

## GUIDELINES

### SHORT-TERM VESSEL WAIVERS

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

Under Section 10(3) of the *Pacific Pilotage Regulations*, the Authority may waive compulsory pilotage provided that the following conditions are met:

1. The vessel is under 10,000 gross tons (ITC).
2. As of the day on which the application is made, every person in charge of the deck watch:
  - (a) holds the certificates that are required by Part 2 of the *Marine Personnel Regulations* or, if the ship is not Canadian, equivalent certificates;
  - (b) has completed, as a person in charge of the deck watch on voyages in the region, at least
    - (i) 150 days of service in the preceding 18 months, or
    - (ii) 365 days of service in the preceding 60 months, including at least 60 days in the preceding 24 months; and
  - (c) has served as a person in charge of the deck watch in the compulsory pilotage area for which the waiver is sought on at least one occasion within the preceding 24 months.

In addition, under PPA's Standard of Care, an officer of the watch who navigates your vessels in BC pilotage waters must have documented trips associated with the zones for which the waiver is being sought, time which may be accumulated as any member of the deck watch under the supervision of a qualified waiver holder or pilot, as follows by zone:

***Zone 1 Fraser River, below the New Westminster bridge: 5 round trips***

***Zone 2 Fraser River, above the New Westminster bridge: 10 round trips***

***Zone 3 Second Narrows (MRA-2): 6 round trips***

***Zone 4 Salish Sea (Race Rocks to Seymour Narrows): 10 transits (each equivalent to at least 2 x 12-hr days of watchkeeping experience) within the zone***

***Zone 5 Seymour Narrows to Pine Island, and West Coast Vancouver Island west of Race Rocks: 10 transits (each equivalent to at least 2 x 12-hr days of watchkeeping experience) within the zone***

***Zone 6 Central & North Coast (Pine Is to Dixon including Haida Gwaii): 10 transits (each equivalent to at least 2 x 12-hr days of watchkeeping experience) within the zone***

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. **Declaration of compliance – renewals and new applications:** this form (available on the PPA website) must be completed in full and signed to confirm your company's understanding of the PPA's waiver requirements.
3. **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
  - a “Declaration of Compliance – new officers” (available on the PPA website) signed by a company representative must also be included (one per officer).

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

A formal waiver application must be made with all required documentation at least two weeks prior to the planned sailing date through compulsory pilotage waters.

Please note that due to the high volume of waiver applications, PPA will only review applications that contain all the required documentation; incomplete applications will be rejected.

***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.**