

## VERIFICATION OF PILOT TRANSFER ARRANGEMENTS

Name of ship: .....	I. R. No.: .....
IMO Number: .....	Report No.: .....
Place: .....	Date: .....

No.	QUESTION	Yes	No	N/A
Q.1	Is the pilot ladder certified by the manufacturer as complying with the requirements of SOLAS Chapter V, Regulation 23 and IMO Resolution A.1045 (27)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.2A	Is there a record kept on board with the date the pilot ladder is placed into service and any repairs carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.3	Is there a regular inspection carried out and recorded to ensure that the pilot ladder is safe to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.4	Is there a permanent marking provided at regular intervals throughout the length of the ladder in order to facilitate the rigging of the ladder to the required height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.5	Are there means provided to Access to the ship's deck to ensure safe, convenient and unobstructed passage for any person embarking on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.6	Is there a mechanical pilot hoists used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.7	Are the shipside doors used for pilot transfer opening inwards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.8	Is there a lifebuoy equipped with a self-igniting light and a heaving line in pilot landing platform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.9	Are there suitable bulwark ladders and stanchions provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.10	Are the side ropes of the pilot ladder made of manila or other material of equivalent strength, durability, elongation characteristics and grip and consists of two uncovered ropes not less than 18 mm in diameter on each side and continuous, with no joints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Comments:</b>				
Q.11	Are the steps of the ladders made of hardwood, in one piece and non-slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.12	Are the steps equally spaced not less than 310 mm or more than 350 mm apart and are secured in such a manner that each will remain horizontal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.13	Are pilot ladder steps parallel and the last four steps made of rubber of sufficient strength?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.14	Is the retrieval line fastened at or above the last spreader step and is leading forward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.15	Are the securing strong points, shackles and securing ropes in good shape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				
Q.16	Are the Embarkation/disembarkation area illuminated for transfer arrangement over side and on the deck?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				

**Note:**

- For a pilot ladder placed on a vessel with keel laid after 1 July 2012 or equipment in its entirety or for individual components of the system delivered after 1 July 2012, a certificate by the manufacturer stating compliance with the requirements of SOLAS Chapter V, Regulation 23 and IMO Resolution A.1045 (27) as amended is required.
- Shipside doors used for pilot transfer must open inwards in accordance with SOLAS Regulation V/23, paragraph 5.
- The use of mechanical pilot hoists is prohibited on all ships in accordance with the requirements of SOLAS Regulation V/23, paragraph 6.
- The steps of the ladders should be made of hardwood, in one piece and non-slippery.
- The steps should not be less than 115 mm wide, 25 mm in depth and should be not less than 400 mm between the side ropes.
- The steps should be equally spaced not less than 310 mm or more than 350 mm apart and they should be secured in such a manner that each will remain horizontal.

- No pilot ladder should have more than two replacement steps which are secured in position by a method different from that used in the original construction of the ladder.
- The side ropes of the pilot ladder should be made of manila or other material of equivalent strength, durability, elongation characteristics and grip and should consist of two uncovered ropes not less than 18 mm in diameter on each side and should be continuous, with no joints and have a breaking strength of at least 24 KN per side rope.
- The retrieval line should be fastened at or above the last spreader step and should lead forward.