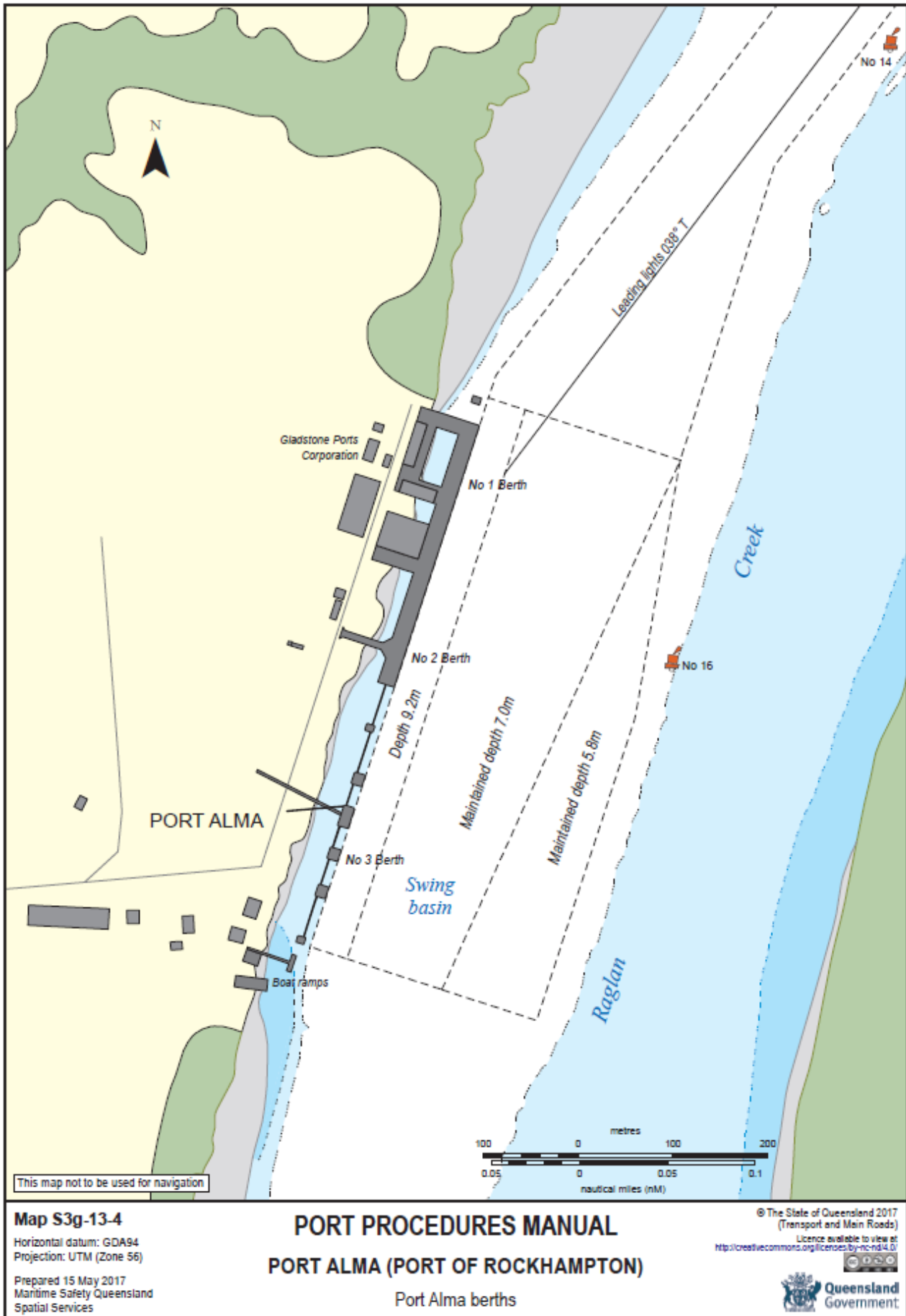


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# 16.1 Port Alma port layout



# 16.2 VTS vessel booking application form

[Link to fillable PDF](#)



**Queensland  
Government**

## 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](mailto: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? Is the cargo classified as being dangerous goods? No <input type="checkbox"/> Yes <input type="checkbox"/> What type of cargo will be carried?		Security level 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Booking application remarks
		Is this cargo gas free? No <input type="checkbox"/> Yes <input type="checkbox"/>	
LOA	Beam	Arrival displacement	DWT
Main engine power rating (kW)		Bow thruster power rating (kW)	
		Stem 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.

LT&R Forms Area Form F4330 CFD V01 Mar 2023

# 16.3 Port Alma pilotage area



# 16.4 Dangerous Cargo Report (Form 32170)

[Link to fillable PDF](#)

[Print Form](#) [Reset Form](#)



## Dangerous Cargo Report

Sections 90 and 91 of the *Transport Operations (Marine Safety) Regulation 2016*.

**Definitions**

- 'dangerous cargo' means any of the following cargoes, whether packaged, carried in bulk packagings or in bulk -
  - crude oil and petroleum products with a flash point not more than 60 degrees Celsius
  - dangerous goods
  - liquefied gases mentioned in the Codes for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk issued by the IMO
  - liquid chemicals mentioned in the Codes for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk issued by IMO and Annex II of MARPOL.
- 'dangerous goods' means the goods mentioned in the International Maritime Dangerous Goods (IMDG) Code.
- 'local marine service' means a shipping service where a ship is operated on Queensland intrastate voyages to handle dangerous cargo.

**Please note**

A dangerous cargo report may also be provided in the following approved forms -

- a properly completed Ship Information System (SIS) Booking Form (in ports where the SIS system is in use) provided the cargo details referred to below are forwarded to the Regional Harbour Master.
- electronic communication (other than voice) of the information which is required on this form.

Is this report for a local marine service?  
 No  Complete Section A only  
 Yes  Complete Section B overleaf only

**Section A**

Pilotage area or place for which the report is being made

Ship's name

Ship's IMO/Lloyd's number

Agent's name and address

Expected date and time of arrival  
 /  /  :  hrs

Expected date and time of departure  
 /  /  :  hrs

Expected date and time of removal  
 /  /  :  hrs

Expected date and time of transfer/loading of cargo  
 /  /  :  hrs

Is any part of the ship's cargo defined as 'dangerous goods' in the Definitions opposite?

No

Yes  Provide the following details: stowage, quantity, proper shipping name, UN number, IMDG classification and, where applicable, division, packaging group, flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Name of person in charge of handling, stowing, loading or unloading of the dangerous goods

Phone number  Fax number

Is any part of the ship's cargo defined as 'dangerous cargo' (other than 'dangerous goods') in the Definitions opposite?

No

Yes  Provide the following details: stowage, quantity, proper shipping name, UN number, and, where applicable, flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Name of person in charge of loading, unloading or transfer of the dangerous cargo

Phone number  Fax number

Is the dangerous cargo in good condition?

No  Provide details: (details may be provided on a separate sheet/s if necessary and attached to this form.)

Yes

I declare that the information provided, to the best of my knowledge, is true and correct.

Agent/Owner/Master's name

Agent/Owner/Master's signature  Date

Send to the Regional Harbour Master for the destination port/pilotage area

continued page 2 ... TRB Forms Area Form F3217 CFD V01 Oct 2016 Page 1 of 2

**Section B**

Location of local marine service

Ship's name

Ship's IMO/Lloyd's number

Operator's name and address

Contact person's name

Phone number      Fax number  
     

Is this report for an initial voyage of a new local marine service?  
 No   
 Yes  Expected date and time of commencement of voyage  
 /  /  :  hrs

Is this report for subsequent voyage/s as part of a local marine service?  
 No   
 Yes  Expected date and time of voyage/s  
 (details may be provided on a separate sheet/s if necessary and attached to this form.)  
 /  /  :  hrs  
 /  /  :  hrs

Details of dangerous cargo to be carried: quantity, proper shipping name, IMDG classification, UN number and where applicable flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Are there any passengers intended to be carried during the transport of the dangerous cargo?  
 No   
 Yes  How many?

I declare that the information provided, to the best of my knowledge, is true and correct.

Agent/Owner/Master's name

Agent/Owner/Master's signature      Date  
       /  /

Send to the local Regional Harbour Master

**Privacy Statement:** Maritime Safety Queensland (MSQ) is collecting the information on this form as record of any dangerous cargo being carried by a ship into the Port. The information is collected pursuant to the Transport Operations (Marine Safety) Act 1994. Authorised officers within MSQ and the Department of Transport and Main Roads may have access to this information. The information recorded will not be disclosed to a third party without your consent or unless required by law.

# 16.5 Dangerous Cargo Event Report (Form F3220)

[Link](#) to fillable PDF



## Dangerous Cargo Event Report

Section 93 of the *Transport Operations (Marine Safety) Regulation 2016*.

### Please note

A dangerous cargo event report may also be provided in the following approved forms -

- by radio or electronic communication giving the information which is required on this form.

Ship's name

Ship's IMO/Lloyd's number

Particulars of person making report

Owner of ship     Master of ship     Person in charge of place

Name and address of person making report

Location of event

Name of berth (if any)

Date and time of event

 /  /  :  hrs

Description of the dangerous cargo involved (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

**Privacy Statement:** The Department of Transport and Main Roads is collecting the information on this form as a record of any dangerous cargo event that has happened at the place or on the ship. This information is required under the *Transport Operations (Marine Safety) Regulation*. Authorised departmental officers will have access to this information and your personal information will not be disclosed to any third party without your consent, unless required to do so by law.

