

Civil Aviation and Maritime Department
Infrastructure Unit
Sektionen för sjötrafik

Information for those applying for a pilot exemption certificate



Content

1	APPLYING FOR A PILOT EXEMPTION CERTIFICATE.....	3
1.1	Informational passages.....	3
1.2	The application.....	3
2	SIMPLIFIED PROCEDURE	5
2.1	Online test.....	5
3	COMPLETE PROCEDURE	5
3.1	Theoretical examination.....	5
3.2	Practical examination.....	7
4	BRIDGE BOOK	11
5	ISSUING OF THE PILOT EXEMPTION CERTIFICATE	12
5.1	Simplified procedure	12
5.2	Complete procedure	12

1 Applying for a pilot exemption certificate

Applying for a pilot exemption certificate (PEC) is a process in several stages. This folder contains an overview of the stages. The complete process is described in the Swedish Transport Agency's regulation (TSFS 2022:94) on pilotage.

1.1 Informational passages

When starting your application process you are required to conduct informational passages in the fairway on the vessel or tug and tow for which you are applying. The minimum requirement is one informational passage in each direction in the fairway. In some areas where there are more than one fairway you might be required to conduct informational passages in each direction in all fairways.

An informational passage is a pilotage where a pilot provides specific information, based on experience, about the fairway and the local traffic. During the informational passage you will also have the opportunity to ask questions about the application procedure and the fairway.

1.2 The application

Please attach the following documents to your application for a pilot exemption certificate:

- *Application for pilot exemption certificate*
Fill in your personal information, the ships and the fairway for which the exemption certificate is intended, as well as an invoice address. Also, fill in your contact information, preferably an e-mail address and a mobile phone number. The contact information is needed in order for us to send requests of any supplement and decisions in the case.
- *Vessel information*
Fill in the ship data: manoeuvring equipment, bridge design, cargo, amount of fuel oil and its placement onboard, and manning. The information about manning must cover the total number of persons on board in different positions as well as the manning required when the pilot exemption certificate is used. If it is possible, and not in defiance with other rules for watchkeeping and safe look-out, the look-out is allowed to leave the bridge to participate in mooring operations when the vessel is inbound. There must be conditions such as no obstacles, navigation marks or other ships of significance for the safe manoeuvring in order to allow the look-out to leave the

bridge to participate in mooring operations. The same conditions applies for mooring operations when the vessel is outbound, where the look-out must man the bridge as soon as possible when the unmooring is safely finished.

- *Verifications of conducted informational passages in both directions of the fairway*
After conducting the informational passages the pilot will fill out and sign a form. You as applicant is then responsible for sending this filled out form with your application to the Swedish Transport Agency.
- *Copy of nautical Certificate of Competence*
The copy must be clear and include expiration dates and any limitations. If your Certificate of Competence is issued by the Swedish Transport Agency you will not need to send copy to the Swedish Transport Agency.
- *Copy of passport/ID*
If you are not a Swedish citizen or have a Swedish co-ordination number you are required to send a verified copy of passport or ID valid in the Schengen area. You only need to send this copy the first time you have an application processed by the Swedish Transport Agency.
- *Copies of certificates and job descriptions*
The ship's Safety Management Certificate or similar documentation, up-to-date descriptions for passages in fairways, including manning of the bridge and optional co-pilot system. Such descriptions could for instance be included in the ship's SMS, Safety Management System.

You can apply at the Swedish Transport Agency's website, or, if you have Swedish BankID through "Mina sidor / Sjömanswebben". You can also reach us at:

E-mail: pec@transportstyrelsen.se

or

Transportstyrelsen

SE-601 73 Norrköping

Telephone: +46 771 503 503

When the Swedish Transport Agency has received and approved all the documents, we will make the decisions whether you are subject to the simplified or complete procedure.

2 Simplified procedure

As part of the simplified procedure you will be required to send a bridge book to the Swedish Transport Agency. The conditions that have to be met in order to be subject to the simplified procedure can be found at the Swedish Transport Agency's website. More information on the requirements for the bridge book can be found further down in this document.

2.1 Online test

The Swedish Transport Agency will send you a link that gives you access to your test. The link is normally valid for 6 months and once you have started the test you will have 2 hours to complete and send the test. At the Swedish Transport Agency's website you will find training material to study before starting the test.

