

Ref: SSA/073/17/EML

Date: 15 June 2017

To: All SSA Members

**Swire Emergency Response - IMO Level 3 and ICS Courses from 21 to 25 August - Approved for 50% MCF Subsidy by MPA**

Dear SSA Members

Swire Emergency Response (SER) will be organising their next run of The Nautical Institute accredited IMO Level 3 Oil Spill Response and ICS 100, ICS 200 and ICS 300 Incident Command System Courses in Singapore in August as per schedule below.

SER is pleased to inform that there is a further discount for SSA members as these courses have been approved by MPA for the 50% MCF subsidy on the course fees. The course fees are detailed in the schedule below. Limited seats are available. Do register early to secure your place in these upcoming courses.

Course Title	Course Dates	Original Price (SGD)	Discount Price <sup>1</sup> (SGD) Members of SSA and SPO Partners	New Discounted Price (SGD) (with additional MPA's MCF subsidy)
ICS 100 – Introduction to Incident Command System	21 August 2017	400.00	200.00	114.00
ICS 200 – ICS for Single Resources and Initial Action Incidents	22 August 2017	400.00	200.00	114.00
ICS 300 – Intermediate ICS for Expanding Incidents	23 to 25 August 2017	1,700.00	850.00	484.50
IMO Oil Spill Response Training – Level 3	23 to 25 August 2017	2,000.00	1,000.00	570.00

The eligibility requirements for the MCF subsidy are as follow.

- 1) Delegate is a Singaporean or Singapore PR
- 2) Delegate fulfil at least 75% attendance
- 3) Delegate has not received any other forms of financial assistance

For more details, please click on the relevant documents.

Type of information	Documents
Course Information	<ul style="list-style-type: none"><li>• <a href="#">IMO Level 3</a></li><li>• <a href="#">ICS 100</a></li><li>• <a href="#">ICS 200</a></li><li>• <a href="#">ICS 300</a></li></ul>
Registration Form	<ul style="list-style-type: none"><li>• <a href="#">Registration Form</a></li></ul>
MCF Grant	<ul style="list-style-type: none"><li>• <a href="#">MCF Application Form</a></li><li>• <a href="#">MCF Grant – Terms &amp; Conditions</a></li></ul>

For enquiries, please contact:

Jamie Chng

Swire Emergency Response

Tel : +65 6309 3620

Email: [jiamin.chng@swire.com.sg](mailto:jiamin.chng@swire.com.sg)



## IMO LEVEL 3 Oil Spill Response Training 3 Days

### Course Overview

The course aims to provide participants with a better understanding of the roles and responsibilities of senior personnel in the management of oil spills that are of national significance. The course will also highlight common challenges faced during a major spill. Participants will learn the importance of working together to identify issues through discussions with specialists and how to develop a process for a national coordinated/ integrated response to manage a major spill.



### Course Outline

- Origins, fates and effects of oil
- Contingency planning
- Spill evaluation
- Legal considerations
- Environmental implications
- Safety
- Containment and recovery equipment
- Shoreline assessments
- Equipment demonstration and deployment
- Waste management
- Use of dispersant
- 9 steps to spill management
- Issuance of press releases and media management
- Spill prevention

### Target Audience

Senior representatives of all parties involved in the national contingency plan, or anyone who could be involved in a Tier 3 response.

### Course Duration

3 Days

### Certification

Accreditation by The Nautical Institute, equivalent to MCA Level 5

### Contact Us



[jjamin.chng@swire.com.sg](mailto:jjamin.chng@swire.com.sg)



+65 6309 3620

## ICS 100 – Introduction to Incident Command System

### Course Overview

This course provides an introduction to the Incident Command System (ICS) and the first steps in Incident Command Management. The course contains descriptions of the history and organisational structure of ICS, key features and principles. It also contextualises the relationship between ICS and the National Incident Management System (NIMS).

### Course Outline

- ✚ Overview of ICS
- ✚ Basic features of ICS
- ✚ Incident Commander and functions of command staff
- ✚ Functions of general staff
- ✚ ICS facilities
- ✚ Common responsibilities

### Pre Requisites

Emergency Management System Familiarisation

### Target Audience

- ✚ Crisis Management Team Members
- ✚ Emergency Response Team Leader designates
- ✚ Security Personnel
- ✚ Control Room Operators

### Course Duration

1 Day

## ICS 200 – ICS for Single Resources and Initial Action Incidents

### Course Overview

This course provides training and resources for personnel who are likely to assume a supervisory position within the ICS. This course is applicable to response personnel at the supervisory level within the ICS and is designed to enable participants to operate efficiently during an incident or event within the ICS.

