peer review will be facilitated by individual pilotage providers.

Peer reviews are to be undertaken using the standard Fiordland Pilots peer review form held by the Environment Southland Harbourmaster and Fiordland pilotage providers for assessing competency.

Alternative Arrangements

Where a peer review is **not practicable** due to operational, resourcing, or geographical constraints, an **equivalent structured activity** shall be undertaken to achieve the same objectives of professional reflection and shared learning. Acceptable alternatives include, but are not limited to:

1. Successful completion and submission of evidence of a peer review in a pilots home port.

2. Participation in a **bridge simulator session** with structured debriefing.

3. **Voyage Data Recorder (VDR)** or Portable Pilot Unit (PPU) playback review of recent pilotage jobs.

4. **Case study workshops** based on local or international incidents/near misses.

5. **Developmental review** conducted by a Check Pilot, Training Pilot, or senior pilot.

6. **External peer review** with pilots from another regional port or authority.

All peer reviews or alternative activities shall be **documented in writing**, with outcomes recorded in the pilot's proficiency record. Identified learning points shall be used to inform continuous professional development.

Individual pilots must make every effort to undertake either a competency assessment or peer review at least once during the season.

Note: A peer review at the pilot's home port is deemed as having met the above requirement if a Fiordland peer review is unable to be completed; every endeavour must be made to have a Fiordland peer review in the first instance. A copy of any material pilot peer review, wherever conducted shall be made available to the Environment Southland Harbourmaster.
A pilot who works solely in Fiordland must complete a Fiordland peer review

Fiordland Refresher Training

Refresher training in pilotage practice and procedures, including training on ship simulators, must be carried prior to commencement of each Fiordland cruise ship season 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 Fiordland pilots must ensure that they complete a programme of Continuing Professional Education every five years, under MR 90.115. Individual pilotage providers will be responsible for ensuring the relevant education is undertaken.

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 (including any cultural considerations); and
- briefings on any changes to relevant port or harbour safety management systems and risk assessments.

Licences Not Current

When a licenced Fiordland Pilot has not met the minimum requirements for recent experience criteria and/or has not completed an annual assessment[5], then the licence will

[5] Failure to complete an annual assessment will be evaluated on a case by case basis – if an assessment cannot be completed through no fault of the pilot, then application may be made to the Director, Maritime New Zealand to ask for a continuation of that pilot's licence until an assessment can be completed.

not be current, and retraining may be required. The Harbourmaster, with the assistance of an assessor appointed by the Harbourmaster, will assess the competency of the former pilot before any training commences.

The level of retraining will be dependent on the time elapsed since recent experience criteria were last met or since the last annual assessment:

1. If the time elapsed has been five years or more, the licence will have expired, and the pilot must undergo all the modules in this training programme, including Module 4 – Examination.

2. If the time elapsed is between three and five years then the pilot must complete Module 3 – Supervised Control, and Module 4 – Examination.

3. If the time elapsed is between 18 months and three years, then the pilot must complete at least one northbound and one southbound trip under Supervised Control and may be examined as well, at the discretion of the Harbourmaster in consultation with an Unlimited licensed Fiordland pilot.

Minimum Recent Experience - Requirements in Extreme/Unexpected

Circumstances

In extreme unforeseen circumstances (eg. A pandemic outbreak such as Covid-19) where licence holders are unable to maintain the minimum recent experience required in accordance with the above requirements, they must complete the training programme as detailed below, to ensure that competency of pilotage is maintained during such significant events. The Harbourmaster will consult with Maritime New Zealand to determine what is deemed as a significant event, and seeking approval for invoking this Annex.

The licence holder must complete two transits northbound and two transits southbound of the pilotage areas of Milford Sound, Doubtful Sound and Thompson Sound, and Dusky and Breaksea Sounds as the pilot, using the Environment Southland Fiordland full-bridge simulator models. Two transits, one northbound and one southbound to be assessed by a suitably qualified person as described in Maritime Rules.

Failure to complete this 'Exercise of Privilege' criteria may result in the Pilot's licence considered no longer current, in which retraining and reassessment of competence will be required.

In addition, a Fiordland pilot that has recently completed a pilotage act through the Fiordland pilotage areas, must provide a pilotage brief to licence holders on any navigational changes that may have been encountered.

Fiordland Pilotage Outside the Green Areas

Responsibility

Environment Southland Regional Harbourmaster (the "Harbourmaster") and the Fiordland Pilots' Advisory Group (the "Advisory Group").

Explanation

Procedure for assessment in the event a cruise vessel operator should apply for resource consent to visit an area, or areas, of Fiordland, which is not currently covered under the terms of the Deed of Agreement Between Cruise Ship Operators and Environment Southland (the "Deed of Agreement").

Procedure

The applicant shall be a party to the Deed of Agreement, and the vessel shall be fully certified and compliant with the terms of that agreement.

The Harbourmaster shall consult with the Fiordland Marine Guardians regarding any possible restrictive or limiting environmental considerations which may apply to the area(s) under consideration.

The Harbourmaster and a panel of Unlimited Licenced Fiordland Pilots (the Advisory Group) shall carry out a risk assessment of the area(s) for the safety of navigation, taking into consideration (but not limited to):

- the dimensions and manoeuvrability of the vessel for which the application applies.
- the available depth of water.
- the width of the safe navigational corridor in the area(s) under consideration.
- the availability of areas in which the vessel can safely turn and, if necessary, reverse its track.
- the availability of safe anchorages in the area(s) under consideration; and
- the availability of, and time required, to mobilise adequate emergency response resources.

