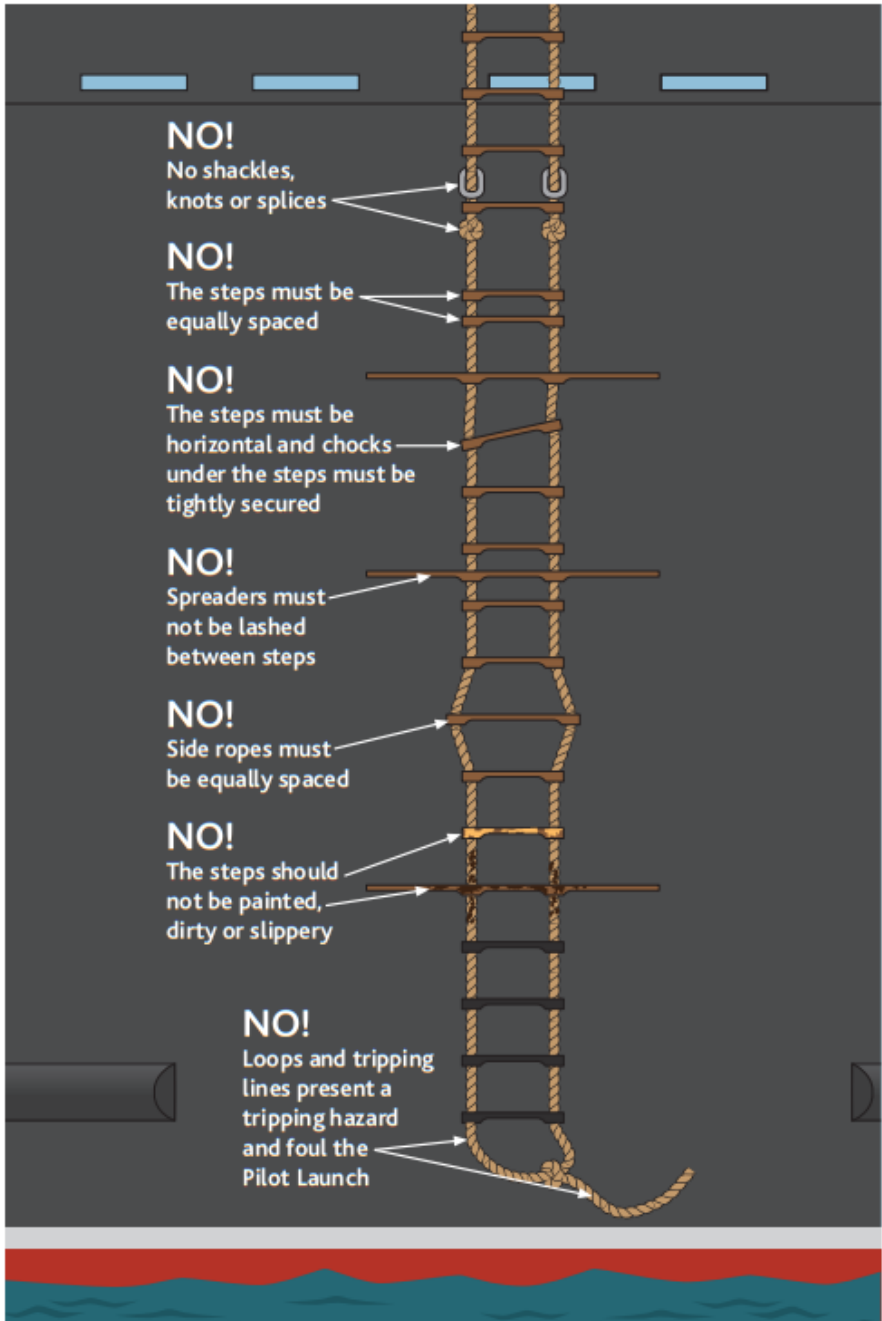




# Pocket Pilot Ladder Reference Guide

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## How to rig a pilot ladder correctly

The pilot ladder should be secured by the side ropes to a strong point. The ladder comes with hard eyes, which can be shackled to a strong point. If the length of the ladder needs adjusting then a suitable length of rope of equal diameter can be used as illustrated, a 'rolling hitch'.



