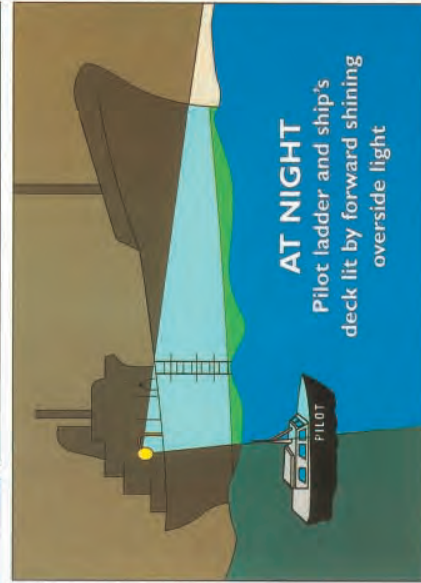
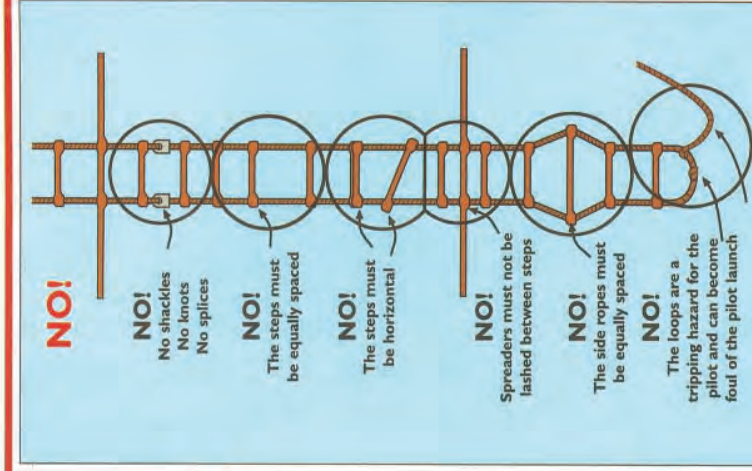
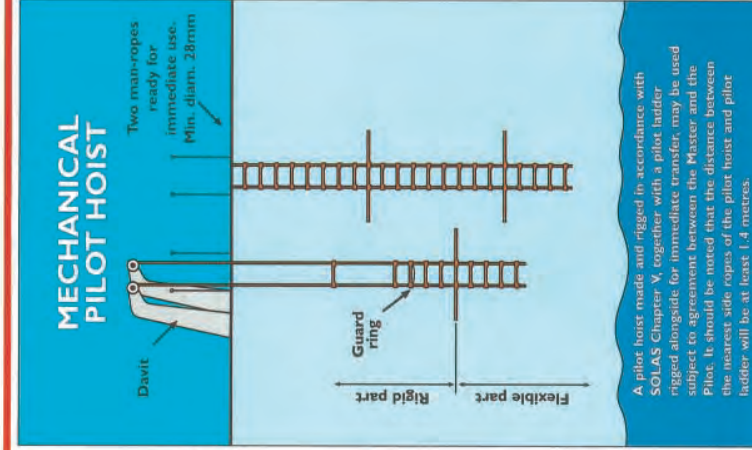
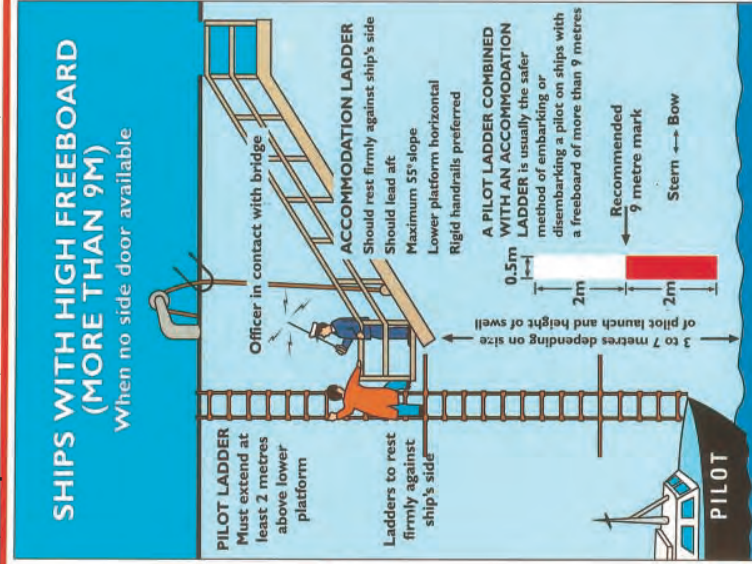
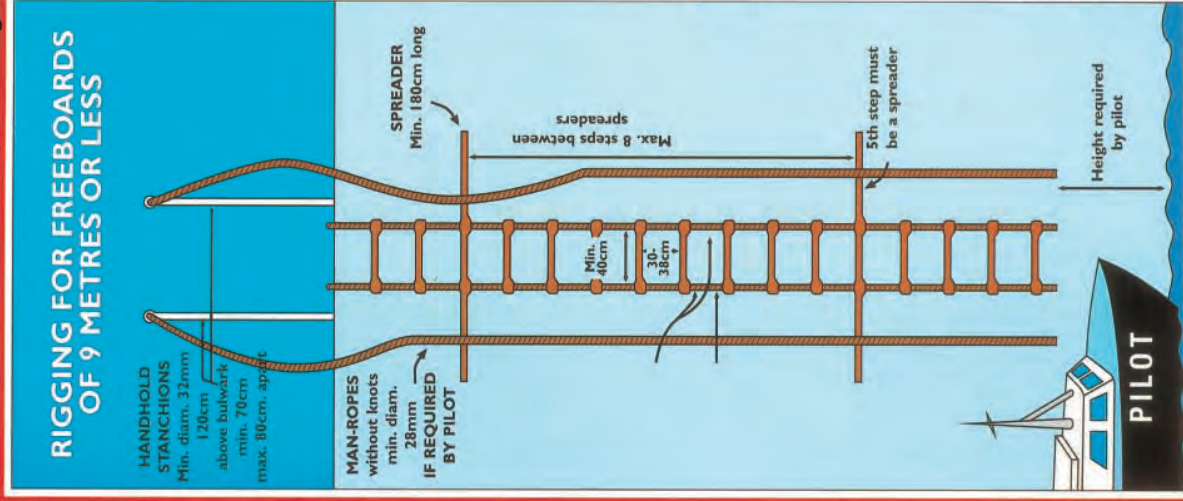


