



REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF TRANSPORT AND COMMUNICATIONS
DEPARTMENT OF MARINE ADMINISTRATION

NO.363/421, CORNER OF MERCHANT & THEIN BYU ROAD,
BOTATAUNG TOWNSHIP, YANGON, MYANMAR

P.O BOX 194, Fax: +95 1 397641,

E-mail: dgdma@myanmar.com.mm

Date : 24th January 2018

Directive (12/2018)

Pilot Transfer Arrangements

Applicable to: All Ship - Owners, ship Operators, Flag State Surveyors, Recognized Organizations, Masters and Officers of Myanmar Flagged Ships

References:

- (a) SOLAS 1974, as amended
- (b) IMO Res A.1045(27), as amended by IMO Res A.1108(29),
- (c) IMO Circular MSC.1/Circ.1428
- (d) IMO Circular MSC.1/Circ.1495
- (e) IMO Circular MSC.1/Circ.1375/Rev.1

1. The Department of Marine Administration circulates this directive in the exercise of the power conferred by Section 294 (B), paragraph (b) of the Myanmar Merchant Shipping Act 1923, as amended.
2. This directive applies to all Myanmar flagged ships engaged on International voyage complying with requirements of SOLAS 1974, as amended.
3. The Guidance for Pilot Transfer Arrangement, that have occasion to use the services of a pilot when entering or leaving port or wherever pilotage is required, is set out by Department of Marine Administration to fulfill the relevant requirements of the International Safety of Life at Sea 1974, as amended and above references.

Maung Maung Oo
Director General
Department of Marine Administration



Department of Marine Administration
Ministry of Transport and Communications
Republic of the Union of Myanmar

GUIDANCE FOR PILOT TRANSFER ARRANGEMENT

2018



Contents

Introduction	2
Part I. PILOT TRANSFER ARRANGEMENTS	3
RECOMMENDATION ON PILOT TRANSFER ARRANGEMENTS.....	4
Part II. AMENDMENTS TO THE RECOMMENDATION ON PILOT TRANSFER ARRANGEMENTS (RESOLUTION A.1045(27))	13
Part III. UNIFIED INTERPRETATION OF SOLAS REGULATION V/23	14
Part IV. REQUIRED BOARDING ARRANGEMENTS FOR	15
Part V. UNIFIED INTERPRETATION OF SOLAS REGULATION V/23.3.3.....	16

Introduction

1 This Guidance applies to all vessels Myanmar Flagged ship that have occasion to use the services of a pilot when entering or leaving port, or wherever pilot age is required.

2 The purpose of this Guidance is to ensure that pilot transfer arrangements, use, and maintenance conform to standards at least equal to those set out in International Maritime Organization (IMO) Assembly Resolution A.1045 (27), as amended by IMO Assembly Resolution A.1108(29).

3 Pilot transfer arrangements shall meet the standards of SOLAS Regulation V/23 and corresponding IMO Assembly Resolution A.1045(27), as amended. Furthermore, in applying the relevant provisions of SOLAS Regulation V/23.3.3 for pilot transfer equipment and arrangements, the unified interpretation as contained in IMO Circular MSC.1/Circ.1495 shall be used as guidance.

4 Pilot transfer arrangements shall be provided to enable the pilot to embark and disembark safely on either side of the ship (SOLAS Regulation V/23, paragraph 3.1), with typical transfer arrangements shown in IMO Circular MSC.1/Circ. 1428. All pilot ladders used for pilot transfer shall be clearly identified with tags or other permanent marking so as to enable identification of each appliance for the purposes of survey, inspection, and record keeping. A record should be kept.

5 Concerning the installation date of pilot transfer equipment and arrangements stipulated in paragraph 1.2 of the International Convention for the Safety of Life at Seas (SOLAS) Regulation V/23, IMO Circular MSC.1/Circ.1375/Rev.1 provides a unified interpretation.

6 This Guidance for Pilot Transfer Arrangement is herewith set out by the Department of Marine Administration stated in the Directive 12/2018 on 24th Jan 2018.

