



No. 32 of 2019

28 June 2019

To: All Port Users

CHANGES TO NOTICE OF ADVICE TO VESSELS

1. This Circular shall supersede Circular No. 22/2019.
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). This advice shall be served to the Port's staff upon acknowledgement by Master/Chief Officer.
3. The revised Notice of Advice (Refer to Appendix A) will be applicable for vessels with ATB on/after 1st Jul 2019.
4. With reference to Clause 2, 4 and 17 of the Notice of Advice (Refer to Appendix A):

2) PORT REGULATIONS

2.1 You are to comply with International Labour Organization (ILO) Code of Practice on Safety and Health in Ports (Revised 2016). For details, you may visit the website: www.ilo.org.

2.2 You are to comply with the Port's Regulations (Marine and Port Authority-MPA) including Safety and Pollution requirements. For details, you may visit the website: www.mpa.gov.sg.

2.3 You are to comply with Jurong Port General Rules & Regulations. For details, you may visit the website: www.jp.com.sg.

4) VESSEL MOORING

4.1 The Master/ Chief Officer shall ensure that the vessel is at all times adequately secured and that the mooring lines are tensioned as and when required by the rise and fall of the tide, the passing of other vessels or adverse weather conditions.

4.2 Defective mooring lines should not be used.

4.3 The Master / Chief Officer must ensure rat guards are properly affixed on all mooring ropes.

RELY ON US

17) HOT WORK PERMIT

The Master/ Chief Officer shall ensure Jurong Port has acknowledged the Hot Work Permit prior commencement of hot-works for cargo related hot-work activities.

5. You can obtain a copy of the Notice of Advice from JP-Online" Forms Download" link. The shipping agents shall send a softcopy of the advice to Master/Chief Officer prior to vessel's arrival.
6. For any queries pertaining to this Circular, please contact the following numbers:

6a) General Cargo Operation : 6660 9576
6b) Bulk Cargo Operation : 6660 9751
6c) Container Operation : 6660 9777

Yours Sincerely

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

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/regulation. 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.

2. PORT REGULATIONS

2.1 You are to comply with International Labour Organization (ILO) Code of Practice on Safety and Health in Ports (Revised 2016). For details, you may visit the website: www.ilo.org.

2.2 You are to comply with the Port's Regulations (Marine and Port Authority-MPA) including Safety and Pollution requirements. For details, you may visit the website: www.mpa.gov.sg.

2.3 You are to comply with Jurong Port General Rules & Regulations. For details, you may visit the website: www.jp.com.sg.

3. 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.

4. VESSEL MOORING

4.1 The Master/ Chief Officer shall ensure that the vessel is at all times adequately secured and that the mooring lines are tensioned as and when required by the rise and fall of the tide, the passing of other vessels or adverse weather conditions.

4.2 Defective mooring lines should not be used.

4.3 The Master / Chief Officer must ensure rat guards are properly affixed on all mooring ropes.

5. SAFETY / SECURITY MEASURES

5.1 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 Port.

5.2 The Master/ Chief Officer shall ensure vessel Hatch (es)/ Hold(s) openings, passageways, vessel's lifting equipment and its operational areas

- a) are adequately covered or barricaded to prevent workers from falling in/ over,
- b) are clear from greasy and /or oily surface/ground and
- c) provide adequate lightings for workers to work safely

5.3 The Master/ Chief Officer shall ensure proper securing of cargo hold access openings for workers' safe access to/from each cargo hold.

5.4 The Master/ Chief Officer shall ensure all hydraulic/ mechanical hatch covers are adequately secured to prevent unauthorized movement/ closure and providing safe work environment (ventilation and lighting) to workers for cargo operations.

5.5 The Master/ Chief Officer ensure vessel's pontoon covers shall store at wharf side and safe from wharf operational area, but not at vessels' weather decks.

5.6 The Master/ Chief Officer shall ensure vessel crew is in a fit mental and physical condition to work safely.

5.7 The Master/ Chief Officer shall ensure providing adequate instructions, information and supervision to vessel crews to work safely with required competency and issue relevant Personal Protective Equipment(PPE) i.e. Safety helmet (with chin strap), Safety shoes, Safety gloves, Safety goggles, reflective attire and other additional PPE for specific purpose. Vessel crews shall wear functional Life Jackets when working on barge (without side boards) and /or at the verge of vessel/ barge/ wharf.

5.8 The Master/ Chief Officer ensure that Agent sought necessary approvals (PM4) from Maritime and Port Authority of Singapore (MPA) and Jurong Port for all Dangerous Goods (DG) on board vessel for loading/ discharging/ shifting while vessel alongside.