International Maritime Pilots' Association - Required Boarding Arrangements for Pilot

REQUIRED BOARDING ARRANGEMENTS FOR PILOT

In accordance with I.M.O. requirements and I.M.P.A. recommendations
INTERNATIONAL MARITIME PILOTS' ASSOCIATION

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Extract from the Code of Safe Working Practices for Merchant Seamen (COSWOP)

18.7.5 Transfer of personnel between two unsecured ships at sea is potentially a particularly dangerous manoeuvre. A risk assessment of the transfer arrangements should be undertaken and appropriate safety measures put into place to ensure the safety of those involved. Both vessels should be properly equipped and/or modified to allow the boarding to be undertaken without unnecessary risk. A proper embarkation point should be provided, and the boarding procedure clearly agreed. **The relative movements of both vessels in any seaway and varying sea, tide and swell conditions make the judgement of when to effect a transfer crucial.** The Master responsible for the transfer operation should have full sight of the area of transfer and he, and at least one designated crew member should be able to communicate at all times with the crew member making the transfer. It is recommended that vessels undertaking ship to ship transfers while underway, **should carry equipment designed to aid in the rapid recovery of a casualty from the waters.**

MGN 127 (M+F) - Means of Recovering Casualties From the Sea
When Involved in Ship to Ship Personnel Transfers



Maritime and Coastguard Agency

MGN 127 (M+F)

Means of Recovering Casualties From the Sea When Involved in Ship to Ship Personnel Transfers

Notice to Owners, Operators and Masters of Merchant Ships, Tugs and Owners and Skippers of Fishing Vessels, Owners and Operators of Code of Practice Vessels and Yachtsmen

Summary

The purpose of this Note is to recommend that all vessels engaged in ship to ship personnel transfers whilst both vessels are in motion, carry equipment designed to aid in the rapid recovery of a casualty from the water.

