



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR

NO. 20 OF 2008

10 November 2008

To: Shipping Community
Harbour Craft Community

**REVISED REPORTING PROCEDURES FOR NOTIFICATION AND CONFIRMATION
OF A VESSEL'S ARRIVAL IN SINGAPORE**

INTRODUCTION

1 Pursuant to Sections 10 and 44 of the Maritime and Port Authority of Singapore Act (Cap.170A) and Regulation 3 of the Maritime and Port Authority of Singapore (Port) Regulations 1997, the Port Master hereby directs that with immediate effect, all vessels to which this circular applies shall comply with the reporting procedures specified as follows:

Part A - **REPORTING PROCEDURES FOR NOTIFICATION OF VESSEL'S
ARRIVAL AT SINGAPORE**

Part B - **REPORTING PROCEDURES FOR A VESSEL'S CONFIRMATION
OF ARRIVAL**

2 For the purposes of this Circular, the following terms are used:

- (a) NOTIFICATION OF ARRIVAL - this is the advance notice given by a vessel to the Port Master informing of the vessel's intention to enter Singapore
- (b) CONFIRMATION OF ARRIVAL - this is the VHF radiotelephone report given through Vessel Traffic Information Service (VTIS) to the Port Master when the vessel is within VTIS operational area.
- (c) PASSENGER VESSEL - a passenger vessel is defined as any vessel carrying more than 12 passengers.
- (d) HEIGHT - refers to the height declared by the vessel, measured vertically from the water-line to the highest point of the vessel including its cargo, structure or equipment on board. If there are extendible structures and the extended height exceeds the height of its cargo or fixed structures or equipment on board, the highest point shall be the maximum height attainable by these structures when fully extended. The height must be

verifiable with the appropriate plans or documents carried on board the vessel.

3 All reports made to the designated communications centre shall be in English. Timings shall be reported in local time following the 24-hour clock system.

4 All positions in Lat. and Long. given in this circular are based on WGS 84 datum.

5 With effect from 21 Nov 08, all ships will need to indicate in the NOA, if the ship possesses a valid CLC 92 or a valid BCC issued by a Convention Party.

PART A - REPORTING PROCEDURES FOR NOTIFICATION OF A VESSEL'S ARRIVAL AT SINGAPORE

Application

6 The owner, agent, master or person-in-charge of any passenger vessel or a vessel of 300 GT or more shall notify the Port Master at least 12 hours prior to the arrival of the vessel. A vessel coming from a nearby port, with less than 12 hours steaming time to Singapore, shall immediately on departure from such port notify the Port Master.

Notification of Arrival

7 The Notification of Arrival report shall be addressed to the Port Master and provides the information in the reporting format as shown in **Appendix A**. It shall be transmitted by any of the following means:

- (a) E-mail :noa@mpa.gov.sg
- (b) Telefax :(65) 6224 5776
- (c) Telex :RS 34970 (Answer Back PORTPM 34970)
- (d) MARINET :an Electronic Data Interchange system for electronic transaction between shipping community and MPA

8 Owners, agents, masters or person-in-charge of vessels carrying hazardous and noxious substances in bulk are reminded of the requirement to provide 24 hours advance notification on the details of such cargoes they are carrying as stated in Port Marine Circular No. 15 of 1998.

PART B - REPORTING PROCEDURES FOR A VESSEL'S CONFIRMATION OF ARRIVAL

Application

9 The master of every vessel of 300 GT or more or tug engaged in towing or pushing if the combined GT of the tug and tow or vessel(s) being pushed is 300 GT or more or any passenger vessel intending to call at Singapore shall report by VHF radiotelephone the Confirmation of Arrival to VTIS together with information on the vessel's particulars.