### Course Outline

- ✚ Leadership and management
- ✚ Delegation of authority and management by objectives
- ✚ Functional areas and positions
- ✚ Briefings
- ✚ Organisational flexibility
- ✚ Transfer of command

### Pre Requisites

ICS 200

### Target Audience

- ✚ Crisis Management Team Members
- ✚ Emergency Response Team Leader designates
- ✚ Security Personnel
- ✚ Control Room Operators

### Course Duration

1 Day

## ICS 300 – Intermediate ICS for Expanding Incidents

### Course Overview

This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses. Participants will learn how the National Incident Management System Command and Management component supports the management of expanding incidents and Incident/Event Management process for supervisors and expanding incidents as prescribed by the ICS.

### Course Outline

- ✚ Leadership and management
- ✚ Delegation of authority and management by objectives
- ✚ Functional areas and positions
- ✚ Briefings
- ✚ Organisational flexibility
- ✚ Transfer of command

### Pre Requisites

ICS 100, ICS 200

### Target Audience

- ✚ Crisis Management Team Members
- ✚ Emergency Response Team Leader designates
- ✚ Security Personnel
- ✚ Control Room Operators

### Course Duration

3 Days

## Training Course Registration Form

Kindly email the completed Training Course Registration Form to [jiamin.chng@swire.com.sg](mailto:jiamin.chng@swire.com.sg) (Attn : Jamie)

<b>Course Title</b> :	IMO Oil Spill Response Training – Level 1	22 <sup>nd</sup> to 23 <sup>rd</sup> May 2017
	IMO Oil Spill Response Training – Level 3	6 <sup>th</sup> to 8 <sup>th</sup> March 2017
		24 <sup>th</sup> to 26 <sup>th</sup> May 2017
	ICS 100 – Introduction to Incident Command System	21 <sup>st</sup> August 2017
	ICS 200 – ICS for Single Resources and Initial Action Incidents	22 <sup>nd</sup> August 2017
	ICS 300 – Intermediate ICS for Expanding Incidents	23 <sup>rd</sup> to 25 <sup>th</sup> August 2017
	5-day Full HAZMAT Response Course	13 <sup>th</sup> to 17 <sup>th</sup> November 2017

Please tick in the corresponding box that relates to the course to be registered.

**Course Fees** : Please refer to the Training Course Pricing Schedule. The course fees does not include travel, visas, accommodation, meals and living costs (except lunch on course days), VAT, or any other costs or taxes unless otherwise expressly stated.

**Payment** : Payment would need to be made prior to the commencement of the course to secure the participant’s registration.

**Venue** : Swire Marine Training Centre, 1 Loyang Way 4, Singapore 507028.

**Date / Time** : Please refer to the Course Joining Instruction. This will be issued upon receipt of full payment.

### Sponsoring Organisation

<b>Company Name</b>	:	
<b>Company Address</b>	:	
<b>Billing Address</b> (Please state if different from Company Address)	:	
<b>Contact Person</b>	:	
<b>Job Title</b>	:	
<b>Telephone</b>	:	
<b>Email Address</b>	:	

**Delegate 1**

Name	:	
Job Title	:	
Telephone	:	
Email Address	:	
Dietary Requirements	:	

**Delegate 2**

Name	:	
Job Title	:	
Telephone	:	
Email Address	:	
Dietary Requirements	:	

**Delegate 3**

Name	:	
Job Title	:	
Telephone	:	
Email Address	:	
Dietary Requirements	:	

This booking is signed and submitted on behalf of the Sponsoring Organisation, which hereby agrees to abide by the Terms and Conditions stated overleaf:

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**Signature**

Name :

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**Date**



**Terms and Conditions**

Rev 1/2016

When you submit a Booking Form, you are making us an offer to attend the Course on the terms and conditions stated below. When we confirm your booking (by sending a confirmation letter to you) we are accepting your offer on these same terms and conditions.