There have been a number of accidents, some fatal, whilst transferring personnel between vessels making way. A fatal accident occurred in the River Humber in December 1997 when a Mooring Assistant fell, after losing his footing and grip on a ladder, whilst transferring between a tug and a tanker. His eventual recovery took ten minutes but by then he was unconscious due to hypothermia. He was taken by helicopter to hospital but died an hour later.

The key lessons to be learnt from incidents such as this, are that strict operational procedures must be followed, particularly in cold, wet and adverse sea conditions. These will assist in preventing accidents and ensure a rapid recovery from the sea in the event that they occur.

A detailed assessment of retrieval equipment available for use on all small vessels should be carried out as soon as possible. Small tugs and similar vessels with less than four or five persons in the crew may be exempted from carrying a rescue boat, where it is not practicable to operate one. The exemption is conditional on the following:-

- the adequate manoeuvrability of the vessel;
- the provision of an overside ladder;
- the provision of some means to recover an unconscious person; and

- the crew being trained and practised in man overboard procedures.

Any vessel acting as its own rescue boat must demonstrate to the MCA surveyor issuing the certification the practical effectiveness of its retrieval system, as follows:-

- a suitably clad person of at least 75kg or a manikin of equivalent mass must be recovered from the water under normal operating conditions. If a person is to be used in the test then that person must not assist the rescue crew in any way;
- the requirement to lift the person from the water in a horizontal position, while desirable, is considered secondary to the speed of retrieval.

On all but very low freeboard vessels some form of recovery systems will almost certainly be essential. These include:-

- for low freeboard vessels nets which have proven effective especially those incorporating a parbuckle action;
- a scoop system developed from the net technique which can be effective but demands a certain degree of operator skill to be successful;

- the use of a tackle to hoist the person out of the water which is effective but relies on attaching a strop or harness to the person and a suitably positioned eye or davit arm for the top block; and
- an adaptation of a boat hook is available which incorporates a loop which, once fitted around the person, forms a lifting harness attached to a two-fold purchase.

The effectiveness of any retrieval system depends on training and practice. Operators are reminded of the requirements of the Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999. This notice should also be read in conjunction with MGN 17(M) Musters and Drills and On-board Training and Instruction, and MSN 1716 (M+F) Pilot Transfer Arrangements.

MSPP2C

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MS 7/08/1366

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*An executive agency of the Department of the
Environment, Transport and the Regions*

Extract from *HMS Westminster's* seamanship data book - use and rigging of pilot ladders

PILOT LADDERS

HMS WESTMINSTER is fitted with 2 pilot ladder positions, both of which are situated directly opposite each other, at frame station 74, midships x-passage. Primary use, as the name suggests, is to embark and disembark pilots and personnel on boat transfers. The ladders can also be utilised for boarding's, alongside conscious man overboard recovery, abandoning ship and hands to bathe.

The ladder is length to suit and fitted with 2 anti-twist batons and is shackled to two eye plates inboard on the deck using moused shackles as supplied and as recorded in the LESMS database.

Manropes are rigged on the stanchions either side of the ladder between the top guardrail and the middle guardrail knuckles as per MCA Regulations.

