

13. Appendices

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13.1 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.

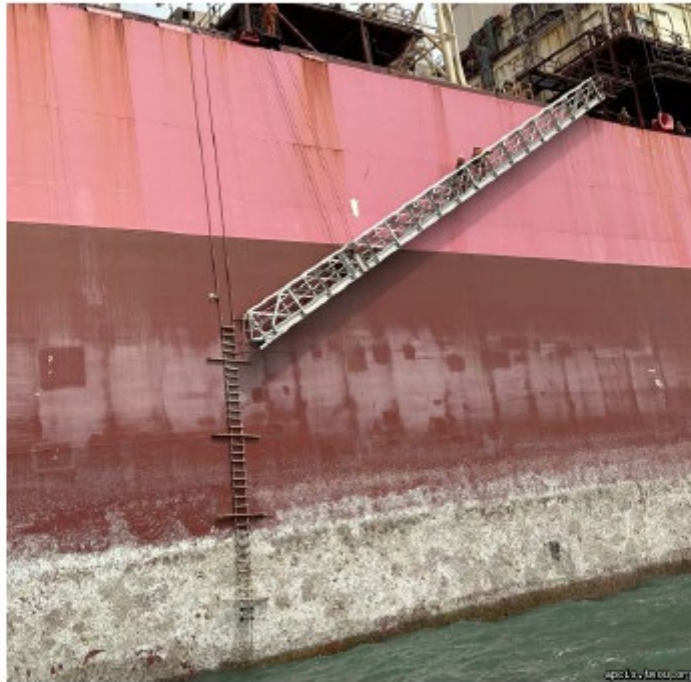


Photo 2: Example of non-compliant combination pilot ladder arrangements.

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.

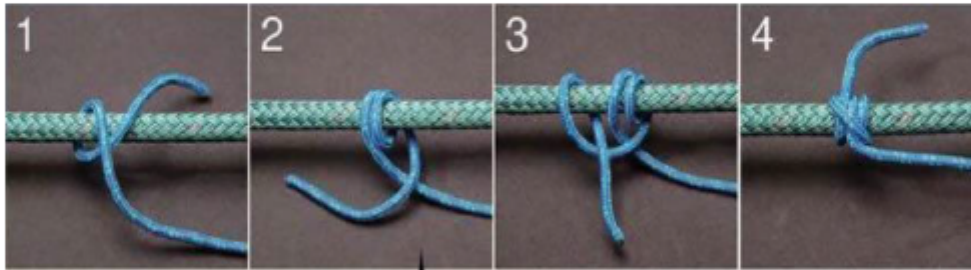


Photo 6: The rolling hitch knot. (Reproduced with permission from Fremantle Ports).

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".

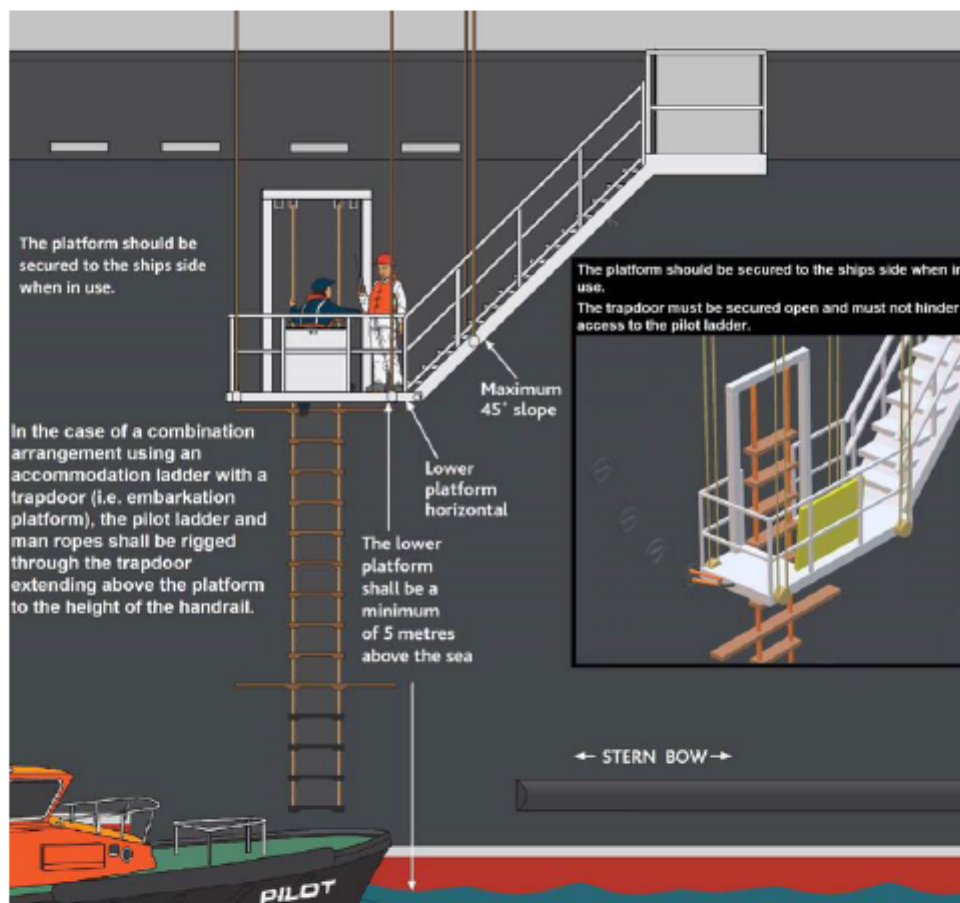


Figure 1: Pilot card depicting trap door arrangements.