Description of the event (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Description of damage (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Nature of injuries and/or fatalities (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

I declare that the information provided, to the best of my knowledge, is true and correct.

Signature

Date

 /  / 

Send to the Regional Harbour Master nearest the location of the event.

TRB Forms Area  
Form F3220 CFD  
V01 Oct 2016

# 16.6 Arrival/departure report (Form 3452)

[Link to fillable PDF](#)

[Print Form](#) [Reset Form](#)



**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

**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

To     Wharf No.     Date

To     Wharf No.     Date

**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 type="text"/>
Pilotage inwards due	<input type="text"/>
Pilotage outwards due	<input type="text"/>
Removal	<input type="text"/>
Cancellations due	<input type="text"/>
Delay charges due	<input type="text"/>
Totals	<input type="text"/>

Sales Order Number

Invoice Number     Date



# Important Notice

## Where the services of a Pilot are required

### Provision of a Pilot

1. Legislation requires that a person must not navigate a ship in a compulsory pilotage area unless the person uses the services of a pilot.
2. From 2 November 2013, changes to the *Transport Operations (Marine Safety) Act* passed the responsibility for the provision and delivery of port pilotage services for ports north of Brisbane (except Abbot Point) to the port government owned corporations. This is being achieved by giving port authorities the legal responsibility for the provision and delivery of pilotage services in designated Compulsory Pilotage Areas. The Responsible Pilotage Entities for all Compulsory Pilotage Areas are specified in Schedule 4 of the *Transport Operations (Marine Safety) Regulation 2016 (TOMS Regulation)*, as follows:

Column 1	Column 2
Compulsory pilotage area	Responsible pilotage entity
Southport pilotage area	MSQ
Brisbane pilotage area	MSQ
Bundaberg pilotage area	Gladstone Ports Corporation
Gladstone pilotage area	Gladstone Ports Corporation
Rockhampton pilotage area	Gladstone Ports Corporation
Hay Point pilotage area	North Queensland Bulk Ports Corporation
Mackay pilotage area	North Queensland Bulk Ports Corporation
Abbot Point pilotage area	MSQ
Townsville pilotage area	Port of Townsville Limited
Lucinda pilotage area	Port of Townsville Limited
Mourilyan pilotage area	Far North Queensland Ports Corporation
Cairns pilotage area	Far North Queensland Ports Corporation
Amrun pilotage entity	Australian Reef Pilots
Cape Flattery pilotage area	Far North Queensland Ports Corporation
Skardon River pilotage area	Far North Queensland Ports Corporation
Thursday Island pilotage area	Far North Queensland Ports Corporation
Weipa pilotage area	Far North Queensland Ports Corporation
Karumba pilotage area	Far North Queensland Ports Corporation

**\*Note:** The TOMS Regulation also rescinds the Bowen, Cooktown, Maryborough and Port Douglas as Compulsory Pilotage Areas however these areas remain as pilotage areas.

3. MSQ has entered into an agreement with Port of Townsville Limited to deliver pilotage services in the Abbot Point Compulsory Pilotage Area.
4. The Responsible Pilotage Entity may provide services on the basis that:
  - the person to whom the services are provided accepts the risk of loss or damage caused by an act or omission by the Responsible Pilotage Entity and waives any right to claim against the Responsible Pilotage Entity in contract, tort or otherwise howsoever, for any loss or damage (including consequential loss) to any person or property which arises directly or indirectly out of the provision of the pilotage services
  - the Responsible Pilotage Entity is not obliged to provide or arrange for the provision of the pilotage services if circumstances beyond their control mean the services cannot reasonably be provided at the time requested or at all and no compensation will be payable in this event.

Circumstances beyond the control include, but are not limited to:

- industrial action by pilots, line boat operators or others
- inability to schedule a pilot at the time required
- any direction or regulation having the effect of prohibiting or preventing the carrying out of the pilotage
- a failure by a sub-contractor to carry out any part of the pilotage services.

The contents of this notice may be pleaded in any action or proceedings arising out of the provision of pilotage services.

## 16.7 Pilot boarding ground (Port Alma)



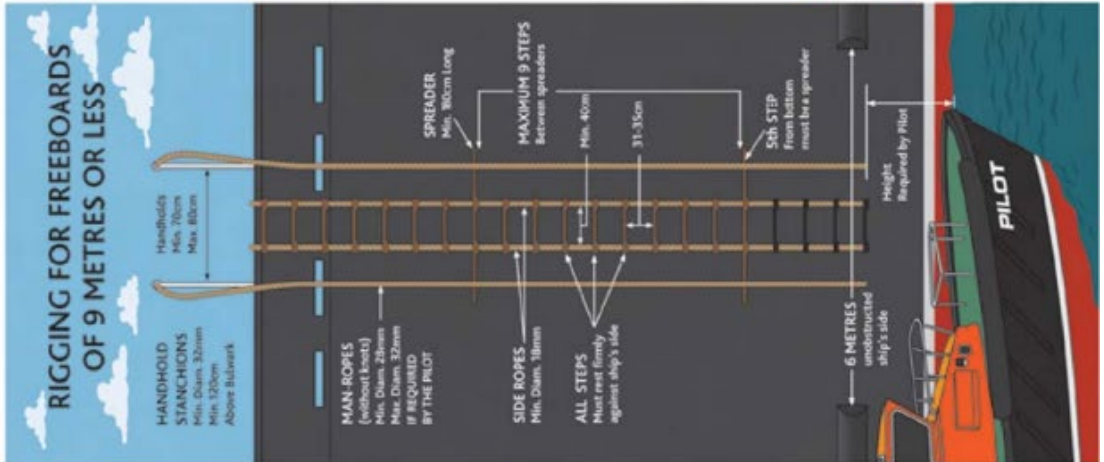
# 16.8 Pilot Boarding ladder arrangements

**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



**HANDHOLD STANCHIONS**  
Min. Dia. 32mm  
Min. 120mm Above Bulwark

**HANDHOLDS**  
Min. 70cm  
Max. 80cm

**MAN ROPE (without knots)**  
Min. Dia. 28mm  
Min. Dia. 32mm IF REQUIRED BY THE PILOT

**SIDE ROPES**  
Min. Dia. 18mm

**ALL STEPS**  
Must rest firmly against ship's side

**SPREADER**  
Min. 80cm Long

**MAXIMUM 9 STEPS**  
Between spreaders

**Min. 40cm**

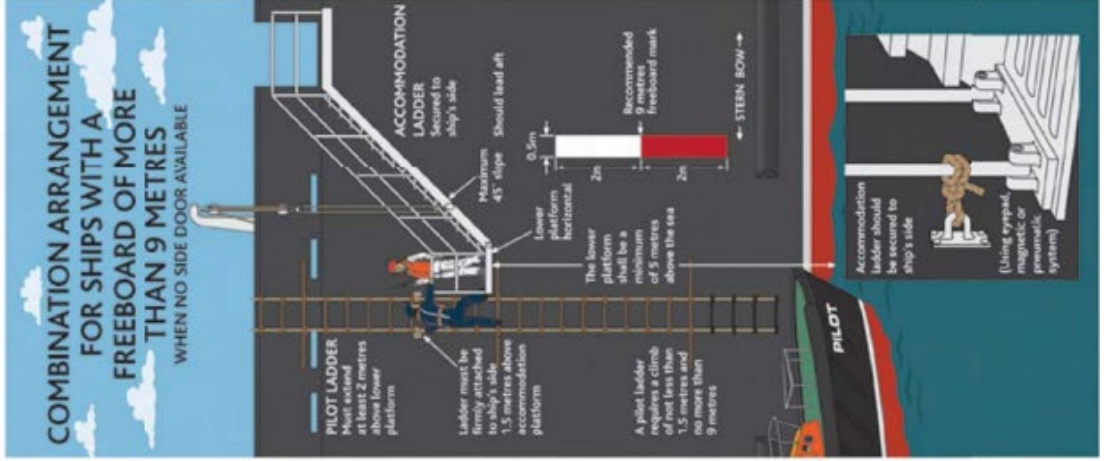
**31-35cm**

**5th STEP**  
From bottom must be a spreader

**6 METRES**  
undisturbed ship's side

**Height**  
Required by Pilot

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



**PILOT LADDER**  
Must extend at least 2 metres above lower platform

Ladder must be firmly attached to 1.5 metres above accommodation platform

**ACCUMMODATION LADDER**  
Secured to ship's side

Maximum 45° slope

Should lead aft

0.5m

2m

Recommended 9 metres freeboard mark

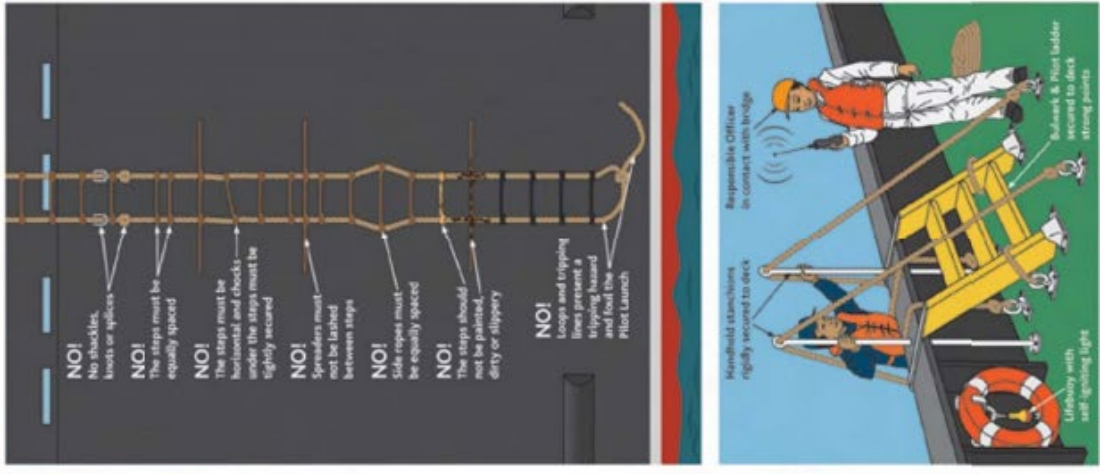
2m

**STERN BOW**

The lower platform shall be a minimum of 5 metres above the 9m

A pilot ladder requires a climb of 5 metres or less than 9 metres

Accommodation ladder should be secured to ship's side (Using crimped, magnetic or pneumatic systems)



