

## 16. Appendices

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# 16.1 Pilot Transfer Arrangements – Marine Notice 04/2023



Australian Government  
Australian Maritime Safety Authority

## MARINE NOTICE

Marine Notice 2023/04

Supersedes 2022/03

### Pilot transfer arrangements

#### Purpose

This Marine Notice reminds ship owners, operators, masters, crews, recognised organisations, marine pilots and pilotage providers about their obligation to provide and ensure continued safe pilot transfer arrangements on ships.

#### Background

Since November 2017 several pilots' lives were placed at risk, in multiple separate incidents where a man rope parted, or its securing point failed. Additionally, AMSA received several incident reports on safety issues related to pilot transfer arrangements.

Ship owners, operators, masters and crews are reminded that pilot transfer arrangements, including pilot ladders, must comply with [Marine Order 21](#) (Safety and emergency arrangements) 2016 ([MO21](#)) which sets out Australia's obligations under the International Convention for the Safety of Life at Sea (SOLAS) Chapter V Regulation 23 (SOLAS V/23).

#### Pilot transfer arrangement standards

Whenever a pilot or other person embarks or disembarks from a ship by ladder, they entrust their safety to the pilot transfer arrangements provided by the ship and the pilot boat crew.

SOLAS V/23 sets out the minimum standards for pilot transfer arrangements on ships on or after 1 July 2012. The International Maritime Organisation (IMO) standards related to pilot transfer arrangements are found in:

- IMO Resolution A.1045(27) – Pilot transfer arrangements.
- IMO Resolution A.1108(29) – Amendments to the Recommendations on Pilot Transfer Arrangements (Resolution A.1045(27)).
- MSC.1/Circ. 1428 – Pilot Transfer Arrangements – Required boarding arrangements for pilots
- MSC.1/Circ.1495/Rev.1. – Unified Interpretation of SOLAS Regulation V/23.3.3 on Pilot Transfer Arrangements

SOLAS V/23.2.3 also states a pilot ladder shall be certified by the manufacturer as complying with SOLAS V/23 or "with an international standard acceptable to the Organization" and refers to ISO 799-1:2019 "Ships and marine technology – pilot ladders". Compliance with this particular provision of SOLAS V/23 can be met when a manufacturer has certified the pilot ladder complies with either of the IMO or ISO standards, noting they are not identical.

Where a pilot ladder has been certified under the ISO standard, AMSA expects that the ladder is strength tested according to the standard. Where this test has not been conducted within 30 months, the ladder should not be used until the test is conducted, or the ladder is replaced.

When purchasing a pilot ladder, care should be exercised that the product supplied actually meets the above requirements - relying on the manufacturer's documentation may not be sufficient in some cases. If in doubt, the ship's Recognised Organisation should be requested to confirm that the ladder meets the minimum standards.

### Pilot transfer arrangements

IMO Circular MSC.1/Circ.1428 illustrates the pilot transfer arrangements required by SOLAS V/23.

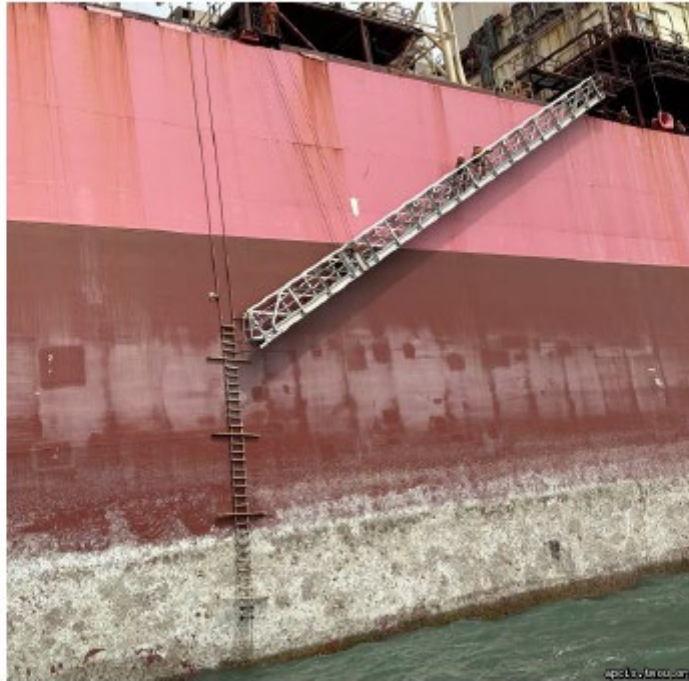
When using a combination pilot ladder arrangement, the pilot ladder and accommodation ladder are required to be secured to the ship's side. A common means of securing both the pilot ladder and accommodation ladders is with magnetic pads (refer to photo 1 below as an example).



*Photo 1: Example of securing both the pilot ladder and accommodation ladders with magnetic pads (Reproduced with permission from Fremantle Ports).*

Clear and efficient communication with the pilot boat master is essential to ensure the safety of the pilot transfer arrangements before a person uses the ladder. The pilot boat master is best positioned to judge correct height of the bottom of the ladder and identify any potential issues with the ladder or ropes once in place.

One common issue found is that the pilot ladder does not extend the required 2.0 m past the accommodation platform when a combination arrangement is used. Photo 2 illustrates an example of a pilot ladder not extending the required height past the platform.



*Photo 2: Example of non-compliant combination pilot ladder arrangements.*

As shown in photos 2 and 3 persons cannot climb the pilot ladder to a level where they can move safely onto the accommodation ladder.



*Photo 3: Person unable to safely access accommodation ladder platform from pilot ladder.*

### Securing of Pilot Transfer Arrangements

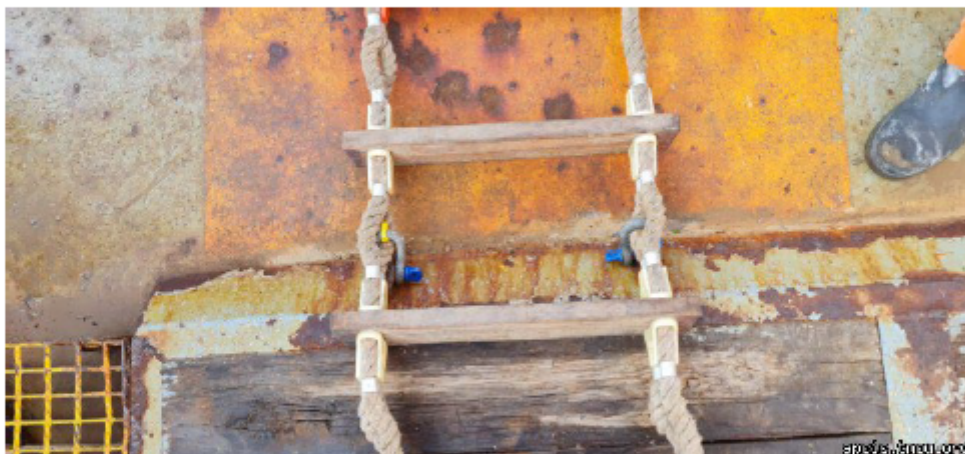
The pilot ladder is normally secured at its thimble end with shackles. However, due to the varying freeboard at specific loading conditions, the pilot ladder cannot always be secured at full length by the thimble ends. Under such circumstances it must be secured at an intermediate length. That can only be done in a safe way by ensuring that the weight of the ladder is transferred from ladder's side ropes to the approved strong point on deck directly.

The ladder's steps, spreaders or chocks should not be used to carry the weight of the ladder as they are not designed for this and do not have sufficient strength. For this reason, shackles, bars and tongues should not be used to secure the ladder to the deck. They will damage the ladder and put weight on the parts which are not designed to carry the weight.

Photo 4 shows an example of an unsafe use of shackles to secure pilot ladders.



*Photo 4: Unsafe pilot ladder securing arrangements (Reproduced with permission from Fremantle Ports).*

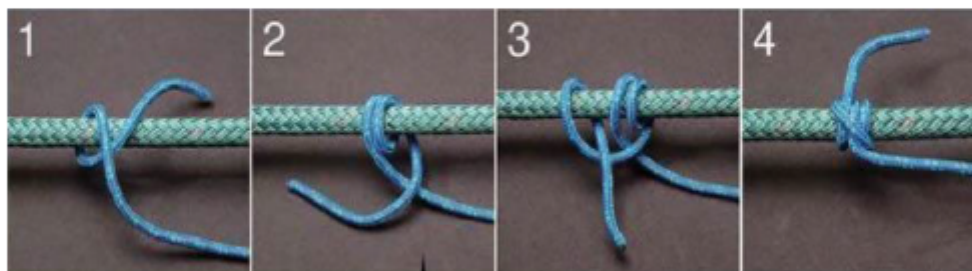


*Photo 5: Unsafe pilot ladder securing arrangements.*

Photos 5 shows the pilot ladder being secured to the strong point by using a shackle passed through the pilot ladder side ropes. This puts increased load on the single part of the side rope and the chock securing arrangements.

It is common industry practice to use a rope stopper usually in the form of a rolling hitch knot between the pilot ladder sides ropes and the approved strong point on the main deck. This will transfer the weight of the ladder arrangement directly onto the designated strong point and will not damage the ladder.

It is suggested that two strong (at least 2 x 24 kN) manila ropes be used to secure the pilot ladder. Photo 6 illustrates a method of tying a rolling hitch knot.



*Photo 6: The rolling hitch knot. (Reproduced with permission from Fremantle Ports).*

Photo 7 provides an example of rolling hitch knots being used to secure pilot ladders to approved main deck strong points.



*Photo 7: Rolling hitch knots being used to secure pilot ladders to approved main deck strong points (Reproduced with permission from Fremantle Ports).*

### Inspection and Maintenance

Ongoing inspection and maintenance of pilot boarding arrangements are an essential part of ensuring their continued safe operation. Paragraph 10.1 of Part A of the International Safety Management Code (ISM) requires ship operators establish procedures to ensure a ship is maintained in conformity with the relevant rules and regulations, including pilot transfer arrangements. Such procedures should include regular inspections of the pilot transfer arrangements and storage to prevent damage of such equipment when not in use.



*Photo 8: Pilot ladder where side ropes parted when in use (Reproduced with permission of the MAIB).*

Common areas of defects can be the thimble ends of the pilot ladder. Corroded end point thimbles as illustrated in photo 9, can damage the side ropes leading to failure.



