



SWEDISH
TRANSPORT
AGENCY

PILOT EXEMPTION CERTIFICATE

FOR APPLICANTS



INFORMATION FOR THOSE APPLYING FOR A FAIRWAY-SPECIFIC PILOT EXEMPTION CERTIFICATE

Applying for a fairway-specific pilot exemption certificate is a process with various stages. Before you submit an application to the Swedish Transport Agency, you are required to accomplish at least one informational passage with a pilot in both directions of the fairway in question, on the ship for which the application is intended. There is some local variation, however. In areas with more than one fairway, you may be required to complete informational passages in both directions of each fairway. Please note that this is the minimum requirement before you are allowed to start your exams. It is up to the applicant to be fully prepared and familiar with the fairway before the exams start. We advise you to carry out a number of passages to obtain the knowledge required to pass the examination.

When we have approved your application, you are required to take one theoretical and one practical exam.

APPLYING FOR A FAIRWAY-SPECIFIC PILOT EXEMPTION CERTIFICATE

The following is an overview of the different stages of the process.

Informational passages

Before you submit an application to the Swedish Transport Agency, you are to accomplish at least one informational passage with a pilot in both directions of the fairway in question, on the ship for which the application is intended.

An informational passage is a pilotage where a pilot provides specific information, based on experience, about the fairway and the local traffic. During the informational passage you will also have the opportunity to ask questions about the application procedure and the fairway.

THE APPLICATION

Please attach the following documents to your application for a fairway-specific pilot exemption certificate:

- **Application for pilot exemption certificate**

Fill in your personal information, the ships and the fairway for which the exemption certificate is intended, as well as a recipient or an invoice address where the decision can be sent. Also, fill in your contact information, preferably an e-mail address and a mobile phone number. The contact information is important if we need you to supplement your application.

- **Basis for safety assessment**

Fill in the ship data: manoeuvring equipment, bridge equipment, nautical chart, positioning equipment, AIS equipment, electronic chart systems, bridge design and manning. The information about manning must cover the total number of persons on board in

different positions as well as the manning required when the pilot exemption certificate is used. Please note that the ship is considered to be in the fairway until mooring is initiated (first line ashore), which means that the bridge must be manned in accordance with the safety assessment form all the way to the quay.

- **General conditions for the use of a fairway-specific pilot exemption certificate (TSFS 2012:38 5 kap. 4§ och 6 kap 4§)**

Certify that you are familiar with the general conditions, consisting of 11 points, found in the regulations.

- **Certificate of accomplished informational passages in both directions of the fairway**
- **Copy of nautical qualification**
- **Copy of passport**

A copy of your passport is required if you are not a Swedish citizen and do not have a Swedish personal identity number or co-ordination number.

Please send your application for a new or renewed fairway-specific pilot exemption certificate, or your application to supplement such an exemption, to:

e-mail:

pec@transportstyrelsen.se

or

mailing address:

Transportstyrelsen
SE-601 73 Norrköping

telephone number: +46 771 503 503

fax number: +46 11 23 88 12

The Swedish Transport Agency may require you to supplement the application with present procedures for passage in the fairway, including manning of the bridge and co-pilot system, if such a system is in use. Such procedures may, for instance, be included in the ship's documented safety management system (SMS).

When the Swedish Transport Agency has received and approved all the documents, we will issue an examination permit. The applicant will then have the opportunity to make appointments for the theoretical and practical exams via the Swedish Maritime Administration's pilot ordering centre in the pilotage area the application is intended for.

THEORETICAL EXAMINATION

At the theoretical examination, you are required to answer questions about the fairway, the port, reporting procedures, influence of the weather and general conditions for the use of a fairway-specific pilot exemption certificate (B1-B4). This is usually a written exam, and it includes the filling in of a blank chart (an empty nautical chart). The following information is to be filled in on the blank chart:

- buoys and spar buoys, which type they are and any characters
- depth behind buoys and spar buoys
- existing leading lines and lights (names, characters and colours)
- connecting fairways
- the names of essential ports and their quay numbers
- reporting points
- main courses
- names of islands of significance in the traffic area
- pilot boarding areas
- isolated shoals in the vicinity of the fairway areas where anchorage is prohibited
- cables and pipelines
- suitable anchorages

Enter your name for the exam, which will then be arranged by an appointed pilot. For the entire examination to be approved, each part of it must be approved by the Swedish Transport Agency. If any one part of the theoretical examination is not approved, you will have to take the exam in its entirety again. If you fail at the first opportunity to take the exam, you have the right to resit the exam once. At the theoretical examination, you are also required to present your personal bridge book.