**NO!** No shackles, knots or splices

**NO!** The steps must be equally spaced

**NO!** The steps must be horizontal and shakles under the steps must be tightly secured

**NO!** Spacers must not be lashed between steps

**NO!** Side ropes must be equally spaced

**NO!** The steps should not be painted, dirty or slippery

**NO!** Loops and tripping lines present a tripping hazard and foot the Pilot Launch

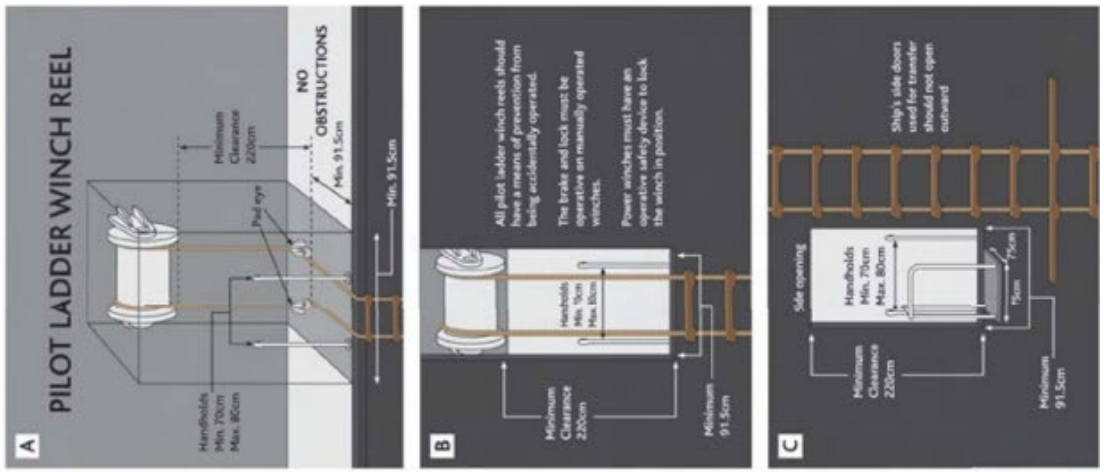
Handhold stanchions rightly secured to deck

Responsible Officer in contact with bridge

Bulwark & Pilot ladder secured to deck using points

Lifeline with self-lighting light

### PILOT LADDER WINCH REEL



**A**

Handholds Min. 70cm Max. 80cm

Min. 220cm

Min. 91.5cm

**NO OBSTRUCTIONS**  
Min. 91.5cm

**B**

Handholds Min. 70cm Max. 80cm

Minimum Clearance 220cm

Minimum 91.5cm

All pilot ladder winch reels should have a means of prevention from being accidentally operated.

The brake and lock must be operative on a manually operated winches.

Power winches must have an operative safety device to lock the winch in position.

**C**

Side opening

Handholds Min. 70cm Max. 80cm

Minimum Clearance 220cm

75cm

15cm

Minimum 91.5cm

Ship's side doors used for transfer should not open outward

# 16.9 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.

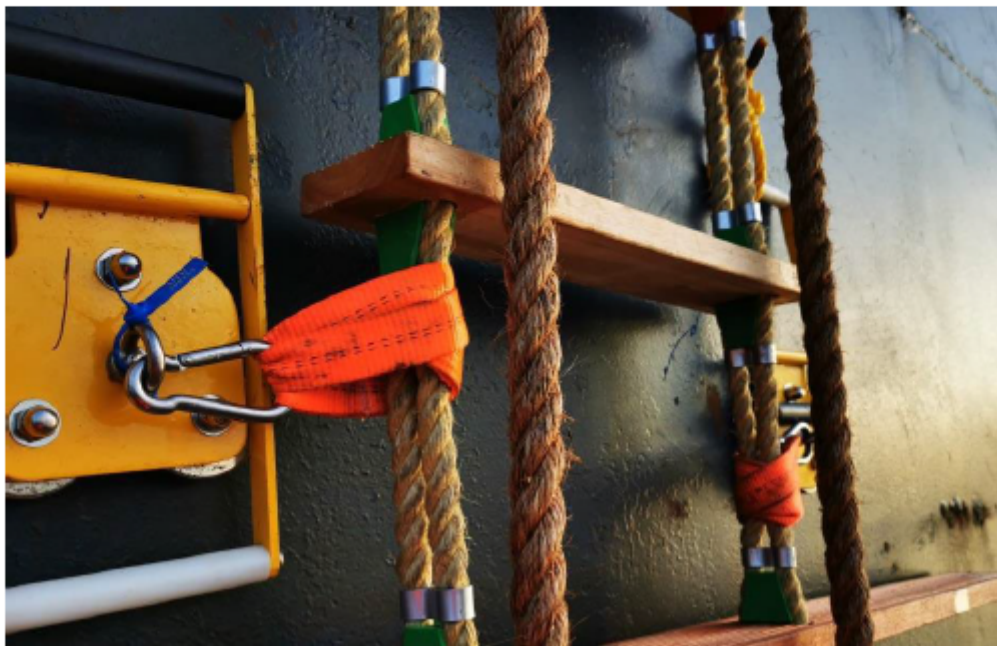
Where a pilot ladder has been certified under the ISO standard, AMSA expects that the ladder is strength tested according to the standard. Where this test has not been conducted within 30 months, the ladder should not be used until the test is conducted, or the ladder is replaced.

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

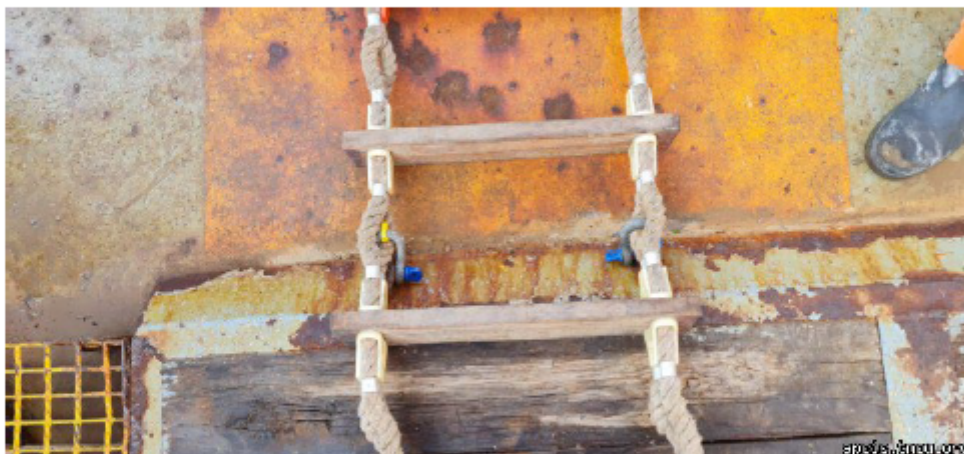
The pilot ladder is normally secured at its thimble end with shackles. However, due to the varying freeboard at specific loading conditions, the pilot ladder cannot always be secured at full length by the thimble ends. Under such circumstances it must be secured at an intermediate length. That can only 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.

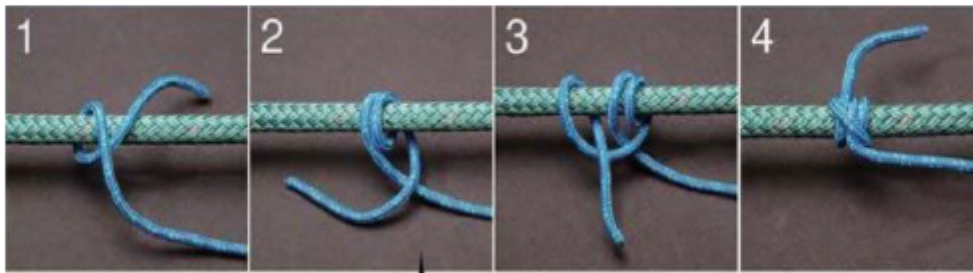


Photo 6: The rolling hitch knot. (Reproduced with permission from Fremantle Ports).

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".