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

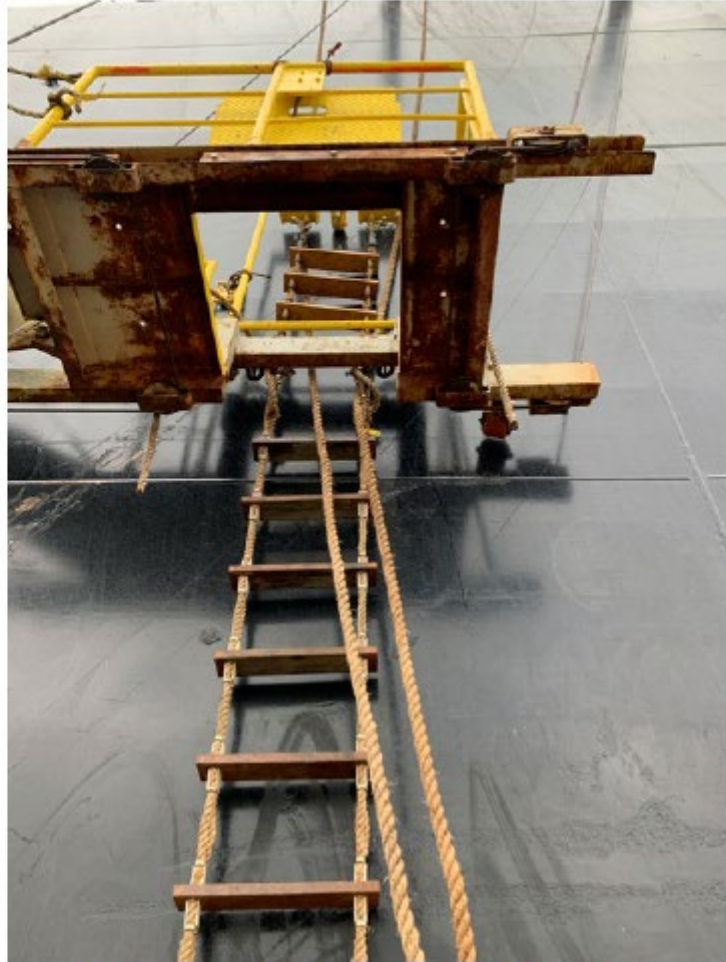


Photo 11: Unsafe trapdoor pilot transfer arrangement.

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 AMSA¹ 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.

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.

¹ These should be reported using an incident alert (AMSA 18), report (AMSA 19) or marine safety concern. See [incidentreporting \(amsa.gov.au\)](http://incidentreporting.amsa.gov.au)

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

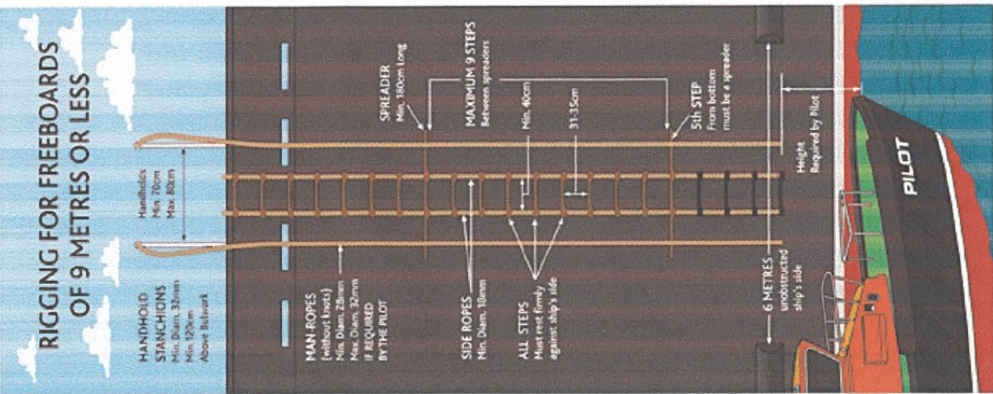
REQUIRED BOARDING ARRANGEMENTS FOR PILOT

In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)
INTERNATIONAL MARITIME PILOTS' ASSOCIATION

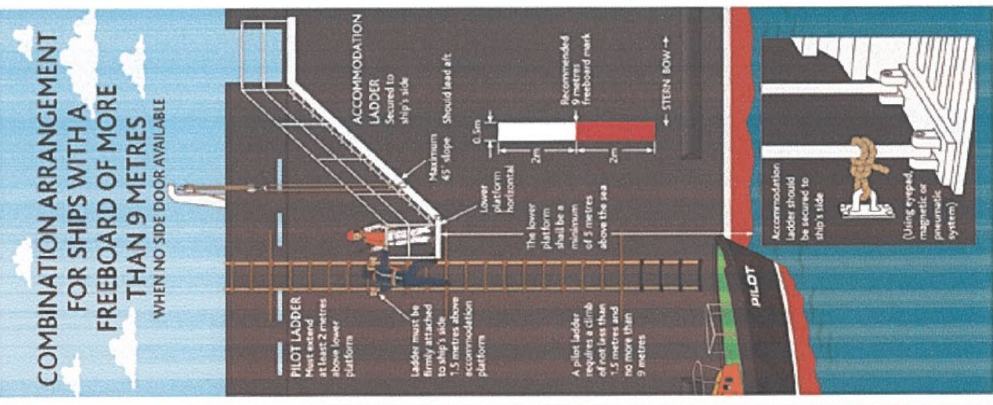
H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 Fax: +44 (0)20 7210 3518 Email: office@impahq.org
This document and all IMO Pilot-related documents are available for download at: <http://www.impahq.org>

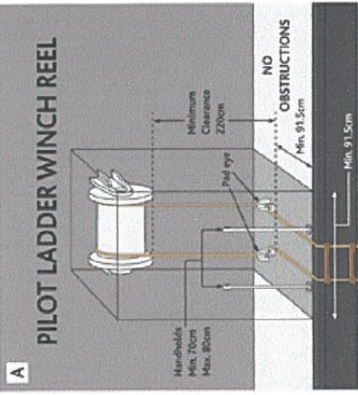
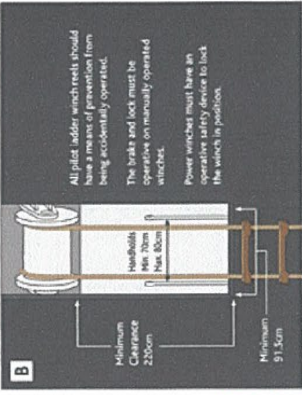
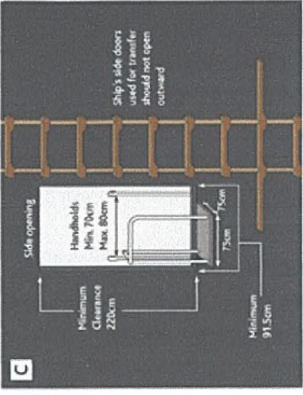
RIGGING FOR FREEBOARDS OF 9 METRES OR LESS