Figure 1 How to: rolling hitch knot

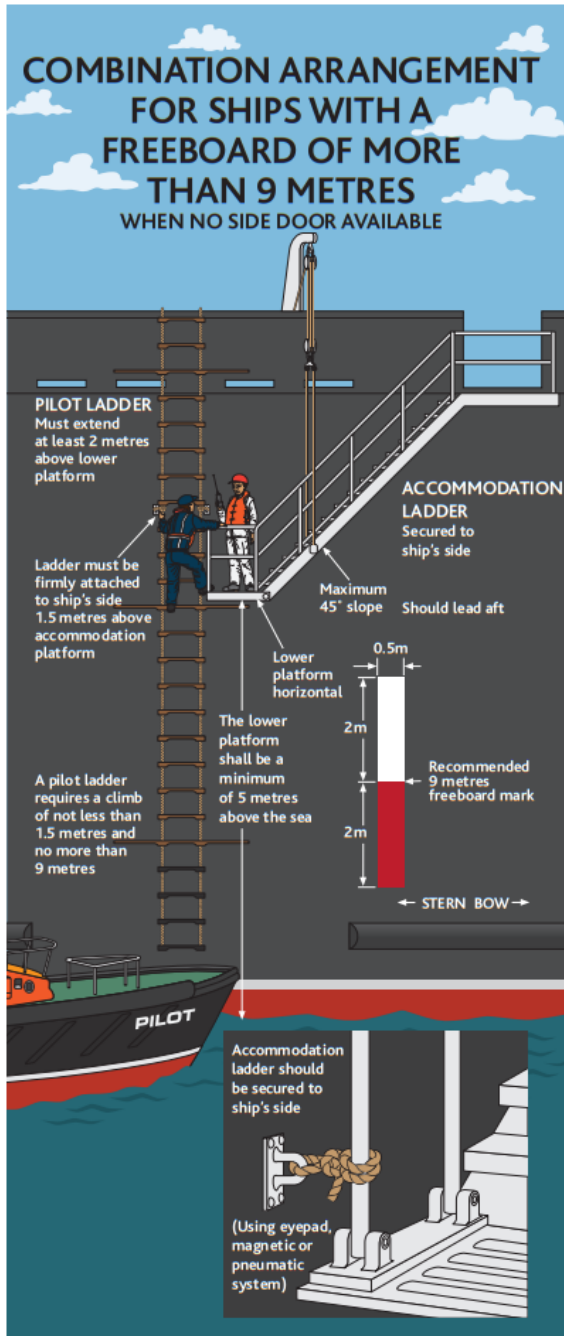


Make sure that all the weight rests on the ropes

Make sure all steps are parallel and the ropes between them are straight

## Rigging for freeboards of 9 metres or less (check list)

On approach	
<input type="checkbox"/>	Is the ladder in the mid-section of the vessel?
<input type="checkbox"/>	Is it clear of over-board discharges?
<input type="checkbox"/>	Is there a 6-metre unobstructed ship's side (no rubbing band)?
Alongside the ship and prior to disembarkation:	
<input type="checkbox"/>	Is the pilot ladder rigged to the correct height for the Pilot boat?
<input type="checkbox"/>	Check the physical length of the ladder. 3 spreader bars may indicate a climb greater than 9 metres.
<input type="checkbox"/>	Is the pilot ladder in good condition? <ul style="list-style-type: none"> <li>• Is there any visible wear and tear?</li> <li>• Check for broken steps or spreaders?</li> <li>• Are all steps and ropes clean?</li> </ul>
<input type="checkbox"/>	Has the retrieval line been rigged correctly? (Above the spreader, leading forward.)
<input type="checkbox"/>	Is all extra equipment present and ready for use? <ul style="list-style-type: none"> <li>• Lifebuoy and light</li> <li>• Heaving Line</li> <li>• Officer with communication to the bridge</li> </ul>
On boarding and prior to disembarkation:	
<input type="checkbox"/>	Has the pilot ladder been secured to the deck in the correct way?
<input type="checkbox"/>	Have stanchions and bulwark ladder been fitted and secured to the deck?
<input type="checkbox"/>	Is there adequate lighting at the point of embarkation and disembarkation?



