



Canada

LAURENTIAN
PILOTAGE
AUTHORITY

Captain-Pilot Information Exchange Checklist

Part 2



01

Introduction

As recommended by Resolution A960 (Res. A960) of the International Maritime Organization, each pilotage operation in waters under the jurisdiction of the LPA will begin with an exchange of information between the pilot and the master. This is the initial discussion between the pilot and the captain before undertaking a piloted transit. It should be viewed as an ongoing dialogue process between the pilot and the master and members of the bridge team.

When he or she boards the ship, each pilot is:

- 1. To receive from the captain information on the vessel he or she is about to pilot (pilotage sheet).*
- 2. Based on, if necessary, the checklist he or she has on hand, but not limited to, explain to the captain the peculiarities of the area about to be transited.*
- 3. To maintain an adequate level of information exchange with the members of the bridge team thereafter.*

Checklist

Pursuant to recommendation 5.3, Appendix 2, of Res. A960, pilots will be able to use a checklist to ensure that the exchange of information covers the essentials that need to be discussed when embarking at the beginning of the passage. The electronic form will complete and facilitate the verbal exchange of information.

Depending on your departure or arrival point and the destination of the ship, for each embarkation, you could see more than one pilot on your ship - excluding apprentice pilots. Each pilot or group of pilots will exchange information with the master/bridge team members according to the specific requirements of the part of the voyage being undertaken.

Reminder: General pilotage information on the St. Lawrence and Saguenay Rivers

For more information on pilotage on the St. Lawrence and Saguenay Rivers, please consult [Part 1 - General pilotage information on the St. Lawrence and Saguenay Rivers](#).

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04 Captain-pilot information exchange checklist

Before each pilotage operation under the jurisdiction of the LPA and at any time deemed appropriate during the trip, here is a non-exhaustive list of elements that could be discussed between the captain and the pilot:

Captain

1. Presentation of the ship's data sheet and the general condition of the ship:

- a. Abnormal particular limitations of the ship, machinery failures, bow / stern thrusters, problems with navigation equipment or crew that could affect the operation, conduct or safety of the ship's maneuvering.
- b. Known gyrocompass errors.

2. In order to ensure the safe navigation of your vessel, give access to radars, VHF and other navigation instruments, as requested by the pilots.

3. Reminder to captain and bridge team members:

- a. Despite the duties and obligations of a pilot, his presence on board does not exempt the master or the officer in charge of the bridge watch from his obligations with regard to the safety of the ship.

b. Captains and officers on the bridge have the duty to assist the pilot and to ensure that his actions are constantly monitored.

c. At any time during transit, if you have any concerns regarding the navigation or safety of the vessel, please notify the pilot without delay.

Pilot

1. Specifics of the pilotage mission:

a. Tides and currents	b. Navigation channels
c. Niveaux d'eau pertinents	d. Marine traffic
e. Expected delays	f. Transit speed and speed limits
g. Explanation pilot changeover	h. Depending on the circumstances, explanation of anticipated anchoring maneuvers, departure from anchorage, undocking and docking
i. Number and use of tugs	j. Discussion on the different stages of the trip requiring special attention

2. Seasonal specifics:

a. Fog	b. Extreme water levels and speed limits associated with water levels
c. Floating Aids to navigation (winter, summer)	d. Dredging
e. Presence of ice and impact on transit or maneuver	f. Marine mammals