

NON-MOTORISED VESSEL PERMIT APPLICATION GUIDE

1. New applicants are reminded to request for Vessel Identification (ID) from PUB*, before submission of the online application and the supporting documents. After obtaining the Vessel ID, please complete online application at <https://app.pub.gov.sg/nonmotorisedvesselpermit/pages/main.aspx>.

Required Supporting documents

2. Risk Assessment (RA) for the proposed water activity
RA must be completed and signed by the RA leader and the RA approver, including a representative from the NSA. Please use the template in Appendix 2. The contact person for the respective NSAs are as follows.

Application For	Organisation/ Association	Contact Person	Email & Contact Number
Canoe/ Kayak	Singapore Canoe Federation	Mr Lai Chee Chong	info@scf.org.sg 6344 6337
Dragon Boat	Singapore Dragon Boat Association	Mr Lim Wee Kok	admin@sdba.org.sg 6440 9763

3. Emergency Response Plan
An emergency is any unplanned event that can cause death or significant injuries to faculty, staff, students or the public or that can cause physical or environmental damage. Please refer to the sample in Appendix 3.
4. Vessel's Details
Applicant is to attach photos of the vessels. The photos should include the two sides of the vessel and the vessel IDs issued by PUB clearly. Please refer to page 2, for placement of Vessel ID.
5. Vessel Inspection Form
Applicant is to attach the vessel inspection form(s) signed and issued by an authorised vessel inspector. Please refer to the list of PUB authorised vessel inspectors in Appendix 4i and sample vessel inspection form in Appendix 4ii.