## Combination arrangement for ships with a freeboard of more than 9 metres (check list)

On approach	
<input type="checkbox"/>	Is the ladder in the mid-section of the vessel?
<input type="checkbox"/>	Is it clear of over-board discharges?
<input type="checkbox"/>	Is there a 6-metre unobstructed ship's side (no rubbing band)?
Alongside the ship and prior to disembarkation:	
<input type="checkbox"/>	<p>Is the pilot ladder rigged to the correct height for the Pilot boat?</p> <ul style="list-style-type: none"> <li>◦ The ladder should continue 2 metres above the lower platform of the gangway.</li> <li>◦ Ladder must be firmly attached to ship's side 1.5 metres above the accommodation platform</li> <li>◦ The bottom platform of the accommodation ladder should be horizontal.</li> <li>◦ The accommodation ladder should be secured to the ships side.</li> <li>◦ The lower platform shall be a minimum of 5 metres above the sea.</li> </ul>
<input type="checkbox"/>	Are the hand railings / hand ropes rigged correctly, both inboard and outboard?
<input type="checkbox"/>	<p>Is all extra equipment present and ready for use?</p> <ul style="list-style-type: none"> <li>• Lifebuoy and light</li> <li>• Heaving Line</li> <li>• Officer with communication to the bridge</li> </ul>
On boarding and prior to disembarkation:	
<input type="checkbox"/>	<p>Has the pilot ladder been secured to the deck in the correct way?</p> <p>Secured to a strong point In case of winch reel, is it mechanically secured?</p>
<input type="checkbox"/>	Is there adequate lighting at the point of embarkation and disembarkation?

# Pilot ladder winch reel

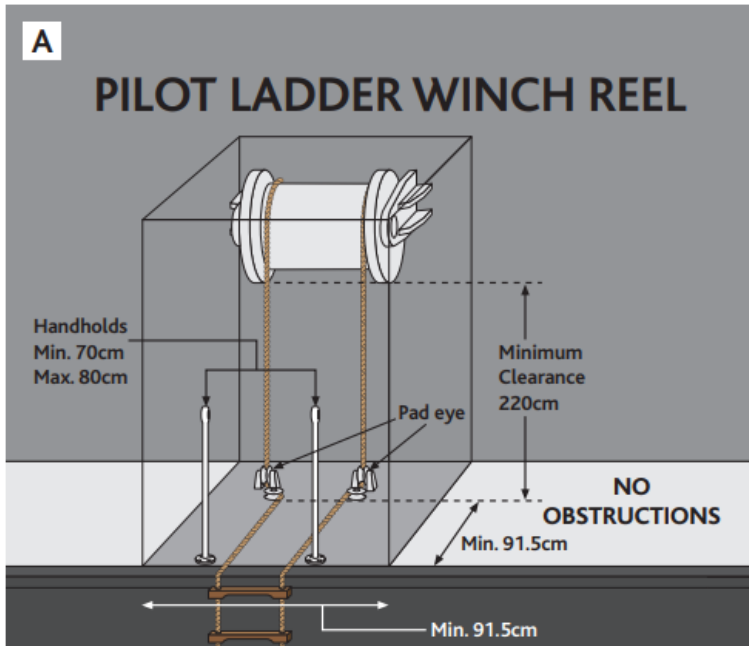
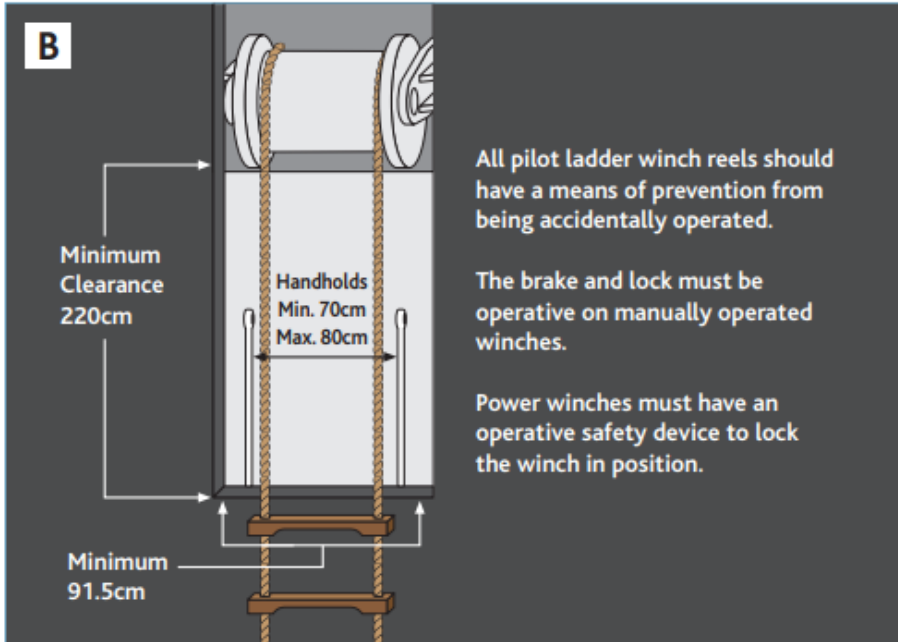
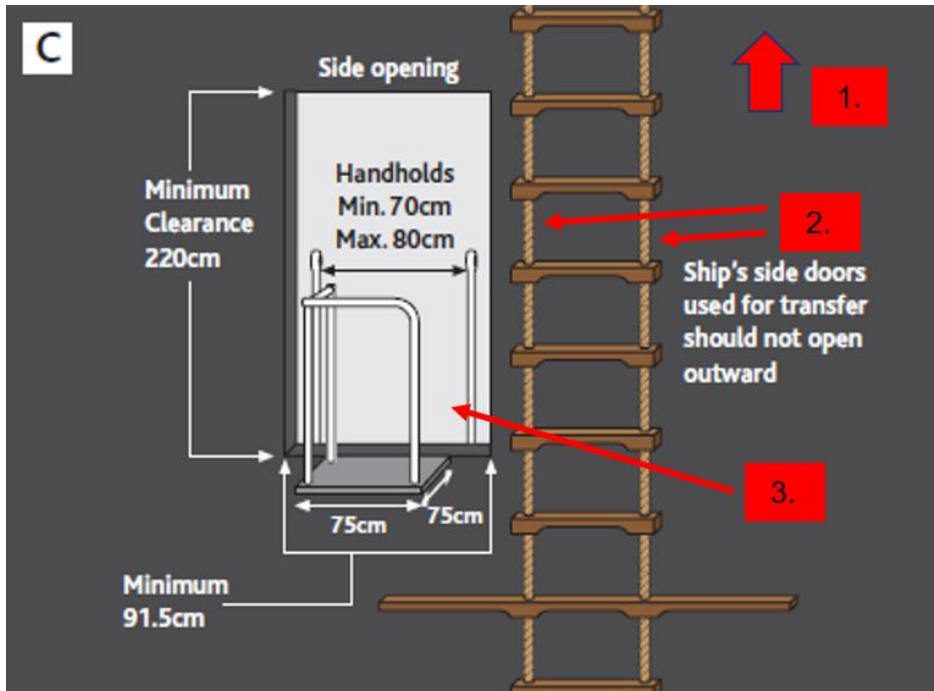