On the successful completion of the risk assessment, the Harbourmaster and Advisory Group shall lay down a recommended track for safe navigation within the area(s) applied for, together with any relevant conditions or restrictions on operations in the area(s). The resource consent, when granted, may set out additional conditions.

In the event the resource consent application is successful, and if the panel deems it necessary, it may recommend a first-hand appreciation of this track, including the carriage of a Fiordland pilot, for the initial transit of the area(s) under consideration. This transit should be on a vessel not subject to pilotage (less than 500 GT).

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 Pilots and the Regional Harbourmaster.

Training Outcomes and Assessment Criteria

Module 1 - Assessment by Pilotage Service Provider

Outcome 1 - Planning an act of pilotage

Outcome Summary

The pilot will be fully familiar with the pilotage areas and the special considerations regarding the Fiordland area, as well as those of the cruise ships transiting the area.

As much information as possible on the vessel to be piloted should be ascertained, including any comments by pilots who have previously piloted the vessel, reports from other ports, or MNZ.

The Fiordland-approved Passage Plan shall be reviewed annually with input from all pilots and members of the Fiordland pilotage group. The updated Plan shall be promulgated to all cruise ship operators before their ship's arrival for distribution to each ship.

A pilot will be expected to take on board the vessel the previously approved Passage Plan (PP). On boarding the vessel, he/she may be made aware of additional factors, such as the vessel's handling characteristics. These may require the PP to be amended.

The Master should ensure that the vessel's planned route is aligned with the approved PP. As the act of pilotage progresses, the passage plan may need to be revised by the bridge team, which includes the pilot.

Element 1.1 Acquiring relevant data

Element Summary

This element concerns the preparatory planning that will be required before embarkation.

Performance statements

The following standards must be achieved for a pilot to be considered competent at acquiring relevant data:

Task	Assessment criteria	Assessor/Date
All relevant factual information regarding the Fiordland area should be ascertained.	Understand the current Deed of Agreement between the New Zealand cruise ship industry and Environment Southland and how this may affect the pilotage.	
Get to know all relevant maritime safety information.	Explain all relevant maritime safety information as described in Admiralty Sailing Directions: *NZ Pilot NP-51*	
The special requirements regarding visiting cruise ships should be ascertained. This may include the tonnage and length limits, operating tenders in the water, landing passengers, fishing from the vessel, zero discharges, and emergency disembarkations.	Identify special needs of cruise ships. List considerations that may affect the pilotage.	

Element 1.2 - Preparing the Passage Plan

Element 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 the Master and pilot, assisted by others in the bridge team, can make modifications during the passage if required due to changes or unforeseen circumstances that affect the plan.

Performance statements

The following standards must be achieved for a pilot to be considered competent at preparing the passage plan:

Task	Assessment criteria	Assessor/Date
All relevant data concerning the approved passage should be considered in a logical sequence and alternatives considered, where practicable.	Identify and explain the factors that affect the passage in all pilotage areas, i.e. Milford Sound, Thompson/Doubtful Sounds, Breaksea/Dusky Sounds. Identify the 'green' zones and the 'red' zones, as indicated in the SOP and Deed of Agreement.	

Task	Assessment criteria	Assessor/Date
	Potential hazards and abort points should be identified. Identify anchorages and emergency anchorages in all pilotage areas.	
A safe and expeditious route should be chosen, using all relevant data to ensure the planned track should clear all known hazards safely.	Explain the recommended courses in all the pilotage areas Transits and clearing bearings should be clearly stated for critical points on the passage.	
Courses and speeds for the passage should be evaluated. ETAs at Fiord-entrances should be determined accurately, as well as the projected arrival time at Milford Sound.	Explain the various factors that need to be considered when determining safe courses and speeds. Explain factors that can affect ETAs and show ability to calculate accurate ETAs.	
Variables should be considered. These may include, but are not limited to: • weather forecasts. • effects of weather. • tidal predictions. • possible changes to other vessel movements. • notice for availability of ship's engines and equipment and readiness for use;	Describe how the variable factors may affect the passage and explain how to make allowances or these factors.	
Projected manoeuvring options should be carefully planned. These may include: • major wheel-over/alter course positions. • rate of turn speeds required and allowed. • proposed swinging and anchoring manoeuvres in Milford Sound and other Fiords.	Show an ability to plan and plot ship manoeuvring information.	

Outcome 2 - Embarking, disembarking and handing over the con

Outcome Summary

Pilot transfer can take place when the vessel is underway (typically off St Anne Point - Milford Sound) or alongside (typically in Pt Chalmers or Dunedin). The safety of the pilot and other personnel is paramount, requiring effective communication and cooperation between all parties.

The pilot hands over the con of the vessel for the sea passages between the compulsory pilotage areas. It must be clear at all times who has the con of the vessel.

Element 2.1 - Embarking and disembarking

Element Summary

This element covers the preparatory work that the pilot should undertake before the transfer takes place. It includes wearing the correct personal protective equipment, determining the weather and sea/swell conditions, establishing communications and ensuring equipment is ready and safe for use. It also includes the advice the pilot needs to give the vessel.

Performance statements

The following standards must be achieved for a pilot to be considered competent at embarking and disembarking:

Task	Assessment criteria	Assessor/ Date
The pilot boat coxswain should be consulted, as appropriate, on weather and sea/swell conditions in the pilot transfer area.	Detail the appropriate weather and sea condition information required from the pilot boat coxswain.	
Weather and sea state conditions should be monitored to ensure the choice of pilot transfer area remains the best available. If conditions for pilot transfer are considered to be unsafe the pilot transfer must be aborted.	Detail the conditions under which a pilot transfer should be aborted and who should be consulted.	
Buoyancy equipment and suitable protective clothing should be worn at all times	Appropriate equipment is correctly worn at all times.	
VHF communication on the appropriate channels should be established and maintained with the vessel prior to and during pilot transfer. Upon disembarking, the Master should be requested to remain in contact with the pilot boat by VHF until the transfer is completed and the pilot boat is clear.	List the VHF channels used in the pilotage area and demonstrate correct VHF communication procedures throughout the passage and until the pilot boat is clear.	

