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## 14 – POLICY ON REST PERIODS FOR DISTRICT NO. 2

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### 1. Objectives of the Policy

The purpose of this policy is to establish rest periods for pilots in District No. 2.

### 2. Background

To contribute to the safety of navigation, based on current regulatory requirements and best practices related to rest periods for Pilots in District No. 2.

### 3. Policy Statements and Requirements

3.1 A period of 11 hours in Quebec City, 8 hours in Les Escoumins, and 6 hours in secondary ports, must elapse between two assignments. This rest period applies from the disembarkation time entered on the electronic pilotage sheet.

A pilot cannot be transferred if 11 hours have not elapsed since their last assignment in Quebec City and 8 hours in Les Escoumins. The Centre may order the transfer of a pilot who is in a secondary port without the latter having finished his/her rest period since his/her last assignment. However, this pilot will then have to complete his/her rest period at the place where the pilot was transferred before such pilot may be assigned again.

The calculation of rest hours after disembarkation is not interrupted by the fact that the pilot returns on a voluntary basis to any of the pilot stations.

3.2 The rest period between two assignments provided for in section 3.1 is calculated from the time of disembarkation. The 3-hour period for the assignment of a pilot is included in the rest period.

If a ship's ETA is advanced after the pilot's assignment, the pilot will be considered to have completed their rest period.

3.3 During the summer navigation period, a pilot whose assignment includes a period of 8 hours on board a vessel between 21:00 and 09:00 the following morning, will automatically be placed on standby at 04:00 the following morning, provided that such pilot completed, before boarding, a sleep cycle request for the period already provided for in section 3.2. This request is irrevocable.

The Centre must therefore mention on Pilot Control the names of the pilots who have availed themselves of this prerogative.



If a pilot avails themselves of this right so that their hour of availability at 04:00 the following morning corresponds to the day of their leave or vacation, the pilot will remain on duty throughout this day until 23:59, even if the pilot was normally on leave or vacation.

The pilot cannot request a sleep cycle if a second pilot is assigned to the ship with the first pilot.

- 3.4 Notwithstanding what is provided for in section 3.1, the rest period is not compulsory at secondary ports if the next assignment is made from this same port (Port-Alfred and Grande-Anse being considered, for this purpose, as the same port) in the following cases:  
The pilot does not end a trip unless the pilot completed two consecutive trips;  
The disembarkation of the pilot is preceded by a period of 6 hours or more during which the pilot is held alongside, at anchor or stopped in ice.
- 3.5 In the event that the pilot(s) arrives at a secondary port with a ship and the latter provides a notice of departure from the ship before the end of the voyage, the pilots will have the option of keeping their turn aboard that ship. To do so, a rest period of 6 hours must be respected, and they must notify the Dispatch Center of their intentions when the notice of arrival of the ship is given.
- 3.6 Section 3.1 also applies to excess pilots transferred from a secondary port to a pilot station to meet service needs.
- 3.7 In Quebec City or Les Escoumins, from the end of the post-winter date period to the start of the post-winter date period, pilots, after each assignment, have the right to request a rest period in addition to that provided for in section 3.1.
- 3.8 Section 3.1 does not apply where:
  - 3.8.1 At Les Escoumins, the pilot is placed second on the list. When there are two pilots to be assigned to the ship, the two pilots concerned are placed respectively second and third except when the first ship requires the services of two pilots, the pilots will then be placed respectively third and fourth on the list.



- 3.8.2 At Les Escoumins or in a secondary port, when an assignment is cancelled and the pilot concerned had not followed their turn because of a request from a pilot of their class, such pilot resumes their turn on the list.
- 3.9 In order to avoid a taxi to Les Escoumins, the Authority must ask the pilot at the station or when disembarking from a ship if the latter agrees to reduce their rest period by a maximum of 30 minutes.
- 3.10 A pilot who chooses to resume their turn directly at Les Escoumins after having finished their docking assignment after midnight will be granted 3:30 hours of transport and 8 hours of rest from 01:30 (time at which the pilot finishes) or from the time at which the pilot finishes their maneuver if after 01:30.
- 3.11 Notwithstanding section 3.1, a pilot may make consecutive trips and docking if the pilot can have a rest period of 11 consecutive hours per 24-hour period. The docking pilot wishing to avail themselves of this right must notify the Authority's dispatch centre which will ensure their replacement. However, this replacement is for a period of 11 hours. The replacement becomes effective as soon as the replacing docking pilot accepts the replacement.
- 3.12 Before calling on the services of pilots on vacation, the Authority's dispatch centre first offers pilots who are going up to the Quebec City station to take 8 hours rather than 11 hours of rest.

#### **4. References**

#### **5. Responsibility/Additional Information**

- 5.1 This Policy is approved and issued under the authority of the Chief Executive Officer.
- 5.2 The Executive Director, Marine Safety and Efficiency is responsible for the establishment, implementation, maintenance, and continuous improvement of the Policy.
- 5.3 For any comments or inquiries related to the Policy and its application, please contact the following person:

Executive Director  
Marine Safety and Efficiency  
Laurentian Pilotage Authority  
999 boul. De Maisonneuve Ouest, suite 1410



Administration de pilotage des Laurentides  
Laurentian Pilotage Authority

14 – POLICY ON REST PERIODS FOR  
DISTRICT NO. 2

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**6. Related documentation**

*13 – Policy on the Number of Pilots Required at all Times on Board a Ship for District No. 2.*

**7. Publication Date: 2023-01-12**