

Pilot transfer arrangements

This guidance applies to New Zealand and foreign ship owners, operators, masters, crew, recognised organisations, marine pilots, and pilotage providers.

As a risk-based regulator focused on preventing harm across the maritime domain, Maritime New Zealand (Maritime NZ) is committed to supporting safe transfer of anyone using pilot transfer arrangements to board ships calling at our ports.

Maritime NZ recognises that pilot transfers pose significant health and safety risks for the person being transferred. This introductory guidance note has been prepared to support ship owners, operators, masters and crew, pilotage providers, recognised organisations, pilots and pilot boat crew, to fulfil their responsibilities to make sure people are safely transferred on and off of the ship.

Two maritime rules set out the requirements relating to pilot ladders. In particular:

- Maritime Rule Part 53 (gives effect to SOLAS requirements), requires that owners and masters of a ship must make sure continued safe pilot transfer arrangements are in place to enable pilots to embark and disembark safely on either side of a ship. This includes how the ladders are maintained, stored, constructed, rigged and operated.
- Maritime Rule Part 21 & the International Safety Management (ISM) Code, requires that crew are familiar with, and trained in rigging the ladder and overall pilot transfer operations.

Maritime NZ will closely review pilot transfer arrangements during our Port State Control inspections to make sure they are adequate. When these arrangements are not adequate, we may take corrective or enforcement actions so that any deficient transfer arrangements can be remedied to meet the requirements of Maritime Rule Part 53. Additionally, pilots may not board or disembark a ship until a deficient pilot boarding arrangement has been fixed.

To prevent delays, it is recommended that owners and masters make sure pilot transfer arrangements meet the relevant requirements and also consider having spare compliant pilot transfer arrangements on-board.



Summaries of international good practice for pilot transfer arrangements can be found on pages three, four, and five of this document.

More information

For more information (and the regulatory requirements applicable in New Zealand), see:

- [**Maritime Rule Part 53**](#)
- Maritime New Zealand's guidance: [**Approval of equivalent arrangements for pilot transfers**](#)
- Maritime New Zealand's guidance: [**Pilot transfer arrangements**](#)
- Maritime New Zealand's webpage: [**Telescopic accommodation ladders**](#)
- International Maritime Pilot's Association (IMPA) posters: [**Required pilot transfer arrangements**](#)
- The Tokyo MoU safety bulletin on the [**Proper Maintenance and Rigging of Pilot Transfer Arrangements**](#)



REQUIRED PILOT TRANSFER ARRANGEMENTS

In accordance with SOLAS Chapter V Regulation 23
INTERNATIONAL MARITIME PILOTS' ASSOCIATION

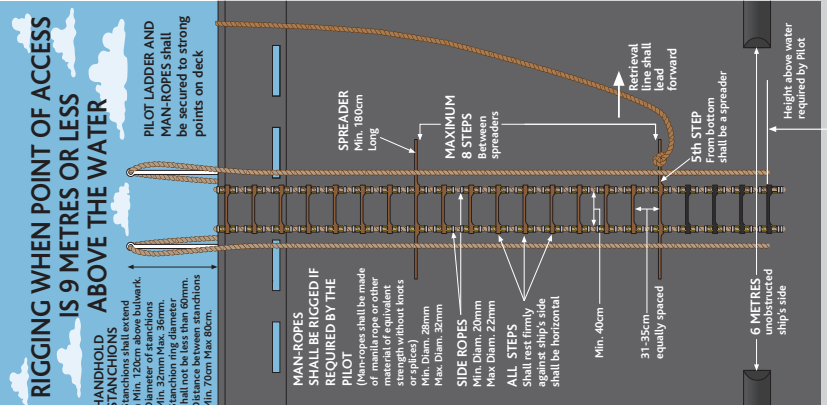
Email: office@impahq.org

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




Scan for more information

RIGGING WHEN POINT OF ACCESS IS 9 METRES OR LESS ABOVE THE WATER



MAN-ROPES SHALL BE RIGGED IF REQUIRED BY THE PILOT
(Man-ropes shall be made of high tensile material of equivalent strength without knots or splices)
Min. Diam. 20mm
Max. Diam. 22mm