Task	Assessment criteria	Assessor/ Date
The vessel should be given timely advice on: • the VHF communications channel to be used. • the intended rendezvous position and time. • the vessel's required course and speed during pilot transfer. • the side on which the pilot transfer equipment should be rigged, and the height above seawater of the lowest rung. • whether man ropes or heaving line are required. • the number of persons transferring.	Explain the factors that need to be communicated to the vessel to achieve the safe boarding of the pilot.	
Prior to disembarkation the pilot boat and pilot should agree on the rendezvous position, course and speed required, side on which the pilot transfer equipment will be rigged and the number of persons transferring.	Explain the factors to be considered to safely disembark the pilot.	
During the approach to the vessel, the pilot should remain inside the cabin until the pilot boat is at reduced speed and in the lee of the vessel.	Explain why it is necessary to remain in the pilot boat cabin until the approach for boarding.	
During pilot transfer, the presence of an officer stationed at the point of access to the ship, in direct communication with the bridge, should be established.	Understand the requirement to have a ship's officer stationed at the point of access to the ship, in radio communication with the bridge, before pilot transfer takes place.	
Prior to leaving the bridge on departure the Master or other competent officer in charge of the navigation should be given clear directions regarding traffic movements in the vicinity and advise of the safe route for departure from the disembarkation point.	Explain the hand-over procedure to the Master or competent officer before disembarkation.	
Before leaving the bridge, the pilot should obtain an assurance from the Master that the means of disembarkation is properly rigged and safe for use. The pilot should satisfy himself that it is safe and that its general condition complies with IMO and local (MNZ) regulations.	Explain the correct rigging of pilot boarding arrangements and the necessity to obtain appropriate assurance from the Master before disembarking.	

Element 2.2 - Handing over con for a sea passage to the next pilotage area

Element Summary
This element covers considerations that will be necessary when handing over the con of the vessel (other than when disembarking) for the sea passage between compulsory pilotage areas.

Performance statements

The following standards must be achieved for a pilot to be considered competent at handing over con for sea passage to the next pilotage area:

Task	Assessment criteria	Assessor/ Date
Prior to leaving the bridge on exiting a pilotage area (other than disembarking), the Master or OOW should be given clear directions regarding existing traffic movements in the vicinity and advised of the safe course and speed according to the passage plan.	Explain the hand over procedure to the Master or OOW before leaving the bridge	
Prior to leaving the bridge on exiting a pilotage area (other than disembarking) he should, establish the ETA for entering the next pilotage area, considering the weather and sea/swell conditions, and leave clear instructions on how/when to call him if needed.	Explain the factors that need to be communicated to the Master or OOW before leaving the bridge, for the sea passage to the next pilotage area.	
Prior to entering a pilotage area (other than when embarking) the pilot should ensure that he is on the bridge in ample time to familiarise himself with the conditions. These may include: • establish the current weather and sea/swell conditions. • the position of the ship; and • any traffic in the area, before making the required "all stations" notification on VHF channel 16.	Demonstrate timely arrival on the bridge prior to arrival in the (following) pilotage area at all times.	

Outcome 3 - Assessing standards on the piloted vessel

Outcome Summary

It will be of assistance to the pilot if he can gain an impression of the standards on board the vessel. If inadequacies or poor standards are observed, the pilot will be alerted to potential problems that may be experienced.

The outcome is in two parts covering the crew's competence and the vessel's condition and sets out how the pilot should respond to any deficiencies found.

Element 3.1 - Assessing the vessel's condition

Element Summary

Assessing the vessel's condition occurs both before and during the act of pilotage. It will be mainly visual but may also be based on an opinion of the reliability and efficiency of the machinery and other equipment. The deck crew can be evaluated from the moment the pilot steps on board and from discussions with the Master.

Performance statements

The following standards must be achieved for a pilot to be considered competent at assessing the vessel's condition

Task	Assessment criteria	Assessor/Date
The general appearance of the vessel and signs of previous hull damage should be carefully observed. If the vessel has a list, the reason for this must be clarified.	Assess vessel damage and explain or determine the cause(s) of an angle of list.	
Boarding arrangements should be checked to ensure that a safe means of access is available.	Assess the boarding arrangements against international and NZ standards (MR Part 53 Pilot Transfer Arrangements).	
The state of the bridge should be observed together with the quality, operational efficiency and status of all navigational, communications and other electronic equipment. This will include checks for compass error, as well as confirming which ECDIS/Radar is assigned to pilot.	Carry out, or observe routine operational checks of equipment. Inspect relevant charts for applied corrections. Evaluate the accuracy of ECDIS/Radar predictors prior to using them.	
The level of visibility from the bridge should be noted.	Record the bridge visibility from the normal conning position and note any obstructions to visibility.	
The Master should be asked to confirm that the engines, thrusters	Assurances are obtained as to the functionality of manoeuvring	

Task	Assessment criteria	Assessor/Date
and steering gear are all functioning within the full manoeuvring range.	machinery.	

Element 3.2 - Evaluating and responding to deficiencies

Element Summary

The pilot must inform the Harbourmaster whenever he learns in the course of his normal duties that there are deficiencies that may prejudice the safe navigation of the ship, or that may pose a threat of harm to the marine environment. Other deficiencies of a minor nature may be effectively dealt with on board and may include a review of the passage plan. The response to deficiencies will depend on the severity of the problem, but in the event of major deficiencies will probably involve other team members.

