



SWEDISH MARITIME
ADMINISTRATION

SAFE BOARDING

GUIDANCE ON PILOT TRANSFER ARRANGEMENTS

1st ed. 2022

USE THIS

CHECKLIST

EVERY TIME A PILOT LADDER IS USED!



CHECKLIST

PILOT LADDER

A pilot ladder requiring a climb of no less than 1,5 m and not more than 9 m above the surface of the water.

✓ Is the pilot ladder in good shape?

- Check for wear and tear, missing chocks, loose steps.
- Check for broken steps or spreaders.

✓ Are all steps and ropes clean?

✓ Ladders longer than 5 steps must have a spreader.

✓ Is the boarding station correctly manned with correct equipment?

- Lifebuoy and light
- Manropes if required by pilot
- Heaving line
- Crew with lifejacket
- Responsible officer with communication to bridge

✓ Is the pilot ladder rigged to the correct height?

✓ Has the retrieval line been rigged correctly? (Above the spreader, leading towards bow)

✓ Has the pilot ladder been secured to the deck in a correct way?

- Secure ladder in deck using strong points. **USE ONLY a rolling hitch knot** and make sure that it is not touching the steps! If you want to use shackles make sure they are approved by a classification society and secure them only in the strong points and not the ladder!
- The securing strong points, shackles, and securing ropes should be at least as strong as the side ropes specified.
- The ropes are the strongest part of the pilot ladder.
- Rope's breaking strength is 24 KN, with a diameter of 18 mm.

✓ Have stanchions and/or bulwark ladder been fitted and secured to the deck?

✓ Is there adequate lighting at the pilot access point?

**NON COMPLIANT
PILOT ARRANGEMENTS
ARE REPORTED TO
SWEDISH PORT STATE
CONTROL AUTHORITIES**

CHECKLIST

COMBINATIONS

If distance from the water surface to the deck entry point more than 9 m means use Combination!

- Both ladder and gangway must be secured to the hull independently.
- On both sides of the platform there must be handhold stanchions (and horizontal ropes) so you can safely transfer from the ladder to the platform.
- Angle of the gangway maximum 45 degrees.
- Lower platform horizontal and secured to the ship's side. At least 5 m above the water.
- Stanchions and rigid handrails.
- Ladder adjacent to the platform, maximum distance 0,2 m, secured to the ships side.

✓ Is the accommodation ladder in good shape?

- Check the accommodation ladder for wear and tear.
- Check if steps and siderails are free of grease.

✓ Is the retrieval line of the pilot ladder rigged correctly? (Above the spreader leading forward)

✓ Is the accommodation ladder secured to the ships side, independent of the ladder?

✓ Is there at least 5 meters of space under the platform?

✓ Is the platform rigged horizontally?

✓ Are all hand railings and hand ropes rigged correctly, both inboard and outboard?

✓ Does the pilot ladder extend 2 meters above the platform?

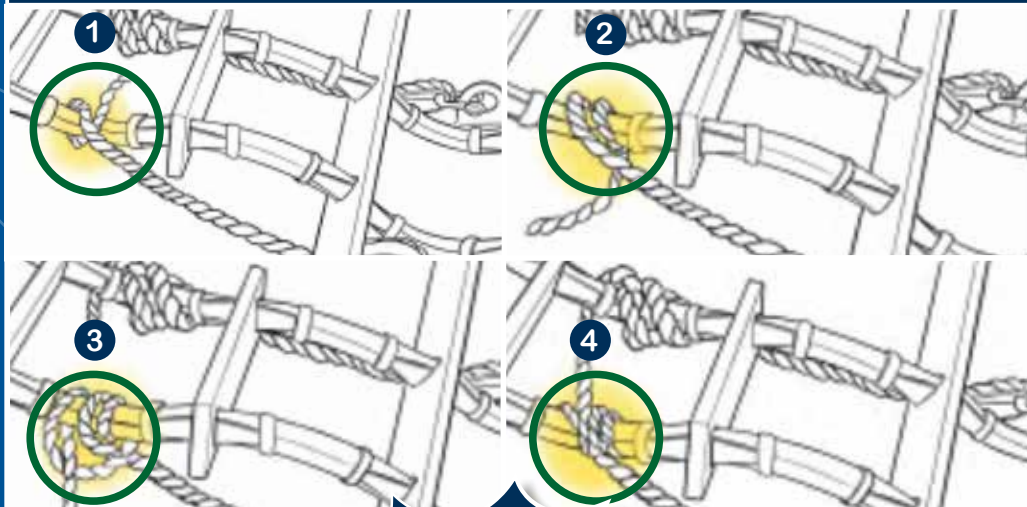
✓ Have both pilot ladder ropes been secured to the ship, at 1.5 meters above the platform?



