



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR NO. 035 OF 2020

24 Aug 2020

Harbour Craft Community
Shipping Community

ADVISORY ON MARINE SERVICE PROVIDERS ATTENDING TO VESSELS AT ANCHORAGES AND TERMINALS IN THE PORT OF SINGAPORE

1. Singapore continues to take a calibrated and risk-based approach in determining the precautions and measures for the COVID-19 pandemic.
2. The owner, agent or master of any vessel arriving in the Port of Singapore to conduct activities such as repairs, servicing, surveys and inspections which requires shore-based personnel to board the vessel, other than receiving bunkers and ship supplies, must notify and provide the relevant information, in advance, to the Port Master.
3. The owner, agent or master of the vessel must inform the Port Master 3 days before the arrival of the vessel, that the vessel will be conducting the activities mentioned in paragraph 1, and whether shore-based personnel (such as surveyors, P&I correspondents, superintendents and repair technicians) will be boarding the vessel at the anchorages or terminals. The following information shall be submitted:
 - a. Name of vessel;
 - b. Name of service provider;
 - c. Purpose of boarding and scope of works;
 - d. Full name and local contact number of shore-based personnel;
 - e. The intended boarding date, with estimated duration on board; and
 - f. The service provider's Safe Management Measures (SMM), which must include details of safe distancing and precautionary measures for COVID-19 before boarding, when conducting work on board and after completion of work.

4. The information is to be submitted through the online form as detailed in **Annex A.**

5. The owner, agent or master of any vessel who fails to notify and submit the required information within the stipulated time may be found guilty of a breach of Section 44 of the Maritime and Port Authority Act (Chapter 170A) and be liable on conviction to a fine not exceeding \$10,000.

Precautionary Measures for Marine Service Providers Boarding Vessels in Port

6. Shore-based personnel cannot board the vessel if no advance notice was given. For vessels which have given the required advance notice, shore-based personnel who are boarding the vessel are reminded to:

DO	DON'T
<p>See a doctor if you are sick and stay at home</p> <p>Leave the work area immediately if you start feeling unwell and report to your employer</p>	<p>Don't go to work even if symptoms appear mild</p>
<p>Do request for a designated work and rest area</p> <p>Shorten the duration of stay on board to minimise exposure</p>	<p>Don't loiter in the crew living or common areas</p> <p>No overnight stays on board visiting vessel</p>
<p>A mask must be worn at all times (unless the work activity requires that no mask be worn).</p> <p>In addition, to wear other appropriate Personal Protective Equipment (PPE), where necessary, such as gloves, goggles/ face shields and surgical gown, without jeopardising operational and personal safety</p>	<p>Do not reuse used PPE, and dispose PPE in designated biohazard disposal bin</p>
<p>Practice safe distancing (at least 2 metres apart) and avoid physical contact with vessel's crew</p>	<p>Don't shake hands. Adopt alternative greetings</p>

DO	DON'T
Observe good personal hygiene such as frequent washing of hands with soap or use hand sanitisers	Avoid touching your eyes, nose and mouth
Bring and consume your own individually packed food and drinks	Do not consume food and beverages from the vessel
Consume your meals separate from the vessel's crew	Do not share food with others

Precautionary Measures for Vessels with Marine Service Providers Boarding in Port

7. For vessels which have shore-based personnel boarding, the vessel should adopt the following measures:

- a. All crew members are to wear a mask at all times and practise safe distancing (at least 2 metres apart).
- b. All crew members are to take and record their temperature twice daily.
- c. All crew members are advised to maintain good hygiene in the vessel's accommodation areas by cleaning frequently touched surfaces (e.g. desk, chart tables, dining tables, bridge/engine room consoles, door handles, hand-holds, switches, telephones/VHF handsets, faucets, etc.)
- d. Master of the vessel should isolate unwell crew members and/or passengers.
- e. Access should be denied to shore-based personnel who are unwell.
- f. Minimise interaction of crew with shore-based personnel by, where possible, designating a separate, clean and disinfected rest area, and dedicated toilets for shore-based personnel to use only.
- g. Upon shore-based personnel disembarking, disinfect the areas that have been used and especially high touch points. The vessel's master should follow the National Environment Agency's guidance for disinfecting common areas and rooms.
- h. Keep a record of the movement of shore-based personnel on board the vessel.

