

OPERATIONAL PROCEDURES

Boarding/Landing of Overcarried Pilots at the Port of Dover

A request for landing or boarding an overcarried pilot must be submitted by using this [form](#).

This document focusses on the procedures to be followed where a request for boarding and/or landing of overcarried pilots at the Port of Dover has been confirmed by Dover Harbour Board.

All landing and/or boarding of pilots is weather dependent and is subject to the Terms and Conditions for Boarding and/or Landing of Overcarried Pilots.

The vessel should at all times adhere to the procedures set out in this document. It is usually for the Pilot to bring the procedures set out below to the attention of the vessel's captain.

Please note that the Port of Dover is a busy ferry port with high traffic density up to 3 miles from the Eastern entrance, and where possible the vessel should avoid stopping or entering the approach area for the ferries. A plan has been provided below showing indicative positions of vessels (large and small) involved in the transfer of overcarried pilots outside of the Dover harbour.

Procedures for vessels involved in a transfer

- Vessel calls Dover VTS with their ETA on VHF channel 74 when 2 hours from the Pilot station to the East of Port of Dover.
- Vessel calls Dover VTS with their ETA on VHF channel 74 when 1 hour from the Pilot station to the East of Port of Dover.
- Dover VTS will give instruction for ladder arrangements side of vessel and distance above the water.
- Dover VTS will also instruct the vessel to proceed to a point 2 miles South of the Western entrance.
- Vessels are to proceed to a point 2 miles South of Dover's Western entrance and take direction from the Harbour Patrol Launch (currently 'Dovorian' and 'Director'). Please refer to plan below.
- With regards to smaller vessels, due to inability to provide a good lee, the Harbour Patrol Launch may direct the vessel to proceed to 1 mile from the Western entrance. Where a good lee cannot be provided in strong North Easterly winds, the vessel may be directed up into the shelter West of the Admiralty Pier. Please refer to the plan below.
- The Coxswain of the Harbour Patrol Launch may cancel the transfer if in his professional opinion conditions are not safe for transfer when the vessel has arrived at the transfer point.

Procedures for pilots to be boarded at Dover

- The Pilot(s) on arrival at Dover must proceed to the Marina Office (located on Esplanade, CT17 9FS) and check in with the Duty Berthing Master. If out of office hours, the intercom at the door will need to be used. The Pilot(s) will then wait in the Marina reception until their pickup. If out of hours and the Berthing Master needs to leave the Marina Office unattended, then the Pilot(s) will be requested to wait outside until the Berthing Master returns to the office.
- The Harbour Patrol Launch will collect the Pilot(s) from either the Crosswall Quay or the Outer Marina service pier.



- A safety briefing will be given by the Harbour Patrol Launch's crew on the vessel.
- The Harbour Patrol Launches are equipped with Hadrians rails. Pilots may request to clip on at their discretion.
- No more than 2 Pilots may be on deck with the crewman during boarding operations. It is however recommended that only 1 pilot be out on the deck at any time.
- The Coxswain of the Harbour Patrol Launch may cancel the transfer if in his professional opinion conditions are not safe for transfer when the vessel has arrived at the transfer point.
- The Pilot may also abort the transfer if they feel boarding conditions are not suitable.

