**Geraldton Port - Pilot Ladder Checklist for Ship Master’s and Crew**

Please complete page 1 and email to [shipping@midwestports.com.au](mailto:shipping@midwestports.com.au) and your agent PRIOR to your arrival.

* Have all requirements of the IMO Circular (MSC.1/Circ.1428) been met?

[MSC.1/Circular.1428 – Pilot Transfer Arrangements – Required Boarding Arrangements for Pilots – (28 May 2012) (imorules.com)](https://www.imorules.com/MSCCIRC_1428.html)

**Pilot Ladder and Manropes**

* Pilot Ladder not more than 30 months old (supply certificate)
* Man Ropes not more than 12 months old (supply certificate)
* In good condition, Clean and free of grease, has been stored correctly and not damaged from sun, chemicals, or other matter.
* Steps or spreaders all spaced within requirements and not on an angle
* Handheld stanchions in good condition and rigged in accordance with MSC.1/Circular.1428
* The retrieval line for the ladder to have enough slack as not to affect the ladder
* Free of wear and tear
* Secured to the vessel correctly
* No broken, loose or missing steps or spreaders

**Combination Ladder**

* Combination Ladder will be rigged in accordance with MSC.1/Circular.1428 if freeboard greater than 9m
* Pilot ladder firmly attached to ships side 1.5m above the accommodation platform
* Accommodation ladder platform horizontal and rigged a **minimum of 5m above the sea level**.
* Accommodation ladder secured to ships side independent of the Pilot ladder
* Pilot ladder extends 2 meters above the platform
* Handrails and lower platform secure

**Pilot Ladder Winch Wheel** (if applicable)

* Winch wheel locked when Pilot Ladder deployed
* Pilot Ladder secured to the deck

**Additional**

* Lifebouy and Light with line ready for deployment
* Heaving Line with SOFT weight or NO weight
* Responsible Officer with communication to the bridge
* Adequate lighting

Please have all crew familiarise themselves with AMSA Marine Notice 3/2019

[https://www.amsa.gov.au/about/regulations-and-standards/042023-pilot-transfer-arrangements](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.amsa.gov.au%2Fabout%2Fregulations-and-standards%2F042023-pilot-transfer-arrangements&data=05%7C01%7Cerin.luscombe%40midwestports.com.au%7Ceb5b204226f84c65938608dbd37ac578%7Cbbc23618e5a54b2d889fda31f487a2c3%7C0%7C0%7C638336296491201811%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Qae8lzE7KiDzoMEiTjaEXFgJhlr7SDh%2BPs8mlGGVjLo%3D&reserved=0)

Timeline

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