

BOARDING GROUND PRE-ARRIVAL NOTIFICATION ("BGPAN") REPORTING

Anytime between 4.5 hours to 48 hours before arrival at Singapore Pilot Station

- Master of Vessel shall email the BGPAN to singaporepilot@onehandshake.com
- The BGPAN message **MUST BE** formatted as follows (including the parentheses '{ }'. Please maintain the format highlighted in yellow.)

Email Subject: **Vessel Arrival Confirmation (VAC)**

Content:

```
{  
Vessel Name:  
Call Sign:  
Arrival Date (DD/MM/YYYY):  
Arrival Time (Local Time):  
Boarding Ground:  
Direction Approaching From:  
}
```

- Master of Vessel will receive an acknowledgement message from Singapore Pilot Office within 30 minutes.
- Recommendation: Copy and paste the entire text highlighted in yellow when drafting your BGPAN email to eliminate any unnecessary message error.
- In the event there are changes in the pilot boarding date & time, you will receive an email from singaporepilot@onehandshake.com. Sample as follows:

Email Subject: Message from Singapore Pilot Office

Content:

Dear Master,

Please be informed that your latest pilot boarding date & time is DD/MM/YYYY HH:MM.

Kindly resend your BGPAN to singaporepilot@onehandshake.com with the new pilot boarding date & time.

At 2 hours before arrival at Singapore Pilot Station

- Master of Vessel will receive a confirmation message from Singapore Pilot Office. Sample as follows:

Email Subject: Message from Singapore Pilot Office

Content:

Dear Master,
Please note the Pilot Boarding Date/Time.
{
Vessel Name:
Call Sign:
Pilot Boarding Date/Time: DD/MM/YYYY 0000LT
Boarding Ground:
Direction Approaching From:
}

Actions:

For any amendment, please contact SGP PILOT on VHF Ch20.

Please note that Pilot ladder should be made available for Pilot safe boarding on the leeward side 1m above water level. Combination ladder to be provided when the vessel's freeboard is 9m above water level.

The Pilot boarding speed should be less than 4 knots. Vessel is to proceed to the Pilot boarding ground at designated boarding time.

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COMMON MISTAKES

1. Numbering each field

Ensure that you **DO NOT** number each field.

Example:

Wrong Format: Numbering each field ✘

```
{
1. Vessel Name:
2. Call Sign:
3. Arrival Date (DD/MM/YYYY):
4. Arrival Time (Local Time):
5. Boarding Ground:
6. Direction Approaching From:
}
```

Correct Format: ✔

```
{
Vessel Name:
Call Sign:
Arrival Date (DD/MM/YYYY):
Arrival Time (Local Time):
Boarding Ground:
Direction Approaching From:
}
```

2. Never include OR wrong placement of parentheses before and/or after body contents.

Check that you include the parentheses before and after the body contents. Make sure that you leave a line before and after the parentheses

Example:

Wrong Format: Missing "{&}" &/or Never leave a line before and after the content body ✘

```
{Vessel Name:
Call Sign:
Arrival Date (DD/MM/YYYY):
Arrival Time (Local Time):
Boarding Ground:
Direction Approaching From:}
```

Correct Format: ✓

```
{  
Vessel Name:  
Call Sign:  
Arrival Date (DD/MM/YYYY):  
Arrival Time (Local Time):  
Boarding Ground:  
Direction Approaching From:  
}
```

3. Date Format

Check that you spell out the entire phrase – Arrival Date (DD/MM/YYYY) and also the colon sign, “:”.

Example

Wrong Format: Missed out (DD/MM/YYYY) & “:” after “Arrival Date (DD/MM/YYYY)” ✗

```
{  
Vessel Name:  
Call Sign:  
Arrival Date (DD/MM/YYYY) :  
Arrival Time (Local Time):  
Boarding Ground:  
Direction Approaching From:  
}
```

Correct Format: ✓

```
{  
Vessel Name:  
Call Sign:  
Arrival Date (DD/MM/YYYY):  
Arrival Time (Local Time):  
Boarding Ground:  
Direction Approaching From:  
}
```

4. Time Format

Check that you spell out the entire phrase – Arrival Time (Local Time) and no colon sign when indicating the time in 24hours format.

Example:

Wrong Format: Missed out (Local Time) & additional colon sign, “:” ❌

```
{  
Vessel Name:  
Call Sign:  
Arrival Date (DD/MM/YYYY):  
Arrival Time : (Local Time): 13:55  
Boarding Ground:  
Direction Approaching From:  
}
```

Correct Format: ✓

```
{  
Vessel Name:  
Call Sign:  
Arrival Date (DD/MM/YYYY):  
Arrival Time (Local Time):  
Boarding Ground:  
Direction Approaching From:  
}
```

5. Spelling of Boarding Ground

Check the spelling of your Boarding Ground –

“PWBGA','PWBGB','PGBG','PSBG','PEBGA','PEBGB','PEBGC','PJSB','PRAF','PBSB'

Example:

Wrong Format: Spelling Error ❌

```
{  
Vessel Name: IG 1  
Call Sign: 9V2422  
Arrival Date (DD/MM/YYYY): 19/02/2020  
Arrival Time (Local Time): 1400  
Boarding Ground: WPBG - A
```

```
Direction Approaching From: West
}
```

Correct Format: ✓

```
{
Vessel Name: IG 1
Call Sign: 9V2422
Arrival Date (DD/MM/YYYY): 19/02/2020
Arrival Time (Local Time): 1400
Boarding Ground: PWBGA
Direction Approaching From: West
}
```

6. Indicate ship type beside Vessel Name

Check that you only spell your Vessel Name at the Vessel Name's field.

Example:

Wrong Format: Indicate ship type beside vessel name ✘

```
{
Vessel Name: M.V IG 1
Call Sign: 9V2422
Arrival Date (DD/MM/YYYY): 19/02/2020
Arrival Time (Local Time): 1400
Boarding Ground: PWBGA
Direction Approaching From: West
}
```

Correct Format: ✓

```
{
Vessel Name: IG 1
Call Sign: 9V2422
Arrival Date (DD/MM/YYYY): 19/02/2020
Arrival Time (Local Time): 1400
Boarding Ground: PWBGA
Direction Approaching From: West
}
```

7. Unnecessary special character(s) before each field

Check that you **DO NOT** have any special characters (eg :, >, %) before each field.

Example:

Wrong Format: Unnecessary special character (s) ✘

```
{  
: Vessel Name:  
: Call Sign:  
: Arrival Date (DD/MM/YYYY):  
: Arrival Time (Local Time):  
: Boarding Ground:  
: Direction Approaching From:  
}
```

Correct Format: ✔

```
{  
Vessel Name: IG 1  
Call Sign: 9V2422  
Arrival Date (DD/MM/YYYY): 19/02/2020  
Arrival Time (Local Time): 1400  
Boarding Ground: PWBGA  
Direction Approaching From: West  
}
```