

## **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](http://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](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 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](mailto:wsh@jp.com.sg), [gcdo@jp.com.sg](mailto:gcdo@jp.com.sg) and [jpberthing@jp.com.sg](mailto: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 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.

### 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 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.

### 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