



MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR TO SHIPOWNERS
NO. 8 OF 2021

MPA Shipping Division
460 Alexandra Road
#21-00, mTower
Singapore 119963
<http://www.mpa.gov.sg>

19 May 2021

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

REPORTING OF INCIDENTS INVOLVING SINGAPORE-REGISTERED SHIPS

This shipping circular supersedes Shipping Circulars No. 4 of 2013, No. 3 of 2014, No. 12 of 2014 and No. 11 of 2018/REV.1.

2 This Shipping Circular serves to inform owners, managers, operators, masters and agents of Singapore-registered ships on the procedure of reporting of any marine casualty, marine incident, injury, disease or security-related incident involving Singapore-registered ships.

3 These incidents may include an event, or a sequence of events, which resulted in any of the following occurrences directly in connection with the operation of a ship:

- i. the death of, 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. material damage to a ship;
- vi. the stranding or disabling of a ship, or the involvement of a ship in a collision;
- vii. material damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual; or
- viii. severe damage to the environment, or the potential for severe damage to the environment, brought about by the damage of a ship or ships.

Initial Immediate Reporting

4 The general principle in any incident is that urgent steps on the ground, in accordance with ships' and companies' approved plans, must first be taken by the shipboard personnel and companies to prevent further deterioration of the situation with regard to the safety of lives at sea and protection of the marine environment. Once this is ensured, the owner, manager or Master of the affected Singapore-registered ship shall alert MPA of the incident immediately or at the latest, within 2 hours. Alerting MPA of the incident in a timely manner is paramount for Singapore as the Flag Administration of Singapore-registered ships for information sharing with other agencies.

5 This initial reporting to alert MPA on an immediate basis may take place before completing the detailed incident reporting form attached as **Annex A** of this Shipping Circular. MPA may be informed of this initial alert in writing via email to the following addresses: shipping@mpa.gov.sg, marine@mpa.gov.sg, ivd@mpa.gov.sg and mmo@mpa.gov.sg; or verbally over the phone via the SRS Hotline at +65 62255777 (6-CALL-SRS). The initial report should be in the following format:

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

Detailed reporting of incidents after initial alert

A) Reporting of a Marine Casualty or Incident, Injury or Disease

6 Owners, managers and Masters of Singapore-registered ships are also required to report a marine casualty or incident using the form attached as **Annex A** to the Director of Marine within 24 hours, in accordance with the provisions of Section 107¹ of the Merchant Shipping Act (Cap 179). Failure to comply with this section without reasonable cause is an offence which carries a maximum fine of S\$10,000. The form attached as **Annex A** will assist the owners and Masters in providing the relevant information required for MPA to determine the cause of the incident and to conduct follow up investigations, if required. The completed report shall be sent to MPA via email: shipping@mpa.gov.sg, mmo@mpa.gov.sg, marine@mpa.gov.sg and ivd@mpa.gov.sg .

The circular attached as **Annex B** provides guidance on the recommended steps to take to assist in the investigation.

7 In relation to the detailed reporting requirement, owners, managers and Masters may like to note that 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 205² of the Merchant Shipping Act (Cap 179).

¹ 107.(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.

² 205. -(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.

B) Reporting of Occupational Accidents, Injuries and Diseases Affecting Seafarers

8 For any occupational accident, injury or diseases arising from service on board any Singapore-registered ship, shipowners and Masters are to report all occurrences using the report form attached in **Annex C**.

9 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.

C) Detailed Reporting of Security-related Incidents after Initial Alerts

10 Follow-up reporting of security-related incidents involving Singapore-registered ships should be made by completing the form attached as **Annex D** and sent to MPA via email: shipalert@mpa.gov.sg and marine@mpa.gov.sg within 24 hours of the occurrence of the security-related incident. In the event of a security-related incident requiring urgent assistance, Owners, managers and shipmasters may wish to call **(65) 6226 5539**. Please note that this number is dedicated for emergency purposes.

Submission of Documents for Investigation

11 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:

- i. a reasonable timeline shall be provided for the submission of information
- ii. where valid and/or operations factors deem the above unachievable, MPA shall be informed accordingly and with an expected date for the submission
- iii. 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.