Figure 2 Side ropes need to be secured to a strong point, rope lashings, with a "Rolling Hitch".



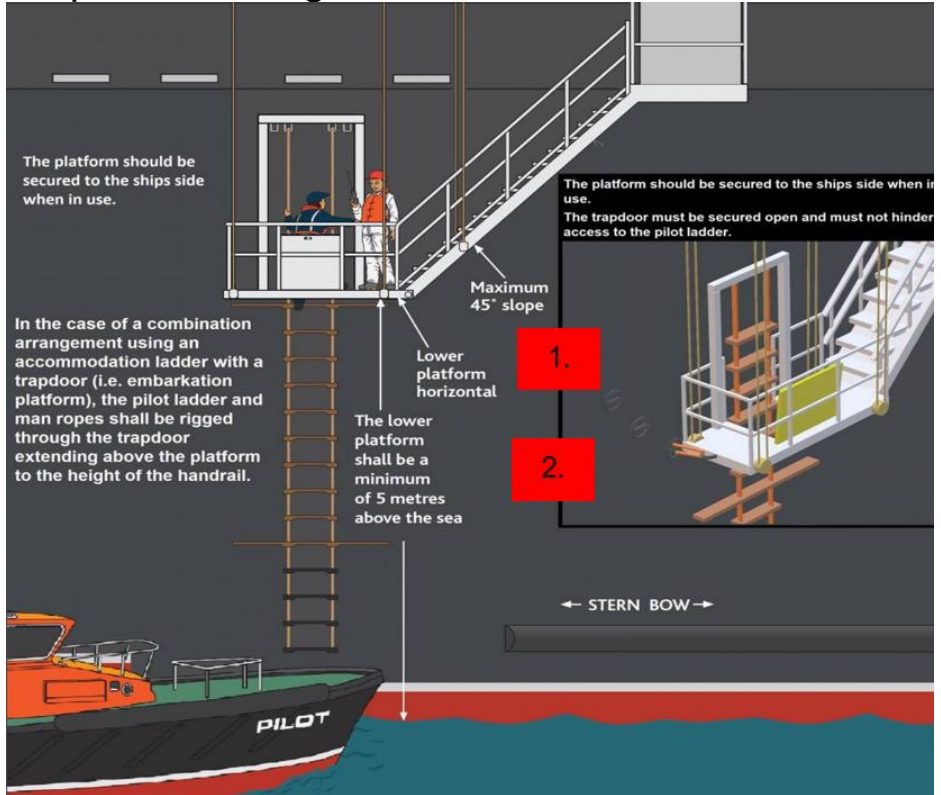


- The winch reel should have a mechanical device to prevent accidental realise.
- The side ropes should also be secured to a strong point, rope lashing with a “Rolling Hitch”, the weight of the ladder should be on these lashings and not on the winch reel itself.
- Also note stanchions should be rigged in the access port to assist the Pilot in their boarding and disembarkation.



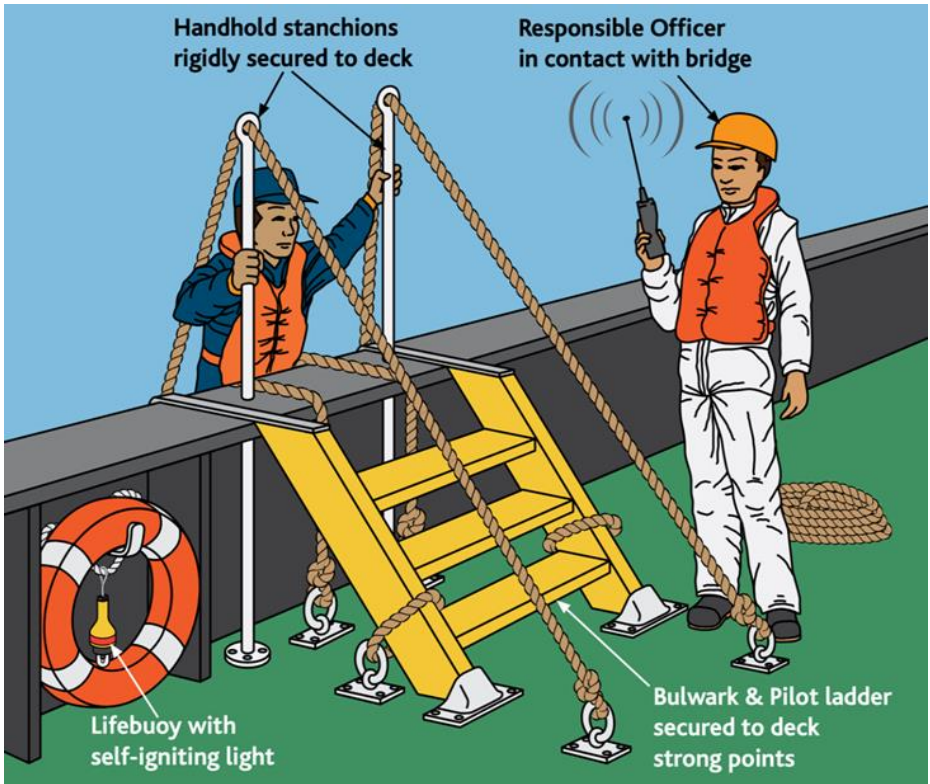
1. The pilot ladder should be secured to the ship's deck, on a designated strong point, by means of the ladder's side ropes. If a winch reel is used, then this needs to be independently mechanically secured.
2. The side ropes of the ladder should be secured to the ship's side at a height of 1.5 metres above the platform on both sides.
3. Access should be safe and unobstructed.

# Trap door arrangement



1. The pilot ladder should extend through the trap door to the height of the handrail, it should lie flat against the ship's side. Access from the ladder to the deck should be safe and unobstructed.
2. The platform should be secured to the ship's side.
  - Have the pilot ladder ropes been secured to the ship at 1.5 metres above the platform?

