

Pilot Ladder Checklist

Vessel Name:

Date of Pilot Transfer:

To the Master of the Vessel,

TasPorts require you and your crew to fully cooperate with our pilot launch crew to ensure the safe transfer of Pilots to and from your vessel.

You are responsible to ensure that the pilot ladder has been stored and maintained in good condition and that it is regularly inspected and certified by the manufacturer of the ladder that it complies with the requirements of SOLAS CH V- Regulation 23 - Pilot Transfer Arrangements Resolution A.1045 (27), ARCSOPT 03-23 – Marine Pilot Transfer Arrangements and AMSA Marine Notice 04/2023.

TasPorts supports all members of the pilot launch crew who decide not to transfer due to an unsafe ladder arrangement.

Please note that any failure from you to provide a fully compliant pilot transfer arrangement will result in your vessel being rejected for pilot boarding, and additional charges may be levied to your vessel.



The Master of the Vessel is to ensure this Pilot Ladder Checklist has been completed and emailed to TasPorts VTS along with the Vessel Movement Advice (VMA) 72-hours prior to the planned pilot transfer taking place. The Master shall resubmit the Pilot Ladder Checklist should any changes occur after initial submission.

Item	Checks to be performed	Yes	No
1)	Have all pilot ladders been kept clean, properly maintained, stowed and inspected at least 72 hours prior to arrival at the port to ensure that they are safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
2)	Are "Certificates of Conformity" and "Inspection Certificates" for Pilot ladders maintained on-board the vessel and ready for viewing by the pilot upon boarding?	<input type="checkbox"/>	<input type="checkbox"/>
3)	Are manufacturer's plates clearly visible with matching certification for each ladder?	<input type="checkbox"/>	<input type="checkbox"/>
4)	Are all pilot ladders only used for the embarkation and disembarkation of personnel and mark with 'For Marine Transfers Only'?	<input type="checkbox"/>	<input type="checkbox"/>
5)	Is there a copy of International Maritime Pilots Association "required boarding arrangements for pilots" poster displayed on board?	<input type="checkbox"/>	<input type="checkbox"/>
6)	Will the supervision of the rigging of the pilot ladder and of the pilot transfer arrangements be conducted by a responsible officer who has means of communication with the navigation bridge?	<input type="checkbox"/>	<input type="checkbox"/>
7)	Will the vessel provide a person to escort the pilot by a safe route to and from the navigation bridge?	<input type="checkbox"/>	<input type="checkbox"/>

8)	Will the pilot ladder and any operating mechanical equipment be tested prior to use?	<input type="checkbox"/>	<input type="checkbox"/>
9)	Are there at least two people (including one Officer) on the ship, near the pilot boarding area to assist pilot's embarkation / disembarkation?	<input type="checkbox"/>	<input type="checkbox"/>
10)	Are the ropes, heaving lines, splices and thimbles in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
11)	Are the steps, spreaders and chocks in good condition and free of any coatings?	<input type="checkbox"/>	<input type="checkbox"/>
12)	Is the pilot ladder properly secured to the deck of ship?	<input type="checkbox"/>	<input type="checkbox"/>
13)	Is the deck area where the pilot disembarks clean and free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
14)	Are the heaving line(s) in good condition and suitable for their intended use?	<input type="checkbox"/>	<input type="checkbox"/>
15)	Are man ropes Grade 1 Manila, securely rigged and at least 28mm and no more than 32mm in diameter?	<input type="checkbox"/>	<input type="checkbox"/>
16)	Are man ropes less than 12 month old from construction (date of manufacture)?	<input type="checkbox"/>	<input type="checkbox"/>
17)	Is each pilot ladder less than 30 months old from construction (date of manufacture), or have they undergone the strength test as outlined in ISO 799-2019 with relevant certification?	<input type="checkbox"/>	<input type="checkbox"/>
18)	Is the pilot ladder tied to a strongpoint on the ship, resting on the parallel body of the ship and are the steps horizontal?	<input type="checkbox"/>	<input type="checkbox"/>
19)	Is there an additional back-up pilot ladder available on board the vessel?	<input type="checkbox"/>	<input type="checkbox"/>
20)	Is the vessel capable and well-rehearsed in retrieving a man overboard? Date of last MOB drill: _____	<input type="checkbox"/>	<input type="checkbox"/>
21)	Is there a lifebuoy and self-igniting light available at the pilot boarding area?	<input type="checkbox"/>	<input type="checkbox"/>
22)	Is the boarding area adequately lit for pilot transfers at night?	<input type="checkbox"/>	<input type="checkbox"/>
23)	Have vessel crew been sufficiently trained in proper securing of the pilot ladders with regards to strongpoints, condition of stanchions, acceptable securing from pilot ladder mount reels, acceptable rope sizes and material for securing ropes, combination ladder arrangements and hoist wires maintenance, etc?	<input type="checkbox"/>	<input type="checkbox"/>

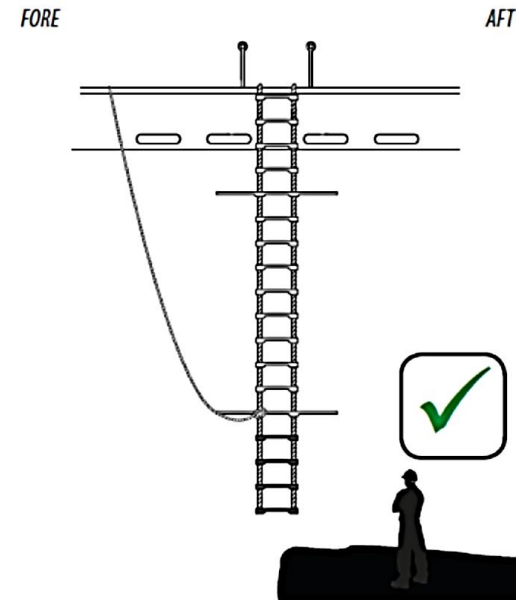
Vessel Master's Name: _____ **Date :** _____

Vessel Master's Signature:

Rigging Requirements for Combination Pilot Ladders	
 <p>Magnets must be 1.5 meters above combination ladder platform</p>	 <p>Manropes are to be tucked in line with the magnet/suction pad</p>



1 magnet for accomation ladder



The retrieval line is to be fastened above the last spreader step and is to lead forward without hindering or obstructing the pilot or pilot launch

REQUIRED BOARDING ARRANGEMENTS FOR PILOT



In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)

INTERNATIONAL MARITIME PILOTS' ASSOCIATION

H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 Fax: +44 (0)20 7210 3518 Email: office@impahq.org

This document and all IMO Pilot-related documents are available for download at: <http://www.impahq.org>

