**206-448-4455**

**PUGET SOUND PILOTS**

**PILOT ORDER FORM - ORDER OF INFORMATION**

**DATE OF VESSEL MOVEMENT FIRM OR TENTATIVE ORDER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AGENCY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE (again)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME \_\_\_\_\_\_\_\_\_\_\_\_\_**

**VESSEL NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TANKER IN PRODUCT (Y/N)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FROM*(port/dock/berth/side to*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TO (*port/dock/berth/side to*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DRAFT(meters)\_\_\_\_\_\_\_\_\_\_\_\_\_ AIR DRAFT (meters)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CONTACT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TUGS FROM\_\_\_\_\_\_\_\_#\_\_\_\_\_\_ TUGS TO\_\_\_\_\_\_\_\_\_\_\_#\_\_\_\_\_\_**

**LAST PORT OF CALL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PO#/CUSTOMER# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANY FURTHER NOTES, I.E. *BRIDGE/BOW/STERN SPOTS, REASON FOR ANCHORING, NEXT MOVE INFORATION IF NOT ORDERED, ETC….***

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**New required information:**

1. ***At the time of ordering a pilot, the following questions should be answered:***
   1. ***Is the vessel equipped with an engine or shaft power limiter? .***
      1. ***If yes, is the limiter mechanical or electronic? .***
   2. ***If so equipped, will the vessel’s EPL be disabled for the pilotage transit? .***
   3. ***If not disabled, what is the time required to disable the EPL? .***

**SEA TRIALS? (Y/N) \_\_\_\_\_\_\_\_\_\_ EST START/FINISH TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PSP Dispatcher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time ordered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INFORMATION TO HAVE FOR VESSEL CALLING THE FIRST TIME:**

**IMO NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VESSEL NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TYPE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FLAG\_\_\_\_\_\_\_\_\_ LOA\_\_\_\_\_\_\_\_\_\_\_ BEAM\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXTREME DRAFT(summer)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INTL GROSS TONNAGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DEADWEIGHT TONNAGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IF TANKER; SAFE WORKING LOAD OF EMERGENCY ESCORT STERN BIT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHANGES TO INITIAL PILOT ORDER**

**CHANGES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSP DISPATCHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CHANGE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CHANGE TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHANGES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSP DISPATCHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSP DISPATCHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSP DISPATCHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSP DISPATCHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSP DISPATCHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CHANGE TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# *PILOT ORDERING INFORMATION*

## INFORMATION TO HAVE AVAILABLE WHEN ORDERING A PILOT:

At all times when ordering a pilot, the following information shall be provided:

* The name of the individual and the name of the agency requesting a pilot;
* The complete name of the vessel requiring a pilot, as well as the vessel’s Lloyds’/IMO Number, type, flag, international gross tonnage, deadweight tonnage, service speed, length overall (meters), extreme breadth (meters) and maximum draft (meters);
* The former name of the vessel, if applicable;
* The vessel’s ETA or ETD, date and time, and if order is tentative or firm;
* The place, including port, dock, berth and side-to of the vessel, where the pilot is to board;
* The exact place of destination, including port, anchorage area or terminal, berth, and side-to the pier, if appropriate;
* The number of tugs which have been ordered and the name of the tug company;
* If the vessel is a tanker, whether or not petroleum cargo is on board and stern escort bit safe working load.
* If the pilot order is for sea trials, the start and finish time of the trials;
* Purchase Order Number if required by the customer;
* The vessel’s deep draft (meters). If the vessel is down by the head, both forward and aft drafts required;
* The vessel’s air draft (meters), when required to move in a waterway;
* Any special information or instructions concerning the movement of the vessel;
* In the case of a vessel moving to or from an anchorage, the name of the launch service and the point of pick-up or drop-off.

## ORDERING A PILOT

All orders for pilots shall be made directly with dispatchers via telephone, **(206) 448-4455**, in our Seattle office **between the hours of 0800 and 1700** daily, with the hours of lead time for the individual ports, as provided below. If the hours of lead time required for an assignment cannot be properly applied between the hours of 0800 and 1700, then arrangements for that assignment **must be made** **before 1700** on the day prior. Except in the most unusual of circumstances, **orders for pilots will not be accepted after 1700**. Forgetting to order a pilot will not be considered an unusual circumstance.

