# COVID-19 PROTOCOL ON SEAFARERS VACCINATION IN THE PORT OF SINGAPORE (Dated 9 November 2021)

In collaboration with and supported by:











### **PREFACE**

This Guidebook focuses on the vaccination of seafarers in the Port of Singapore.

The Singapore Shipping Association (SSA), together with the Singapore Maritime Officers' Union (SMOU), Fullerton Health Group (FHG), Maritime and Port Authority of Singapore (MPA) and PSA Corporation Limited (PSA) and supported with funding from Partners of the Singapore Shipping Tripartite Resilience (SG-STAR) Fund, has worked out protocols for seafarers who would like to be vaccinated in Singapore.

Participation is voluntary and application is to be submitted 3 days before crew's arrival to Singapore to ensure compliance with the crew change protocols as well as arrangements of vaccines.

### PROCESS FOR SEAFARERS' VACCINATION IN THE PORT OF SINGAPORE

a) Ship owner/manager/agent will apply for crew's vaccination at the following website https://go.gov.sg/mpa-icc-seavax at least 3 days prior vessel's arrival to Singapore.

For crew onboard vessels at shipyard who will be staying for **at least 30 days**, ship owner/manager/agent can apply for vaccination at: https://go.gov.sg/mpa-edb-seavaxp1

- b) Ship owner/manager/agent shall ensure that crew who requires visa will have a valid visa before disembarking his/her vessel to obtain a special pass from ICA. Nationalities of crew who require visa can be found on ICA website:

  https://www.ica.gov.sg/enter-depart/entry requirements/visa requirements
- c) The following additional forms and documents must be submitted to <a href="mailto:seavax@ssa.org.sg">seavax@ssa.org.sg</a> at least 24 hours before scheduled vaccination date for final approval:
  - i. Proof of payment
  - ii. A copy of crew visa (if required)
  - iii. Driver and land transport vehicle details
  - iv. Launch name / craft license number(s) (if crew is coming from anchorage)
- d) Ship owner/manager/agent shall arrange for the antigen rapid test (ART) for vaccinating crew 24 hours before scheduled vaccination date.

Ship owner/manager/agent shall contact <u>paul@comfortambulance.com</u> and <u>sean.wong@fullertonhealth.com</u> to arrange for ART tests for vaccinating crew 24 hours before scheduled vaccination date.

Please ensure that there are HSA-approved ART test kits onboard before their ART test appointment.

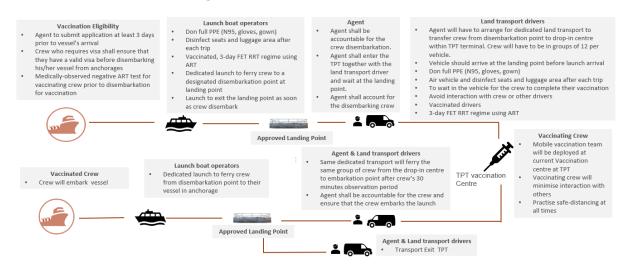
The list of HSA-approved ART test kits can be found at: https://www.hsa.gov.sg/consumer-safety/articles/covid19\_selftests

- e) Land transport providers transporting crew for vaccination from the airport shall apply for a PSA pass to enter the Vaccination Centre at Tanjong Pagar Terminal (TPT). Entry and Exit is only via Tanjong Pagar Terminal Gate 1. Please refer to Annex A for the application form for the PSA Pass to the Vaccination Centre. Land Transport provider shall have a local agent to provide a sponsor letter. The driver's pass shall be sponsored by his company and endorsed by the ship owner/manager/agent as for the purpose of vaccination at TPT
- f) Crew will be assessed on-site and is required to sign a health declaration form prior to their vaccination. Please be informed that vaccination may be refused or cancelled for medical or any other reasons after assessment.

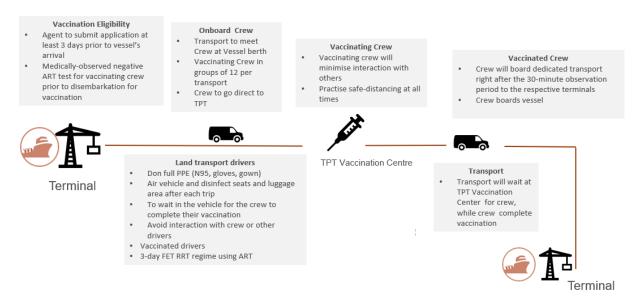
Similar to crew change process, a safe and coordinated planning process should be maintained at all times.

Please refer to the following processes flow:

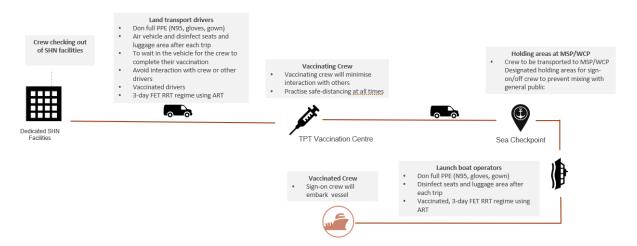
### a) For Crew from Anchorages



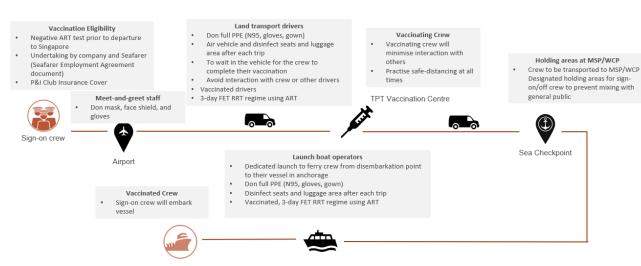
# b) For crew at JP/PSA terminals



# c) For crew from dedicated holding facilities in Singapore - No ART required



# d) For signing-on joining vessel on the same day - No ART required





Route to Tanjong Pagar Terminal Gate 1

### FREQUENTLY ASKED QUESTIONS (FAQs)

### When can I apply for the vaccination?

Ship owner/manager/agent will apply for crew's vaccination at the following website at least 3 days prior vessel arrival Singapore:

https://go.gov.sg/mpa-icc-seavax

For crew onboard vessels at shipyards staying for **at least 30 days**, ship owner/manager/agent may apply for their crew vaccination at: https://go.gov.sg/mpa-edb-seavaxp1

### Eligible criteria for crew vaccination

All crew arriving from anchorages, PSA/JP terminals, signing-on crew, including those from dedicated holding facilities are eligible for crew vaccination

### Do my crew need a visa?

If your crew are of nationalities who require visa, these crew will be required to have a valid visa before their disembarkation to obtain a special pass from ICA.

