



## PORT MARINE CIRCULAR

NO. 05 OF 2013

21 Jun 2013

Shipping Community

### **REVISION TO THE PRE-ARRIVAL NOTIFICATION OF SECURITY (PANS)**

The Maritime and Port Authority of Singapore would like to inform the shipping community that the Pre-arrival Notification of Security (PANS) has been revised and will be renamed as Pre-arrival Notification (PAN), and will come into effect on 1 July 2013.

2 Pursuant to Section 44(2) of the Maritime and Port Authority of Singapore Act (Cap. 170A), and Regulations 3 and 63A of the Maritime and Port Authority of Singapore (Port) Regulations, the Port Master hereby directs that owners, agents or masters of the following vessels are to declare the required information using the PAN form in this circular:

- a) Passenger ships including high-speed passenger craft;
- b) Cargo ships, including high-speed craft, of 500 GT and above; and
- c) Mobile offshore units, including mobile offshore drilling units

3 The changes made to the format of the PAN form has been attached as Annex A. With effect from 1 July 2013, owners, agents and masters of vessels mentioned in paragraph 2 above shall complete the revised PAN form as attached in this circular and send it to the Port Security Department at fax no. (65) 6221 3036 or email to [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg) at least **24 hours**<sup>1</sup> before the ship's arrival in Singapore. The ship's agent based in Singapore may submit the PAN through MPA's Marinet.

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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 Port Security Department of MPA.

4 The information on (a) Guidance to masters, companies and duly authorised officers on the requirement relating to the submission of security-related information prior to the entry of a ship into port; and (b) Guidance for establishing security measures when vessels call at non-ISPS compliant ports, can be found on the following web addresses:

[http://www.mpa.gov.sg/sites/circulars\\_and\\_notices/pdfs/port\\_marine\\_circulars/pc01072013p4a.pdf](http://www.mpa.gov.sg/sites/circulars_and_notices/pdfs/port_marine_circulars/pc01072013p4a.pdf)

[http://www.mpa.gov.sg/sites/circulars\\_and\\_notices/pdfs/port\\_marine\\_circulars/pc01072013p4b.pdf](http://www.mpa.gov.sg/sites/circulars_and_notices/pdfs/port_marine_circulars/pc01072013p4b.pdf)

5 The revised version of ePAN is available for downloading at the following web address:

[http://www.mpa.gov.sg/sites/circulars\\_and\\_notices/pdfs/port\\_marine\\_circulars/epan.html](http://www.mpa.gov.sg/sites/circulars_and_notices/pdfs/port_marine_circulars/epan.html)

6 The owners and agents of vessels are encouraged to forward soft copies of the revised ePAN to their shipmasters.

7 Any queries relating to this circular should be directed to Mr. Thomas Ng at Tel: 6325 2471, or, Mr. G. Alagirisamy at Tel: 6325 2417.

8 Port Marine Circular No.25 of 2005 is hereby cancelled. The PAN format in Annex A of this Circular will supersede the “Notification of Arrival Reporting Format” on page 32 of the “Singapore Port Information, Edition 2012/2013”, published by the Hydrographic Department, Maritime and Port Authority of Singapore.

KEVIN WONG  
DEPUTY PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE

**MARITIME AND PORT AUTHORITY OF SINGAPORE**

**TEL:** (65) 62213127  
**FAX:** (65) 62213036  
**email:** [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg)

PAN FORM v01072013

This form may take 15 minutes to complete. You will need the following information to complete the form :

1. Particulars of ship and contact details
2. Arrival voyage information
3. Security related information
4. Declarations

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**Pre-Arrival Notification (PAN)**

Owners, Agents or Masters of

- a) Passenger ships including high-speed passenger craft,
- b) Cargo ships, including high-speed craft, of 500 GT and above, and
- c) Mobile offshore units, including mobile offshore drilling units,

shall complete this form and email to [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg) at least **24 hours** before arrival into Singapore. A ship coming from a nearby port, with less than 24 hours steaming time to Singapore, shall immediately on departure from such port complete this form and email to [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg) before arrival into Singapore.