*Photo 9: Example of corroded end point thimbles (Reproduced with permission from Fremantle Ports).*

Another common area is the frayed or damaged side ropes as illustrated in photo 10. These should be detected during routine visual inspections.



*Photo 10: Frayed side rope.*

If side ropes are frayed, or in any way degraded the ladder should not be used.

The man ropes which are used as part of the arrangements should also be regularly inspected. There have been two recent incidents of man ropes parting during transfer operations. Though rope type is not specified in SOLAS the Australasian Marine Pilots Institute recommends grade 1 manila be used. These should be tagged and included in onboard inspection and maintenance procedures. Good practice dictates these should be removed from service at the same intervals of not more than 30 months or sooner if required.

#### Trap door arrangements and use of combinations ladder

There has been an increase in ships fitted with trapdoor arrangements. The additional requirement for their use is "the pilot ladder and man ropes shall be rigged through the trapdoor extending above the platform to the height of the handrail".

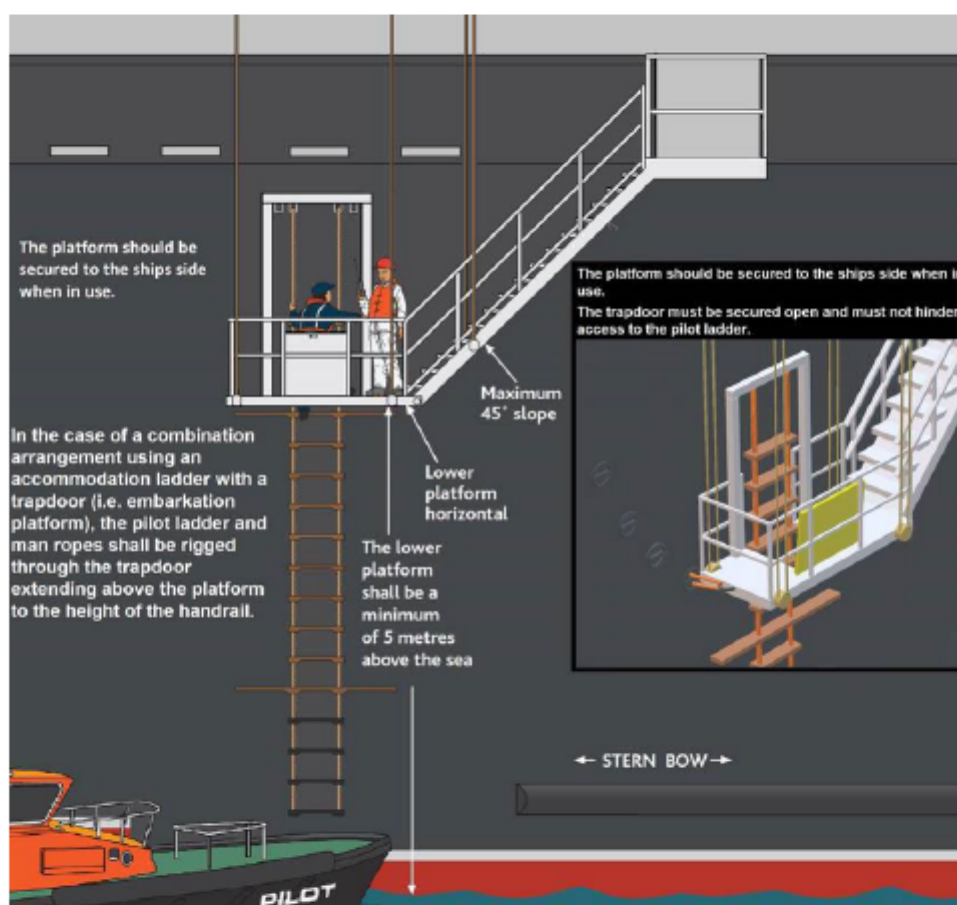
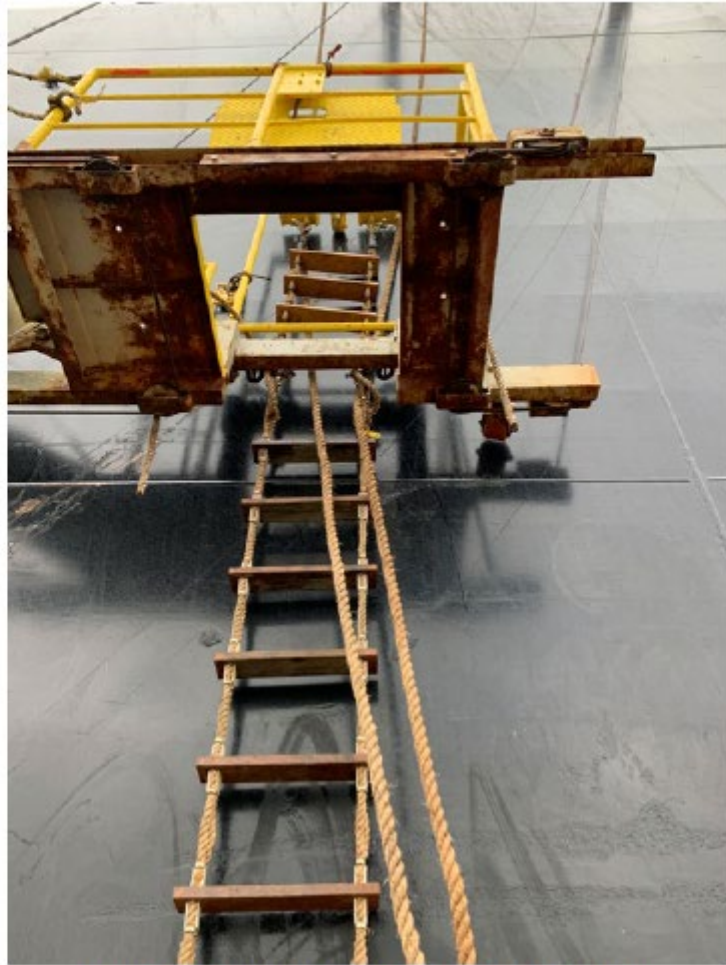


Figure 1: Pilot card depicting trap door arrangements.

If the pilot ladder and man ropes are not rigged through the trapdoor this creates an unsafe arrangement for persons as illustrated in photo 11



*Photo 11: Unsafe trapdoor pilot transfer arrangement.*

### Responsibility for safe pilot transfer arrangements

Responsibility for safe practices for personnel transfers rests with each person involved in the activity including the ship owners, operators, master and crew, pilotage providers, pilots and pilot boat crew, as well as the person being transferred. All parties should observe both the spirit and intent of the regulations, to ensure safety is not compromised.

Where a person suspects that the pilot transfer arrangement provided is unsafe, they should refuse to use the arrangement until it is made safe by the master and crew and report the circumstances to AMSA<sup>1</sup> and their employer. Where such situations occur, AMSA will endeavour to follow-up to determine the cause and actions taken. Where a ship is not calling into an Australian port, AMSA will follow up with the flag State.

When not in use, the pilot ladder and man ropes should be stowed appropriately to avoid exposure to contaminants or other elements that will degrade the ladder and man ropes. The ladder and man ropes should be regularly inspected by the ship's crew to ensure they remain ready for use.

### Additional information

The [IMO/IMPA Pilot Ladder Poster](#) provides further guidance on pilot transfer arrangements. This and other useful guidance material are available on the AMSA website and in the AMSA Pilot mobile App.

### Implementation of standards

When conducting port State control (PSC) inspections, AMSA inspectors will pay particular attention to the material state of all equipment and the implementation of Marine Order 21, Res.A.1045(27) as amended by Res.A.1108(29), ISO 799-1:2019, MSC.1/Circ.1428 and MSC.1/Circ.1495/Rev.1. The relevant IMO circulars and resolutions can be obtained from AMSA or [www.imo.org](http://www.imo.org).

During recent PSC inspections AMSA surveyors have noted pilot ladders which have been constructed with splices in the side ropes.



Photo 12: Example of non-compliant pilot ladder with splices in side ropes.

<sup>1</sup> These should be reported using a incident alert (AMSA 18), report (AMSA 19) or marine safety concern. See [Incident reporting \(amsa.gov.au\)](https://www.amsa.gov.au/incident-reporting)

Pilot ladders constructed like this are considered non-compliant by AMSA. Ship operators and masters are recommended to check their pilot ladders for splices in the side ropes. It should be noted by operators coming to Australian ports that the availability of compliant pilot ladders is limited in Australia. To prevent avoidable delays operators are recommended to have spare compliant pilot transfer arrangements onboard.

Compliance with the referenced standards does not of itself assure safety in each case. A pilot transfer arrangement that complies with the standards but is incorrectly rigged still presents a hazard to anyone using the arrangement. Crew members assigned to rig a pilot transfer arrangement should be sufficiently familiar with the task. The master or responsible officer supervising the rigging of the pilot transfer arrangements should assess whether supplementary measures, such as lifejackets, harnesses, lifelines be made available to enhance the safety of personnel rigging the pilot transfer arrangement. Where a pilot transfer arrangement is rigged incorrectly, this may contribute to evidence that the master or crew are not familiar with essential shipboard procedures relating to the safety of the ship. A number of documents have been produced as referenced in this Marine Notice to assist in the rigging of a pilot transfer arrangement correctly.

Australian Maritime Safety Authority  
GPO Box 2181 CANBERRA ACT 2601

## 16.2 VTS Vessel Booking Application Form

[Link](#) to fillable PDF



Queensland  
Government

### VTS Vessel Booking Application

This report must be completed and lodged with the Ship Scheduler no later than 48 hours before the ship's expected arrival, or no later than 24 hours before the ship's expected departure or removal.

Telephone: (07) 4839 0226

Email: [shipscheduler\\_gladstone@msq.qld.gov.au](mailto:shipscheduler_gladstone@msq.qld.gov.au)

#### Vessel details (please print)

|  |                      |  |                                  |
|--|----------------------|--|----------------------------------|
| Vessel name  |                      | IMO number   |                                  |
| <input type="text"/>   |                      | <input type="text"/>   |                                  |
| Agent's company name   | Agent's name         | After hours phone number   |                                  |
| <input type="text"/>   | <input type="text"/> | <input type="text"/>   |                                  |
| Has the ship's International Security Certificate (ISC) details been provided to the Australian Customs Service? |                      | Security level   |                                  |
| <input type="checkbox"/> No <input type="checkbox"/> Yes   |                      | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |                                  |
| Is the cargo classified as being dangerous goods?  |                      | Is this cargo gas free?  |                                  |
| <input type="checkbox"/> No <input type="checkbox"/> Yes   |                      | <input type="checkbox"/> No <input type="checkbox"/> Yes                         |                                  |
| What type of cargo will be carried?  |                      | Booking application remarks  |                                  |
| <input type="text"/>   |                      | <input type="text"/>   |                                  |
| LOA  | Beam                 | Arrival displacement   | DWT                              |
| <input type="text"/>   | <input type="text"/> | <input type="text"/>   | <input type="text"/>             |
| Main engine power rating (kW)  |                      | Bow thruster power rating (kW)   | Stern thruster power rating (kW) |
| <input type="text"/>   |                      | <input type="text"/>   | <input type="text"/>             |

#### Arrival details

Will a Pilot be required?