Confirmation of Arrival

10 The Confirmation of Arrival report shall be made when the vessel is at any of the following points as shown in the attached **Chartlet**:

(a) **Reporting to VTIS East on VHF CH 10 - (Sector 9 of STRAITREP)**

- (i) Approaching from the East (South China Sea) when Horsburgh Lighthouse (01° 19.814'N 104° 24.337'E) is abeam.
- (ii) Approaching from the South via Selat Riau when Karang Galang Lt (01° 09.577'N 104° 11.365'E) is abeam.
- (iii) Approaching from the East Johor Strait when Eastern Buoy (01° 17.865'N 104° 05.894'E) is abeam.

(b) **Reporting to VTIS Central on VHF CH 14 - (Sector 8 of STRAITREP)**

Vessels intending to join the traffic lane of the Traffic Separation Scheme (TSS) in the Singapore Strait between Longitudes 103° 44.6'E and 104° 02.1'E shall immediately report to VTIS Central on VHF Ch 14 after departing from the port or anchorages north or south of the TSS.

(c) **Reporting to VTIS West on VHF CH 73 - (Sector 7 of STRAITREP)**

- (i) Approaching from the South via Selat Durian when Pulau Jangkat Beacon (00° 57.895'N 103° 42.619'E) is abeam.
- (ii) Approaching from the West (Malacca Strait) when Pulau Iyu Kechil (01° 11.479'N 103° 21.140'E) is abeam.

11 Vessels approaching from another direction other than that specified above shall on approaching the VTIS operational area call the appropriate VTIS operator (East, West or Central) and provide the vessel's position by bearing and distance from one of the following reference points:

- | | | |
|-----|-----------------|------------------------------|
| (a) | Pu Iyu Kechil | (01° 11.466'N 103° 21.141'E) |
| (b) | Sultan Shoal Lt | (01° 14.377'N 103° 38.884'E) |
| (c) | Raffles Lt | (01° 09.606'N 103° 44.450'E) |
| (d) | Sakijang Lt Bn | (01° 13.305'N 103° 51.275'E) |
| (e) | Bedok Lt | (01° 18.544'N 103° 55.965'E) |
| (f) | Tg Setapa Lt | (01° 20.574'N 104° 08.135'E) |
| (g) | Horsburgh Lt | (01° 19.814'N 104° 24.337'E) |

Reporting Format

12 The VHF Confirmation of Arrival report shall contain the following information:

- (a) Vessel's name;
- (b) Call sign;
- (c) Present location (with reference to any one of the designated reporting points, e.g. when Horsburgh Lt is abeam);
- (d) Number of passengers and crew (applicable only for passenger vessels calling at Singapore);
- (e) Estimated Time of Arrival (ETA) at the first destination in the Port or the name of the pilot boarding ground for a vessel engaging the service of a pilot; and
- (f) Height of the vessel (applicable if height differs from that provided in the notification of arrival report)

ePANS

13 With reference to Port Marine Notice No. 45 of 2008, the master, owner and agent of the following vessels who submit ePANS instead of the manual PANS need not submit an NOA again, provided that the necessary information for NOA as described in this circular are included in the ePANS;

- (a) Passenger ships, including high-speed passenger craft;
- (b) Cargo vessels, including high-speed craft, of 500 gross tonnage and upwards; and
- (c) Mobile Offshore Drilling Units.

QUERIES

14 Any queries concerning this circular may be directed to Vessel Traffic Management Department at Tel. Nos. 6325 2450 or 6325 2453 (Office hours), 6325 2493 or 6325 2494 (After office hours) or Fax No. 6325 2454.

