



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR NO. 40 OF 2021

28 Oct 2021

Shipping Community
Harbour Craft Community
Pleasure Craft Community

REQUIREMENTS FOR VESSELS ARRIVING IN THE PORT OF SINGAPORE DURING COVID-19

1. This circular supersedes Port Marine Circular No. 31 of 2021.
2. Owners, agents and masters of vessels arriving in the Port of Singapore are reminded of their responsibility to implement and comply with all prevailing requirements and measures of the Singapore authorities to reduce the risk of COVID-19 transmission in Singapore, in particular safe management measures directly applicable to vessels in the Port of Singapore.
3. Owners, agents and masters of vessels must ensure that all operations (e.g. cargo operations, bunkering, ship's supplies and stores, and other marine services) are carried out contactless or contactless with segregation protocol (see below).
 - a) Contactless operation means no boarding of the vessel by any person other than MPA-licensed harbour pilots, authorised government officers, and persons approved by the Port Master of the Maritime and Port Authority of Singapore.
 - b) Contactless operation with segregation protocol means that enhanced safe management measures must be implemented to minimise interaction between the vessel's crew and shore-based personnel.
4. Please refer to **ANNEX A** for details on contactless operations and contactless operations with segregation protocols.

5. The owner, agent or master of the vessel in port must establish and apply procedures and adequate controls to ensure the safety of shore-based personnel and the vessel's crew. Please refer to **ANNEX B** for the requirements for enterprises¹ with shore-based personnel boarding vessels at anchorages, shipyards, terminals and marinas in the Port of Singapore. Failure to comply with the requirements may result in a breach of the Maritime and Port Authority of Singapore (Port) Regulations or the COVID-19 (Temporary Measures) (Control Order) Regulations 2020.

6. All vessel's crew must comply with the following while in the Port of Singapore:

- a) Wear a mask at all times (unless the work activity requires that no mask be worn);
- b) As far as is reasonably practicable, keep a distance of at least one metre apart from each other;
- c) Take and record temperature twice daily;
- d) Observe good personal hygiene by washing hands regularly and refrain from touching face; and
- e) Maintain good hygiene in the vessel's accommodation areas by cleaning frequently touched surfaces (e.g. desk, chart tables, dining tables, bridge/engine room consoles, door handles, handholds, switches, telephones/VHF handsets, faucets).

7. If any of the vessel crew took COVID-19 Polymerase Chain Reaction (PCR) test at their last port of call, the owner, master or agent of the vessel shall ensure that the PCR test results are submitted to MPA **before** the vessel arrives in the Port of Singapore (see below):

- a) If PCR tests were taken for crew change purposes, submit results to crew_change@mpa.gov.sg.
- b) If PCR tests were taken for all other purposes, submit PCR test results to pms@mpa.gov.sg.

8. For queries related to the following matters please contact:

- a) On Rostered Routine Testing and/or Antigen Rapid Test matters. Email swab@mpa.gov.sg or call 1800-272-7777.
- b) Clarification on this circular. Email pms@mpa.gov.sg or call 6325-2488/2489.

CAPT KEVIN WONG
PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

Circular updated on 29 Oct 2021

¹ Enterprises include self-employed persons and legal entities.

Contactless operations and contactless operations with segregation protocol

1. Owners, agents and masters of vessels must ensure that all port operations (e.g. cargo operations, bunkering, ship's supplies and stores, and other marine services) are carried out contactless or contactless with segregation protocol.

Contactless Operations

2. In a contactless operation, no person is to board the visiting vessel except MPA-licensed harbour pilots, authorised government officers, and persons approved by the Port Master.

3. Parties involved in a contactless operation must minimally ensure the following:

- a) Communicate and/or send documents by telephone text message or email.
- b) If items must be transferred from one vessel to another (e.g. securing of mooring, ship supplies; certain documents like bunker delivery note etc), disinfect these items and equipment thoroughly before and after the transfer.

4. For transferring of supplies, the owner, master and/or agent of visiting vessels and the services provider involved must ensure the following:

- a) The supply boat's crew must not board the visiting vessel;
- b) Disinfect equipment used for the transfer of supplies thoroughly before and after the transfer; and
- c) Communicate and/or send documents by telephone text message or email.