12 Any queries relating to this shipping circular may be directed to MPA via email: shipping@mpa.gov.sg .

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



Maritime and Port Authority of Singapore

REPORT OF A MARINE CASUALTY OR MARINE INCIDENT

MERCHANT SHIPPING ACT (CHAPTER 179)
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:			
OTHERS (SPECIFY) _____			
6. TYPE OF SERVICE:			
OTHERS (SPECIFY) _____			
7. GROSS TONNAGE:	8. NETT TONNAGE:	9. DEADWEIGHT:	10. LOA / LBP:
11. OWNER / ISM MANAGER DETAILS (include e-mail & contact number):			
12. LOCAL AGENT CONTACT DETAILS (include e-mail & contact number):			
13. HULL MATERIAL:			
OTHERS _____			
14. PROPULSION TYPE:			
OTHERS _____			
15. PROPELLER TYPE			
16. KEEL LAID / DATE OF DELIVERY / PLACE OF BUILD:			

SECTION II – DETAILS OF OCCURRENCE	
17. DATE & TIME (LOCAL/SHIP) OF OCCURRENCE:	18. POSITION (LAT/LONG) OF OCCURRENCE : WITHIN THE OF _____ (COUNTRY) (IF APPLICABLE)
19. STATUS OF THE VESSEL AT THE TIME OF OCCURRENCE: OTHERS _____	
20. NATURE OF OCCURRENCE : OTHERS (SPECIFY) _____	
21. IMMEDIATE CONSEQUENCE TO : <i>For crew/passenger, name/gender/age/passport number/nationality to be specified below.</i> SPECIFY : _____	
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. NUMBER OF CREW/PASSENGERS ON BOARD :	PILOT ON BOARD :
26. CARGO ON BOARD TYPE / AMOUNT (<i>indicate fully loaded / partially loaded / ballast</i>) :	
LADEN CONDITION:	
DANGEROUS GOODS :	
27. WEATHER – VISIBILITY, WIND DIR / SPEED, SEA STATE, CURRENT / TIDAL STREAM :	
SECTION IV – MISCELLANEOUS	
(ANY OTHER SIGNIFICANT INFORMATION) :	
<u>DECLARATION</u>	
<p>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.</p> <p>I further declare that <u>all</u> shipboard statutory certification was in order prior to the casualty / incident (otherwise – provide details of the non-compliance and actions taken).</p>	
<p>.....</p> <p style="text-align: center;">DATE OF SUBMISSION</p>	<p>.....</p> <p style="text-align: center;">TITLE / RANK & NAME</p>



MPA Shipping Division
460 Alexandra Road
21st Storey mTower
Singapore 119963
<http://www.mpa.gov.sg>

Applicable to: Owners, managers, Masters of Singapore registered ships and training service providers. This memoire is meant to assist in the aftermath of a marine casualty or marine incident.

SINGAPORE REGISTERED SHIPS - RECOMMENDED STEPS TO TAKE IN THE EVENT OF A MARINE CASUALTY OR MARINE INCIDENT (AIDE-MEMOIRE)

In any marine casualty¹ or marine incident², the guiding principle is to take immediate steps to ensure the safety of life at sea, protection of the marine environment and to prevent further deterioration of the situation.

2 Thereafter, the marine safety investigation process that requires interaction with the crew and other parties could be initiated. In this regard, an aide-memoire to assist Masters in the aftermath of a marine casualty or marine incident would be appropriate.

3 It is strongly recommended that those involved in shipboard safety take measures to consider including the salient points contained in the attached aide-memoire into the shipboard emergency response action plan.

4 Any queries should be directed to MPA Ship Investigation Department at ivd@mpa.gov.sg.

¹ A *marine casualty* means an event, or a sequence of events, that has resulted in any of the following which has occurred directly in connection with the operations of a ship:

- .1 the death of, or serious injury to, a person;
- .2 the loss of a person from a ship;
- .3 the loss, presumed loss or abandonment of a ship;
- .4 material damage to a ship;
- .5 the stranding or disabling of a ship, or the involvement of a ship in a collision;
- .6 material damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual; or
- .7 severe damage to the environment, or the potential for severe damage to the environment, brought about by the damage of a ship or ships.

