

No. 22 of 2019

24 April 2019

To: All Port Users

**CHANGES TO NOTICE OF ADVICE TO VESSELS AND MANDATORY DECLARATION OF SHIP CRANE FOR CARGO LIFTING OPERATIONS IN JURONG PORT (LINER SCHEME VESSELS)**

**a) Changes to Notice of Advice to Vessels**

1. This Circular shall supersede Circular No.40/2018.
2. The Notice of Advice to Vessels shall be served by the shipping agents to Master / Chief Officer of the vessel upon her arrival in Jurong Port (JP). Master / Chief Officer is to also provide all certifications of equipment involved in operations at JP Berthing Office ([jpbberthing@jp.com.sg](mailto:jpbberthing@jp.com.sg)) for vessels with **BTR on 8<sup>th</sup> May onwards**, where necessary. This advice shall be served to the Port's Staff upon acknowledgement by Master/Chief Officer.
3. With reference to Clause 7 of the revised Notice of Advice (refer to Appendix A):

The Master / Chief Officer of the vessel is to assist Shipping Agent in providing valid certifications of equipment involved in operations at JP prior to vessel's arrival, by sending these to [wsh@jp.com.sg](mailto:wsh@jp.com.sg), [gcd@jp.com.sg](mailto:gcd@jp.com.sg) and [jpbberthing@jp.com.sg](mailto:jpbberthing@jp.com.sg) (where necessary). The following equipment shall have valid certifications: - ship's cranes used for lifting operation in JP, and any other equipment and/or gears involved in the cargo-handling operation in JP. JP reserves the rights to allocate berth only upon receiving and verifying the valid certifications of equipment.

4. Please download the new form via JP Online, Forms Download – “Notice of Advice to Vessels Form”.

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**b) Declaration of Ship Crane on JP Online (Liner Vessels)**

5. With effect from **2<sup>nd</sup> May 2019**, there will be changes to our JP Online Berth Application for liner scheme vessels. Declaration on use of ship's crane for cargo lifting operations and declaration of valid ship's cranes certification will become a mandatory field (Refer to Appendix B).
6. For vessels with **BTR from 8<sup>th</sup> May 2019** onwards, Shipping Agent is required to submit to Berthing Office ([jpberthing@jp.com.sg](mailto:jpberthing@jp.com.sg)) a copy of the valid ship's cranes certificate **at least 24 hours prior to vessel's ETB**.
7. The ship cranes readiness for cargo operations is crucial in achieving the optimal productivity for fast turnaround of vessel.
8. For any queries pertaining to this Circular, please contact Berthing Office at 6660 9510.

Yours Sincerely,

Ron Tan  
Assistant Vice President, Operations  
For Jurong Port Pte Ltd

## **Appendix A: Notice of Advice to Vessels**

**THE MASTER / CHIEF OFFICER  
THE FOLLOWING**

### **CONDITIONS ARE HEREBY BROUGHT TO YOUR NOTICE:**

#### **1. LOCAL LEGISLATIONS**

You are to comply with the Workplace Safety and Health (WSH) Act enacted on 1 Mar 06, in particular – the WSH (Risk Management) Regulations by the Ministry of Manpower (MOM) and all other government and statutory legislations/regulations. The WSH (Risk Management) Regulations states that every employer, self-employed perform and principal (including contractor and/or sub-contractor) must conduct a Risk Assessment (RA) in relation to the safety and health hazards associated with any work carried on at Jurong Port (JP). For details of the WSH Act, you may visit the website: [www.mom.gov.sg](http://www.mom.gov.sg)

#### **2. STEVEDORING COMPANY**

Stevedoring Company (SC) are licensed to work directly with the vessels. JP is not responsible for any loss and/or damage to the goods, vessels, any property, and/or injuries whether fatal or otherwise caused by the act default and/or omission of the SCs, servants and/or agents.

#### **3. SAFETY CHECKLIST FOR VESSELS COMING TO JURONG PORT**

The Master / Chief Officer of the vessel is required to complete a safety checklist along with the stevedoring company (known as the 'Safety Checklist for Stevedores and Vessel at Jurong Port') which is part of the NOSO (Notification of Stevedore Operation).

#### **4. SAFETY / SECURITY MEASURES**

In all interests, the Master / Chief Officer should supervise the stevedores and workers working onboard the vessel and provide safety/security measures at all times (wherever applicable and necessary) in JP. Smoking in undesignated areas within JP is an offence.

#### **5. SHIP PERSONNEL AND PERSONS ALIGHTING ASHORE**

In all interests, all ship personnel, ship crew, and any other persons alighting ashore or to JP's operational areas are advised to keep to designated pedestrian's walkways whenever available, and to observe all traffic and directional signages. Such persons are advised to stay alert at all times, and to keep clear and give way to mechanical equipment, including moving machinery. Such persons are reminded to proceed to the Immigration & Checkpoints Authority of Singapore (ICA) Duty Office for Immigration and Custom Clearance before exiting the port.

#### **6. INSTALLATION OF GANGWAY**

The Master/Chief Officer shall ensure safe installation of gangways (properly and steadfastly secured). Gangways should have safe netting (in good condition) throughout the length underneath the gangway to prevent personnel from falling – refer to Port Circular No. 06 of 2017 for more details. Any form of gangway extension is strictly prohibited. Gangways should not be raised before pilot boarding.

