



**MARITIME AND PORT AUTHORITY OF SINGAPORE  
SHIPPING CIRCULAR  
NO. 8 OF 2023**

MPA Shipping Division  
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26 June 2023

**Applicable to:** Ship owners, managers, operators, masters, and agents of Singapore-registered ships.

**REPORTING OF INCIDENTS INVOLVING SINGAPORE-REGISTERED SHIPS (SRS)**

This shipping circular supersedes Shipping Circular No. 8 of 2021.

2 This Circular outlines the procedure for reporting to MPA incidents reporting involving Singapore-registered ships.

3 Examples of incidents that should be reported include any of the following occurrences directly in connection with shipboard operations, or otherwise relating to the vessel:

- i. the death of, or onset of a disease or injury to, a person;
- ii. any occupational accident, injury or disease affecting a seafarer;
- iii. the loss of a person from a ship;
- iv. the loss, presumed loss or abandonment of a ship;
- v. security breaches;
- vi. material damage to a ship;
- vii. the stranding or disabling of a ship, or the involvement of a ship in a collision;
- viii. damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual;
- ix. severe or potential damage to the environment, brought about by the damage of a ship or ships; or

- x. detention by foreign authorities (e.g., port state control detentions, alleged non-compliance with laws)

**Initial Reporting**

4 When an incident occurs and being reported to the company according to its Safety Management System (SMS), the owner, manager or Master of the affected ship shall as best as possible, alert MPA **within 2 hours**. This initial reporting may enable MPA to liaise with other relevant parties, if applicable, for extra assistance.

5 Initial reporting format:

(a) Email to [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg),<sup>1</sup> [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg),<sup>2</sup> [ivd@mpa.gov.sg](mailto:ivd@mpa.gov.sg),<sup>3</sup> and [mmo@mpa.gov.sg](mailto:mmo@mpa.gov.sg)<sup>4</sup>; or telephone SRS Hotline at +65 62255777 (6-CALL-SRS).

(b) The initial report should be as follows:

<p><b>1. Type of incident</b></p> <p>(collision, grounding, fire, hull breach, death of a person, work accident, injury, diseases, detention etc)</p>	
<p><b>2. Pollution to environment</b> (if any)</p> <p>(pollutant-type &amp; amount spilled)</p>	
<p><b>3. Date and time</b></p> <p>(in local time and time zone)</p>	
<p><b>4. Location of incident</b></p> <p>(Lat, Long, etc.)</p>	
<p><b>5. Injuries</b> (number and severity) and/or <b>damage</b> (location &amp; severity) and/or <b>pollution</b> (pollutant type &amp; amount spilled)</p>	
<p><b>6. Current status of incident</b></p> <p>(e.g., under control/mitigation ongoing)</p>	

***Note: Detailed reporting to follow when the situation warrants.***

<sup>1</sup> FSC and PSC departments.

<sup>2</sup> Singapore Ship Registry Department.

<sup>3</sup> Maritime Investigation Department.

<sup>4</sup> Seafarers Policy, Development & Welfare Department.

## **Detailed reporting of incidents**

Detailed reporting must be completed **within 24 hours**<sup>5</sup> of the happening in the following applicable annexes:

Annex A – Report of a marine casualty, marine incident or vessel detention

Annex B – Report of occupational accidents, injuries and diseases affecting seafarers on board

Annex C – Report of a security incident

Reporting in the above annexes must be emailed to [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg), [mmo@mpa.gov.sg](mailto:mmo@mpa.gov.sg), [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg), and [ivd@mpa.gov.sg](mailto:ivd@mpa.gov.sg). Additionally for security incident reporting, detailed reporting (Annex C) must be emailed to [shipalert@mpa.gov.sg](mailto:shipalert@mpa.gov.sg)

## **Additional instructions and guidance**

See Annex D for additional instructions and guidance on incident reporting.

Any queries relating to this shipping circular may be directed to MPA via email: [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg).

CHEAH AUN AUN  
DIRECTOR OF MARINE  
MARITIME AND PORT AUTHORITY OF SINGAPORE

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<sup>5</sup> 107.(1) Where a ship –

- a) has sustained or caused an accident occasioning loss of life or serious injury to a person;
- b) has sustained an accident or received damage, or otherwise sustained a defect or deficiency in the ship or its equipment which has been discovered, and the accident, damage, defect or deficiency has affected, or is likely to affect the seaworthiness of the ship, or the efficiency or completeness of the life-saving appliances or other safety equipment of the ship;
- c) has been in a position of great peril, either from the action of some other ship or from danger of wreck or collision; or
- d) has been stranded or wrecked,

the owner or the master of the ship shall, within 24 hours of the happening, report the happening to the Director

(2) Any owner or master of a ship who fails without reasonable cause to comply with this section shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000.