Please refer to the list of nationalities who require visa at ICA website: <a href="https://www.ica.gov.sg/enter-depart/entry">https://www.ica.gov.sg/enter-depart/entry</a> requirements/visa requirements

## When and who should I contact to arrange for ART test for vaccinating crew?

You should arrange for ART tests for vaccinating crew only 24 hours before their scheduled vaccination date at: paul@comfortambulance.com and sean.wong@fullertonhealth.com

Please ensure that there are HSA-approved ART test kits onboard before their ART test appointment.

The list of HSA-approved ART test kits can be found at: <a href="https://www.hsa.gov.sg/consumer-safety/articles/covid19">https://www.hsa.gov.sg/consumer-safety/articles/covid19</a> selftests

### When and how can I make payment?

Payment should be made as soon as possible but no later than 24 hours before scheduled vaccination date to the following bank account:

Beneficiary name : SINGAPORE SHIPPING ASSOCIATION

Bank code : 7171 Branch code : 072

Account no : 072-442535-0 Swift code : DBSSSGSGXXX

### What documents are required to be submitted as part of the application process?

The following documents are to be submitted 24 hours before scheduled vaccination date:

- Proof of payment
- A copy of crew visa (if required)

These documents to be submitted to <a href="mailto:seavax@ssa.org.sg">seavax@ssa.org.sg</a> to obtain the final approval.

### Where will the vaccination be administered?

The vaccination will be administered at the Seafarers' Vaccination Centre at PSA Tanjong Pagar Terminal Workshop.

Land transport providers transporting crew vaccinating crew from the airport shall apply for a PSA pass to enter the Vaccination Centre at Tanjong Pagar Terminal (TPT). Entry and Exit is only via Tanjong Pagar Terminal Gate 1. Please refer to Annex A for the application form for the PSA Pass to the Vaccination Centre. The driver's pass shall be sponsored by his company and endorsed by the ship owner/manager/agent as for the purpose of vaccination at TPT. For any owner/manager/agent accompanying the crew for a one-off vaccination at TPT, his/her particulars must be furnished together with the confirmed crew list, driver and vehicle no. at least 24 hours before the scheduled vaccination date for security clearance.

### What vaccine will be administered?

The Moderna vaccine will be administered

### What is the cost of vaccinating a seafarer in Singapore?

The cost will be SGD185 per dose.

For crew who are onboard vessels at shipyards staying for at least 30 days, the cost will be SGD120 per dose.

### Can I smoke and loiter around at Vaccination Centre?

No smoking and loitering at the Vaccination Centre. Tanjong Pagar Terminal where the Vaccination Centre is situated is a non-smoking area.

Dedicated mobile toilets will be provided for the crew and land transporter drivers at the Vaccination Centre.



### APPLICATION FORM FOR PASS FOR TANJONG PAGAR TERMINAL (ENTRY AND EXIT ONLY VIA TANJONG PAGAR TERMINAL GATE 1)

FOR PSA US	SE
SKILL CODE(S)	
DRIVING LICENCE	
PSA PASS NO.	

The PSA Temporary Pass / PSA Pass is issued pursuant to the Infrastructure Protection Act (IPA 2017) and the Free Trade Zones Act (Chapter 114) and at the absolute discretion of PSA Corporation Limited ("PSA"). Entry into PSA's Restricted Areas without a valid PSA Temporary Pass / PSA Pass constitutes an offence.

#### INSTRUCTIONS TO THE APPLICANT

- The application for the PSA Pass is subject to the terms and conditions set out in the PSA Pass Conditions, the PSA Safety Rules and the PSA Security Rules as appended to this application form and any other terms and conditions as may be implemented by PSA from time to time. Such an application is the 'Application'referred to in the
- To apply for the PSA Pass, please complete this application form and submit it together with the following:
  - (i) Where required by PSA, a letter by the Applicant's Employer, Sponsor or relevant person confirming its sponsorship of the Applicant's application for the PSA Pass for the purpose as stated in this application form and undertaking to ensure that the Applicant complies with the PSA Pass Conditions, the PSA Safety Rules, the PSA Security Rules and any other terms and conditions as may be implemented by PSA from time to time (singly and jointly referred to as the "Requisite Documents");
  - (ii) For first time company sponsoring a PSA Pass, the company must first apply for PSA Licence. The Licence application form is available for download at www.singaporepsa.com (under Port Users tab).
- Modes of payment are NETS / Cash Card or Cheque only. For payment by cheque, please cross the cheque payable to 'PSA Corporation Limited'. All fees are subjected to GST of 7%

The fees payable for the application of each PSA Pass are as follows: New Application Fee Validity Period Renewal Fee S\$26.75 (Including GST) 1 year (12 months) or part thereof S\$16.05 (Including GST) 3 years (36 months) or part thereof S\$37.45 (Including GST) S\$26.75 (Including GST)

A new application / renewal fee of S\$10.70 is applicable for staff from Singapore Government Agencies / Statutory Boards requiring a personal-to-holder PSA Pass, regardless of validity period required. All fees paid are non-refundable irrespective of the outcome of the Application.

- Please apply personally and present the duly completed application form together with the Original Requisite Documents to PSA Pass Centre located at No. 7B Keppel Road, #01-28, Tanjong Pagar Complex, Singapore 089055. Upon requests, please present applicant's NRIC (for Singapore Citizen and Permanent Resident) OR Passport (for foreigner); Applicant's Work Permit OR Empolyment Pass and Vaid Driving Licence / Vocational Driving Licence (if occupation is Driver / Bus Driver) for verification. Payment must be made by NETS / Cash Card or Cheque only. Please note that PSA Pass Centre is opened between 8.00am and 5.00pm from Monday to Friday, between 8.00am and 12.00pm on eve of New Year, Chinese New Year and Christmas. Closed on Saturdays, Sundays and Public Holidays.
- This application form and Frequently Asked Questions (FAQs) are available at www.singaporepsa.com. For further inquiries, please contact PSA Pass Centre at Telephone No. 6321 1809 / 6321 1832, Facsimile No. 6321 1562 or Email psac-passcentrel @globalpsa.com.