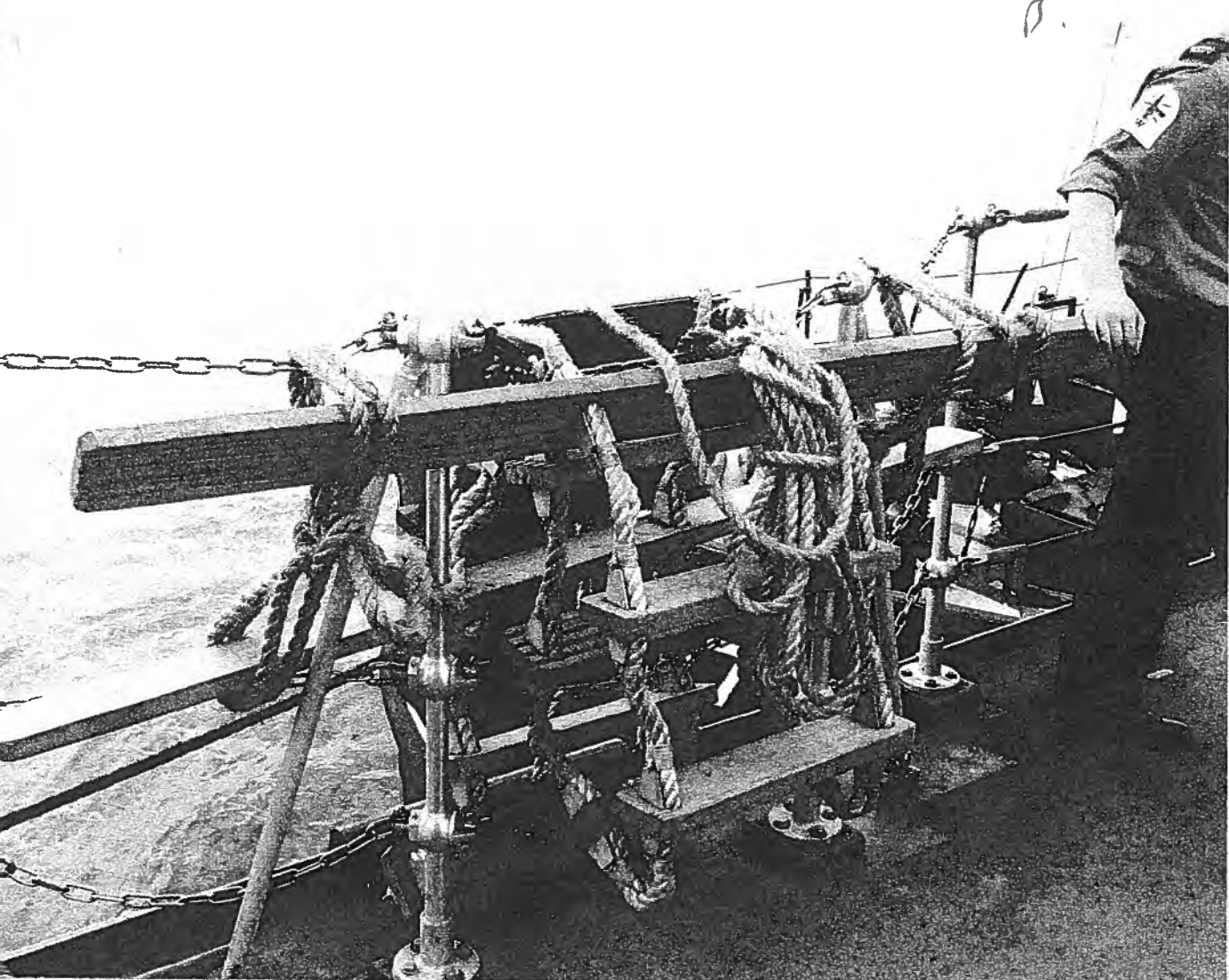
If ladder is used for Boat TX then a minimum of 2 hook ropes are to be supplied to assist with baggage lifejackets etc. A Marine Rescue Strop is also to be provided to be offered to less confident personnel which is attached to a hook rope and manned by ships personnel.

In harbour the ladders are stowed on the Stbd aft liferaft sponson and at sea can be lashed back on themselves in position on the chain guardrails.

Photographs of the ladders in the rigged and the stowed position are available on the public drive/executive/seamanship/seamanship photo's/pilot ladders.

