



## Pilot Training Policy

### 1 TITLE: TRA-1001 Pilot Training Policy

### 2 PURPOSE

- 2.1 To assist members of Puget Sound Pilots with maintaining their State required and Association recommended trainings.

### 3 SCOPE

- 3.1 This Policy applies to the President, Executive Director, Office Staff, and all members of the Puget Sound Pilots.

### 4 POLICY

- 4.1 As independent entities, members of PSP are accountable for their own training. As a benefit and courtesy to the membership the Training Committee and PSP Staff will assist membership in their training needs.
- 4.2 A Training Committee shall be established comprised of licensed pilots with one pilot acting as the chairperson.
  - 4.2.1 The Training Committee works with the PSP President and board of directors and is tasked with evaluating the training needs of the group and providing the appropriate courses.
- 4.3 Training may be conducted and facilitated internally by members of PSP or contracted to outside entities to best meet the needs of the association.
- 4.4 Training is to be conducted in a timely and efficient manner with the goal of splitting training equally or as close as practical between on and off duty time.
  - 4.4.1 Due to the increased workload during the cruise season, scheduling training during the months of May through September should be avoided.
  - 4.4.2 Whenever possible Manned Model training will be scheduled on a change day week for the pilots attending.
- 4.5 A master spreadsheet shall be maintained on the Training Committee Teams Site to track pilot training needs and record completed training.

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### 5 RESPONSIBILITIES

- 5.1 Individual pilots are ultimately responsible for their own training.
- 5.2 The President shall appoint members to the training committee and designate the chairperson.
- 5.3 The Training Committee and PSP Staff take responsibility for coordinating the training required by the state of Washington as well as the supplemental training provided by PSP.
- 5.4 PSP Staff is tasked with recordkeeping, scheduling, and tracking the training of the pilots.

### 6 REFERENCES

#### 6.1 Training Matrix

Course Title	Frequency					
	Less Than 6 Months Licensed RCW requires less than 1 year	Prior to 1st License Anniversary	Prior to 4th License Anniversary	Optional, Offered Annually	Prior to 5th License Anniversary	Scheduled 5 Years from Previous Course
6.2.1 Manned Model Training-Original*						
6.2.1/6.2.2 Manned Model Training-Renewal*						
6.2.3 Tethered Escort Training						
6.2.4 Azipod Training						
6.2.5 Refresher Azipod Training						
6.2.6 ULCV Training						
6.2.7 Electronic Navigation for Pilots**						
6.2.8 Bridge Resource Management for Pilots**						

\*Required by State RCW 88.16.090(9)  
\*\*Under development



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### 6.2 Specific Courses and Procedures

- 6.2.1 **Manned Model Training:** As required by the State Washington, pilots normally attend their first manned model course within six months (state law allows up to one year) of being licensed depending on the season they receive their license. Thereafter, pilots attend manned model training every five years from the date of their last manned model course. Manned Model schools currently supported by PSP include Port Ash – Australia, Port – Ilawa – Poland, Maritime Pilots Institute – Louisiana, Port Revel – France, Solent/Warsash – U.K., and Pacific Maritime Institute (PMI) – Seattle.
- 6.2.1.1 Manned model training is avoided May through Sept due to cruise season, especially for level 5 pilots. New pilots may be sent in May or September if necessary to facilitate/distribute the training if it is a busy season. The optimum months for training in Northern Europe are April through May and Sept through Oct. MPI (Louisiana) and Port Ash (Australia) are available year-round.
- 6.2.1.2 More than 4 pilots at manned model training in each week should be avoided due to dispatch considerations.
- 6.2.1.3 Manned model training is scheduled during a watch-change week. If this is not possible, it may be scheduled on respite or ETO with pilot's consent.
- 6.2.1.3.1 Although not preferable, pilots may elect to attend manned model training on duty but must use comp days equal to half the total assignment time (including training and travel).
- 6.2.1.4 It is optimum to send pilots to a given school and week in even numbered pairs. Pilot pairs should also be matched according to their experience, i.e., first time with first time, second with second, third or greater with third or greater etc. If needed second time pilots may be paired with third or greater. If all else fails pilots may be scheduled in odd numbers if there is no other option.
- 6.2.1.5 First time pilots should attend a "Basic Piloting" course and pilots going for their second or greater time should attend an "Advanced Piloting" course.
- 6.2.1.6 Standard manned model classes are 5 days Monday through Friday.
- 6.2.1.7 If a pilot's first trip to manned model training is delayed more than six months from their license date, their second trip to manned model should be scheduled approximately 5 years from their license date. This will keep the second manned model training session synchronized with the pilot's 5<sup>th</sup> license anniversary when they become an unlimited pilot. Subsequent manned model training should be scheduled 5 years from the date of previous manned model training.



