

## GUIDELINES FOR APPLICATION OF NON-MOTORISED VESSEL PERMIT

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://eservices.pub.gov.sg/vslprmtesvc/applypermit>.

### 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	Email & Contact Number
Canoe/ Kayak	Singapore Canoe Federation	<a href="mailto:info@scf.org.sg">info@scf.org.sg</a> 6344 6337
Dragon Boat	Singapore Dragon Boat Association	<a href="mailto:admin@sdba.org.sg">admin@sdba.org.sg</a> 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

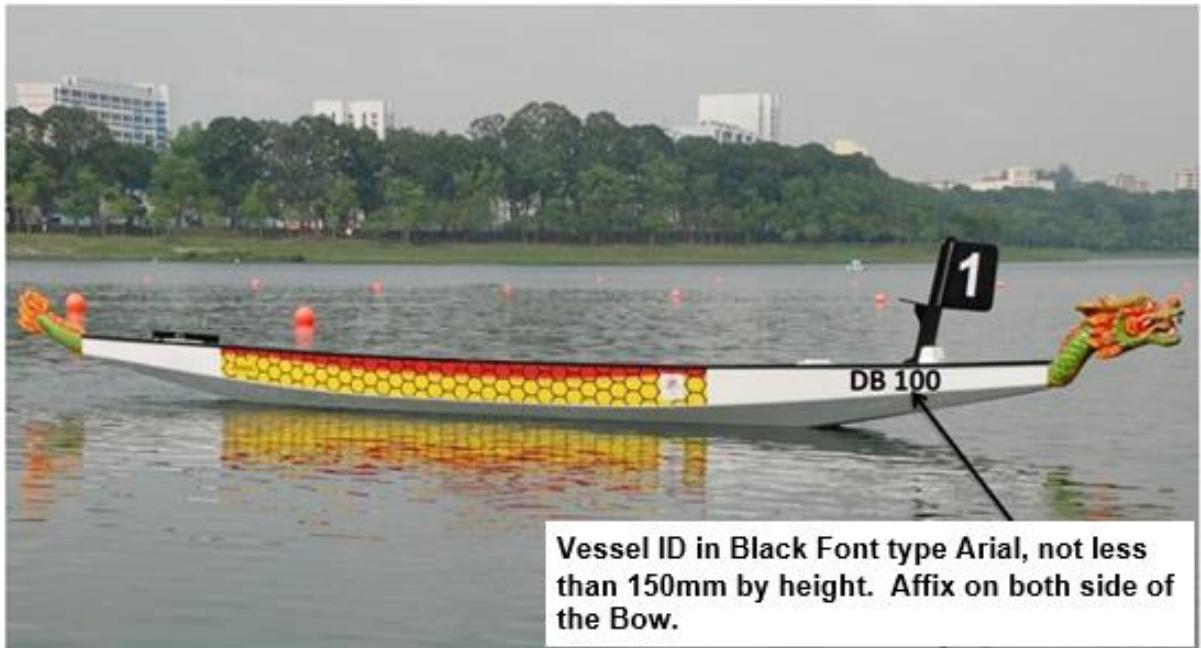
Email : [Brenda\\_NG@pub.gov.sg](mailto:Brenda_NG@pub.gov.sg)

Muhd Faisal

Email : [Muhd\\_Faisal\\_SABTU@pub.gov.sg](mailto:Muhd_Faisal_SABTU@pub.gov.sg)