COMBINATION ARRANGEMENT FOR SHIPS WITH A FREEBOARD OF MORE THAN 9 METRES WHEN NO SIDE DOOR AVAILABLE



PILOT LADDER WINCH REEL

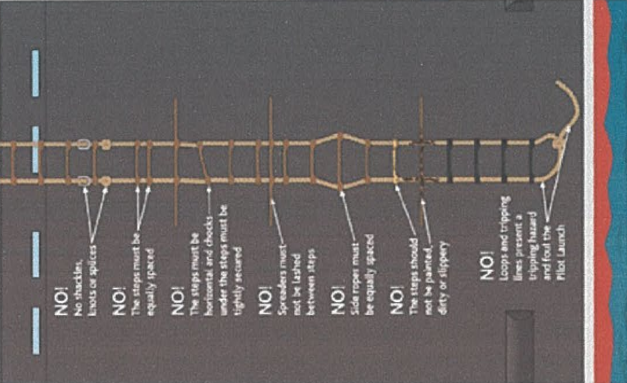
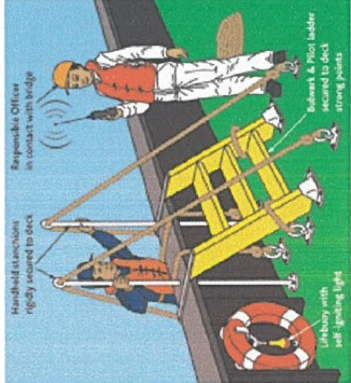



Figure 2 – Pilot boarding ladder arrangements

13.2 VTS Vessel Booking Application Form

[Link to fillable PDF](#)



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

Vessel details (please print)

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

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.

Figure 3– Vessel booking application

13.3 Cyclone Tracking Chartlet – Eastern Australia

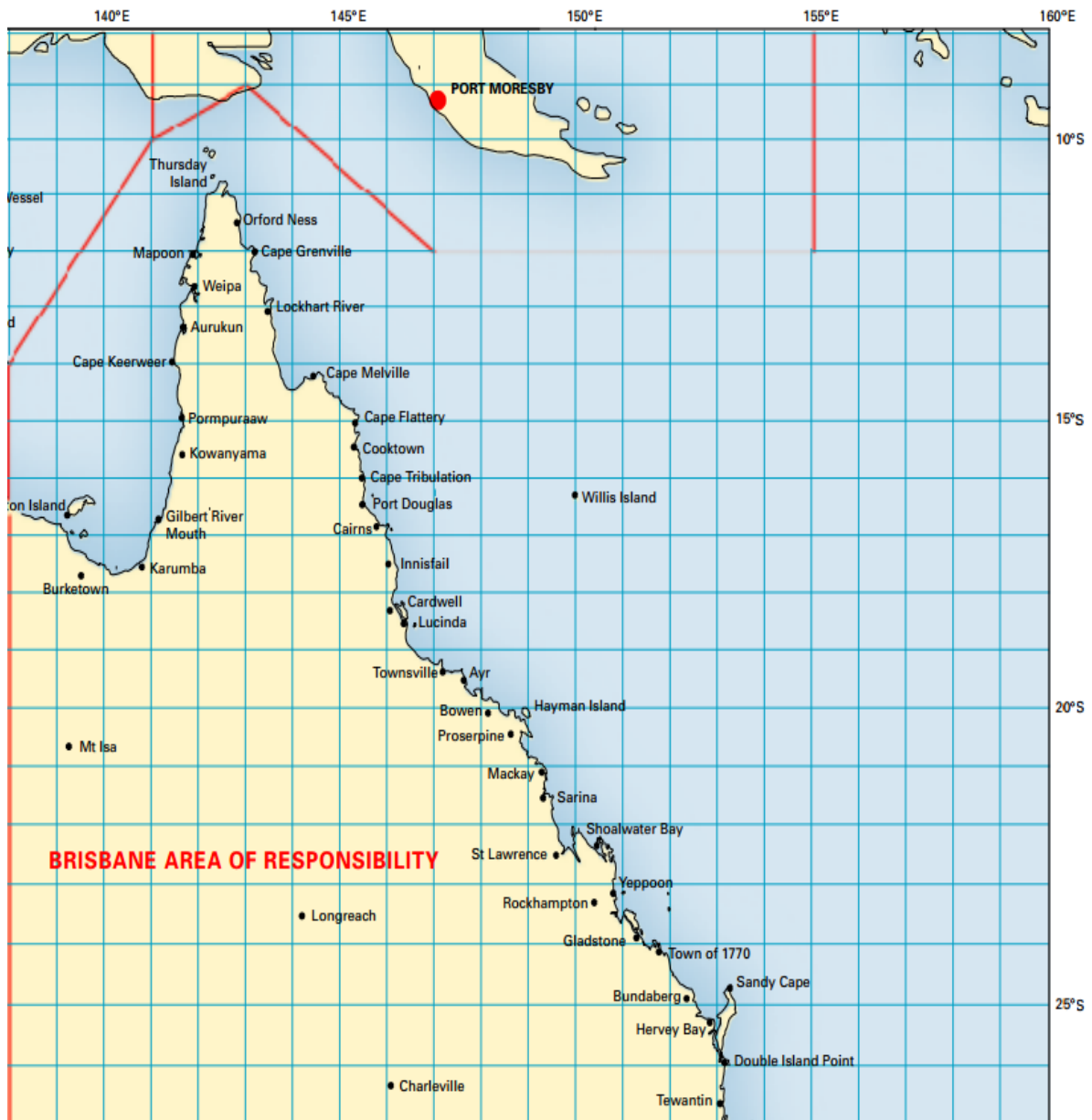



Figure 4– Cyclone tracking chartlet

13.4 Arrival/Departure Report

[Link](#) to fillable PDF



**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**

Click here to select port

Vessel Details

Vessel name

Lloyd's number

Has the ships' 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 style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" 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 style="width: 100%;" type="text"/>
Pilotage inwards due	<input style="width: 100%;" type="text"/>
Pilotage outwards due	<input style="width: 100%;" type="text"/>
Removal	<input style="width: 100%;" type="text"/>
Cancellations due	<input style="width: 100%;" type="text"/>
Delay charges due	<input style="width: 100%;" type="text"/>
Totals	<input style="width: 100%;" type="text"/>
Sales Order Number	<input style="width: 100%;" type="text"/>
Invoice Number <input style="width: 100px;" type="text"/>	Date <input style="width: 100px;" type="text"/>

LTSR Forms Area Form F3452 CFD V01 Jan 2020

Figure 5 – Arrival/departure report

13.5 Marine Pollution Report (form 3968)

[Link to fillable PDF](#)



**Queensland
Government**

Marine Pollution Report (POLREP)

Email to: 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. Long.