Performance statements

The following standards must be achieved for a pilot to be considered competent at evaluating and responding to deficiencies

Task	Assessment criteria	Assessor/Date
All deficiencies must be brought to the attention of the Master and rectification sought, if possible. Deficiencies that may prejudice the safe navigation of the vessel should be reported to the harbour master. Permission may have to be sought to continue the passage.	Deficiencies must be identified and reported to the master. Those deficiencies that affect the safe navigation of the vessel are reported via the correct means to the harbour master. If in doubt entry should not be attempted.	
The pilot should evaluate the deficiency to ascertain if it affects the passage plan. If so, a decision must be made to see if the deficiency can be quickly remedied.	Explain or consider those deficiencies that affect the passage plan. Understand the likely timeframe for correcting common deficiencies.	
The passage plan should be reviewed in the light of any deficiency.	Explain or re-appraise the passage plan.	

Outcome 4 - Functioning within the bridge team

Outcome Summary

To ensure a safe passage it is essential that there should be close co-operation between the pilot and others in the bridge team. This will involve an early exchange of information. It is vitally important that the master/Pilot relationship is clearly established.

An integral aspect involves an ongoing assessment of the capabilities of the bridge team. The conduct of the Master and the team's general willingness and competence all contribute to this.

The Pilot will need to integrate fully within the bridge team, taking into account any deficiencies that may have been observed.

This unit is in two parts, covering the exchange of information and assessment of the bridge team and the integration of the pilot with the bridge team.

Element 4.1 - Exchanging relevant information

Element Summary

The exchange of information is essential for a safe and efficient passage and should include any recent information that may not have been received by the vessel or the pilot.

Performance statements

The following standards must be achieved for a pilot to be considered competent at exchanging relevant information and assessing the bridge team's capabilities:

Task	Assessment criteria	Assessor/Date
An early exchange of information should be made to include an explanation of the following: • agreed passage plan • the critical stages of the plan • contingencies • expected traffic • expected weather	Detail all elements of the initial exchange of information with the Master.	
The vessel's current position should be verified with the master and the movements of other vessels in the immediate vicinity established.	Explain the process of verifying the ship's position and other ship movements in the vicinity with the Master.	
The Master should be apprised of the level and type of support required.	Explain the process of obtaining the level of support needed from the bridge team for the intended passage.	

Task	Assessment criteria	Assessor/Date
Handling and manoeuvring information relating to the vessel should be obtained as soon as possible. This includes provision of the pilot card. Consider obtaining this information prior to boarding.	Demonstrate or explain the process of obtaining the pilot card and information about the vessel's handling and manoeuvring characteristics. Include an explanation how to obtain this information electronically prior to the vessel's arrival.	
The passage plan should be exchanged and discussed with the Master, amending the vessel's passage plan if necessary.	Demonstrate or explain the exchange of information with the master on the passage plan. Include an explanation how to send this information electronically prior to the vessel's arrival.	
The involvement of the Master during the passage should be ascertained, as well as his level of participation and presence on the bridge.	Identify the likely participation and involvement of the Master in the passage of the vessel.	

Element 4.2 - Assessing the bridge team's capabilities

Element Summary

The bridge team's capabilities and interests may vary dramatically, as will the master's ability and willingness to cooperate with the pilot. These observations will assist the pilot and ensure that extra care is taken if any deficiencies are observed. Verbal communication with members of the bridge team may highlight potential problems.

Performance statements

The following standards must be achieved for a pilot to be considered competent at exchanging relevant information and assessing the bridge team's capabilities.

Task	Assessment criteria	Assessor/Date
The numbers of persons comprising the bridge team should be ascertained and their respective duties clarified, including the person who is to be the primary interface with the pilot.	Identify the roles and duties of the bridge team, including the person who will be the primary interface.	
The efficiency, division of responsibilities and co-operation of the bridge team should be evaluated. The standard of communications between team members should also be noted.	During the passage evaluate by observation and question the performance, support and co-operation of the bridge team. Note the standard of communications between bridge team members and between bridge team and pilot.	
The bridge team's familiarity and expertise in the use of bridge equipment should be observed.	Evaluate the bridge team's familiarity and expertise in using their bridge equipment.	

Task	Assessment criteria	Assessor/Date
If a bridge team member repeatedly fails to comprehend instructions or has difficulty in performing his duties, the matter should be reported to the Master and if appropriate to the harbourmaster at the earliest opportunity.	Identify by observation and question any weakness in the bridge team and if observed a verbal report should be given to the Master and if necessary to the harbourmaster at the earliest opportunity.	
The helmsman's competence and comprehension of orders should be observed, paying particular attention to the closed loop communication. The indicators and vessel's heading should be monitored to ensure that the helmsman is responding properly to orders.	Evaluate by sight and hearing the helmsman's comprehension of wheel orders, including closed loop communication. Evaluate by observation whether the helmsman's steering is being monitored by the responsible bridge team member.	
Additional persons acting as look out should be requested as necessary, with due regard to the prevailing weather conditions.	Obtain additional lookouts when and if required.	
Ongoing checks should be made to ensure that the vessel's track and progress is effectively and frequently monitored.	Evaluate by active observation whether the vessel's track and progress is effectively and frequently monitored by the responsible bridge team member.	

Element 4.3 - Integration of the pilot with the bridge team

Element Summary

It is essential to establish a good working relationship between all bridge team members and to understand each person's role.

The pilot has the conduct of the navigation of the vessel within the compulsory pilotage area, with the Master taking an overview and monitoring the vessel's progress. The Master always remains in command of the vessel and may remove the conduct of the navigation from the pilot if he judges the pilot to be incompetent or that the vessel's safety is being compromised.