☐ No ☐ Yes

Master's full name

Vessel's last port

Vessel's intended berth or anchorage

Berthing draft forward

Berthing draft aft

#### Estimated time of arrival - Fairway

Date  Time

#### Requested Pilot Boarding

Date  Time

#### Requested Port Entry

Date  Time

Will a helicopter or a launch be required to transfer the pilot?

☐ No ☐ Yes ☐ Helicopter ☐ Launch

Will a tug/s be required? Will line boats be required?

☐ No ☐ Yes ☐ How many?  ☐ No ☐ Yes ☐ How many?

#### Departure/Removal details

Departure ☐ Removal ☐

Will a Pilot be required?

☐ No ☐ Yes

Master's full name

Vessel's destination/Next port of call

Departure draft forward

Departure draft aft

Departure displacement

#### Requested Pilot Boarding

Date  Time

#### Estimated time of departure

Date  Time

Will a helicopter or a launch be required to transfer the pilot?

☐ No ☐ Yes ☐ Helicopter ☐ Launch

Will a tug/s be required? Will line boats be required?

☐ No ☐ Yes ☐ How many?  ☐ No ☐ Yes ☐ How many?

**Privacy statement:** The Department of Transport and Main Roads is collecting the information on this form for the purposes of recording shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility (ISPF) Code. This information is required by the *Transport Operations (Marine Safety) Act 1994*, the *International Convention for the Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13* and the *Maritime Transport and Offshore Facilities Security Act 2003 (Cwlth)*. Authorised departmental officers and officers of Queensland port authorities will have access to this information and will not disclose your personal information to any third party without your consent, unless required to do so by law.

LTSR Forms Area Form F4330 CFD V01 Mar 2023

## 16.3 Dangerous Cargo Report (Form 3217)

[Link to fillable PDF](#)



Queensland  
Government

Print Form

Reset Form

### Dangerous Cargo Report

Sections 90 and 91 of the *Transport Operations (Marine Safety) Regulation 2016*.

#### Definitions

- 'dangerous cargo' means any of the following cargoes, whether packaged, carried in bulk packagings or in bulk -
  - (a) crude oil and petroleum products with a flash point not more than 60 degrees Celsius
  - (b) dangerous goods
  - (c) liquefied gases mentioned in the Codes for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk issued by the IMO
  - (d) liquid chemicals mentioned in the Codes for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk issued by IMO and Annex II of MARPOL.
- 'dangerous goods' means the goods mentioned in the International Maritime Dangerous Goods (IMDG) Code.
- 'local marine service' means a shipping service where a ship is operated on Queensland intrastate voyages to handle dangerous cargo.

#### Please note

- A dangerous cargo report may also be provided in the following approved forms -
- a properly completed Ship Information System (SIS) Booking Form (in ports where the SIS system is in use) provided the cargo details referred to below are forwarded to the Regional Harbour Master.
  - electronic communication (other than voice) of the information which is required on this form.

Is this report for a local marine service?

No ☐ Complete Section A only

Yes ☐ Complete Section B overleaf only

#### Section A

Pilotage area or place for which the report is being made

Ship's name

Ship's IMO/Lloyd's number

Agent's name and address

Expected date and time of arrival

 /  /  :  hrs

Expected date and time of departure

 /  /  :  hrs

Expected date and time of removal

 /  /  :  hrs

Expected date and time of transfer/loading of cargo

 /  /  :  hrs

Is any part of the ship's cargo defined as 'dangerous goods' in the Definitions opposite?

No ☐

Yes ☐ Provide the following details: stowage, quantity, proper shipping name, UN number, IMDG classification and, where applicable, division, packaging group, flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Name of person in charge of handling, stowing, loading or unloading of the dangerous goods

Phone number

Fax number

Is any part of the ship's cargo defined as 'dangerous cargo' (other than 'dangerous goods') in the Definitions opposite?

No ☐

Yes ☐ Provide the following details: stowage, quantity, proper shipping name, UN number, and, where applicable, flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Name of person in charge of loading, unloading or transfer of the dangerous cargo

Phone number

Fax number

Is the dangerous cargo in good condition?

No ☐ Provide details: (details may be provided on a separate sheet/s if necessary and attached to this form.)

Yes ☐

I declare that the information provided, to the best of my knowledge, is true and correct.

Agent/Owner/Master's name

Agent/Owner/Master's signature

Date

Send to the Regional Harbour Master for the destination port/pilotage area

continued page 2 ... TRB Forms Area Form F3217 CFD V01 Oct 2016

## Section B

Location of local marine service

Ship's name

Ship's IMO/Lloyd's number

Operator's name and address


Contact person's name

Phone number

Fax number

Is this report for an initial voyage of a new local marine service?

No ☐

Yes ☐ Expected date and time of commencement of voyage

 /  /  :  hrs

Is this report for subsequent voyage/s as part of a local marine service?

No ☐

Yes ☐ Expected date and time of voyage/s (details may be provided on a separate sheet/s if necessary and attached to this form.)

 /  /  :  hrs

 /  /  :  hrs

Details of dangerous cargo to be carried: quantity, proper shipping name, IMDG classification, UN number and where applicable flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)


Are there any passengers intended to be carried during the transport of the dangerous cargo?

No ☐

Yes ☐ How many?

I declare that the information provided, to the best of my knowledge, is true and correct.

Agent/Owner/Master's name

Agent/Owner/Master's signature

Date

 /  / 

Send to the local Regional Harbour Master

**Privacy Statement:** Maritime Safety Queensland (MSQ) is collecting the information on this form as record of any dangerous cargo being carried by a ship into the Port. The information is collected pursuant to the *Transport Operations (Marine Safety) Act 1994*. Authorised officers within MSQ and the Department of Transport and Main Roads may have access to this information. The information recorded will not be disclosed to a third party without your consent or unless required by law.

## 16.4 Dangerous Cargo Event Report (Form 3220)

[Link](#) to fillable PDF



Queensland  
Government

Print Form

Reset Form

### Dangerous Cargo Event Report

Section 93 of the *Transport Operations (Marine Safety) Regulation 2016*.

#### Please note

A dangerous cargo event report may also be provided in the following approved forms -

- by radio or electronic communication giving the information which is required on this form.

Ship's name

Ship's IMO/Lloyd's number

Particulars of person making report

Owner ☐ Master ☐ Person in charge of place ☐  
of ship of ship of place

Name and address of person making report

Location of event

Name of berth (if any)

Date and time of event

 /  /  :  hrs

Description of the dangerous cargo involved (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form as a record of any dangerous cargo event that has happened at the place or on the ship. This information is required under the *Transport Operations (Marine Safety) Regulation*. Authorised departmental officers will have access to this information and your personal information will not be disclosed to any third party without your consent, unless required to do so by law.

Description of the event (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Description of damage (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Nature of injuries and/or fatalities (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

I declare that the information provided, to the best of my knowledge, is true and correct.

Signature

Date

 /  / 


Send to the Regional Harbour Master nearest the location of the event.

TRB Forms Area  
Form F3220 CFD  
V01 Oct 2016

## 16.5 Arrival/Departure Report (Form 3452)

[Link](#) to fillable PDF

[Print Form](#) [Reset Form](#)



**Queensland  
Government**

### Arrival/Departure Report

**Please note:** This report must be completed and lodged with the Regional Harbour Master no later than 48 hours before the ship's expected arrival or no later than 24 hours before the ship's expected departure or removal.

☐ Interstate vessel    ☐ Foreign going vessel    ☐ Naval vessel

**Port**  
 **Date**

**Vessel Details**

**Vessel name**

**Lloyd's number**

Has the ship's International Ship Security Certificate (ISSC) Number been provided to Australian Customs?  
☐ Yes ☐ No

Security level: 1 ☐ 2 ☐ 3 ☐

**Gross registered tonnage**  **Exempt master?**  
☐ Yes ☐ No

**Length overall (m)**

**Master's name**

**Arrival Details**

**Arrival date**  **Estimated Time**

**Berth**

**Previous port of call**

**Anticipated Removals**

| To                   | Wharf No.            | Date                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Departure Details**

**Departure date**  **Estimated Time**

**Berth**

**Next port of call**

**Special Conditions** connected with arrival/removal/departure

**Conservancy Dues**

Exempt ☐

**Reason for exemption**

or

Paid ☐ at

Payable ☐ From  To

**Certification**

By submitting this form electronically I/we warrant that the information provided is true and correct and I/we undertake to pay any port dues owing.

**Company name**

**Customer number** (can be found on previously issued invoices)

**Agent's name**  **Phone**

**Address**

**Privacy Statement:** Maritime Safety Queensland (MSQ) is collecting the information on this form as record of shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility Security Code (ISPS Code). The information is collected pursuant to the Transport Operations (Marine Safety) Act 1994, the International Convention for Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13 and the Maritime Transport Act 2003. Authorised officers within MSQ, the Department of Transport and Main Roads and Queensland Port Authorities may have access to this information. Your personal details will not be disclosed to a third party without your consent or unless required by law.