Location

Pollution source Ship Land Unknown

Ship type Recreational Commercial Fishing Trading ship Tanker

Ship name Ship registration

Pollutant

Sheen Diesel Bilge HFO* Sewage NLS** HSPF***

Other

Extent

Size of the slick (length and width in metres) or Litre

POLREP ID number

Incident investigation Yes No

Marine incident number

Category

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

Sender details

Name Position

Agency Contact phone (mobile/office) Fax number

Signature Date Time

Telephone Maritime Safety Queensland:
 Brisbane: 07 3305 1700 Mackay: 1300 645 022 Gladstone: 07 4971 5200 Townsville: 1300 721 263 Cairns: 1300 551 889
 *HFO – Heavy Fuel Oil; **NLS – Noxious Liquid Substances; ***HSPF – Harmful Substances in Packaged Form s67 TOMPA

TRB Forms Area Form F3968 CFD V01 Aug 2018

Figure 6– Marine pollution report

13.6 Marine Incident Report (form 3071)

[Link to fillable PDF](#)



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

<input type="checkbox"/> Capsizing <input type="checkbox"/> Swamping <input type="checkbox"/> Flooding <input type="checkbox"/> Person overboard <input type="checkbox"/> Loss of stability <input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Structural/equipment failure <input type="checkbox"/> Loss of ship ¹	Collision: <input type="checkbox"/> between ships <input type="checkbox"/> with a fixed object <input type="checkbox"/> with a floating object <input type="checkbox"/> with an animal <input type="checkbox"/> with an overhead obstruction <input type="checkbox"/> with a submerged object <input type="checkbox"/> with a wharf	Grounding: <input type="checkbox"/> unintentional <input type="checkbox"/> intentional Onboard incident: <input type="checkbox"/> fall within ship <input type="checkbox"/> crushing or pinching <input type="checkbox"/> other onboard incident	Other incident: <input type="checkbox"/> person hit by propeller or ship <input type="checkbox"/> water skiing incident <input type="checkbox"/> parasailing incident <input type="checkbox"/> diving incident <input type="checkbox"/> close call/near miss <input type="checkbox"/> other incident caused by the operation of the ship
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¹ '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 check marked as 'Ship lost' below and on the next page.

Incident Severity Rating

Fatality Number of persons: Serious injury ² Number of persons: Ship lost ³ Damage to property only ⁴
 Ship damaged No damage

² Requiring admission to hospital ³ Economic write-off or not recovered ⁴ 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: <input type="text"/> Official registration number: <input type="text"/> Registering authority: <input type="text"/> Length (metres): <input type="text"/> Beam (metres): <input type="text"/> Year built: <input type="text"/> Number of passengers on board: <input type="text"/> Number of crew on board: <input type="text"/> Registration type <input type="checkbox"/> Commercial passenger <input type="checkbox"/> Commercial fishing <input type="checkbox"/> Commercial non-passenger <input type="checkbox"/> Commercial hire and drive <input type="checkbox"/> Queensland Regulated ship	Other ship Name of ship: <input type="text"/> Official registration number: <input type="text"/> Registering authority: <input type="text"/> Length (metres): <input type="text"/> Beam (metres): <input type="text"/> Year built: <input type="text"/> Number of passengers on board: <input type="text"/> Number of crew on board: <input type="text"/> Registration type <input type="checkbox"/> Commercial passenger <input type="checkbox"/> Commercial fishing <input type="checkbox"/> Commercial non-passenger <input type="checkbox"/> Commercial hire and drive <input type="checkbox"/> Queensland Regulated ship
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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: / /

Ships involved - continued

Own ship	Other ship
Ship description <input type="checkbox"/> Motorboat <input type="checkbox"/> PWC <input type="checkbox"/> Rowing boat <input type="checkbox"/> Sailing boat <input type="checkbox"/> House boat <input type="checkbox"/> Other (describe) <input type="text"/>	Ship description <input type="checkbox"/> Motorboat <input type="checkbox"/> PWC <input type="checkbox"/> Rowing boat <input type="checkbox"/> Sailing boat <input type="checkbox"/> House boat <input type="checkbox"/> Other (describe) <input type="text"/>
Engine <input type="checkbox"/> Outboard <input type="checkbox"/> Inboard (petrol) <input type="checkbox"/> none <input type="checkbox"/> Inboard/outboard <input type="checkbox"/> Inboard (diesel) <input type="checkbox"/> Other (describe) <input type="text"/>	Engine <input type="checkbox"/> Outboard <input type="checkbox"/> Inboard (petrol) <input type="checkbox"/> none <input type="checkbox"/> Inboard/outboard <input type="checkbox"/> Inboard (diesel) <input type="checkbox"/> Other (describe) <input type="text"/>
Number of engines Total engine power <input type="text"/> <input type="text"/> <small>HP KW</small>	Number of engines Total engine power <input type="text"/> <input type="text"/> <small>HP KW</small>
Hull material <input type="checkbox"/> Steel <input type="checkbox"/> Timber <input type="checkbox"/> Ferro-cement <input type="checkbox"/> Marine alloy <input type="checkbox"/> Fibreglass/GRP <input type="checkbox"/> Other (describe) <input type="text"/>	Hull material <input type="checkbox"/> Steel <input type="checkbox"/> Timber <input type="checkbox"/> Ferro-cement <input type="checkbox"/> Marine alloy <input type="checkbox"/> Fibreglass/GRP <input type="checkbox"/> Other (describe) <input type="text"/>
Damage to ship <input type="checkbox"/> Ship lost <input type="checkbox"/> Moderate damage (damaged but ship remains seaworthy) <input type="checkbox"/> Major damage (ship unseaworthy) <input type="checkbox"/> Minor damage <input type="checkbox"/> No damage	Damage to ship <input type="checkbox"/> Ship lost <input type="checkbox"/> Moderate damage (damaged but ship remains seaworthy) <input type="checkbox"/> Major damage (ship unseaworthy) <input type="checkbox"/> Minor damage <input type="checkbox"/> No damage

People involved

Own ship	Other ship
Ship owner's details Owner's name <input type="text"/> Dedicated person ashore/operations manager (commercial only) <input type="text"/> Telephone (business hours) Telephone (after hours) <input type="text"/> <input type="text"/> Address <input type="text"/> Email address <input type="text"/>	Ship owner's details Owner's name <input type="text"/> Dedicated person ashore/operations manager (commercial only) <input type="text"/> Telephone (business hours) Telephone (after hours) <input type="text"/> <input type="text"/> Address <input type="text"/> Email address <input type="text"/>
Master's details Master's name <input type="text"/> Gender Date of birth <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> / / Licence type and grade (for example, Master 5) <input type="text"/> Licence number Issuing authority <input type="text"/> <input type="text"/> Issue date Expiry date (if applicable) <input type="text"/> / / <input type="text"/> / / Telephone (business hours) Telephone (after hours) <input type="text"/> <input type="text"/> Address <input type="text"/> Email address <input type="text"/>	Master's details Master's name <input type="text"/> Gender Date of birth <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> / / Licence type and grade (for example, Master 5) <input type="text"/> Licence number Issuing authority <input type="text"/> <input type="text"/> Issue date Expiry date (if applicable) <input type="text"/> / / <input type="text"/> / / Telephone (business hours) Telephone (after hours) <input type="text"/> <input type="text"/> Address <input type="text"/> Email address <input type="text"/>