**Placement of Vessel ID**

**Dragon Boat**



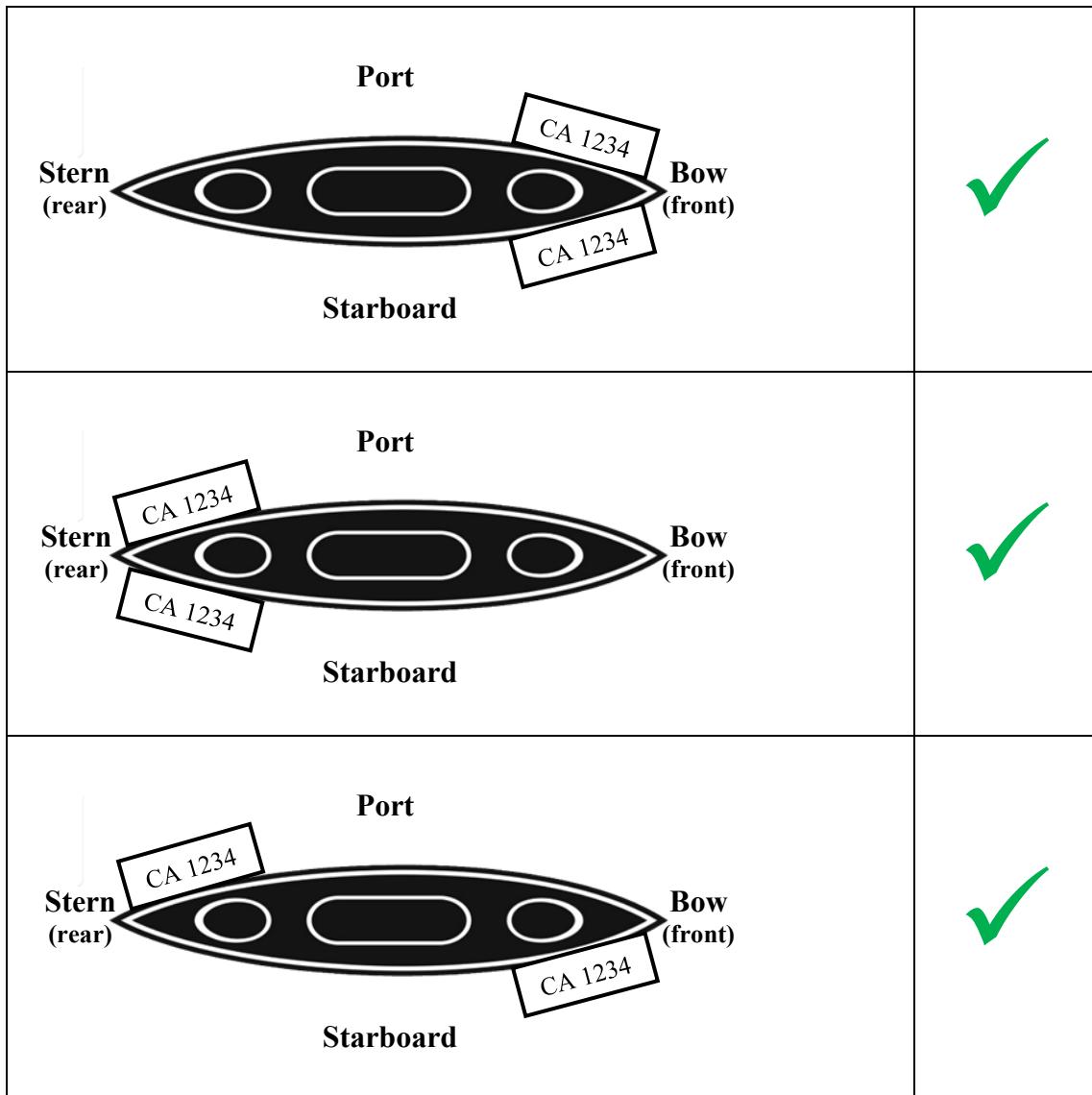
**Sailboat**

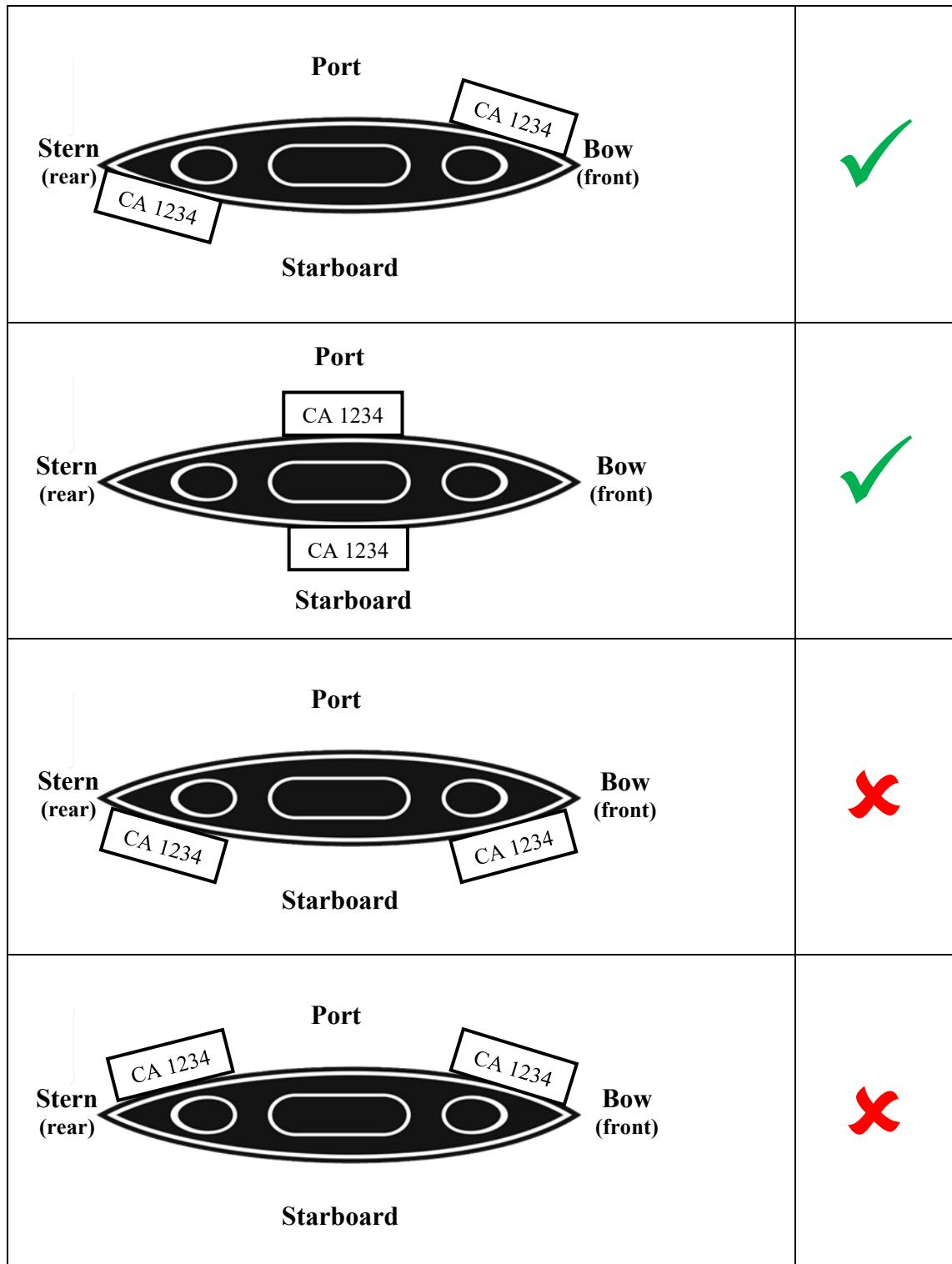


**Kayak / Canoe**

**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:-





RISK ASSESSMENT FORM					
<b>Organisation:</b>		<b>RA Leader:</b>		<b>Approved by:</b>  <b>Signature:</b>	
<b>Activity:</b>		<b>RA member 1:</b>			
<b>Activity Location:</b>		<b>RA member 2:</b>			
<b>Original Assessment Date:</b>		<b>RA member 3:</b>		<b>Name:</b>	
<b>Last Review Date:</b>		<b>RA member 4:</b>		<b>Designation:</b>	
<b>Next Review Date:</b>		<b>NSA Representative:</b> <b>(Name &amp; Signature)</b>		<b>Date:</b>	

Hazard Identification				Risk Evaluation				Risk Control						
Ref	Work Activity	Hazard	Possible Injury/Ill-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