**DEFINITIONS**

- (a) **AFFILIATE:** means (in relation to an entity) any subsidiary or parent or holding company of that entity or any other subsidiary of such parent or holding company. "Subsidiary" and "holding company" shall have the meanings assigned to them in the Companies Act.
- (b) **Agreement:** means the agreement between Company and Client, comprising the Booking Form and these terms and conditions.
- (c) **Client:** means the Sponsoring Organisation stated in the Booking Form, and shall include the Sponsoring Organisation's successors and assigns.
- (d) **Client Group:** means Client, its Affiliates and/or related companies, and the respective directors, officers and employees of each of the foregoing, but shall not include any member of Company Group. Delegates shall automatically be assumed to be part of Client Group.
- (e) **Company:** means Swire Emergency Response Services Pte Ltd, a company registered under the Laws of Singapore, with registration number 200804936G, and shall include Company's successors and assigns.
- (f) **Company Group:** means Company, its partners, its Affiliates and/or related companies, and the respective directors, officers and employees of each of the foregoing.
- (g) **Course:** means the course stated in the Booking Form.
- (h) **Course Fee:** means the fee payable by Client to Company for the Course, as stated in the Booking Form.
- (i) **Delegate:** means the person(s) designated as a delegate in the Booking Form.
- (l) **Parties:** means Company and Client, and "Party" means each of them.

**CONFIRMATION OF BOOKING**

1. Booking Forms completed and sent to Company by email, fax or post, will only be accepted if the Client has unconditionally accepted these Terms and Conditions. All registrations will be considered provisional until Company has received a signed Booking Form and full payment of the Course Fee.

**PAYMENT**

2. Invoices will be issued upon Company's acceptance of sent immediately after the Registration has been made regardless of the course commencement date. Invoices are calculated based on the information provided by Client in the Booking Form. If any of the information should be inaccurate, Company reserves the right to issue an additional or amended invoice and claim from Client any additional sum(s) payable.
3. Payment must be received as follows. For bookings made:
  - More than 30 days before the course start date, payment must be received within 30 days of the date on which Company's invoice is issued.
  - Less than 30 days before the course start date, payment must be received at least 5 days prior to course commencement date.
4. The Company reserves the right to refuse to allow any Delegate to attend the Course if the Course Fee has not been fully paid before course commencement.
5. No payment shall be deemed to have been received until cleared in the Company's account.
6. The Course Fee is exclusive, unless otherwise stated, of any taxes and bank charges all of which shall be for the Client's account.
7. Client shall not withhold or set off any amount from any payment due to Company.

8. Client shall indemnify and keep indemnified Company against all forms of taxation or fiscal imposts of whatsoever nature levied upon Company or its employees in any jurisdiction other than Singapore arising out of Company's performance of the Services, including, without limitation, withholding tax and local value added taxes in any such jurisdiction and any customs, import or export duties. For the avoidance of doubt, in the event of any withholding of tax, Client shall pay to Company such further amount, in addition to the sum set out in the this document, so that Company shall receive such sum as it would have received had no such withholding taken place.
9. Interest on any sums due to Company will accrue at the rate of 3 percent per annum above the base rate of HSBC Bank plc, London, as established from time to time. Such interest will run from day to day and accrue until payment is actually made whether before or after any judgment or other resolution of any dispute.
10. Company bank details for bank transfer payments will be provided on Company's invoice.

#### **COURSE FEE**

11. The Course Fee includes lunch, morning and afternoon refreshments and course materials. Details will be provided in the joining instructions.
12. Unless otherwise specified by Company in writing, the Course Fee does not include travel, visas, accommodation, living expenses. travel, accommodation, living costs (except lunch on course days), VAT, or any other costs or taxes.

#### **CANCELLATION**

13. Company appreciates that occasionally unavoidable difficulties may arise and result in Client's nominated Delegates being unable to attend the Course. Cancellations of Delegates will only be permitted without charge if notice of cancellation is received in writing, (fax and email acceptable), at least 8 days prior to the course commencement date. Otherwise the following charges shall be payable by Client and may (at Company's discretion) be deducted from the Course Fee:
  - Written notice of cancellation received between 5-7 days before course commencement date – 50% of the Course Fee.
  - Written notice of cancellation received less than 5 days before the course commencement date – 80% of the Course Fee.
14. The Course Fee shall remain payable in full and no refund shall be made if any Delegate fails to attend the Course (or any part thereof) for any reason whatsoever.

#### **JOINING INSTRUCTIONS**

15. After Company's receipt of a completed Booking Form and full payment of the Course Fee (nett of bank charges), Joining Instructions will be issued to Client by email. This will include where applicable:
  - Confirmation of course details and dates
  - Venue and contact details
  - Copy of the course programme
  - Maps of the designated venue and suggested accommodation
  - Details on what to bring

Company reserves the right to cancel and/or alter the course content, venue, dates and timings.

