



**Administration de pilotage des Laurentides
Laurentian Pilotage Authority**

POLICY ON MASTER-PILOT EXCHANGE (MPX)

1 Policy Objectives

- 1.1 This policy aims to contribute to safer navigation by ensuring that effective communications and information exchanges between masters, pilots and bridge teams are conducted effectively and maintained continuously during ship transits in waters under the jurisdiction of the Laurentian Pilotage Authority (LPA).
- 1.2 This policy also sets out the responsibilities of masters and pilots operating within the LPA's jurisdiction.

2 Background

- 2.1 According to subsections (1) and (2) of section 25 of the *Pilotage Act*, only a licensed pilot or a holder of a pilotage certificate shall have the conduct of a ship within a compulsory pilotage area, and the person who has the conduct of a ship is responsible to the master for the safe navigation of the ship.
- 2.2 The master maintains command of the ship at all times and the pilot cannot override the authority of the former.
- 2.3 The pilot is entitled to receive all the possible assistance required for the conduct of the ship, from the master, officers and crew members, who are bound to provide such assistance.
- 2.4 Proper ongoing communication is essential between the pilot, the master and the bridge team so that an effective relationship is established.
- 2.5 As mentioned in the STCW Convention, it is of utmost importance that a continuous exchange of information takes place between the pilot, the master and the bridge team. The presence of a pilot does not relieve the master or officers of their obligations with respect to the safety of the ship.

3 Policy Statement

- 3.1 The masters and pilots of ships will exchange information regarding navigation procedures, local regulations and the vessel's characteristics. This exchange of information will be an ongoing process and will continue throughout the voyage.
- 3.2 The relevant pilotage information applicable everywhere and at all times in waters under the jurisdiction of the LPA, as well as the checklist to be used by the pilots to inform the master and the bridge team about the specifics of each sector will be disseminated to the public and more particularly to stakeholders who use our pilotage services, on the LPA website (or any portal / window), the pilot PPUs and in paper format (available on request).
- 3.3 Pilots will have a checklist available on their PPU to ensure that the exchange of information covers the essentials that need to be discussed before starting the voyage.
- 3.4 Pilots must confirm to the LPA that the captain has indeed received the relevant pilotage information that applies everywhere and at all times in waters under the jurisdiction of the LPA and that the exchange of information has been successfully completed.
- 3.5 In the case of ships that frequently use pilotage services, the exchange of information should not be diminished or neglected.
- 3.6 The exchange of information between pilots and masters will be part of the initial and continuous training of pilots.

4 Exchange of Information

- 4.1 This exchange of information should include at least the following:
 - Maneuverability and gyration of the ship, minimum stopping distance, and, where available, other relevant data;
 - Navigation equipment and use of Portable Pilot Units (PPUs);
 - Vessel passage plans vs pilotage of the vessel;
 - Use of the bridge team;
 - Power and characteristics of the engine as well as speeds reached;
 - Discussion regarding any unusual maneuvering characteristics, potential engine failures, problems related to navigational equipment or crew that might affect the operation, conduct or safety of the ship's handling;
 - General agreement on plans and methods, including contingency plans for the scheduled passage and communication regarding where to find "static" information such as procedures, regulatory requirements and passage plans published on the LPA website;
 - Communications on the bridge and with the exterior (vessel traffic services, tugs);
 - Discussion regarding any special conditions such as weather conditions, water depth, tide, visibility and presence of ice;

- Movement of other ships, scheduled meetings and overtakings;
- Restrictions and minimal/maximal speed limits to be observed;
- Use of tugs;
- Details regarding departure, berthing or anchorage evolutions;
- Information on the provisions for docking, use, characteristics and number of tugs, the number of moorings and other external facilities;
- Port requirements, information in the practices and procedures manual;
- Operator requirements, instructions from the terminal.

5 References

- 5.1 This policy refers to resolution A.960 of the International Maritime Organisation (IMO): Recommendations on Training and Certification and Operational Procedures for Maritime Pilots other than Deep-Sea Pilots.
- 5.2 Recommendations contained in the Transportation Safety Board of Canada's Marine Investigation Report SM9501 and TSB recommendation M94-34.
- 5.3 Guidelines on Master-Pilot Information Exchange (Canadian Marine Pilots Association).

6 Responsibility/Further Information

- 6.1 This policy is approved and issued under the authority of the Chief Executive Officer.
- 6.2 The Executive Director, Marine Safety and Efficiency, is accountable for the development, implementation, maintenance, and continuous improvement of the MPX.
- 6.3 Comments or queries related to the MPX and its application should be addressed to:

Executive Director
 Marine Safety and Efficiency
 Laurentian Pilotage Authority
 999, De Maisonneuve Blvd West, Suite 1410
 Montreal, QC H3A 3L4
 Tel: (514) 283-6320

7 Related Documents

- 7.1 *Pilotage Act*
- 7.2 STCW Convention
- 7.3 General Pilotage Regulations
- 7.4 Laurentian Pilotage Authority Regulations
- 7.5 General information on pilotage on St.Lawrence and Saguenay Rivers

8 Date of Application

- 8.1 This policy is effective on June 23rd, 2020.

9 Date for Review or Expiry

- 9.1 This policy will be reviewed no later than 24 months after it comes into effect and on a five (5) year cycle thereafter.

Last revision: April 22, 2020