3 Complete procedure

If you are subject to the complete procedure the Swedish Transport Agency will issue an examination permit. An examination permit means that the documentation you sent is approved and that you may proceed with the theoretical and practical examinations. You schedule the examinations at the Swedish Maritime Administrations pilot order centers.

3.1 Theoretical examination

At the theoretical examination, you are required to answer questions about the fairway, the port, reporting procedures, influence of the weather and general conditions for the use of a pilot exemption certificate (T1-T4). If your application concerns supplement with tug assistance the test also include T5. This is usually a written exam, and it includes the filling in of a blank chart (an empty nautical chart). The following information is to be filled in on the blank chart:

- buoys and spar buoys, which type they are and any characters
- depth behind buoys and spar buoys
- light houses with characters and sectors
- connecting fairways
- existing leading lines and lights (names, characters and colours)
- connecting fairways

- the names of essential ports and their quay numbers
- reporting points
- main courses
- names of islands of significance in the area
- pilot boarding areas
- isolated shoals in the vicinity of the fairway
- areas where anchorage is prohibited
- cables and pipelines
- suitable anchorages

You sign up for the exam, which will then be arranged by an appointed pilot. For the entire examination to be approved, each part of it must be approved by the Swedish Transport Agency. If any one part of the theoretical examination is not approved, you will have to take that part of the exam again. If you fail at the first opportunity to take the exam, you have the right to one re-examination. At the theoretical examination, you are also required to present your bridge book.

The theoretical examination consists of the following parts:

T1 The fairway and the port

In this part of the exam, you must demonstrate knowledge of:

- maximum allowed length, breadth and draught for the fairway with regards to drift and squat and bank effect,
- courses, passage distances, lines of limitation and relevant clearing lines that can be used,
- leading lines, lights, buoys and spar buoys including names, characters and colors,
- shallow areas and isolated shoals,
- relevant depths contours and soundings,
- suitable anchorage areas and areas where anchorage is prohibited,
- existing ship traffic,
- suitable, unsuitable and prohibited meeting points, and
- traffic regulations, speed limits and restrictions.

T2 Traffic reporting etc.

In this part of the exam, you must demonstrate knowledge of:

- reporting procedures in VTS areas, ports etc.,
- reporting points and reporting lines in the area,
- VHF channels used in the area,

- reporting procedures in case of accidents and near-misses,
- how to contact linesmen, tugs, bridges and locks, and
- port regulations and other relevant provisions.

T3 Weather impact

In this part of the exam, you must demonstrate knowledge of:

- how to obtain local information about wind force, direction of currents, water levels and weather information,
- the possible impact of different winds and currents in the fairway, and
- restrictions related to weather, visibility and daylight in the area.

T4 General conditions

You must demonstrate knowledge of the general conditions for the use of the pilot exemption certificate are, and their implications.

T5 Assistance of tug (if applicable)

In this part of the exam, you must demonstrate knowledge of:

- types of tugs available and their possibilities and limitations,
- how to calculate the impact of wind on your vessel or tug and tow, and the required capacity of the assisting tug,
- suitable methods of assistance at various wind- and currents,
- the result of different manoeuvres,
- different connections of tug,
- cooperation and communication, including language used with the tug, and
- risks connected to assistance of tug.

3.2 Practical examination

The appointed pilot can request that the information used in the bridge book, such as parallel indexes, wheel over marks and turn controls etc. is applied in the radar during the exam. When another nautical officer (co-pilot) have full access to all available navigational aids, the appointed pilot can request that you only use radar equipment, visual references and the bridge book information in order to navigate the ship during the whole of or parts of the examination in one direction. The appointed pilot can also request that other functions, such as track mode and functions alike, where wheel over points are set by GPS reference and variations in course only are initiated by the

push of one button, cannot be used during the exam. You are then supposed to be able to use radar and/or visual observations together with the bridge book information to decide to alter the course in a controlled manner and in compliance with good seamanship.

On top of the above, the appointed pilot can request that parts of or the whole of the examination in one direction is conducted without using the bridge book information, given that another nautical officer (co-pilot) has access to the course book. You are then supposed to verify courses and distances in collaboration with the other nautical officer (co-pilot) and can, to some extent, request information from the bridge book. If there is not another nautical officer available on the bridge, the appointed pilot can assist with information from the bridge book, as long as the appointed pilot's other duties are not interfered.