# ANNEX A



## Maritime and Port Authority of Singapore REPORT OF A MARINE CASUALTY OR MARINE INCIDENT

MERCHANT SHIPPING ACT 1995

Section 107 "Report of accidents, etc., to Director"

SECTION I - VESSEL PARTICULARS				
1. NAME OF VESSEL:		2. IMO NO.:		
3. FLAG:		4. CLASSIFICATION SOCIETY:		
5. TYPE OF VESSEL: SELECT OTHERS (SPECIFY)		6. TYPE OF SERVICE: SELECT OTHERS (SPECIFY)		7. HULL MATERIAL : SELECT OTHERS (SPECIFY)
8. GROSS TONNAGE:	9. NETT TONNAGE:	10. DEADWEIGHT:	11. LOA/LBP:	12. WIDTH:
13. PROPULSION TYPE:			14. PROPELLER TYPE:	
15. KEEL LAID / DATE OF DELIVERY / PLACE OF BUILD:				
16. OWNER / ISM MANAGER DETAILS (include e-mail & contact number):				
17. LOCAL AGENT CONTACT DETAILS (include e-mail & contact number):				
SECTION II - DETAILS OF OCCURRENCE				
18. LOCAL DATE & TIME:		19. POSITION (LAT/LONG): WITHIN THE OF (COUNTRY, IF APPLICABLE)		
20. VESSEL'S STATUS: SELECT OTHERS _____		21. NATURE OF OCCURRENCE : SELECT OTHERS _____		

22. NARRATIVE:  
 (Any other details, including immediate actions taken in response and details of additional persons involved, may be stated below. A preliminary report may also be separately attached.)

**SECTION III - VOYAGE DETAILS**

23. FROM/TO (ETA):		24. DRAFT FWD / AFT :
25. NO OF CREW/PASSENGER ON BOARD:	26. PILOT ON BOARD: SELECT	27. WEATHER CONDITION: (wind, sea, current, visibility, etc.)
28. CARGO ON BOARD – TYPE/AMOUNT ( <i>indicate fully loaded/partially loaded/ballast</i> ):		
DANGEROUS GOODS:		

**SECTION IV - MISCELLANEOUS**

(ANY OTHER SIGNIFICANT INFORMATION)

DECLARATION

I declare that this Report is true to the best of my knowledge and belief, and I make it, knowing that if it is tendered in evidence, I may be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

I further declare that all shipboard statutory certification was in order prior to the casualty / incident (otherwise – provide details of the non-compliance and actions taken).

<p>.....</p> <p>DATE OF SUBMISSION</p>	<p>.....</p> <p>TITLE / RANK &amp; NAME</p>
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## ANNEX B



### Maritime and Port Authority of Singapore REPORT OF OCCUPATIONAL ACCIDENTS, INJURIES AND DISEASES AFFECTING SEAFARERS ON BOARD

MERCHANT SHIPPING (MARITIME LABOUR CONVENTION) (HEALTH AND SAFETY  
PROTECTION AND ACCIDENT PREVENTION) REGULATIONS 2014

1. <b>Ship's name and IMO number:</b>
2. <b>Date and time of occurrence:</b>
3. <b>Ship's position at time of occurrence (Lat-Long / Name of location):</b>
4. <b>Personnel involved:</b>  Name:  Sex:  Age:  Nationality and Passport No.:  If seafarer, specify designation:  If other persons, specify nationality and status e.g. passenger:  If more than one personnel involved, please include in separate sheet.

**5. Account of the occurrence:**

Covering, where applicable, circumstances leading to occurrence, nature of injuries/conditions, occurrence of fatality, degree of incapacity (temporary or permanent), duration of occurrence, location of occurrence on board, and medical treatment given.