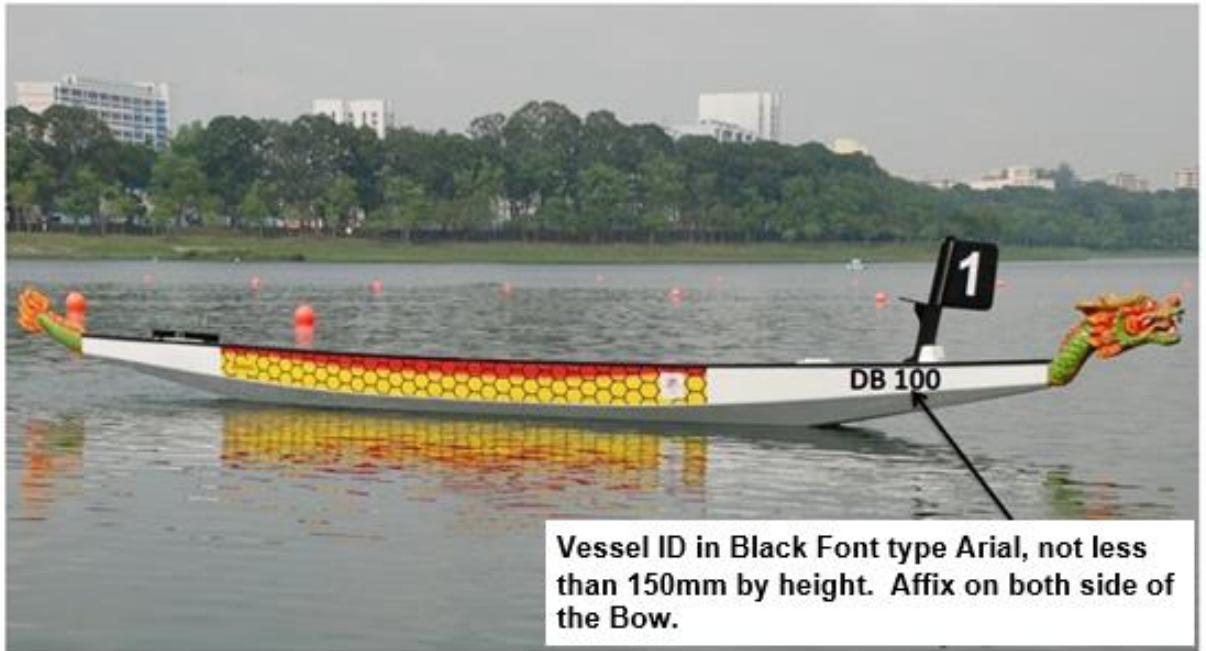
* PUB Contact

Brenda Ng
Email : Brenda_Ng@pub.gov.sg

Don Tan
Email : Don_Tan@pub.gov.sg

Placement of Vessel ID

Dragon Boat



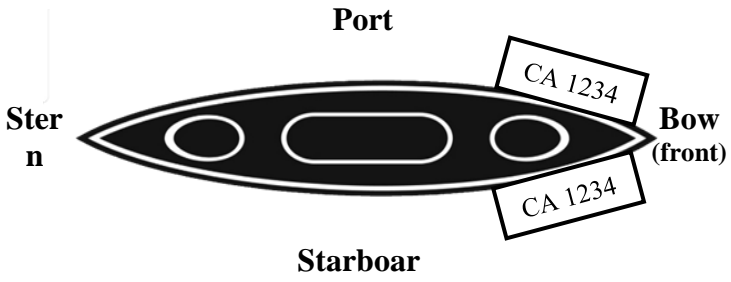

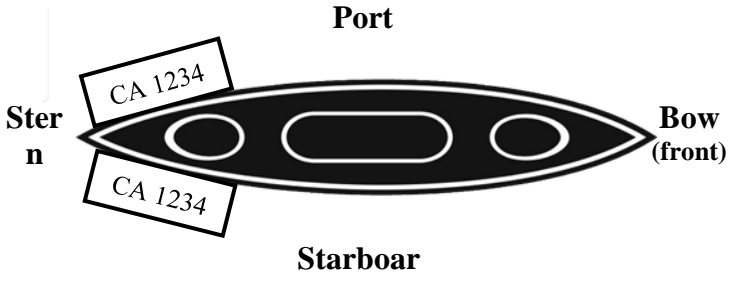

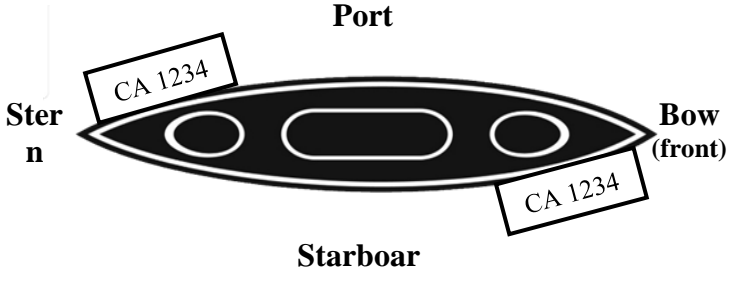

Sailboat

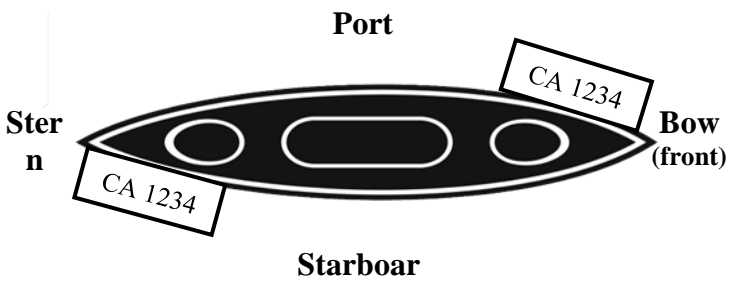

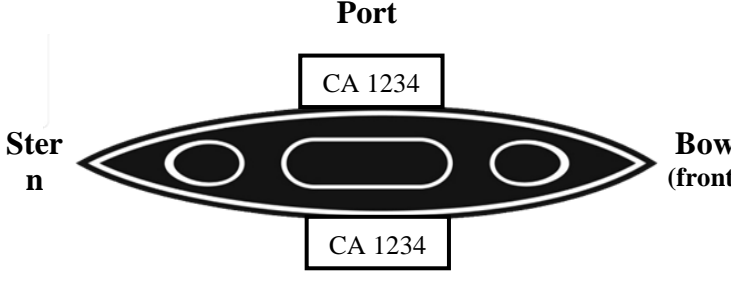

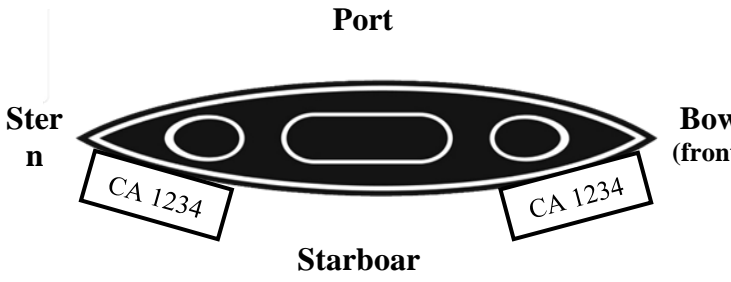

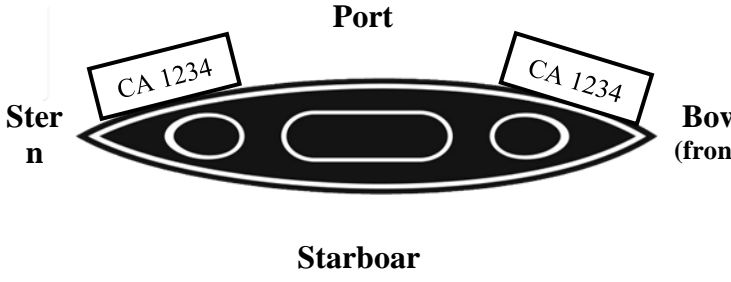



Kayak / Canoe

Vessel ID in Black, Font type Arial, text not less than 65mm by height. Affixed on both sides of the kayak either at the Bow or Aft Deck.

Refer to placement samples below:-

 <p>Port</p> <p>Stern</p> <p>Bow (front)</p> <p>Starboard</p>	
 <p>Port</p> <p>Stern</p> <p>Bow (front)</p> <p>Starboard</p>	
 <p>Port</p> <p>Stern</p> <p>Bow (front)</p> <p>Starboard</p>	
 <p>Port</p> <p>Stern</p> <p>Bow (front)</p> <p>Starboard</p>	

RISK ASSESSMENT FORM					
Organisation:		RA Leader:	Approved by: Signature:		Reference Number:
Activity:		RA member 1:			
Activity Location:		RA member 2:			
Original Assessment Date:		RA member 3:	Name:		
Last Review Date:		RA member 4:	Designation:		
Next Review Date:		NSA Representative: (Name & Signature)	Date:		

Hazard Identification				Risk Evaluation				Risk Control						
Ref	Work Activity	Hazard	Possible Injury/III-Health	Existing Risk Control	S	L	RPN	Additional Controls	S	L	RPN	Implementation person	Due Date	Remarks

S: Severity;
 L: Likelihood;
 RPN: Risk Prioritisation Number

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Negligible (1)	1	2	3	4	5

Table 3: Recommended 5x5 Risk Matrix with numeric ratings

<SAMPLE OF RISK ASSESSMENT >

RISK ASSESSMENT				
Team:		RA Leader:	Approved by	Reference Number:
Activity:	Dragon Boat Training	RA Member 1:	Name	
Activity Location:		RA Member 2:	Designation	
Original Assessment Date:	10 th April 2018	RA Member 3:	Date:	
Last Review Date:	10 th April 2019	RA Member 4:		
Next Review Date:	10 th April 2021			

 Fields highlighted in green must be fill.