If some navigational aids are excluded during parts of or the whole of the examination in one direction, the other direction shall be conducted with all navigational aids and bridge book available.

The appointed pilot can also request that parts of the examination is conducted using hand-steering.

The practical examination consists of the following parts:

P1 The fairway and the port

When relevant, you must demonstrate knowledge of:

- courses, passage distances, lines of limitation and relevant clearing lines in the area and how to use them,
- leading lines, lights, buoys and spar buoys (including names, characters and colors) in the area and how to use them,
- land shoals, shallow areas and isolated shoals,
- suitable anchorages and areas where anchorage is prohibited,
- suitable, unsuitable and prohibited meeting points, and
- applicable traffic regulations, speed limits and restrictions.

P2 Navigation and manoeuvring

When relevant, you must demonstrate knowledge of:

- operate the vessel or tug and tow with regards to wind, currents and visibility,
- stay updated on the traffic situation and plan meetings in the fairway and port,
- position in the fairway with regards to the traffic situation,
- planning and positioning for major turns,
- turn in a secure and safe manner, including turn control,
- adapt speed with regards to squat and bank effects,
- plan and operate the vessel or tug and tow in a safe and secure manner when passing bridges and locks,
- demonstrate knowledge on how to obtain information about the port, such as length of quays and berth numbers,
- apply your bridge book with voyage plans for inbound and outbound, and
- apply other relevant knowledge.

P3 Visual navigation

When relevant, you must demonstrate knowledge of:

- leading lines, lines of limitation, lights and their sectors, buoys and spar buoys in the fairway and how to use them, and
- wheel over marks and turn control and how to use them.

P4 Radar navigation

When relevant, you must demonstrate knowledge of:

- interpret the radar picture,
- use turn control,
- use safety distance, passage distance, lines of limitation and clearing lines,
- demonstrate sound knowledge of BEACON characters, and
- demonstrate sound knowledge of limitations in the radar echoes of the fairway and port.

P5 Handling the equipment

When relevant, you must demonstrate knowledge of:

- how to connect and disconnect the autopilot,
- how to shift control from one conning station to another,
- how to set and use the radar,
- how to set the information on the AIS,
- how to set and use the radio and communication equipment,
- how to set and use the electronic chart system, if such a system is used,
- demonstrate sound knowledge of the possibilities and limitations using radar, AIS and electronic chart system, and
- how to set and use other relevant equipment.

P6 Communication

When relevant, you must demonstrate knowledge of:

- communicate in English, or in Swedish and English,
- report in accordance with applicable regulations on reporting, including reporting point and cooperation with VTS and port,
- use established vocabulary and terminology,
- demonstrate good radio discipline, including usage of correct VHF-channel,
- communicate and cooperate with other vessels and tug and tows,
- make contact in appropriate way before passing bridges and locks, and
- how to make contact with linesmen and tug assistance.

P7 Co-operation

When relevant, you must demonstrate knowledge of:

- use applicable parts of the Safety Management System (SMS) onboard,
- hold a briefing with the crew before the passage in the fairway or approach the port,
- organize and use the bridge manning and equipment in order to secure the safe passage in the fairway, with regards to both safety, security and environment,
- if applicable, use a co-pilot system, and
- coordinate crew and linesmen for maneuvering at arrival/departure, including mooring.

P8 Assistance of tug (if applicable)

When relevant, you must demonstrate knowledge of:

- calculate the impact of wind on the vessel or tug and tow,
- take in account the impact of wind and current on the vessel or tug and tow,
- make sure that the tug has the capacity required for the planned maneuver during prevailing winds and currents,
- chose the method of assist with regards to prevailing winds and currents and the planned maneuver,
- hold a briefing with the crew before the assistance of tug,
- cooperate and communicate with the crew of the tug with correct orders for a secure and safe maneuver, and
- take actions to minimize risks connected to assistance of tug.

4 Bridge book

When applying for a pilot exemption certificate, you are to present a bridge book (voyage plan). It should be in the form of a new Swedish nautical chart of the most recent edition, easily accessible in a folder on the bridge. Other relevant information may be enclosed as an attachment. A bridge book can be done digitally, but should in this case too be made in a new Swedish nautical chart. We recommend that you print the bridge book and keep it close by in case of malfunction on any bridge equipment. Regardless of bridge configuration, the course book is supposed to be composed in a way that it becomes an easy to use resource of information on the bridge.

