



**MARITIME AND PORT AUTHORITY OF SINGAPORE  
SHIPPING CIRCULAR TO SHIPOWNERS  
NO. 11 OF 2018/REV.1**

MPA Shipping Division  
460 Alexandra Road  
#21-00, PSA Building  
Singapore 119963  
Fax: 6375-6231  
<http://www.mpa.gov.sg>

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**Applicable to:** This circular should be brought to the attention to all Singapore-registered ship owners, managers and shipmasters on the reporting procedures of all incidents involving Singapore-registered ships.

### **Reporting of Incidents Involving Singapore-Registered Ships**

This Shipping Circular serves to inform owners, managers and shipmasters of Singapore-registered ships on the procedure of reporting of any marine casualty, marine incident or marine security-related incidents involving Singapore-registered ships.

2 These incidents may include an event, or a sequence of events, which resulted in any of the following occurrences 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.

## Initial Immediate Reporting

3 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 safety of lives at sea and protection of the marine environment. Once this is ensured, the owner, manager and shipmaster of the affected Singapore-registered ships should 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.

4 This initial reporting to alert MPA on an immediate basis can take place before completing the detailed incident reporting format as mentioned in paragraphs 5 or 8 of this Shipping Circular. MPA can be informed of this initial alert, either in writing via emails to the following addresses: [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg), [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg) and [mmo@mpa.gov.sg](mailto: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:

<b>1. Type of incident</b>  (collision, grounding, fire, hull breach, death/serious injuries to any person, work accident, etc)	
<b>2. Pollution to environment</b> (if any)  (pollutant-type & amount spilled)	
<b>3. Date and time</b>  (in local time and time zone )	
<b>4. Location of incident</b>  (Lat, Long, etc.)	
<b>5. Injuries</b> (number and severity) and/or <b>damage</b> (location & severity)	

and/or <b>pollution</b> (pollutant-type & amount spilled)	
<b>6. Current status of incident</b>  (e.g. under control/mitigation ongoing)	

### Detailed Reporting of Incidents after Initial Alert

5 Owners, managers and shipmasters of Singapore ships are also reminded to submit the marine casualty or marine incident using the form (**Annex A**) to the Director of Marine within 24 hours in accordance with the provisions of Section 107<sup>1</sup> of the Merchant Shipping Act (Cap 179). Failure to comply with this section without reasonable cause is an offence which carries a maximum penalty of S\$10,000 fine. The form (Annex A) will assist the owners and masters in providing the relevant information required for MPA to determine the cause of the accident and to conduct follow up investigations, if required. The completed report can be sent to MPA via email: [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg) and [mmo@mpa.gov.sg](mailto:mmo@mpa.gov.sg) or fax: (65) 6375 6231. MPA Shipping Circular No. 12 of 2014 provides guidance on recommended steps to take within to assist in the investigation.

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<sup>1</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 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

(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.

6 In relation to the detailed reporting requirement, owners, managers and shipmasters may like to note that the Authority may, for the purpose of conducting post-accident investigations:

1. board and inspect the ship;
2. require books, certificates and documents to be produced;
3. muster the crew and passengers and require them to answer questions;  
and
4. require the ship to be taken into a dock for hull surveys in accordance with the provisions of Section 205<sup>2</sup> of the Merchant Shipping Act (Cap 179).

7 Failure of any persons to extend their fullest co-operation to the Authority in the conduct of investigations may amount to an offence.

### **Reporting to the Ministry of Manpower (MOM)**

8 For the purpose of administration of compensation to seafarers under the Work Injury Compensation Act (WICA), employers are reminded to report marine casualty or marine incident 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. This should be read in conjunction with MPA Shipping Circular No. 4 of 2013 which is still in force.

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<sup>2</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.

## **Detailed Reporting of Security-related Incidents after Initial Alerts**

9 Follow-up reporting of security-related incidents involving Singapore-registered ships should be made by completing the Form (**Annex B**) and sent to MPA via email: [shipalert@mpa.gov.sg](mailto:shipalert@mpa.gov.sg) and [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg) or fax: (65) 6375 6231 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.

10 This shipping circular supersedes Shipping Circular No. 6 of 2010, and Shipping Circular No. 3 of 2014.

11 Any queries relating to this shipping circular should be directed to the Singapore Registry of Ships' dedicated contact via email: [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg) and tel: (65) 6375 1932.