<SAMPLE OF RISK ASSESSMENT >

Hazard Identification				Risk Evaluation				Risk Control						
Ref	Work Activity	Hazard	Possible Injury/Ill-Health	Existing Risk Control	S	L	RP N	Additional Controls	S	L	RP N	Implementing person	Due Date	Remarks
1	Launching/ Recovery of	Lifting related injuries	a. Inflammation (1) b. Sprains (3) c. Strains (3)	1. Deploy adequate number of crew members to lift the boat 2. Familiarize crew with lifting method & procedures 3. Use of trolleys to move the boats on land	3	2	6	Activity is under Team Leaders' supervision	3	1	3	1. Coach 2. Captains	10 th April 2019	
		Slips/Falling type injuries	a. Lacerations (1) b. Inflammation (1) c. Fractures (3) d. Sprains (3)	1. Compulsory wearing of non-slip footwear, i.e. slippers, shoes, etc., suitable for water activities 2. Familiarize crew with with the route	3	1	3	Existing Risk Control is adequate	-	-	-	1. Coach 2. Captains	10 th April 2019	
2	Embark/ Disembark into/from	Slips/Falling type injuries	a. Lacerations (1) b. Inflammation (1) c. Fractures (3) d. Sprains (3)	1. Compulsory wearing of non-slip footwear. 2. Familiarize crew with the correct in/out process	3	1	3	Existing Risk Control is adequate	-	-	-	1. Coach 2. Captains	10 th April 2019	
		Immersion in water	a. Water-ingestion related problems (3) b. Drowning (5)	1. Embarkation/Disembarkation from designated points 2. Compulsory wearing of PFD	5	2	10	Activity is under Team Leaders' supervision	5	1	5	1. Coach 2. Captains	10 th April 2019	
3	Padding	Capsize or Swamping	a. Water-ingestion related problems (3) b. Drowning (5) c. Impact-related injuries (3)	a. Compulsory wearing of PFD b. Qualified steersperson c. Familiarize crew with Capsize Drill	5	2	10	Activity is under Team Leaders' supervision	5	1	5	1. Coach 2. Captain 3. Steersperson 4. Crew	10 th April 2019	

EMERGENCY RESPONSE PLAN

The Emergency Response Plan (ERP) must include the following:-

- Safety measure as stated in the RA
 - Area of activities/ operations
 - Action to be taken during a case of emergency, ie Severe weather plan, Lightning warning action plan, Haze action plan, Drowning, Capsize, Collision
 - Evacuation plans, which include -
 - Evacuation points map indicated on the map
 - The route to the nearest medical facility
 - Emergency contacts
- [Please refer to sample of ERP below]

<SAMPLE OF EMERGENCY RESPONSE PLAN>

1. Type of Activities

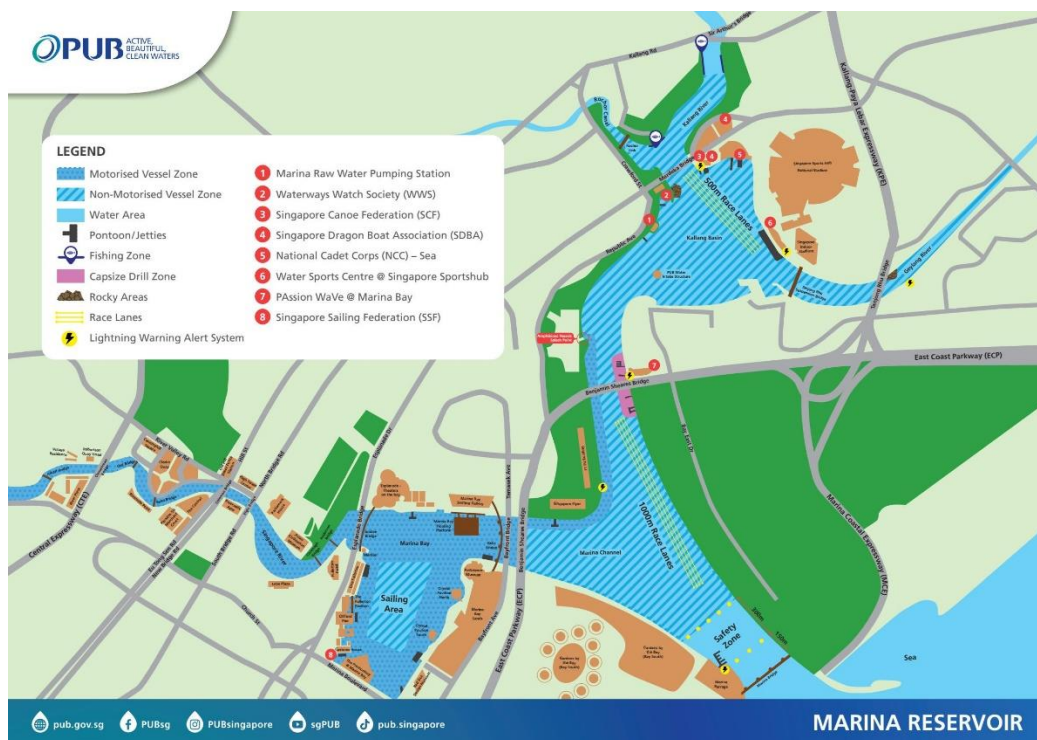
Weekly kayaking training sessions.

