



## MARITIME AND PORT AUTHORITY OF SINGAPORE

### PORT MARINE CIRCULAR NO. 04 OF 2022

15 Mar 2022

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. 40 of 2021 with effect from 15 Mar 2022.
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 enterprises<sup>1</sup> 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) Observe good personal hygiene by washing hands regularly; and
  - d) 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](mailto:crew_change@mpa.gov.sg).
  - b) If PCR tests were taken for all other purposes, submit PCR test results to [pms@mpa.gov.sg](mailto:pms@mpa.gov.sg).
  
8. For clarification on this circular, please email [pms@mpa.gov.sg](mailto:pms@mpa.gov.sg) or call 6325-2488/2489.

CAPT CHONG JIA CHYUAN  
PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE

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<sup>1</sup> 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:

- Communicate and/or send documents by telephone text message or email.
- 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:

- The supply boat's crew must not board the visiting vessel;
- Disinfect equipment used for the transfer of supplies thoroughly before and after the transfer; and
- 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:

- Communicate and/or send documents by telephone text or email.
- 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;
- 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;
- If vessel's crew are required to go on deck, their movements are to be restricted to the seaward side of the deck; and
- 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 bunkering<sup>2</sup> operations, the owner, master or agent of visiting vessels and service providers involved must minimally ensure the following:

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

- 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.

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

1. All owners, occupiers and managers of any waterfront facility – i.e. pier, wharf, dock, terminal, marina – must 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.
2. 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 has any specified symptom (coughing, sneezing, breathlessness, a runny nose, loss of sense of smell or anosmia) or is otherwise physically unwell.
3. All shore-based personnel boarding vessels are to be fully vaccinated<sup>3</sup>. Non-fully vaccinated individuals (other than recovered individuals<sup>4</sup> or medically ineligible individuals) will not be allowed to board any vessels in the port.
4. 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**. The shore-based personnel him/herself must also comply with the measures stipulated in **ANNEX C**.
5. 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.
6. 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.

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<sup>3</sup> An individual is considered fully vaccinated two weeks after he or she has received two doses of Pfizer-BioNTech/ Comirnaty, Moderna, or any vaccines in the World Health Organisation's Emergency Use Listing such as Sinovac-CoronaVac, Sinopharm, and AstraZeneca. From 14 Feb 2022 onwards, an individual is considered fully vaccinated if a booster dose has been received no more than 270 days after the last dose.

<sup>4</sup> Individuals who have recovered from COVID-19 but are not fully-vaccinated may board vessels in port if they receive at least 1 dose of mRNA vaccine or 2 doses of Sinovac at least three months after infection.

**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 appropriate personal protective equipment such as face mask (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.
- b. Unwell crew members and/or passengers must be isolated onboard the vessel.
- c. Shore-based personnel who are unwell must be denied access to the vessel.
- d. 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.
- e. Designate dedicated toilets for only shore-based personnel to use.
- f. No loitering in the crew living or common areas.
- g. 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.
- h. Ensure that shore-based personnel do not consume any food or drinks from the ships' stores.
- i. 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.
- j. 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.

**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 wear appropriate personal protective equipment such as face mask (unless the work activity requires that no mask be worn).
- b. Must minimise interaction with the ship's crew or passenger, as far as reasonably practicable.
- c. 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.
- d. Must not consume any food and beverages from the ships' stores.
- e. As far as it is reasonably practicable, ensure a safe distance of at least 1 metre between himself or herself and any other individual on board.
- f. Must not loiter in the crew living or common areas.
- g. 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.
- h. 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.