

## GUIDELINES



### SHORT-TERM VESSEL WAIVERS

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**Note: short-term vessel waivers require pre-approval by the PPA Board of Directors. Please ensure that your application is submitted at least two weeks prior to a Board meeting. Please contact the Pacific Pilotage Authority at (604) 666-6771 to confirm Board meeting dates.**

The *Pacific Pilotage Regulations* state that **every vessel (or combination of vessels) over 350 gross tons (ITC)** is subject to compulsory pilotage.

Section 10(3) of the Regulations allows the Pacific Pilotage Authority to waive compulsory pilotage provided that the following conditions are met:

1. The vessel is under 10,000 gross tons (ITC).
2. All persons in charge of the deck watch meet the following certification and sea time requirements:
  - (a) hold certificates of competency of the proper class and category of voyage for the ship that are required by Part 2 of the [Marine Personnel Regulations](#);
  - (b) have served either 150 days of service in the preceding 18 months or 365 days of service in the preceding 60 months, of which 60 days must have been served in the preceding 24 months, at sea as a person in charge of the deck watch on one or more ships on voyages in the region or engaged in the coastal trade; and
  - (c) have served as persons in charge of the deck watch in the compulsory pilotage area for which the waiver is sought on one or more occasions during the preceding 24 months.
3. A formal waiver application is made with the required documentation at least two weeks prior to a PPA Board of Directors meeting.

The following describes the necessary documentation and process in order for the Pacific Pilotage Authority to assess an application.

1. **Cover letter:** a cover letter on company letterhead stating that your company wishes to operate a vessel over 350 gross tons and that you are requesting a pilotage waiver for the purpose of transiting through compulsory pilotage waters. The letter should also include details on the vessel for which the waiver is sought (dimensions, gross tonnage ITC, etc.)
2. **Deck officer credentials:** for each deck watch officer who will navigate the vessel in compulsory pilotage waters you must provide,
  - a copy of a Canadian or U.S. issued certificate of competency appropriate to the vessel size
  - sea time submission (using the sea time form found on the PPA website)
  - testimonials to validate the sea time submission

*Applications can be submitted via e-mail to [forgeti@ppa.gc.ca](mailto:forgeti@ppa.gc.ca).*

*Please note:*

- “Deck watch officer” means a person who has the immediate charge of navigation, maneuvering, operation or safety of a ship, but does not include a pilot. The definition thus refers to the master and the officers, as the master will have charge of the navigation and maneuvering during the berthing and unberthing of the vessel.
- **The waiver is not granted until a waiver letter is issued by the Pacific Pilotage Authority.**