2. Area of activities

2.1 Kallang River, Kallang Basin, Geylang River, Marina Channel.

2.2 Emergency evacuation point. To include on the map, the evacuation points

Map of Marina Reservoir



3. Emergency Contact List

Personnel	Name	Contact Number
Team / Teacher in-Charge	Xxx	1234 5678
Head of Department	Xxxx	1234 5678
Coach	Xxx	1234 5678
Captain	Xxxx	1234 5678
Nearest Clinic 1	Xxxxx	1234 5678
Nearest Clinic 2	Xxx xx	1234 5678
Operators contact (ie SCF Paddle Lodge)	Xx xxx	1234 5678
Emergency services – Police		999
Emergency services – SCDF Ambulance		995
Emergency services – Civic Ambulance		1777

4. Action to be taken

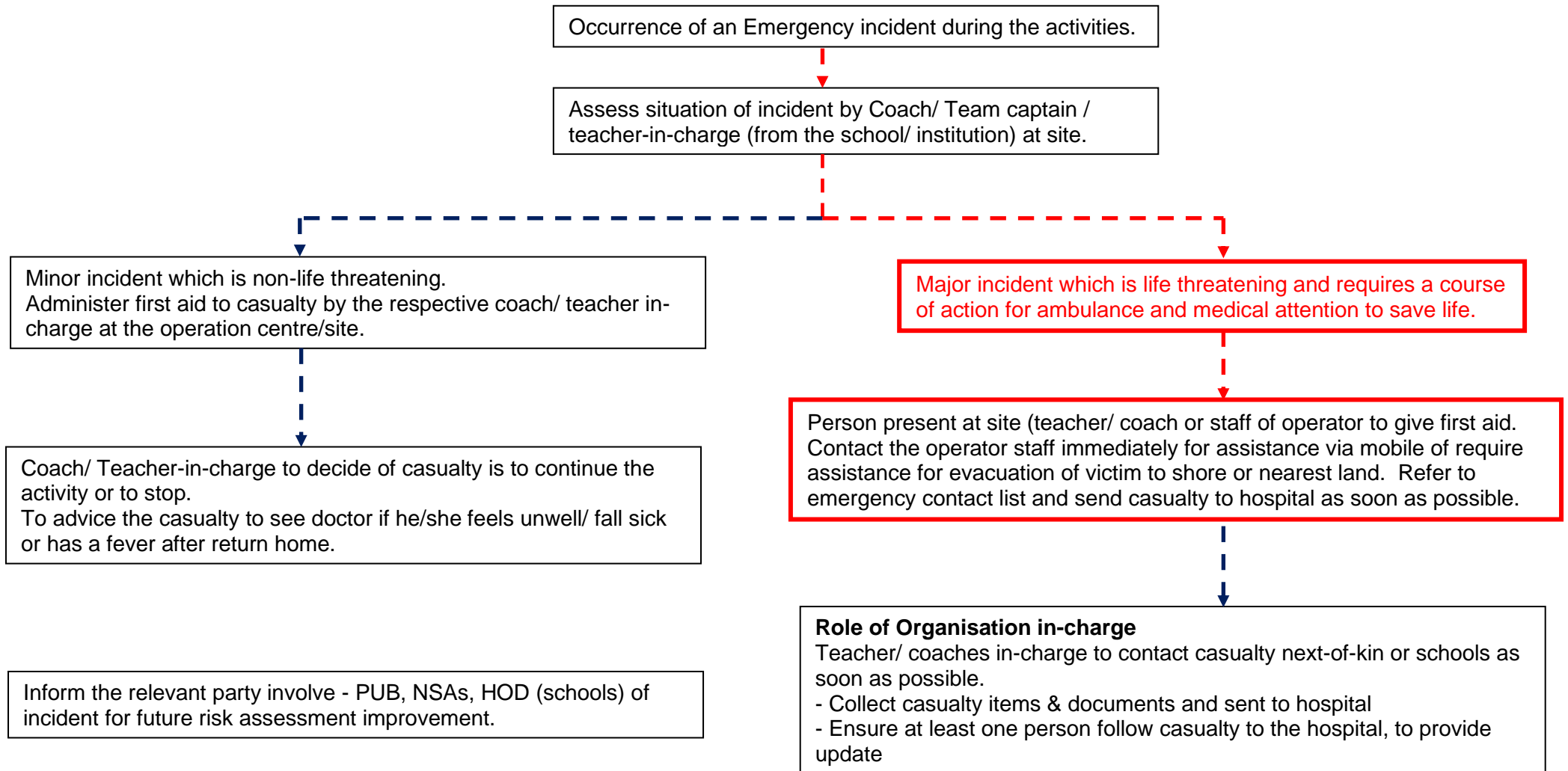
Actions to be taken during a case of emergency.