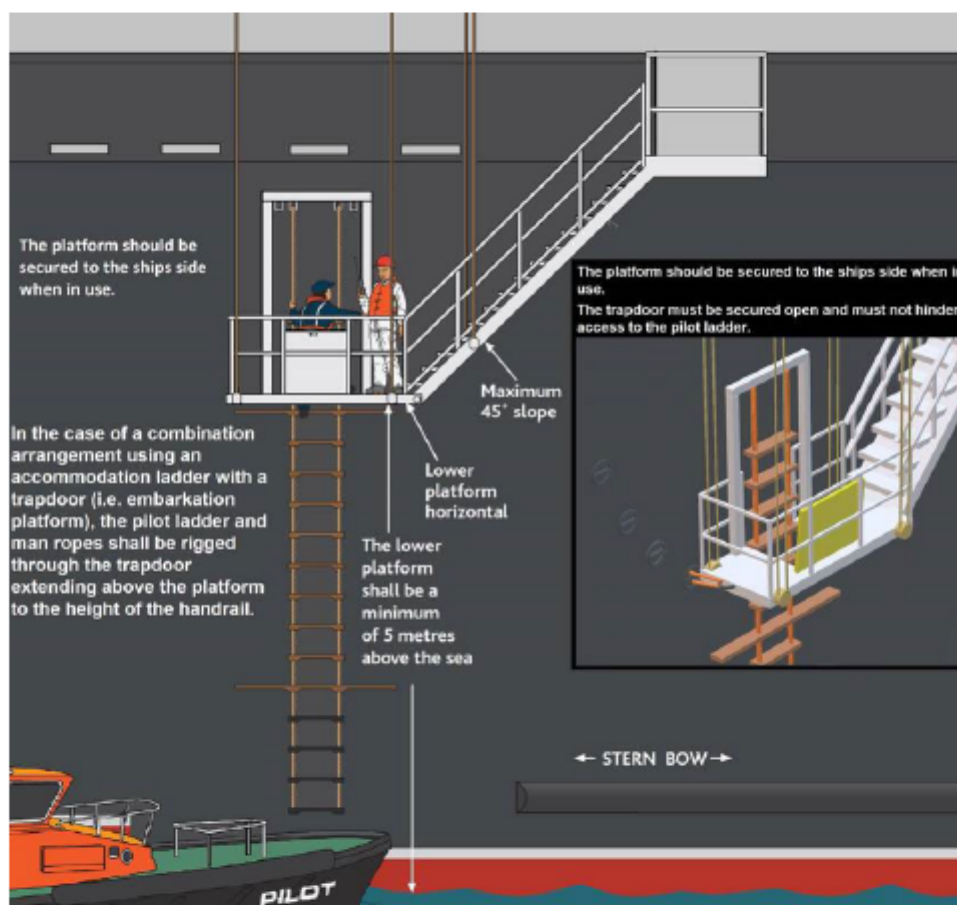
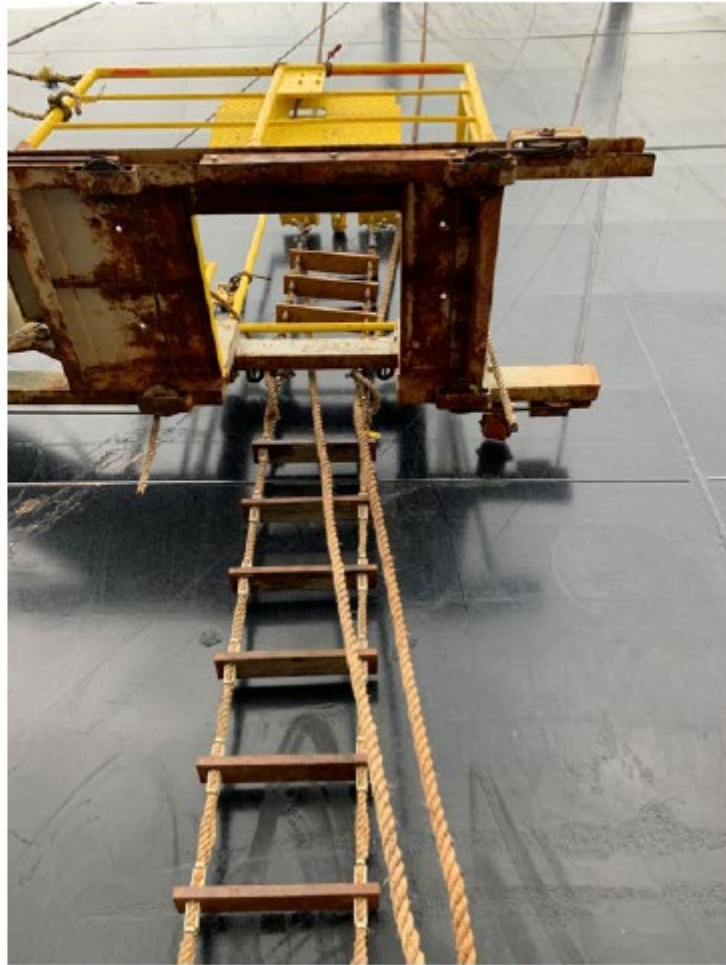


Figure 1: Pilot card depicting trap door arrangements.

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 AMSA<sup>1</sup> 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](http://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.

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

# 16.10 Marine Pollution Report (form 3968)

[Link](#) to fillable PDF



**Queensland  
Government**

## Marine Pollution Report (POLREP)

Email to: [pollution@msq.qld.gov.au](mailto: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

POLREP ID number

Incident investigation

Yes  No

Marine incident number

Category

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

 or 

**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

# 16.11 Marine Incident Report (Form 3071)

[Link to fillable PDF](#)



**Queensland  
Government**

## 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 <sup>1</sup>	<b>Collision:</b> <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	<b>Grounding:</b> <input type="checkbox"/> unintentional <input type="checkbox"/> intentional <b>Onboard incident:</b> <input type="checkbox"/> fall within ship <input type="checkbox"/> crushing or pinching <input type="checkbox"/> other onboard incident	<b>Other incident:</b> <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
---	---	--	---

<sup>1</sup> '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 <sup>2</sup> Number of persons   Ship lost <sup>3</sup>  Damage to property only <sup>4</sup>  
 Ship damaged  No damage

<sup>2</sup> Requiring admission to hospital <sup>3</sup> Economic write-off or not recovered <sup>4</sup> 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

Official registration number  Registering authority

Length (metres)  Beam (metres)  Year built

Number of passengers on board  Number of crew on board

**Registration type**  
 Commercial passenger  Commercial fishing  
 Commercial non-passenger  Commercial hire and drive  
 Queensland Regulated ship

#### Other ship

Name of ship

Official registration number  Registering authority

Length (metres)  Beam (metres)  Year built

Number of passengers on board  Number of crew on board

**Registration type**  
 Commercial passenger  Commercial fishing  
 Commercial non-passenger  Commercial hire and drive  
 Queensland Regulated ship

**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: / /

Continued over page... Page 1 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016



**Ships involved - continued**

**Own ship**  
**Ship description**  
 Motorboat       PWC       Rowing boat  
 Sailing boat       House boat  
 Other (describe)

**Engine**  
 Outboard       Inboard (petrol)       none  
 Inboard/outboard       Inboard (diesel)  
 Other (describe)

Number of engines      Total engine power  
       HP  
       KW

**Hull material**  
 Steel       Timber       Ferro-cement  
 Marine alloy       Fibreglass/GRP  
 Other (describe)

**Damage to ship**  
 Ship lost       Moderate damage (damaged but ship remains seaworthy)  
 Major damage (ship unseaworthy)       Minor damage       No damage

**Other ship**  
**Ship description**  
 Motorboat       PWC       Rowing boat  
 Sailing boat       House boat  
 Other (describe)

**Engine**  
 Outboard       Inboard (petrol)       none  
 Inboard/outboard       Inboard (diesel)  
 Other (describe)

Number of engines      Total engine power  
       HP  
       KW

**Hull material**  
 Steel       Timber       Ferro-cement  
 Marine alloy       Fibreglass/GRP  
 Other (describe)

**Damage to ship**  
 Ship lost       Moderate damage (damaged but ship remains seaworthy)  
 Major damage (ship unseaworthy)       Minor damage       No damage

**People involved**

**Own ship**  
**Ship owner's details**  
 Owner's name  
  
 Dedicated person ashore/operations manager (commercial only)  
  
 Telephone (business hours)      Telephone (after hours)  
        
 Address  
  
 Email address

**Master's details**  
 Master's name  
  
 Gender      Date of birth  
 Male       Female       /  /   
 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**  
**Ship owner's details**  
 Owner's name  
  
 Dedicated person ashore/operations manager (commercial only)  
  
 Telephone (business hours)      Telephone (after hours)  
        
 Address  
  
 Email address

**Master's details**  
 Master's name  
  
 Gender      Date of birth  
 Male       Female       /  /   
 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

Continued over page... Page 2 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

**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 <sup>5</sup>  Minor injury

<sup>5</sup> 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)
- Person at helm
- Crew
- Passenger on vessel
- Water-skier
- Surfboard/surf-ski rider
- Swimmer
- Para-flier
- Diver
- 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 <sup>5</sup>  Minor injury

Nature of injury  Name of hospital

**Activity of injured or deceased person**

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



# 16.12 Defects report form AMSA 355

[Link](#) to online form

SV-HH



## REPORT OF SUSPECTED MARINE SAFETY CONCERN

Please use this form to notify AMSA (reports@amsa.gov.au) of suspected safety concerns on vessels.