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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 ⁵ Minor injury

⁵ 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 ⁵ Minor injury

Nature of injury

Name of hospital

Activity of injured or deceased person

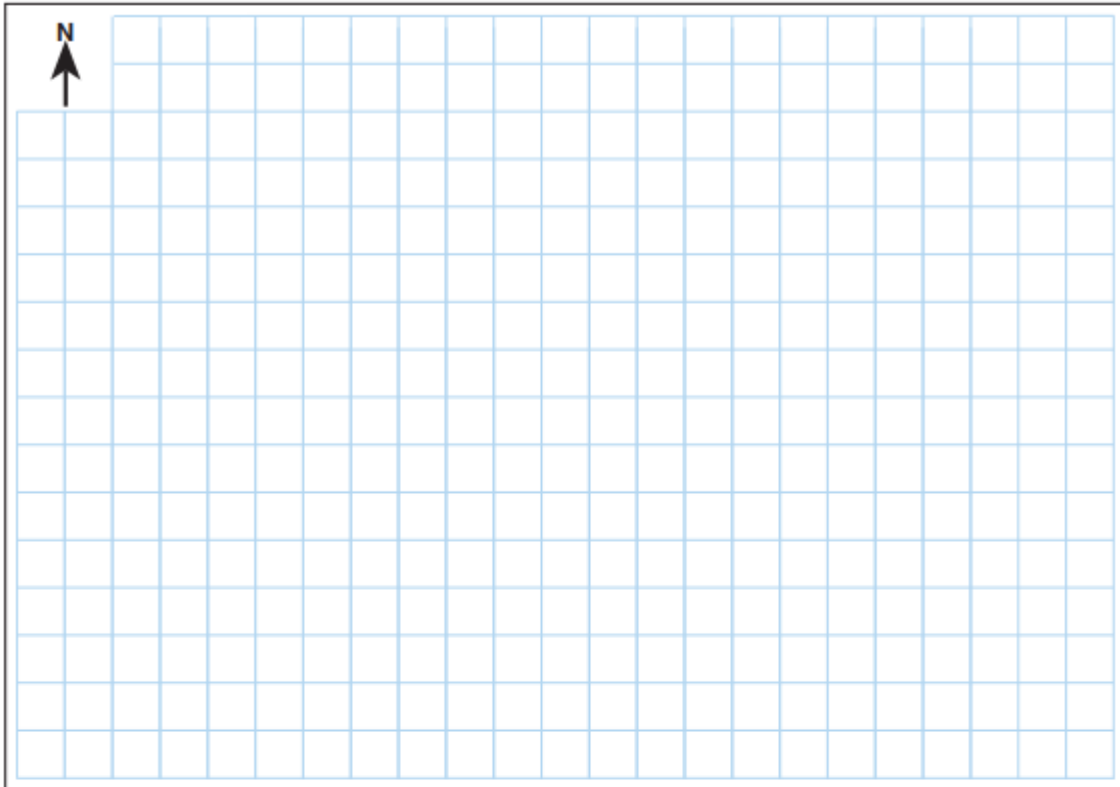
Person in charge (Master) Surfboard/surf-ski rider
 Person at helm Swimmer
 Crew Para-flier
 Passenger on vessel Diver
 Water-skier Other

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.

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Report details

A full description (including a diagram or chart extract) of the incident and events leading up to the incident are to be detailed in the space provided below (if insufficient space, please use separate pages, each extra page that is used is to be signed).



Owner's/Master's report

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Assistance rendered/received at incident

.....

Name, status and phone number of person who assisted in completion of form (if applicable)

Signature (Owner/Master) _____ **Date** ____ / ____ / ____

Owner/Master name (please print) _____

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Figure 7 — Marine incident report

13.7 Small Craft Ship Navigation Areas and Recommended Courses

WARNING FOR ALL SMALL CRAFT NEAR SHIP NAVIGATION AREAS

There is a large amount of interaction between small craft and large ships in Queensland waters.

Gladstone Ports Corporation are continually expanding the Port of Gladstone with increased shipping activities as a result.

Where possible, keep clear of ship navigation areas (major shipping routes, pilot boarding grounds, anchorages, channels, swing basins and berths). Use a recommended small craft course, if provided, as a safer alternate route.



Large ships with the bridge at the stern will have a large blind spot for several hundred metres in front of the bow. This blind spot extends much further forward if deck cargo or containers are carried.

Ships can approach quickly and silently. At night, judgement of distance over water is more difficult. Ships do not have brakes and can take up to 2 nautical miles or longer to come to a complete stop.

Sailing vessels are required to utilise the safe navigable waterway extending from the recommended small craft course for the South Channel and the waters to the south thereof; and after making the crossing of the shipping channel at aids to navigation G1 and G2 as indicated, to then proceed in a similar manner on the northern side of the recommended small craft course to travel to The Narrows or the North Channel, or until the crossing of the shipping channel towards the entrance of Auckland Inlet and the Gladstone Marina as indicated.

At nominated locations, unauthorised vessels are prohibited from mooring, anchoring or manoeuvring within a restricted operational area. Notice to Mariners bulletins (www.msg.qld.gov.au) will provide up to date information regarding navigation in shipping channels.

Always transit directly across a channel behind a large ship, and only when it is clear and safe to travel.

Between sunset and sunrise, as well as periods of restricted daytime visibility, always show correct navigation lights when at anchor or under way.

KEEP SAFE by conducting all boating activity well clear of ship navigation areas.

MAINTAIN a proper lookout at all times.

KNOW your responsibility.

For Gladstone, the master of a vessel 10m in length or greater must report to Gladstone Harbour Control (VTS) on VHF channel 13 and maintain a listening watch on that frequency when entering, leaving or moving within the Gladstone Pilotage Area.



Report your intention to travel along any channel prior to commencing. If you must navigate in a shipping channel, you must keep to the outer edge of that channel and must maintain an all round visual watch including monitoring the VHF radio channel for local traffic movement information.



Large ships at maximum draft have minimal under keel clearance and can only manoeuvre within the designated shipping channel.

When in a swing basin or along side a berth, ships are accompanied by tugs and other vessels. Keep well clear.