Capsize	Actions to be taken
Collision	<Please state actions indicated in the RA>
Drowning	<Please state actions indicated in the RA>
Severe weather	< Please state actions indicated in the RA>
Lightning warning alert	< Please state actions indicated in the RA>
Haze	< Please state actions indicated in the RA>

5. Route to the nearest medical facility

<p>via VICTORIA STREET, NEW BRIDGE ROAD 5.3km (Shortest distance) 11 min</p>	<p>via VICTORIA STREET, NEW BRIDGE ROAD 11 min 5.3km (Shortest distance)</p> <ul style="list-style-type: none"> ● KALLANG RIVERSIDE PARK KALLANG RIVERSIDE PARK SINGAPORE ○ KAMPONG BUGIS Head West On Kampong Bugis ○ KAMPONG BUGIS Turn Right To Stay On Kampong Bugis ○ KALLANG ROAD Turn Left Onto Kallang Road ○ VICTORIA STREET Continue Onto Victoria Street 	<p>via VICTORIA STREET, NEW BRIDGE ROAD 11 min 5.3km (Shortest distance)</p> <ul style="list-style-type: none"> ○ MILL STREET Merge Right Onto Hill Street ○ NEW BRIDGE ROAD Continue Onto New Bridge Road ○ HOSPITAL DRIVE Turn Right Onto Hospital Drive ○ CENTRAL CIRCUS Turn Left Onto Central Circus ○ HOSPITAL DRIVE Turn Left Onto Hospital Drive ○ SINGAPORE GENERAL HOSPITAL
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Emergency Response Chart



List of Authorised Non-Motorised Vessel Inspector
Type of Vessel – Dragon Boat

S/No.	Company Name	Address	Contact
1	Camelot Pte Ltd	8 Jalan Kilang Timor Kewalram House #03-01 Singapore 159305 (Peisheng dragon boats)	Mr Bruce Ong sales@camelotsg.biz
2	D'Synergy Lab	10 Anson Road International Plaza #10-11 Singapore 079903 (Rui dragon boats)	Ms Lisa Loh dsynergylab@gmail.com
3	Innotrek Pte Ltd	2 Gambas Crescent Nordcom 2 #06-14 Singapore 757044 (Xiangrui dragon boats)	Mr Mike Lim mike@innotrek.com.sg
4	Kanoe Sports Pte Ltd	Blk 256 Tampines Street 21 #07-168 Singapore 522256 (Plastex dragon boats)	Mr Patrick Fong patrick@kanoesports.com
5	Kim Tuck Huat Boat Builder	Blk 1005 Eunos Ave 7 #01-02 Singapore 409576 (Seagull dragon boats)	Ms Emily Low emily@seagull.com.sg
6	SAVA Pte Ltd	2 Soon Wing Road #07-03 Soon Wing Industrial Building Singapore 347893 (Champion dragon boats)	Ms Angelina Ong angelina@sava.com.sg