## Access to the deck

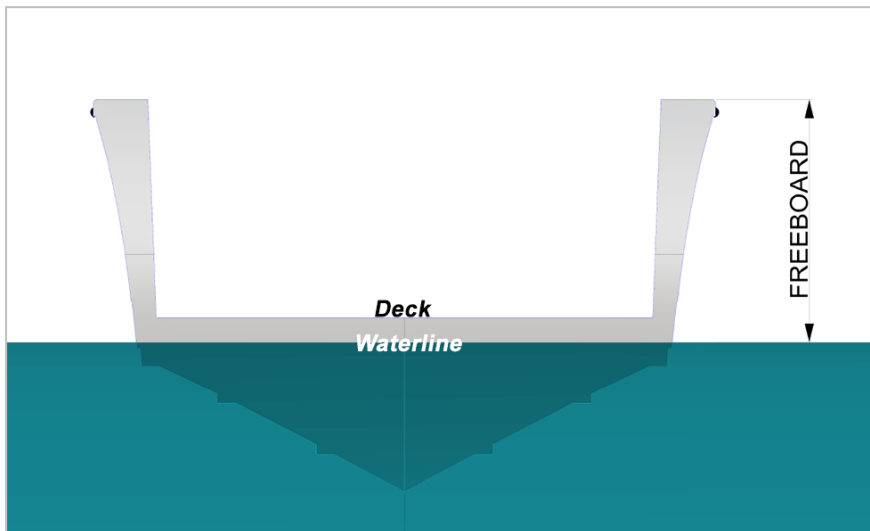


- Is all extra equipment present and ready for use?
  - Lifebuoy and light
  - Heaving Line
  - Officer with communication to bridge
- Has the pilot ladder been secured to the deck in the correct way?
- Have the stanchions and bulwark ladder been fitted and secured to the deck?
- Is there adequate lighting at the point of embarkation and disembarkation?
- **Gun Port Doors:** are their stanchions rigged with the required width of 70–80cm and to a height of 120cm?

## Low freeboard access

Freeboards below 1.5 metres are not covered by the regulations, but we can follow some general guidelines to keep the transfer safe.

- Flat side and unobstructed access for the pilot boat
- Stanchions are in place and the gap conforms to the required 70–80cm width and to a height of 120cm
- All extra equipment is present and ready for use:
  - Lifebuoy and light
  - Heaving Line
  - Officer with communication to bridge
- Adequate lighting is available at the point of embarkation and disembarkation



## Markings



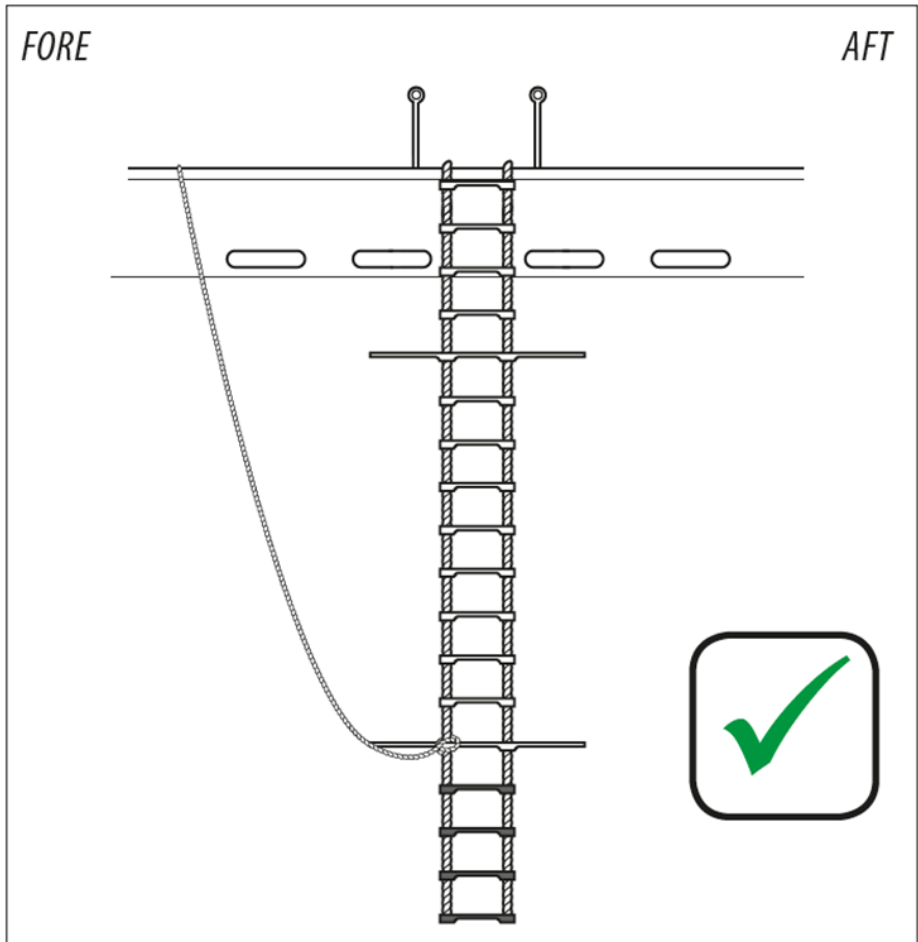
Figure 3 Example of a Plate from a major manufacture of Pilot ladders, PTR Holland Group. Note the Date of Manufacture and Product Number.