**Office Use Only**

The following information should accompany this form with any supporting documentation for archiving.

|                           |                      |
|---------------------------|----------------------|
| Conservancy dues          | <input type="text"/> |
| Pilotage inwards due      | <input type="text"/> |
| Pilotage outwards due     | <input type="text"/> |
| Removal                   | <input type="text"/> |
| Cancellations due         | <input type="text"/> |
| Delay charges due         | <input type="text"/> |
| Totals                    | <input type="text"/> |
| <b>Sales Order Number</b> | <input type="text"/> |
| <b>Invoice Number</b>     | <input type="text"/> |
| <b>Date</b>               | <input type="text"/> |

TRB Forms Area Form F3452 CFD V01 Jan 2017

# Important Notice

## Where the services of a Pilot are required

### Provision of a Pilot

1. Legislation requires that a person must not navigate a ship in a compulsory pilotage area unless the person uses the services of a pilot.
2. From 2 November 2013, changes to the *Transport Operations (Marine Safety) Act* passed the responsibility for the provision and delivery of port pilotage services for ports north of Brisbane (except Abbot Point) to the port government owned corporations. This is being achieved by giving port authorities the legal responsibility for the provision and delivery of pilotage services in designated Compulsory Pilotage Areas. The Responsible Pilotage Entities for all Compulsory Pilotage Areas are specified in Schedule 4 of the *Transport Operations (Marine Safety) Regulation 2016 (TOMS Regulation)*, as follows:

| Column 1                      | Column 2                                |
|-------------------------------|---|
| Compulsory pilotage area      | Responsible pilotage entity             |
| Southport pilotage area       | MSQ                                     |
| Brisbane pilotage area        | MSQ                                     |
| Bundaberg pilotage area       | Gladstone Ports Corporation             |
| Gladstone pilotage area       | Gladstone Ports Corporation             |
| Rockhampton pilotage area     | Gladstone Ports Corporation             |
| Hay Point pilotage area       | North Queensland Bulk Ports Corporation |
| Mackay pilotage area          | North Queensland Bulk Ports Corporation |
| Abbot Point pilotage area     | MSQ                                     |
| Townsville pilotage area      | Port of Townsville Limited              |
| Lucinda pilotage area         | Port of Townsville Limited              |
| Mourilyan pilotage area       | Far North Queensland Ports Corporation  |
| Cairns pilotage area          | Far North Queensland Ports Corporation  |
| Cape Flattery pilotage area   | Far North Queensland Ports Corporation  |
| Skardon River pilotage area   | Far North Queensland Ports Corporation  |
| Thursday Island pilotage area | Far North Queensland Ports Corporation  |
| Weipa pilotage area           | Far North Queensland Ports Corporation  |
| Karumba pilotage area         | Far North Queensland Ports Corporation  |

\*Note: The TOMS Regulation also rescinds the Bowen, Cooktown, Maryborough and Port Douglas as Compulsory Pilotage Areas however these areas remain as pilotage areas.

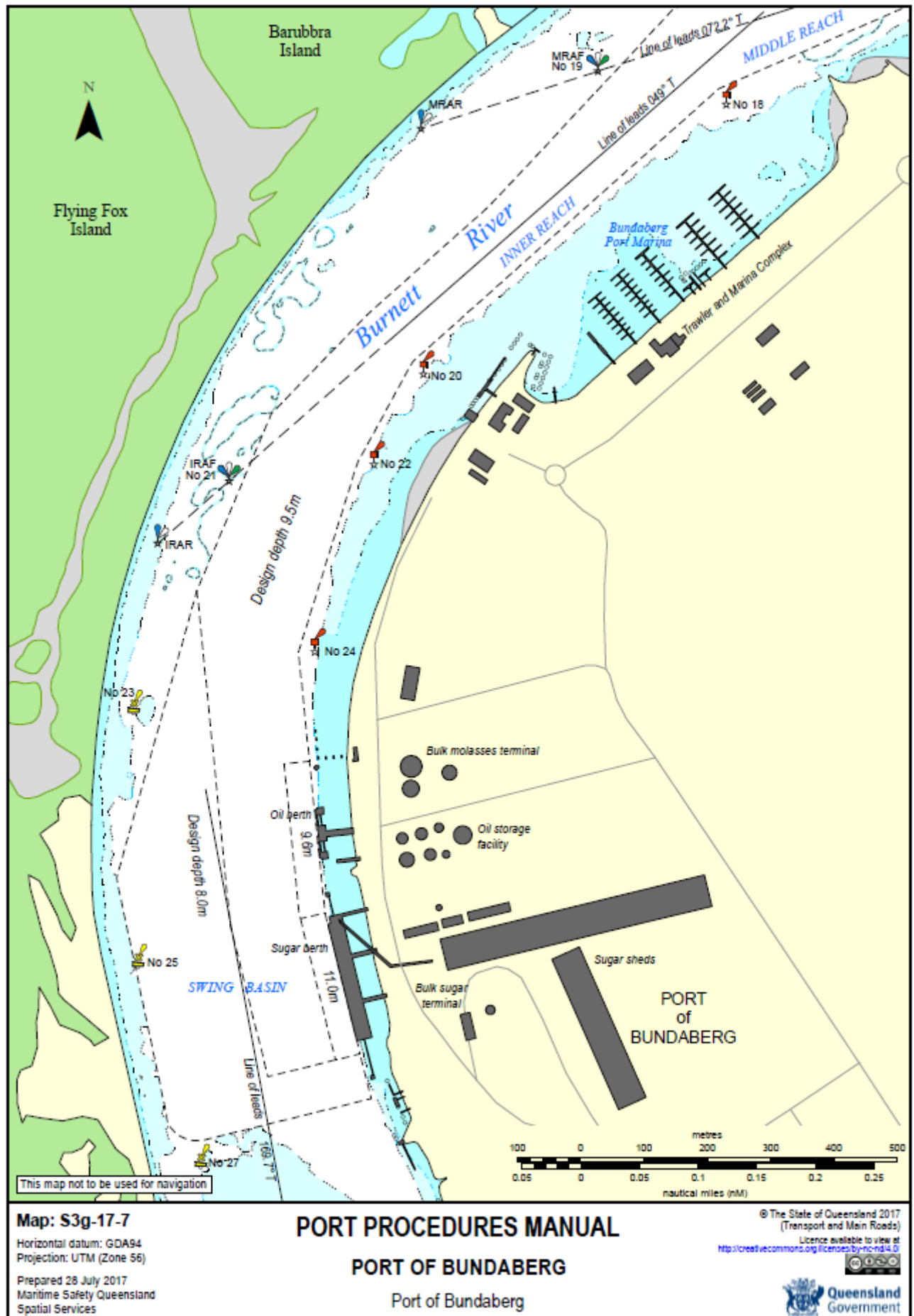
3. MSQ has entered into an agreement with Port of Townsville Limited to deliver pilotage services in the Abbot Point Compulsory Pilotage Area.
4. The Responsible Pilotage Entity may provide services on the basis that:
  - the person to whom the services are provided accepts the risk of loss or damage caused by an act or omission by the Responsible Pilotage Entity and waives any right to claim against the Responsible Pilotage Entity in contract, tort or otherwise howsoever, for any loss or damage (including consequential loss) to any person or property which arises directly or indirectly out of the provision of the pilotage services
  - the Responsible Pilotage Entity is not obliged to provide or arrange for the provision of the pilotage services if circumstances beyond their control mean the services cannot reasonably be provided at the time requested or at all and no compensation will be payable in this event.

Circumstances beyond the control include, but are not limited to:

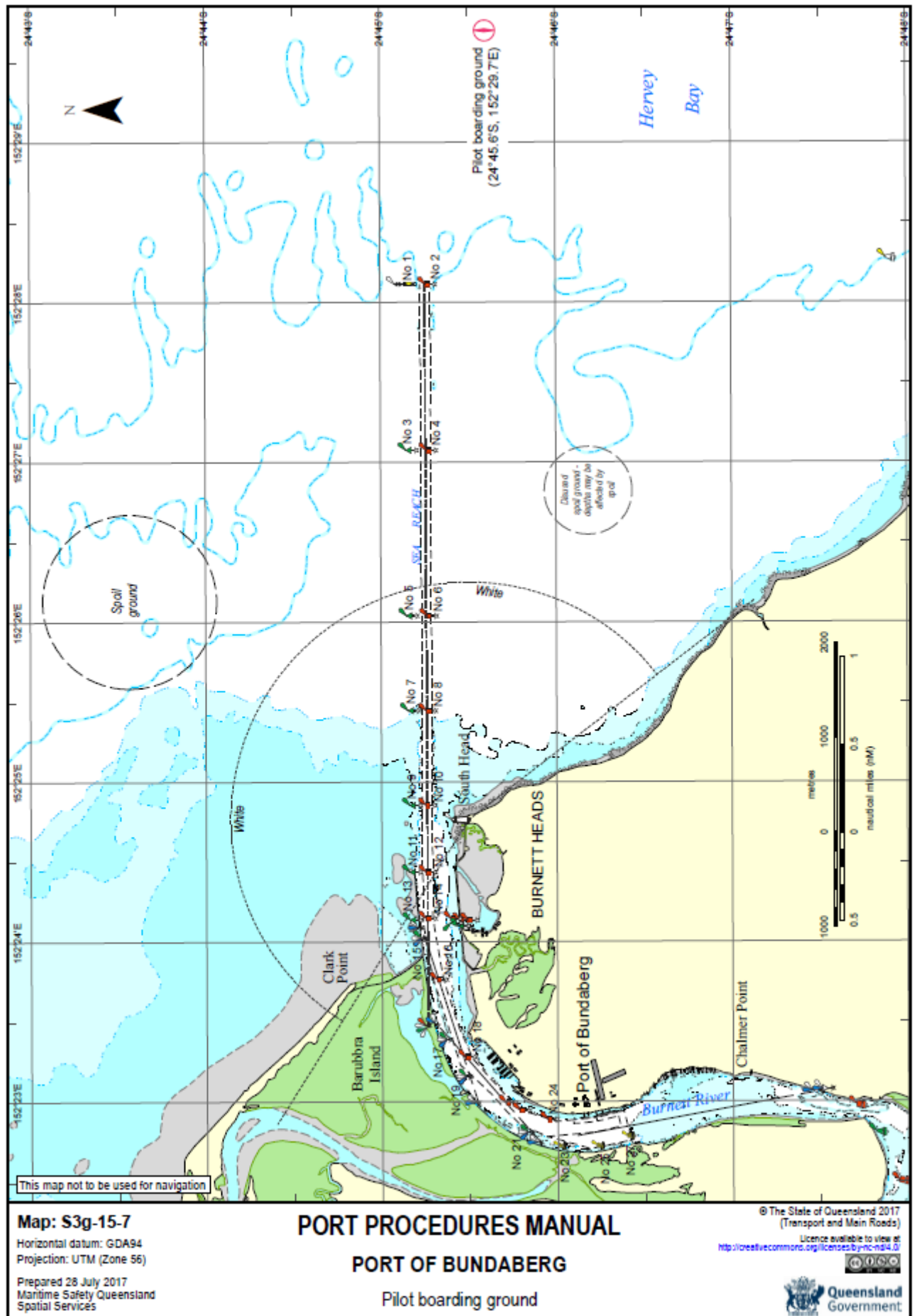
  - industrial action by pilots, line boat operators or others
  - inability to schedule a pilot at the time required
  - any direction or regulation having the effect of prohibiting or preventing the carrying out of the pilotage
  - a failure by a sub-contractor to carry out any part of the pilotage services.