**CAPT DAKNASH GANASEN  
DIRECTOR OF MARINE  
MARITIME AND PORT AUTHORITY OF SINGAPORE**



**M P A**  
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”*

<b>SECTION I – SHIP PARTICULARS</b>				
1. IMO No.:		2. Name of Ship:		3. Flag:
4. Type of Ship:				
Bulk Dry (cement, woodchips, urea and other specialised) Carrier	Bulk Dry (general, ore) Carrier	Bulk Dry / Oil Carrier		
Bulk Dry Carrier - Self-discharging	Container	Dredger		
Dry Cargo (livestock, barge, heavy cargo etc.) Carrier	Fish Catching	Fish Factory / Fish Carrier		
General Cargo	High-Speed Craft	Non-propelled		
Offshore Supply	Passenger / Ferry	Passenger / General Cargo		
Passenger / Ro-Ro Cargo	Refrigerated Cargo	Research		
Ro-Ro Cargo	Tanker - Chemical	Tanker - Oil		
Tanker - Liquid (non-flammable)	Tanker - Liquefied Gas	Towing / Pushing Tug		
Other Activities	Other Offshore	Other Ships Structures		
5. Type of Service:		International	Short International	
Near-Coastal		Inland Waters	Others:	
6. Were any voyage related restriction limits placed on the ship – if Yes, elaborate:				
7. Gross Tonnage:		8. LoA:	9. Classification Society:	
10. Shipowner and Manager / Contact details (include e-mail):				
11. DPA and Local Agent / Contact details (include e-mail):				
12. Previous Name(s):			13. Previous Flag(s):	
14. Previous Classification Societies:				
15. Date of Contract / Keel Laid / Delivery:				
16. Date of Major Conversion:			17. Deadweight:	
18. Hull Material:	Steel	Light Alloy	Ferrocement	
Wood	GRP	Composite Materials		
19. Hull Construction:	Single Hull	Double Hull	Double Bottom	
Double Sides	Mid Deck	Others:		
20. Propulsion - Type:	Steam	Diesel	Others:	
21. Bunkers:	HFO	MFO	MDO	Others:
22. Propellers:	No	FPP	CPP	Others:
23. Building Yard:			24. Hull No.:	

<b>SECTION II – VOYAGE PARTICULARS</b>			
25. From – Location / Date-Time:			
26. Draught (Fore and Aft) / Air Draught:			
27. To – Location / ETA:			
28. Persons on board - Crew / Passengers / Others:			
29. Cargo on board – type / amount (specified those under IMDG Code):			
<b>SECTION III – PRELIMINARY CASUALTY / INCIDENT DATA</b>			
30. Date-Time (local) / Time Zone:		31. Position: Lat-Long / Name of location:	
32. Location:	At Berth	Anchorage	Port
Port Approach	Inland Waters	Canal	River
Archipelagos	Coastal Water ( <12nm from shore)	Open Sea	TSS (adopted by IMO)
33. Pilot (indicate whether mandatory and date-time on board):			
34. Tidal Stream - Dir / Rate:		35. Wind - Dir / Speed:	
36. Visibility:		37. Sea State:	
38. Initial Event:	Collision: <i>striking or being struck by another ship (regardless of whether underway, anchored or moored)</i> : Other Ship(s): IMO No. / Name / Flag:		
	Stranding or Grounding: <i>being aground or hitting / touching shore or sea bottom or underwater objects (wrecks etc)</i> Contact: striking any fixed or floating object other than those included in .1 or .2 Fire or Explosion Hull failure or failure of watertight doors, ports etc: not caused by .1 to .4 Machinery Damage: not caused by .1 to .5 and which necessitated towage Damages to ship or equipment: not caused by .1 to .6 Capsizing or listing: not caused by .1 to .7 Missing: assumed lost Involving LSA Others: not covered by .1 to .10		
39. Consequences to Ship:	40. Consequences to Humans:	41. Consequences to Environment:	
Total Loss / Constructive Total Loss – Date:	No. of dead or missing crew:	Oil: Type / Quantity spilled:	
Ship rendered unfit to proceed: <i>in a condition which does not correspond substantially with statutory requirements, presenting a danger to the ship and the persons on board or an unreasonable threat of harm to the marine environment</i>	No. of dead or missing passengers: No. of dead or missing persons: No. of crew seriously injured*: No. of passengers seriously injured*:	Dangerous Goods in package form: Class / Quantity overboard:	
Ship remains fit to proceed: <i>in a condition which corresponds substantially with statutory requirements, presenting neither a danger to the ship and the persons on board nor an unreasonable threat of harm to the marine environment</i>	No. of other persons seriously injured*:  *requires hospitalisation	Ballast Water: Location of uptake / Quantity spilled:	

**SECTION IV – PROBABLE CAUSE(S)**

42.

**SECTION V – ACTIONS TO PREVENT SIMILAR OCCURRENCES**

43.

**SECTION VI – NARRATIVE**

44.



**SECTION VII – PERSON MAKING THIS REPORT**

**DECLARATION**

I declare that this Report (consists of ..... pages), including the crew list, 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 certifications were in order prior to the casualty /incident (otherwise – provide details of the non-compliance and actions taken).

Title / Name / Contact details (include e-mail)	Signature / Date / Ship Stamp

**MPA USE ONLY**

CA / CCR / POL:	Date Received / SMS /
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## Maritime and Port Authority of Singapore

Shipping Division  
460 Alexandra Road PSA Building #21-00  
Singapore 119963  
Tel: (65) 6375 1932 Fax: (65) 6375 6231  
Email: [marine@mpa.gov.sg](mailto: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](mailto:shipalert@mpa.gov.sg) and [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg).

#### INFORMATION PERTAINING TO INCIDENT

##### **A General**

1. Type of Incident eg Sea 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**

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 / shipowner / ship's agent<sup>1</sup>**

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<sup>1</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.