

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	<p>Workers PPE</p> <p>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?</p> <p>b) Are personnel equipped with functional Life Jackets when working on barge (without side boards) and /or at the verge of vessel / Barge /Wharf?</p> <p>If no, make necessary arrangements for workers/ vessel crew to wear immediately.</p>		
13	<p>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?</p> <p>Note: Minimum one Lifting Supervisor(s) for two adjacent vessel Hatch(es) / Hold(s)</p>		
14	<p>Do all the deployed personnel possess the relevant skills / training and with valid training certificate(s)?</p>		
15	<p>Do all deployed personnel have sufficient rest and had not working more than 12 consecutive working hours before commencing this operation?</p>		
16	<p>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?</p> <p>If no, apply the relevant permit and notify JP upon completion</p>		
17	<p>Have Risk Assessment (RA) and Safe Work Procedures (SWP) been developed for all the activities to be carried out, prior to vessel operations?</p> <p>If RA / SWP not available, New set of RA & SWP shall be developed and implement with all the required and relevant Control Measures(CM)</p>		
18	<p>Have Safe Wharf Management plan and Traffic Management plan been developed and implemented on site?</p> <p>If no, re-submit required documents to JP as part of NOSO.</p>		
19	<p>Is the wharf operational area clear from dunnage woods?</p> <p>If not, seek workers' assistance for cleaning.</p>		
20	<p>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?</p> <p>Note: All equipment with abnormalities identified shall be rectified/ repaired, failing so, to replaced immediately.</p>		
21	<p>Is the cargo(s) on board vessel stable, properly stacked and safe for workers to work?</p> <p>If no, discuss and rectify the issue with vessel Master/ Chief Officer</p>		
22	<p>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?</p>		
23	<p>Is the vessel crane certification within 6 months of validity for purpose of lifting Man Cage to/from vessel Hold?</p> <p>If no, immediately arrange for lifting machine with PE certification valid within 6 months for purpose of lifting Man Cage to/from vessel Hold.</p>		

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