#### **7. PROVISION OF CERTIFICATIONS**

The Master / Chief Officer of the vessel is to assist Shipping Agent to provide JP with valid certifications of equipment involved in operations at JP prior to vessel's arrival, by sending these to [wsh@jp.com.sg](mailto:wsh@jp.com.sg), [gcdo@jp.com.sg](mailto:gcdo@jp.com.sg) and [jberthing@jp.com.sg](mailto:jberthing@jp.com.sg) (where necessary). The following equipment shall have valid certifications: - ship's cranes used for lifting operations in JP, and any other equipment and/or gears involved in the cargo-handling operations in JP. JP reserves the right to allocate berth only upon receiving and verifying valid certifications of equipment.

#### **8. BREAKDOWN OF SHIP CRANES/GEARS USED FOR CARGO-HANDLING OPERATIONS IN THE PORT**

The Master / Chief Officer shall ensure that all repairs/replacement of ship cranes/gears used for cargo-handling in JP shall be completed within 2 hours. For failure to repair ship cranes within the stipulated period of 2 hours, the



Master / Chief Officer of the vessel shall liaise with shipping agents to activate mobile crane at own costs. JP reserves the rights to activate mobile cranes at the cost of its shipping agents. In addition, an administrative charge of \$200.00 or 20% (whichever higher) of the total cost of services will be charged to the vessel.

**9. NOTIFICATION OF ACCIDENT**

Any damages to the ship's gear and/or any accident involving the ship's gear shall be immediately reported to JP. Whenever necessary, JP will investigate to determine the cause of the accident. JP will not take cognizance of any report lodged after the vessel's departure.

**10. GOODS RECEIVED IN JURONG PORT'S PREMISES / DAMAGE TO GOODS**

Goods received and/or stored in the Port's premises shall be subjected to the regulations, conditions and notifications of the port. Before any goods are removed from the wharfside for loading onboard the vessel, the Master / Chief Officer is required to ascertain the condition of the goods (including but not limited to containers). JP will not entertain any claims of damages and/or destruction to such goods unless notice of damage and/or destruction is brought to JP's attention before such goods are lifted off from the wharfside. Mate's receipts, which are qualified in any aspect will not be accepted by JP. For inability to discharge goods by separate marks, see (ii) below.

**11. VESSEL PROTRUSION / OVERHANGING OF BARGES AND/OR FLOATING CRANES**

The Master / Chief Officer must ensure that sufficient preventive measures have been taken to avoid any vessel protrusion causing damage to JP's fenders and wharf. The vessel must bear all damages arising from such failure to ensure no vessel protrusion. The Master / Chief Officer must ensure that any barge and/or floating crane alongside, does not hang beyond the bow/stern of the vessel.

**12. DUMPING OF RUBBISH**

Dumping of rubbish is not allowed at the wharfside nor into the sea. Such rubbish includes (but not limited to) dunnage wood and discarded empty cartons/boxes/crates, etc. For such offences, JP will impose onto the vessel a clearance fee of \$300.00 for each removal trip. In addition, an administrative charge of \$200.00 or 20% (whichever higher) of the total cost of services (include GST) will be charged to the vessel.

**13. CHANGE OF DEPARTURE TIME**

The Master / Chief Officer shall inform JP in advanced if there is a change in sailing time, in order not to cause inconvenience to other incoming vessels.

**14. DIVING OPERATIONS**

The Master / Chief Officer is required to inform JP in writing and obtain an approval prior to commencement of any diving operations.

**15. BUNKERING OPERATIONS**

The Master / Chief Officer shall ensure that all scuppers are plugged properly, sufficient and proper placement of drip trays to contain any oil spill including drain plugs to be plugged properly. The Master / Chief Officer shall also ensure that there is a watchman (standby) on deck at all times, and to ensure there is sufficient and readily available oil spill kit kept on deck.

- (i) I confirm that the above conditions and regulations have been brought to my attention and are herein accepted.  
(ii) I am able/unable to discharge the goods by separate marks \*(please indicate and delete accordingly).

**You may contact:**

General Cargo / Bulk Cargo / Liquid Bulk Operations – 6660 9576/9751 | 9117 7376 | 9757 2604  
Fire & Safety Dept / Port Police – 6660 9555/9562

**SIGNATURE OF MASTER / CHIEF OFFICER & VESSEL:**

**DATE:**

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## **Appendix B: Screen Shot of enhanced JP Online Berth Application**

Berth Application

Add GB Berth Application

BTR (DDMMYYYY HHMM)\*:

Berthing Side:

Any Side

Arrival Draft(m)\*:

Total Cargo On Board (DWT >= 20000 ton):

Heaviest Lift Over Wharf(Tons)\*:

Tug Operator:

ETD (DDMMYYYY HHMM)\*:

Max. Draft Alongside(m)\*:

Sailing Draft(m)\*:

Loaded Displacement (DWT >= 30000 ton):

Heaviest Lift Overside(Tons):

Mobile Crane/Lifting Details

Vessel's Berthing Requirement

Dangerous Cargo\*:

☐ Yes
☐ No

Protrusion\*:

☐ Yes
☐ No

Pilotage\*:

☐ Yes
☐ No

Use Ship's Crane(s)\*:

☐ Yes
☐ No

Tandem Lifting\*:

☐ Yes
☐ No

Floating Crane\*:

☐ Yes
☐ No

Vessel Under Tow\*:

☐ Yes
☐ No

Please send a soft copy of the 'Notice of Advice to Vessels' to your Master / Chief Officer prior vessels arrival or give them hard copies immediately upon vessel's arrival. You can obtain the copy from our JP-Online 'Forms Download' link.

☒ I Agree

The Ship's Crane(s) and such other equipment and/or gears involved in the cargo-handling operation in JP have valid certification(s). I understand that incorrect declaration may result in Jurong Port requesting vessel to vacate the berth and possible incurrence of penalty.

☒ I Agree

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