The contents of this notice may be pleaded in any action or proceedings arising out of the provision of pilotage services.

## 16.6 Bundaberg port layout



## 16.7 Bundaberg Pilot Boarding Ground



## 16.8 Pilot ladder boarding arrangement

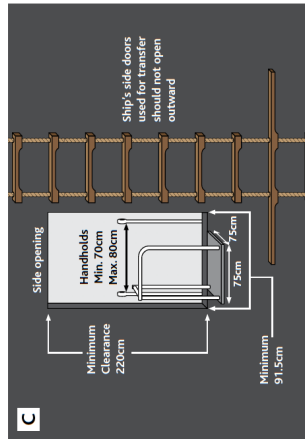
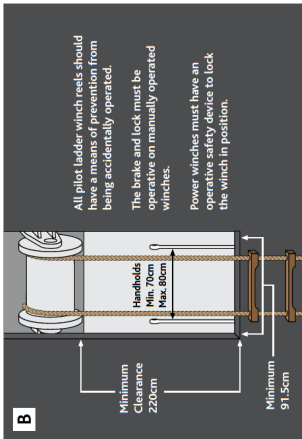
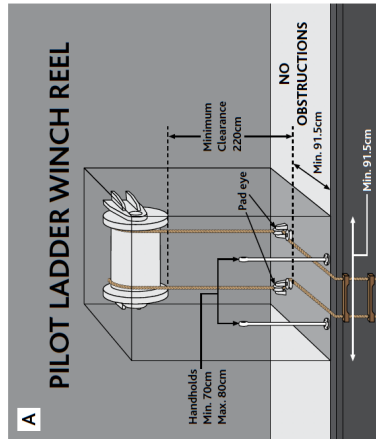
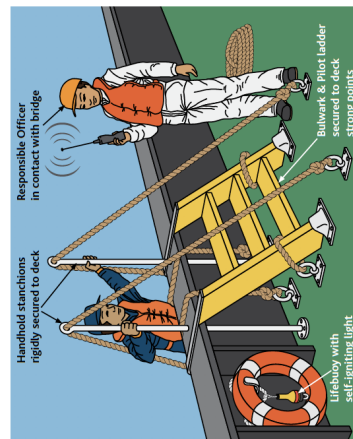
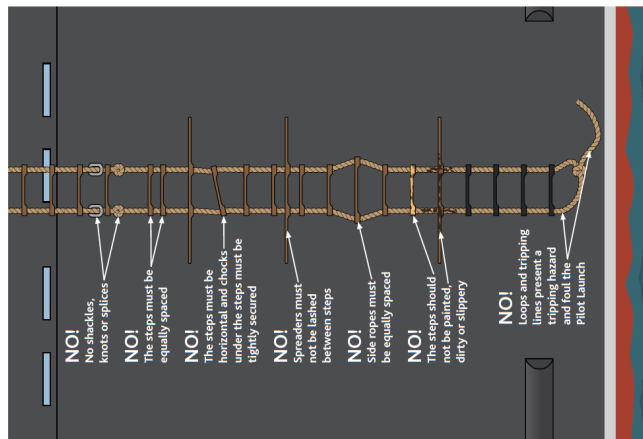
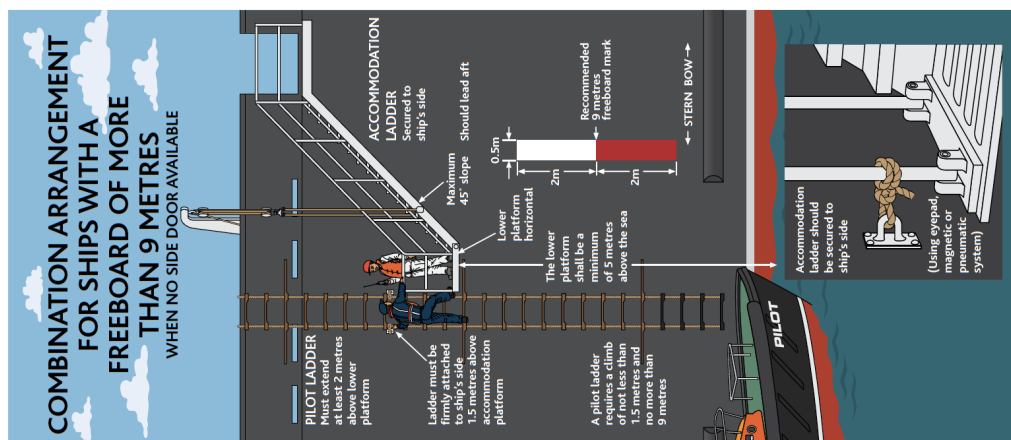
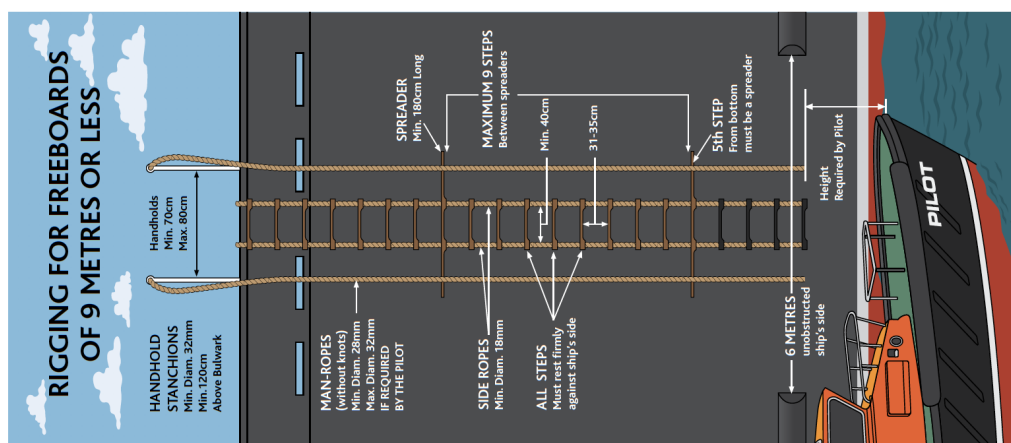
# REQUIRED BOARDING ARRANGEMENTS FOR PILOT



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](mailto:office@impahq.org)  
This document and all IMO Pilot-related documents are available for download at: <http://www.impahq.org>



## 16.9 Requirements for pilotage exemption

### **Requirements for the Issue of Pilotage Exemption for the Ports of Gladstone, Bundaberg and Port Alma**

The following are the requirements for the issue of the above licences:

- The applicant must have completed six voyages as Master within the last 12 months
- The applicant must have completed two voyages at night (included in the above six voyages)

#### **NOTE: A VOYAGE IS ONE TRIP IN AND ONE TRIP OUT**

- The applicant must complete a written and if considered necessary, an oral examination
- The applicant must hold a current medical and eyesight certificate to Marine Orders Standards
- After completion of the examination the applicant must practically demonstrate his/her ability to handle a vessel in the Pilotage Area (this will be one voyage with a licensed pilot) of which one trip must be in the hours of darkness for a night endorsement.

#### **Exemptions will be granted as follows:**

- For bauxite vessels up to a maximum of 256m LOA not West of South Trees Wharf (Gladstone)
- For other vessels up to a maximum of 200m LOA (Gladstone)
- No exemptions will be granted for Clinton Coal Wharf (Gladstone)

#### **Exemptions will be granted for various sizes of vessels as follows:**

- over 200m LOA - no exemptions other than for bauxite vessels to South Trees Wharf **ONLY**

The applicant will be required to complete two voyages as Master within the previous 12 months with a licensed pilot to have the exemption opened up for a larger size vessel or to extend his/her exemption to another area within a Pilotage Area. One of these voyages must be completed at night.

If the applicant has not used the exemption to a particular wharf within 6 months, they will be required to complete one voyage with a licensed pilot to that wharf for the exemption to be current for that wharf.

#### **Use Within Pilotage Areas**

A licence may be issued for a particular area within a Pilotage Area, provided that all recommendations set out herein governing the qualifications for and issuing of a licence are complied with.

#### **Standard of Examinations**

The standard of examination shall be similar to that required for a licensed pilot and shall include:

- Adequate knowledge of the Pilotage Area for which the certificate is required, and in particular of the surroundings, minimum keel clearances, tides and currents, buoys, beacons, lights and signals of or within that Pilotage Area of the approaches thereto
- Ability to satisfactorily complete blank charts of the said Pilotage Area marking thereon soundings and characteristics of the existing buoys, beacons, light, signals and other aids to navigation
- Adequate knowledge of the relevant Acts and regulations applicable to the Pilotage Area, in particular those relating to dangerous substances
- Thorough knowledge of control requirements in the Pilotage Area, traffic patterns, separation lanes and special signals, rules and communications relating thereto

### **Period of Validity and Requirements for Re-examination**

Subject to the following conditions a, b, c and d below, a licence will be valid for a maximum period of two years from the dating of granting of such licence, and may from time to time be renewed for such period not exceeding two years as is appropriate.

Application for renewal shall be accompanied by evidence of visual and medical fitness and of the date of the last use of the licence. A period of grace for renewal not exceeding two months may be allowed in certain circumstances.

- (a) Where a Master has not used the licence within any period of six months, the licence shall become invalid and may only be re-validated after the Master has made one voyage with a Pilot
- (b) Where a Master has not used the licence within two years, the licence may be re-validated after the Master has made two voyages with a Pilot within a period of two months after expiration of the two year period and has passed and oral examination
- (c) Where a licence has not be re-validated with a period of two years and two months, the licence will be cancelled
- (d) A licence may be suspended by the Chief Executive where major port changes or developments are taking place

### **Record of Use of Licences**

The responsibility for maintaining the validity of the licence is that of the Master, and to this end every Master shall be required to keep a true and correct record of the dates on which it has been used and where applicable, the area navigated within the Pilotage Area. The Master may be asked to produce this record when required.