However, a marine casualty does not include a deliberate act or omission, with the intention to cause harm to the safety of a ship, an individual or the environment.

² A *marine incident* means an event, or sequence of events, other than a marine casualty, which has occurred directly in connection with the operations of a ship that endangered, or, if not corrected, would endanger the safety of the ship, its occupants or any other person or the environment. However, a marine incident does not include a deliberate act or omission, with the intention to cause harm to the safety of a ship, an individual or the environment.

MPA - AIDE-MEMOIRE FOR MASTERS ONBOARD SINGAPORE REGISTERED SHIPS

RECOMMENDED STEPS TO TAKE IN THE EVENT OF A MARINE CASUALTY OR MARINE INCIDENT

In any marine casualty or marine incident, the guiding principle is to take immediate steps to ensure the safety of life at sea, protection of the marine environment and to prevent further deterioration of the situation i.e. safety first. Thereafter, the marine safety investigation process that requires interaction with the crew and other parties could be initiated.

NOTE - as no two scenarios are ever the same, the following are only meant as a guide:

IMMEDIATE – Safety First	<ul style="list-style-type: none"> (i) Exhibit appropriate lights and shapes (ii) Check safety of own ship – muster crew (iii) Check if assistance is required of other ship(s) and the nature of such assistanceⁱ (iv) Exchange particulars with involved parties including contact details (v) Inform nearest coastal State
PRIORITY	<ul style="list-style-type: none"> (i) Preserve (S)VDR data if not automatically protectedⁱⁱ (ii) Collate, safeguard, take photographs of relevant parts e.g. equipment, tools, damaged areas etc (iii) To capture position evidence, use sketches, maps, photographs etc to show relative positions and before-and-after details (iv) Report to the Director of Marineⁱⁱⁱ (tel: 65 6375 6226, fax: 65 6375 6231, email: shipping@mpa.gov.sg). This initial notification shall contain as much of the following information as is readily available: <ul style="list-style-type: none"> a. Name of Ship, IMO number b. Brief description of casualty or incident, including location, date, time and whether own ship’s seaworthiness is affected c. Casualties – persons (dead, injured) d. Consequences to property (type of damages) and environment (types of pollutant, estimated spill amount) e. Name, IMO number and flag of any other ship(s) involved f. Actions taken

FOLLOW-UP – After addressing any safety concerns	<p>(i) Record the casualty or incident in the deck logbook^{iv}, the following format is recommended:</p> <ol style="list-style-type: none"> a. Name, designation and contact details of those present at the scene b. Environmental factors - before-and-after details c. Positions of Telegraph and Helm - before-and-after details d. Traffic density - before-and-after details <p>(ii) Instruct those present at the scene to individually prepare a statement^v as soon as possible. For the Master, the following format is recommended:</p> <ol style="list-style-type: none"> a. Brief description of casualty or incident, including location, date and time b. Probable Causes – General / Specific c. Corrective Actions taken, including measures intended to prevent recurrence (with timelines) d. How the casualty or incident could have been avoided, including any desirable changes in the present Regulations <p>(iii) Record the casualty or incident in the official logbook, the following format is recommended:</p> <ol style="list-style-type: none"> a. Description of casualty or incident, including location, date and time b. Casualties – persons (dead, injured) c. Consequences to property (type of damages) and environment (types of pollutant, estimated spill amount) d. Name, IMO number and flag of any other ship(s) involved e. Corrective Actions taken, including measures intended to prevent recurrence (with timelines) <p>(iv) Submit a duly completed “MPA Report of Marine Casualties or Marine Incidents”^{vi}.</p>
--	---

FAQs

- Q1 What happens if I could not report to the Director of Marine within 24 hours?
- A Under exceptional circumstances, this would be permitted with supporting justification.
- Q2 Do I have to report even though there is no apparent damage to my ship?
- A Yes, always report any casualties or incidents no matter how minor (reporting by itself does not have any adverse statutory implications). As a guide, report any casualties or incidents that could, or would endanger safety of life or protection of the marine environment.
- Q3 What if the other ship refuses to exchange particulars?
- A At the least, note the ship’s name and flag. A photograph would be helpful.
- Q4 Can I amend the “MPA Report of Marine Casualty or Marine Incident” after it has been submitted?
- A Yes, you can either re-submit a new report or indicate the amendments (in writing).