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\* Denotes mandatory field

- 1.1 \* IMO number :
- 1.2 \* Name of ship:
- 1.3 \* Port of registry :
- 1.4 \* Flag State :
- 1.5 \* Type of ship :
- 1.6 \* Call sign :
- 1.7 \* Length Overall (LOA) :
- 1.8 \* Arrival Fwd Draft : Mid Draft: Aft Draft:
- 1.9 \* Air Draft :

- 1.10 \* INMARSAT number : \* MMSI number :
- 1.11 \* Gross Tonnage :
- 1.12 \* Name of ship owner's company :  
\* Name of Company Security Officer (CSO) :  
\* CSO 24 hours contact tel/mobile no. :
- 1.13 \* Name of agent in Singapore :  
\* Agent 24 hours contact tel/mobile no. : Fax no. :  
Agent's email address :
- 1.14 Ship's email address :
- 1.15 Safety of Ship
- 1.15.1 \* Any conditions affecting the navigation of ship? (i.e. defective propulsion machinery/ steering equipment, list/ awkward tows) Y/N
- 1.15.2 \* Any accident affecting the safety of the ship? Y/N
- 1.15.3 \* Any fire hazards, include hazards involving dangerous goods, onboard? Y/N
- 1.16 Remarks :
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## 2 Arrival Voyage Information

- 2.1 \* Voyage number :
- 2.2 \* Ship arriving from :
- 2.3 Port facility information
- \* Facility/Location :
- \* Expected date and time of arrival:
- \* Expected date and time of departure:
- \* Purpose of call :
- ☐ Loading/ Discharging Cargo ☐ Embarking/Disembarking Passengers
- ☐ Taking Bunkers ☐ Taking Ship's Supplies ☐ Changing Members of Crew
- ☐ Repair/ Docking/ Outfitting at Shipyard ☐ Miscellaneous
- If Miscellaneous, please specify purpose :
- 2.4 Anchorage details
- Duration : Days
- ETA:
- ETD:

Purpose :

- ☐ Loading/ Discharging Cargo    ☐ Embarking/Disembarking Passengers
- ☐ Taking Bunkers    ☐ Taking Ship's Supplies    ☐ Changing Members of Crew
- ☐ Repair/ Docking/ Outfitting at Shipyard    ☐ Miscellaneous

If Miscellaneous, please specify purpose:

- 2.5      \* General description of cargo onboard:
- 2.5.1    \* Is the ship carrying any dangerous substances as cargo? Y/N
- 2.5.2    \* Has the Dangerous Cargo Manifest (IMO FAL Form 7) been forwarded to the MPA's Hazardous Cargo Section? Y / N / NA  
(Please note that under Section 10 of MPA Act (Cap170A), it is an offence not to submit Dangerous Cargo Manifest to MPA's Hazardous Cargo Section)
- 2.6      \* Has the Crew List been forwarded to Immigration & Checkpoints Authority (ICA)? Y/N  
(You are reminded that the Crew List is to be sent to ICA at least 24 hours prior to ship's arrival)
- 2.7      \* Has the Passenger List been forwarded to Immigration & Checkpoints Authority (ICA)? Y / N / NA  
(You are reminded that the Passenger List is to be sent to ICA at least 24 hours prior to ship's arrival)

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### 3 Security Related Information

- 3.1      \* Does the ship have an approved ship security plan onboard? Y/N
- 3.2      \* Current security level at Singapore:
- 3.3      List last 10 port calls (ship/port interface conducted) - Chronological order beginning with most recent call :

No	Date From	Date To	Port Facility	Port Name	Security Level	Special or Additional Security Measures
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

- 3.4      List of most recent 5 ship-to-ship activities during the period specified in 3.3 - Chronological order beginning with the most recent call :

No	Date From	Date To	Lat	Lon	Activity	Security Measures Applied
1						
2						
3						

4						
5						

- 3.5 \* Does the ship have any privately contracted security personnel onboard? Y/N
- 3.6 \* Does the ship have any refugees, stowaways, or persons rescued from sea onboard?  
Y/N
- 3.7 Remarks :
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## 4 Declarations