Severity \ Likelihood	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 >**

<b>RISK ASSESSMENT</b>				
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 <sup>th</sup> April 2018	RA Member 3:	Date:	
Last Review Date:	10 <sup>th</sup> April 2019	RA Member 4:		
Next Review Date:	10 <sup>th</sup> 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 <sup>th</sup> 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 the route	3	1	3	Existing Risk Control is adequate	-	-	-	1. Coach 2. Captains	10 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> April 2019	
3	Paddling	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 <sup>th</sup> 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>**

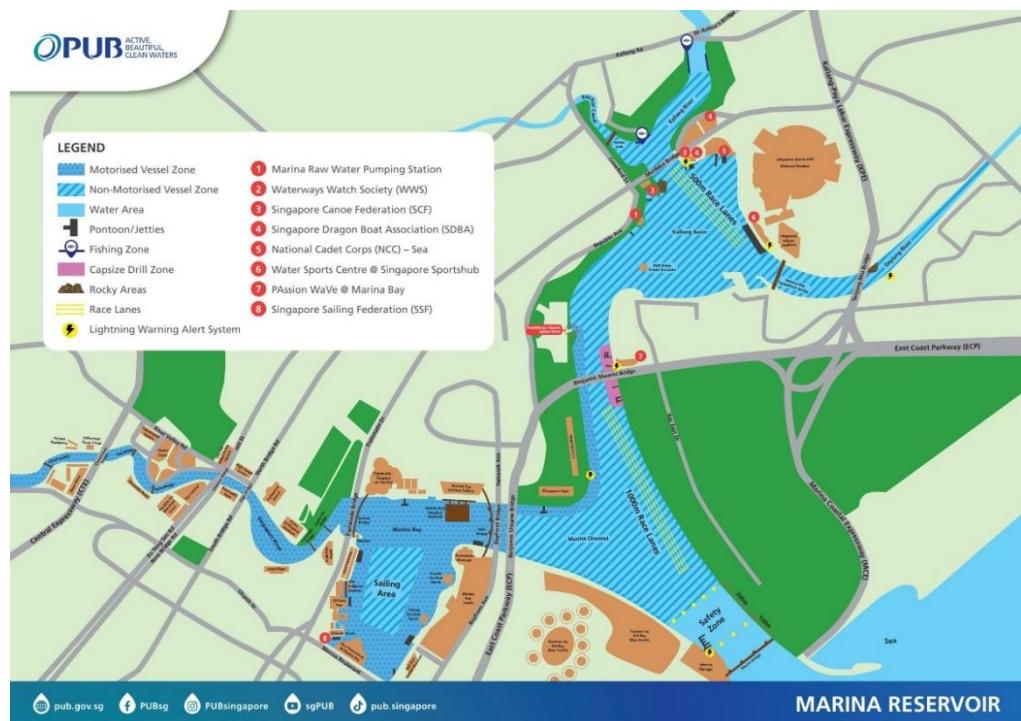
#### **1. Type of Activities**

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.

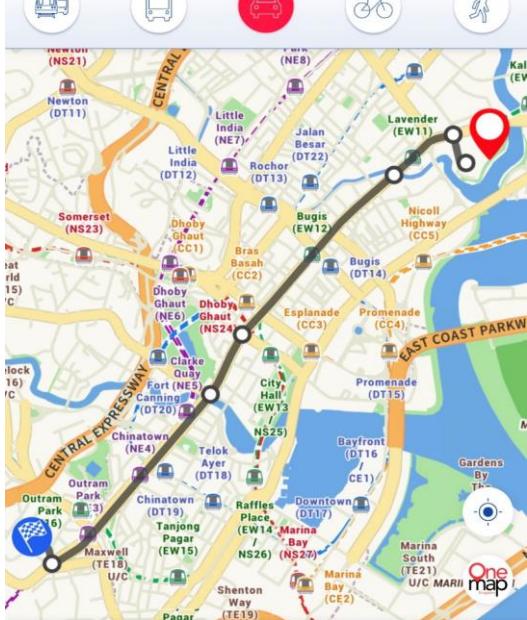
Capsize	Actions to be taken
Collision	<Please state actions indicated in the RA>
Drowning	<Please state actions indicated in the RA>
Severe weather	< Please state actions indicated in the RA>
Lightning warning alert	< Please state actions indicated in the RA>
Haze	< Please state actions indicated in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

