

## **NOTICE OF ADVICE TO VESSELS**

**THE MASTER / CHIEF OFFICER  
THE FOLLOWING CONDITIONS ARE HEREBY BROUGHT TO YOUR NOTICE:**

### **1. LOCAL LEGISLATIONS**

You are required to comply with both the regulations established by the International Maritime Organization (IMO) and the specific laws and regulations of Singapore when your vessel is berthed at Jurong Port. Furthermore, you are obligated to adhere to the Workplace Safety and Health (WSH) Act, enacted on March 1, 2006. Specifically, you must follow the WSH (Risk Management) Regulations set forth by the Ministry of Manpower (MOM), in addition to adhering to all other relevant governmental and statutory laws and regulations. The WSH (Risk Management) Regulations states that "In every workplace, the employer, self-employed person and principal shall conduct a risk assessment in relation to the safety and health risks posed to any person who may be affected by his undertaking in the workplace." For details of the WSH Act, you may visit the website: <https://sso.agc.gov.sg/Act/WSHA2006>.

### **2. PORT REGULATIONS**

- 2.1 You are to comply with the 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](http://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](http://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](http://www.jp.com.sg).

### **3. STEVEDORING COMPANIES**

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 adequately secured at all times 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 always provide safety/security measures (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 surfaces/ground and
  - c) provide adequate lighting 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 provide a safe work environment (ventilation and lighting) to workers for cargo operations.
- 5.5 The Master/ Chief Officer shall ensure the vessel's pontoon covers are stored at the wharf side and safe from the wharf operational area, but not at the vessels' weather decks.
- 5.6 The Master/ Chief Officer shall ensure vessel crews are in a fit mental and physical condition to work safely.
- 5.7 It is the responsibility of the Master/ Chief Officer to guarantee the provision of comprehensive guidance, essential information, and proper oversight to the vessel's crew. This is to ensure that they can carry out their tasks safely and competently. Additionally, the Master/ Chief Officer must issue appropriate Personal Protective Equipment (PPE), including safety helmets with chin straps, safety shoes, safety gloves, safety goggles, reflective attire, and any other specific PPE required for tasks. Furthermore, when working on a barge without sideboards or near the edge of a vessel, barge, or wharf, all vessel crew members must wear functional life jackets.
- 5.8 The Master/ Chief Officer shall ensure that the Agent sought necessary approvals (PM4) from the Maritime and Port Authority of Singapore (MPA) and Jurong Port for all Dangerous Goods (DG) on board the vessel for loading/ discharging/ shifting while vessel alongside.
- 5.9 The Master/ Chief shall grant permission for Jurong Port to temporarily install CCTV cameras on the vessel hatch and/or take photos onboard the vessel during her port stay. These cameras are intended to monitor the continuous lifting operations, which includes ensuring the safety and security of the operations.
- 5.10 The Master/Chief is to ensure all CCTV deployed are removed before any closing of the hatch, the vessel will be held liable for damages if found negligence.
- 5.11 Smoking in undesignated areas within JP is an offence.

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

Master/Chief Officer's utmost concern, it is strongly recommended that all ship personnel, crew members, and any individuals disembarking or entering JP's operational areas strictly adhere to the following guidelines for safety and operational efficiency:

- 6.1 Utilize designated pedestrian walkways whenever available, and strictly follow all traffic and directional signages.
- 6.2 Exercise constant vigilance and prioritize safety by yielding the right of way to mechanical equipment and moving machinery. Additionally, it is imperative to remind all relevant personnel that they must complete immigration and customs clearance at the Immigration & Checkpoints Authority of Singapore (ICA) Duty Office before departing the port.

### **7. INSTALLATION OF GANGWAY**

The responsibility of the Master/ Chief Officer is to guarantee the secure installation of gangways, ensuring they are properly and securely fastened to the wharf side and equipped with side railings that are at least 1.2 meters in height to facilitate safe access and egress. The gangways' feature must be intact with well-maintained safety netting along and beneath the entire length of the gangway, to arrest any accidental falls. For additional guidance and specifics, please consult Port Circular No. 06 of 2017. Any extension of gangways is strictly forbidden, and they should not be removed before the pilot boards the vessel.

### **8. PROVISION OF CERTIFICATIONS**

The Master/ Chief Officer of the vessel is to assist the Shipping Agent in providing JP with valid certifications of equipment involved in operations at JP before the vessel's arrival, by sending these certifications/documents to [wsh@jp.com.sg](mailto:wsh@jp.com.sg), [gcsf@jp.com.sg](mailto:gcsf@jp.com.sg) and [jpberthing@jp.com.sg](mailto:jpberthing@jp.com.sg) (where necessary). The following equipment shall have valid certifications and are 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 cranes at their 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 is 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 wharf side 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 wharf side. Mate's receipts, which are qualified in any aspect will not be accepted by JP. For the 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 WASTES / DISPOSABLE MATERIALS**

The disposal of waste or disposable materials is strictly prohibited both at the wharf and in the sea. Such wastes / disposable materials (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 is higher) of the total cost of services (inclusive of GST) will be charged to the vessel.

**14. CHANGE OF DEPARTURE TIME**

The Master/ Chief Officer shall inform JP in advance 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 approval before the commencement of any diving operations.

**16. BUNKERING OPERATIONS**

The Master/Chief Officer is responsible for ensuring the correct and adequate sealing of all scuppers, the appropriate placement of drip trays to contain potential oil spills, and the proper plugging of drain plugs. The Master/Chief Officer must guarantee the presence of a deck watchman (standby) at all times and ensure the availability of an easily accessible oil spill kit on deck.

**17. HOT WORK PERMIT**

The Master/Chief Officer is responsible for obtaining acknowledgement from Jurong Port regarding the Hot Work Permit before initiating any 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 to 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			

**Contact Details:**

**General Cargo**

Shift Lead: +65 9757 2604

Deputy Shift Leader: +65 9654 8186 / +65 9757 2601

Email: [GCSL@jp.com.sg](mailto:GCSL@jp.com.sg)

**Bulk Cargo**

Duty Officer: +65 9117 7376

Email: [BCDO@jp.com.sg](mailto:BCDO@jp.com.sg)

**WSH**

Email: [WSH@jp.com.sg](mailto:WSH@jp.com.sg)

**Jurong Port Security**

+65 6660 9555

+65 6413 9599

Email: [JPICC@jp.com.sg](mailto:JPICC@jp.com.sg)

**Jurong Port Berthing**

+65 9026 8041

+65 6660 9510

Email: [JPBERTHING@jp.com.sg](mailto:JPBERTHING@jp.com.sg)

I confirm that the above conditions and regulations have been brought to my attention and are herein accepted. I undertake to comply with the above requirements during vessel port stay.

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

X

MASTER / CHIEF OFFICER & VESSEL'S STAMP

X

Date  
Effective Date: 15 September 2023