 Great Lakes Pilotage Authority / Administration de pilotage des Grands Lacs	Document number: INS-OP-001E	Number of pages : 4
	21/11/2025	Revision number : 1

INSTRUCTION APPROVAL AND REVISION RECORD


Document Number:	Title:
INS-OP-001E	HOW TO REQUEST A PILOT / CANCEL OR MODIFY PROSPECTS AND ORDERS

APPROVAL

NAME	TITLE	SIGNATURE	DATE OF APPROVAL DD/MM/YYYY
Jean Aubry-Morin	Chief Executive Officer	Approval Stored Electronically	21/11/2025
Christian Ouellet	Chief Operating Officer	Approval Stored Electronically	21/11/2025

REVISION RECORD

REVISION #	SECTION(S)	REVIEW/REVISION HISTORY	DATE DD/MM/YYYY	PREPARED BY :	AUTHORIZED BY :	EFFECTIVE DATE DD/MM/YYYY
1	All	Original	21/11/2025	D. Couture	C. Ouellet	21/11/2025

 Great Lakes Pilotage Authority Administration de pilotage des Grands Lacs	Document number: INS-OP-001E	Number of pages : 4
	21/11/2025	Revision number : 1

1.0 INTRODUCTION

To ensure safe and efficient pilotage services within the Great Lakes region, it is essential that ship owners, agents, or masters follow the following instructions for requesting a pilot that outline the required information, notification timelines, and contact details for arranging pilotage services for arrivals, departures, and transits through key areas such as St-Lambert Lock and other Great Lakes ports. Compliance with these requirements helps the Great Lakes Pilotage Authority (GLPA) coordinate pilot availability and maintain operational safety standards.

2.0 HOW TO REQUEST A PILOT

2.1 Required Information for Arrival/Departure:

- Name of the vessel;
- Call sign;
- Port of registry;
- Lloyd's registry number;
- Length overall;
- Breadth;
- Moulded depth;
- Gross tonnage;
- Net Tonnage;
- Deadweight;
- Deepest draft;
- Speed;
- Last port of call;
- Destination;
- Agent of the ship and/or billing agent;
- Type of cargo carried.


2.2 Ships Upbound Entering the Seaway at St-Lambert Lock:

- Provide 12 hours notice (prospect) before the ship's estimated time of arrival at St-Lambert Lock;
- Confirm the pilot requirement six (6) hours (order) before the ship's estimated time of arrival at St-Lambert Lock.

For additional information or clarification, please contact our Eastern Dispatchers at:

Phone: (613) 933-2991 Ext. 210 or 1-877-879-0607

e-mail: cornwalldispatcheastern@glpa-apgl.com

 Great Lakes Pilotage Authority Administration de pilotage des Grands Lacs	Document number: INS-OP-001E	Number of pages : 4
	21/11/2025	Revision number : 1

2.3 Ships Departing any Port within the Great Lakes Region:

- Provide 12 hours notice (prospect) before the ship's estimated time of departure from a Great Lakes region port;
- Confirm the pilot requirement six (6) hours (order) before the ship's estimated time of departure.

For information regarding the Eastern Region (St-Lambert to Cape Vincent). Please contact our Eastern dispatchers at:

Phone: (613) 933-2991 Ext. 210 or 1-877-879-0607

e-mail: cornwalldispatcheastern@glpa-apgl.com

For additional information regarding the Western Region (Cape Vincent to Port Huron), please contact our Western dispatchers at:

Phone: (613) 933-2991 Ext. 212 or 1-877-879-0607

e-mail: cornwalldispatchwestern@glpa-apgl.com

2.4 International District No. 3

For International District no. 3 (Lake Huron, St. Mary's River and Lake Superior), please contact our Western Region dispatchers at

Phone: (613) 933-2991 Ext. 212 or 1-877-879-0607

2.5 To Contact our U.S. Counterparts:

District no. 1: Seaway Pilots Association: 1-315-705-2153

District no. 2: Lakes Pilots Association: 1-810-982-1762


District no. 3: Western Great Lakes Pilots Association: 1-715-392-5200

3.0 HOW TO CANCEL/MODIFY A PROSPECT OR ORDER

3.1 Agents or masters can place a prospect (12 hours notice) with a possibility to make two (2) changes. After three (3) prospects, the agent or master needs to put in a firm order or cancel and restart the cycle.

3.2 All prospect changes and order confirmation must be communicated to the dispatcher 6 hours prior to the estimated time of departure of a port, anchorage or arrival inbound at St-Lambert Lock.

Example: Prospect for departure is placed for 11:00/15, a prospect change or confirmation of order must be initiated and received by the dispatcher by 05:00/15.

 Great Lakes Pilotage Authority Administration de pilotage des Grands Lacs	Document number: INS-OP-001E	Number of pages : 4
	21/11/2025	Revision number : 1

- 3.3 A prospect change cannot be extended past 12 hours from the intended estimated time of departure from a port, anchorage or arrival inbound at St-Lambert Lock.
- Example: The prospect for departure is for 11:00/15. The agent communicates to the dispatcher his/her intention to change the prospect. The new prospect cannot extend past 23:00/15. There are no charges for prospect cancellation.
- 3.4 If the prospect cycle is cancelled at any time, a new prospect can only be started on or after the intended time of the previous prospect.
- Example: The prospect for departure is for 11:00/15 and the agent cancel at 05:00/15. If a new prospect is immediately initiated the new prospect can only be started at 11:00/15 for a 23:00/15 departure time.
- 3.5 If an order is cancelled, cancellation charges will apply. A new 12-hour prospect will be required before placing a new order. A new 12-hour prospect can be initiated at anytime.
- 3.6 A prospect or order may be waived with the permission of an officer of the Authority or his/her delegate if a pilot is available. Additional charges apply.