

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

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

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

Within 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.

Sample Welcome Email:

Dear Master,

Welcome to Singapore.

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

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

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

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

```
{  
Vessel Name: PSA SUSTAINABILITY  
Call Sign: 9V2422  
Boarding Ground: PWBGA  
Arrival Date (DD/MM/YYYY): 01/04/2026  
Arrival Time (Local Time): 1200  
Vessel Arriving From: WEST  
}
```

SINGAPORE PILOT OFFICE

This is a system-generated message.

- Shipmaster can update estimated time of arrival (ETA) by clicking on the link. (Recommended access via Google Chrome)

Steps to submit BGPAN (via Shipmaster Webapp)

For ease of BGPAN submission, all vessels are recommended to click on the URL link to launch the Shipmaster's Web App. Upon submission, shipmasters will receive an acknowledgement message from Singapore Pilot Office within 15 minutes upon ETA submission.

Sample Shipmaster's Vessel Arrival Page:

Vessel Activities Page

Shipmasters can enjoy more information such as Pilot Order Information, BGPAN transaction, Towage Information as well as Land Supplies Order.

VESSEL ACTIVITIES			
 ↓  ↓  ↓  ↓  ↓  ↓ 	PSA SUSTAINABILITY / 9V2422		
	✓	Pilot Order #A00001	From PWBGA To P01
	✓	Vessel Pilot Communication	
	✓	Towage Order #A00001	From PWBGA To P01
	✓	Land Supplies Order #20260401-NE-0001	From - To P01
	✓	Pilot Order #A00001	From P01 To SEAE
	✓	Towage Order #A00001	From P01 To SEAE

VESSEL ACTIVITIES



PSA SUSTAINABILITY / 9V2422



^ Pilot Order #A00001

From PWBGA

To P01

Pilot Service Information

CST 01 Apr 2026 12:00

Pilot Code RAHIM

Onboard Time 01 Apr 2026 12:00

Away Time 01 Apr 2026 14:30



^ Vessel Pilot Communication

BGPAN Transaction and
Nearby Vessel
Information

Activity

Time of Advice	Activity	Estimated Time of Arrival
01 Apr 2026 09:30	Pilot confirmation message sent by Singapore Pilot Office.	01 Apr 2026 12:00
01 Apr 2026 06:00	BGPAN acknowledged by Singapore Pilot Office.	01 Apr 2026 12:00

Vessels Approaching The Same Boarding Ground

Pilot Boarding Time	Vessel Name / Callsign
01 Apr 2026 12:30	PSA ASPEN / 9V3426
01 Apr 2026 11:30	PSA CONNECTIVITY / 9V7551

Notes

- 1) For any amendment, please contact SINGAPORE PILOT on VHF Ch20.
- 2) Pilot ladder should be made available for Pilot safe boarding on both sides 1m above water level. Combination ladder to be provided when the vessel's freeboard is 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.
- 4) Licensed Straits Pilot services are available for vessels arriving/departing Singapore. Please contact your agent or marine_adv@globalpsa.com for details.
- 5) Supporting the welfare of seafarers, crew who need to talk to a Chaplain from The Mission to Seafarers Singapore (MtSS) in confidence can reach out to: soonkoktoh@mtss.org.sg or susankoh@mtss.org.sg. For more information about MtSS, please visit www.mtss.org.sg.

PSA Bus Schedule

With easy access to PSA Bus Schedule for all the different PSA Terminals, crews going onboard or offshore can better monitor bus arrival timings, hence, manage their time more effectively, and reduce prolonged waiting caused by factors such as bad weather.