Among other things, the bridge book is to contain pre-planned inbound and outbound routes, including

- complete information about main courses in both directions,
- points of turn and lines of turn (including position in the fairway and speed),
- no go areas,
- radar distances (parallel index, safety distances, ideal distances),
- maximum and minimum permitted distances to floating beacons and shoals,
- suitable and unsuitable anchorage,
- intersecting fairways, if any,
- reporting points,
- unsuitable places for meeting,

- estimated speeds,
- contingency plan in the event of emergency, and
- points of no return.

In addition to above there may be local information which also must be included in the bridge book. Such information will, for example, be given during the informational passage.

Shoals should be marked with a highlighter in the bridge book. Daylight clearing lines to be used are to be clearly marked. In addition, the bridge book is to contain necessary information about the port, e.g. quay lengths, quay numbers, maximum depth by the quay, distances between the edge of the quay and the cranes as well as any other relevant information. This information should preferably be in the form of a sketch of the port.

The bridge book should also contain other relevant information such as important contact details, to be used e.g. in an emergency or in case of an accident, as well as information on how to contact tug boats, ice breakers, the coast guard, rescue boats, ports, pilots and information on how to obtain weather information, current water level etc. The general conditions for the use of PEC should also be included in the bridge book. The additional information is to be enclosed as an attachment to the bridge book.

On ships where there are multiple holders of pilot exemption certificates, The Swedish Transport Agency recommends that there is a ship-specific course book that each holder of PEC uses. This is specifically important when a pilot/co-pilot system is used on-board in order to maintain an efficient BRM.

At the end of this document there are examples of how pages in a course book looks like.

5 Issuing of the pilot exemption certificate

5.1 Simplified procedure

If the online test and your bridge book is approved the Swedish Transport Agency will issue a pilot exemption certificate.

5.2 Complete procedure

When the theoretical and the practical examinations have been taken, the appointed pilot will send examination logs to the Swedish Transport Agency. We will examine them and then notify you of our decision. If you

have passed the examinations, the Swedish Transport Agency will issue a pilot exemption certificate.