## 5. Route to the nearest medical facility

Singtel 15:31 94% 

KALLANG RIVERSIDE PARK

1 HOSPITAL DRIVE SINGAPORE GENERAL HOSPI...



via VICTORIA STREET, NEW BRIDGE ROAD 11 min  
5.3km (Shortest distance)

via VICTORIA STREET, NEW BRIDGE ROAD 11 min  
5.3km (Shortest distance)

via VICTORIA STREET, NEW BRIDGE ROAD 11 min  
5.3km (Shortest distance)

KALLANG RIVERSIDE PARK  
KALLANG RIVERSIDE PARK SINGAPORE

KAMONG BUGIS  
Head West On Kampong Bugis

KAMONG BUGIS  
Turn Right To Stay On Kampong Bugis

KALLANG ROAD  
Turn Left Onto Kallang Road

VICTORIA STREET  
Continue Onto Victoria Street

via VICTORIA STREET, NEW BRIDGE ROAD 11 min  
5.3km (Shortest distance)

MILL STREET  
Merge Right Onto Hill Street

NEW BRIDGE ROAD  
Continue Onto New Bridge Road

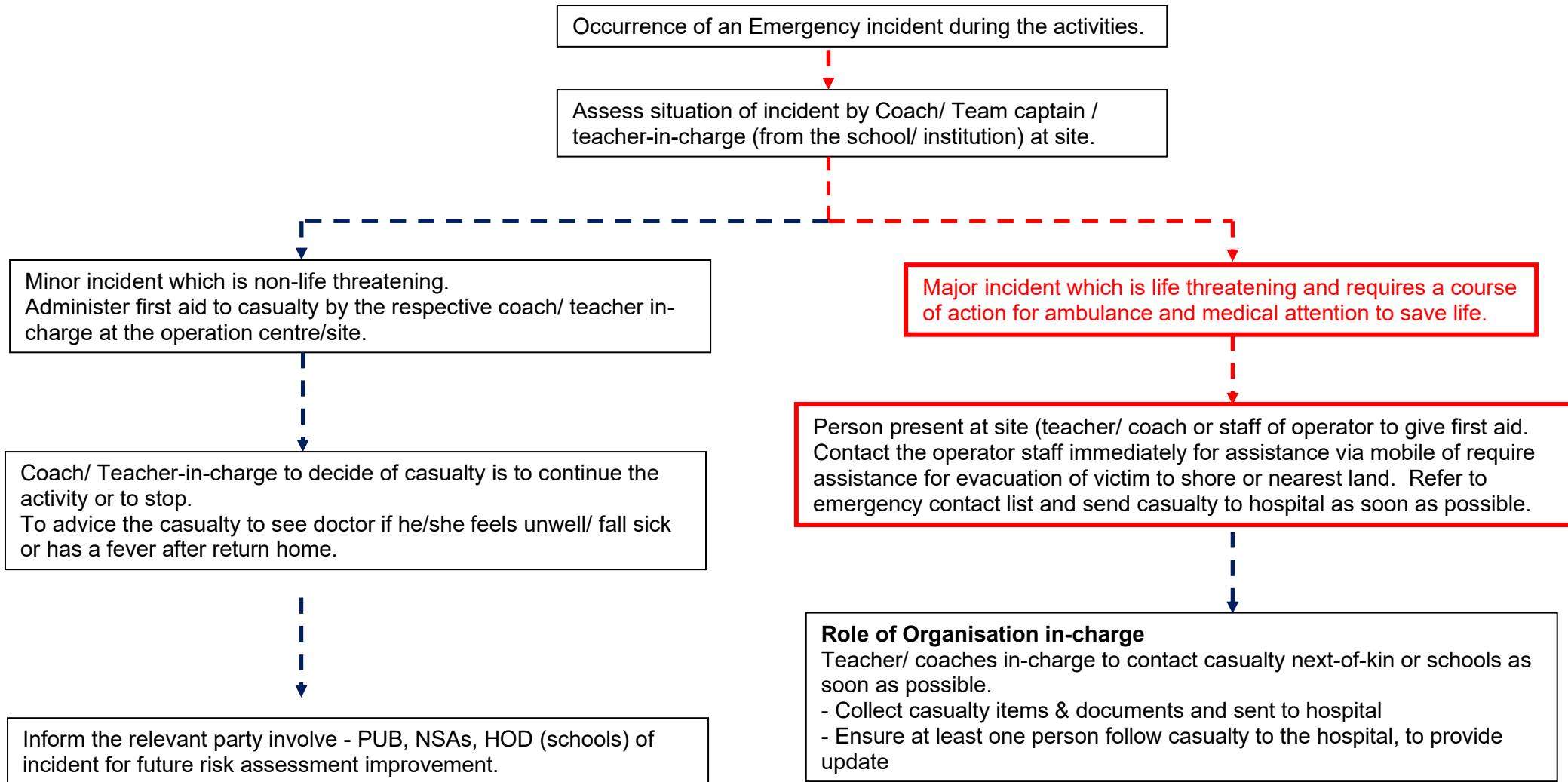
HOSPITAL DRIVE  
Turn Right Onto Hospital Drive

