

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Port Operations					
TSC	Port Call Planning					
TSC Description	Organise, oversee and coordinate all aspects of the port call, from booking of berth allocations and services before arrival to finalising of accounts after departure					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		STP-POR-2001-1.1	STP-POR-3001-1.1	STP-POR-4001-1.1		
		Assist in coordinating vessel arrivals and departures	Coordinate vessel arrivals and departures	Oversee vessel arrivals and departures		
Knowledge		<ul style="list-style-type: none"> Port call procedures Functions and roles of shipping in international trade Types, features and classification of ships Importance of monitoring vessels' fuel consumptions, speeds, engine states and other specifications Functions of Proforma Disbursement Account (PDA) International navigational limits International Maritime Organisation (IMO) 	<ul style="list-style-type: none"> Notification and reporting procedures before and when vessels arrive in Singapore Roles of port and crew personnel Port call procedures Components and preparation process for vessel manifests Role and authority of Ship Agents Functions of Proforma Disbursement Account (PDA) Charges related to a ship call Methods of coordinating the supply of ship provisions, bunkering and fresh water supplies International Maritime Conventions Port and Flag state regulations Port clearance requirements Customs and immigration procedures Methods of arranging for ship provisions 	<ul style="list-style-type: none"> Port call procedures Role of various organisations in a vessel's port of call TradeNet and PortNet systems Role and functions of husbandry agents International Maritime Conventions Port and Flag state regulations Port clearance requirements Customs and immigration procedures Suppliers of ship provisions, bunkering and fresh water supplies 		

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<p>Abilities</p>		<ul style="list-style-type: none"> • Prepare vessel manifests • Prepare PDA disbursements 	<ul style="list-style-type: none"> • Monitor executions of port calls • Arrange for ship provisions, bunkering and fresh water supplies • Register and maintain information pertaining to agency agreement • Verify PDA disbursements 	<ul style="list-style-type: none"> • Analyse expenditure and revenue pertaining to ship provisions, bunkering and fresh water supplies • Source for suppliers for ship provisions, bunkering and fresh water supplies • Register and maintain information pertaining to agency agreement • Verify Proforma Disbursement Account (PDA) disbursements 		
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