### **As an exempt Master you will be required to:**

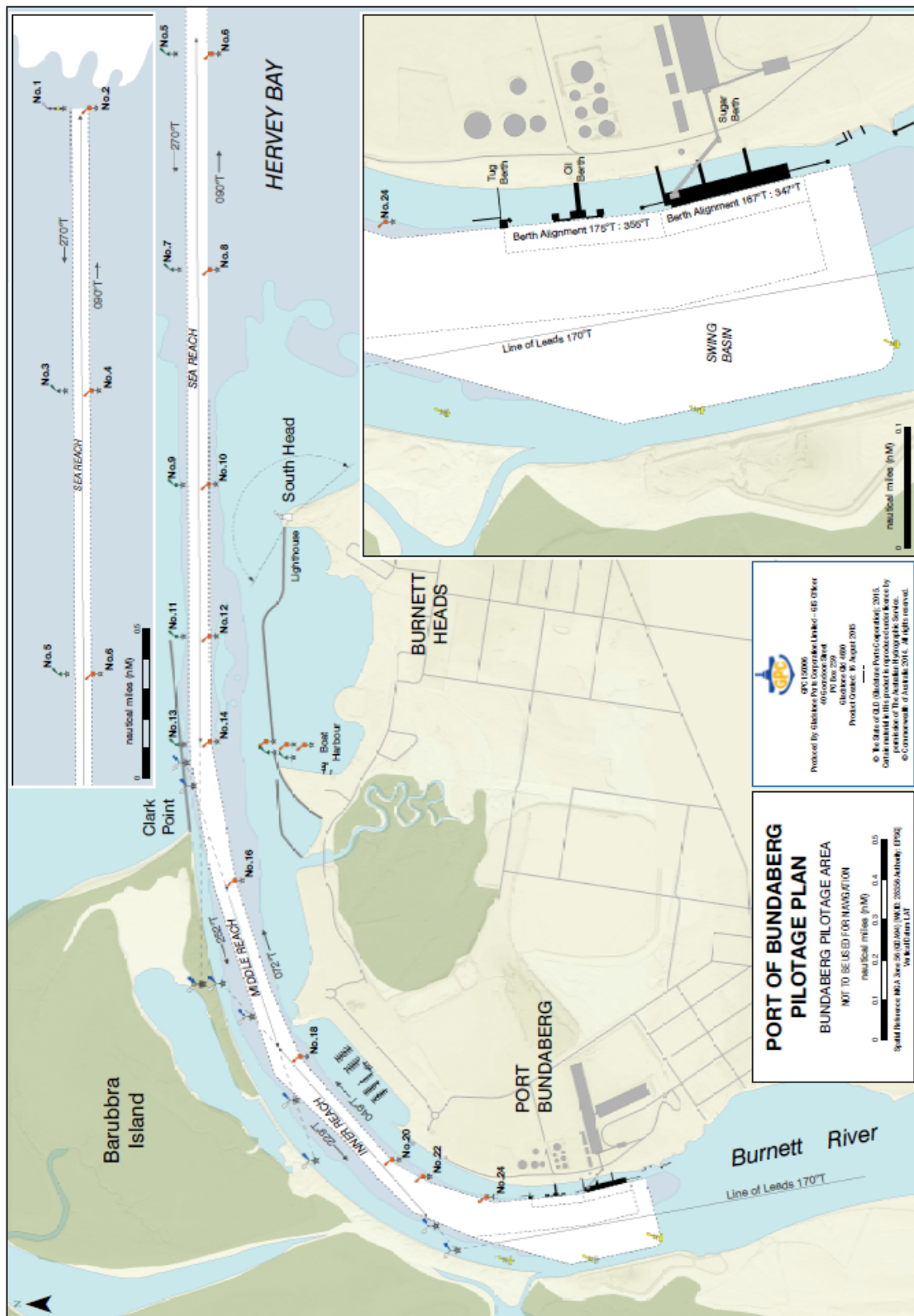
- Comply with any rules, regulations and directions in force with respect to pilots and exempt masters of the port
- Obey and execute all lawful directions issued by the Regional Harbour Master
- Use utmost care and diligence in piloting any vessel of which you have pilotage charge
- Not attempt to undertake pilotage duties when, through illness or other circumstances, you consider yourself unable to perform those duties in a fit and proper manner.

### **Application and Renewal Checklist**

Do you have:

- ✓ A copy of a current and valid Master's Licence
- ✓ Proof of completing training, appropriate to the port, in Radar and ARPA Simulation (Initial Issue)
- ✓ A valid Medical Certificate issued pursuant to Marine Orders 9 "Health-Medical Fitness"
- ✓ A valid Eyesight Certificate issued pursuant to Marine Orders 9 "Health-Medical Fitness"
- ✓ Two (2) color passport size photographs taken not more than 12 months from the date of the application. (Initial issue or replacement only)
- ✓ Completed Marine Application form (F1974)
- ✓ The original of an existing pilotage exemption (Renewal only)
- ✓ A current pilotage assessment report
  - This is required for first issue of an exemption and area endorsement
  - Renewal of an area endorsement if the requirement of at least one arrival and one departure for the pilotage area every six months has not been completed.
  - For the ongoing suitability of an exempt master.

## 16.10 Pilotage Passage Plan



## PORT OF BUNDABERG

**VESSEL :**

### Pilotage Plan - Arrival

| Pilot   | Date  | Sandy@ |         |          |  | Pilot Card<br>Defects | yes                    | no | Position |
|---|---|--------|---------|----------|--|-----------------------|------------------------|----|----------|
| <b>Passage</b>  |   |        |         |          |  | TUG NAME              | Bollard Pull           |    |          |
| Drafts In metres  | FWD   |        | AFT     |          |  |                       |                        |    |          |
| Tide  | Time  | Height | Range   |          |  |                       |                        |    |          |
|   |   |        |         |          |  |                       |                        |    |          |
|   |   |        |         |          |  |                       |                        |    |          |
|   |   |        |         |          |  |                       |                        |    |          |
|   |   |        |         |          |  |                       |                        |    |          |
| <b>Checklist : Arrival</b>  |   |        |         |          |  |                       | <b>UKC Calculation</b> |    |          |
| <input type="checkbox"/> Security Level   | <input type="checkbox"/> Doppler / GPS / EM Log         |        |         |          |  |                       |                        |    |          |
| <input type="checkbox"/> Main Engine  | <input type="checkbox"/> Radars                         |        |         |          |  |                       |                        |    |          |
| <input type="checkbox"/> Steering   | <input type="checkbox"/> Aids Lamp                      |        |         |          |  |                       |                        |    |          |
| <input type="checkbox"/> Thruster? KW / BHP   | <input type="checkbox"/> Constrained by draught         |        |         |          |  |                       |                        |    |          |
| <input type="checkbox"/> Whistle  | <input type="checkbox"/> Charts, ECDIS and publications |        |         |          |  |                       |                        |    |          |
| <input type="checkbox"/> Gyro   | <input type="checkbox"/> Special Features?              |        |         |          |  |                       |                        |    |          |
| <input type="checkbox"/> Both anchors cleared and ready for use?  |   |        |         |          |  |                       |                        |    |          |
| <div style="float:right; width: fit-content;"> <br/> <small>(Minimum UKC is 0.9m)</small> </div> <p>The Master and the Pilot certify that the Passage Plan has been agreed and discussed with the bridge team.</p> <div> Date / Time _____<br/> Pilot _____<br/> Master _____ </div>  |   |        |         |          |  |                       |                        |    |          |
| <b>Arrival Diagram</b>  |   |        |         |          |  |                       |                        |    |          |
| <ul style="list-style-type: none"> <li>Bundaberg Harbour Control/Locations continuously on VHF Chn 13 &amp; 16</li> <li>Should any emergency arise, call Bundaberg Harbour Control on VHF Ch13 for assistance</li> <li>The bridge team must monitor vessel position as required by Maritime Safety Queensland and international regulations.</li> </ul> |   |        |         |          |  |                       |                        |    |          |
| <b>Alterations Inbound</b>  |   |        |         |          |  |                       |                        |    |          |
| <b>Approx W/O position</b>  |   |        | New Cts | Distance |  |                       |                        |    |          |
| Entrance Beacons  |   |        | 270° T  | 3.5'     |  |                       |                        |    |          |
| Bcn #12 clear   |   |        | 261° T  | 0.6'     |  |                       |                        |    |          |
| Bow approaching Bon #16   |   |        | 252° T  | 0.3'     |  |                       |                        |    |          |
| Sea Reach Leads abeam   |   |        | 229° T  | 0.5'     |  |                       |                        |    |          |
| Bcn #20 transit with Bon #22  |   |        | 218° T  | 0.2'     |  |                       |                        |    |          |
| Bow approaching Bcn #22   |   |        | 200° T  | 0.2'     |  |                       |                        |    |          |
| Bow approaching Bon #24   |   |        | 170° T  | 0.3'     |  |                       |                        |    |          |
| Courses as required to Oil or Sugar Berths  |   |        |         |          |  |                       |                        |    |          |

## 16.11 Marine Pollution Report (Form 3968)

[Link](#) to fillable PDF



Queensland  
Government

### Marine Pollution Report (POLREP)

Email to: [pollution@msq.qld.gov.au](mailto:pollution@msq.qld.gov.au)

Urgent ☐ Standard ☐ Information only ☐

This form is used to record the initial details of a reported/sighted marine pollution spill. The form is to be sent to the email address shown above.