Part I.
PILOT TRANSFER ARRANGEMENTS
(Reference Res: A.1045 (27), 30 Nov 2011)

THE ASSEMBLY,

RECALLING Article 15(j) of the Convention on the International Maritime Organization regarding the functions of the Assembly in relation to regulations and guidelines concerning maritime safety,

NOTING the provisions of regulation V/23 of the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended,

HAVING CONSIDERED the recommendation made by the Maritime Safety Committee at its eighty-seventh session,

1. ADOPTS the "Recommendation on Pilot Transfer Arrangements", as set out in the Annex to the present resolution;
2. INVITES Governments to draw the attention of all concerned to this recommendation;
3. FURTHER INVITES Governments to ensure that mechanical pilot hoists are not used;
4. REQUESTS Governments to ensure that pilot ladders and their arrangements, use and maintenance conform to standards not inferior to those set out in the annex to the present resolution;
5. REVOKES resolution A.889(21).

Annex
RECOMMENDATION ON PILOT TRANSFER ARRANGEMENTS

1 GENERAL

Ship designers are encouraged to consider all aspects of pilot transfer arrangements at an early stage in design. Equipment designers and manufacturers are similarly encouraged, particularly with respect to the provisions of paragraphs 2.1.2, 3.1 and 3.3.

2 PILOT LADDERS

A pilot ladder should be certified by the manufacturer as complying with this section or with the requirements of an international standard acceptable to the Organization.¹

2.1 Position and construction

2.1.1 The securing strong points, shackles and securing ropes should be at least as strong as the side ropes specified in section 2.2 below.

2.1.2 The steps of the pilot ladders should comply with the following requirements:

- .1 if made of hardwood, they should be made in one piece, free of knots;
- .2 if made of material other than hardwood, they should be of equivalent strength, stiffness and durability to the satisfaction of the Administration;
- .3 the four lowest steps may be of rubber of sufficient strength and stiffness or other material to the satisfaction of the Administration;
- .4 they should have an efficient non-slip surface;
- .5 they should be not less than 400 mm between the side ropes, 115 mm wide and 25 mm in depth, excluding any non-slip device or grooving;
- .6 they should be equally spaced not less than 310 mm or more than 350 mm apart; and
- .7 they should be secured in such a manner that each will remain horizontal.

2.1.3 No pilot ladder should have more than two replacement steps which are secured in position by a method different from that used in the original construction of the ladder, and any steps so secured should be replaced as soon as reasonably practicable by steps secured in position by the method used in the original construction of the

¹Refer to the recommendations by the International Organization for Standardization, in particular publication ISO 799:2004, *Ships and marine technology – Pilot ladders*.

by steps secured in position by the method used in the original construction of the pilot ladder. When any replacement step is secured to the side ropes of the pilot ladder by means of grooves in the sides of the step, such grooves should be in the longer sides of the step.

2.1.4 Pilot ladders with more than five steps should have spreader steps not less than 1.8 m long provided at such intervals as will prevent the pilot ladder from twisting. The lowest spreader step should be the fifth step from the bottom of the ladder and the interval between any spreader step and the next should not exceed nine steps.

2.1.5 When a retrieval line is considered necessary to ensure the safe rigging of a pilot ladder, the line should be fastened at or above the last spreader step and should lead forward. The retrieval line should not hinder the pilot nor obstruct the safe approach of the pilot boat.

2.1.6 A permanent marking should be provided at regular intervals (e.g. 1m) throughout the length of the ladder consistent with ladder design, use and maintenance in order to facilitate the rigging of the ladder to the required height.

2.2 Ropes

2.2.1 The side ropes of the pilot ladder should consist of two uncovered ropes not less than 18 mm in diameter on each side and should be continuous, with no joints and have a breaking strength of at least 24 Kilo New tons per side rope. The two side ropes should each consist of one continuous length of rope, the midpoint half-length being located on a thimble large enough to accommodate at least two passes of side rope.²

2.2.2 Side ropes should be made of manila or other material of equivalent strength, durability, elongation characteristics and grip which has been protected against actinic degradation and is satisfactory to the Administration.