Contactless Operations with Segregation Protocol

5. If it is necessary for shore-based personnel to board the vessel, segregation protocol must be in place to minimise interactions between the vessel's crew and shore-based personnel. Examples of contactless operations with segregation protocols are bunkering, cargo operations and tank cleaning. Owners, agents and masters of vessels are required to work with the destination terminals to agree on the segregation protocol before the operations commence.

6. Parties involved in a contactless operation with segregation protocol must minimally ensure the following:

- a) Communicate and/or send documents by telephone text or email.
- b) If items are to be transferred from one vessel to another (e.g. securing of mooring, ship supplies etc), thoroughly disinfect the items and equipment used for the transfer, before and after the transfer;
- c) Vessel's crew to remain in crew accommodation except to keep gangway watch or to carry out essential activities such as tending to mooring ropes;
- d) If vessel's crew are required to go on deck, their movements are to be restricted to the seaward side of the deck; and

- e) The shore-based personnel must be informed of vessel's crew exiting the accommodation so that the shore-based personnel can keep clear of the area.
7. For bunkering² operations, the owner, master or agent of visiting vessels and service providers involved must minimally ensure the following:
- a) Bunker barge crew must not board the visiting vessel;
 - b) Visiting vessel's crew must not board the bunker barge;
 - c) Communicate and/or send documents (e.g. bunker delivery note) by telephone text or email;
 - d) Visiting vessel's crew to connect the hose at the vessel's manifold; and
 - e) Bunker surveyor must not board the bunker barge.

² MPA's licensing conditions for bunker suppliers, bunker craft operators and bunker surveyors are to be strictly complied with.

Requirements for Enterprises with Shore-Based Personnel Boarding Vessels at Anchorages, Shipyards, Terminals and Marinas, in the Port of Singapore.

Proof of requisite test results or Rostered Routine Testing (“RRT”) attendance

1. From 1 November 2021, the RRT regime will switch from a Polymerase Chain Reaction (“PCR”) RRT regime to a Fast and Easy Testing (“FET”) RRT regime using Antigen Rapid Test (“ART”). All enterprises with shore-based personnel³ who are going on board a vessel⁴ in the port (excluding shipyards⁵) must be on 3-Day⁶ FET RRT⁷. This applies to both vaccinated and unvaccinated shore-based personnel. To meet the FET RRT requirement, enterprises should conduct Employer-Supervised Self-Swab (“ESSS”) for their workers, where applicable. Details of the RRT regime can be found at sector specific requirements under the maritime sector at <https://www.gobusiness.gov.sg/safemanagement/sector/>. The costs for the ART test kits that will be used for ESSS will be borne by the Government till end December 2021 and companies should plan and be prepared to bear the costs from 01 January 2022 onwards.

2. Proof of compliance with the RRT regime is primarily through the use of the SmartEntry@Sea system. Alternatively, the proof may be shown on paper or by electronic means (e.g. HealthHub SG app, SGWorkPass app etc.). The proof of the test must show the date/time of the test and the test result.

3. All owners, occupiers and managers of any waterfront facility – i.e. pier, wharf, dock, terminal, marina – must ensure that any shore-based personnel going on board a vessel in the port, produce proof of compliance with the RRT regime (described in paragraph 2), before allowing the shore-based personnel to go on board. The owner, occupier or manager of any waterfront facility must also not allow any shore-based personnel who has any specified symptom (coughing, sneezing, breathlessness, a runny nose, loss of sense of smell or anosmia) or is otherwise physically unwell, to go on board the vessel.

4. The owner, agent and master of the vessel which the shore-based personnel is boarding, must check and not allow the shore-based personnel to board if the personnel does not have proof of compliance with the RRT regime (described in paragraph 2) or if the personnel has any specified symptom (coughing, sneezing, breathlessness, a runny nose, loss of sense of smell or anosmia) or is otherwise physically unwell.

³ “Shore-based personnel” in relation to a relevant vessel, means an individual who is not a passenger or member of the crew of the vessel and (a) is delivering goods or performing services connected to the business of the vessel; (b) is providing any service to any passenger or member of the crew of the vessel on board the vessel; or (c) is effecting the arrest or detention of a vessel or service of any other legal process, whether or not a contractor or an employee or agent of the owner or agent of the relevant vessel.

⁴ “Vessel” includes harbour craft and pleasure craft.

