



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

(Web LINK – Please whitelist contact@onehandshake.com and URL domain

(<https://web.onehandshake.com/>*)

At 72 hours to 2.5 hours before arrival to Singapore Pilot Station

- Shipmaster will receive a welcome email from contact@onehandshake.com with a unique URL link
- Shipmaster can update estimated time of arrival (ETA) by clicking on the link.
(Recommended to access via Google Chrome)

Sample:

Dear Master,

Welcome to Singapore.

Please click on the link below to confirm/update your vessel's arrival time at the boarding ground.

For more information/updates on your port activities, please click "Vessel Activities" on the side panel.

<https://web.onehandshake.com/<unique token>>

If you are unable to access the link above, please reply with your latest arrival details below.

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

SINGAPORE PILOT OFFICE

This is a system-generated message.

Following are sample pages from the URL link

i Please contact your local agent if the boarding ground of vessel arriving into Singapore is incorrect.

VESSEL ARRIVAL CONFIRMATION

Vessel Name

LADY MICKEY


Call Sign

ELZH9

Boarding Ground

PEBGA

Arrival Date/Time*

24-02-2023 13:30 

Vessel Arriving From*

☐ East ☐ West

BACK

CONFIRM

VESSEL ACTIVITIES



LADY MICKEY / ELZH9



^ Pilot Order #E29621

From PEBGA

To P19

CST 24 Feb 2023 13:30

Pilot Code PILOT

Onboard Time 24 Feb 2023 13:30

Away Time 24 FEB 2023 15:30



^ Vessel Pilot Communication

Activity

Time of Advice	Activity	Estimated Time of Arrival
24 Feb 2023 11:30	Pilot confirmation message sent by Singapore Pilot Office.	24 Feb 2023 13:30
21 Feb 2023 16:43	BGPAN acknowledged by Singapore Pilot Office.	24 Feb 2023 13:30
21 Feb 2023 16:42	BGPAN received from vessel.	24 Feb 2023 13:30
21 Feb 2023 14:29	BGPAN received from vessel.	24 Feb 2023 13:30

Vessels Approaching The Same Boarding Ground

Pilot Boarding Time	Vessel Name / Callsign
24 Feb 2023 13:30	VESSEL A / ABC123
24 Feb 2023 13:15	VESSEL B / ABC456
24 Feb 2023 13:00	VESSEL C / ABC789

Notes

- 1) For any amendment, please contact SINGAPORE PILOT on VHF Ch20.
- 2) 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.
- 3) The Pilot boarding speed should be less than 4 knots. Vessel is to proceed to the Pilot boarding ground at designated boarding time.

Pilot Information

VPC
Transaction and
nearby Vessel
Information

Updated on 27 Mar 2023

- Master of Vessel will receive an acknowledgement message from Singapore Pilot Office within 30 minutes upon eta submission.
- In the event there are changes in the pilot boarding date & time before vessel's arrival to boarding ground, Master of the vessel will receive an email from contact@onehandshake.com.

Sample:

Email Subject: Vessel Arrival Confirmation (VAC)

Content:

Dear Master,

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

Please click on the link below to acknowledge the changes.

For more information/updates on your port activities, please click "Vessel Activities" on the side panel.

<https://web.onehandshake.com/<unique token>>

If you are unable to access the link above, please reply with your latest arrival details below.

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

SINGAPORE PILOT OFFICE

This is a system-generated message.

At 2 hours before arrival at Singapore Pilot Station

- Master of Vessel will receive a confirmation message from Singapore Pilot Office.

Sample:

Email Subject: Vessel Arrival Confirmation (VAC)

Content:

Dear Master,

Please note the Pilot Boarding Date/Time.

{

Vessel Name:

Call Sign:

Pilot Boarding Date/Time: (DD/MM/YYYY HHMM):

Boarding Ground:

Vessel Arriving From:

}

For information, the following vessels are also approaching the same boarding ground.

{

Vessel Name:

Call Sign:

Pilot Boarding Date/Time:

}

Notes:

1) For any amendment, please contact SINGAPORE PILOT on VHF Ch20 or contact your local agent.

2) 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 more than 9m above water level.

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

SINGAPORE PILOT OFFICE

This is a system-generated message.

Singapore Pilot Office

Updated on 27 Mar 2023