Take a photo and check against the certificate for authenticity. There are many counterfeit ladders in circulation.

## Certificate

 <b>PTR HOLLAND® GROUP</b> <small>ROTTERDAM • SINGAPORE • HOUSTON • NEWCASTLE • QINGDAO PRG</small>	
<b>EUROPEAN COMMUNITY DECLARATION OF CONFORMITY</b>	
<b>We hereby declare that the following specified equipment complies with the</b> <b>Marine Equipment Directive 2014/90/EU</b>	
Equipment description : Pilot ladder (MED / 4.49) Type : Goliath <b>Ladder/Serial No.</b> : 3156773 Ladder Length (mtr) : 3.30mtr Date of manufacture : 07/03/2018 Manufacturer : PTR Holland Group Manufacturer address : Dintelweg 107, 3198 LB, Europort Rotterdam, The Netherlands.	
<b>Equipment intended for:</b> Purchaser : <b>Vessel Name</b> : Purchase Order No. :	
This equipment has been tested to verify compliance with the following Regulations and Testing Standards:	
- Type approval requirements	: SOLAS 74 Reg V/23 & SOLAS 74 Reg. X/3
- Carriage and performance requirements	: SOLAS 74 Reg. V/23, X/3 IMO Res. A. 1045(27) IMO Res. MSC/Circ. 1428
- Testing Standards	: IMO Res. A. 1045(27) & ISO 799:2004.
<b>EC Type-Examination Certificate No.</b> (for module B) Issued By	: MEDB00002T9 : DNV GL / 0575
<b>Quality System Certificate No.</b> For module D Issued By	: MEDD0000154 : DNV GL / 0575
Technical documentation for this equipment is retained at the following address:	: info@ptrholland.com
<b>Marking and stamping / Marquage:</b> 	0575 / 2018
 	
<b>SIGNED ON BEHALF OF THE MANUFACTURER</b>	
Name : Position : Place & date : Rotterdam, 07/03/2018	Register your rope ladder and receive a free 30 months mandatory load test <a href="http://www.ptrholland.com/load-test-registration/">www.ptrholland.com/load-test-registration/</a> 

## Safe Rigging of Retrieval Lines (Tripping Line)



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 or obstruct the safe approach of the Pilot boat.



# Reporting a Deficiency

We all have the duty to report deficiencies under *MSN 1832 Merchant Shipping Regulations Section 15—Reports from Pilots*.