5.9 Smoking in undesignated areas within JP is an offence.

6. 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.

7. INSTALLATION OF GANGWAY

The Master/ Chief Officer shall ensure safe installation of gangways (properly and steadfastly secured) to wharfside with side railing (at least 1.2m high) and safe for egress/access. 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.

8. 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, gcdo@jp.com.sg and jpberthing@jp.com.sg (where necessary). The following equipment shall have valid certifications and in good working condition: - 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.

9. 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.

10. 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.

11. 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 wharftide 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 wharftide. 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.

12. 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.

13. DUMPING OF RUBBISH

Dumping of rubbish is not allowed at the wharftide 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.

14. 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.

15. DIVING OPERATIONS

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

16. 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.

17. HOT WORK PERMIT

The Master/ Chief Officer shall ensure Jurong Port has acknowledged the Hot Work Permit prior commencement of hot-works for cargo related hot-work activities.

18. VESSEL AND CARGO STOWAGE CONDITIONS

The Master / Chief Officer shall inform Jurong Port, Agent and Stevedoring company about physical damages to vessel and/or cargo, cargo stowage problems, cargo stability and/or cargo stacking issues.

19. DECLARATIONS

19.1 VESSEL

The Master /Chief officer shall ensure the vessel is not overloaded prior berthing, unberthing and during alongside.

Vessel's Deadweight Tonnage (DWT)	Total Cargo Weight Onboard Upon Arrival (Tons)	Total Cargo Weight OnBoard Prior To Un-Berth (Tons)

19.2 LIFTING MACHINE

Hatch Number	Type of Lifting Machine Ship Crane/ Derrick/ Mobile Crane	Safe Working Load (Tons)	Date of Annual Class Renewal	Remarks

19.3 BUNKERING OPERATION (if any)

Bunkering Operation	Quantity (TONS)	Period of operation	Bunkering Barge ETA
FO			
DO			

Emergency contact:

General Cargo / Container Operation /Bulk Cargo & Liquid Bulk Operations: 6660 9576/9777/9751 | 97572604 | 90302550| 91177376

WSH Duty Officer/ Duty Inspector: 97572601/ 91783606

Jurong Port Security: 6660 9555/9562

I confirm that the above conditions and regulations have been brought to my attention and are herein accepted.

I undertake to comply the above requirements during vessel port stay.

I am able/ unable to discharge the goods by separate marks *(please indicate and delete accordingly)

SIGNATURE OF MASTER / CHIEF OFFICER & VESSEL'S STAMP

DATE:
Effective Date: 01 July 2019

VESSEL PRE- OPERATION CHECKLIST

(To be completed by Stevedore Company Representative)

Vessel Name: _____

Berth No: _____

We acknowledge and agree that the purpose of this Checklist is to guide us in operations and other activities at Jurong Port (JP). This Checklist is not intended and should not be taken as excluding or limiting our responsibility to operate and act safely within Jurong Port (JP) nor our liability under the Workplace Safety and Health Act and its subsidiary regulations or otherwise in law.

We undertake all necessary steps to ensure safe operations and other activities at Jurong Port (JP) on the part of ourselves, employees, agents, contractors, or principal regardless of whether such steps are referred to in this Checklist.

Cargo Type: * General Cargo / Dry Bulk / Liquid Bulk / Container / Tanker / Project Cargo (Circle the item whichever is applicable)

Please, Tick (✓) the column for compliance of below listed items. If any of the item(s) not relevant in the below table, please indicate Not Applicable (NA) in Remarks column