CBM

HMS WESTMINSTER



Extract from the Admiralty Manual of Seamanship

0369. Pilot Ladder (Fig 3-215).

This is a portable 'roll-up' ladder that can be hung over the ship's side for embarking and disembarking boat passengers. Pilot ladders of the correct length for the class of ship are supplied by naval base Master Riggers. The ladder when rigged is to terminate 300mm above the surface of the water in calm conditions, when the ship is in its normal seagoing state; ie, fully stored, manned and upright. The pilot ladder is constructed of serrated, non-slip treads with side ropes threaded through their ends. The bottom four treads are made of moulded rubber and the remainder from hardwood; winnets are seized between the two parts of each side rope to keep the treads in position. 3m x 20mm polypropylene securing lanyards are spliced to thimble eyes at the inboard end of the ladder; where possible the ladder should be secured by shackling the thimble eyes direct to suitable strong points in the ship, but where this is not possible the lanyards must be used. To prevent the ladder twisting, 1.8m anti-twist spreaders with an integral serrated tread are fitted to the ladder at regular intervals, depending on the length of the ladder; details are given in Table 3-44.

Table 3-44. Position of Anti-twist Spreaders Fitted to Pilot Ladders

Total number of treads in ladder	Position of spreader
6-13	As the 5th tread
14	As the 5th and 12th tread
15	As the 5th and 13th tread
16-22	As the 5th and 14th tread
23	As the 5th, 14th and 21st tread
24	As the 5th, 14th and 22nd tread
25-30	As the 5th, 14th and 23rd tread

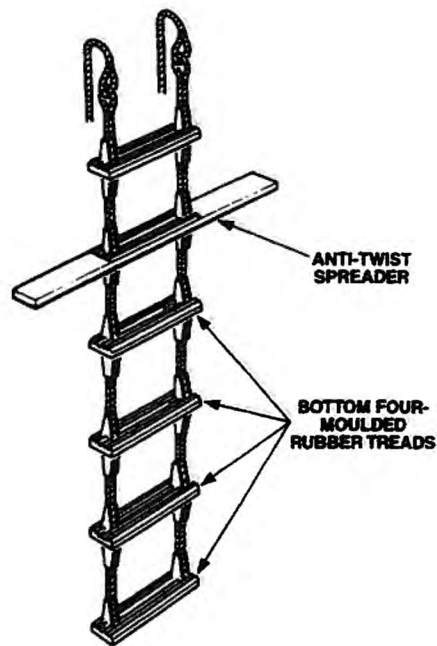
- a. **Two 24mm staple spun polypropylene manropes must be provided.** These are to be rigged at all times when the ladder is in use. They must be securely hitched, above the middle knuckle of the hand-hold stanchions where possible, or to other suitably positioned fixtures, and should extend for the length of the ladder, terminating with a manrope knot in the end of the rope.
- b. A swimmer of the watch marine rescue strop and recovery line, properly tended, must be available for use by transferring personnel who request them, or for use by all transferring personnel when deemed necessary by the OIC of the transfer point.
- c. When underway and embarking or disembarking stores or personnel via the pilot ladder, a boatrope must be rigged and taken by the boat to hold the boat in position under the ladder.
- d. Hook ropes, and a lifebuoy with man overboard marker are to be available. At night the ladder and reception area must be illuminated.
- e. Unless the boat conducting the transfer is very small the ladder is to be lowered after the craft is alongside the ship; ladders are not to be lowered into boats. Fenders must be positioned either side of the ladder.
- f. Only one person at a time is to be on the ladder.

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g. In ships where an extra line is required for the recovery of the ladder, the line (Hook Rope) is to be passed down to the boat and attached to the bottom of the ladder. It is to be kept clear, by leading fwd or aft to prevent inadvertent hand hold use until completion of personnel transfer.

h. FF/DD are not to use the AX position for boat transfers other than in totally benign conditions and with the Commanding Officers approval.