SEC	CTION A : DECLARATION OF APPLICANT'S PERSONAL PARTICULARS
-	
1.	Singapore NRIC No.  Malaysian NRIC / Passport No.*
	Foreign Identification Number (FIN)*
2.	ID Type  1. Singapore  2. Fin  3. Malaysia  4. Passport
3.	Date of Birth (DDMMYYYY) 4. Age
5.	Work Permit / Employment Pass Expiry Date* (DDMMYYYY)
6.	Name (as in NRIC / Passport)
7.	Gender ·
8.	1. Male 2. Female
	1. Chinese 2. Indian 3. Malay 4. Eurasian 5. Others (please specify)
9.	Residential Address  Block No. Unit No. #
	Street Name
	Postal Code 10. Nationality
11.	Contact Numbers
12	Residential Telephone No. Handphone No. Designation / Occupation
12.	Designation / Occupation

13. PSA Contract No. (Applicable to PSA Contractors / Suppliers only)	_					
(a) PSA Contract Start Date (DDMMYYYY) (b) PSA Contract Expiry Date (DDMMYYYY)						
14. State PURPOSE for seeking entry, in detail.						
15. PIN Required If yes, language preference	e for instructions in electronic transactions (Please tick whichever is applicable)					
1. Yes 2. No 1. English	2. Chinese					
I hereby affirm that the information provided in Section A are true, valid and up Rules, the PSA Security Rules and any other terms and conditions as may be in	to date in all respect. I hereby also agree to abide by the PSA Pass Conditions, the PSA Safety mplemented by PSA from time to time. I further agree to return the PSA Pass as soon as I am no					
longer in the employ of my employer or the Sponsor or the PSA Pass is no long am also aware that furnishing of false information constitutes an offence, and is	ger required by me in my employ or as otherwise required pursuant to the PSA Pass Conditions. I					
Have you ever been convicted by any court in Singapore?	Yes No					
2						
Signature of Applicant	Date					
SECTION B : TO BE COMPLETED BY THE APPLICANT'S EMPLOYER	R/SPONSOR					
Name of Employer / Sponsor						
Employer / Sponsor Registered Address						
Block No. Unit No. # -						
Street Name						
Postal Code 2. Employer's / Sponsor's Telepho	one No.					
3. Employer's / Sponsor's PSA Licence No. (if applicable)	4. Employer's / Sponsor's UEN					
<ol><li>Please state the nature of the <u>ACTIVITIES</u> of the Applicant's Employ</li></ol>	er / Sponsor					
4						
	· · · · · · · · · · · · · · · · · · ·					
DECLARATION (a) We hereby sponsor the Applicant's application for the PSA Pass and affirm	n that					
<ul> <li>(i) The Applicant is our employee and his / her' duties require him / her'</li> <li>(ii) The information provided in this Section B are true in all respects.</li> </ul>	to enter PSA's Restricted Areas.					
(b) We hereby also agree and undertake						
<ul> <li>To notify PSA immediately of any inaccuracy or change of the informa</li> <li>To notify PSA as soon as the Applicant is no longer employed by us.</li> </ul>						
(iii) To notify PSA and ensure that the PSA Pass is returned to PSA as disclosed or cease to be valid or otherwise as required pursuant to the	soon as the Applicant is no longer employed by us or the PSA Pass serial number and PIN are e PSA Pass Conditions.					
(iv) To abide by and also ensure that the Applicant abides by the PSA Pa- as may be implemented by PSA from time to time.	ss Conditions, the PSA Safety Rules, the PSA Security Rules and any other terms and conditions					
(v) To be jointly and severally responsible for all acts, obligations and liab	pilities whatsoever of the Applicant arising from or in relation to the Applicant's use of PSA Pass.					
	Signature of Employer / Sponsor:					
	Name:					
	NRIC / FIN / Passport No.:					
Please affix Company's stamp	Designation and Date:					
SECTION C : DECLARATION AND ACKNOWLEDGEMENT BY APPLIC	AAIT					
I hereby consent to PSA and any company within the PSA group to collect, us hereby acknowledge receipt of my PSA Pass issued to me upon the terms and any other terms and conditions which may be implemented by PSA from time to	se and/or disclose my personal data for the purpose of assessing my eligibility for a PSA Pass. I conditions as set in the PSA Pass Conditions, the PSA Safety Rules, the PSA Security Rules and o time.					
Please tick whichever is applicable:						
□ I hereby acknowledge receipt of Safety Pointers for Port Users and declare that I have read and understood the safety guidelines for which I am to observe in PSA.  □ I hereby declare that I have received the Safety Pointers for Port Users previously and have read and understood the safety guidelines for which I am to observe in PSA.						
□ I acknowledge receipt of my PSA PIN						
	Page Issued By					
Signature of Applicant / Date / Time	Pass Issued By: Signature / Date					
SECTION D : FOR PSA USE						
Checked and Processed By:	Safety Pointers for Port Users issued? □ Yes □ No					
	Pass Printed By:					
Signature / Date / Time	Signature / Date					

\* Delete if not applicable PC.1A-122020

# **PSA CORPORATION LIMITED** PSA PASS CONDITIONS

#### DEFINITIONS

- Unless the context otherwise requires:
  - "Application" means the application form which these terms and conditions refer to

  - "Employer" means the company, firm or business which employs the applicant as stated in the Application.
    "FAST" means all or any of the operations and services made available at or through PSA's Freight Auto-Service Terminals from time to time.
  - "Pass Conditions" means these PSA Pass Conditions, Terms and Conditions of PSA Safety Rules and PSA
  - "Passholder" means the person to whom a PSA Pass is issued by PSA
  - "PIN" means the personal identification number issued to a Passhol
    "PSA" means PSA Corporation Limited.

  - "PSA Pass" means a pass issued by PSA pursuant to the Application and any replacement or renewal or
  - "Restricted Areas" means PSA's premises which are designated as protected places pursuant to Infrastructure Protection Act (IPA 2017) and/or free trade zones pursuant to the Free Trade Zone Act (Chapter 114) and any other PSA's premises as may be determined by PSA from time to time which access requires the production of PSA Pass and/or any other documents as required by PSA from time to time
- "Sponsor" means the person who sponsors the Application.
  Words importing the singular number includes the plural and vice-versa
- Words referring to the masculine also refer to the feminine.
- Reference to a person includes reference to a sole proprietor, partnership or company or other form of organisation. Reference to a Clause are for reference only and are not to be taken into consideration in the interpretation of the
- Pass Conditions.