No.	Description	Tick (✓) for Compliance	Remarks
1	Has the gangway been properly landed on wharf, secured, installed with safety net and side railing (at least 1.2 m high) and safe for egress/ access?		
2	Are vessel Hatch(es)/ Hold(s) openings, passageways, vessel's lifting equipment and its operational areas adequately covered or barricaded as reasonably practicable to prevent personnel from falling in/ over?		
3	Are the commonly accessed areas as indicated (but not limited to): passageway, access ladder to cargo hold, vessel's cranes and its access and gangway, free from slip hazards i.e. free from grease, oil and lubricants?		
4	Are all cargo hold(s) access openings adequately secured to ensure safe access to/from cargo hold by all personnel?		
5	Are all hydraulically/ mechanical activated hatch covers adequately secured to prevent unauthorized movement/ closure which may result in an unsafe work environment (ventilation & lightings) within the cargo hold?		
For non-compliance of items 1 to 5, coordinate with vessel Master/ Chief officer for immediate rectification			
6	Are adequate lightings provided in Hatch(es)/ Hold(s), passageway and other operational areas for personnel to work safely? If no, coordinate with vessel Master/ Chief officer for arrangement. If vessel does not have sufficient Hatch lights, Stevedore shall arrange logistics to collect required Hatch lights from JP.		
7	Are all the vessel's lifting machines, lifting gears and lifting appliances used for the purpose of the operation have valid certification from recognized class bodies and in good working condition? If no, make necessary arrangements (or) arrange for immediate replacement.		
8	Are all non-vessel lifting gears lifting appliances, lifting machines and all other mechanical machineries and equipment used for the purpose of the operation in good condition and have valid identification labels (tags) and certifications? If no, make necessary arrangements (or) arrange for immediate replacement		
9	Are Self-Retracting Lifelines (SRL) and Fall Protection equipment issued to all personnel for safe access to/from cargo hold(s) for cargo operation? If no, make necessary arrangements to issue the certified and valid device immediately		
10	Have all personnel attended the pre-ops briefing where adequate instructions and relevant hazards related to the operations i.e. access and egress of the cargo hold and cargo loading/ discharging operation had been communicated to them, together with the necessary supervision to ensure work is carried out safely? If no, make necessary arrangements immediately for worker(s) replacement		
11	Are all personnel deployed for the operation in a fit mental and physical condition to commence work? If no, make necessary arrangements immediately for worker(s) replacement		

12	Workers PPE a) Are all personnel wearing relevant Personal Protective Equipment (PPE) i.e. Safety helmet (with Chin Strap), Safety shoes, Safety gloves, Safety goggles, reflective attire and other additional PPE for specific purpose at vessel / barge / wharf operational area? b) Are personnel equipped with functional Life Jackets when working on barge (without side boards) and /or at the verge of vessel / Barge /Wharf? If no, make necessary arrangements for workers/ vessel crew to wear immediately.		
13	Is there an appointed and qualified Lifting Safety Supervisor(s) on site at all times to ensure the safety of workers and lifting operations, as guided by JP? Note: Minimum one Lifting Supervisor(s) for two adjacent vessel Hatch(es) / Hold(s)		
14	Do all the deployed personnel possess the relevant skills / training and with valid training certificate(s)?		
15	Do all deployed personnel have sufficient rest and had not working more than 12 consecutive working hours before commencing this operation?		
16	Are the relevant endorsed permits i.e. Hot work/ W@H and their supporting documents readily available on site for verification prior commencement of cargo related activities? If no, apply the relevant permit and notify JP upon completion		
17	Have Risk Assessment (RA) and Safe Work Procedures (SWP) been developed for all the activities to be carried out, prior to vessel operations? If RA / SWP not available, New set of RA & SWP shall be developed and implement with all the required and relevant Control Measures(CM)		
18	Have Safe Wharf Management plan and Traffic Management plan been developed and implemented on site? If no, re-submit required documents to JP as part of NOSO.		
19	Is the wharf operational area clear from dunnage woods? If not, seek workers' assistance for cleaning.		
20	Have the respective driver (s) / operator (s) conducted the Daily equipment pre-ops checks via the checklist for the respective equipment deployed for the operation? Note: All equipment with abnormalities identified shall be rectified/ repaired, failing so, to replaced immediately.		
21	Is the cargo(s) on board vessel stable, properly stacked and safe for workers to work? If no, discuss and rectify the issue with vessel Master/ Chief Officer		
22	Have the necessary approval via PM4 been made with Maritime and Port Authority of Singapore (MPA) and JP for the purpose of loading/ discharging/ shifting of all Dangerous Goods (DG) on board vessel while vessel is alongside?		
23	Is the vessel crane certification within 6 months of validity for purpose of lifting Man Cage to/from vessel Hold? If no, immediately arrange for lifting machine with PE certification valid within 6 months for purpose of lifting Man Cage to/from vessel Hold.		

Emergency contact:

General Cargo/ Container operation/ Bulk Cargo & Liquid Bulk Operations: 6660 9576/9777/9751 | 97572604 | 90302550| 91177376
WSH Duty Officer/ Duty Inspector: 97572601/ 91783606
Jurong Port Security – 6660 9555/

I undertake to comply with the requirement in this checklist.

NAME & SIGNATURE OF STEVEDORE COMPANY REPRESENTATIVE

Date / Time of compliance check

Disclaimer>> The above information is provided by the Applicant/ or its representatives. The responsibility for the correctness, accuracy and completeness of its contents is solely borne by the Applicant. JPPL is not responsible for and assumes no liability whatsoever for the correctness, accuracy and completeness of such information

Effective Date: 01 July 2019