Process for reporting

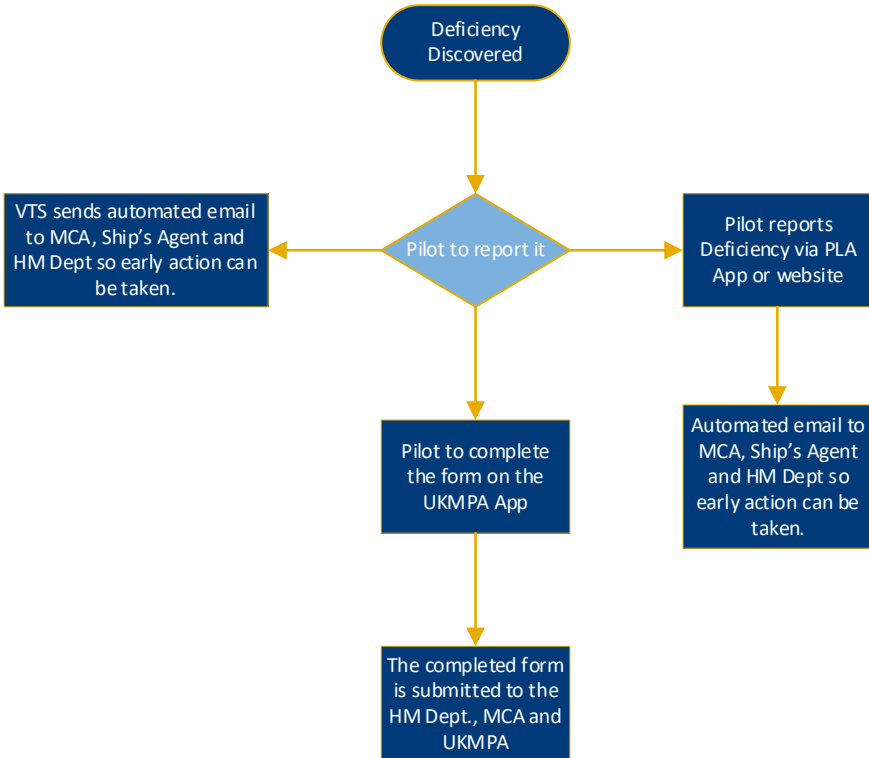


Figure 4 UKMPA Apps QR Code



Figure 5 PLA Website QR Code

## Best Practice Summaries

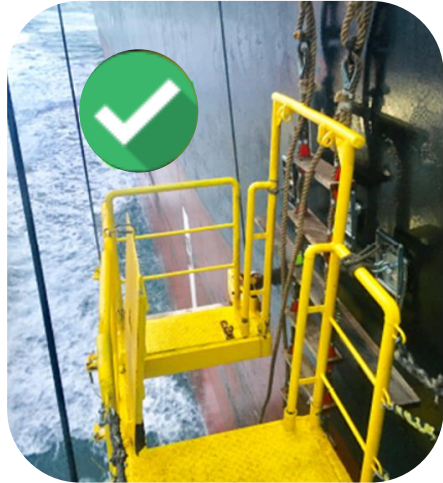
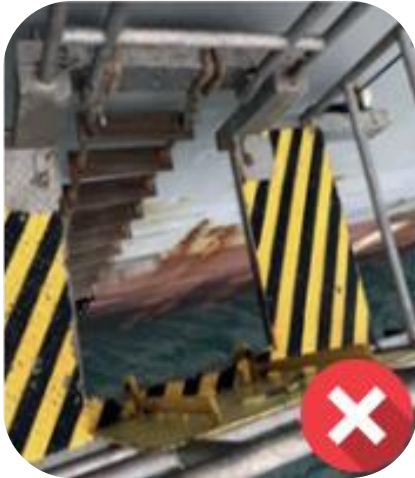
### Securing Pilot Ladders

Side ropes should not be secured to the deck by shackles. As weight comes onto the ladder the shackles are likely to jam against the steps. Side ropes should be secured to deck strong points via rope stoppers which are lashed to the side roped using a 'rolling hitch' which leads so that the lashing seizes when weight is applied to the ladder.



## Trap Door Arrangements

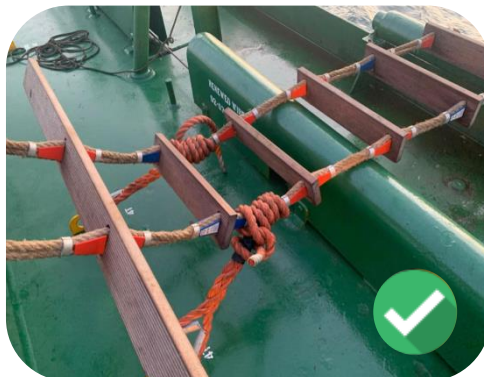
The pilot ladder should extend above the lower platform to the height of the handrail and remain in alignment with and against the ship's side.



## Winch Reel Arrangements

The pilot ladder winch reel should not be relied upon to support the pilot ladder when the ladder is in use.

The pilot ladder should be secured to a strong point, independent of the winch reel.



## References

1000 Ways to Secure a Pilot Ladder, Arie Palmers  
ABP Pilot Boarding Arrangement Requirements  
BPA/UKMPA Boarding and Landing Codes  
Current PLA NABSO & Safety Bulletin (see PLA Website)  
Gratuitous References  
IMO Resolution A.1045(27) (Pilot Transfer Arrangements)  
NEN ISO 799-1(2019) (Requirements for pilot ladders)  
Peel Ports Clyde “Pilot Ladder Requirements and Guidance”  
Pilot Ladder Manual (Advanced Edition) published by Witherby  
Publishing Group (ISBN 978-1-85609-757-4)  
Pilot Ladder Safety website  
Solas Chapter V. Safety of Navigation – Regs V/23 (Pilot Transfer  
Arrangements)  
Sullom Voe, Pilot Boarding arrangements



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