Performance statements

The following standards must be achieved for a pilot to be considered competent at the integration of the pilot with the bridge team:

Task	Assessment criteria	Assessor/Date
The handover of the navigation of the vessel should be made between the Master and the pilot. This should be recorded. Any subsequent changes to the navigational conduct of the vessel should be similarly recorded.	Demonstrate or explain the process of the handover of the conduct of the vessel to the pilot, noting the requirement to record this fact in the logbook. Demonstrate or explain that all future changes to the navigational conduct should be treated similarly.	
Sufficient time should be allowed for the bridge team to brief those crew-members responsible for various deck functions, and to be at stations.	Demonstrate through observation and question that sufficient time has been allowed for the briefings to other crewmembers by the bridge team, as well as for reporting to stations.	
Judgements based on cultural differences and all discriminatory remarks must be avoided.	Demonstrate through discussions onboard that judgements based on cultural differences and any discriminatory remarks are avoided.	
A courteous, confident and professional approach should be maintained at all times.	Demonstrate through manner and knowledge a courteous confident and professional approach.	
An explanation of how the bridge team intends to support the pilot should be requested, if not provided.	Request an explanation of how the bridge team intends to provide support if not immediate apparent.	
Queries raised by members of the bridge team should be responded to immediately.	Demonstrate by voice that all queries from the bridge team are responded to immediately.	
Bridge equipment controls should be located and questions asked if unsure.	Demonstrate that in the handover to the pilot the use of all bridge equipment controls are understood or questions are asked if unsure.	
If the Master countermands the pilot's conning of the vessel, it should be immediately ascertained whether the Master has assumed the conduct of the navigation.	Demonstrate or explain the process following the countermanding of a pilot's orders by the Master.	
If not done automatically, the bridge team should be requested to ensure closed loop communications and that all pilot orders are acknowledged.	Demonstrate by voice that all pilot's orders are acknowledged.	
Agreement must be reached between Master and pilot as to if/where the master will take over the conduct of the navigation for the manoeuvring in Milford Sound.	Demonstrate by voice or explain any agreement between Master and pilot as to if and where the conduct of the navigation will be handed to the master in Milford Sound.	

Outcome 5 - Liaison and Communication

Outcome Summary

This outcome concerns liaison between the pilot and others involved in the successful completion of the Fiordland pilotage including Environment Southland (incl Harbourmaster), NZ Customs, Immigration, Milford Sound Tourism Ltd , agents and Port companies. It does **not** concern relationships within the bridge team.

Good communications need to be established, usually by VHF radio, but occasionally by other means. At all times it is important to take into consideration the requirements of other members of the port team.

Element 5.1 - Communicating by radio

Element 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:

Task	Assessment criteria	Assessor/Date
The pilot must be aware of the limitations associated with VHF communications within the fiords.	Identify and explain limitations of VHF equipment and areas within Fiordland where communications are restricted.	
Communication with Milford Harbour Controller should be made prior to arrival to alert other users of Milford Sound (vessels arriving prior to 0800 may not be able to contact Milford Harbour Control).	Contact Milford Harbour Control using correct VHF channel.	
Knowledge of the VHF and HF frequencies used by ships in Fiordland, in particular Milford Sound;	Identify and apply correct working channels.	
Knowledge of the communications systems used in Fiordland. For example the requirement to advise all ships of the intention to enter a fiord.	Demonstrate or explain the correct radio procedures used in Fiordland, including making the appropriate VHF call prior to entering any fiord.	

Element 5.2 - Communicating by other means

Element Summary

This element covers spoken or written communications, as well as the use of email, satellite phones and the Internet.

Performance statements

The following standards must be achieved for a pilot to be considered competent at communicating by other means:

Task	Assessment criteria	Assessor/Date
Written communications should be used whenever a record is required. Communications sent by email or other electronic means should be acknowledged.	Identify when written records are required and respond to electronic media.	
Ship's satellite phones should only be used when other reasonable means of communication are unavailable or inappropriate, and with the permission of the Master. Note that it may be the only form of communication within some fiords, other than with vessels in same fiord.	Explain the advantages and disadvantages of satellite phones as an effective means of communications within Fiordland.	
The pilot shall be familiar with the requirements for reporting contained within the Fiordland Pilot Standard Operating Procedures and the Fiordland/Coastal Passenger Ship Emergency Plan.	Explain the requirements for reporting contained in the Fiordland SOP and the Fiordland/Coastal passenger ship emergency plan.	
Email, email attachments and other internet base communication may be an effective method of communication.	Demonstrate or explain the correct use of email and email attachments as a dependable way of communicating. Discuss any future use of internet-based application for effective communications.	
A list of important telephone numbers and email address should be maintained, including an emergency telephone list that includes contact numbers for outside normal working hours.	Obtain and possess an up-to-date list of contacts.	
The shipboard AIS has the option to sent short safety messages.	Explain or demonstrate the use of AIS for the promulgation of short safety messages.	

Element 5.3 - Co-operating with team members

***Element summa*ry**

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 team working 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:

Task	Assessment criteria	Assessor/Date
The job titles or task function carried out by 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 Fiordland must be fully appreciated.	Identify early in the act of pilotsge, the titles of those involved in the pilotage.	
Requirements and intentions should be clearly agreed in sufficient detail to ensure that all relevant persons involved with the operation understand their duties.	Explain clearly all relevant aspects of the pilotage to all personnel involved in the act.	
Environment Southland's Coastal Plan requirement with regard to ships in Fiordland should be understood and adhered to.	Explain the requirements of vessels in Fiordland under the Environment Southland's Coastal plan.	
Environment Southland's requirements under the Deed of Agreement with the cruise ship industry should be understood and adhered to.	Explain the requirements of vessels in Fiordland under the Deed of Agreement with each cruise ship company.	