### PART A: VESSEL INFORMATION

Vessel name		
IMO number	Unique Identifier	Flag
Master	Contact details	
Operator/Company name		
Responsible Person		Contact Number
Domestic commercial vessel (Please tick if applicable)		
Class: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4      Operational Area : <input type="checkbox"/> B Ext <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E		

### PART B: INCIDENT DETAILS

Date	Time Local:	UTC:
Next port		
Location description	Lat	Long

### PART C: CONTACT DETAILS

(Name and contact details will be treated by AMSA as being provided in confidence)

Name	Rank/Role
Contact details	Email address

### PART D: BRIEF DESCRIPTION OF SAFETY CONCERNS/COMMENTS

AMSA 355 (12/17)

# 16.13 Gas Free Status

[Link](#) to fillable PDF



**Queensland  
Government**

## Gas Free Status Declaration

Declaration required prior to acknowledgement of 'Gas Free' status

**Master to declare**

Has your ship any flammable liquid or gas cargo on board in bulk?

Yes  No

Have your empty cargo tanks been washed, vented and inspected for flammable residue?

Yes  No

Are your slop tank/s, pump room/s, and cargo pipe/s free of flammable residue?

Yes  No

Is your combustible gas indicator working and calibrated correctly?

Yes  No

Has the atmosphere in each pump room, cargo tank or residue space been tested with a combustible gas indicator and a zero reading obtained?

Yes  No

Can the atmosphere in each pump room, cargo tank or residue space be maintained with a zero gas reading?

Yes  No

Have you a current 'International Safety Guide for Oil Tankers and Terminals' (ISGOTT) manual on board?

Yes  No

Master/Agent's Name

Master/Agent's Signature

Date

Ship's Stamp

**Privacy Statement:** The Department of Transport and Main Roads is collecting the information on this form under the provisions of the Transport Operations (Marine Safety) Act 1994. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

Master/agent

To be lodged to the VTS centre at least 48 hours prior to ship's estimated time of arrival to the pilotage area.

# 16.14 Example –Permission to Immobilise Main Engines

[Link](#) to fillable PDF

**(THIS FORM IS ONLY TO BE USED IF THE REQUEST CANNOT BE SUBMITTED BY THE AGENT WITHIN QSHIPS)**



Queensland  
Government

## Permission to Immobilise Main Engines - Gladstone Region

This form is only to be used if the request cannot be submitted by the agent within QSHIPS.

To: RHM Gladstone  
Email: vtsgladstone@msq.qld.gov.au

Ship  Master  Berth

From  hrs  /  /  To  hrs  /  /

### Conditions on Issue

1. Prior to immobilising, advise 'Gladstone VTS' on VHF Channel 13.
2. Moorings to be tended throughout.
3. During daylight hours, fly signal letter flags 'R' over 'Y'.
4. On completion, advise 'Gladstone VTS'.
5. Master to ensure that the main engines are capable of operating at full power after immobilisation for arrival/ departure manoeuvres.
6. Estimated time to mobilise main engine in an emergency:  
 hours
7. If immobilisation is sought for consecutive days, approval is to be obtained to immobilise at the start of each day.

Date submitted  /  /  Signature: Master/Agent

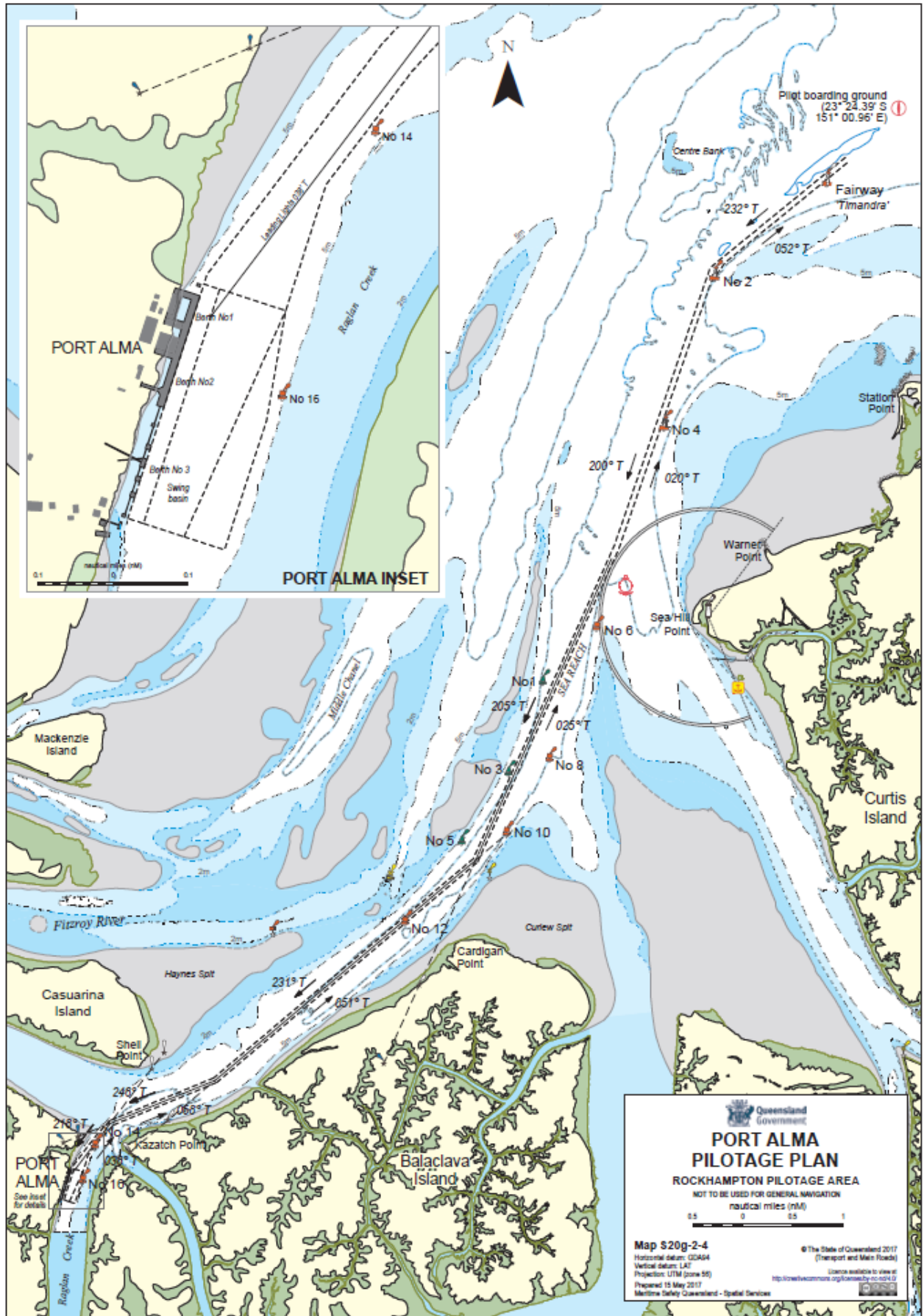
### Approval by signature:

Regional Harbour Master (Gladstone)  Manager Vessel Traffic Services (Gladstone)

Distribution: Agent  
Gladstone VTS

**Privacy Statement:** The Department of Transport and Main Roads is collecting the information on this form under the provisions of the Transport Operations (Marine Safety) Act 1994. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

# 16.15 Pilotage passage plan



### Pre Arrival/Departure Checklist

- Security Level :
- Main Engine  
- Functioning ok and tested as per? Any recent repairs conducted?
- Steering -  
Taster? Are 2 motors running? Has emergency steering been tested?
- Thrusters  
- Bow / Stern. Functioning reliably?
- Whistle
- Gyro Gyro Error :  
- Functioning ok? Gyro error noted.
- Anchors cleared and ready for use?  
- When is to be in the manner?
- Doppler / GPS / EM Log  
- Good available systems
- Radars  
- Both on and functioning correctly?
- Aldis Lamp
- Pilot Card available
- Charts and publications  
- On board and up to date?
- Special Features? :  
- If yes, provide details :

The Master and Pilot certify that the Passage Plan has been agreed and discussed with the bridge team.

Date/Time : .....

Master.....

Pilot .....

## PORT ALMA

VESSEL: .....