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- 6.2.2 **Manned Model Training- Intensive Ship-handling course at PMI:** Pilots due to attend manned model for their third or greater time may elect to attend a two-day intensive ship-handling course facilitated by PSP at PMI in Seattle in lieu of a manned model course.
- 6.2.2.1 This training is required to be completed 5 years from the completion of the previous Manned Model Training.
  - 6.2.2.2 Scheduling the two-day intensive ship-handling course for senior pilots at PMI is normally done off duty or includes a change day.
  - 6.2.2.3 This course is facilitated by a member of the PSP training committee.
  - 6.2.2.4 This course requires the “OSV” simulator at PMI.
- 6.2.3 **Tethered Escort Training:** Prior to completion of the first license year, pilots attend a simulator course at PMI to learn and practice techniques for the tethered escort of laden tank vessels.
- 6.2.3.1 Tethered Escort Training is scheduled prior to a pilots first license anniversary. Ideally, this training is scheduled shortly after the pilot starts their upgrade trips 6 months prior to their license anniversary.
  - 6.2.3.2 Avoid scheduling this training during cruise season (May – Sept).
  - 6.2.3.3 Optimum class size is 2-4 pilots.
  - 6.2.3.4 This course requires 1 or 2 PSP training committee facilitators.
  - 6.2.3.5 This is a joint class with tug operators from one of the tug companies providing escort services (Foss & Crowley).
  - 6.2.3.6 Invite 3 – 4 tug operators from the tug company and a coach if desirable.
  - 6.2.3.7 This course requires any two simulators at PMI. Normally the full mission bridge and either the tug or OSV simulators.
  - 6.2.3.8 Cost is split evenly between PSP and the tug company. PMI will direct bill PSP and the respective tug company.
  - 6.2.3.9 This is a one-day course at PMI and the course is scheduled when pilots are off duty or on a change day.
- 6.2.4 **Azipod Training:** Prior to their 4<sup>th</sup> license anniversary pilots attend an Azipod ship-handling course at PMI in Seattle. This is a onetime course intended to help prepare pilots for piloting “podded” cruise ships starting in their fourth license year.
- 6.2.4.1 Pilots normally attend this course during the winter/spring (prior to manned model season) before their first cruise season as a level 4 pilot (including if their fourth anniversary is during the cruise season).
  - 6.2.4.2 In so far as the dispatch schedule allows, the course is scheduled on time off or including a change day.

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- 6.2.4.3 The course is normally scheduled for 2 – 2 ½ days. Due to the cost of hiring the facilitators, if multiple sessions are required, they should be run sequentially to limit facilitator travel costs.
- 6.2.4.4 The course is coordinated by PMI but the facilitators are the “Azimen”, a group of SE Alaska Pilots with extensive Azipod operational experience and expertise. Normally, PSP determines the optimum training days for dispatch then coordinates with PMI and the “Azimen” team to schedule the training.
- 6.2.4.5 There are two pilots per simulator. This training requires one or two simulators depending on the number of pilots.
- 6.2.4.6 The OSV simulator and/or tug simulator at PMI have the correct controls for this training.
- 6.2.5 **Refresher Azipod Training:** This is a ½ day course usually offered prior to the start of cruise season for any pilots to come in and practice Azipod maneuvering techniques.
  - 6.2.5.1 This course is usually offered on a voluntary basis for pilots who would like to brush-up on their azipod skills prior to the cruise season. At the BOD’s request, this training can be offered in the spring prior to cruise season.
  - 6.2.5.2 This course is normally attended off duty, or possibly on a change day.
  - 6.2.5.3 This course is run with two pilots for a 4hr session, allowing two sessions per one day of simulator rental.
  - 6.2.5.4 This course is facilitated by members of the PSP training committee.
  - 6.2.5.5 This course should be run in the OSV simulator at PMI.
- 6.2.6 **ULCV Training:** This course is offered prior to pilots reaching their 5<sup>th</sup> license anniversary. This is a one-day course focused on piloting of ultra large container vessels. This is a one-time course though refreshers could be run if desired.
  - 6.2.6.1 If possible, it is preferable for pilots to attend this training approximately 6 months prior to their 5<sup>th</sup> anniversary when they are starting their upgrade trips.
  - 6.2.6.2 This training is done with 1 – 2 pilots and a member of the training committee facilitating.
  - 6.2.6.3 This training requires the OSV simulator at PMI.
- 6.2.7 **Electronic Navigation for Pilots:** Course recommended by the American Pilots Association with 5-year interval. This content is currently covered via PPU training. PSP will continue to evaluate E-NAV training options in the future.
- 6.2.8 **Bridge Resource Management for Pilots:** Course recommended by the American Pilots Association with 5-year interval. Current policy is for all pilots to receive BRMP training at least once. Further PSP course guidelines under Development.