Outcome 6 - Transiting the pilotage area

Outcome Summary

During the passage the pilot will need to monitor the vessel's position constantly, taking into account course and speed, as well as other factors that may influence the position, including weather and currents.

The execution of the agreed passage plan will be verified against estimates and amended as required, following consultation with the bridge team, to ensure safety margins are maintained.

It is generally accepted that navigating vessels in confined waters requires different skills to those on coastal tracks or high seas.

Element 6.1 - Determining and monitoring the vessel's position

Element summary

The pilot needs to use a range of methods to determine the vessel's position, which should be constantly monitored to ensure the vessel is maintaining the planned track. Various factors can influence the vessel's position, causing set and drift.

Performance statements

The following standards must be achieved for a pilot to be considered competent at determining and monitoring the vessel's position:

Task	Assessment criteria	Assessor/Date
All available methods for fixing the vessel's position should be used as appropriate, and course and speed should be adjusted as necessary to maintain the desire track according to the passage plan.	Identify all methods for fixing position within the Fiordland pilotage area. Demonstrate or explain the necessity to adjust course and speed to maintain desired track.	
The effects of leeway, set and drift should be constantly monitored.	Explain how the external influences on the vessel are constantly monitored.	
Accurate position fixing must be achieved by cross-referencing one method with other viable secondary methods at regular intervals, thereby avoiding reliance on a single system.	Demonstrate or identify integration of primary and secondary navigation methods.	
The limitations and potential errors in various position fixing methods should be fully appreciated,	Explain the limitation and potential errors in all navigation methods of fixing the position within the	

Task	Assessment criteria	Assessor/Date
especially the hydrographical limitation due to horizontal scale and survey data.	Fiordland pilotage area.	
The vessel's gyro and magnetic compasses should be checked and any errors established and taken into account.	Demonstrate or explain the necessity for checking the vessel's gyro and magnetic compasses.	
Under keel clearance should be checked at appropriate intervals.	Demonstrate or explain why and where in particular the vessel's under keel clearance should be checked.	
Any discrepancy between the pilot and the bridge team in the vessel's calculated position must be resolved immediately.	Demonstrate or explain the necessity to resolve immediately any difference between the pilot and bridge team's consideration of the vessel's position.	
Weather, traffic and the status of navigation equipment should be constantly monitored.	Understand the need to monitor the environmental conditions, traffic and bridge systems.	
Emerging or new hazards should be identified and necessary action taken to overcome them. When poor visibility is anticipated the principles of blind pilotage should be adopted in good time.	Demonstrate or explain new hazard identification, including the principles of blind pilotage in poor visibility.	

Element 6.2 - Navigating vessels

Element summary

This element covers the safe navigation of a vessel within the waters of the Fiordland pilotage area.

Performance statements

The following standards must be achieved for a pilot to be considered competent at navigating the vessel:

Task	Assessment criteria	Assessor/Date
All available means should be used to ascertain the risk of collision. These will include visual lookout, compass bearings, radar plotting and AIS.	Identify the means available of ascertaining risk of collision.	
Manoeuvring control systems should be used with due regards to the principles of good seamanship.	Demonstrate acceptable use of the vessel's manoeuvring systems.	
International, New Zealand and	Identify all applicable international,	

Task	Assessment criteria	Assessor/Date
Environment Southland by-laws should be adhered to at all times.	national and local regulations.	
Appropriate safety margins should be allowed for at all times.	Identify safety margins for each part of the passage.	
The movement and position of other vessels in the vicinity should be monitored closely.	Monitor the movement and position of all vessels in the vicinity.	

Outcome 7 - Manoeuvring vessels in Fiordland

Outcome Summary

This outcome covers all aspects of manoeuvring within Fiordland, and includes position fixing, manoeuvring in shallow or restricted waters.

While a vessel is manoeuvring, external factors may move the vessel in a direction other than that which is intended. The early detection of this movement, and the actions required to compensate for it, are essential and fundamental. The ability to manoeuvre a vessel successfully depends largely on the pilot's spatial awareness. This is improved over time through practical experience and repetition, but a natural ability must initially be apparent.

Element 7.1 - Handling different types and sizes of vessel

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, the use of manned models and simulators are all methods to achieve this.

Performance statements

The following standards must be achieved for a pilot to be considered competent at handling cruise ships of various sizes:

Task	Assessment criteria	Assessor/Date
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	Demonstrate control of the vessel's movement at all times, and identify safety margins and factors affecting the vessel's movement. Explain the complex relationship between the high sided aspects of a cruise ship and the unpredictable	

Task	Assessment criteria	Assessor/Date
unpredictable nature of the winds within a fiord;	nature of the winds within a fiord.	
The Pilot shall be aware that the 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 that he understands the displays of the resulting actions of the various equipment before proceeding with pilotage act. The Pilot is expected to make use of the experience of the Master and ship's officers when encountering such equipment.	Demonstrate understanding of, or explain, the complex manoeuvring equipment and machinery on cruise ships, including high lift rudders, pods, powerful bow- and stern thrusters and DP controls, that the pilot may encounter on a day-to-day basis. Explain how he will use and benefit from the experience of the Master and the bridge team when encountering unfamiliar manoeuvring equipment.	

Element 7.2 - 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.

