

FAQ on Whitelisting of Harbour Craft Launch Operators

Lifejackets and Safety Equipment

1. What type of lifejackets are required on white-listed launch boats?

All lifejackets onboard whitelisted launch boats must be certified in accordance with SOLAS (International Convention for the Safety of Life at Sea) or ISO (International Organization for Standardization) standards. The lifejackets must have a minimum buoyancy rating of 150N, which ensures sufficient flotation and safety for personnel, particularly during transfer operations. This buoyancy rating is crucial for enabling individuals to remain afloat even in rough or challenging water conditions.

2. When must lifejackets be worn?

Lifejackets must be worn at all times during crew and personnel transfer operations. It is not mandatory for all individuals onboard the launch boat.

3. How should lifejackets be maintained and inspected?

The launch operator is responsible for providing and maintaining lifejackets. Members must promptly report any damaged or defective lifejackets to the launch operator or the SSA.

4. Are maintenance records for lifejackets required?

Yes, maintenance records for lifejackets are required.

These records must be made available for verification upon request for whitelisting.

5. What should be done if a lifejacket is damaged or unfit for use?

Any lifejacket that is damaged or deemed unfit for use must be immediately removed from the launch boat.

Crew and Safety Briefing

6. What is the minimum crew requirement for launch boat operations?

A minimum of two crew members is required on SSA whitelisted launch craft operators. This ensures adequate support for tasks such as life navigation, communication, and emergency response, enhancing overall safety during operations.

7. What safety briefing must be provided to personnel before boarding?

Before boarding, all personnel must receive a comprehensive safety briefing that covers:

- Man Overboard (MOB) procedures, including actions to take in the event of someone falling overboard.
- Emergency protocols, including evacuation procedures, fire safety measures, and specific risks associated with the vessel or operating area.
- Safety equipment, including location of first-aid kit, fire extinguisher, emergency communication and personal flotation devices.

This briefing ensures that all personnel are aware of the necessary actions to take in an emergency, enhancing safety and preparedness before the launch boat departs

8. Who is responsible for enforcing safety measures?

The launch boat operator is responsible for enforcing all safety measures, including:

- Ensuring that all personnel put on the required lifejackets before embarking/disembarking from the vessel.
- Maintaining the mandated crew count at all times during operations.
- Conducting safety briefings for all personnel before boarding, covering critical emergency procedures.
- Ensuring that safety equipment is properly maintained, and that accurate records are kept for inspections and maintenance.

Whitelisting Criteria & Application

9. What is the purpose of the whitelisting process for harbour craft launch operators?

[MPA Port Marine Notice & SSA Circular](#)

10. What documents are required to be under SSA whitelist?

The whitelisting process for harbour craft launch operators requires the submission of several key documents, including the company's ACRA registration, operating license, and BizSafe certification. Operators must provide detailed information on their fleet, crew qualifications, safety certifications (e.g., ISO, ISM), and maintenance records. Additional documentation includes inventories of lifejackets, customer feedback, safety records, emergency response plans, crew training outlines, and third-party audit results. These documents ensure that operators meet the necessary safety, operational, and regulatory standards for personnel transfers within Singapore's port waters.

A checklist will be provided to operators, and all documents submitted as part of the whitelisting process will be used solely for this purpose and handled with the utmost confidentiality.

11. How long does the whitelisting process take?

The whitelisting process typically takes 3 to 4 months, depending on the completeness of the submitted documents and the results of any necessary inspections. This may include company site visits and boat inspections, as applicable.

Operations & Vessel Standards

12. Are white-listed launch boats subject to special inspections?

SSA will conduct scheduled and surprise inspections to ensure continuous compliance with whitelisting safety standards. These inspections will help maintain the integrity of the whitelisting process and ensure that operators consistently meet the required safety protocols.

13. Can white-listed status be revoked?

Yes, whitelisted status can be suspended or revoked under certain circumstances. These include, but are not limited to:

- **Violation of safety protocols:** Failure to adhere to the established safety standards and procedures may result in the suspension or revocation of whitelisted status.
- **Failure to maintain up-to-date documentation:** If the required operational documents, licenses, certifications, or insurance coverage are not kept current or submitted as required, whitelisting may be revoked.
- **Non-compliance during inspections:** Any failure to comply with safety or operational regulations during official inspections may lead to the suspension or removal from the whitelist.
- **Repeated operational complaints:** Consistent and unresolved complaints related to operational performance, such as poor service quality, safety issues, or customer concerns, could result in the loss of whitelisted status.

Operators who have had their whitelisted status revoked may be required to address the issues at hand and reapply once they have demonstrated compliance with all necessary requirements.

14. What happens in the event of a safety incident?

All safety incidents must be reported immediately to the designated authority (e.g., MPA) and documented internally. The operator must conduct an internal investigation to determine the cause, take corrective actions to prevent recurrence, and ensure compliance with safety protocols. Failure to report or address incidents may result in penalties or suspension of whitelisted status.

15. Are operators required to submit regular reports?

Yes, whitelisted operators may be required to submit reports upon request. These reports are an integral part of ongoing inspections to ensure continued adherence to established safety standards. The reports may include information on safety drills, inspection records, and crew training logs, and are used to monitor operators' sustained compliance with the required standards post-whitelisting.

16. Are there any costs incurred to be whitelisted?

Participation in the whitelisting initiatives does not incur any additional fees. To recover the costs associated with the provision and maintenance of 150N lifejackets, whitelisted operators will apply a per-trip charge to customers: **\$120 for groups of up to 6 passengers, and \$240 for groups of more than 6 and fewer than 12 passengers.** This fee is intended solely for cost recovery in line with safety compliance requirements, and does not constitute a regulatory charge or a general price increase. All other expenses will be managed through commercial arrangements directly between the operator and the client.

Number of Participants (Pax)	Cost (SGD)
1 to 6 participants	\$120
More than 6 and up to 12 participants	\$240

17. How can a company check its whitelisting status?

Operators can verify their whitelisting status by contacting the Singapore Shipping Association (SSA). They may also request an updated list of whitelisted companies for reference.

For further clarifications, please contact: Jack@ssa.org.sg

CAVEAT

The information provided in this FAQ is intended for general guidance only and is subject to change without prior notice. The Singapore Shipping Association (SSA) reserves the right to amend, update, or modify any requirements, standards, or procedures related to the whitelisting process at its sole discretion.

While every effort has been made to ensure the accuracy and completeness of the information, SSA does not guarantee its applicability to all situations. It is the sole responsibility of the end-user to verify the latest requirements and confirm compliance directly with SSA or relevant authorities before proceeding with any operations.

SSA shall not be held liable for any errors, omissions, or consequences arising from the use of this information. Non-compliance with updated regulations or failure to seek official confirmation may result in penalties, suspension, or revocation of whitelisted status.

For the most current and authoritative guidance, always refer to official SSA circulars, MPA Port Marine Notices, or contact SSA directly at: Jack@ssa.org.sg.

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