

PILOT BOAT OPERATIONAL PROCEDURE FOR AGENTS

Pilot transfer

1. Agents are to inform PCC by email and phone with their request for pilot transfer, giving a minimum of 2 hours' notice.
2. Agents are to include in their request, the following:
 - a. Required pilot boarding time (Incoming/departure)
 - b. Name of vessel (Incoming/departure)
 - c. Destination (berth, terminal, anchorage and incoming)

Crew Change

1. Agents are to inform PCC by email and phone with request for crew change, giving a minimum of 2 hours' notice.
2. Agents are to include in their request the following:
 - a. Required crew change time
 - b. Number of people to be transferred on board/off board.
 - c. Name of vessel
 - d. Expected waiting time
 - e. All relevant approvals such as immigration, etc.
3. Pilot transfer is executed by the pilot boat; therefore priority will be given for pilot transfer if needed.