CENTRAL CIRCUS  
Turn Left Onto Central Circus

HOSPITAL DRIVE  
Turn Left Onto Hospital Drive

SINGAPORE GENERAL HOSPITAL

## Emergency Response Chart



**List of Authorised Non-Motorised Vessel Inspector**
**Type of Vessel - Dragon Boats**

<b>S/No.</b>	<b>Company Name</b>	<b>Address</b>	<b>Contact</b>
1	Camelot Pte Ltd	8 Jalan Kilang Timor #03-01 Kewalram House Singapore 159305 (Peisheng dragon boats)	Mr Bruce Ong <a href="mailto:bruce.ong@camelotsg.biz">bruce.ong@camelotsg.biz</a>
2	D'Synergy Lab	10 Anson Road International Plaza #10-11 Singapore 079903 (Rui dragon boats)	Ms Lisa Loh <a href="mailto:dsynergylab@gmail.com">dsynergylab@gmail.com</a>
3	Kanoe Sports Pte Ltd	Blk 256 Tampines Street 21 #07-168 Singapore 522256 (Plastex dragon boats)	Mr Patrick Fong <a href="mailto:patrick@kanoesports.com">patrick@kanoesports.com</a>
4	Kim Tuck Huat Boat Builder	Blk 1005 Eunos Ave 7 #01-02 Eunos Industrial Estate Singapore 409576 (Seagull dragon boats)	Mr Ong Eng Boon <a href="mailto:ongeb@seagull.com.sg">ongeb@seagull.com.sg</a>
5	SAVA Pte Ltd	22 Sin Ming Lane #06-76 Midview City Singapore 573969 (Champion dragon boats)	Ms Angelina Ong <a href="mailto:angelina@sava.com.sg">angelina@sava.com.sg</a>

**Types of Vessel - Kayaks & Canoes**

<b>S/No.</b>	<b>Company Name</b>	<b>Address</b>	<b>Contact</b>
1	Kanoe Sports Pte Ltd	Blk 256 Tampines Street 21 #07-168 Singapore 522256	Mr Patrick Fong <a href="mailto:patrick@kanoesports.com">patrick@kanoesports.com</a>
2	Tropical Fibreglass Co.	1 Yishun Street 23 #07-20 YS-ONE Singapore 768441	Mr Billy Koh <a href="mailto:billykoh4931@outlook.com">billykoh4931@outlook.com</a>
3	Gear Fitters Pte. Ltd.	48 Toh Guan Road East #05-153 Enterprise Hub Singapore 608586	Ms Joanne Loh <a href="mailto:jejoven@me.com">jejoven@me.com</a>
4	Camelot Pte Ltd	8 Jalan Kilang Timor #03-01 Kewalram House Singapore 159305	Mr Bruce Ong <a href="mailto:bruce.ong@camelotsg.biz">bruce.ong@camelotsg.biz</a>
5	Water Wave Sports Private Limited	60 Paya Lebar Road #05-08 Paya Lebar Square	Mr Benjamin Low <a href="mailto:waterwavesportspl@gmail.com">waterwavesportspl@gmail.com</a>