Figure 8 – Small vessel warning

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 – Maryborough, July 2023

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13.8 Maryborough Pilotage Area Chartlets

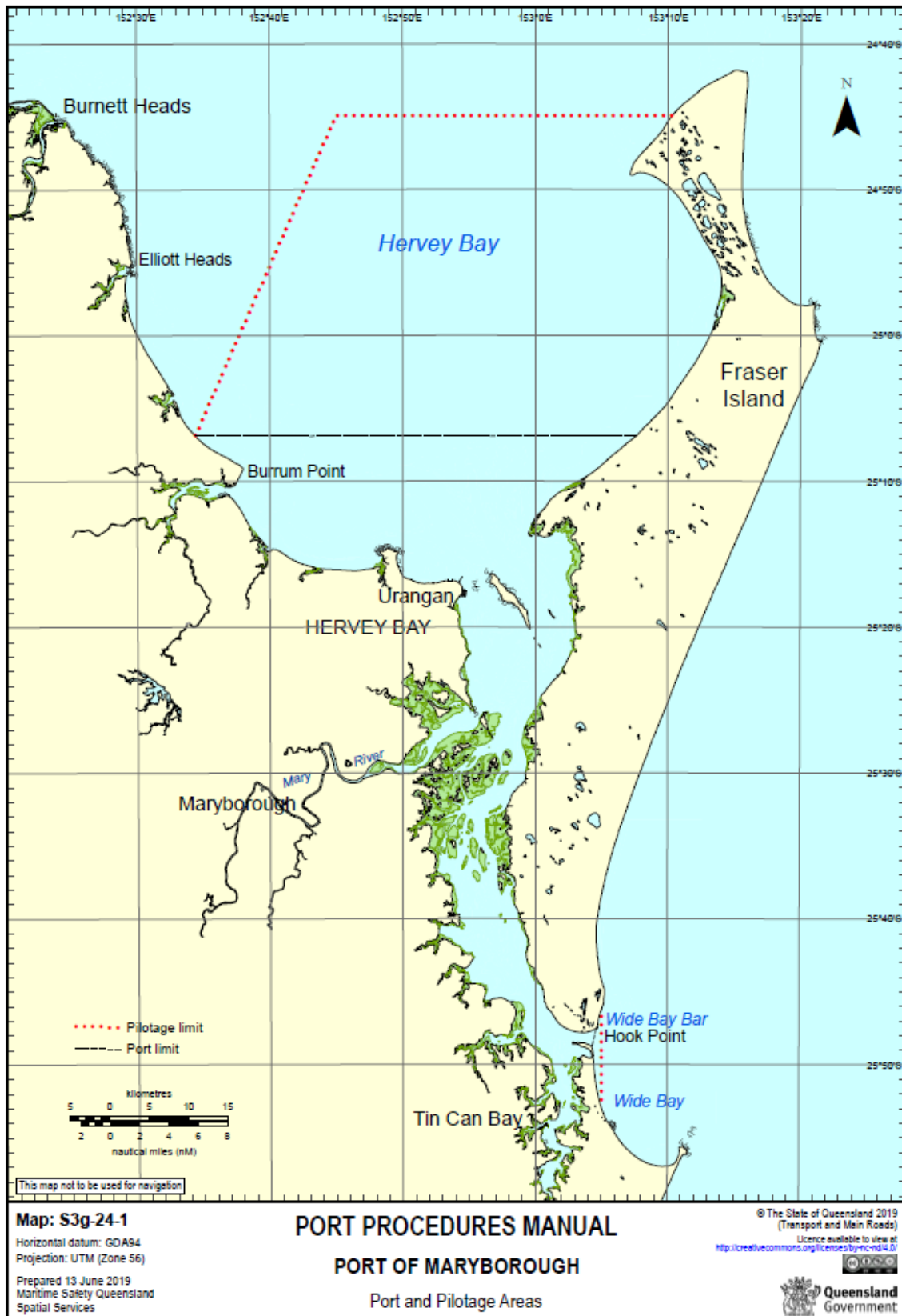


Figure 9– Maryborough Pilotage Area Overview

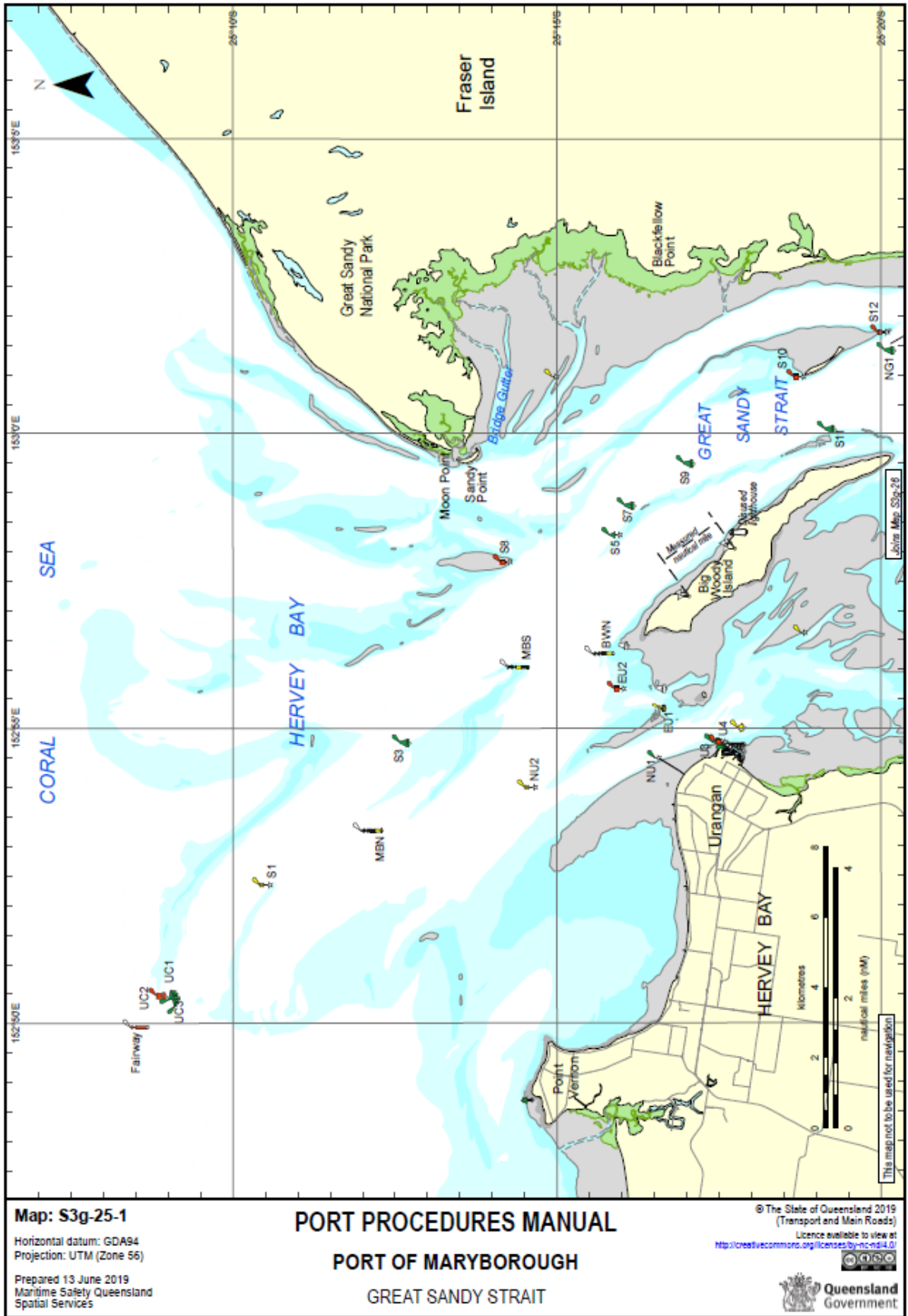


Figure 10– Great Sandy Straits Northern Portion

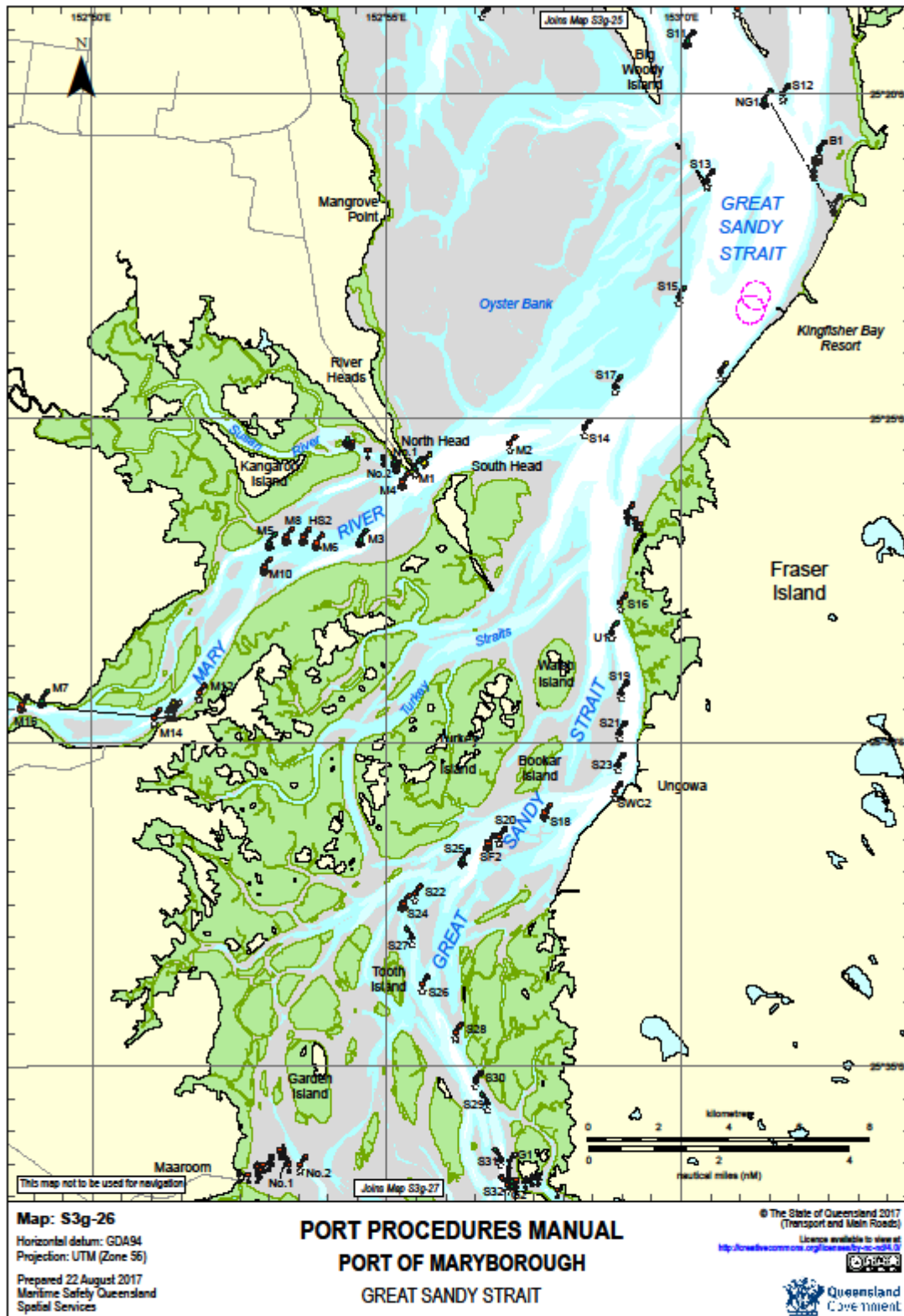