2.2.3 Each pair of side ropes should be secured together both above and below each step with a mechanical clamping device properly designed for this purpose, or seizing method with step fixtures (chocks or widgets), which holds each step level when the ladder is hanging freely. The preferred method is seizing.²

² Refer to the recommendations by the International Organization for Standardization, in particular publication ISO 799:2004, *Ships and marine technology — Pilot ladders*, part 4.3a and part 3, paragraph 3.2.1.

3 ACCOMMODATION LADDERS USED IN CONJUNCTION WITH PILOT LADDERS

3.1 Arrangements which may be more suitable for special types of ships may be accepted, provided that they are equally safe.

3.2 The length of the accommodation ladder should be sufficient to ensure that its angle of slope does not exceed 45°. In ships with large draft ranges, several pilot ladder hanging positions may be provided, resulting in lesser angles of slope. The accommodation ladder should be at least 600 mm in width.

3.1 The lower platform of the accommodation ladder should be in a horizontal position and secured to the ship's side when in use. The lower platform should be a minimum of 5 m above sea level.

3.2 Intermediate platforms, if fitted, should be self-leveling. Treads and steps of the accommodation ladder should be so designed that an adequate and safe foothold is given at the operative angles.

3.3 The ladder and platform should be equipped on both sides with stanchions and rigid handrails, but if hand ropes are used they should be tight and properly secured. The vertical space between the handrail or hand rope and the stringers of the ladder should be securely fenced.

3.4 The pilot ladder should be rigged immediately adjacent to the lower platform of the accommodation ladder and the upper end should extend at least 2 m above the lower platform. The horizontal distance between the pilot ladder and the lower platform should be between 0.1 and 0.2 m.

3.5 If a trapdoor is fitted in the lower platform to allow access from and to the pilot ladder, the aperture should not be less than 750 mm x 750 mm. The trapdoor should open upwards and be secured either flat on the embarkation platform or against the rails at the aft end or outboard side of the platform and should not form part of the handholds. In this case the after part of the lower platform should also be fenced as specified in paragraph 3.5 above, and the pilot ladder should extend above the lower platform to the height of the handrail and remain in alignment with and against the ship's side.

3.6 Accommodation ladders, together with any suspension arrangements or attachments fitted and intended for use in accordance with this recommendation, should be to the satisfaction of the Administration³.

4 ACCESS TO DECK

Means should be provided to ensure safe, convenient and unobstructed passage for any person embarking on, or disembarking from, the ship between the head of the pilot ladder, or of any accommodation ladder, and the ship's deck; such access should be gained directly by a platform securely guarded by handrails. Where such passage is by means of:

- .1 a gateway in the rails or bulwark, adequate handholds should be provided at the point of embarking on or disembarking from the ship on each side which should be not less than 0.7 m or more than 0.8 m apart. Each handhold should be rigidly secured to the ship's structure at or near its base and also at a higher point, not less than 32 mm in diameter and extend not less than 1.2 m above the top of the bulwarks. Stanchions or handrails should not be attached to the bulwark ladder;
- .2 a bulwark ladder should be securely attached to the ship to prevent overturning. Two handhold stanchions should be fitted at the point of embarking on or disembarking from the ship on each side which should be not less than 0.7 m or more than 0.8 m apart. Each stanchion should be rigidly secured to the ship's structure at or near its base and also at a higher point, should be not less than 32 mm in diameter and should extend not less than 1.2 m above the top of the bulwarks. Stanchions or handrails should not be attached to the bulwark ladder.

5 SAFE APPROACH OF THE PILOT BOAT

Where rubbing bands or other constructional features might prevent the safe approach of a pilot boat, these should be cut back to provide at least 6 meters of unobstructed ship's side. Specialized offshore ships less than 90 m or other similar ships less than 90 m for which a 6 m gap in the rubbing bands would not

³ MECHANICAL PILOT HOISTS

The use of mechanical pilot hoists is prohibited by SOLAS regulation V/23.

be practicable, as determined by the Administration, do not have to comply with this requirement. In this case, other appropriate measures should be taken to ensure that persons are able to embark and disembark safely.