**PILOTS HAVE
THE RIGHT TO
DECLINE TO
BOARD VESSELS
OFFERING
DEFECTIVE BOARDING
ARRANGEMENTS!**



HOW TO RIG A PILOT LADDER PROPERLY!



**ROLLING
HITCH KNOT**



**NO SHACKLES!
NO KNOTS!
NO SLICES!**

NO!

**STEPS MUST
BE HORIZONTAL!**

**STEPS MUST
BE EQUALLY SPACED!**

**STEPS SHOULD NOT BE
PAINTED, DIRTY, ICY OR
SLIPPERY!**

**SIDE ROPES MUST BE
EQUALLY SPACED!**

**SPREADERS MUST NOT
BE LASHED BETWEEN
STEPS!**

**LOOPS ARE A TRIPPING
HAZARD FOR THE PILOT.**

STERN

BOW

**RETRIEVAL LINE
LEADING FORWARD!**

**5TH STEP
from bottom
must be a spreader**

**6 METRES
unobstructed
ship's side**

**Height
required by Pilot**

RIGGING FOR FREEBOARDS OF 9 METRES OR LESS

HANDHOLD STANCHIONS
Min. Diam. 32 mm
Min. 120 cm
Above Bulwark

Handholds
Min. 70 cm
Max. 80 cm

RESPONSIBLE OFFICER IN CONTACT WITH BRIDGE



MAN-ROPES
(without knots)
Min. Diam. 28 mm
Max. Diam. 32 mm
IF REQUIRED
BY THE PILOT

SIDE ROPES
Min. Diam. 18 mm

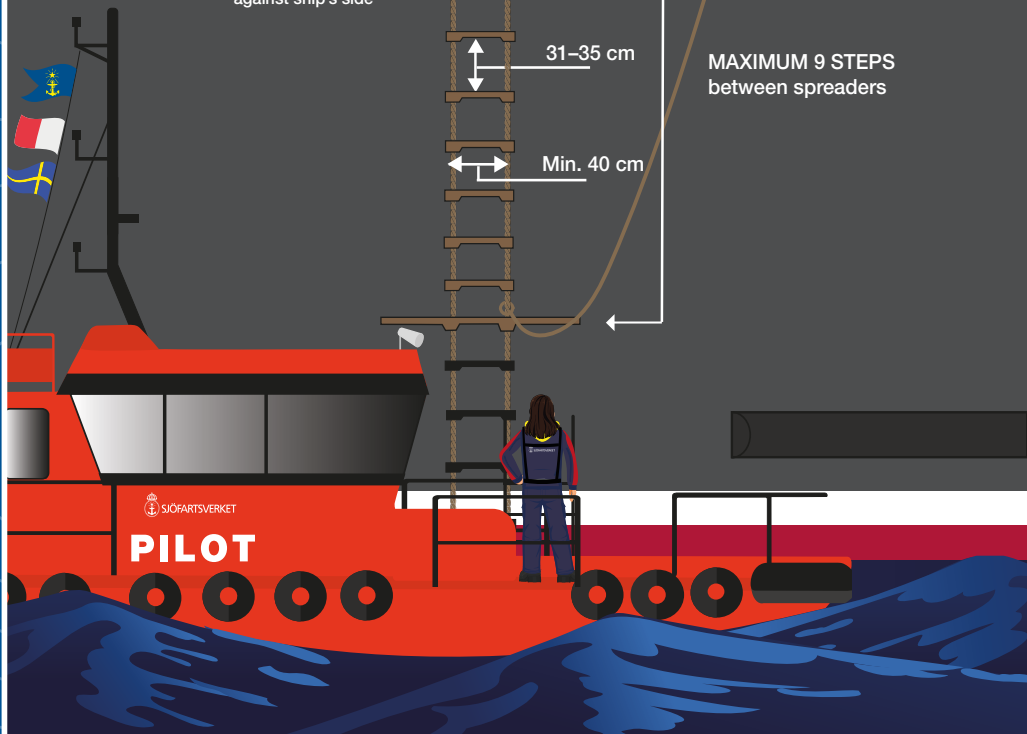
ALL STEPS
must rest firmly
against ship's side