Figure 11– Great Sandy Straits Middle Portion

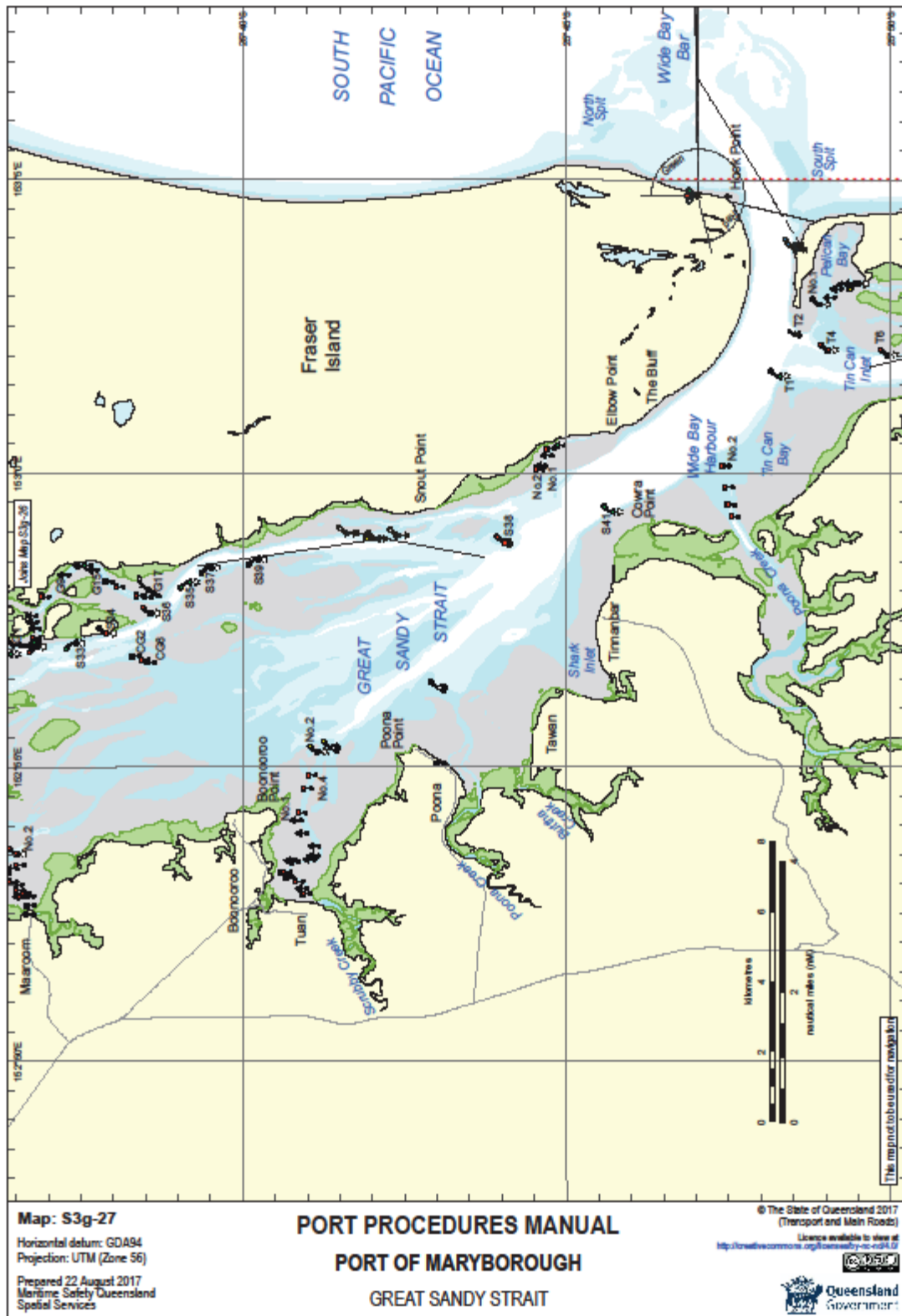


Figure 12– Great Sandy Straits Lower Portion

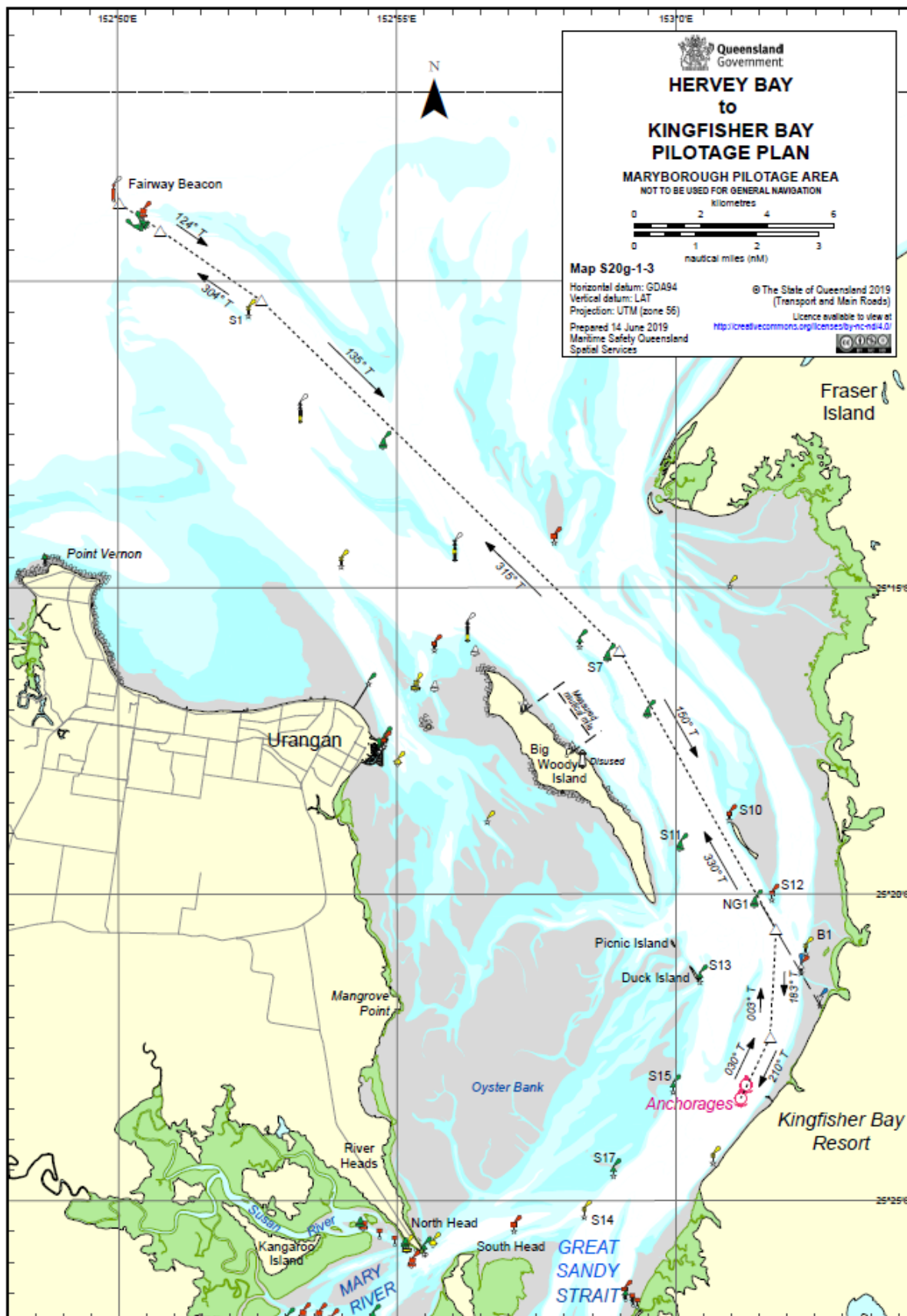


Figure 13– Pilotage Plan Hervey Bay to Kingfisher Bay