6 Refer to SOLAS regulation II-1/3-9 concerning accommodation ladders.

7 INSTALLATION OF PILOT LADDER WINCH REELS

7.1 Point of access

7.1.1 When a pilot ladder winch reel is provided it should be situated at a position which will ensure persons embarking on, or disembarking from, the ship between the pilot ladder and the point of access to the ship, have safe, convenient and unobstructed access to or egress from the ship.

7.1.2 The point of access to or egress from the ship may be by a ship's side opening, an accommodation ladder when a combination arrangement is provided, or a single section of pilot ladder.

7.1.3 The access position and adjacent area should be clear of obstructions, including the pilot ladder winch reel, for distances as follows:

- .1 a distance of 915 mm in width measured longitudinally;
- .2 a distance of 915 mm in depth, measured from the ship's side plating inwards; and
- .3 a distance of 2,200 mm in height, measured vertically from the access deck.

7.2 Physical positioning of pilot ladder winch reels

7.2.1 Pilot ladder winch reels are generally fitted on the ship's upper (main) deck or at a ship's side opening which may include side doors, gangway locations or bunkering points. Winch reels fitted on the upper deck may result in very long pilot ladders.

7.2.2 Pilot ladder winch reels which are fitted on a ship's upper deck for the purpose of providing a pilot ladder which services a ship side opening below the upper deck or, alternatively, an accommodation ladder when a combination arrangement is provided should:

- .1 be situated at a location on the upper deck from which the pilot ladder is able to be suspended vertically, in a straight line, to a point adjacent to the ship side opening access point or the lower platform of the accommodation ladder;

- .2 be situated at a location which provides a safe, convenient and unobstructed passage for any person embarking on, or disembarking from, the ship between the pilot ladder and the place of access on the ship;
- .3 be situated so that safe and convenient access is provided between the pilot ladder and the ship's side opening by means of a platform which should extend outboard from the ship's side for a minimum distance of 750 mm, with a longitudinal length of a minimum of 750 mm. The platform should be securely guarded by handrails;
- .4 safely secure the pilot ladder and manropes to the ship's side at a point on the ship's side at a distance of 1,500 mm above the platform access point to the ship's side opening or the lower platform of the accommodation ladder; and
- .5 if a combination arrangement is provided, have the accommodation ladder secured to the ship's side at or close to the lower platform so as to ensure that the accommodation ladder rests firmly against the ship's side.

7.2.3 Pilot ladder winch reels fitted inside a ship's side opening should:

- .1 be situated at a position which provides a safe, convenient and unobstructed passage for any person embarking on, or disembarking from, the ship between the pilot ladder and the place of access on the ship;
- .2 be situated at a position which provides an unobstructed clear area with a minimum length of 915 mm and minimum width of 915 mm and minimum vertical height of 2,200 mm; and
- .3 if situated at a position which necessitates a section of the pilot ladder to be partially secured in a horizontal position on the deck so as to provide a clear access as described above, then allowance should be made so that this section of the pilot ladder may be covered with a rigid platform for a minimum distance of 915 mm measured horizontally from the ship's side inwards.

7.3 Handrails and handgrips

Handrails and handgrips should be provided in accordance with section 5 to assist the pilot to safely transfer between the pilot ladder and the ship, except as noted in paragraph 7.2.2.3 for arrangements with platforms extending outboard. The horizontal distance between the handrails and/or the handgrips should be not less

than 0.7 m or more than 0.8 m apart.

7.4 Securing of the pilot ladder

Where the pilot ladder is stowed on a pilot ladder winch reel which is located either within the ship's side opening or on the upper deck:

- .1 the pilot ladder winch reel should not be relied upon to support the pilot ladder when the pilot ladder is in use;
- .2 the pilot ladder should be secured to a strong point, independent of the pilot ladder winch reel; and
- .3 the pilot ladder should be secured at deck level inside the ship side opening or, when located on the ship's upper deck, at a distance of not less than 915 mm measured horizontally from the ship's side inwards.