⁵ EDB/ESG’s requirements for shipyard workers will apply.

⁶ Twice weekly. Workers to maintain a 3- to 4-day interval between their weekly tests (e.g. if a Worker’s first test of the week is carried out on Tuesday, his or her second test of the week should be carried out on Friday or Saturday).

⁷ For individuals who go onboard vessels not more than 2 times a month, if they are not already on a 3D FET RRT, they are required to take (i) an ART test within 24 hours prior to boarding, (ii) an ART test within 12 hours upon disembarking the vessel, and (iii) undergo subsequent ART tests on day 3 and day 7.

5. Vaccination is free for all Singaporeans and long-term residents in Singapore, and the Sea-Air Vaccination Exercise (SAVE) aims to better protect frontline maritime personnel and their families. All seafarers and shore-based personnel who are required to board vessels in the port to work are encouraged to be vaccinated as soon as possible. Those who have not been vaccinated can make a request at vaccinate@mpa.gov.sg.

Checking in and out with SmartEntry@Sea QR Code; vessels to keep records of shore-based personnel

6. Apart from showing proof of compliance with the RRT regime, all shore-based personnel must check-in and check-out with the SmartEntry@Sea QR Code at the departure points or the waterfront facilities, as appropriate. These departure points are the gazetted public landing steps (i.e. Marina South Pier and West Coast Pier), cargo, oil or cruise terminals, wharves, marinas and shipyards.

7. All owners, occupiers and managers of the departure points or the waterfront facilities, as appropriate, must ensure that all shore-based personnel comply with the SmartEntry@Sea requirements.

8. Pursuant to regulation 61B(3)(b) of the MPA (Port) Regulations, the owner, agent or master of a vessel in port must maintain full and complete records, for the purposes of contact tracing, of all shore-based personnel embarking and disembarking the vessel. The records must contain: (a) date and time of embarkation and disembarkation, (b) person's name in full, passport/NRIC/FIN number, (c) person's mobile number(s), and (d) enterprise's or company's name in full. The records must be retained for a period of at least one year from date of entry.

Additional requirement for shore-based personnel going on board harbour craft or pleasure craft to carry out duties

9. Shore-based personnel who have carried out duties on board an ocean-going vessel in the port of Singapore must not, in the next 7 days, go on board a harbour craft or pleasure craft, to carry out duties. Enterprises must not deploy any of their shore-based personnel to carry out duties on board any harbour craft or pleasure craft where that personnel had gone on board an ocean-going vessel in the past 7 days. The owner, master or agent of the harbour craft or pleasure craft must check that the shore-based personnel coming on board to carry out duties, must not have been on board an ocean-going vessel in the past 7 days. The owner, master or agent of the harbour craft or pleasure craft must disallow boarding if the shore-based personnel has been on board an ocean-going vessel in the past 7 days.

Compliance with all applicable measures to combat COVID-19

10. Enterprises which deploy their shore-based personnel to go on board vessels in the port to carry out duties must ensure that the personnel properly wears an appropriate level of personal protection equipment, and that the personnel does not (a) remain on board for longer than necessary and does not, in any case, stay on board overnight, (b) consume any food or drink from the ship's stores and (c) convene or take part in any gathering while on board or interact with crew or passenger while on board unless necessary for their work.

11. The shore-based personnel him/herself must also comply with the measures stipulated in **ANNEX C**.

12. The owner, agent and master must establish and apply procedures and adequate controls, when any shore-based personnel are on board, to comply with the measures in **ANNEX C**.

13. Employers of shore-based personnel are reminded to take note of all available health advisories and bring it to the attention of their employees. Employers are responsible to brief their employees on the COVID-19 requirements and measures, i.e. applicable requirements and measures before boarding and while onboard vessels and/or harbour craft in port.

14. Failure to comply with the requirements may result in a breach of the Maritime and Port Authority of Singapore (Port) Regulations or the COVID-19 (Temporary Measures) (Control Order) Regulations 2020.