AIDE-MEMOIRE - EXPLANATORY NOTES

ⁱ **MERCHANT SHIPPING ACT**

Duty of ship to assist the other in case of collision

106.—(1) In every case of collision between 2 ships, it shall be the duty of the master...so far as he can do so without danger to his own ship, crew and passengers (if any) —

- (a) to render to the other ship, its master, crew and passengers (if any) such assistance as may be practicable, and may be necessary to save them from any danger caused by the collision, and to stay by the other ship until he has ascertained that it has no need of further assistance; and*
- (b) to give to the master or person in charge of the other ship the name of his own ship and of the port to which it belongs, and also the names of the ports from which it came and to which it is bound.*

(2) If the master fails without reasonable cause to comply with this section, he shall be guilty of an offence...

ⁱⁱ Preserving (S)VDR Data

MAIIF Advisory 01/2014 The Use of VDR and SVDR for assisting a Marine Safety Investigation

ⁱⁱⁱ **MERCHANT SHIPPING ACT**

Report of accidents, etc., to Director

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 receive 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 sea-worthiness 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.

^{iv}

Deck Logbook

Retained on board for a period in compliance with the company's Safety Management System and in any case not less than one year.

^v Statement

It is worth emphasizing the importance to distinguish between facts and opinions. Facts can normally be supported by evidence whereas opinions are personal views based on beliefs rather than absolute evidence (but can be useful in pursuing a particular line of inquiry and should not be automatically disregarded).

In addition, incriminating details are of no relevance at this stage e.g. phrases like *“according to company’s policy, XXX is not supposed to keep independent watch, XXX was recently promoted but is incompetent because he likes to sleep while on duty”* etc.

vi “MPA Report of Marine Casualties or Marine Incidents” and other information are available by visiting:

- http://www.mpa.gov.sg/sites/port_and_shipping/circulars_and_notices/shipping_circulars_detail.page?filename=sc14-03.xml

Reference documents

MAIIF Advisory 01/2014 The Use of VDR and SVDR for assisting a Marine Safety Investigation

IMO Resolution A.916(22) Guidelines for the recording of events related to navigation

**REPORT FORM: OCCUPATIONAL ACCIDENTS, INJURIES AND DISEASES
AFFECTING SEAFARERS ON BOARD**

(To be submitted to mmo_mpa@mpa.gov.sg)

1. Ship's name and IMO number:
2. Date and time of occurrence:
3. Ship's position at time of occurrence (Lat-Long / Name of location):
4. Personnel involved: Name: Gender: Age: Nationality and Passport No.: If crew, 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, medical treatment given.

<p>6. Indicate any immediate action taken in response to the occurrence:</p>
<p>7. Any other relevant information (including statements from witnesses):</p>
<p>8. Declare whether all statutory requirements were in order prior to the occurrence; otherwise provide details of the non-compliance(s) and actions taken:</p>

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



Maritime and Port Authority of Singapore

Shipping Division
 460 Alexandra Road mTower #21-00
 Singapore 119963
 Tel: (65) 6375 1932 Fax: (65) 6375 6231
 Email: marine@mpa.gov.sg

REPORT OF A SECURITY INCIDENT INVOLVING SINGAPORE SHIPS

This form is to be completed by the master in all cases where a Singapore ship is involved in a security incident. This form should be sent to the Director of Marine, Singapore within 24 hours of the incident or as soon as possible thereafter. If the completed report form cannot be submitted within 24 hours, the Singapore Flag Administration should be notified in brief via Tel: +65 62265539 or Email: shipalert@mpa.gov.sg and marine@mpa.gov.sg.

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	-	

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

Victim	Nationality	Sex / Age	Designation on board	Injury

E Items Stolen

Description of item	Estimated value of item

F Brief description of attack based on information from coastal state authorities / ship / ship owner / ship's agent¹

¹ 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.