Date of incident

Time of incident

Location of pollution

|      |                      |       |                      |
|------|----------------------|-------|----------------------|
| Lat. | <input type="text"/> | Long. | <input type="text"/> |
|------|----------------------|-------|----------------------|

Location

Pollution source Ship ☐ Land ☐ Unknown ☐

Ship type Recreational ☐ Commercial ☐ Fishing ☐ Trading ship ☐ Tanker ☐

Ship name

Ship registration

Pollutant

Sheen ☐ Diesel ☐ Bilge ☐ HFO ☐ Other ☐

Extent

Size of the slick (length and width in meter)

Litre

#### Report details

Has the discharge stopped? Yes ☐ No ☐ Unknown ☐

Weather conditions (tide and wind)

Photos taken ☐ Video taken ☐ Samples taken ☐ Sample taken by

Original report source

Statutory agency

Combat agency

Initial response brief

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

#### Sender details

Name

Position

Agency

Contact phone (mobile/office)

Fax number

Signature

Date

Time

Telephone Maritime Safety Queensland:

Brisbane: 07 3305 1700 Mackay: 07 4956 3489 Gladstone: 07 4971 5200 Townsville: 1300 721 263 Cairns: 1300 551 889

TRB Forms Area Form F3968 CFD V01 Jul 2016

## 16.12 Marine Incident report (Form 3071)

[Link](#) to fillable PDF



Queensland  
Government

### Marine Incident Report

Transport Operations (Marine Safety) Act 1994

This is the approved form to report a marine incident in Queensland. A ship's master must report a marine incident to a shipping inspector within 48 hours of the incident taking place, except in cases where the ship is lost or presumed lost in which case the incident must be reported by the ship's owner. If the initial report is not in the approved form a further report must be submitted using this form at the earliest opportunity. You should fill in all fields that are applicable. This form, and all supporting documents, should be returned to a Maritime Safety Queensland office, the Queensland Police Service or a Queensland Boating and Fisheries Patrol Office. Penalties apply for failing to report a marine incident.

#### Incident description

##### Position of incident

Date  /  /  Time  am  pm Body of water/Landmark

##### Location

☐ Inland waters (non-tidal) ☐ Smooth waters ☐ Partially smooth waters ☐ Offshore Latitude  Longitude

##### Type of incident

- ☐ Capsizing
- ☐ Swamping
- ☐ Flooding
- ☐ Person overboard
- ☐ Loss of stability
- ☐ Fire
- ☐ Explosion
- ☐ Structural/equipment failure
- ☐ Loss of ship <sup>1</sup>

##### Collision:

- ☐ between ships
- ☐ with a fixed object
- ☐ with a floating object
- ☐ with an animal
- ☐ with an overhead obstruction
- ☐ with a submerged object
- ☐ with a wharf

##### Grounding:

- ☐ unintentional
- ☐ intentional
- Onboard incident:**
- ☐ fall within ship
- ☐ crushing or pinching
- ☐ other onboard incident

##### Other incident:

- ☐ person hit by propeller or ship
- ☐ water skiing incident
- ☐ parasailing incident
- ☐ diving incident
- ☐ close call/near miss
- ☐ other incident caused by the operation of the ship

<sup>1</sup> 'Loss of ship' should only be selected where the ship has disappeared and the location and circumstances of the loss are unknown. If the ship is an economic write-off this should be checked marked as 'Ship lost' below and on the next page.

##### Incident Severity Rating

- ☐ Fatality Number of persons  ☐ Serious injury <sup>2</sup> Number of persons  ☐ Ship lost <sup>3</sup> ☐ Damage to property only <sup>4</sup>
- ☐ Ship damaged ☐ No damage
- <sup>2</sup> Requiring admission to hospital <sup>3</sup> Economic write-off or not recovered <sup>4</sup> No damage to any ships

##### Environmental conditions

###### Weather

☐ Clear ☐ Hazy ☐ Cloudy ☐ Rain ☐ Flood

###### Visibility

☐ Good ☐ Fair ☐ Poor

###### Water conditions

☐ Calm ☐ Choppy ☐ Rough ☐ Very rough ☐ Strong current or tidal flow Swell height (metres)

###### Wind speed

☐ None ☐ Light (1-6kts) ☐ Moderate (7-15kts) ☐ Strong (16-33kts) ☐ Gale (>33kts) Wind coming from

#### Ships involved

Number of ships involved  Note: if more than two ships were involved attach details on a separate page.

##### Own ship

Name of ship

Official registration number  Registering authority

Length (metres)  Beam (metres)  Year built

Number of passengers on board  Number of crew on board

##### Registration type

- ☐ Commercial passenger ☐ Commercial fishing
- ☐ Commercial non-passenger ☐ Commercial hire and drive
- ☐ Queensland Regulated ship

##### Other ship

Name of ship

Official registration number  Registering authority

Length (metres)  Beam (metres)  Year built

Number of passengers on board  Number of crew on board

##### Registration type

- ☐ Commercial passenger ☐ Commercial fishing
- ☐ Commercial non-passenger ☐ Commercial hire and drive
- ☐ Queensland Regulated ship

**Additional information for commercial vessels:** Commercial vessels must attach master's and engineer's logs and commercial passenger vessels must also attach a copy of the passenger manifest.

##### Office use only

File number:  Caseman number:  Received by (full name):  Received on:  /  /

Continued over page... Page 1 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

## Ships involved - continued

### Own ship

#### Ship description

- ☐ Motorboat
 ☐ PWC
 ☐ Rowing boat  
☐ Sailing boat
 ☐ House boat  
☐ Other (describe)

#### Engine

- ☐ Outboard
 ☐ Inboard (petrol)
 ☐ none  
☐ Inboard/outboard
 ☐ Inboard (diesel)  
☐ Other (describe)

Number of engines Total engine power

HP  
 KW

#### Hull material

- ☐ Steel
 ☐ Timber
 ☐ Ferro-cement  
☐ Marine alloy
 ☐ Fibreglass/GRP  
☐ Other (describe)

#### Damage to ship

- ☐ Ship lost
 ☐ Moderate damage (damaged but ship remains seaworthy)  
☐ Major damage (ship unseaworthy)
 ☐ Minor damage
 ☐ No damage

### Other ship

#### Ship description

- ☐ Motorboat
 ☐ PWC
 ☐ Rowing boat  
☐ Sailing boat
 ☐ House boat  
☐ Other (describe)

#### Engine

- ☐ Outboard
 ☐ Inboard (petrol)
 ☐ none  
☐ Inboard/outboard
 ☐ Inboard (diesel)  
☐ Other (describe)

Number of engines Total engine power

HP  
 KW

#### Hull material

- ☐ Steel
 ☐ Timber
 ☐ Ferro-cement  
☐ Marine alloy
 ☐ Fibreglass/GRP  
☐ Other (describe)

#### Damage to ship

- ☐ Ship lost
 ☐ Moderate damage (damaged but ship remains seaworthy)  
☐ Major damage (ship unseaworthy)
 ☐ Minor damage
 ☐ No damage

## People involved

### Own ship

#### Ship owner's details

Owner's name

Dedicated person ashore/operations manager (commercial only)

Telephone (business hours)

Telephone (after hours)

Address

Email address

#### Master's details

Master's name

Gender

☐ Male
 ☐ Female

Date of birth

/  /

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

/  /

Expiry date (if applicable)

/  /

Telephone (business hours)

Telephone (after hours)

Address

Email address

### Other ship

#### Ship owner's details

Owner's name

Dedicated person ashore/operations manager (commercial only)

Telephone (business hours)

Telephone (after hours)

Address

Email address

#### Master's details

Master's name

Gender

☐ Male
 ☐ Female

Date of birth

/  /

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

/  /

Expiry date (if applicable)

/  /

Telephone (business hours)

Telephone (after hours)

Address

Email address

Continued over page... Page 2 of 4 TRS Forms Area Form F3071 CFD V01 Aug 2016

**Persons involved - continued****Own ship****Watchkeeper/person at the helm**

Role

☐ Crewmember ☐ Passenger ☐ Master (details as above)

Name

Gender

☐ Male ☐ Female

Date of birth

 /  / 

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

 /  / 

Expiry date (if applicable)

 /  / 

Telephone (business hours)

Telephone (after hours)

Address

Email address

**Other ship****Watchkeeper/person at the helm**

Role

☐ Crewmember ☐ Passenger ☐ Master (details as above)

Name

Gender

☐ Male ☐ Female

Date of birth

 /  / 

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

 /  / 

Expiry date (if applicable)

 /  / 

Telephone (business hours)

Telephone (after hours)

Address

Email address

**Witnesses**

Note: attach name and complete contact details of any witnesses to the incident on a separate page.

**Deceased or injured person**

Note: if more than two people deceased or injured attach details on a separate page.

Name

Gender

☐ Male ☐ Female

Date of birth

 /  / 

Address

Telephone

Which ship was this person associated with?

**Injury status**☐ Fatality ☐ Missing person ☐ Serious injury <sup>5</sup> ☐ Minor injury<sup>5</sup> A serious injury is defined as one where the injured person was admitted to hospital.

Nature of injury

Name of hospital

**Activity of injured or deceased person**☐ Person in charge (Master) ☐ Surfboard/surf-ski rider  
☐ Person at helm ☐ Swimmer  
☐ Crew ☐ Para-flier  
☐ Passenger on vessel ☐ Diver  
☐ Water-skier ☐ Other**Deceased or injured person**

Name

Gender

☐ Male ☐ Female

Date of birth

 /  / 

Address

Telephone

Which ship was this person associated with?

**Injury status**☐ Fatality ☐ Missing person ☐ Serious injury <sup>5</sup> ☐ Minor injury

Nature of injury

Name of hospital

**Activity of injured or deceased person**☐ Person in charge (Master) ☐ Surfboard/surf-ski rider  
☐ Person at helm ☐ Swimmer  
☐ Crew ☐ Para-flier  
☐ Passenger on vessel ☐ Diver  
☐ Water-skier ☐ Other

Privacy Statement: The Department of Transport and Main Roads collects information on this form to administer the register of ships under the Transport Operations (Marine Safety) Act. This information may be released by the department to people who have an interest that justifies access to the register, including people proposing to buy, sell, lease or insure the ship and, when relevant, litigants in matters about marine incidents, or the insolvency, or external administration, or fraudulent activity of the registered owner, or Family Court matters. Your personal information will not be disclosed to other third parties without your consent unless authorised or required by law.

Continued over page... Page 3 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016



[Link](#) to online form

  
Australian Government  
Australian Maritime Safety Authority

Please use this form to notify AMSA ([reports@amsa.gov.au](mailto:reports@amsa.gov.au)) of suspected safety concerns on vessels.

|  |  |   |  |                |
|--|--|---|--|----------------|
| Vessel name  |  |   |  |                |
| IMO number   |  | Unique Identifier   |  | Flag           |
| Master   |  | Contact details   |  |                |
| Operator/Company name  |  |   |  |                |
| Responsible Person   |  |   |  | Contact Number |
| Domestic commercial vessel (Please tick if applicable)   |  |   |  |                |
| Class: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |  | Operational Area : <input type="checkbox"/> B Ext <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E |  |                |

|                      |                |      |
|----------------------|----------------|------|
| Date                 | Time<br>Local: | UTC: |
| Next port            |                |      |
| Location description | Lat            | Long |

|                 |               |
|-----------------|---------------|
| Name            | Rank/Role     |
| Contact details | Email address |

| Date | Time | Location | Description |
|------|------|----------|-------------|
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Hard copies of this document are considered uncontrolled. Please refer to the Maritime Safety Queensland website for the latest version.  
Port Procedures and Information for Shipping – Bundaberg, May 2025

## 16.14 Gas-Free Status Declaration

[Link](#) to fillable form



Queensland  
Government

### Gas Free Status Declaration

Declaration required prior to acknowledgement of 'Gas Free' status

**Master to declare**

Has your ship any flammable liquid or gas cargo on board in bulk?