Fig 3-215. Pilot Ladder



Procedures for service, MoD sponsored, and civilian passenger transfers used
by the Royal Navy's service provider

FOST TRANSFERS IN PLYMOUTH SOUND

SECTION A: THE OUTWARD JOURNEY

1. AT THE START OF THE DUTY PERIOD, CARRY OUT SAFETY CHECKS CONTAINED IN DECK LOG BOOK.
2. MASTER TO ENSURE THAT ALL LIFE SAVING AND FIRE FIGHTING EQUIPMENT IS IN PLACE.
3. MASTER TO SATISFY HIMSELF THAT HE HAS THE CORRECT NUMBER OF EXPERIENCED CREW ON BOARD.
4. MASTER TO BE IN POSSESSION OF DAILY MOVEMENT SHEET AND LOCAL NAVIGATIONAL WARNINGS.
5. AT THE START OF THE DUTY PERIOD, ONCE THE ABOVE CHECKS HAVE BEEN CARRIED OUT, MASTER TO INFORM OPS ROOM THAT HIS VESSEL IS FIT/UNFIT FOR SERVICE.
6. CREW MEMBERS TO BE IN ATTENDANCE TO ASSIST AND COUNT PASSENGERS ON BOARD
7. ON DEPARTURE, MASTER TO INFORM 'FLAG' ON VHF 13 OF PASSENGERS AND CREW ON BOARD AND NAME OF DESTINATION SHIP IN THE SOUND. ENTRY TO THIS EFFECT TO BE MADE IN THE DECK LOGBOOK.
8. MASTER TO MAKE THE SAFETY BROADCAST TO PASSENGERS ON THE P.A. SYSTEM REMINDING PASSENGERS OF THE POSITION OF EXITS, MUSTER POINTS ETC.
9. WHEN ABEAM OF RUBBLE JETTY, INFORM 'LONGROOM' ON VHF 13 OF POSITION AND DETAILS AS ABOVE. MAKE AN ENTRY IN THE DECK LOGBOOK.
10. ON PASSING DRAKES ISLAND, CONTACT THE DESTINATION SHIP(S) ON VHF 13 AND CHOP TO 74. ASCERTAIN WHICH ENTRANCE CHANNEL THE SHIP(S) WILL BE USING AND WHICH SIDE THE TRANSFER IS TO TAKE PLACE ON.
11. PROCEED TO WAITING AREA A, B OR C AS PER THE CHARTLET OVERLEAF AT THE MASTER'S DISCRETION. MAINTAIN LISTENING WATCH ON VHF 13 AND 74 .

FOST TRANSFERS IN PLYMOUTH SOUND

SECTION B: THE TRANSFER PROCEDURE

1. AT THE WAITING AREA, MASTER TO BRIEF CREW OF HIS INTENDED MANOEUVRES AND ANY SPECIAL INSTRUCTIONS. □
2. SEE CHARTLET ATTACHED, NOTE THAT OPTIONS A AND B ARE DESIGNED TO ALLOW TRANSFERS ON THE STARBOARD SIDE OF THE SHIP ENTERING HARBOUR, WHILST OPTION C ALLOWS FOR PORT SIDE OPERATIONS. □
3. THE MASTER IS TO INFORM THE CUSTOMER VESSEL OF HIS POSITION IN THE WAITING AREA ON VHF 74 IN ORDER THAT BOTH VESSELS POSITIVELY IDENTIFY THEMSELVES TO EACH OTHER. □
3. AS THE CUSTOMER VESSEL PASSES THE BREAKWATER, THE MASTER OF THE PASSENGER CRAFT SHOULD TAKE UP STATION CLOSE ASTERN OF THE CUSTOMER ON THE AGREED TRANSFER SIDE AND IS TO INFORM THE VESSEL OF HIS POSITION AND READINESS TO BE CALLED IN . □
4. ONCE CALLED IN, THE MASTER TO ASK THE CUSTOMER VESSEL TO INFORM HIM OF ANY CHANGE OF COURSE AND OR SPEED THAT THE CUSTOMER INTENDS TO MAKE. THE MASTER SHALL MAKE HIS APPROACH AT AN ACCEPTABLE ANGLE AND BRING HIMSELF TO A POINT PARALLEL TO AND SLIGHTLY AHEAD OF THE TRANSFER POINT AT A DISTANCE OF A FEW FEET OFF. □
5. LINES CAN THEN BE PASSED FROM THE BOW OF THE PASSENGER CRAFT AND MADE FAST AS DIRECTED BY THE CREW OF THE PASSENGER VESSEL. A CONTROLLED CLOSURE OF THE PASSENGER CRAFT ALONGSIDE CAN THEN TAKE PLACE BY DROPPING ASTERN AS NECESSARY TO MAINTAIN WEIGHT ON THE HEAD LINES. □