		Singapore 409051	
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**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 <a href="mailto:patrick@kanoesports.com">patrick@kanoesports.com</a>
2	Haiyi Sea Sports Centre Pte Ltd	9 Temasek Boulevard #35-01 Suntec Tower Two Singapore 038989	Mr Loh Fock Jin <a href="mailto:loh@alohaseasports.com.sg">loh@alohaseasports.com.sg</a>

**Types of Vessel – Row Boats**

S/No.	Address	Address
1	Mr Steve Davies <a href="mailto:sgrowingassoc@gmail.com">sgrowingassoc@gmail.com</a>	249 Jalan Buroh Singapore 609832

**Types of Vessel - Pedal Boats**

S/No.	Contact
1	Mr Hilbert Fernandez <a href="mailto:hiebert@singnet.com.sg">hiebert@singnet.com.sg</a>
2	Mr Philip Chan <a href="mailto:pspmarine@yahoo.com">pspmarine@yahoo.com</a>

**<SAMPLE OF COMPLETED VESSEL INSPECTION REPORT>**


<b>KAYAK / CANOE INSPECTION FORM</b>	
Name of Organisation:	_____
Contact Person	_____
Contact Number	_____
Vessel Classification# (Please circle accordingly)	REC : Recreational CSP : Canoe Sprint CAP : Canoe Polo SOT : Sit On Top Kayaks CSL : Canoe Slalom OC : Outrigger Canoe
Vessel Type*: (Please circle accordingly)	K1 <input checked="" type="checkbox"/> K4 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C4 <input type="checkbox"/> SOT1 <input type="checkbox"/> SOT2 <input type="checkbox"/> OC1 <input type="checkbox"/> OC2 JK1 <input type="checkbox"/> JK2 <input type="checkbox"/> JK4 <input type="checkbox"/> JC1 <input type="checkbox"/> JC2 Others please specify: _____

	Vessel ID	CA 4139		
S/N	Item	Pass	Fail	Comments, (if any)
<b>1</b>	<b>External Hull</b> (Please <input checked="" type="checkbox"/> the appropriate column)			
a	Cracks / Holes spotted on Hull / Deck	<input checked="" type="checkbox"/>		
b	Cracks/ Holes spotted on Bow / Stem	<input type="checkbox"/>		
c	Buoyancy check (vessel on water for at least 5 mins)	<input type="checkbox"/>		
d	Seepage (if any)	<input type="checkbox"/>		
<b>2</b>	<b>Internal Hull</b> (Please <input checked="" type="checkbox"/> the appropriate column)			
a	Cracks/ Holes spotted on the Joint of vessel/ Gunwale	<input type="checkbox"/>		
b	Cracks/ Holes spotted on the cockpit area	<input type="checkbox"/>		
c	Drain plug	<input type="checkbox"/>		
d	Buoyancy compartment	<input type="checkbox"/>		

Observations/Comments: (Notable observation/information about the type of repair required or type of defect found)
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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.

## **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.

## 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	<a href="http://www.scf.org.sg">www.scf.org.sg</a>	<a href="mailto:info@scf.org.sg">info@scf.org.sg</a>
Singapore Dragon Boat Association	<a href="http://www.sdba.org.sg">www.sdba.org.sg</a>	<a href="mailto:admin@sdba.org.sg">admin@sdba.org.sg</a>
Singapore Rowing Association	<a href="http://www.sgrowing.org">www.sgrowing.org</a>	<a href="mailto:sgrowingassoc@gmail.com">sgrowingassoc@gmail.com</a>
Singapore Sailing Federation	<a href="http://www.sailing.org.sg">www.sailing.org.sg</a>	<a href="mailto:info@singaporesailing.org.sg">info@singaporesailing.org.sg</a>
Singapore Waterski and Wakeboard Federation	<a href="http://www.swwf.org.sg">www.swwf.org.sg</a>	<a href="mailto:swwfed@singnet.com.sg">swwfed@singnet.com.sg</a>

## 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](http://www.wws.org.sg)