The theoretical examination consists of the following parts (the notations used, such as B1, can be found in TSFS 2012:38):

B1 Familiarity with the fairway

In this part of the exam, you are to show that you have a sound knowledge of the following:

- maximum allowed length, breadth and draught for the fairway and the port in question
- courses, passage distances, lines of limitation and relevant clearing lines that are used, and how to use them
- leading lines, lights, buoys and spar buoys (including names, characters and colours) that are used in the area, and how to use them
- land shoals, shallow areas and isolated shoals
- other indications of depth close to the fairway and the port
- suitable anchorages and areas where anchorage is prohibited
- existing ship traffic
- suitable, unsuitable and prohibited meeting points
- valid traffic regulations, speed limits and restrictions

B2 Traffic reporting etc.

In this part of the exam, you are to show that you have a sound knowledge of the following:

- reporting procedures in VTS areas, ports etc.
- existing reporting points and reporting lines
- VHF channels used in the area
- reporting procedures in case of marine accidents and near-accidents
- reporting procedures in case of environmental damage or risk of environmental damage
- how to contact linesmen and tugs
- valid port regulations and other relevant provisions

B3 Influence of the weather

In this part of the exam, you are to show that you have a sound knowledge of the following:

- how to obtain local information about wind force, direction of currents, water levels and weather
- the possible influence of different winds and currents in the fairway
- possible weather restrictions

B4 General conditions

In addition, you are required to know what the general conditions for the use of a fairway-specific pilot exemption certificate are, and their implications.

PRACTICAL EXAMINATION

During parts of the practical examination, the appointed pilot may require that aids such as nautical charts, radar charts, electronic chart systems etc. be out of your sight, and the examination may be carried out using hand steering. Your bridge book will be used and evaluated during the practical examination.

The practical examination consists of the following parts:

C1 Knowledge of the fairway

- courses, passage distances, lines of limitation and relevant clearing lines that are used, and how to use them
- leading lines, lights, buoys and spar buoys (including names, characters and colours) that are used in the area, and how to use them
- land shoals, shallow areas and isolated shoals
- other indications of depth close to the fairway and the port
- suitable anchorages and areas where anchorage is prohibited
- suitable, unsuitable and prohibited meeting points
- valid traffic regulations, speed limits and restrictions

C2 Manoeuvring

- manoeuvre planning at present conditions regarding wind, currents and visibility
- planning of meetings in the fairway at present conditions regarding wind, currents and visibility
- position in the fairway in view of the traffic situation
- position on the correct side of the fairway in view of present conditions regarding wind, currents and visibility
- starting position for major turns
- how to manoeuvre the ship to obtain the desired effect
- co-ordination, accuracy and choice of appropriate measures when manoeuvring and berthing
- tug assistance when appropriate

C3 Visual navigation

- leading lines in the fairway and how to use them
- change of course marks and turning control marks in the fairway and how to use them
- visual appearance of the fairway in daylight and darkness

C4 Radar navigation

- how to use turning control marks when navigating by radar
- safety distances when navigating by radar in the fairway
- radar picture of the fairway under normal conditions

C5 Handling of equipment

- how to connect and disconnect the autopilot
- how to shift the steering to and from the bridgewings or to other locations
- how to change the settings of the AIS device, and when to do so
- the functioning of the radio and communication equipment
- the functioning of the electronic chart system, if such a system is used
- possibilities and limitations using radar navigation, AIS device and electronic chart system

C6 Communication

- knowledge of English, or Swedish and English
- how and when to report in the area, and established reporting points
- VHF channels used in the area
- co-operation with the VTS centre
- how to contact linesmen and tugboats

C7 Co-operation

Among other things, you are to be able to

- describe the Safety Management System (SMS) onboard,
- co-operate with all personnel involved on the bridge (see Bridge Resource Management - BRM),
- know the functioning of a co-pilot system, if such a system is used, and
- demonstrate personal maturity and be respectful of the environment and other ships.

