

**Formal procedures  
with different  
authorities on  
arrival at the port**

# **Authorities**

- customs officers**
- immigration officers**
- medical control**
- port state control**

# Customs control

## documents

- clearance from the previous port
- a cargo declaration (the master must declare the cargo)
- crew list (it is also presented to the Quarantine, Immigration officers and harbour police)
- passenger list (landing passengers and passengers in transit)
- store lists
- crew declaration (valuable personal effects, cigarettes, tobacco products and spirits)
- ship's store bond (spirits, wines, cigarettes, tobacco, perfumes, photcameras and other dutiable goods kept aboard for the use of the ship's crew and passengers)

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**It is required that within 24 hours after arrival of any vessel at the port, such arrival shall be reported to the Collector of Customs or to the Customs boarding officer assigned to the vessel.**

If the boarding officer is satisfied with all documents and the bond locker count, he stamps “Report accepted” space at the foot of Master’s declaration.

The vessel is said to “be cleared inwards”. It means that cargo operations may commence.

**Customs clearance  
outwards requires Master's  
declaration, Cargo  
declaration and  
“Information Note for the  
Intended Port of  
Destination” form**

**(vessel's name, port and date of departure, intended  
port of destination, probable ports of call,  
Master's signature)**

# **Immigration**

**Immigration boarding officers check all crew members and passengers and give shore passes for crew members**

**Stowaway is a person who is secreted on a ship, or in a cargo loaded on the ship, without the consent of the shipowner or the master and who is detected on board after the vessel has sailed.**



**The vessel is subject  
to a fine if  
immigration rules  
are violated.**

# Medical control

**Medical control is performed by a quarantine officer.**

**Documents:**

- ship sanitation control certificate / or ship sanitation control exemption certificates**
- maritime declaration of health (MDOH)**



GOVERNMENT OF SINGAPORE

INFECTIOUS DISEASES ACT  
(CHAPTER 137)

INFECTIOUS DISEASES (QUARANTINE)  
REGULATIONS

SHIP SANITATION CONTROL EXEMPTION CERTIFICATE/  
SHIP SANITATION CONTROL CERTIFICATE

*Issued in accordance with Article 39 of the International Health Regulations (2005)*

Port of SINGAPORE

Date .....

This Certificate records the inspection and 1) exemption from control or 2) control measures applied

Name of ship or inland navigation vessel ..... Flag ..... Registration/IMO No. ....

At the time of inspection the holds were unladen/laden with ..... tonnes of ..... cargo

Name and address of inspecting officer .....

**Ship Sanitation Control Exemption Certificate**

Areas, (systems, and services) inspected	Evidence found <sup>1</sup>	Sample results <sup>2</sup>	Documents reviewed
Galley			Medical log
Pantry			Ship's log
Stores			Other
Holds/cargo			
Quarters:			
- crew			
- officers			
- passengers			
- deck			
Potable water			
Sewage			
Ballast tanks			
Solid and medical waste			
Standing water			
Engine room			
Medical facilities			
Other areas specified - see attached			
Note areas not applicable, by marking N/A.			

**Ship Sanitation Control Certificate**

Control measures applied	Re-inspection date	Comments regarding conditions found

No evidence found. Ship/vessel is exempted from control measures.

Name and designation of issuing officer ..... Signature and seal ..... Date .....

Control measures indicated were applied on the date below.

<sup>1</sup> (a) Evidence of infection or contamination, including: vectors in all stages of growth; animal reservoirs for vectors; rodents or other species that could carry human disease; microbiological, chemical and other risks to human health; signs of inadequate sanitary measures. (b) Information concerning any human cases (to be included in the Maritime Declaration of Health).

<sup>2</sup> Results from samples taken on board. Analysis to be provided to ship's master by most expeditious means and, if re-inspection is required, to the next appropriate port of call coinciding with the re-inspection date specified in this certificate.

Sanitation Control Exemption Certificates and Sanitation Control Certificates are valid for a maximum of six months, but the validity period may be extended by one month if inspection cannot be carried out at the port and there is no evidence of infection or contamination.

# MODEL OF MARITIME DECLARATION OF HEALTH

To be completed and submitted to the competent authorities by the masters of ships arriving from foreign ports.

Submitted at the port of..... Date.....

Name of ship or inland navigation vessel.....Registration/IMO No.....arriving from .....Sailing to.....

(Nationality)(Flag of vessel)..... Master's name.....

Gross tonnage (ship).....

Tonnage (inland navigation vessel).....

Valid Sanitation Control Exemption/Control Certificate carried on board? yes..... no..... Issued at..... date.....

Re-inspection required? yes..... no.....