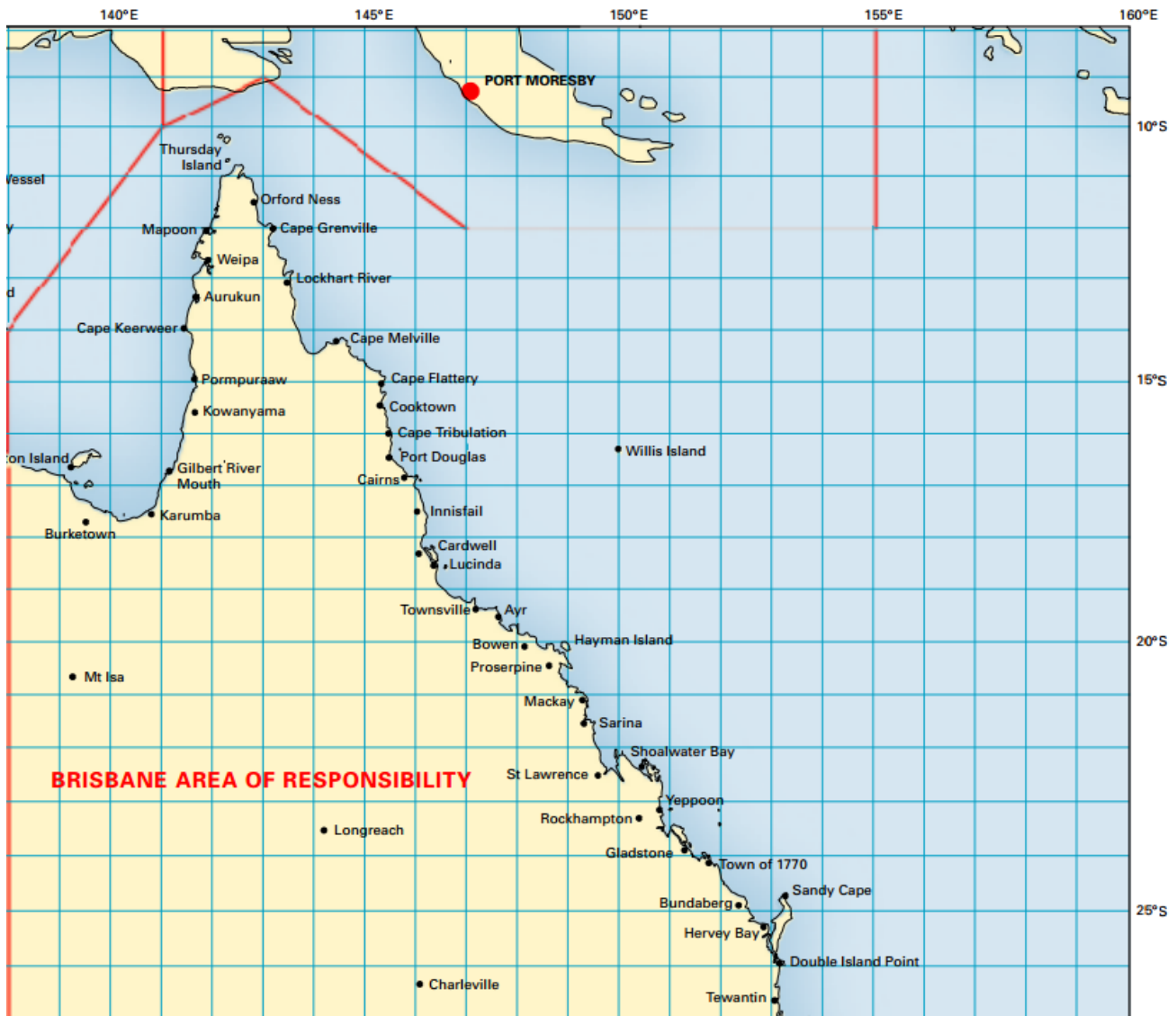
### PASSAGE PLAN - Arrival / Departure / Removal

Gladstone VTS listens continuously on VHF 13 VHF 16. Communications for Pilot transfer operations are conducted using VHF Channel 06. Should any emergency arise, call Gladstone VTS on VHF 13 for assistance. The bridge team must pilot vessels position as required by Maritime Safety Queensland and International Regulations. The pilotage passage will be monitored by Gladstone VTS.

Pilot		Pilot card	Yes	No
Date		Defects	Yes	No
Side alongside		Standby @		
Berth (+Alignment)	Port	Tide	Time	Height
	Fwd	Aft		
Draft (in metres)				
<b>Tugs</b>				
Name	Bollard Pull	Position	Channel Depth + tide	
			Available Depth - Draft	
<b>Berthing / Departure Diagram</b>				
SUKC				



# 16.16 Cyclone tracking chartlet – Eastern Australia



# 16.17 Pilot Ladder Checklist

[Link to fillable PDF](#)

Print

Reset Form



**Queensland  
Government**

## Pilot Ladder Checklist For Gladstone

Vessel name:

Date of pilot transfer

To the Master of the Vessel,

You and your crew are required to fully cooperate with the pilot launch crew to ensure the safe transfer of pilots to and from your vessel. You are responsible to ensure that the pilot ladder has been stored and maintained in good condition and that it is regularly inspected and certified by the manufacturer of the ladder that it complies with the requirements of SOLAS CH V- Regulation 23 - Pilot Transfer Arrangements Resolution A.1045 (27).

Maritime Safety Queensland supports all members of the pilot launch crew who decide not to transfer due to an unsafe ladder arrangement. Please note that any failure from you to provide a fully compliant pilot transfer arrangement will result in your vessel being rejected for pilot boarding, and additional charges may be levied to your vessel.

The Master of the Vessel is to ensure this Pilot Ladder Checklist has been completed and sent to the vessel's agent at least 72 hours prior to the planned pilot transfer taking place. The vessel's agent will enter the completed form into QSHIPS.

Item	Checks to be performed	Yes	No
1.	Have all pilot ladders been kept clean, properly maintained, stowed and inspected at least 72 hours prior to arrival at the port to ensure that they are safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are 'Certificates of Conformity' and 'Inspection Certificates' for pilot ladders maintained on-board the vessel?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are manufacturer's plates clearly visible with matching certification for each ladder?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are all pilot ladders only used for the embarkation and disembarkation of personnel?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is there a copy of International Maritime Pilots Association 'required boarding arrangements for pilots' poster displayed on board?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will the supervision of the rigging of the pilot ladder and of the pilot transfer arrangements be conducted by a responsible officer who has means of communication with the navigation bridge?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will the vessel provide a person to escort the pilot by a safe route to and from the navigation bridge?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will the pilot ladder and any operating mechanical equipment be tested prior to use?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are there at least two people (including one Officer) on the ship, near the pilot boarding area to assist pilot's embarkation/disembarkation?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are the ropes, heaving lines, splices and thimbles in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are the steps, spreaders and chocks in good condition and free of any coatings?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is the pilot ladder properly secured to the deck of ship?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is the deck area where the pilot disembarks clean and free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are the heaving line(s) in good condition and suitable for their intended use? Heaving line to be between 12-16mm diameter and fully inspected prior to use.	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are man ropes of at least 28mm and no more than 32mm in diameter and securely rigged?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are the man ropes less than 24months old from the date of manufacture?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Have the manropes been in service for less than 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Is each pilot ladder less than 30 months old, or have they undergone the strength test as outlined in ISO 799-2019 with relevant certification?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Is the pilot ladder tied to a strongpoint on the ship, resting on the parallel body of the ship and are the steps horizontal?	<input type="checkbox"/>	<input type="checkbox"/>

**Pilot Ladder Checklist continued page 2 of 2**

20.	Is there an additional back-up pilot ladder available on board the vessel? (this is not a current requirement but is considered best practice)	<input type="checkbox"/>	<input type="checkbox"/>
21.	Is the vessel capable and well-rehearsed in retrieving a man overboard?	<input type="checkbox"/>	<input type="checkbox"/>
22.	Is there a lifebuoy and self-igniting light available at the pilot boarding area?	<input type="checkbox"/>	<input type="checkbox"/>
23.	Is the boarding area adequately lit for pilot transfers at night?	<input type="checkbox"/>	<input type="checkbox"/>

Vessel Master's name

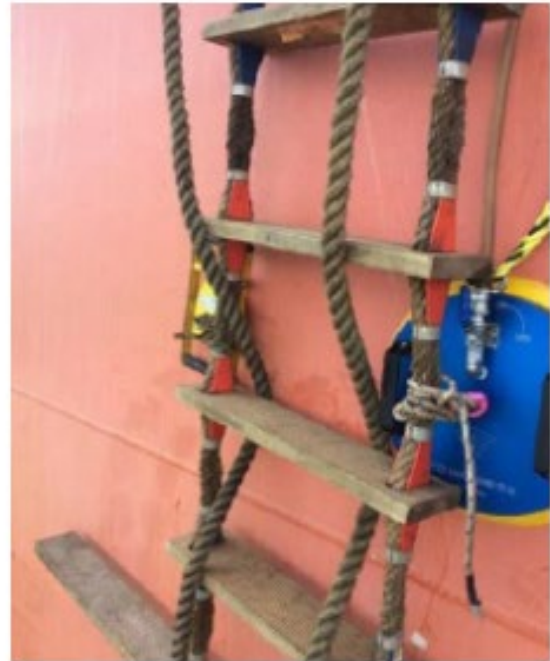
Date

Vessel Master's signature

## Rigging requirements for combination pilot ladders



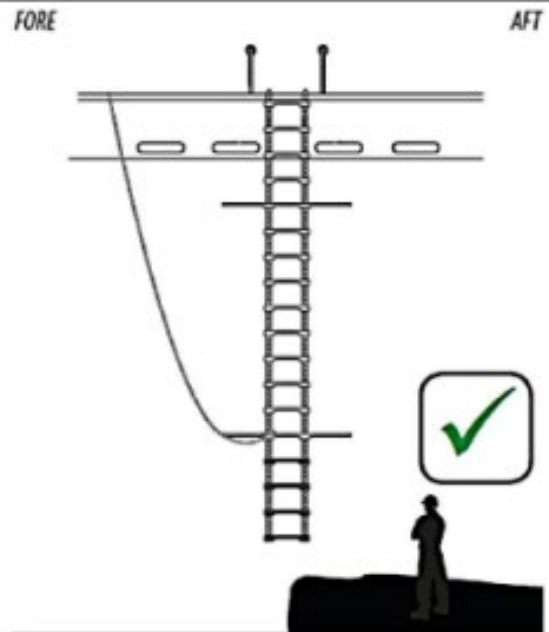
Magnets must be 1.5 metres above combination ladder platform