C8 Assistance of tugboats (if part of the PEC)

Among other things, you are to show

- which types of tugboats and methods of assistance that can be used, and their possibilities and limitations,
- that you know how to use the tugboat to obtain the desired effect irrespective of the influence of weather and wind,
- the performance of your own ship when using different methods of tugboat assistance,
- different ways to connect the tugboat to the ship, and
- how to make cooperation and proper communication (including recognized language) possible between ship and tugboat.

BRIDGE BOOK

When applying for a pilot exemption certificate, you are to present a bridge book (route plan). It should be in the form of a new Swedish nautical chart of the most recent edition, and preferably in A4 size in a file. Other relevant information may be enclosed as an attachment.

Among other things, the bridge book is to contain pre-planned inbound and outbound routes, including

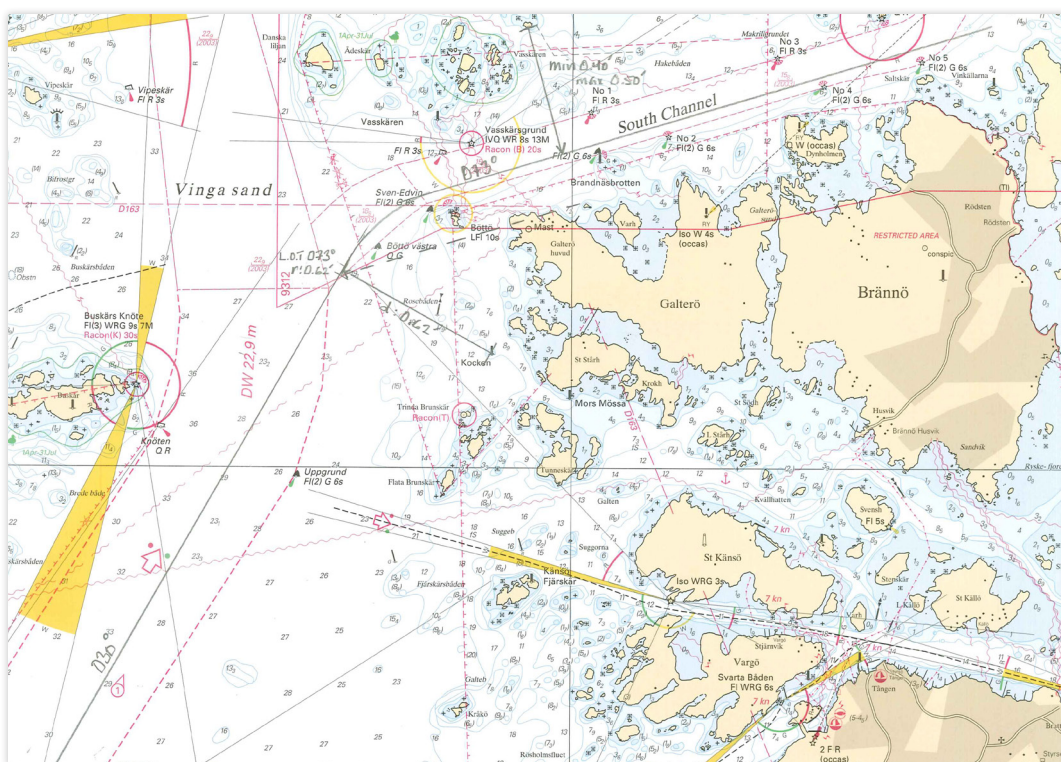
- complete information about main courses in both directions,
- points of turn and lines of turn,
- "no go areas",
- radar distances (parallel index, safety distances, ideal distances),
- maximum and minimum permitted distances to floating beacons and shoals,
- suitable and unsuitable anchorage,
- intersecting fairways, if any, and
- reporting points.

Shoals should be marked with a highlighter in the bridge book. Daylight clearing lines to be used are to be clearly marked. In addition, the bridge book is to contain necessary information about the port, e.g. quay lengths, quay numbers, maximum depth by the quay, distances between the edge of the quay and the cranes as well as any other relevant information. This information should preferably be in the form of a sketch in the bridge book.

The bridge book is mainly intended as an aid for holders of pilot exemption certificates whenever there is hesitation about courses, safety distances, radar control marks etc.