**6. Indicate any immediate action taken in response to the occurrence:**

**7. Any other relevant information (including statements from witnesses):**

**8. Declare whether all statutory requirements were in order prior to the occurrence; otherwise provide details of the non-compliance(s) and actions taken:**

**Declaration** (to be made by Master or most senior officer available):

I declare that this Report (consisting of ..... pages) is true to the best of my knowledge and I make it knowing that, if it is tendered in evidence, I may be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Name:

Designation:

Passport No.:

Date:

Signature





## ANNEX C

Maritime and Port Authority of Singapore

### REPORT OF A SECURITY INCIDENT

MERCHANT SHIPPING ACT 1995

Section 107 "Report of accidents, etc., to Director"

#### INFORMATION PERTAINING TO INCIDENT

##### **A General**

1. Type of Incident e.g., Robbery, Hijack, Missing, Lost contact etc:
2. Date & time of Incident (Local Time):
3. Location of Incident:

##### **B Ship's details:**

1	Ship's Name	
2	Call sign	
3	IMO number	
4	MMSI number	
5	INMARSAT IDs	
6	Type of ship	
7	Flag State	
8	Gross Tonnage	
9	Company/Agent/Owner	

**C Position of Ship**

1	Latitude	
2	Longitude	
3	Name of the area – Place/Port, territorial sea, port waters, anchorage, high seas etc	
4	Activity of Ship - While sailing, at anchor or at berth etc	
5	ISPS Security Level of Ship prior to attack	
6	Last Port of Call and Next Port of Call	

**D Details of Victims**

<b><i>Victim</i></b>	<b><i>Nationality</i></b>	<b><i>Sex / Age</i></b>	<b><i>Designation on board</i></b>	<b><i>Injury</i></b>

**E Items Stolen**

<b><i>Description of item</i></b>	<b><i>Estimated value of item</i></b>

**F Brief description of attack based on information from coastal state authorities / ship / ship owner / ship's agent<sup>6</sup>**

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<sup>6</sup> The following additional information to be included: damage to ship; description of suspects, direction towards which pirates/robbers fled; any other information (e.g., language spoken); action taken by the master and crew; was incident reported to the Authorities (coastal states and/or flag state) and action taken by them, if any.

## ANNEX D

### Additional instructions and guidance

1. All detailed reporting in the above annexes must be emailed to [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg), [mmo@mpa.gov.sg](mailto:mmo@mpa.gov.sg), [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg), and [ivd@mpa.gov.sg](mailto:ivd@mpa.gov.sg). Additionally for security incident reporting, detailed reporting (Annex C) must be emailed to [shipalert@mpa.gov.sg](mailto:shipalert@mpa.gov.sg) (or call dedicated emergency number +65 6226 5539).
2. Reporting that is not done within 24 hours must be justified.
3. Always report any casualty or incident regardless of its severity.
4. In an incident that involves exchanging of information with another ship and the latter refuses to do the exchange, the reporting party should as best as possible note the ship's name and flag and other prominent identifiable features or marks.
5. In relation to the detailed reporting requirement, MPA may, for the purpose of conducting post-incident investigations:
  - i. board and inspect the ship;
  - ii. require books, certificates, and documents to be produced;
  - iii. muster the crew and passengers and require them to answer questions; and
  - iv. require the ship to be taken into a dock for hull surveys in accordance with the provisions of Section 205<sup>7</sup> of the Merchant Shipping Act (Cap 179).

### *Report to Ministry of Manpower (MOM)*

6. For the purpose of administration of compensation to seafarers under the Work Injury Compensation Act (WICA), employers are reminded to report marine casualties or incidents that result in loss of life or serious injuries to MOM via iReport (<http://www.mom.gov.sg/ireport>) within 10 days of an occurrence. A serious injury/condition is defined as one that renders the seafarer unfit to work for more than 3 consecutive days or hospitalised for at least 24 hours, commencing within 7 days from the day when the injury/condition was suffered.

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<sup>7</sup> 205. -(1) The Director, the Port Master, a Port Health Officer, a surveyor of ships or a police officer may, at any time, for the purposes of this Act –

- a) go on board any ship and inspect and examine the ship or any part thereof or its equipment;
- b) enter and inspect any premises;
- c) require and enforce the production of any book, certificate or document relating to any ship or persons on board the ship;
- d) muster the crew and passengers of any ship;
- e) summon any person before him and require him to answer questions; and
- f) require any ship to be taken into a dock for the purpose of surveying the hull.

*Submission of Documents for Investigation*

7. Owners, managers and Masters shall extend their co-operation in the timely notification and submission of documents and information, as required by MPA. The following shall be noted:
  - a. reasonable timeline shall be provided for the submission of information
  - b. where valid and/or operations factors deem the above unachievable, MPA shall be informed accordingly and with an expected date for the submission
  - c. failure of the above or complete non response to all means of correspondence shall constitute as an offence. In accordance with the provisions of Section 196 of the Merchant Shipping Act (Cap 179), any person who refuses to produce a document or refuse to give all reasonable assistance shall be liable to a fine of up to S\$5,000.