7.5 Mechanical securing of pilot ladder winch reel

7.5.1 All pilot ladder winch reels should have means of preventing the winch reel from being accidentally operated as a result of mechanical failure or human error.

7.5.2 Pilot ladder winch reels may be manually operated or, alternatively, powered by either electrical, hydraulic or pneumatic means.

7.5.3 Manually operated pilot ladder winch reels should be provided with a brake or other suitable arrangements to control the lowering of the pilot ladder and to lock the winch reel in position once the pilot ladder is lowered into position.

7.5.4 Electrical, hydraulic or pneumatically driven pilot ladder winch reels should be fitted with safety devices which are capable of cutting off the power supply to the winch reel and thus locking the winch reel in position.

7.5.5 Powered winch reels should have clearly marked control levers or handles which may be locked in a neutral position.

7.5.6 A mechanical device or locking pin should also be utilized to lock powered winch reels.

Part II.

**AMENDMENTS TO THE RECOMMENDATION ON PILOT TRANSFER
ARRANGEMENTS (RESOLUTION A.1045 (27))**

(Reference Res: .1108 (29), 2 December 2015)

THE ASSEMBLY,

RECALLING Article 15 (j) of the Convention on the International Maritime Organization regarding the functions of the Assembly in relation to regulations and guidelines concerning maritime safety,

RECALLING ALSO the provisions of regulation V/23 of the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended,

RECALLING FURTHER resolution A.1045 (27) by which it adopted the Recommendation on pilot transfer arrangements,

HAVING CONSIDERED the recommendation made by the Maritime Safety Committee at its ninety-fifth session,

1 ADOPTS the amendments to the Recommendation on pilot transfer arrangements (resolution A.1045 (27)), set out in the annex to the present resolution;

2 INVITES Governments to draw the attention of all concerned to these amendments to the Recommendation;

3 REQUESTS Governments to ensure that pilot ladders and their arrangements, use and maintenance conform to standards not inferior to those set out in the annex to resolution A.1045 (27), as amended by the present resolution.

**AMENDMENTS TO THE RECOMMENDATION ON
PILOT TRANSFER ARRANGEMENTS (RESOLUTION A.1045 (27))**

5 ACCESS TO DECK

The existing paragraphs 5.1 and 5.2 are amended to read as follows:

.1 a gateway in the rails or bulwark, adequate handholds should be provided at the point of embarking on or disembarking from the ship on each side which should be not less than 0.7 m or more than 0.8 m apart. Each handhold should be rigidly secured to the ship's structure at or near its base and also at a higher point, should be not less than 32 mm in diameter and should extend not less than 1.2 m above the deck to which it is fitted; and

.2 a bulwark ladder, two separate handhold stanchions should be fitted at the point of embarking on or disembarking from the ship on each side which should be not less than 0.7 m or more than 0.8 m apart. The bulwark ladder should be securely attached to the ship to prevent overturning. Each stanchion should be rigidly secured to the ship's structure at or near its base and also at a higher point, should be not less than 32 mm in diameter and should extend not less than 1.2 m above the top of the bulwarks. Stanchions or handrails should not be attached to the bulwark ladder."

Part III.

UNIFIED INTERPRETATION OF SOLAS REGULATION V/23 (Reference: IMO Circular MSC.1/Circ.1375/Rev.1, 28 May 2012)

1 The Maritime Safety Committee, at its ninetieth session (16 to 25 May 2012), reviewed and approved a revised unified interpretation of SOLAS regulation V/23 concerning the installation date of pilot transfer equipment and arrangements, stipulated in paragraph 1.2 of the regulation, as follows:

- .1 for ships for which the building contract is placed on or after 1 July 2012, or in the absence of the contract, constructed on or after 1 July 2012, " installed on or after 1 July 2012" means any installation on the ship; and
- .2 for ships other than those ships prescribed in .1 above, "installed on or after 1 July 2012" means a contractual delivery date for the system, in its entirety or for individual components of the system, as relevant, to the ship on or after 1 July 2012 or, in the absence of a contractual delivery date, the actual delivery of the system, in its entirety or for individual components, to the ship on or after 1 July 2012. This does not apply to equipment and arrangements covered by paragraph 1.4 of regulation V/23.

