



**NIGERIAN PORTS AUTHORITY  
(NPA) PILOTAGE EXEMPTION  
CERTIFICATE (PEC)  
INFORMATION PACK  
2015 EDITION**

## **INDEX**

### 1.0 PILOTAGE ACT

#### 1.1 **PILOTAGE ACT**

(To be included)

### 2.0 **STANDARDS & CRITERIA FOR THE ISSUANCE OF PILOTAGE EXEMPTION CERTIFICATES**

Bonafide Masters and First Mates of vessels to which this section applies may apply for and be issued with a Pilotage Exemption Certificate for the area, or specified parts of the Pilotage area, subject to their fitness and qualifications both by experience and examination/valid Certificate of Competency (CoC).

#### 2.1 **Experience**

a) The bonafide Master or First Mate of a ship applying for a Pilotage Exemption Certificate shall satisfy the Pilotage District (**PD**) as to their experience in the Pilotage area by completing the number of acts of Pilotage and assessment/familiarization acts, within the last 12 months as follows:

b) Tug boats, fishing boats/trawlers, service boats, dredgers, and other home ported vessels that may be deemed fit for PEC.

c) All tankers are not eligible for Pilotage exemption.

#### 2.2 **Conditions related to the examination, issuance and renewal of a Pilotage Exemption Certificate.**

A. i) Examinations shall be held in such places and at such times as the Board of the District may direct. If a candidate fails the examination, a re-examination will not normally be scheduled within one month. If a candidate fails twice, any further examination shall be deferred for a period of at least 3 months from the date of the second examination. Practical onboard assessments of the candidate will be required in addition to the examination as follows:

Assessment trips may be undertaken with either:

- An authorized person as directed by the Pilotage Board.
- An authorized PEC holder for the vessel for which the PEC is sought.

The PEC candidate will be responsible for ensuring that the form (PEC/A) is completed by the candidate and is forwarded to the Harbour Master's Office.

ii) The examination will be conducted by the District Pilotage Board.

**B.** Candidates for a Pilotage Exemption Certificate shall be required to produce satisfactory medical certificate by a qualified medical practitioner, recognized by NPA.

**C.** Candidates require a satisfactory knowledge of the International Regulations for Preventing Collisions at Sea, local regulations, NPA Bye-Laws, Local Notice to Mariners and marine emergency procedures in force with respect to that part of the Pilotage area for which a Pilotage Exemption Certificate is sought.

**D.** Candidates must have visited the Operations Room of NPA Port Control within the preceding 2 months prior to the examination and be familiar with the port control and radio procedures within the Pilotage area.

**E.** Candidates must have a satisfactory working knowledge of the English language.

**F.** Candidates must be fully conversant with Dangerous Substances in Harbour Area.

**G.** Certificates shall be uniquely numbered and shall include the name and description of each vessel and class or type of vessel that the certificate holder is authorised to pilot in the Pilotage area.

**H.** Certificate holders shall not allow any other person to have possession, or make improper use of the certificate.

**I.** Certificate holders shall conform strictly to all local Pilotage requirements.

**J.** Certificates shall be renewable annually and application should be made at least 1 month in advance of the expiry date.

**K.** Certificates shall not be renewed unless holders can satisfy the PD of their continuing knowledge of Pilotage requirements within the area.

**L.** On application for renewal, candidates will be required to produce updated written medical and eyesight evidence at intervals specified in accordance with the normal requirements for marine officers in the country in which their vessel is registered.

**M.** Pilotage Exemption Certificate may be revoked if considered justified. In this event, the holder would have a right to appeal to the Pilotage District.

**N.** Before the renewal certificate is granted, a master or first mate must have undertaken 6 trips in and 6 trips out of the Harbour and one of each must be at night time or as may be applicable during the previous year in the vessel named on the certificate.

## **2.3 Responsibilities of a PEC Holder**

The following responsibilities apply to all certificate holders:

**a.** Submission of master declaration (where applicable), for all inward and outward passage.

**b.** Ensure the appropriate flag is flown on the vessel when the certificate holder is acting as pilot for the vessel in the area of jurisdiction.

**c.** Display appropriate lights/shape as may be required.

**d.** Conduct themselves in such a manner as required of a responsible holder of PEC.

### **2.3.1 Report on navigation changes in the Pilotage District:**

Pilotage Exemption Certificate holders who observe any significant alterations in the depths or the position of the navigable channels, or that any sea marks of the Lighthouse are out of place or do not conform with, or display their charted characteristic, shall forthwith be required to report the fact without delay to the NPA Port Control.

Report such activities that are considered to be illegal to the NPA Port Control.

### **2.3.2 Reporting collisions, groundings, close quarter situations and any other concerns relating to safety of navigation.**

A bona fide Master or First Mate holding a Pilotage Exemption Certificate whose vessel has touched the ground or has been in collision or a close quarter situation with any other ship or any fixed or floating object in the waters for which he holds such a certificate, shall report the occurrence in writing on the form prescribed to the PD immediately or as soon as possible but not later than as specified by the Merchant Shipping Act (MSA) 2007.