#### USE AND OWNERSHIP

- 2.1 The PSA Pass is issued pursuant to the Infrastructure Protection Act (IPA 2017) and the Free Trade Zones Act (Chapter 114) and at the absolute discretion of PSA.
- Only the Passholder may use the PSA Pass and only for entry into such part of the Restricted Areas as may be stipulated in the PSA Pass and then only for the specific purpose of carrying out activities permitted or authorised by PSA and no other activity. Where the Psasholder has a Sponsor, the Passholder shall personally use the PSA Pass 2.2 only for entry into the Restricted Areas for the purpose of carrying out the Sponsor's official business Restricted Areas and for no other purposes,
- 2.3 The Sponsor and the Passholder jointly and severally accept full responsibility for all transactions made by the use or the purported use of the PSA Pass in whatsoever manner effected with or without the passholder's knowledge or authority and whether or not in error as if the PSA Pass had been used by the Passholder personally.
- The PSA Pass remains the property of PSA at all times. PSA shall have the right to invalidate the PSA Pass at any time or refuse to re-issue, replace or renew the PSA Pass without any reason being assigned therefore and without any refund of any fees paid.
- 2.5 The Passholder shall immediately return the PSA Pass at PSA's request made at any time. Unless otherwise stated
- The PSSShories shall immediately return the Losa as a 1276 of State of Stat
- Without prejudice to clause 2.6 hereof, the Passholder shall not use the PSA Pass when the Pass is no longer required or when the Passholder is no longer in the Employer's and/or the Sponsor's employ and the Passholder and/or the Employer/Sponsor shall inform PSA immediately by reporting to PSA Pass Centre and shall return the Pass to

- 3.1 The applicant and/or his/her Sponsor shall pay the relevant processing fees for the application, issuance, renewal, replacement of the PSA Pass as may be imposed by PSA in its absolute discretion from time to time.
- 3.2 PSA reserves the right to levy and other fees or charges for any service provided or action taken by PSA in respect
- All fees and charges payable are subject to changes which may be made by PSA at its absolute discretion at any time
- and from time to time without notice and without giving any reason.

  Goods and Services Tax on all fees and charges shall be payable by the applicant and/or his/her Sponsor 3.4

#### 4.

- If a PIN is issued to the Passholder:

  - (a) the PIN shall be collected by the Passholder or person duly authorised by such Passholder,, (b) the Passholder shall not disclose the PIN to any other person and shall take all care to prevent the PIN from becoming known to any other person:
  - (c) the Passholder shall be liable for all transactions effected by the use of the PIN with or without the Passholder's
- knowledge or authority.

  If the PSA Pass is lost or stolen or if the PIN is disclosed, the Passholder shall: 4.2
  - (a) immediately cease to use the PIN;(b) immediately notify PSA;

  - (c) assist in the recovery thereof:
- (v) assist that exceeds a tretted, (d) if the lost or stolen PSA Pass is recovered, immediately return it to PSA without using it.

  PSA shall be entitled in its absolute discretion, to change, de-activate or revoke the use of the PIN at any time without giving any reason whatsoever and without prior notice to the Passholder,
- 44 PSA's records of the use of the PSA Pass and/or PIN shall be conclusive and binding on the Passholder and/or

#### APPLICATION, RENEWAL, REPLACEMENT AND AMENDMENT

- To apply for a PSA Pass, the applicant shall attend personally at the PSA Pass Centre and provide the following: 5.1 (a) his NRIC (for Singapore citizens or Permanent Residents) or passport (for foreigners);
  - (b) a valid work permit or employment pass;
  - (c) a letter from his Employer and/or Sponsor supporting his application;
     (d) any other documents as required by PSA.
- To apply to renew a PSA Pass, replace a lost or damaged PSA Pass or to amend a PSA Pass, the Passholder shall attend personally at the PSA Pass Centre with.

  (a) his NRIC or passport;

  - (b) a letter from his Employer and/or Sponsor (if applicable) supporting his application;
    (c) where renewal and amendment is concerned, the existing PSA Pass; and
    (o) any other documents as required by PSA.

#### INVALIDATION, ETC

- PSA may at any time in its absolute discretion without notice and without giving any reason invalidate or refuse to renew, amend or replace the PSA Pass without giving any explanation thereof.
- Without prejudice to the foregoing, PSA may invalidate or refuse to renew, replace or amend the PSA Pass upon the occurrence of any one or more of the following events:

  (a) where PSA is of the view that the Passholder has breached or may have breached any terms of the Pass
  - Conditions (including PSA Safety Rules and PSA Security Rules) and/or any other terms and conditions as may be implemented by PSA at any time and from time to time;

    (b) where the Passholder has breached any legislation of Singapore;

- (c) where the Passholder is no longer employed by the Employer or Sponsor;
  (d) where the Passholder is no longer required to enter the Restricted Areas for official purposes;
  (e) where the PSA Pass is lost or stolen: and
- (f) where the PIN has been disclosed
- (i) where the invitable been disclosed as been disclosed in the Pass Conditions, PSA may at its sole discretion at anytime withdraw the PSA Pass forthwith if the Passholder shall have offered or given, or agreed to give to any person, or shall have received or agreed to receive from any person a gratification within the meaning of the Prevention of Corruption Act (Chapter 241) as an inducement or reward for doing or forbearing to do, or for having done or forborne to do anything in relation to his work or business in PSA's premises, or for showing favour or disfavour to any person in relation thereof, or if the like acts shall have been done by any of the employees or temporary workers of the Passholder with or without his knowledge, or if the Passholder shall have abetted or attempted to commit such an offence, or shall have given or received any fee or reward the giving or receipt of which is an offence under the Act, PSA shall be the sole arbiter whether or not any such acts shall have been committed.