SPREADER
Min. 180 cm long

31–35 cm

Min. 40 cm

MAXIMUM 9 STEPS
between spreaders



COMBINATION ARRANGEMENT FOR SHIPS WITH A FREEBOARD OF MORE THAN 9 METRES

PILOT LADDER
must extend at least
2 metres above lower
platform

Ladder must be firmly
attached to ship's
side 1,5 metres
above accomodation
platform

The lower platform
shall be a minimum
of 5 metres above
the sea.

A pilot ladder requires a
climb of less than 1,5
metres and no more than
9 metres

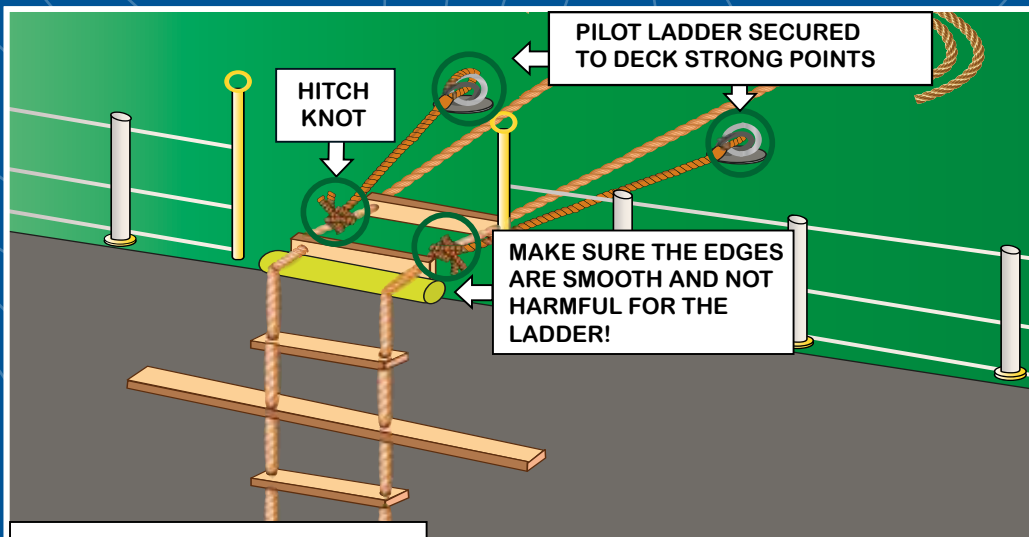
Maximum 45° slops

↑
THE LENGTH OF THE ACCOMMODATION
LADDER SHOULD BE SUFFICIENT TO
ENSURE THAT ITS ANGLE OF SLOPE
DOES NOT EXCEED 45°. THE LADDER
SHOULD BE AT LEAST 600 MM IN
WIDTH.



**ACCOMMODATION
LADDER**
secured to ship's side





THE PILOT EMBARKS THE SHIP.



SOURCES

SOLAS, CH V, REG 23 PILOT TRANSFER
ARRANGEMENTS
IMO Resolution A.1045(27)

IMO resolution A.1045 (27)
Solas Chapter V, regulation 23 (Safety of
navigation)
IMO/IMPA Bridge Poster " Required Boar-
ding Arrangement for Pilot"
ISO Standard 799 – Pilot Ladders

CONTACT

Swedish Maritime Administration
SE-601 78 Norrköping Sweden
Telephone: +46 771 63 00 00
Email: sjofartsverket@sjofartsverket.se
www.sjofartsverket.se

