



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR
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Shipping Community
Harbour Craft Community
Owners and Operators of Oil Terminals

OCIMF- SIRE INSPECTIONS AT OIL TERMINALS IN SINGAPORE

1 This circular brings to the attention of the shipping community on the procedures and guidelines for OCIMF-SIRE inspections to be carried out alongside at all oil terminals in Singapore. These procedures and guidelines were developed in consultation with MPA, Singapore Shipping Association, oil terminal operators in Singapore, INTERTANKO and OCIMF.

2 This procedure should be used with immediate effect. The request form and the industry guidelines for SIRE inspections at oil terminals in Singapore are attached as Annex 1 and Annex 2, respectively.

3 Any queries relating to this circular should be directed to Capt Ram K Kumar at Tel: 6325 2475.

RAM K KUMAR
for PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

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Industry Guidelines for SIRE Inspections at Private Oil Terminals in Singapore

- 1 Inspection requests should be submitted to the terminal at least 3 working days in advance of vessel arrival. Any applications submitted with less than 3 days advance notice will be considered on a case-by-case basis.
- 2 While the SIRE inspector may arrive early, inspections should only be conducted during the daylight office hours as specified by each individual terminal (0700 to 1900 hours, for instance).
- 3 A designated Port Captain or Marine Superintendent shall be on-board when the SIRE inspection is being conducted during vessel discharge operation. This will serve to minimise the potential impact the inspection might have on the crew as they conduct cargo operations.
- 4 Applications should be made by charterers' agents only, not by the SIRE inspector himself.
- 5 A standardised **OCIMF- SIRE Inspection Request Form (Annex 2)** is appended to these Guidelines. In completion of the form, it should be noted that in the event that the owner of a product denies access in the interest of confidentiality, the terminal will state on the form the reason for denying access.
- 6 Unless the terminal specifically requires landward access, the SIRE inspector must arrive by launch, which will adhere to all relevant regulations put forth by MPA, the terminal and any other stakeholder.
- 7 The SIRE inspector shall be subject to any additional house rules peculiar to a particular terminal. Details of these rules shall be provided on the Inspection Request Form and may be supplemented by more detail where necessary.

PART I: Inspection Request (To be completed by Charterer Agent)

Terminal's Name:	Charterer Agent's Name:
Contact Person:	Contact Person:
Office/Mobile Tel:	Office/Mobile Tel:
Fax:	Fax:
Email:	Email:

Vessel Information

Vessel's Name:	Call Sign and IMO Number:
Arrival Date:	Technical Management Company:
Estimated Arrival Time:	Date of last SIRE inspection:
Estimated Departure Date/Time:	Type and Quantity of present Cargo:

SIRE Inspector Details

Port Captain/Marine Superintendent Details

Name:	Name:
Passport/ID No.:	Passport/ID No.:
OCIMF SIRE Accreditation No.:	Company:
Represented company for the Sire Inspection:	Position:
Company:	Mobile Tel:
Mobile Tel:	Office Tel:
Office Tel:	Fax:
Fax:	Email:
Email:	

Charterer Agent Representative Name:

Date and Time:...../.....

Signature:.....

PART II: Terminal Response (To be completed by Terminal)

Inspection Request:	Accepted / Rejected
If rejected, please provide explanation:	
Terminal Safety and Security Requirements:	
Terminal Boarding Instructions:	
- Boarding via Launch / land	

Terminal Representative Name:

Date and Time:/.....

Signature:.....