#### **ACTIVITIES**

- "Operational Areas" means any place within the Restricted Areas where the conveyance, loading, unloading, handling or storage of goods takes place and include wharves, wharf aprons, container freight stations, transit and backup warehouses, alleyways, eaves of container freight stations, roadways, hardstandings, container yards,
- tocking waterlooses, anewways, eases of container freight stands, features, and standings, container years, chassis yards, interchange areas, any place on board vessels and any other place deemed as such by PSA. While the Passholder is in any Operational Areas, the Passholder shall exercise due care and diligence for his own safety and fract of others and shall comply with all laws and regulations relating to his safety, health and welfare including the Workplace Safety and Health Act 2006 and all fits regulations, rules, orders, directions promulgated pursuant thereto and observe generally accepted safe work practices. The Passholder shall also comply with all safety rules, practices and requirements that may be implemented by PSA at any time and from time to time.
- A Passholder below 18 years and above 62 years of age shall not work in any Operational Area. Exceptions may be made for such Passholder who is 62 years old and above on such terms and conditions as PSA may in its absolute discretion requires, provided that he has obtained all the relevant certification to the satisfaction of PSA, including medical certification by a registered medical practitioner on PSA's prescribed form and other necessary training and/or safety certification from the relevant authorities and/or the accredited agencies at his own expense.
- A Passholder who is 62 years old or above shall not work as a stevedore and/or on board vessels in the Operational Areas save as winch/deck crane operators. Exceptions may be made for such Passholder who is 62 years old or above on such terms and conditions as PSA may in its absolute discretion requires, provided that he has obtained all the relevant certification to the satisfaction of PSA, including medical certification by a registered medical practitioner on PSA's prescribed form and other necessary training and/or safety certification from the relevant authorities and/or accredited agencies at his own expense,
- A Passholder who is between 62 and 69 years of age and engages in any of the occupations listed in Appendix A (which Appendix may be modified at any time and from time to time by PSA at its absolute discretion) may operate mechanical/lifting equipment or perform stevedoring/ cargo handling operations in the Operational Areas on such terms and conditions as PSA may in its absolute discretion requires, provided that he has obtained all the relevant certification to the satisfaction of PSA, including medical certification by a registered medical practitioner on PSA's prescribed form and other necessary training and/or safety certification from the relevant authorities and/or accredited agencies at his own expense.
- A Passholder who is between 62 and 69 years of age and employed as a safety supervisor, supervisor, ship foreman or chief foreman may continue their supervisory work in the Operational Areas on such terms and conditions as PSA may in its absolute discretion requires but may not operate mechanical/lifting equipment or handle cargo manually in the Operational Areas.
- A Passholder of 51 years of age or above and employed to perform lashing/unlashing operations may only continue to perform such operations in the Operational Areas which exclude any place on board vessels. Exceptions may be made for such Passholder who is between 51 and 61 years of age to continue to perform lashing/unlashing Operations on board vessels on such terms and conditions as PSA may in its absolute discretion requires, provided that he has obtained all the relevant certification to the satisfaction of PSA, including medical certification by a registered medical practitioner on PSA's prescribed form and other necessary training and/or safety certification, including but not limited to the Functional Capacity Evaluation (between 55 and 61 years of age), from the relevant
- authorities and/or accredited agencies at his own expense.

  A Passholder may not work as a mobile crane operator, prime mover driver and/or forklift driver in the Operational Areas unless he is 18 years of age or above, possesses a valid driving licence and duly authorised by PSA to do so.
- 7.9 As and when deemed necessary by PSA, the Passholder shall undergo a medical examination at his own expense
- The Passholder shall, upon entry into the Restricted Areas, declare to the PSA security officer all articles (except goods for shipment or storage and personal effects) which he is bringing into the Restricted Areas and, upon exit from the Restricted Areas, produces proof of purchase or receipt of all such articles as and when required by PSA.
- The Passholder shall have the PSA Pass, work or hit (if applicable), NRIC or passport and work permittenployment pass with him at all times while in the Restricted Areas and must produce the same for inspection as and when required by PSA. The Passholder shall also display his PSA Pass prominently at all times in the Restricted Areas.
- The Passholder shall not photograph or film any part of the Restricted Areas without a valid PSA Photographer's Pass. The Passholder is also prohibited from posting any photograph and / or video of PSA and / or its related events in any social media platforms and to refrain from commenting and / or responding to any discussions on or about PSA on the internet.
- A Passholder shall not drive a motor-vehicle into and/or within the Restricted Areas without a valid PSA Car Entry Permit and shall only park at authorised parking lots designated by PSA in its absolute discretion at any time and from time to time
- The Passholder shall not drive a motor-vehicle into and/or within the Operational Areas in Tanjong Pagar Terminal, Keppel Terminal, Brani Terminal and Pasir Panjang Terminal without prior written approval of the respective Terminal
- The Passholder shall comply with all rules, regulations and lawful directions given by any authorised officer of PSA or as indicated by any signboard upon entering and/or within the Restricted Areas

#### 8.

- The Passholder enters the Restricted Areas entirely at his own risk and the Passholder and the Employer and/or Sponsor shall indemnify PSA and absolve PSA from all liability and any loss or damage to any property or death or injury of any person arising directly or indirectly out of any act, omission, negligence of or default on the part of any person (including the Passhokler, the Employer and/or the Sponsor and PSA, its servants or agents) including any:

  (a) any use or misuse of the PSA Pass; and/or
  - (b) breach of any provision of the Pass Conditions and/or any other terms and conditions as may be set by PSA at any time and from time to time on the part of the Passholder; and/or
  - (c) any act of enforcement or protection of PSA's rights and remedies against the Passholder and/ or Sponsor under the Pass Conditions,
- Without prejudice to the generality of clause 8.1, PSA shall not be liable in any way:
  - (a) for any inconvenience, loss, damage or embarrassment of any nature suffered by the Passholder, the Employer and/or Sponsor due or arising from the PSA Pass or PIN not being accepted or honoured or being invalidated or withdrawn for any reason whatsoever including but not limited to the error, defect, failure or interruptions in any operations facilities services resulting or arising from any breakdown, repair, servicing, mechanical or other defect of the computer terminal communications lines or any equipment whether or not belonging to PSA or from any other cause and whether or not PSA, its servants or agents shall have been negligent.
  - (b) If PSA is unable to perform its obligation under the Pass Conditions due directly or indirectly, to the failure of any machine, system of authorisation, data processing or communication system or transmission link or any industrial dispute, war, Act of God or anything outside the control of PSA, its servants or agents.

#### **VARIATION OF THE PASS CONDITIONS**

PSA may vary any part of the Pass Conditions at any time in such manner as PSA may decide and such changes may be notified to the Passholder in writing or by publication thereof or by any other means or manner as PSA may decide. 9.1

- The Passholder is deemed to have read and understood the current editions of the Pass Conditions and agreed to abide 10.1
- If any provision of the Pass Conditions or any part thereof is declared to be void, invalid, illegal or otherwise unenforceable under any applicable law, such provision or part thereof shall be severed and the remaining provisions or the remaining parts of the provision shall remain in full force and effect. 10.2

INDIVIDUAL SAFETY SYSTEM

- 10.3 The rights and remedies of PSA under the Pass Conditions are cumulative and are not exclusive of other rights and The PSA Pass is neither transferable nor assignable, its unauthorised possession, use, retention or transfer to another
- person are penal offences
- No forbearance or failure or delay by PSA in exercising any right, power or remedy is to be deemed a waiver or partial waiver thereof on the part of PSA. No waiver by PSA of any breach of the Pass Conditions on the part of the Passholder is to be deemed as waiver of any subsequent breach of the same or any other provision of the Pass Conditions. The Pass Conditions are governed by Singapore law. The Passholder submits irrevocably to the non-exclusive
- jurisidiction of the Courts of Singapore