**Port Angeles:** The original request for a pilot at Port Angeles, for either inbound or outbound vessels, shall be made **not later than 24 hours** prior to the vessel’s arrival/departure at Port Angeles **and** shall be made **between the hours of 0800 and 1700**. For an ETA/ETD delay greater than 2 hours and less than 6 hours, notice is required at least 6 hours in advance to avoid additional charges. For a delay of 6 hours or more or a cancellation, notice is required at least 12 hours in advance to avoid additional charges. Vessels arriving or departing earlier than their scheduled ETA/ETD at Port Angeles must give 24 hour notice to assure that a pilot is available. In addition to charges specified in the applicable tariff, vessels arriving/departing Port Angeles outside the above parameters may expect delays until a pilot becomes available.

**Seattle, Point Wells, Edmonds, or Eagle Harbor:** The request for a pilot at the above ports shall be made **at least 4 hours** prior to the pilot being required aboard.

**Tacoma, Olympia, Everett, Manchester, Bremerton, Bangor, Port Gamble, DuPont, Port Townsend, or Mukilteo:** The request for a pilot at the above ports shall be made **at least 5 hours** prior to the pilot being required aboard.

**Anacortes, March Point, Bellingham, Ferndale, or Cherry Point:** The request for a pilot at the above ports shall be made **at least 6 hours** prior to the pilot being required aboard.

**Canadian Ports of Vancouver, New Westminster, or Ports in the Greater Vancouver Area:** The request for a pilot at the above Canadian ports shall be made **at least 10 hours** prior to the pilot being required aboard.

**All other Canadian Ports:** The request for a pilot at all other Canadian ports shall be made **at least 24 hours** prior to the pilot being required aboard.

## TENTATIVE ASSIGNMENTS

The arranging of a tentative request for a pilot, to be firmed by the requestor at a later time, is encouraged so that overall needs for pilots may be anticipated. However, **tentative requests will not be accepted for either inbound or outbound vessels at Port Angeles. Also, it is the policy of the Puget Sound Pilots to not dispatch a pilot to a tentative assignment.** A tentative request for a pilot must be made firm by the requestor prior to the time of pilot dispatch or the dispatch will not be made. **All assignments held as tentative and not made firm between the hours of 0800 and 1700, and prior to normal dispatch times as indicated above, will not have a pilot dispatched to them.**

## CHANGE OF PILOT ASSIGNMENT TIME

Except for Canadian Ports, when an order for a pilot has been placed **prior to 1700** for an assignment scheduled to commence between the hours of **2200** that evening and **1400** the following day, one (1) change to a later assignment time without penalty will be permitted; provided that the change is made **at least 5 hours** prior to the original time of assignment. An assignment ordered between the hours of **0800** and **1700** and scheduled to commence between the hours of **1300** and **2200** the same day will be permitted one (1) change to a later assignment time without penalty; provided that the change is made **at least 5 hours** prior to the original time of assignment.

## CANCELLATION OF PILOT ASSIGNMENT

For a vessel arriving/departing Port Angeles or arriving inbound to the Port Angeles Pilot Station, cancellation must be made **at least 12 hours** prior to the original time of assignment to avoid cancellation charges.

Except for Port Angeles Pilot Station inbound assignments and Canadian assignments, cancellation of an assignment must be made **at least 5 hours** prior to the original time of assignment to avoid cancellation charges.

## STANDBY CHARGES

A vessel arriving Port Angeles and requesting a pilot at a time **more than 2 hours** from the scheduled time, or the scheduled time as amended, shall be assessed a standby charge.

In the event the vessel does not sail, from any port, **within 1 hour** of the time the pilot was requested to be aboard the vessel, standby charges will commence from the original time the pilot was to be aboard.

When a pilot is required to stay aboard a vessel and is not actually engaged in the duties of piloting, he shall be provided a clean, habitable room and clean sanitary facilities, at least comparable to the accommodations of the vessel’s officer personnel. If such facilities cannot be provided, the pilot will not be kept aboard the vessel. If a pilot is kept aboard under any circumstances against his will, appropriate standby charges will be assessed.

## SLOWDOWN CHARGES

When a vessel chooses not to maintain its normal speed capabilities for reasons determined by the vessel and not the pilot, and when the difference in arrival time is **1 hour** or greater from the predicted arrival time had the vessel maintained its normal speed, an hourly slowdown charge for the difference in arrival time will be assessed.