15 This circular supersedes Port Marine Circular No.09 of 2004.

DJIE KWANG LIONG
for PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

TEL: 6325 2450
FAX: 6325 2454

NOTIFICATION OF ARRIVAL REPORTING FORMAT

S/N	ITEM	DATA	EXPLANATION
1	Name of vessel	e.g. GRACE	Name of Vessel.
2	Call Sign	e.g. 9ABC	Call Sign.
3	MMSI	e.g. 123456789	Maritime Mobile Service Identity code.
4	IMO Number	e.g. 0007909853	Number issued by Lloyds Register.
5	Draft	e.g. 10.5 m	Draft of vessel in metres.
6	Height	e.g. 42 m	Height in metres as defined in para 2 (d) of this circular.
7	Agent	e.g. ABC Shipping	Name of local agent.
8	ETA	e.g. 18032004/1800	First 8 numerals [18072003] denotes date, month and year (i.e. DDMMYYYY) of arrival. Last 4 numerals [1800] denotes estimated time of arrival (HHMM) at local time.
9	Direction From	From: E or W or S	Direction from which the vessel is approaching Singapore e.g. E (East), W (West) or S (South). Note: Only one direction is to be indicated.
10	Intended Location	e.g. AEBA or PEBGA	Abbreviated location code in port, e.g. AEBA (Anchorage Eastern Bunkering "Alpha") or PEBGA (Pilot Eastern Boarding Ground "Alpha")
11	Last Port	Name of last port	Last port of call e.g. Hong Kong.
12	Slop / Sludge Indicator	Y or N	Slop or Sludge indicator. Y - Vessel has slop/sludge on board. N - Vessel has no slop/sludge on board. [Please see explanatory notes]
13	CLC 92 or BCC (Certificate)	Y or N	If you have either a valid CLC 92 Certificate or a Bunker Convention Certificate, please indicate "Yes"
14	Remarks	(if any)	The following information is to be declared as appropriate: a) conditions affecting the navigation of the vessel such as defective propulsion machinery, steering equipment, thrusters, list and/or awkward tows; b) fire hazards on board. These include hazards involving dangerous goods; c) nature of damage in the case of damaged vessels; and d) nature of immediate assistance required on arrival (if any) such as medical or fire-fighting. Note: To indicate NA if not applicable.

EXPLANATORY NOTES

Slop/Sludge Indicator

1 If the vessel is arriving with residues or mixtures containing oil or noxious liquid substance which will be or are likely to be discharged within the port, the following information must be declared in the Notification of Arrival (Under Item 11):

- (a) quantity and content (including water) of such residues or mixtures to be discharged within the port (if any); and
- (b) details of the arrangement made with the approved reception facility in the port for the discharge of such residues or mixtures.

2 In addition, the Master of any ship having residues or mixtures containing oil or noxious liquid substance on board, regardless of whether the same will be discharged within the port, must declare to the Port Master the quantity and content of such residues or mixtures on board the ship.

Example of a Notification of Arrival from a master of a vessel "Grace" arriving from the east

TO: PORT MASTER SINGAPORE
FM: MASTER GRACE

1.	VESSEL	:	GRACE
2.	CALL SIGN	:	3ABC
3.	MMSI	:	123456789
4.	IMO NO	:	0007909853
5.	DRAFT	:	10.5M
6.	HEIGHT	:	42M
7.	AGENT	:	ABC SHIPPING
8.	ETA	:	18032004/1800
9.	DIRECTION FROM	:	E
10.	INTENDED LOCATION	:	AEBA
11.	LAST PORT	:	HONG KONG
12.	SLOP/SLUDGE	:	N
13.	CLC 92 or BCC	:	Y
14.	REMARKS	:	NA

Example of a Notification of Arrival from a master of a vessel "Noble" arriving from the west with slop/sludge on board and defective steering

TO: PORT MASTER SINGAPORE
FM: MASTER NOBLE

1.	VESSEL	:	NOBLE
2.	CALL SIGN	:	3DEF
3.	MMSI	:	223456789
4.	IMO NO	:	0007608743
5.	DRAFT	:	11.5M
6.	HEIGHT	:	43M
7.	AGENT	:	DCE SHIPPING
8.	ETA	:	18032004/1900
9.	DIRECTION FROM	:	W
10.	INTENDED LOCATION	:	PEBGA
11.	LAST PORT	:	KARACHI
12.	SLOP/SLUDGE	:	50T / 10T SLUDGE
13.	CLC 92 or BCC	:	Y
14.	REMARKS	:	DEFECTIVE STEERING

REPORTING POINT FOR CONFIRMATION OF ARRIVALS

Note:

This chartlet is for illustration only
and must not be used for navigation.