8. Owners/managers/supervisors of marine service companies are reminded to take note of all available health advisories and bring it to the attention of your company and employees.

9. Companies wishing to implement additional preventive measures in line with their respective company policies should ensure these additional measures comply with prevailing standards/procedures applicable in the Port of Singapore.

10. We thank all stakeholders for their continuous efforts in ensuring that Singapore's port operations remain uninterrupted and efficient. We also urge all to remain vigilant, resolute and united in tackling the COVID-19 pandemic.

11. Please refer to **Annex B** for Frequently Asked Questions (FAQs). For clarifications, please write to Duty Officer, Marine Safety Control Centre, email: pms@mpa.gov.sg or contact Tel: +65 6325 2488/9.

CAPT KEVIN WONG
PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

PMC No. 35 of 2020

ONLINE FORM FOR SUBMISSION OF NOTIFICATION

Please Scan the QR Code Below



<https://go.gov.sg/pmc35>

Or visit the following link

www.go.gov.sg/pmc35

Frequently Asked Questions – PMC 35 of 2020

1. Do I need to wait for MPA's approval to the notification submitted?

No. The applicant only needs to submit the notification for MPA's information. MPA will contact the applicant should we require further information/clarifications on the notification submitted.

2. I am unable to meet the 3-days advance notice as the job/order was a last-minute request. What should I do?

We recognise that there may be some circumstances where companies are unable to submit the notification 3-days in advance. As such, the notification shall be submitted at the earliest opportunity available, and to indicate reason for not meeting the 3-days advance notice.

Owners/Master/Agents of visiting vessels should always ensure safe management measures are in place for the protection of shore workers boarding the vessel.

3. Do I need to submit notification for shore terminal staff (stevedores, loading master, surveyors, tally clerk, mooring gang) boarding the vessel at the terminal?

No. Personnel who are part of the regular workforce directly employed by terminal operator to perform the day to day operations do not need to submit any notification to MPA.

This also includes external parties/vendors which are not a part of the regular workforce, but have received permission/clearance from the terminal operator to enter the terminal premises to board the vessel.

These personnel would already be familiarised and/or briefed on the safe management measures implemented by the terminal operator.

4. I have an amendment to my earlier submission. How do I do that?

If there are any amendments, a new submission is to be made.

5. Can I have a copy of the submission?

Due to limitation of the form, a copy of the submission is not able to be sent to the applicant's email. Applicants will still receive an e-acknowledgement of their submission.

6. I am an Agent, can I have the service provider submit the form directly?

We strongly encourage Owners, Master or Agents to collate the information and submit the forms as there may be more than 1 party from different service providers boarding the vessel to perform the service(s) requested and there may be a need to coordinate on submission and implementation of the Safe Management Measures.

Where not feasible, the Owner, Master or Agent may direct the service provider to submit the form directly. The Master, who has oversight of all the activities onboard the vessel, will need to coordinate this closely with the service provider(s) and be kept informed of the notification submitted.

7. I note overnight stays are not allowed but the vessel is only calling in the late evening and I am attending till the next morning. Am I allowed to proceed?

Shore personnel who have worked in the day and slept overnight on board to continue their work the next day are considered to have stayed overnight onboard the vessel. This is not permitted.

The intention is to discourage shore personnel from entering into the crew living quarters or common areas, and reducing their duration of time spent onboard.

8. My company's marine and technical superintendents and managers wish to board for a visit, do they need to submit the notification as well?

Yes, the circular will apply to these personnel.

9. Why did the channel of submission change from an email to the online FormSG?

Due to the high volume of submissions, the switch to FormSG was made to allow for uniformity and consistency of submissions.