Performance statements

The following standards must be achieved for a pilot to be considered competent at manoeuvring in different locations and conditions:

Task	Assessment criteria	Assessor/Date
The different requirements for manoeuvring vessels within a Fiord and moving to/ from the open sea shall be fully understood.	Explain the various factors that affect the vessel's manoeuvring characteristics.	
The effects of shallow water and fresh water layers on manoeuvring capabilities of vessels should be taken into consideration, especially when manoeuvring.	Understand and allow for the cause and effect of shallow water and freshwater layers on the vessel's manoeuvring.	
The effects of squat and interaction should be taken into account.	Understand and allow for ship squat and interaction.	
The effect of windage should be taken into account, especially at low speeds.	Understand and allow for cross winds.	
All manoeuvres must be undertaken at a safe speed with due consideration to the effects of the manoeuvre on others, and on the environment.	Pilot the vessel at a safe speed at all times and allow for the handling effects correlating to the vessel's speed.	

Outcome 8 - Responding to problems and emergency situations

Outcome Summary

A pilot must possess the ability to respond accurately and quickly to any problem, especially if it is a potential or actual emergency. This will require an ability to stay calm and make effective rapid decisions and convey them effectively to other members of the Bridge and Port teams, as well as to Emergency Services, where required.

This outcome does not attempt to list the many different problems or emergencies that could arise; some indeed may be very minor. Instead, it addresses the importance of safety of life, property and the environment. However, it should always be borne in mind that a minor malfunction has the potential to develop into a major one.

Element 8.1 - Managing ship-board malfunctions and problems

Element Summary

Malfunctions and problems may range from very minor, to extremely serious, requiring classification as an emergency, and they may apply to the vessel or personnel on board. The Master will manage shipboard malfunctions and problems, but the pilot will have a role in assisting.

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 ship-board malfunctions and problems:

Task	Assessment criteria	Assessor/Date
The Fiordland/Coastal Passenger Ship Emergency Plan and the vessel's safety plan should both be enacted as necessary.	Explain the requirements under the Fiordland/Coastal Passenger ship emergency plan.	
Pilot service providers shall take part in the Fiordland/Coastal Passenger Ship Emergency Plan desk top exercise to test the effectiveness of contingency plans.[6]	Take part in the Fiordland/Coastal Passenger ship emergency plan desktop contingency exercise, when it is held.	
Feedback should be obtained from previous incidents and changes made to contingency plans where appropriate.	Summarize previous incidents reports and identify similarities with ES procedures, that may require amendments to the SOP.	
The pilot should have a personal Emergency Plan.	Write checklists for identified emergencies in the ES risk assessment. These should include, but are not limited to: • embarking and disembarking. • taking over con. • medical emergency. • machinery failure (engine, rudder, etc). • emergency anchoring. • grounding. • collision.	

Element 8.2 - 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 front-line role. A port, as with any other organisation, must establish an overall safety awareness and plan for potential emergencies.

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, the pilot, being the responsible person from the region onboard the vessel, may be expected to take directions from the Maritime Manager Harbourmaster or Maritime New Zealand.

[6] Not assessed as part of training.

Performance statements

The following standards must be achieved for a pilot to be considered competent at dealing with emergencies:

Task	Assessment criteria	Assessor/Date
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 Rescue Coordination Centre (RCCNZ), and Environment Southland.	Explain the actions and duties of the pilot in the event of a breach in hull integrity and how he can assist the Master of the vessel in carrying out his duties.	
In the event of any on board vessel emergency, the Harbourmaster, RCCNZ (Maritime New Zealand) or other appropriate authority must be advised immediately, providing as much relevant information as possible.	Explain the responsibilities of the pilot in the event of any on board emergency, and the likely information that should be provided to the proper authorities.	
After consultation with the Master and Harbourmaster, tug assistance should be summoned from South Port and/or Port Otago, or any other available location at an early stage if appropriate.	Explain the process to request tug assistance when needed.	
Safe (approved) anchorages should be checked as available for use and other areas not normally used/considered.	Identify all safe anchorages in the green zones and those in the red zones, as well as other areas not normally used or considered.	
The Fiordland/Coastal Passenger Ship Emergency Plan must be complied with.	Demonstrate or explain compliance with the Fiordland/Coastal Passenger ship emergency plan.	
Emergency situations should be properly debriefed and feedback provided to stakeholders.	Debrief or explain debrief process of all emergency situations and provide feedback to ES for promulgation to appropriate stakeholders, including all pilots, and for review of SOP.	
Potential incidents should be reported and analysed if appropriate.	Explain the need for near miss incident reports.	

Outcome 9 - Managing professional standards and development

Outcome Summary

Whilst previous outcomes have concentrated on specific competencies related directly to pilotage, this outcome considers the importance of maintaining professionalism and of updating skills to continually improve performance.

A pilot should always be in a fit state to carry out his duties effectively.

Element 9.1 - Maintaining professional standards

Element Summary

The pilot is an ambassador for Southland and New Zealand, and it is important that he/she acts professionally, with dignity and courtesy.