Types of Vessel - Kayaks & Canoes

S/No.	Company Name	Address	Contact
1	Kanoe Sports Pte Ltd	Blk 256 Tampines Street 21 #07-168 Singapore 522256	Mr Patrick Fong patrick@kanoesports.com
2	Tropical Fibreglass Co.	1, YS-ONE Yishun Street 23 #07-20 Singapore 768441	Mr Billy Koh canoe@singnet.com.sg
3	Gear Fitters Pte. Ltd.	48 Toh Guan Road East #05-153 Enterprise Hub Singapore 608586	Ms Joanne Loh jejovent@me.com
4	Camelot Pte Ltd	8 Jalan Kilang Timor Kewalram House #03-01 Singapore 159305	Mr Bruce Ong bruce.ong@camelotsg.biz

Types of Vessel - Stand-Up Paddleboards (SUP)

S/No.	Company Name	Address	Contact
1	Kanoe Sports Pte Ltd	Blk 256 Tampines Street 21 #07-168 Singapore 522256	Mr Patrick Fong patrick@kanoesports.com

Types of Vessel – Row Boats

S/No.	Contact	Address
1	Mr Steve Davies sgrowingassoc@gmail.com	249 Jalan Buroh Singapore 609832

Types of Vessel - Pedal Boats

S/No.	Contact
1	Mr Hilbert Fernandez hiebert@singnet.com.sg
2	Mr Philip Chan pspmarine@yahoo.com

<SAMPLE OF COMPLETED VESSEL INSPECTION REPORT>



KAYAK / CANOE INSPECTION FORM			
Name of Organisation:	[REDACTED]		
Contact Person	[REDACTED]		
Contact Number	[REDACTED]		
Vessel Classification# <small>(Please circle accordingly)</small>	REC : Recreational CSP : Canoe Sprint CAP : Canoe Polo	SOT : Sit On Top Kayaks CSL : Canoe Slalom OC : Outrigger Canoe	
Vessel Type*: <small>(Please circle accordingly)</small>	K1 K2 K4 C1 C2 C4 SOT1 SOT2 OC1 OC2 JK1 JK2 JK4 JC1 JC2 Others please specify: _____		
Vessel ID		CA 4139	
S/N	Item	Pass	Fail
Comments, (if any)			
1	External Hull <small>(Please ✓ the appropriate column)</small>		
a	Cracks / Holes spotted on Hull / Deck	[REDACTED]	
b	Cracks/ Holes spotted on Bow / Stern		
c	Buoyancy check (vessel on water for at least 5 mins)		
d	Seepage (if any)		
2	Internal Hull <small>(Please ✓ the appropriate column)</small>		
a	Cracks/ Holes spotted on the Joint of vessel/ Gunwale		
b	Cracks/ Holes spotted on the cockpit area		
c	Drain plug		
d	Buoyancy compartment		
Observations/Comments: <small>(Notable observation/information about the type of repair required or type of defect found)</small>			

This vessel has been certified safe to use on _____ (date of inspection)
 by _____ (Name of Inspector).

Signature & Company Stamp : _____

Please use one checklist for each vessel.


Code of Conduct for Water Based Activities in Reservoir

Please be familiar with the safety guidelines before carrying out any water activities in the reservoir.

Know your limits

- 1) Do not participate in any activity if you are unwell, under medication or under the influence of alcohol.
- 2) Stop any activity if you are feeling fatigue.
- 3) Do paddle within your limits.
- 4) Do not carry out activity (7pm-7am) or during bad weather.