2 Department of Marine administration uses the above revised interpretation when applying SOLAS regulation V/23 and to bring it to the attention of all parties concerned.

3 This circular revokes MSC.1/Circ.1375.

Part IV.
REQUIRED BOARDING ARRANGEMENTS FOR
(Reference: IMO Circular MSC.1/Circ.1428, 28 May 2012)

1 The Maritime Safety Committee, at its eighty-eighth session (24 November to 3 December 2010), approved amendments to SOLAS regulation V/23 which, inter alia, include amendments to the Required Boarding Arrangements for Pilots (resolution MSC.308(88)). In addition, the twenty-seventh regular session of the Assembly, in December 2011, adopted resolution A.1045 (27) on Pilot transfer arrangements.

2 These changes required amendments to the poster previously circulated under cover of MSC/Circ.568/Rev.1. The attached revised poster incorporates the most significant changes adopted by MSC 88.

3 The Maritime Safety Committee, at its ninetieth session (16 to 25 May 2012), concurred with the recommendation of the fifty-seventh session of the NAV Sub-Committee regarding Required boarding arrangements for pilots (6 to 10 June 2011) and approved a revision of the poster.

4 As advised by the IMO Maritime Safety Committee, the Department of Marine Administration uses the revised poster and bring it to the attention of pilots, seafarers, ship owners, ship operators and others concerned with pilot boarding arrangements.

PART V. UNIFIED INTERPRETATION OF SOLAS REGULATION V/23.3.3 (Reference: IMO Circular MSC.1/Circ.1495, 21 November 2014)

1 The Maritime Safety Committee, at its ninety-fourth session (17 to 21 November 2014), approved a unified interpretation of SOLAS regulation V/23.3.3 on Pilot transfer arrangements, prepared by the Sub-Committee on Navigation, Communications and Search and Rescue (NCSR), at its first session, as set out in the annex.

2 Department of Marine Administration uses the unified interpretation as guidance when applying the relevant provisions of SOLAS regulation V/23.3.3 for pilot transfer equipment and arrangements, and to bring this unified interpretation to the attention of all parties concerned.

ANNEX

UNIFIED INTERPRETATION OF SOLAS REGULATION V/23.3.3

SOLAS regulation V/23.3.3 states:

Safe and convenient access to, and egress from, the ship shall be provided by either:

- .1 a pilot ladder requiring a climb of not less than 1.5 m and not more than 9 m above the surface of the water so positioned and secured that:
- .1.2 the single length of pilot ladder is capable of reaching the water from the point of access to, or egress from, the ship and due allowance is made for all conditions of loading and trim of the ship, and for an adverse list of 15°; the securing strong point, shackles and securing ropes shall be at least as strong as the side ropes; or
- .1.3 an accommodation ladder in conjunction with the pilot ladder (i.e. a combination arrangement), or other equally safe and convenient means, whenever the distance from the surface of the water to the point of access to the ship is more than 9 m.

Interpretation

Sub paragraphs 1 and 2 of SOLAS regulation V/23.3.3. address two different and distinct arrangements – the former when only a pilot ladder is provided; the latter when a combined arrangement of "an accommodation ladder used in conjunction with the pilot ladder" is provided.

1 SOLAS regulation V/23.3.3.1 limits the climb to not more than 9 m on a single ladder. If only a pilot ladder is to be used, the maximum height of 9 m from the "safe and convenient access to, and egress from, the ship" to the surface of the water is to include consideration of an adverse list of 15°.

2 SOLAS regulation V/23.3.3.2 and section 3 of resolution A.1045(27) applies to a combined arrangement of "an accommodation ladder used in conjunction with the pilot ladder" for "Safe and convenient access to, and egress from, the ship" for which a 15° list requirement does not apply.

3 Department of Marine Administration uses the unified interpretation provided in paragraphs 1 and 2 above as guidance when applying the relevant provisions of SOLAS regulation V/23.3.3 for pilot transfer equipment and arrangements and to bring them to the attention of all parties concerned.