SIDE ROPES
Min. Diam. 20mm
Max. Diam. 22mm

ALL STEPS
shall rest firmly against ship's side and shall be horizontal

SPREADER
Min. 100cm Long

MAXIMUM 8 STEPS
Between spreaders

5th STEP
From bottom shall be a spreader

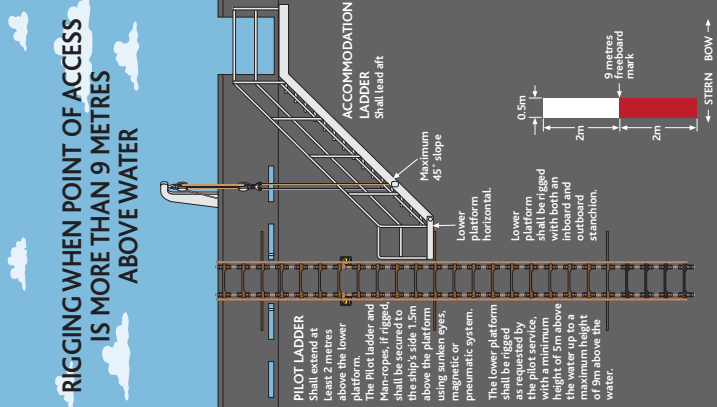
Retrieval line
shall be forward

31.25cm equally spaced

6 METRES
unobstructed ship's side

Height above water
required by Pilot

RIGGING WHEN POINT OF ACCESS IS MORE THAN 9 METRES ABOVE WATER



PILOT LADDER
Shall extend at least 4 metres above the lower platform.

The Pilot ladder and man-ropes shall be secured to the ship's side 1.5m above the platform using a turnbuckle or pneumatic system.

The lower platform shall be rigged with a minimum height of 5m above the water up to a maximum height of 10m above the water.

ACCOMMODATION LADDER
Shall lead aft

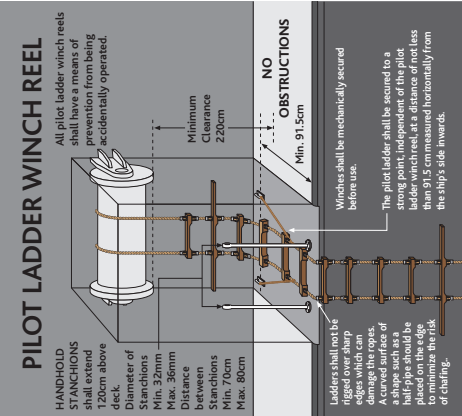
Maximum 45° slope

Lower platform horizontal

Lower platform shall be rigged with both an inboard and outboard stanchion

9 metres freeboard mark

PILOT LADDER WINCH REEL



HANDHOLD STANCHIONS
shall extend 20cm above deck. Diameter of stanchions Min. 32mm Max. 36mm Distance between stanchions Min. 70cm Max. 80cm

Minimum Clearance 220cm

NO OBSTRUCTIONS
Min. 91.5cm

Winches shall be mechanically secured before use.

The pilot ladder shall be secured to a strong point, independent of the pilot ladder winch reel, at a distance of not less than 91.5 cm measured horizontally from the ship's side inwards.

Ladders shall not be rigged over sharp edges or corners which could damage the ropes. A curved surface of the ladder shall be placed on the edge to minimize the risk of chafing.

Winches shall be mechanically secured before use.

PILOT TRANSFER ARRANGEMENTS FOR TRAP DOOR AND SIDE DOOR DIAGRAMS CAN BE VIEWED BY SCANNING THE ABOVE QR CODE.

Duties of the Responsible Officer

- 1 Have knowledge of the correct use of Pilot Transfer Arrangements
- 2 Establish direct communication with bridge
- 3 Communicate with bridge during boarding process
- 4 Oversee / Check compliant rigging of the ladder
- 5 Test safety equipment in place and ready for use
- 6 Arrange for the pilot to be safely guided to/from the bridge via a clear illuminated route

All Companies shall have an approved safety management system which includes ship-specific procedures for the safe conduct of pilot transfers. The ISM Code requires that these procedures comply with SOLAS Chapter V regulation 23 and conform to IMO recommendations, international standards and guidance from marine industry organizations.



**INTERNATIONAL
MARITIME
ORGANIZATION**

**REQUIRED PILOT TRANSFER ARRANGEMENTS FOR
TRAP DOOR AND SIDE DOOR**

In accordance with SOLAS Chapter V Regulation 23
INTERNATIONAL MARITIME PILOTS' ASSOCIATION