PC 1-122020

### **PSA SAFETY RULES**

#### Any breach by an individual of the Safety Rules (Individual) shall result in demerit points accruing to, and enforcement charges levied on, such individual, as set out in the table below in relation to less serious offences (indicated by an "to prefix to the safety rule number), serious offences (indicated by an "S" prefix to the safety rule number), serious offences (indicated by an "S" prefix to the safety rule number) and very serious offences (indicated by a "V" prefix to the safety rule number): Type of Safety & Traffic Offence Less Serious Offence (L) 2 demerit points + \$75 enforcement charge Serious Offenne (S) 4 demerit points + \$150 enforcement charge Very Serious Offence (V 8 demerit points + \$300 enforcement charge On accumulation of 24 demerit points or more for offences committed within a 24-month period :-1st infringement period 3 months debarment & Safety Refresher Course 2nd infringement period 6 months debarment & Safety Refresher Course 3rd infringement period Serious infringement resulting in Fine and immediate debarment irrespective of whether or not it is the first infringement. (The Offender must attend a Safety Refresher Course and the PSA Pass may be re-issued to such offender thereafter.) damage to equipment or property

Escalated measures to monitor offenders who return from 24pt suspension:

- No Warning will be issued within 6mths
- Personnel will be suspended if clock more than 12pts within a year

#### SAFETY RULES (INDIVIDUAL)

#### Proper Protective Apparel

- L101 Failing to ensure appropriate head protection is worn properly
- Failing to ensure appropriate foot protection is worn properly

  Failing to ensure appropriate foot protection is worn properly

  Failing to ensure appropriate personal fail protection equipment is worn properly or
- anchor personal fall protection to proper securing point
  Failing to ensure appropriate high visibility vest is worn properly
  Falling to ensure appropriate life jacket is worn properly \$106
- L108
- Falling to ensure appropriate hand protection is worn properly Falling to ensure appropriate hand protection is worn properly Falling to ensure appropriate hearing protection is worn properly Falling to ensure appropriate uniform is worn properly
- L149 Failing to ensure suitable personal protective apparel is worn properly
- Safe Lifting Equipment/Slinging Operations
  - Failing to ensure use of proper guide rope of adequate length
  - Use of non-certified or expired lifting machines/appliances/gears
    Use of non-appropriate lifting machines/appliances/gears for lifting operations
    Use of defective lifting machines/appliances/gears S203

  - S205 Failing to ensure 3-step lifting operational procedure is properly observed and loads are lifted with due care and attention
    Falling to ensure lifting operations are properly guided by a Signaller, Lifting Supervisor
  - and/or Ship Traffic Assistant, Whart Operations Supervisor or Authorised Personnel Failing to be at proper vantage position to provide guidance to crane operator Failing to provide proper supervision to lifting operations (including over height container, S207
  - hatch cover etc)

  - Lifting of load beyond safe working load/weight
  - Failing to ensure that no load is suspended over or near any person at all times and/or
  - that no person is allowed to work under or near a suspended load S249 Failing to ensure lifting machines/appliances/gears are operated in a safe manner and in compliance with relevant safety requirements

Safe Equipment Operations
(Including Prime Movers, Forklifts, Mobile Cranes, etc.)

- Falling to ensure equipment used is installed with proper and standard safety features eq.
- brakes, horns, meter gauges, blinker lights and reverse buzzer, etc..

  S302 Failing to ensure that headlights of equipment are switched on between 7.00 pm and 7.00 am and at any time when visibility is poor
- S303 Failing to ensure that only proper equipment for the intended work purpose is used and that such equipment is used carefully according to its function and operational instructions.
- Failing to ensure that the engine of equipment is promptly switched off and handbrake is engaged during refueling or before leaving the cabin
- Sall2 Failing to ensure seat belt is worn when operating/driving any equipment (less vehicle)
  V310 Failing to ensure safety devices are not tampered with
  S349 Failing to ensure equipment is driven/operated with due care and attention and in
- compliance with safety procedures/guidelines/instructions at law and/or stipulated by

### Safe Work Method/Procedures

- Failing to ensure means of access and/or fire/life-saving appliances are free from
- Failing to ensure work areas are kept from obstruction and tripping hazards
- \$403 Falling to ensure work areas or any unguarded openings are adequately illuminated/
- barricaded before work
  Failing to ensure safety warning signs/devices including traffic cones/blinkers, etc as required are placed in appropriate places
  S405 Failing to take prompt action to rectify a hazardous situation
  S406 Failing to ensure wheel chocks and/or proper support stands are used for vehicles or

- other equipment under repair or maintenance
- Failing to ensure compliance with safety requirement (include fire safety) for hot works
- \$408
- Failing to ensure compliance with safety requirement for work at height activities Failing to ensure that all trailer twistlocks are properly unlocked before offloading or locked properly after loading of containers
- Performing work for more than 12 continuous hours Failing to ensure appropriate tools/gears are used properly V411
- V414
- Failing to ensure safe ingress and egress into work area
  Using tools, gears or equipment in substandard or defective condition
  Failing to ensure number of adequate trained personal to perform work safely \$415
- S418 Failing to ensure that all loose items from the surfaces of or not properly secured to the hatchcover or container are removed or properly secured.
- Failing to ensure that no equipment or tools are thrown or dropped from a high workplace
- V420
- V421
- Failing to comply with spreader ride SWP
  Double up to perform other duty/task during work
  Failing to comply with Confined Space Entry Permit requirement
- Performing work beyond the stipulated/approved work schedule/rosters Waiting within less than 40ft behind from the front trailer in the yard Performing works (that require PTW approval) without PTW/approval V430
- L431
  - Failing to ensure relevant energy source is Lock-out and Tag-out before work
- Working on rotating component, energy source without adequate control measure
- V435
- Unauthorised entry to automated areas
  Failing to adhere instructions/steps stated in safe work procedure or requirement under Permit-to-work
- Failing to have proper authorisation for disabling of safety devices, sensors (including cameras), edit of software functions, etc of container handling equipment V437
- S438 No proper handshake during handling/taking over of equipment
- Did not perform pre-ops checks
  Failing to ensure necessary precautionary measures are taken at all times

#### Safe Stacking/Unstacking Operations 5

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#### Competency of Workers

- V607 Failing to ensure required competency and/or authorisation is obtained to drive or operate equipment
- V649 Failing to ensure required competency and/or authorisation is obtained before performing
- Failing to obtain required competency and/or authorisation to perform Supervisory roles
- Failing to obtain required competency and/or authorisation to perform Asse Manager roles

#### Submission Of Documents

- L701 Failing to ensure an accurate and updated checklist of safety measures and other requisite measures are submitted, and within the time required by PSA
  Falling to ensure an accurate and updated Labour Attendance Sheet is submitted, and
- within the time required by PSA L703
- Failing to ensure that any safety document, report, or plan as required by PSA is promptly updated at all times