Has ship/vessel visited an affected area identified by the World Health Organization? yes..... no.....

Port and date of visit .....

List ports of call from commencement of voyage with dates of departure, or within past thirty days, whichever is shorter:

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Upon request of the competent authority at the port of arrival, list crew members, passengers or other persons who have joined ship/vessel since international voyage began or within past thirty days, whichever is shorter, including all ports/countries visited in this period (add additional names to the attached schedule):

(1) Name .....joined from: (1).....(2).....(3).....

(2) Name .....joined from: (1).....(2).....(3).....

(3) Name.....joined from: (1).....(2).....(3).....

Number of crew members on board.....

Number of passengers on board.....

## Health questions

- (1) Has any person died on board during the voyage otherwise than as a result of accident? yes.... no.....  
If yes, state particulars in attached schedule. Total no. of deaths .....
- (2) Is there on board or has there been during the international voyage any case of disease which you suspect to be of an infectious nature? yes..... no..... If yes, state particulars in attached schedule.
- (3) Has the total number of ill passengers during the voyage been greater than normal/expected? yes.... no.....  
How many ill persons? .....
- (4) Is there any ill person on board now? yes..... no..... If yes, state particulars in attached schedule.
- (5) Was a medical practitioner consulted? yes..... no..... If yes, state particulars of medical treatment or advice provided in attached schedule.
- (6) Are you aware of any condition on board which may lead to infection or spread of disease? yes..... no.....  
If yes, state particulars in attached schedule.
- (7) Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board? yes .....  
no..... If yes, specify type, place and Date.....
- (8) Have any stowaways been found on board? yes ..... no..... If yes, where did they join the ship (if known)?  
.....
- (9) Is there a sick animal or pet on board? yes ..... no.....

Note: In the absence of a surgeon, the master should regard the following symptoms as grounds for suspecting the existence of a disease of an infectious nature:

- (a) fever, persisting for several days or accompanied by (i) prostration; (ii) decreased consciousness; (iii) glandular swelling; (iv) jaundice; (v) cough or shortness of breath; (vi) unusual bleeding; or (vii) paralysis.
- (b) with or without fever: (i) any acute skin rash or eruption; (ii) severe vomiting (other than sea sickness); (iii) severe diarrhoea; or (iv) recurrent convulsions.

I hereby declare that the particulars and answers to the questions given in this Declaration of Health (including the schedule) are true and correct to the best of my knowledge and belief.

Signed .....

Master

Countersigned .....

Ship's Surgeon (if carried)

# Port State Control

# Inspection of the vessel for compliance with the requirements of

- **SOLAS** (The International Convention for the Safety of Life at Sea)
- **MARPOL** (The International Convention for the Prevention of Pollution from Ships)
- **STCW** (The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers)
- **MLC** (Maritime Labour Convention)



# Documents which can be checked be PSCO

- Certificate permitting to sail under the State Flag of the country
- Safety Construction Certificate
- Certificate of Seaworthiness
- Certificate of Ownership of the Ship
- Certificate of Measurements
- Load Line Certificate
- Safety Radio Certificate
- Safety Equipment Certificate

# Documents which can be checked be PSCO (continued 1)

- all other documents which are required by International Convention when ships are on foreign voyages
- International Tonnage Certificate
- International Oil Pollution Certificate
- International Load Line Certificate
- Oil Record Book (Part I – machinery space operations)
- Oil Record Book (Part II – cargo/ballast operations)

# Documents which can be checked be PSCO (continued 2)

- Cargo Record Book
- Certificates of Competency including any Dangerous Goods Endorsement (Originals with the English translation)
- Medical Certificates
- Stability Booklet, Stability Plan, Stability Information
- Shipboard Oil Pollution Emergency Plan (SOPEP)

# Documents which can be checked be PSCO (continued 3)

- reports of previous Port State Control Inspections
- Certificate of Registry
- Suez Canal Certificate
- Panama Canal Certificate
- Official log book
- Current editions of SOLAS, MARPOL and Load Line conventions

# Documents which can be checked be PSCO (continued 4)

- Radio log entries
- Radiostation licence
- Medical locker certificate
- Life raft servicing certificate
- Cargo gear. Documents and certificates covering ship's cargo gear and appliances
- Register of ship's lifting appliances and cargo handling gear

**Detention is the last step the PSCO will take. The main criteria for detention is that the ship is deemed unsafe to proceed to sea and the deficiencies on ship are considered serious by the inspector. Deficiencies must be rectified before the ship can sail.**

# Major deficiencies for detaining a ship by PSCO:

- certification of crew
- safety
- maritime security
- marine pollution and environment
- working and living conditions
- operational
- management