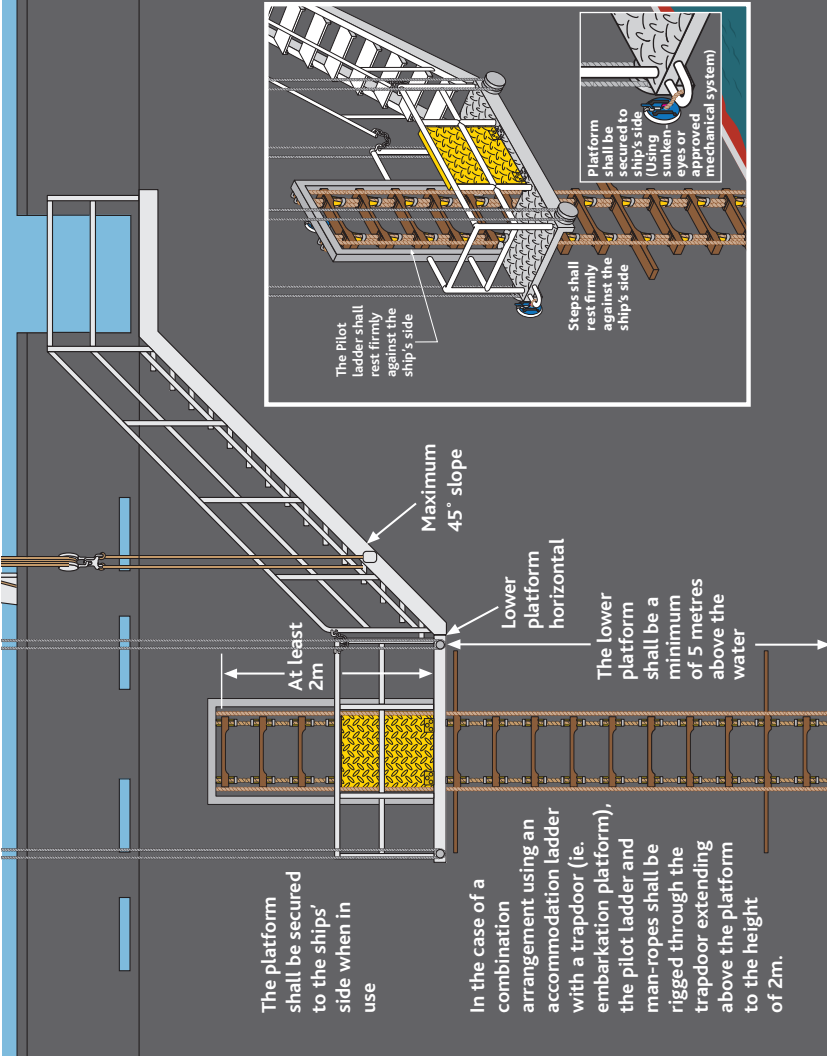


IMPA

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ACCOMMODATION LADDER (TRAP DOOR ARRANGEMENT)



The platform shall be secured to the ships' side when in use

In the case of a combination arrangement using an accommodation ladder with a trapdoor (ie. embarkation platform), the pilot ladder and man-ropes shall be rigged through the trapdoor extending above the platform to the height of 2m.

At least 2m

Maximum 45° slope

Lower platform horizontal

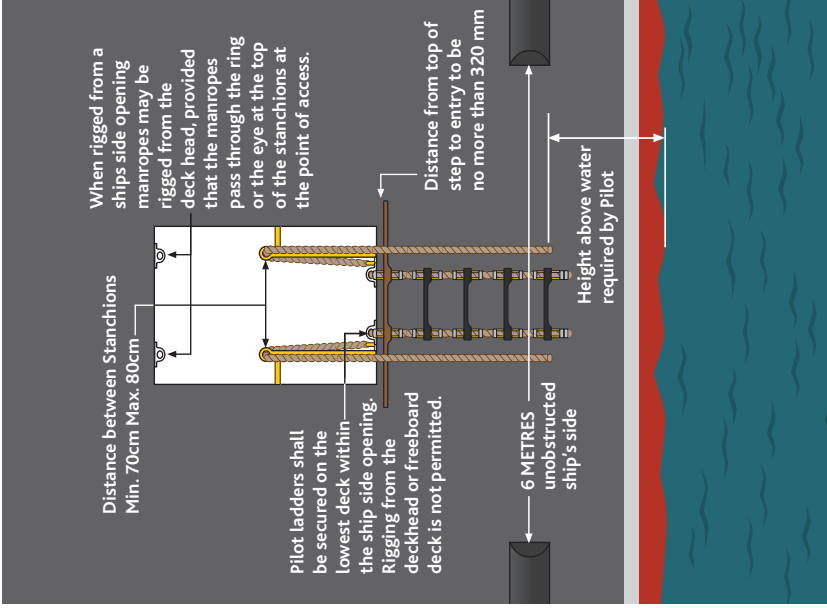
The lower platform shall be a minimum of 5 metres above the water

The Pilot ladder shall rest firmly against the ship's side

Steps shall rest firmly against the ship's side

Platform shall be secured to ship's side using locking eyes or approved mechanical system

SIDE DOOR ARRANGEMENT



Distance between Stanchions
Min. 70cm Max. 80cm

When rigged from a ships side opening manropes may be rigged from the deck head, provided that the manropes pass through the ring or the eye at the top of the stanchions at the point of access.

Pilot ladders shall be secured on the lowest deck within the ship side opening. Rigging from the deckhead or freeboard deck is not permitted.

Distance from top of step to entry to be no more than 320 mm

6 METRES unobstructed ship's side

Height above water required by Pilot

NON-COMPLIANT PRACTICES



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