Be prepared

- 1) Check the weather and water condition before you start your activities. Stay alert and take note of weather changes. Please return to shore when weather changes or rain is approaching.
- 2) Plan your route in advance and inform someone of your plan and duration.
- 3) Bring along sufficient drinking water for water activity. Stay hydrated at all times.
- 4) Bring along your mobile phone during your activities. Know who to call for assistance if in distress.
- 5) For the water activities zones and boundaries in Marina Reservoir, please refer to <https://www.pub.gov.sg/Public/Places-of-Interest/Our-Reservoirs-and-Waterways/ABC-Waters/PUB-Water-Activities#>.
- 6) Be familiar with areas of “no wakes” and “shallow” water zones.
- 7) Please note the minimum proficiency required for paddling is 1-Star Kayaking Award, unless you are using rental Sit-On-Top kayak from PAssion WaVe @ Marina Bay or the Water Sports Centre @ Sports Hub. Please refer to the Map 3, below, 1-star certified and novice kayakers can only remain in  zone.

Conduct

- 1) Stay within the designated zones and boundaries assigned for your activities and be familiar with the possible evacuation points.
- 2) Note that launching of vessel is only allowed at the designated launching areas. Please wait for your turn to launch if the launching pontoon is overcrowded.
- 3) All personnel shall not, except in the case of falling or capsize, immerse themselves in the reservoir. Wading is allowed only when necessary to embark or disembark from vessels. Swimming, frolicking and washing in the reservoir are strictly prohibited.
- 4) Go paddling in a group. Do not paddle alone.
- 5) Keep to a safe speed when carrying out your activities. Keep a watch out for others (fellow participants, motorised vessels).
- 6) Be considerate and cooperate with the organiser of any water sports.

Attire

- 1) Wear a life vest at all times during water activities, including while at the pontoon. Use approved life jacket or personal floatation device (PFD) only.
- 2) Dress in bright clothing, whenever possible, so that you can be easily seen.
- 3) Choose appropriate clothing that provide suitable weather protection during water activities. Heavy clothing is not encouraged.
- 4) Use sunscreen with UV protection and wear eyes protection gear with UV function.
- 5) Proper and fitting covered footwear must be worn at all times during water activities. Heavy boots are not encouraged.

Equipment

- 1) Do not use unauthorised vessel.
- 2) Do not overload your vessel beyond its capacity.
- 3) Do not leave your vessel unattended in the waters.
- 4) Always use safe and correct equipment for your activities.
- 5) Always check that the lifejacket or personal floatation device (PFD), paddle and vessel are in good condition before bringing them into the water.
- 6) Always ensure that your vessel is adequately secured when not in use in reservoir.

[Note: For reference & contacts, please refer to Annex A]

Useful References

For specific code of conduct for each water sports such as canoeing, dragon boating, rowing, sailing, wakeboarding etc, please refer to their respective web-sites for more details and information:

Organisation	Website	Email
Singapore Canoe Federation	www.scf.org.sg	info@scf.org.sg
Singapore Dragon Boat Association	www.sdba.org.sg	admin@sdba.org.sg
Singapore Rowing Association	www.sgrowing.org	sgrowingassoc@gmail.com
Singapore Sailing Federation	www.sailing.org.sg	info@singaporesailing.org.sg
Singapore Waterski and Wakeboard Federation	www.swwf.org.sg	swwfed@singnet.com.sg

Contact Us

You can contact PUB Call Centre (1800-CALL PUB) at 1800-2255 782 if you have any feedback on misconduct, oil spills, collision and fires on boat.

For emergency situations, please call 999-Police/ 995-SCDF.

To organise any recreational activities in Reservoir, please visit <http://www.pub.gov.sg/enjoy/WaterActivities/Pages/default.aspx>

If you wish to know more about how you can play your part by keeping Jurong Lake, Marina Reservoir & Punggol Waterways clean and volunteer to help, please visit www.wws.org.sg