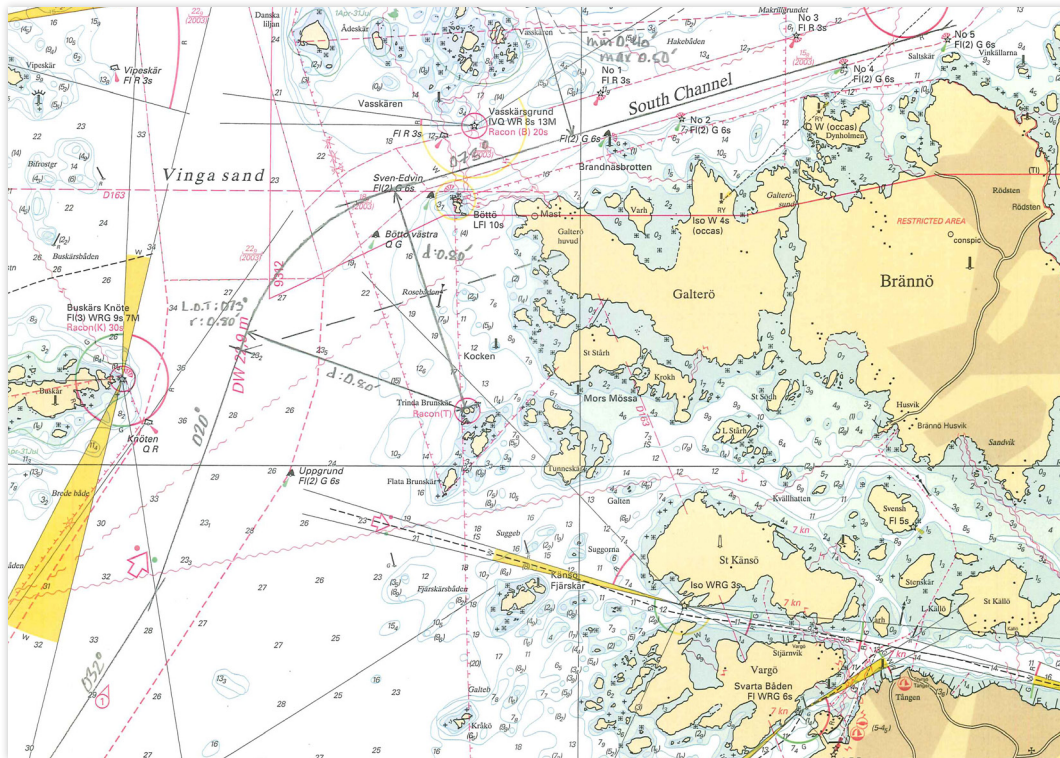
We recommend that you enter some additional information in the bridge book. This information should include important contact details, to be used e.g. in an emergency, as well as instructions on how to contact tug boats, ice breakers, the coast guard, rescue boats, ports, pilots etc, and instructions on how to obtain weather information. The additional information is to be enclosed as an attachment to the bridge book.

Two examples of pages in a bridge book.



© Sjöfartsverket 13-02280. May not be used for navigation.

Please note that this is an example only. Each turn is to be planned according to the turn characteristics of the ship and the navigator's designated marks.



© Sjöfartsverket 13-02280. May not be used for navigation.

Please note that this is an example only. Each turn is to be planned according to the turn characteristics of the ship and the navigator's designated marks.

ISSUING OF THE PILOT EXEMPTION CERTIFICATE

When the theoretical and the practical examinations have been taken, examination logs will be sent to the Swedish Transport Agency. We will examine them and then notify you of our decision. If you have passed the examinations, the Swedish Transport Agency will issue a pilot exemption certificate.

THE FOLLOWING IS TO BE INCLUDED IN YOUR APPLICATION FOR A FAIRWAY-SPECIFIC PILOT EXEMPTION CERTIFICATE:

- application for pilot exemption certificate
- basis for safety assessment
- general conditions for the use of a fairway-specific pilot exemption certificate
- certificate of accomplished informational passages in both directions of the fairway
- copy of nautical qualification
- copy of passport. *A copy of your passport is required if you are not a Swedish citizen and do not have a Swedish personal identity number or co-ordination number.*

Send application to:



pec@transportstyrelsen.se

Transportstyrelsen
SE-601 73 Norrköping

+46 771 503 503

www.transportstyrelsen.se