



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR  
No. 15 of 2004

17 Jun 2004

Shipping Community  
Harbour Craft Community

**(A) PRE-ARRIVAL NOTIFICATION OF SECURITY (PANS)**

**(B) GUIDANCE FOR ESTABLISHING SECURITY MEASURES WHEN VESSELS CALL AT NON-ISPS COMPLIANT PORTS**

1 Pursuant to Sections 10 and 44 of the Maritime and Port Authority of Singapore Act (Cap.170A), and Regulation 63F of the Maritime and Port Authority of Singapore (Port) (Amendment) Regulations 2004, the Port Master hereby directs the master, owner or agent of the following vessels to declare the information requested in this circular:

- (a) Passenger ships, including high-speed passenger craft;
- (b) Cargo ships, including high-speed Craft, of 500 gross tonnage and upwards; and
- (c) Mobile Offshore Drilling Units

**Pre-Arrival Notification Of Security (Pans)**

2 With effect from 1 Jul 04, the above ships shall complete the form (attached as Appendix 1), and send it to the **MARITIME SECURITY DEPARTMENT** at Fax No. (65) 6221 3036 or email: [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg) at least **24 hours**<sup>1</sup> before the ship's arrival in Singapore.

**Guidance For Establishing Security Measures When Vessels Call At Non-ISPS Compliant Ports**

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<sup>1</sup> A vessel coming from nearby port, with less than 24 hours steaming time to Singapore, shall immediately on departure from such port notify the Maritime Security Department of MPA.

3 With effect from 1 Jul 04, not all the port facilities in the world will be ISPS compliant. Hence, we would like to provide guidance to ISPS compliant ships calling non-ISPS compliant ports. A copy of the guidance is attached as **Appendix 2**. To avoid any delays to the ship and cargo operations, it is recommended that ISPS compliant ships implement the security measures, declare it in the Pre-Arrival Notification of Security form and retain onboard the completed checklist before calling the port of Singapore.

### **Control Measures**

4 The shipping community is hereby informed that from 1 Jul 04, ships calling at Singapore's port will be subject to control and compliance measures. These may include the assessment of ship security information provided by the shipmasters in the **PANS** prior to entering the port. If there are clear grounds that a ship is not in compliance with the requirements of the ISPS Code, the ship may be subjected to a more detailed inspection, delay or detention, restriction of operations or movements in port, or may even be denied entry.

5 Any queries relating to this circular should be directed to Capt Henry Heng at Tel: 6325 2477 or Capt Anand U Nathan at Tel: 6325 2465.

MARK LIM YEW GUAN  
for PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE

Date of revision 24 Jun 2004

To: OFFICER-IN-CHARGE  
 MARITIME SECURITY DEPARTMENT  
 Fax: (65) 6221 3036 or email: [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg)

**Pre-Arrival Notification of Security (PANS) for:**

- a) Passenger ships including high-speed passenger craft,
- b) Cargo ships, including high-speed craft, of 500 gross tonnage and upwards, and
- c) Mobile offshore drilling units

This form is to be submitted at least **24 hours** prior to the arrival of the vessel.

1) Name Of Ship:		2) Flag:		3) Call-Sign:	
4) GT:	5) Type of Ship:	6) No. of Crew:		7) ETA:	
8) Purpose of Call: Loading / Discharging / Bunkering / Shipyard / Others <b>(Delete as appropriate)</b>  If others, pls specify purpose: _____					
9) Name of Anchorage or Port Facility your ship is bound for:  _____					
10) Name of Agent in Singapore:  _____  Tel No: _____ Fax No: _____					
11) Does your ship possess a valid International Ship Security Certificate (ISSC) ?  <b>Yes / No (Delete as appropriate)</b>  <b>If your answer is 'YES', give details in Q12 and Q13.</b>					
12) Date of expiry of the ISSC:					
13) Name of issuing authority for the ISSC:					
14) Current security level of the ship:					

15) Last 10 ports of call (w.e.f. from 1 Jul 04), including arrival/departure dates and the security level at which the ship operated at these ports where it has conducted a ship/port interface:

Port	Arrival	Departure	Security Level

16) Were there any special or additional security measures taken during any ship/port interface at the ports mentioned in Q15 ?

**Yes / No (Delete as appropriate)**

**If your answer is 'YES', give details:**

17) Were there appropriate ship security measures maintained during any ship-to-ship activity interface at the ports mentioned in Q15 ?