#### Safety Behavlour/Conduct

- Failing to ensure a safe distance is maintained from equipment gantry paths at all times S801
- L802

Smoking in non-designated areas

- Failing to ensure that cycling is prohibited inside the port area Failing to ensure that cycling is prohibited inside the port area Failing to ensure that rest is taken at appropriate areas Failing to ensure that personnel climbing ladders, stairs, spreader, accessing containers and equipment are done in a safe manner Failing to ensure that a safe distance is maintained from a container that is being lifted or
- lowered
- Failing to ensure a safe position is maintained at the edge of ships, hatches, cargo stacks, container tops, unguarded openings, equipment or work areas Vang
- Falling to ensure person does not go under suspended loads, paths of suspended loads, areas between suspended load and stationary object, unstable stacks or paths of moving equipment at all times
- Falling to ensure only persons who are not under the influence of alcohol or drug or any substance which may impair judgement or action at work are permitted to work V810
- S813 Failing to ensure that there shall be no littering or spitting at all times
  S821 Failing to provide proper supervision (applicable to those with supervisory duties)
- Failing to ensure that a safe position is maintained in PSA facilities at all times

COMPANY	SAFETY	SYSTEM
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Any breach by a company of the Safety Rules (Company) shall result in demerit points accruing to, and enforcement charges levied on, such company, as set out in the table below in relation to less serious offences (indicated by an "L" prefix to the safety rule number), serious offences (indicated by an "S" prefix to the safety rule number) and very serious offences (indicated by a "V" prefix to the safety rule number):

Type of Safety Offence	Penalty			
Less Serious Offence (L)	2 demerit points + \$500 enforcement charge			
Serious Offence (S)	4 demerit points + \$1,000 enforcement charge			
Very Serious Offence (V)	8 demerit points + \$2,000 enforcement charge			
On accumulation of 24 d	lemerit points or more for offences committed within a 24-month period:-			
1st infringement period	IThe Infringing Company must submit to PSA a letter of undertaking and safety improvement action plan to the satisfaction of PSA.			
	PSA reserves the right to suspend or terminate all licences and/or contracts held by the Infringing Company.			
2nd infringement period	PSA reserves the right to suspend or terminate all licences and/or contracts held by the Infringing Company with immediate effect.			
Serious infringement resulting in death or serious injuries or serious damage to equipment or property	PSA reserves the right to suspend or terminate all licences and/or service contracts held by the Infringing Company with immediate effect,			

#### SAFETY RULES (COMPANY)

#### Proper Protective Apparel

- To ensure that sufficient quantities of safety helmets are provided to workers.
- To ensure that sufficient quantities of other protective apparet, including high visibility clothing, etc., acceptable to PSA are provided for workers.

  To ensure that safety belts/harnesses are provided to workers working from a height or
- riding on quay crane spreaders.
- S154 To ensure that life jackets acceptable to PSA are provided for workers working at all ship edge/wharf edge.
- To ensure that all other requisite personal protective apparel acceptable to PSA are L199 adequately provided for workers

#### Safe Lifting Equipment/Slinging Operations

- L251 To ensure that guide ropes of adequate length and strength are used for handling heavy
- and lengthy loads. S252 To ensure that only lifting machines/appliances/gear marked with "SWL" and with valid test certificates are used.
- To ensure that appropriate lifting machines/appliances/gear, including self-locking spreaders, etc., are used for container handling operations.
- To ensure that proper and defect-free lifting machines/appliances/gear, including pallets, etc., are used
- To ensure there is compliance with all safety requirements of the law and as stipulated by PSA regarding the use of lifting machines/appliances/gears

Safe Equipment Operations (Including Prime Movers, Forklifts, Mobile Cranes, etc)

- S351 To ensure that only equipment installed with proper and standard safety features, e.g.
- brakes, horns, meter gauges, blinker lights, reversed buzzer, good tyres, etc., are used.

  S352 To ensure that any equipment which is not in use is properly parked and secured to prevent any unauthorised use.
- S358 To ensure that only lifting machines/appliances/gears with valid statutory certificates are
- S399 To ensure that only proper and defect-free equipment are used.

#### Safe Work Method/Procedures

- S451 To ensure that workers are not deployed for more than 12 continuous hours, S452 To ensure that proper save-all nets are used for rigging at shipside.
- To ensure that only proper and defect-free tools/gears/appliances are used. To ensure only proper and safe means of access to and from worksites at a height, e.g. cargo stacks, container tops, etc., are used.
- To ensure that any tool, gear, appliance, machine, equipment and means of access (e.g. ladder, platform, man-cages, gondola, scaffold, etc.) which is defective and/or without valid test certificates is immediately removed from PSA premises. \$455
- To ensure that only proper lashing/unlashing tools, receptacles and alds in lashing/unlashing operations are used.

  To ensure that there is at all times a sufficient number of properly trained workers as \$456
- required by PSA to perform cargo handling/lifting operations or other services.

  To ensure that all workers strictly comply with all necessary precautionary measures at all S498
- L499 To ensure that all workers strictly comply with all safety requirements of the law and as stipulated by PSA at all times when working in PSA premises.

\$499

### Safe Stacking/Unstacking Operations

times when working in PSA premises.

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### Competency of Workers

- S651 To ensure that only competent workers who are within the authorised age limits are employed to perform stevedoring work. 8652
- To ensure that only competent persons are employed to perform Wharfinger duties and/ or berthing/unberthing operations.
- S653 To ensure that competent persons are employed as Safety Supervisors. Foremen or Ship Checkers
- V654 To ensure that only competent persons are employed to perform stevedoring works and/ or lashing/unlashing.

  To ensure that only competent persons are employed as Ship Traffic Assistants and/or V655
- Wharf Operations Supervisors, S656 To ensure that only competent persons are employed to perform engineering and/or hot
- To ensure that only competent persons are employed to drive/operate forklifts, vehicles,
- machines, prime movers or other port equipment.

  To ensure that only competent persons are employed to operate winches, cranes and/or other lifting equipment.

S699 To ensure that only persons who are duly authorised by PSA are employed to perform

#### Submission Of Documents

- To ensure that an accurate and current checklist of safety measures or other measures. that is to PSA's satisfaction, is submitted in the form, and within the time, stipulated by
- L752 To ensure that an accurate and current Labour Attendance Sheet, that is to PSA's
- To ensure that an accurate and current Labour Attendance Sneet, that is to PSA's satisfaction, is submitted within the time stipulated by PSA.

  To ensure that accurate and current information, e.g. weight of equipment, load, container, etc., is provided promptly to PSA and whenever required by PSA.