Yes ☐ No ☐

Have your empty cargo tanks been washed, vented and inspected for flammable residue?

Yes ☐ No ☐

Are your slop tank/s, pump room/s, and cargo pipe/s free of flammable residue?

Yes ☐ No ☐

Is your combustible gas indicator working and calibrated correctly?

Yes ☐ No ☐

Has the atmosphere in each pump room, cargo tank or residue space been tested with a combustible gas indicator and a zero reading obtained?

Yes ☐ No ☐

Can the atmosphere in each pump room, cargo tank or residue space be maintained with a zero gas reading?

Yes ☐ No ☐

Have you a current 'International Safety Guide for Oil Tankers and Terminals' (ISGOTT) manual on board?

Yes ☐ No ☐

Master/Agent's Name

Master/Agent's Signature

Date

Ship's Stamp

**Privacy Statement:** The Department of Transport and Main Roads is collecting the information on this form under the provisions of the Transport Operations (Marine Safety) Act 1994. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

Master/agent

To be lodged to the VTS centre at least 48 hours prior to ship's ETA pilotage area.

## 16.15 Bundaberg Port and Pilotage Areas



## 16.16 Example – Permission to Immobilise Main Engines

[Link](#) to fillable PDF

**(THIS FORM IS ONLY TO BE USED IF THE REQUEST CANNOT BE SUBMITTED BY THE AGENT WITHIN [QSHIPS](#))**



Queensland  
Government

### Permission to Immobilise Main Engines - Gladstone Region

This form is only to be used if the request cannot be submitted by the agent within QSHIPS.

To: RHM Gladstone  
Fax: 07 4971 5212  
Email: vtsgladstone@msq.qld.gov.au

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| Ship                 | Master   | Berth                |  |
| <input type="text"/> | <input type="text"/>   | <input type="text"/> |  |
| From                 | On   | To                   | On   |
| <input type="text"/> | hrs <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> | hrs <input type="text"/> / <input type="text"/> / <input type="text"/> |

#### Conditions on Issue

1. Prior to immobilising, advise 'Gladstone VTS' on VHF Channel 13.
2. Moorings to be tended throughout.
3. During daylight hours, fly signal letter flags 'R' over 'Y'.
4. On completion, advise 'Gladstone VTS'.
5. Master to ensure that the main engines are capable of operating at full power after immobilisation for arrival/ departure manoeuvres.
6. Estimated time to mobilise main engine in an emergency:  
 hours
7. If immobilisation is sought for consecutive days, approval is to be obtained to immobilise at the start of each day.

|  |                         |
|--|-------------------------|
| Date submitted   | Signature: Master/Agent |
| <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/>    |

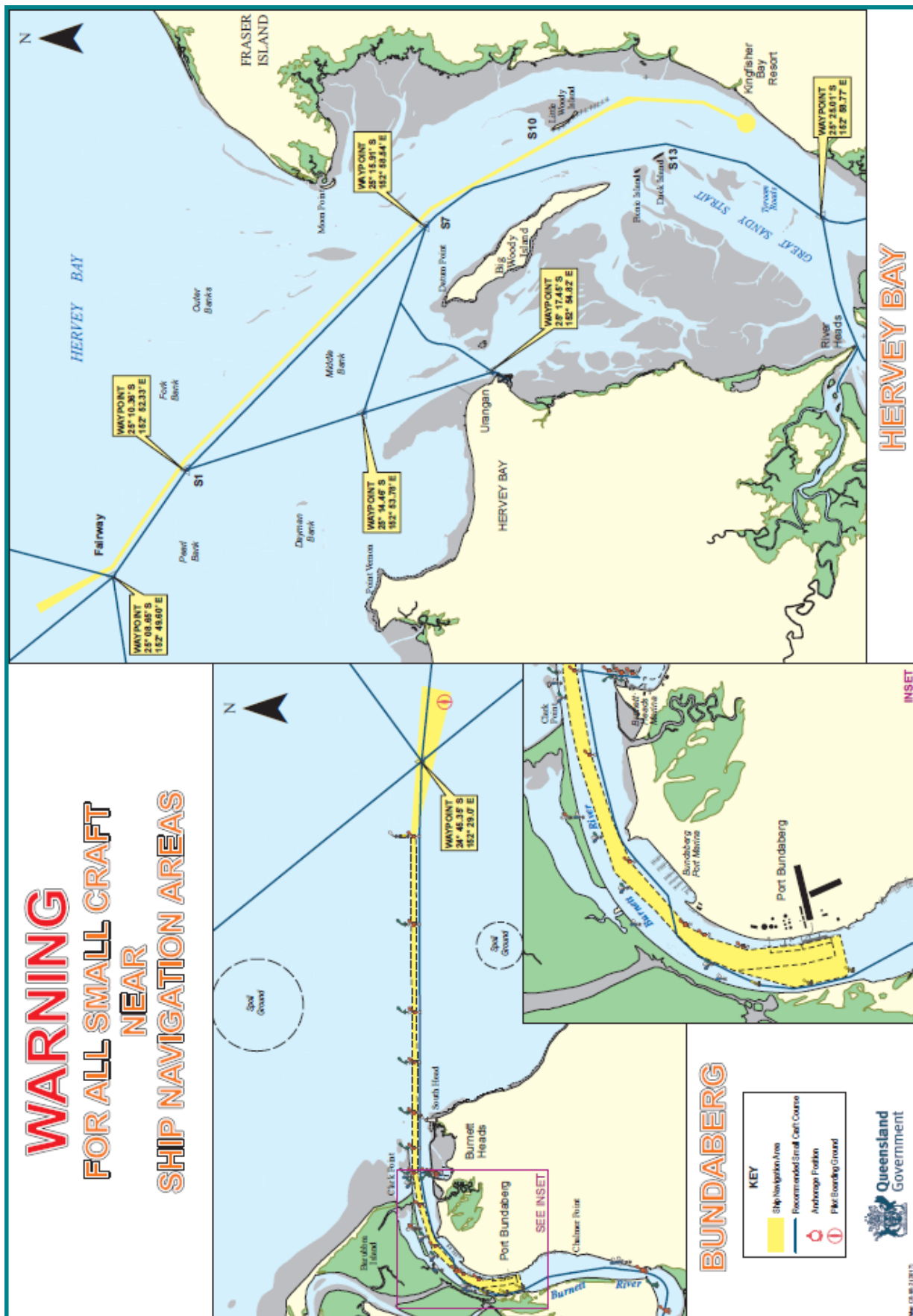
#### Approval by signature:

|                                     |   |
|-------------------------------------|---|
| Regional Harbour Master (Gladstone) | Manager Vessel Traffic Management (Gladstone) |
| <input type="text"/>                | <input type="text"/>                          |

Distribution: Agent  
Gladstone VTS

**Privacy Statement:** The Department of Transport and Main Roads is collecting the information on this form under the provisions of the Transport Operations (Marine Safety) Act 1994. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

## 16.17 Small craft ship navigation areas and recommended courses



## 16.18 Cyclone tracking chartlet – eastern Australia



## 16.19 Pilot Ladder Checklist

[Link](#) to fillable PDF



**Gladstone Marine  
Pilot Services**

Print

Reset Form

### Pilot Ladder Checklist For Gladstone

Vessel name:

Date of pilot transfer

To the Master of the Vessel,

You and your crew are required to fully cooperate with the 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).

Maritime Safety Queensland 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 sent to the vessel's agent at least 72 hours prior to the planned pilot transfer taking place. The vessel's agent will enter the completed form into QSHIPS.

| 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?  | <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?  | <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? Heaving line to be between 12-16mm diameter and fully inspected prior to use.                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 15.  | Are man ropes of at least 28mm and no more than 32mm in diameter and securely rigged?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16.  | Are the man ropes less than 24months old from the date of manufacture?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17.  | Have the manropes been in service for less than 12 months?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18.  | Is each pilot ladder less than 30 months old, or have they undergone the strength test as outlined in ISO 799-2019 with relevant certification?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19.  | 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"/> |

Pilot Ladder Checklist continued page 2 of 2

|     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
| 20. | Is there an additional back-up pilot ladder available on board the vessel? (this is not a current requirement but is considered best practice) | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Is the vessel capable and well-rehearsed in retrieving a man overboard?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Is there a lifebuoy and self-igniting light available at the pilot boarding area?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Is the boarding area adequately lit for pilot transfers at night?  | <input type="checkbox"/> | <input type="checkbox"/> |

Vessel Master's name

Date

|  |  |
|--|--|
|  |  |
|--|--|

Vessel Master's signature

|           |  |
|-----------|--|
| Signature |  |
|-----------|--|

## Rigging requirements for combination pilot ladders



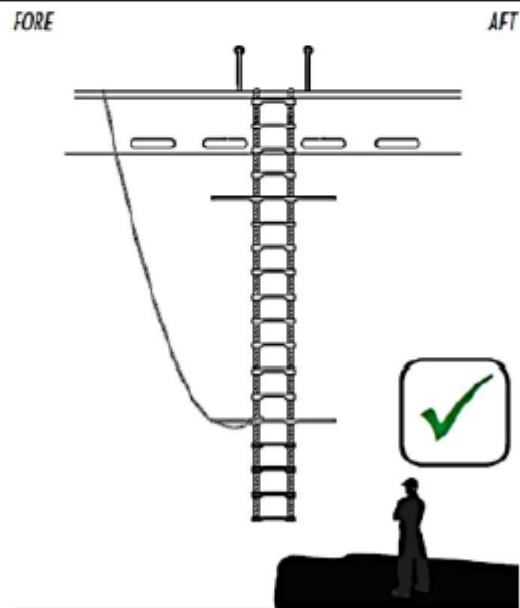
**Magnets must be 1.5 metres above combination ladder platform**



**Manropes are to be tucked in line with the magnet/suction pad**



**One magnet for accommodation 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 2RN 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>