Measures for vessels when shore-based personnel are going on board

The owner, master, or agent of the vessel in the port, must establish and apply procedures and adequate controls, to comply with the following:

- a. All crew members and shore-based personnel must wear a mask⁸ at all times (unless the work activity requires that no mask be worn) and, as far as is reasonably practicable, keep a distance of at least one metre apart from each other. In addition, the shore-based personnel must properly wear other appropriate personal protective equipment, where necessary, such as gloves and gown, without jeopardising operational and personal safety.
- b. All crew members must take and record their temperature twice daily.
- c. All crew members must maintain good hygiene in the vessel's accommodation areas by cleaning frequently touched surfaces (e.g. desk, chart tables, dining tables, bridge/engine room consoles, door handles, handholds, switches, telephones/VHF handsets, faucets, etc.)
- d. The vessel must have a safe management plan for management of shore-based personnel boarding the vessel. Crew members to be briefed on the plan and to comply with the precautionary measures.
- e. Unwell crew members and/or passengers must be isolated onboard the vessel.
- f. Shore-based personnel who are unwell must be denied access to the vessel.
- g. Records of all embarkation/disembarkation of shore-based personnel must be maintained.
- h. Briefing on the safe management measures must be carried out for the shore-based personnel boarding the vessel and/or harbour craft and logged down for record purposes.
- i. A responsible officer onboard must be appointed to monitor/ensure the compliance of safe management measures by all crew and shore-based personnel onboard his vessel.
- j. Avoid interaction of crew with shore-based personnel unless necessary for shore-based personnel to carry out his/her work.
- k. Designate dedicated toilets for only shore-based personnel to use.
- l. No loitering in the crew living or common areas.
- m. Ensure that shore-based personnel do not remain onboard for a longer period than necessary to discharge their duties, and not in any case, stay onboard overnight.
- n. Ensure that shore-based personnel do not consume any food or drinks from the ships' stores.
- o. Ensure that the shore-based personnel consumes only his/her own food or beverage that the shore-based personnel brought along, using his/her own utensils in an area separate, and at a safe distance, from the crew.
- p. Upon shore-based personnel disembarking the vessel, disinfect the areas that have been used and especially the frequently touched surfaces. The National Environment Agency's guidance for disinfecting common areas and rooms should be followed.

⁸ As far as reasonably practicable, the shore-based personnel should wear a fitted N95 mask.

Measures for shore-based personnel boarding a vessel in the Port of Singapore

Shore-based personnel boarding a vessel must comply with the following:

- a. Must undergo 3-Day FET RRT⁹ and have proof of compliance with the RRT regime before boarding the vessel.
- b. Must check-in and check-out with the SmartEntry@Sea QR Code.
- c. Must not board a vessel if he/she does not have (a) or (b), or did not check-in with the SmartEntry@Sea QR Code; in any case, shore-based personnel who are unwell must not board a vessel.
- d. Must always wear a mask¹⁰ (unless the work activity requires that no mask be worn). In addition, shore-based personnel must properly wear other appropriate personal protective equipment (PPE), such as gloves, and gown, without jeopardising operational and personal safety.
- e. Must bring disinfectant and/or sanitiser to disinfect their equipment and/or tools before and after completion of work.
- f. Must minimise interaction with the ship's crew or passenger, as far as reasonably practicable.
- g. Must bring and consume his/her own food and beverages, using his/her own utensils; and consume his/her meals in an area separate, and at a safe distance, from the vessel's crew.
- h. Must not consume any food and beverages from the ships' stores.
- i. Must ensure a safe distance of at least 1 metre between himself or herself and any other individual on board.
- j. Must not interact with the ship's crew or passenger or convene or take part in any gathering when on board except where necessary for the performance of his or her duties as shore-based personnel.
- k. Must not loiter in the crew living or common areas.
- l. Must not remain onboard for a longer period than necessary to discharge his or her duties as a shore-based personnel, and not in any case, stay onboard overnight.
- m. Staff employed/contracted by terminal operator to avoid using the toilets onboard when they board a vessel that is berthed alongside the terminal. Where possible, the terminal operator is to provide dedicated toilet facilities ashore for only shore-based personnel to use.

⁹ For individuals who go onboard vessels not more than 2 times a month, if they are not already on a 3D FET RRT, they are required to take (i) an ART test within 24 hours prior to boarding, (ii) an ART test within 12 hours upon disembarking the vessel, and (iii) undergo subsequent ART on day 3 and day 7.

¹⁰ As far as reasonably practicable, the shore-based personnel should wear a fitted N95 mask.