NOTE THAT THE CREW ON THE CUSTOMER VESSEL SHOULD HAVE A HEAVING LINE STANDING BY IN THE EVENT THAT THE PASSENGER CRAFT HAS DIFFICULTY IN THROWING UP LINES.

FOST TRANSFERS IN PLYMOUTH SOUND

SECTION B: THE TRANSFER PROCEDURE

6. ONCE THE PASSENGER CRAFT IS ALONGSIDE AT THE TRANSFER POSITION AND WHEN THE MASTER IS SATISFIED THAT ALL LINES ARE SECURE AND THAT ALL TRANSFER EQUIPMENT IS PRESENT, HE IS THEN TO POSITIVELY INDICATE TO HIS CREW THAT THE TRANSFER CAN COMMENCE. □
7. IF THE MASTER IS IN ANY DOUBT AT ANY TIME, HE IS TO SUSPEND THE OPERATION UNTIL ANY SHORTCOMINGS ARE RECTIFIED. □

SAFETY MEASURES TO BE FOLLOWED AT ALL TIMES

CREW TO WEAR HARD HATS AND INFLATABLE LIFEJACKETS

COMMUNICATIONS TO BE MAINTAINED WITH CUSTOMER VESSEL AT ALL TIMES.

CUSTOMER VESSEL MUST INFORM PASSENGER CRAFT OF ANY CHANGES OF COURSE AND/OR SPEED DURING THE TRANSFER. THE FOLLOWING IS TO BE AVOIDED AT ALL TIMES:

- a) APPLYING STERN POWER ON THE TRANSFER SIDE***
- b) GAINING STERNWAY***
- c) SWINGING THE STERN AWAY FROM THE PASSENGER CRAFT***

THE MASTER TO ABORT OR SUSPEND THE OPERATION IF HE IS IN ANY DOUBT ABOUT SEA CONDITIONS OR ANY OTHER FACTORS.

ALL TRANSFERRING PERSONNEL TO WEAR INFLATABLE LIFEJACKETS.

DECK CREW TO ASSIST TRANSFERRING PERSONNEL.

TRANSFERS SHOULD NORMALLY TAKE PLACE ON THE STBD SIDE OF THE CUSTOMER VESSEL UNLESS THE CO CONSIDERS THAT WEATHER CONDITIONS FAVOUR A PORT SIDE TRANSFER..

FOST TRANSFERS IN PLYMOUTH SOUND

SECTION C: THE HOMEWARD JOURNEY

1. ON COMPLETION OF TRANSFER, ASCERTAIN PASSENGER NUMBERS ON BOARD AND REPORT SAME ON VHF 13 TO 'LONGROOM' ALONG WITH INTENDED DESTINATION. MAKE A LOG BOOK ENTRY DETAILING TRANSFER TIMES, PASSENGERS ON BOARD ETC .
2. MAKE THE SAFETY BROADCAST TO PASSENGERS AS IN SECTION A .
3. WHEN PASSING RUBBLE JETTY INWARDS, INFORM 'FLAG' ON VHF 13 OF POSITION AND DETAILS OF ABOVE.
4. ONCE ALONGSIDE AT DESTINATION, MASTER TO INFORM PASSENGERS WHEN IT IS SAFE TO DISEMBARK.
5. CREW TO CHECK PASSENGER SPACES TO ENSURE THAT ALL PASSENGERS HAVE LEFT THE VESSEL.