  To ensure that any safety document, report or plan as required by PSA, and that is to PSA's satisfaction, is submitted within the time stipulated by PSA.

S799

#### **PSA Traffic Rules**

- ST01 Failing to ensure compliance with all traffic signs and markings, traffic lights and height estrictions at all times
- Failing to ensure compliance with traffic directions given by authorised officer engaged in regulating traffic
- Failing to ensure that loads are properly secured when being conveyed by vehicles.
  Failing to ensure passengers are carried on vehicle / equipment only when authorised to do so and in a safe manner
- WT06 Speeding - exceeding speed limit by 1 to 10 km/hr
- LT06 Speeding exceeding speed limit by 11 to 20 km/hr ST06 Speeding exceeding speed limit by 21 to 30 km/hr VT06 Speeding exceeding speed limit by 30 km/hr
- ST08 Driving across unbroken white lines / road divider
- ST09 Failing to ensure that there is no obstructing flow of traffic ST12 Causing obstruction on crane gantry path
- LT16
- Driving at the wharf and in operational areas without permission

- Triving at the wharf and in operational areas without permission

  ST17 Failing to give way to emergency vehicles

  ST18 Failing to give way to persons on pedestrian crossings.

  LT19 Failing to ensure that only vehicles with tyres of good condition are used

  LT20 Parked at unauthorised or undesignated parking areas
- ST21 Driving against traffic flow
- ST22 Driving on the backreach of quay crane Driving across yard block
- Driving into wharf between 2 quay cranes with less than 80ft clearance between the
- cranes or exiting wharf between 2 quay cranes of the same vessel Failing to give way to crane performing gantry operation
- VT26 Use of mobile device while driving or at unauthorised areas
- ST28 Falling to maintain road discipline at junctions or congested areas.

  ST31 Falling to fill up every passenger seat in driver's cabin, or any additional cabin or enclosed space provided for the carriage of passengers or goods and which is adjacent to or is an extension of the cabin for the driver, before carrying any person on the floor of open deck
- ST32 Failing to obey 1.1 metre height restriction for persons carried on open deck goods vahick
- Carrying passengers when the clear floor space of the open deck of goods vehicle
- available for each passenger is insufficient
  Failing to ensure seat belt is put on while driving vehicle
  Driving in a reckless and/or dangerous manner STAA
- Causing accident due to careless, misjudgement, negligent, inattentive, reckless or LT49 dangerous driving

VT49

### **PSA SECURITY RULES**

#### Goods, Cargoes and/or Containers

- To ensure that only the correct quantity or weight of goods, cargoes and/or containers are taken delivery of. Δ1
- To ensure that only goods, cargoes and/or containers of the correct markings are taken delivery of.
- To ensure that no goods, cargo and/or container is removed from PSA's Restricted Areas without due authority or permission
- To ensure that all dutiable goods, cargoes and/or containers are properly declared to the relevant authority and their requisite duties are duty paid before they are brought into or removed from PSA's Restricted
- To ensure that there is no dealing whatsoever of contraband, smuggled or unauthorised goods, cargoes and/or containers within PSA's Restricted Areas. A.5
- To ensure that no seal or other security device of any goods, cargo and/or container is tampered with, damaged or otherwise dealt with without authority or permission A.6

#### В Port Property and Other Properties

To ensure that no port property or other property is removed from PSA's Restricted Areas without due B.1

#### C. Persons

- To ensure that no person enters or causes another to enter and/or remains or causes another to remain in PSA's Restricted Areas without a valid personal PSA Pass.
- C.2 To ensure that no person enters and/or remains in PSA's Restricted Areas for purposes other than purposes for which such person is issued with a PSA Pass.
- C.3 To ensure that there is no stowaway on board any vessel.
- To ensure that the relevant authority and PSA are notified immediately when a stowaway is found on board any vessel, and that such stowaway shall not leave the vessel until that stowaway is handed over to
- To ensure that no person engages in any act of nulsance, coercion or harassment, or any act using force or any act which causes or may cause fear or hurt to any other person. 0.5
- CA To ensure that no person engages in any act which disrupts or interferes or may disrupt or interfere with any operation in or around PSA's Restricted Areas,
- To ensure that no person engages in any betting, wagering, gambling or moneylending activity in or around
- All drivers shall account for their passengers and ensure that they present and transact with their valid passes and/or produce the supporting documents to enter or exit PSA's restricted areas. C.B

#### Environment

- To ensure that there is no pollution of, or hammful emission to, the environment within or around PSA's stricted Areas at all time
- D.2 To ensure that there is no photo-taking, video-taping or capturing of images, using electronic equipment, of any part of PSA's Restricted Areas or of any activity within or around such Restricted Areas without authority or permission.

#### Illegal and/or Prohibited Dealings or Conduct

- E.1 To ensure that no person deals or engages in or assists or abets the dealing or engagement of any other act or conduct which contravenes any legislation, rule stipulated by PSA or other written law.
- To ensure that no person deals or engages in or assists or abets the dealing or engagement of any activity which is or may be prohibited by PSA from time to time. F2
- E.3 To ensure that no person brings into and/or possess and/or use within PSA's Restricted Areas any article, item, device, equipment or property which is or may be used in any illegal or prohibited dealing or engagement or in the assistance or abetment thereof,
- Any person who infringes any of the aforesaid Security Rules shall be subject to the following:
  (i) immediate eviction from PSA's Restricted Areas and revocation of such person's PSA Pass, irrespective of the number of infringements; and/or
  (ii) ban from entering PSA's Restricted Areas for:-
  - - (a) In respect of the 1st infringement, 3 to 6 months as PSA deems fit;
      (b) In respect of the 2nd infringement, 6 to 12 months as PSA deems fit; and
    - (c) In respect of the 3rd and any subsequent infringement, 12 to 18 months as PSA deems fit.
- In the event of a breach of Rule E.3, PSA may remove, confiscate and/or detain any such prohibited articles, items, devices, equipment or property from anyone or anywhere within PSA's Restricted Areas, and dispose of them as PSA deems fit.

#### Clamping and Towing of Vehicles

PSA Pass holders shall park their vehicles at designated parking lots and, failing which, their vehicles shall be wheel clamped and/or towed away and the following fees shall be charged

Type of Vehicle	Wheel-clamping Releasing	Tow Turn-up	age Towing	Storage Fee (Impounding of Vehicle) per day
Motorcycle	\$50			
Light vehicle (Class 3 and below)	\$200	\$100	S250	\$40
Heavy vehicle (Class 4 and above)	\$250	\$150	\$450	\$80