#### **DATA PROTECTION**

16. Client warrants that each Delegate has consented that Company may hold, process and use the Delegate's personal information for the purposes of providing the training and services envisaged under the Agreement. Client further undertakes to procure the Delegates' consent for Company to hold, process and use their personal information for administrative, analytical and future marketing purposes in relation to Company's services.

#### **HEALTH AND SAFETY**

17. Client warrants that each Delegate is physically fit and able to participate in any practical exercises or vessel-based deployments that the Course may involve.
18. Notwithstanding any other terms herein, Client warrants that each Delegate shall comply with Company's instructions, directions, policies and procedures while attending the Course and/or onboard any vessel. Company reserves the right to deny admission or eject any non-compliant Delegate, in which case the Course Fee shall not be refunded and Client shall remain responsible for full payment of any amounts due to Company.

#### **LAW**

19. This Agreement shall be governed by and construed in accordance with the laws of England and any dispute arising hereunder (including any dispute as to the interpretation or validity of this Agreement) shall be referred to and finally resolved by arbitration in London in accordance with the London Maritime Arbitrators Association (LMAA) Rules (in force at the time of reference to arbitration).

**LIABILITIES AND INDEMNITIES**

20. To the maximum extent permitted by law:
- (a) Client shall indemnify and hold harmless Company Group against all Losses arising out of or in connection with the personal injury, illness or death of any member of Client Group, or for loss of or damage to any property of Client Group, howsoever caused and regardless of any negligence or breach of duty or other fault on the part of Company Group or the unseaworthiness of any vessel.
  - (b) Neither Party shall be liable to the other for any consequential damages whatsoever arising out of or in connection with the performance or non-performance of the Agreement, and each Party shall protect, defend and indemnify the other from and against all such claims from any member of its Group. "Consequential damages" shall include, but not be limited to, loss of contract, opportunity or use, loss of revenue or profits, shut-in or loss of production and cost of use or insurance, in each case whether arising directly or indirectly and whether or not foreseeable at the date of this Charter Party, and any indirect losses whatsoever arising out of or in connection with the performance or non-performance of the Agreement and whether based in contract, tort (including negligence), breach of statutory duty, equity, or under any other legal theory.
  - (c) Without prejudice to the foregoing, Company shall not be liable to Client Group for any Loss howsoever arising in connection with the Agreement and/or the Course unless the same is proven to have resulted solely from Company's gross negligence or wilful default, in which case (unless the Loss has resulted solely from Company's personal act or omission committed with the intention to cause the Loss and with knowledge that such Loss would result) Company's aggregate liability to Client Group shall never under any circumstances exceed the sum of the Course Fee paid by Company.
21. Client shall, and shall procure that its Delegates, sign Company's standard indemnity forms before boarding any vessel(s) in connection with the Course.

**INTELLECTUAL PROPERTY**

22. All Intellectual Property Rights in or arising out of or in connection with the Course shall be owned by Company.

**CONFIDENTIALITY**

23. The course materials incorporate information which is proprietary to Company Group. Client agrees that it and its Delegates will keep the course materials strictly confidential and shall not copy, distribute or disclose the same (or any part thereof) to any other person or party, save with Company's prior written consent. Client agrees that for marketing purposes, Company may refer to the fact that Client is Company's customer.

**FORCE MAJEURE**

24. Save as is otherwise specifically provided in this Agreement, neither Party shall be liable for failures or delays in performing its obligations hereunder to the extent that such failure or delay is attributable to any event or occurrence beyond its reasonable control, including without limitation, acts of God, acts of civil or military authority, fires, strikes, lockouts or labour disputes, epidemics, governmental restrictions, wars, terrorist acts, riots, earthquakes, storms, typhoons, floods, and breakdowns in electronic and computer information and communications systems.

**NOTICES**

25. Every notice and communication under the Agreement shall be made in writing in the English language, and may be sent to a Party by fax, email or registered post to the address/number designated by that Party for the purpose of this Agreement. A notice/communication shall be deemed to be received: where sent by registered post, 2 days after it is posted; and where sent by fax or email, at the time of successful transmission.

**VARIATIONS**

26. No variation of the Agreement or any of its terms shall be valid unless it is in writing and signed by the Parties' authorised representatives.

**ENTIRE AGREEMENT**

27. The Agreement shall constitute the entire agreement and understanding between the Parties and neither Party has entered into this Agreement in reliance upon any representation, warranty or undertaking of the other Party which is not expressly set out in this Agreement. The terms implied by sections 3 to 5 of the Supply of Goods and Services Act are, to the fullest extent permitted by law, excluded from the Contract.