**Yes / No (Delete as appropriate)**

**If your answer is 'YES', give details:**

**SIGNATURE OF MASTER / OWNER / AGENT:** \_\_\_\_\_

**NAME OF MASTER / OWNER / AGENT:** \_\_\_\_\_

**DATE (UTC):** \_\_\_\_\_ **TIME (UTC):** \_\_\_\_\_

**PRESENT POSITION: (Latitude)** \_\_\_\_\_ **N/S (Longitude)** \_\_\_\_\_ **E**

**GUIDANCE FOR ESTABLISHING SECURITY MEASURES WHEN  
VESSELS CALL AT NON-ISPS COMPLIANT PORTS**

Name Of Ship:	Flag:	Call-Sign:
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**Prior Arrival**

<b>1. GENERAL REQUIREMENTS FOR SECURITY OF THE SHIP</b>		<b>TICK</b>
1.1	Ship's crewmembers to be familiar with their respective security functions, roles, duties and responsibilities through additional drills or exercises, if necessary.	
1.2	Master or Ship Security Officer to provide security information and brief to all crewmembers on possible specific threats of the port.	
1.3	Ship Security Officer to be prepared to do a 'Declaration of Security' with the port facility to coordinate protective measures.	
1.4	Access to lifeboats, deck storerooms, lockers, unattended spaces and restricted areas to be secured / locked.	
1.5	Check all ships internal and external lightings and test ship's alarm to ensure in good and working order.	

**Whilst in port**

<b>2. ACCESS TO THE SHIP</b>		<b>TICK</b>
2.1	Deploy ship watchmen or security guards at gangway to ensure that only authorised persons are permitted entry and to keep track and account for the number of such persons onboard.	
2.2	Accommodation ladders / gangways, doors, side shutters, windows, hatches and ports are secured or continuously attended / monitored to prevent unauthorised entry.	
2.3	Limit the entry to the vessel's accommodation and engine room to a minimum number of access points.	
2.4	All persons boarding the ship to be checked, registered and issued with identification passes.	
2.5	Personal effects and baggage of all persons boarding the ship to be checked for undesirable items.	
2.6	Procedures in place to return all unaccompanied baggage to the local authorities.	
2.7	Additional personnel assigned to conduct ship patrols to deter unauthorised access.	
2.8	Procedures in place to raise alarm and to react if unauthorised boarding is detected.	

<b>3. RESTRICTED AREAS</b>		<b>TICK</b>
3.1	Measures in place to prevent unauthorised persons to access the restricted areas such as crew accommodation, navigational bridge, machinery spaces, spaces containing hazardous substances or dangerous goods and areas adjacent to restricted areas.	
3.2	Deploy personnel to continuously guard and / or continuously patrol the above restricted areas and areas adjacent to restricted areas, if necessary.	

<b>4. HANDLING OF CARGO</b>		<b>TICK</b>
4.1	Ship's personnel to be in attendance and/or supervise the handling of cargo being loaded/discharged to prevent tampering and match the cargo documentation.	
4.2	Procedures in place to check cargo and cargo spaces, prior, during and after cargo operations.	
4.3	Procedures in place for handling and verifying of dangerous goods and hazardous substances carried on board.	

<b>5. SHIP'S STORES</b>		<b>TICK</b>
5.1	Procedures in place to inspect ship's stores delivered to the ship and handling of ship's stores to prevent acceptance except for items ordered.	

<b>6. MONITORING THE SECURITY OF THE SHIP</b>		<b>TICK</b>
6.1	Security communication equipment and communication details readily available and tested between ship and port facility.	
6.2	Ship's decks and access points illuminated at night or when necessary while conducting ship/port interface or at anchorage.	
6.3	Ensure sufficient lighting for ship's personnel to be able to detect activities beyond the ship, on both the shore side and seaward side.	

### **Departure Checks**

**(To check for stowaways and unlisted packages/parcels)**

<b>Items and Places to be Inspected:</b>		
<b>Deck Area</b>	<b>Tick</b>	<b>Remarks</b>
Muster Room		
Dunnage		
Deck Personal Areas		
Garbage Disposal Area		
Lockers		
Cargo Hatches		
Quarters		
Smoke Stacks		
Radio Bridge		
Storage Area		
Life Boats		
Winch and Mast Houses		

Void Spaces		
<b>Engineering Area</b>		
Engineering Personal Areas		
Tanks (Ballast, Fuel, Water)		
Lockers		
Bilge Areas (Hull)		
Quarters		
Storage Areas		
Shaft Alley		
Smoke Stacks		
Engine Control Room		
Aft Steering Room		
Engine Room		
Emergency Steering Room		
Void Spaces		
<b>Catering Area</b>		
Stewards' Personal Area		
Ship's Stores		
Lockers		
Slop Chest		
Quarters		
Bond Lockers		
State Rooms		
Storage Rooms		
Galley (Refrigerators, Stoves, etc)		
Laundry Rooms		
Void Spaces		

Date of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Security measures put in place, completion of searches and result to be entered in logbook. This checklist is to be kept with other vessel log documentation and to be produced as evidence on demand by the Port Officials or Security Agencies.

\_\_\_\_\_  
Name of Master

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Ship's Stamp)