ONEHANDSHAKE

VESEL ARRIVAL

VESEL ACTIVITIES

PSA BUS SCHEDULE

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

VESSEL ARRIVAL CONFIRMATION

Vessel Name: PSA SUSTAINABILITY

Call Sign: 9V2422

Boarding Ground: PWBGA

Arrival Date/Time*: 01-04-2026 12:00

Vessel Arriving From*: ☐ East ☐ West

CONFIRM

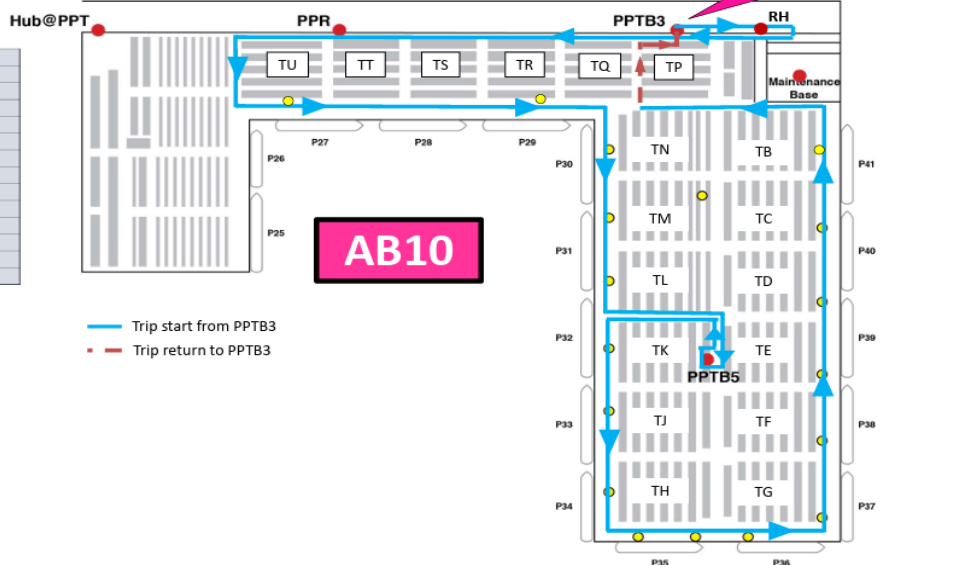
Tuas Internal Shuttle-A (24hr) Service

TPTH >	AB Charging Bay>	N.Wharf >	AB Charging Bay>	S.Wharf >	AB Charging Bay >	TPTH
08:40	08:45	08:50 - 09:10	09:15	09:25 - 09:35	09:45	09:50
09:55	10:00	10:05 - 10:25	10:30	10:40 - 10:50	11:00	
16:05	16:10	16:15 - 16:35	16:40	16:50 - 17:00	17:10	17:15
20:40	20:45	20:50 - 21:10	21:15	21:25 - 21:35	21:45	21:50
21:55	22:00	22:05 - 22:25	22:30	22:40 - 22:50	23:00	
04:05	04:10	04:15 - 04:35	04:40	04:50 - 05:00	05:10	05:15

In effect 1st April 2025

All Berth

08:00 - 08:40	All Berth
09:00 - 09:40	All Berth
10:00 - 10:40	All Berth
14:00 - 14:40	All Berth
16:00 - 16:40	All Berth
17:00 - 17:40	All Berth
18:00 - 18:40	All Berth
20:00 - 20:40	All Berth
21:00 - 21:40	All Berth
23:00 - 23:40	All Berth
00:00 - 00:40	All Berth
04:00 - 04:40	All Berth
05:00 - 05:40	All Berth
06:00 - 06:40	All All Berth



Steps to submit BGPAN (via email)

If you encounter any issues accessing the webpage, you may still submit your BGPAN by replying **directly** to the Welcome Email. To avoid failure in processing the BGPAN, shipmasters are advised to **strictly** follow the sample BGPAN format below:

Email Subject: Vessel Arrival Confirmation (VAC)

Email Content:

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

Notes:

1. Email subject **must** include the following: **Vessel Arrival Confirmation (VAC)**
2. When updating Arrival Time, vessels ETA **must** be in multiples of 5. e.g., 2355 or 0000.
3. **Do not** include any extra text/additional messages as this may result in failed BGPAN processing.
4. If there's a change in your ETA, **within 2 hours** from pilot boarding time, please contact Singapore Pilot Station via VHF Channel 20, as BGPAN will no longer be processed.

Within 2.5hrs before arrival at Pilot Boarding Station

Shipmasters will receive nearby confirmation email from Singapore Pilot Office within **2.5hrs** to pilot boarding time. It includes the Pilot boarding information and nearby vessel approaching the same boarding ground.

Pilot ladder arrangements and pilot boarding speeds will also be available so that vessel can prepare in advance before arrival (refer to red box below).

Sample:

Dear Master,

Please note the Pilot Boarding Date/Time.

{

Vessel Name: PSA SUSTAINABILITY

Call Sign: 9V2422

Pilot Boarding Date/Time (DD/MM/YYYY HHMM): 01/04/2026 1200 LT

Boarding Ground: PEBGA

Vessel Arriving From: EAST

}

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

{

Vessel Name: PSA ASPEN

Call Sign: 9V3426

Pilot Boarding Date Time: 01/04/2026 1230 LT

}

{

Vessel Name: PSA CONNECTIVITY

Call Sign: 9V7551

Pilot Boarding Date Time: 01/04/2026 1130 LT

}

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 both sides 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.

4) Licensed Straits Pilot services are available for vessels arriving/departing Singapore. Please contact your agent or marine_adv@globalpsa.com for details.

5) Supporting the welfare of seafarers, crew who need to talk to a Chaplain from The Mission to Seafarers Singapore (MtSS) in confidence can reach out to: soonkoktoh@mtss.org.sg or susankoh@mtss.org.sg. For more information about MtSS, please visit www.mtss.org.sg.

SINGAPORE PILOT OFFICE

This is a system-generated message.

Change in Pilot Boarding Time

If there is a change in the Pilot Boarding Time, an email notification will be sent to the Shipmaster to inform them of the updated timing. This notification will only be sent if a BGPAN has been successfully submitted and processed earlier.

Latest pilot
boarding time.

Dear Master,

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

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/>

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.

Change in Pilot Boarding Ground

If there is a change in the Pilot Boarding Ground, an email notification will be sent to the Shipmaster with the updated boarding location. This notification will only be sent if a BGPAN has been successfully submitted and processed earlier.

Updated pilot
boarding ground.

Dear Master,

Please be informed that your pilot boarding ground has been changed to PWBGA.

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/>

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.

Contact us!

If you have any questions or require further assistance, please feel free to reach out to us at

psam-ohs@globalpsa.com