Manropes are to be tucked in line with the magnet/suction pad



One magnet for accommodation ladder



The retrieval line is to be fastened above the last spreader step and is to lead forward without hindering or obstructing the pilot or pilot launch



# 16.18 Safe Work Method Statement – Boarding by ladder

## Transport and Main Roads

### Safe Work Method Statement for personnel transfers from launch to ship in the Gladstone Region

<b>MSQ Region</b>	Gladstone	<b>Regional Harbour Master</b>	+61 7 4971 5205 +61 459 827 398
<b>Relevant Legislation, Standards and Codes for the SWMS</b>	<i>Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, Managing the risk of falls at workplaces Code of Practice (CoP) 2021, AMSA Marine Orders.</i>		
<b>Minimum number of employees</b>	One (1)		
<b>Description of activity</b>	Travel on a launch to the anchorage then boarding a ship whilst at anchor and disembarking from a ship to launch and returning to port.		
<b>Related Documents</b>	Vessel Safety Management System and boarding procedures		
<b>Overview</b>			
<p><b>All persons involved in this task must have the SWMS communicated to them prior to the work commencing (see signoff)</b></p> <ul style="list-style-type: none"> <li>• This Safe Work Method Statement (SWMS) identifies generic hazards identified and associated with this particular type of work (see list identified hazards and risks below).</li> <li>• Other checklists, forms, training or procedures may be referenced in this document as controls for specific steps of the task being performed.</li> <li>• This SWMS will need to be reviewed by the person supervising the activity to ensure it is specific to the work being performed, and any adjustments recorded on the daily prestart form for the day.</li> <li>• The employee shall monitor the work to ensure this SWMS is being complied with and additional hazards are identified, controlled and recorded on the daily prestart for the day.</li> <li>• If there are changes to the work being performed, that raises the risk level after controls are in place higher than what has been assessed, the employee must consider additional controls, or stop the activity covered by the SWMS.</li> <li>• Where additional controls are implemented to address site specific risks, they must be documented in the site-specific SWMS section of the daily prestart and other workers involved in the task consulted in these changes.</li> <li>• SWMS must be made available for inspection or review where the work is being undertaken, such as a hardcopy or be electronically accessible.</li> </ul>			

**Licensing / Qualifications required for this activity:**

Indicate all the appropriate licences / qualifications required to undertake the above-mentioned high-risk construction activity.

Role	Licence / Qualification	Required	Role	Licence / Qualification	Required
All including passengers		No	Master of Vessel	Coxswain	Yes
Crew Members	Elements of shipboard safety (or higher qualification such as Coxswain)	No	At least one crew member	Applied first aid	Yes

**Training required for this activity:**











- Vessel SMS Induction for a master and crew member/s
- Vessel SMS Induction for a passenger

**Equipment Required to undertake this activity safely:**

Refer below

**Additional Personal Protective Equipment required to undertake this activity:**

This section is to capture the **additional PPE** needed. It does not include the **Mandatory PPE** for outdoor work environment (refer to Other Company work practices/procedures).

									
Eye protection must be worn:	Full face mask respiratory protection must be worn:	Half mask must be worn:	Hard hat must be worn:	Hearing protection must be worn:	Hand protection must be worn:	AS 2210 compliant footwear must be worn:	Protective body clothing must be worn:	Face protection must be worn:	Life jacket must be worn:
Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Glasses can be worn where required, secured with a lanyard.	Not with-standing any COVID-19 PPE requirements.	Not with-standing any COVID-19 PPE requirements.	Approved high visibility helmet (not hard hat) to be worn with chin strap secured.		For climbing rope ladder. Not rubber rubber gloves.	Non-slip covered footwear should be worn.			Life jacket worn must be a self-inflating and within service date.

**IDENTIFIED HAZARDS AND RISKS FOR THIS HIGH-RISK WORK**

A Falling in water from vessel/ship	J Unfavourable weather
B UV Radiation	K Vessel propulsion failure
C Workers not competent working at heights	L Access Ladder in poor condition
D Restricted movement when wearing equipment	M Marine life (Sharks, Crocodiles, Irukandji or other identified marine life)
E Slippery structure slip, trip or fall	N Struck by falling objects
F Vessel ropes	O Crushing injury between vessel and ladder
G Vessel colliding with ladder/structure when working	P Isolation from medical assistance
H Drowning	Q Vessel Accident
I Manual handling	

**Preparation before activity commences**

This SWMS requires the following tasks to be undertaken before the SWMS can be used.

Task	Controls	Responsible Officer
Check for inclement weather, sea state and vessel to be boarded.	<ul style="list-style-type: none"> <li>• Weather/tidal information is to be reviewed</li> <li>• Commencement of work to be assessed against forecasted weather conditions</li> <li>• Daylight only transfer</li> </ul>	Vessel master
Conduct Daily Prestart	<ul style="list-style-type: none"> <li>• Review controls within this SWMS</li> <li>• Ensure all controls have been implemented before leaving berth</li> <li>• Ensure all passengers/crew have been inducted onto the vessel</li> </ul>	Vessel master
Fitness for duty: Master/crew/passengers	<ul style="list-style-type: none"> <li>• Not under the effects of medicinal drugs, illegal drugs or alcohol</li> <li>• Master/crew/passenger not suffering from an injury or illness that may impact on this activity</li> <li>• Not be suffering from fatigue</li> <li>• Crew/passenger Identified by master as being capable of conducting work type</li> </ul>	Vessel master

## Commence Activity

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
1. Boarding vessel for transfer	E, J, K, Q	Medium	<ul style="list-style-type: none"> <li>Persons boarding will act upon instructions from crew or master.</li> <li>Ensure 3 points of contact when boarding.</li> <li>All gear to be passed from the berth to the vessel crew for storage. Be aware of slips, trips and falls.</li> <li>Persons boarding to be aware of ropes.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Inducted by trained crew and/or master of vessel.</li> <li>Induction training paperwork is completed and signed and placed in SMS.</li> </ul>	Vessel master or crew.
2. Generic induction to vessel	Fire, collision, grounding, muster stations, man overboard, flooding	Medium	<ul style="list-style-type: none"> <li>Induction of personnel onto vessel.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Inducted by trained crew and/or master of vessel.</li> <li>Induction training paperwork is completed and signed and placed in SMS.</li> </ul>	Vessel master or crew.
3. Travel via vessel to ship to be boarded with crew/passengers  Crew/passengers competent for travel.	A-Q Sea sickness	High	<ul style="list-style-type: none"> <li>Vessel SMS MOB training to be provided.</li> <li>Undertake vessel SMS induction crew and passenger/s.</li> <li>Vessel crew advise access and egress of vessel.</li> <li>Follow instructions from vessel crew.</li> <li>Three points of contact while on board.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Vessel Master ensures briefings are recorded in vessel log</li> </ul>	Vessel master or crew.
4. Approaching ship to be boarded (Assessment).	E,J,K,Q Sea sickness	High	<ul style="list-style-type: none"> <li>Vessel master to ensure all persons on vessel requiring transfer are ready for transfer.</li> <li>Master of vessel to make contact with the ship's Captain and determine the best lee of the ship and advise which section of the ship the transfer will take place.</li> <li>Master of the vessel to discuss the transfer of the persons with crew prior to engaging contact with the ship.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Vessel master</li> </ul>	Vessel master

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
5. Climbing the vessel via boarding ladder	A-Q	High	<ul style="list-style-type: none"> <li>Passengers and crew to await master's confirmation prior to leaving the wheelhouse.</li> <li>Transfers are to be at the discretion of the vessel master in consultation with the ship's Captain, but generally should not be undertaken when at greater than Sea State 4 and a wind strength of 20 knots.</li> <li>Three points of contact at all times.</li> <li>Persons to ensure their lifejacket is worn correctly, is self-inflatable and within service</li> <li>Approved safety helmet is to be worn with chin strap attached.</li> <li>Ensure gloves are worn suitable for rope handling.</li> <li>Ensure laces on boots/shoes are tied correctly (where necessary).</li> <li>Vessel crew to be wearing an approved helmet with chin strap whilst transfer is taking place.</li> <li>Persons to follow instructions from vessel master and crew.</li> <li>Vessel to transfer persons on the side of ship that provides the best lee in consultation with the ship Master.</li> <li>The boarding ladder is to be lowered and secured by the ship's crew; an inspection will be conducted of the ladder at this time by the person boarding and the vessel crew. Should the ladder be determined unsuitable for climbing, the Captain of the ship is to be advised. If another ladder suitable to be used cannot be produced, the vessel is to return to port and advise VTS of this decision and why the transfer did not take place.</li> <li>Inspect path to climb on approach.</li> <li>If in doubt stay on vessel, return to port and advise VTS of the decision.</li> <li>No equipment to be carried by any person boarding while climbing the ladder.</li> <li>Equipment will be passed up and down the ship in a bag by a heaving line.</li> </ul>	High	<ul style="list-style-type: none"> <li>Employee to cancel transfer if they do not feel safe, are uncertain, or as instructed by vessel crew or the vessels master.</li> <li>Weather and sea state to be monitored by master of vessel.</li> <li>All persons to await instructions from vessel crew or master whilst on the vessel.</li> </ul>	Vessel master/crew/person boarding.



Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
			<ul style="list-style-type: none"> <li>The master will manoeuvre the vessel to ensure the person boarding can grasp the boarding ladder.</li> <li>Wait for the vessel to manoeuvre into position and settle before stepping onto the ladder.</li> <li>Be aware of weather and sea state.</li> <li>Once the person has hold of the boarding ladder and is positioned on the ladder, the master will move the vessel away from the ship away from the ladder fall zone.</li> <li>The person should maintain three points of contact while climbing the ladder.</li> <li>The vessel is to remain close by in the event the person climbing should fall from the ladder.</li> <li>Should a person fall from the ladder, the man overboard procedure is to be conducted.</li> </ul>			
6. On board ship after ladder climb	A-Q	High	<ul style="list-style-type: none"> <li>Ensure self-inflating lifejacket is worn and the approved helmet is worn. Remove helmet after boarding when safe to do so.</li> <li>The top of the Pilot ladder may involve an accommodation ladder (staircase with a handrail) to assist and trip hazards (trap doors).</li> <li>At top of ladder climb onto ship, following instructions by ship's crew.</li> <li>Maintain 3 points of contact at all times</li> <li>Person to advise master of transfer vessel by hand signal (thumbs up) or radio signal, whichever is appropriate once on board safely.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Person transferred</li> </ul>	Vessel master
7. Disembarking from vessel	A-Q	High	<ul style="list-style-type: none"> <li>Ensure self-inflating lifejacket is worn.</li> <li>Approved safety helmet is to be worn.</li> <li>The top ladder may involve an accommodation ladder (staircase with a handrail) to assist.</li> <li>When descending the ladder, ensure any trip hazards are removed/person is aware of these hazards.</li> <li>Person to position themselves on the boarding ladder ready to disembark.</li> <li>Wait for vessel to settle alongside.</li> <li>Descend the ladder in a slow and safe manner.</li> </ul>	High	<ul style="list-style-type: none"> <li>Vessel crew to monitor descending person.</li> <li>Vessel crew to be aware of falling objects.</li> </ul>	Vessel master

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
			<ul style="list-style-type: none"> <li>No person is to carry any equipment whilst descending the ladder.</li> <li>Vessel crew to ensure they are wearing an approved helmet with a chin strap during the transfer.</li> <li>Maintain 3 points of contact at all times.</li> <li>Vessel crew will monitor descent.</li> <li>Follow instructions of the vessels crew to time step off ladder.</li> </ul>			
8. On board the vessel.	A-Q Sea sickness	High	<ul style="list-style-type: none"> <li>Once safely on board, person is to return to the vessel wheelhouse.</li> <li>Vessel crew to take hold of any gear being delivered back down from the ship by the heaving rope.</li> <li>Once all the persons and gear have been removed, the vessel is to manoeuvre safely away from the ship.</li> <li>Master to advise ship's Captain that all persons are present, and the vessel is returning to port.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Crew to ensure all persons and gear on board before departure.</li> </ul>	Vessel master
9. Disembarking the vessel when back at port.	E, J, K, Q	High	<ul style="list-style-type: none"> <li>All persons to wait in the wheelhouse of the vessel until the vessel has berthed.</li> <li>Await pilot crew or master's instructions to leave the vessel</li> <li>When leaving the vessel be aware of slips, trips and falls.</li> <li>Ensure three points of contact when disembarking the vessel.</li> <li>Vessel crew to pass any gear from vessel to person once the person has safely disembarked.</li> </ul>	Low	<ul style="list-style-type: none"> <li>All persons on board including crew and master.</li> </ul>	Vessel master.

Approved by Regional Harbour Master Gladstone

This document was created in consultation with the following:

John Fallon RHM Gladstone

Jennifer Tumbers ED WWM Gladstone

Leon McKenzie MO3

Date of consultation: \_\_\_/\_\_\_/\_\_\_

**SAFE WORK METHOD STATEMENT**

Safe Work Method Statement has been discussed with the undersigned and the control measures to be followed have been understood.

Date	Name of worker	Signature	Date	Name of worker	Signature

Risk Matrix						Consequence		Likelihood									
Risk Dimensions	Likelihood					Consequence	Likelihood										
	Rare	Unlikely	Possible	Likely	Almost Certain												
Consequence	Severe	HIGH	HIGH	HIGH	EXTREME	EXTREME	1 Insignificant	<ul style="list-style-type: none"> <li>Injury/illness requiring first aid treatment at most</li> <li>Treatable health issues</li> </ul>	Rare	<ul style="list-style-type: none"> <li>May occur only in very exceptional circumstances.</li> <li>Frequency - Once in every 5 - 10 years</li> </ul>							
	Major	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME											
	Moderate	LOW	MEDIUM	MEDIUM	HIGH	HIGH	2 Minor	<ul style="list-style-type: none"> <li>Reversible injury/illness to one or more persons requiring medical treatment, but does not result in time lost or restricted duties</li> <li>Unresolved minor health issues.</li> </ul>	Unlikely	<ul style="list-style-type: none"> <li>Could occur at some time but unlikely.</li> <li>Frequency - Once in 1 to 5 years.</li> </ul>							
	Minor	LOW	LOW	MEDIUM	MEDIUM	MEDIUM											
	Insignificant	LOW	LOW	LOW	MEDIUM	MEDIUM											
<p><b>ACTIONS TO BE TAKEN</b></p> <p><b>Extreme Risks</b></p> <ul style="list-style-type: none"> <li>unacceptable</li> <li>work must cease immediately, or not to be undertaken, until the risk is reduced</li> <li>implement further control measures and/or obtain specialist advice.</li> </ul> <p><b>High Risks</b></p> <ul style="list-style-type: none"> <li>immediate action required</li> <li>risks to be reduced if possible</li> <li>manager/supervisor authorisation required before work proceeds</li> <li>ensure the work team is informed of the risk potential and control measures.</li> </ul> <p><b>Medium Risks</b></p> <ul style="list-style-type: none"> <li>work can proceed, however, reduce the risks where practical and feasible</li> <li>authorisation by the manager/supervisor is required</li> <li>ensure the work team is informed of the risk potential and control measures.</li> </ul> <p><b>Low Risks</b></p> <ul style="list-style-type: none"> <li>no additional risk control necessary</li> <li>work can proceed</li> <li>ongoing STOP-THINK-GO assessment by workers.</li> </ul>						3 Moderate	<ul style="list-style-type: none"> <li>Moderate irreversible injury/illness to one or more persons.</li> <li>Reversible injury/illness to one or more persons resulting in time lost and/or restricted duties.</li> <li>Acute short term health issues.</li> </ul>	Possible	<ul style="list-style-type: none"> <li>Will probably occur in some circumstances.</li> <li>Once per month - year.</li> </ul>								
										4 Major	<ul style="list-style-type: none"> <li>Considerable irreversible injury/illness to one or more persons.</li> <li>Serious reversible injury/illness to one or more persons.</li> <li>Progressive chronic condition, serious health issues.</li> </ul>	Likely	<ul style="list-style-type: none"> <li>Will probably occur in most circumstances.</li> <li>Once per week - month.</li> </ul>				
								5 Severe	<ul style="list-style-type: none"> <li>Fatality, or significant disabling injury/illness to one or more persons.</li> <li>Significant prolonged health issues.</li> </ul>					Almost certain	<ul style="list-style-type: none"> <li>Is expected to occur in most circumstances.</li> <li>Once per day - week.</li> </ul>		
<p><b>Hierarchy of control</b></p> <table border="1"> <tr> <td>1. Elimination</td> <td><b>First option - most effective:</b> can the hazard be removed altogether by elimination of process or substance?</td> <td>4. Engineering</td> <td>Change the design of equipment, the workplace or the process ..... do it differently.</td> </tr> <tr> <td>2. Substitution</td> <td>Involves replacing the hazard with one that presents a lower risk.</td> <td>5. Administrative</td> <td>Reduce or eliminate the exposure to a hazard by adherence to procedures, instructions, signage or training. Administrative controls are dependent on human behaviour for success.</td> </tr> <tr> <td>3. Isolation</td> <td>Separate yourself from the hazard or separate the hazard from you.</td> <td>6. PPE</td> <td><b>Last option - least effective:</b> provides a barrier between a person and the hazard. This is dependent on PPE being chosen correctly as well as fitted and work at all times where required.</td> </tr> </table>						1. Elimination	<b>First option - most effective:</b> can the hazard be removed altogether by elimination of process or substance?	4. Engineering	Change the design of equipment, the workplace or the process ..... do it differently.	2. Substitution	Involves replacing the hazard with one that presents a lower risk.	5. Administrative	Reduce or eliminate the exposure to a hazard by adherence to procedures, instructions, signage or training. Administrative controls are dependent on human behaviour for success.	3. Isolation	Separate yourself from the hazard or separate the hazard from you.	6. PPE	<b>Last option - least effective:</b> provides a barrier between a person and the hazard. This is dependent on PPE being chosen correctly as well as fitted and work at all times where required.
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**Risk Matrix**