



COASTAL PILOTS Advisory Notice

Advisory Notice 2/2015
Supersedes 4/2012

Pilot Reporting Procedures

Clause 6 to Schedule 3 of *Marine Order 54 (Coastal pilotage) 2014* (MO54) specifies requirements for reporting to REEFVTS. The purpose of this Advisory Note is to describe the procedures for coastal pilots to follow to comply with those requirements.

Accurate reporting to REEFVTS is important at all times. The information reported to REEFVTS is entered into the AMSA Certification and Pilotage System (CPS). This information is used to verify voyages for the purposes of monitoring Fatigue Risk Management Plan (FRMP) compliance and recording bona fides for the issuance or revalidation of pilot licences.

When to report

Pilots **must** report to REEFVTS when commencing and ceasing pilotage duties in the REEFREP area¹. These reports must be made:

- (a) if it is safe to make the report:
 - (i) no later than 30 minutes after the pilot commences pilotage duties; and
 - (ii) no later than 15 minutes after the pilot ceases pilotage duties; or
- (b) if it is unsafe to make the report - as soon as it is safe to make the report.

MO54 defines that a pilot:

- commences pilotage duties when the vessel on which the pilot is on board (as pilot) enters the compulsory pilotage area in which the pilotage is to be conducted.
- ceases pilotage duties when the vessel on which the pilot is onboard (as pilot) leaves the compulsory pilotage area in which the pilotage was conducted.

What to report

Each report must contain:

- the vessel name, call sign, GBRMPA permit number (if any) and IMO number;
- the name of the mandatory reporting point, pilot boarding ground, or position (latitude and longitude);
- the name and Pilot/Seafarer ID of the pilot;
- the name and Pilot/Seafarer ID of any check pilot or trainee pilot accompanying the pilot; and
- the time the compulsory pilotage area was entered or left, whichever is applicable.

Reports covering breaks for rest periods or meals whilst on duty during the pilotage transit are not required.

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¹ The REEFREP area is defined in *Marine Order 56 (REEFREP) 2004*.