## **2.4 SYLLABUS**

Syllabus for Pilotage Exemption Certificate Examination Applicants for a Pilotage Exemption Certificate are to make themselves thoroughly acquainted with the following subjects:

- a. Limits of the Pilotage district area for which application is being made.
- b. Pilot boarding places – location and details of vessels using them.
- c. Radio reporting points for vessels inward and outward.
- d. Duties of a certificate holder.
- e. Radio and Station, Call Sign, Channels and Procedures.

#### **2.4.1 General Navigation**

The application to Pilotage of:

- a. International Regulations for Preventing Collisions at Sea.
- b. The Local Buoyage systems
- c. Appropriate NPA Bye-Laws, Regulations and Directions for Navigating in the Pilotage District area.
- d. Communication procedures.
- e. Pilotage Information Pack to Mariners.
- f. Relevant Local Notices to Mariners affecting the CHA Pilotage area.

**Note:** Candidates will be expected to have knowledge of the Bye-Laws and Local Notice to Mariners where relevant to their application.

#### **2.4.2 Experience and local knowledge:**

The candidate's experience will be determined by his ability to demonstrate detailed local knowledge pertinent to the area for which he/she is being examined with particular reference to:

- a. Coastal features.
- b. Name of the channels and fairways including those available in an emergency.
- c. The names of channel reaches, headlands, points and shoals in the area.
- d. Clearing marks for shoals and points visually by day or night and by radar.
- e. The approximate width of the various channels.
- f. The bearing and distance from one buoy to another on each side of the channel.
- g. The fairway courses and distances in the area.
- h. The depths of water throughout the area, particularly at buoys and Where the vessel might safely depart from the main fairways in the District. The use of sounding equipment and anticipated under keel clearance.
- i. The set, rate, rise and duration of the tides and the use of Tide Tables.
- j. General direction of tidal streams and strongest rates and directions predicted at key locations.
- k. Passage planning and critical areas of navigation:
  - l. Traffic movement and patterns including any holding or passing places for large vessels within the district.
  - ii. Knowledge of areas of recreational craft activity, yacht racing starting points will be expected.
  - iii. Typical passage times for large vessels on passage in the district. E.g. passage time for container vessels, tankers etc.
- m. Statutory Harbour Authority limits for the Pilotage district area.
- n. Names of wharves, jetties and berths of special significance and a knowledge of berthing/unberthing manoeuvres and limitations: in an emergency,

- o. The names and characteristics of lights, their ranges and arcs of visibility. The names and characteristics of buoys, beacons, light vessels and other seamarks. Position of radar beacons, together with fog signals used to navigate in the area.
- p. Significant radar patterns of aids to navigation and the use of parallel indexing.
- q. The names of the anchorages, their position, use and limitations.
- r. Restricted areas and zones.
- s. Ship handling characteristics of own vessel, squat and interaction with other vessels.
- t. Limitations and restriction of other vessels requiring special consideration.
- u. Operation with tugs; communications and precautions. Capability of tugs based in the port.
- v. Local emergency plans and procedures (i.e. fire, Oil Spill Contingency Plan, etc).
- w. Dangerous Substances in Harbour Area Regulations 1987.
- x. Any other relevant information at the discretion of the Examiners.

## **2.5 Language**

All examinations will be conducted in the English language.

### **3 ETA's and ETD's**

#### **3.1**

Estimated time of arrival (ETA) at pilot boarding point Vessels bound into the Pilotage district requiring the services of a pilot shall be given to the Port Control, including the estimated time of arrival, maximum draught and destination within the Pilotage area, and state where a pilot is required. Where a pilot is not required by virtue of PEC, 2 hours notice must be given to Port Control prior to arriving the boarding point.

#### **3.2**

Estimated time of departure (ETD) or vessels moving within the district Outgoing vessels or vessels moving within the Pilotage District which require the services of a pilot shall give Port Control at least 2 hours notice of their estimated time of departure (ETD). 1 hour prior to departure, to confirm departure. Then at departure, to inform and continue radio watch until passed and clear of the Pilotage area.

#### **3.4**

##### **Failure to Comply With ETA / ETD Requirements:**

Failure by a PEC holder to declare adequate ETD/ETD may result to sanctions or withdrawal of PEC.



Form PEC/A

# 4.0 NIGERIAN PORTS AUTHORITY APPLICATION FOR A PILOTAGE EXEMPTION CERTIFICATE

Please complete and forward to pilotage district, Harbour Master's office.

**RANK**.....

Full Name: Delete as appropriate

### VESSELS FOR WHICH A PILOTAGE EXEMPTION CERTIFICATE IS REQUIRED:

VESSEL NAME:.....

VESSEL TYPE:.....

LENGTH OVERALL (MTS) :.....

LOAD DRAFT (MTS):.....

GROSS TONNAGE (GT):.....

### PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS:

I hereby submit my application for the Issuance of a Pilotage Exemption Certificate (PEC)

1. FULL NAME: .....

2. ADDRESS: .....

3. DATE OF BIRTH: .....

4. NATIONALITY: .....

5. NAME & ADDRESS OF EMPLOYER / SHIPPING COMPANY: .....

6. NAME & ADDRESS OF LOCAL AGENT: .....

7. POSITION / RANK IN WHICH PEC IS TO BE USED: .....  
Master / First Mate (delete as applicable)

8. AREA FOR WHICH A PEC IS SOUGHT Full CHA Area (To Outer Limit)

9. As appropriate, Pilotage District (To Inner Limit) Restricted Area (Give details)

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(a) Applicant's Grade of Certificate of Competency:.....

(b) Number of Certificate of Competency and Date Issued: .....

**5.0 EXPERIENCE OF THE PILOTAGE DISTRICT**

**(a)**

Within the last 12 months, Number of Transits :

between ..... and .....

between ..... and .....

between ..... and.....

Name of Vessel(s) .....

Supply copy of evidence, eg Log book entries / Pilotage Dockets Employer / Master's affidavit  
PEC/ Pilot assessment

**(b)**

Prior to the last 12 months:

Number of Transits .....

Previous holder of a PEC YES / NO

Name of Vessel(s).....

**NOTE:**

1. Copies of valid CoC, Medical fitness certificate and eyesight certificate to be submitted along with the completed application FORM. Their originals will be sighted before receiving the application
2. A letter from the Senior Master stating he/she is satisfied with the ships's handling professional abilities.

## 6 DECLARATION

I hereby declare that the above information is correct and confirm the following:

**(a)**

I have studied and am familiar with the following:

The Nigerian Ports Authority (NPA) Pilotage Districts including the areas and vessels to which they apply and the syllabus for local knowledge, the International Regulations for the prevention of collisions at sea, the NPA Pilotage District reporting procedures, the NPA Bye Laws, Notices to Mariners in force for the Pilotage District, the Pilotage District information pack and the tides in the Pilotage area.

**(b)**

I have an understanding of the English Language and knowledge of the use of standard marine vocabulary. Evidence of sea farers Medical Fitness Certificate.

I have visited the Port Control of .....Pilotage District .....times within the last 3 months and I am familiar with the Port Control procedures within the Pilotage district area. (Port Control Officer of the pilotage district to sign **form** overleaf.)

Signed .....Date.....

## **7.0 FEES RELATED TO THE ISSUEANCE, EXAMINATION AND RENEWAL OF PILOTAGE EXEMPTION CERTIFICATES FOR BONA FIDE MASTERS AND MATES OF VESSELS.**

As contained in the NPA tariff.



**8.0 QUALIFYING ENTRIES & EXITS**

**NAME of Applicant:** .....

**VESSEL:** .....

**Call Sign:** .....

**GRT:**.....

**COMPANY:**.....

DATE	SHIP'S NAME	ENTRY/EXIT	DAY/NIGHT	PILOT'S NAME	SIGN.

- 10 eligible movements:- Inward and Outward
- Where a vessel operates at night, 12 eligible entries: - Inward and Outward, out of which 2 movements must be at night, 1 in & 1 out.
- There may be an assessment trip where considered necessary.



FORMPEC/C

**9.0 LETTER OF ELIGIBILITY**

**TO APPEAR FOR EXAMINATION FOR PEC FORM**

	CERTIFICATE INCLUDED	EXPIRY DATE/VALIDITY	REMARK
	CERTIFICATE OF COMPETENCY		
	MEDICAL CERTIFICATE OF FITNESS		
	REACTION FROM SENIOR MASTER OR COMPANY SUPERINTENDENT		
	ADDITIONAL		

**Assistant Harbour Master Remarks**

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**Harbour Master's Recommendation**

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# 11.0 NIGERIAN PORTS AUTHORITY

Tel: +234- ..... Pilotage District  
+234- ..... Signal Station



## PILOTAGE EXEMPTION

### *Certificate*

*Mr./Capt. ....  
of (Residential Address).....  
An Employee of .....  
(Name of Employer and Address) .....*

*has been duly examined and found fit by the Pilotage Board in the district of.....*

*in pursuance of which this pilotage licence is hereby granted to you this .....  
day..... of ... 20...to pilot vessels in the Port of.....*

*This certificate entitles you to pilot vessels the type herein stated.....*

*and not exceeding .....Gross Registered Tonnage*

*This Pilotage Licence expires on ..... day of ..... 20.....*

*DATED THIS DAY ..... OF ..... 20.....*

.....  
HARBOUR MASTER LAGOS  
PILOTAGE DISTRICT  
ON BEHALF OF PILOTAGE BOA

This is the PEC conditions for NPA Pilotage Districts.  
The document is subject to review as may be required from time to time.

**Signed: Capt. J.B. Anguyinwe (AGM Hbrs).....**

**Sir. S. N. Nwigwe (Snr. Mgr. Radio.....**

**Mr. Ajao Jacob Adejumo(Snr. Marine Officer.....**