Attachments

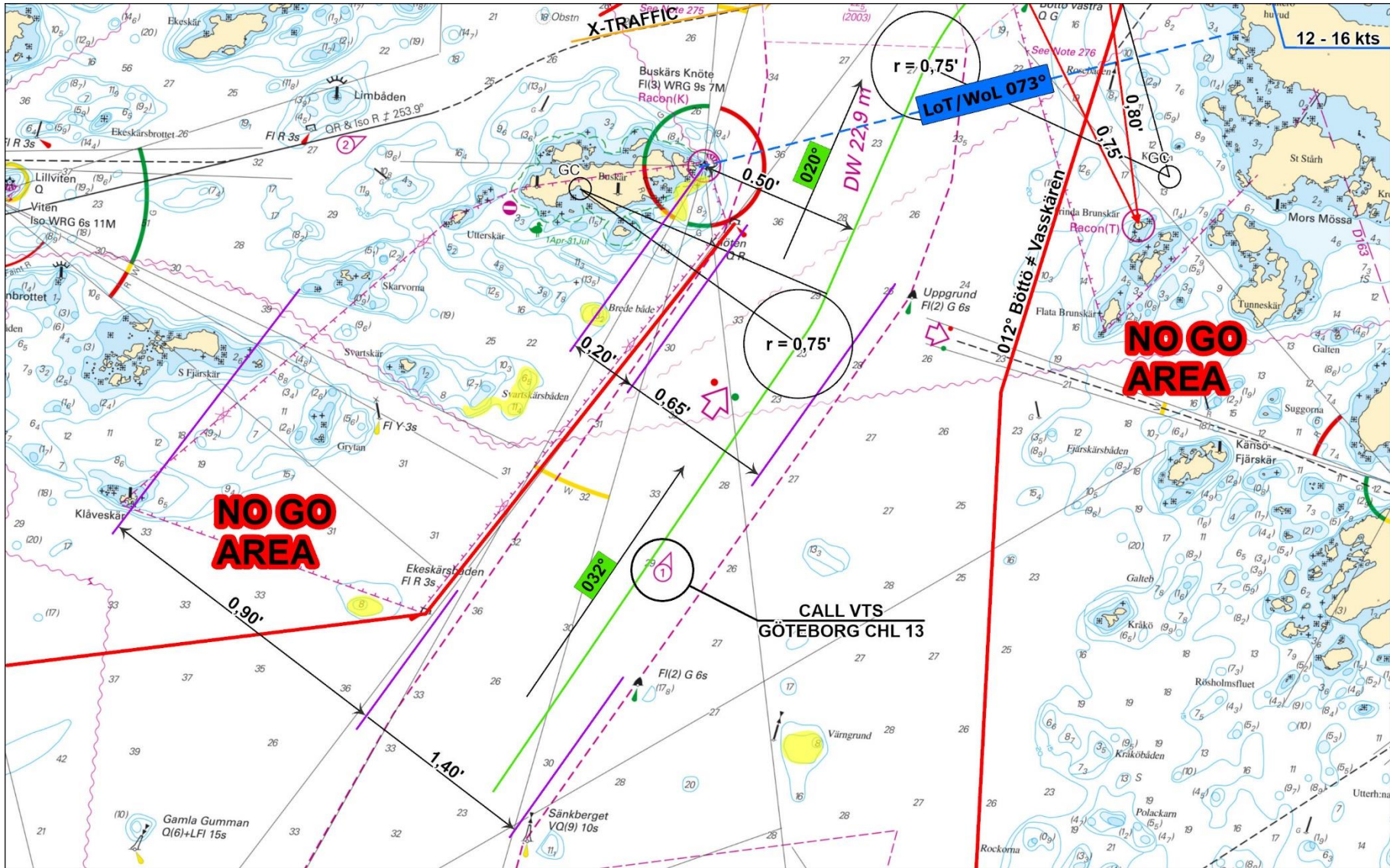
Annex 1. Example of bridge book

Annex 2. Example of planning for passage of floating objects

Annex 3. Example of planning for large turns