- 4.1 Arms and Ammunition  
\* Is the ship carrying arms or ammunition onboard? Y/N
- 4.1.1 Type and quantity :
- 4.1.2 Does the ship have a strong room? Y/N If yes, location :
- 4.2 Mandatory Certificates
- 4.2.1 Does the ship have the following valid mandatory certificates onboard?
- 4.2.1.1 \* Certificate of Registry? Y/N  
Issuer : Expiry date:
- 4.2.1.2 \* Passenger Ship Safety Certificate? Y/N  
Issuer : Expiry date:
- 4.2.1.3 \* Cargo Ship Safety Construction Certificate? Y/N  
Issuer : Expiry date:
- 4.2.1.4 \* Cargo Ship Safety Radio Certificate? Y/N  
Issuer : Expiry date:
- 4.2.1.5 \* Document of Compliance? Y/N  
Issuer : Expiry date:
- 4.2.1.6 \* Safety Management Certificate? Y/N  
Issuer : Expiry date:
- 4.2.1.7 \* International Oil Pollution Prevention Certificate? Y/N  
Issuer : Expiry date:
- 4.2.1.8 \* Certificate of Fitness for Carriage of Dangerous Chemicals in Bulk? Y/N  
Issuer : Expiry date:  
(Only for Chemical Tanker)
- 4.2.1.9 \* International Sewage Pollution Prevention Certificate? Y/N  
Issuer : Expiry date:
- 4.2.1.10 \* International Air Pollution Prevention Certificate? Y/N  
Issuer : Expiry date:
- 4.2.1.11 \* International Load Line Certificate? Y/N  
Issuer : Expiry date:
- 4.2.1.12 \* International Tonnage Certificate? Y/N  
Issuer : Expiry date:

4.2.1.13 \* International Anti-Fouling System Certificate? Y/N  
Issuer :                      Expiry date:

4.2.1.14 \* Bunker Convention Certificate? Y/N  
Issuer :                      Expiry date:

4.2.1.15 \* CLC 92 Certificate? Y/N  
Issuer :                      Expiry date:

4.2.1.16 \* International Ship Security Certificate (ISSC)? Y/N  
Issuer :                      Expiry date:

#### 4.3 MARPOL

4.3.1 \* Is the ship carrying any cargo residues (HME) as stated in MARPOL Annex V? Y/N

4.3.1.1 Type/ amount/ discharge facility arranged :

4.3.2 \* Is the vessel carrying any slop/ sludge on board? Y/N

a) If the ship is arriving with residues of mixtures containing oil or noxious liquid substances which will be or are likely to be discharged within the port, the following information must be declared in the items :

(i) quantity and content (including water) of such residues or mixtures to be discharged within the port (if any); and

(ii) details of the arrangement made with the approved reception facility in the port for the discharge of such residues or mixtures.

b) In addition, the Master of any ship having residues or mixtures containing oil or noxious liquid substances on board, regardless of whether the same will be discharged within the port, must declare to the Port Master the quantity and content of such residues or mixtures on board the ship.

4.3.2.1 Slop Quantity :                      Tonnes

4.3.2.2 Sludge Quantity :                      Tonnes

4.3.2.3 Slop/Sludge Content :

4.3.2.4 Slop/Sludge Reception Facility :

#### 4.4 Maritime Singapore Green Initiatives

4.4.1 Will the ship be using fuels with sulphur content of <1%, or, type-approved abatement/scrubber technology,

☐ No, not using

☐ Yes, only using at berth

☐ Yes, using throughout the stay within Singapore Port Limits

4.5 Above information is declared by,

4.5.1 \* Name :

4.5.2 \* Title :

4.5.3      \* Location of ship at the time the report is made :

4.5.4      \* Time (24-hour time format; HHMM) :

4.6        Signature :

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**IMPORTANT NOTES (For ePAN Users)**

- a)        Some PC systems may prevent the ePAN from executing due to individual security settings. After downloading the ePAN.html file, it is recommended to rename the "ePAN.html" file as "ePAN.hta" as a precaution.
- b)        When transmitting the ePAN file as an attachment via email, do ensure to compress the file before sending, i.e. "ePAN.zip". This is to avoid any unintended file alteration and/or blocking by the receiving email system.