Performance statements

The following standards must be achieved for a pilot to be considered competent at maintaining professional standards:

Task	Assessment criteria	Assessor/Date
The pilot should present himself for duty on time, suitably rested, and in a manner appropriate for undertaking an effective act of pilotage.	Demonstrate or explain the need for fit and timely reporting for duty to carry out an act of pilotage. Explain the need for sufficient rest prior to the pilotage act in relation to fatigue and stress management.	
The pilot should never attempt to conduct an act of pilotage when under the influence of any drug which may impair his professional judgement.	Understand the need never to conduct an act of pilotage when under influence of any drug that could impair his judgement.	
Dealings with all persons involved in any aspect of Fiordland pilotage shall be conducted in a professional and constructive manner.	Understand the need to conduct dealings with all other port members in a professional manner.	
Responses to questions from the Master or members of the Bridge Team must be provided respectfully, and given in an appropriate professional manner.	Demonstrate or explain the need for all responses to questions from bridge team are provided in a respectful and professional manner.	
Personal safety must be ensured at all times.	Understand the need to ensure personal safety.	
Assistance should be provided with relevant risk assessments and	Obtain assistance if required in assessing risk. Problems are reported	

Task	Assessment criteria	Assessor/Date
problems reported which may impact on future risk assessments.	which may influence future risk assessment.	
Reporting of incidents should be undertaken in accordance with procedures set out in the Fiordland Pilots Standard Operating Procedures.	Understand the need to report all incidents in accordance with SOP.	
All actions should take into consideration the importance of being part of a team.	Demonstrate or explain the importance of being part of the bridge team.	
A high standard of personal organisation should be achieved.	Demonstrate a high standard of personal organisation.	

Element 9.2 - Improving personal performance

Element Summary

Pilots should continuously develop and review their skills. It is also important to update and improve their knowledge of information sources 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:

Task	Assessment criteria	Assessor/Date
Good working knowledge should be maintained of all New Zealand Maritime - and Maritime Protection Rules, as well as all international and local rules and regulations.	Explain how currency is maintained in national international and local rules and regulations.	
Good working knowledge should be maintained of the Environment Southland website (www.es.govt.nz), in particular regarding Fiordland waterways and applicable by-laws.	Explain or demonstrate the information obtainable from ES website.	
Personal copies of published nautical charts should be kept up to date.	Keep personal copies of nautical charts up-to-date.	
Estimates of time needed for various activities should be realistic, with an allowance made for unforeseen circumstances.	Provide accurate ETAs as required.	
Feedback on personal performance should be obtained from relevant people and used to enhance future performance. This should be	Detail the personal performance feedback from relevant people.	

Task	Assessment criteria	Assessor/Date
included in pre-season and post-season meetings.		

Annex 1 Grading table

			Grading Table		
Grading	**No of Tasks To undertake**	**Running Total**	**Tasks**	**Assessed to**	**Notes**
Initial training Module 1	Nil	Nil	Research regulations, rules, geographical area, Maritime Rules, Procedures, navigation charts, Risk Assessment, Communications, etc	Grade 2	Possibly unable to continue training if not satisfactory in Module 1
Initial training Module 2	4	4	Accompany an existing Fiordland Pilot (Unlimited) to witness and observe navigation within the Fiordland region	Grade 2	Possibly unable to continue training if not satisfactory in Module 2
Initial training Module 3	4	8	Accompany an existing Fiordland Pilot (Unlimited) to undertake, under his supervision and consent of the vessel's Master, the navigation of the vessel within the Fiordland region	Grade 2	Possibly unable to continue training if not satisfactory in Module 3
Grade 2	6	14	Undertake solo pilotage duties on vessels up to 70,000 GT or less than 250m LOA; Peer review trips for progression from Grade 2 to Grade 1 vessels should be carried out on Grade 1 vessels.	Grade 1	Possibly unable to continue for further progression to Grade 1 if unsatisfactory reports or assessments dictate.

At all stages of training the candidate, Trainee Pilot, or qualified Pilot will be required to undergo either peer reviews or assessments in the appropriate time frames detailed in this training manual.

Annex 2 Pilot Training Record

No	Date	Vessel	GT/LOA	Area	Wx	Q.F.P.	Master	Remark

Pilot Training Record

No	Date	Vessel	GT/LOA	Area	Wx	Q.F.P.	Master	Remark

Annex 3 Fiordland Pilotage Areas

(refer to Appendix 1 Maritime Rules Part 90: Pilotage for amendments)

Milford Sound

The area of the sea and tidal waters of Milford Sound south of a straight line drawn from St Anne Point in a direction 090 degrees true to the opposite shore, and including the wharf limits at Deep Water Basin.

Poison Bay

Being all that area of the sea and tidal waters inside a straight line from Seabreeze Point in a direction 215 degrees true to the opposite shore.

Sutherland Sound

Being all that area of the sea and tidal waters inside a straight line from Jagged Rock in a direction 060 degrees true to the opposite shore.

Bligh Sound

Being all that area of the sea and tidal waters inside a straight line from Tommy Point to Chasland Head.

George Sound

Being all that area of the sea and tidal waters inside a straight line from the west head at George Sound entrance in a direction 090 degrees true to the opposite shore.

Caswell Sound

Being all that area of the sea and tidal waters inside a straight line from McKerr Point in a 030 degree true direction to the opposite shore.

Charles Sound

Being all that area of the sea and tidal waters inside a straight line from Hawes Head in a direction 090 degrees true to the opposite shore.

Nancy Sound

Being all that area of the sea and tidal waters inside a straight line from Burnett Point to Anxiety Point.

Doubtful and Thompson Sounds

Being all that area of the sea and tidal waters inside a straight line from Febrero Point to Southwest Point on Secretary Island and from Colonial Head to Shanks Head.

Dagg Sound

Being all that area of the sea and tidal waters inside a straight line from Castoff Point to Towing Head.

Breaksea and Dusky Sounds
Being all that area of the sea and tidal waters inside a straight line from Rocky Point to North Point of Breaksea Island and from the West Point of Breaksea Island in a direction 180 degrees true to the opposite shore and from Five Finger Point to South Point.

Chalky Inlet
Being all that area of the sea and tidal waters inside the arc of 6.5 nautical miles radius centred on Surf Head.

Preservation Inlet Harbour
Being all that area of the sea and tidal waters inside a straight line from Gulches Head to Lee Head and across Otago Reach at its narrowest width.