Annex 4. Contact details for PEC-holder

Example of bridge book

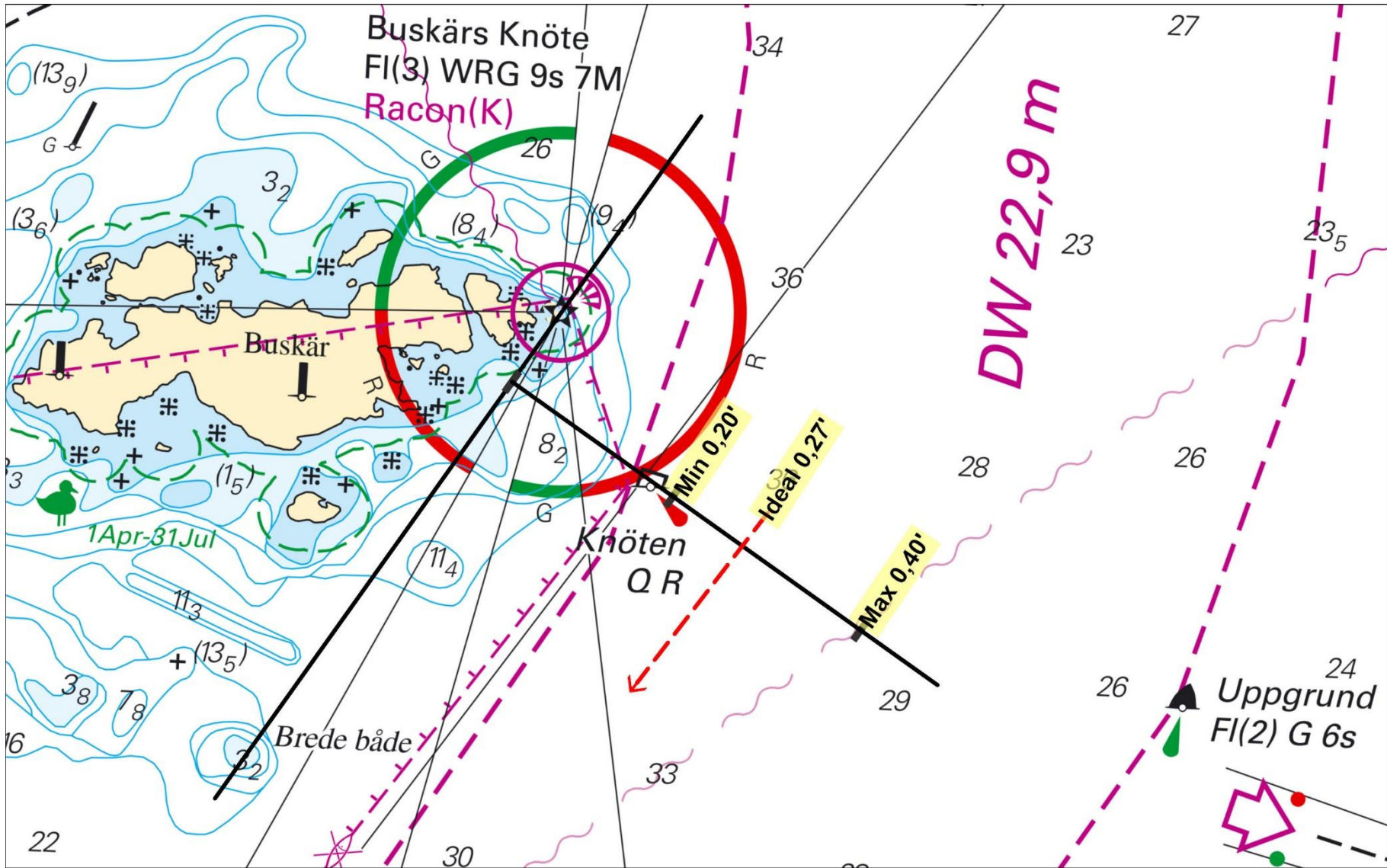


© Swedish Maritime Administration 23-00511

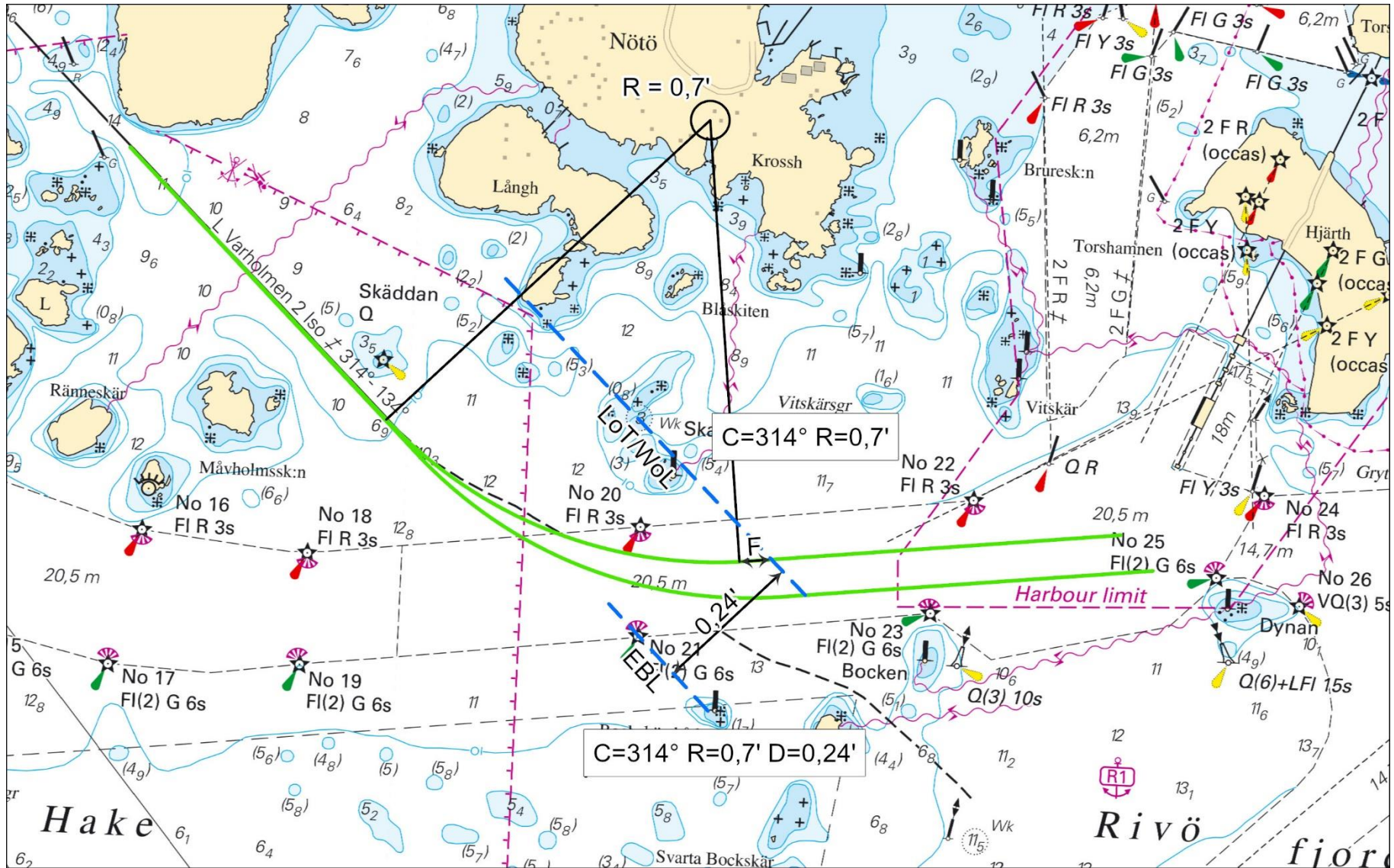
Not to be used for navigation.