**CONTRACTS (RIGHTS OF THIRD PARTIES) ACT**

28. A person who is not party to this Agreement has no rights under the Contracts (Rights of Third Parties) Act or similar legislation to enforce any term of this Agreement.



## MARITIME CLUSTER FUND TRAINING@MARITIME SINGAPORE QUALIFYING TERMS AND CONDITIONS

### A) ELIGIBILITY CRITERIA

- i. Singaporean Citizens or Singapore Permanent Residents;
- ii. Employees sponsored by business entities/organisations registered or incorporated in Singapore, or self-sponsored individuals may apply;
- iii. Participants must not be receiving any other forms of financial assistance [e.g. Skills Development Fund (SDF) or Skills Redevelopment Programme (SRP), etc.] administered by other government bodies e.g. WSG/SSG or NTUC, etc.;
- iv. Attain at least 75% attendance at the course;
- v. Sponsoring business entities of the participants and self-sponsored individuals must submit the MCF application form to the training service provider before the commencement of the course;
- vi. Participants and business entities must **strictly adhere** to the eligibility criteria stipulated above. MPA reserves the right to reject any application in the event of failure from participants/businesses to comply or observe any of the eligibility criteria; and
- vii. The softcopy of the form can be found on the MPA website: [www.mpa.gov.sg/mcf](http://www.mpa.gov.sg/mcf).

### B) DISBURSEMENT OF TRAINING GRANT

The training grant will only be disbursed to the eligible participants who meet the above criteria upon the completion of the course. The training service provider will be required to submit a consolidated MCF claim form on behalf of all sponsoring companies and self-sponsored individuals, no later than 1 month after completion of the course. The softcopy of the form can be found on the MPA website.

MPA will verify these claims before forwarding the grant payable to the training service provider, who will disburse to the sponsoring business entities of eligible participants or self-sponsored individuals.

### C) MCF RANDOM AUDIT CHECKS

Courses approved under this scheme will be subject to random audit checks by MPA. Course Providers will therefore be required to keep the necessary documentation i.e. participants' application forms and attendance sheets, for a period of **3 years**.

**MARITIME CLUSTER FUND  
TRAINING@MARITIME SINGAPORE - SHORT COURSES  
APPLICATION FORM**

- This form may take you 5 minutes to complete.

Course Title: \_\_\_\_\_

Course Provider: \_\_\_\_\_

Course Dates: \_\_\_\_\_

Name of Employee/Applicant	Designation	SC / PR *	NRIC No.	Course Fee (Excludes GST)	Sponsored by: - Company (C) - Self (S)

Please indicate "SC" if applicant is a Singapore Citizen, "PR" if applicant is Singapore Permanent Resident

Company Name: \_\_\_\_\_

Business Registration (ACRA) No. (for company-sponsored applicants): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Home or Mobile No.: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_  
(for self-sponsored applicants) (for self-sponsored applicants)Home Address: \_\_\_\_\_  
(for self-sponsored applicants)

I declare that the information given above is correct and true to my best knowledge. I have read and understood the eligibility criteria for the training grant stated below. If I am found to have failed to meet the eligibility criteria of the scheme, I agree to top up the unsubsidised portion of the course fee to the Training Service Provider dutifully.

Signature<sup>1</sup> \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_Business Entity's Stamp \_\_\_\_\_  
(for company-sponsored applicants)**TRAINING@MARITIMESINGAPORE - SHORT COURSES****Eligibility Criteria:**

1. Training grant is only provided for MCF-approved courses (please log on to <http://www.mpa.gov.sg/mcf> for information on MCF-approved courses) and **application must be submitted to the Course Provider before the commencement of the course;**
2. Applicant must be Singapore Citizens or Singapore Permanent Residents;
3. Applicant must attain at least 75% attendance at the course; and
4. Applicant applying for the training grant for this course must **NOT** be receiving any other forms of financial training assistance [e.g. Skills Development Fund (SDF) or Skills Redevelopment Programme (SRP), etc.] administered by other government bodies e.g. WSG/SSG or NTUC, etc.

Participants and business entities must **strictly adhere** to the eligibility criteria stipulated above. MPA reserves the right to reject any application in the event of failure of participants/businesses to comply or observe any of the eligibility criteria.

<sup>1</sup> For company-sponsored applicants, the application form must be signed by the management (other than the applicant) in the business entity/organisation.