Note: This is an example only. Each turn is to be planned according to the turn characteristics of the ship and the navigator's designated marks.

Example of planning for passage of floating objects



Example of planning for large turns



© Swedish Maritime Administration 23-00511

Not to be used for navigation.

Even if the ship is slightly off the planned course line before the turn (see the lower short line), the ship will correctly enter the next course line with this measurement method. F is the distance the ship travels straight ahead from LoT/WoL until the ship enters the turning circle. The distance F can vary significantly for different ships.



SJÖFARTSVERKET

Contact details for PEC-holder*

Authorities

Name	Phone number	E-mail	URL/Web adress	Other information
Swedish Maritime Administration - Switchboard				
Swedish Maritime Administration – Pilot area				Matters concerning fairway/route information, Restrictions and Recommendations.
Swedish Transport Agency - Switchboard				
Swedish Transport Agency – PEC				Matters concerning Pilot Exemption Certificate etc.
Swedish Transport Agency - Swedish Maritime Inspectorate				Matters concerning surveys and inspections.
Swedish Coast Guard – Command Center				Matters concerning the release of oil and other emissions.

Feature/function (Organisation/Company)

Name	Phone number	E-mail	URL/Web adress	Other information
Vessel Traffic Services (VTS)				Traffic information.
Pilot Dispatch Center (Swedish Maritime Administration)				Pilots and pilot ordering.
Rescue service (JRCC/Sweden Rescue – Swedish Maritime Administration)				Emergencies at sea.
Rescue Service within harbour limit (Emergency Service/SOS Alarm)				Emergencies within harbour limit.
Icebreaker and Winter navigation (Swedish Maritime Administration – Swedish Icebreaking Management OPC)				Ice situation, icebreaker service and ice restrictions.
SMHI Ice service				Ice charts and Ice reports
Weather (SMHI)				Weather forecasts and other related matters.
Wind- and water information (VIVA –				Wind, water and current information.

*The template contains contact details about authorities, organisations, ports and companies for which a PEC holder must have readily available, but should not be considered complete. It is the duty of each PEC holder to add other relevant contact information deemed necessary. The template must be kept easily accessible in the PEC holders Bridge book.



SJÖFARTSVERKET

Swedish Maritime Administration)				
Weather (locally not covered by VIVA)				
Tugboat service				
Deficiency reporting of marine safety devices (Sweden Traffic – Sjöfartsverket)				Reporting deficiencies concerning marine safety devices such as navigation marks, lights and beacons etc.

Port

Name	Phone number	E-mail	URL/Web adress	Other information
Administration/ Switchboard				
Harbour Master/Coordination officer				
Linesmen				

Other relevant stakeholders

Name	Phone number	E-mail	URL/Web adress	Other information