

# MaritimeSG Shipping CyberSafe Scorecard User Guide

**Version 1.1**

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<https://www.scissor.sg>

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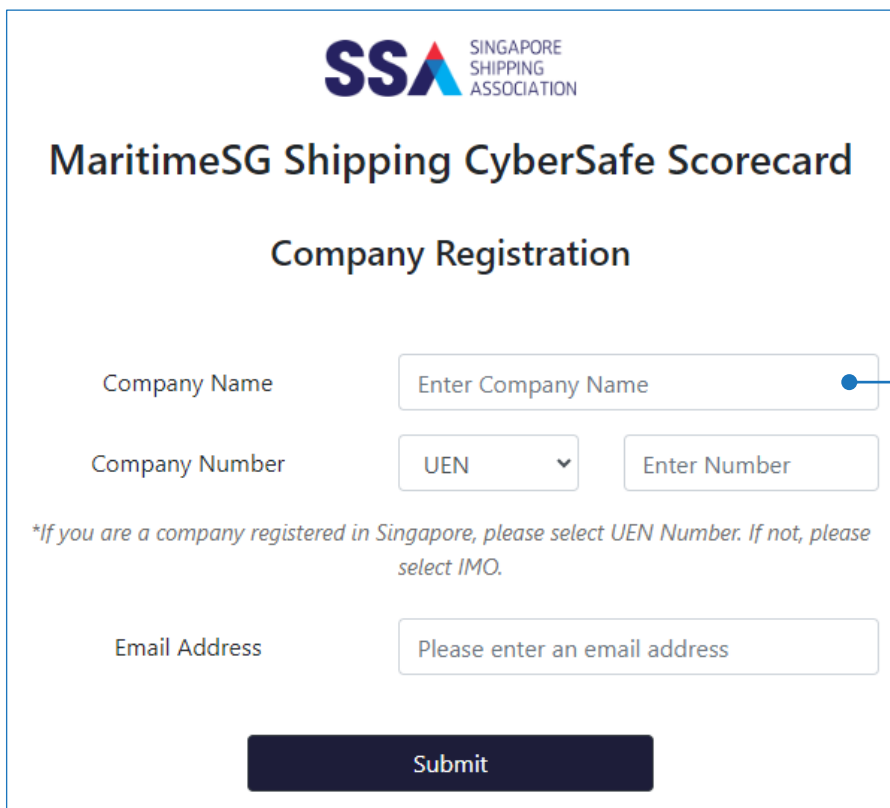
## 1. Browser Setting

On your browser, please enable pop-ups for <https://www.scissor.sg>.

## 2. Company Registration



The screenshot shows the landing page of the MaritimeSG Shipping CyberSafe Scorecard Portal. At the top is the SSA logo (Singapore Shipping Association). Below it is the heading "Welcome to the MaritimeSG Shipping CyberSafe Scorecard Portal". The text describes the tool as a specialised tool developed by the SSA in collaboration with maritime and cybersecurity experts, and with the support of the Maritime and Port Authority (MPA) of Singapore. It is designed to assist shipping companies to determine the cybersecurity maturity level of their fleet operations. The Scorecard consists of a set of self-assessment questions based on the well-established NIST framework and is tailored to vessel systems and fleet operations. There are two buttons: "Register Account" and "Login". A callout box points to the "Register Account" button with the text: "To register your company, click **Register Account**." Below the buttons is the text "Singapore Cyber Index for Safe Shipping and Operational Readiness" and links for "FAQ", "User Guide", and "Terms and Conditions".



The screenshot shows the "Company Registration" form on the MaritimeSG Shipping CyberSafe Scorecard portal. The SSA logo is at the top. The heading is "MaritimeSG Shipping CyberSafe Scorecard" followed by "Company Registration". The form has three input fields: "Company Name" with a placeholder "Enter Company Name", "Company Number" with a dropdown menu for "UEN" and a placeholder "Enter Number", and "Email Address" with a placeholder "Please enter an email address". A "Submit" button is at the bottom. A callout box points to the "Company Name" field with the text: "Enter your company's full name, UEN or IMO number as applicable, email address and click **Submit**." Below the "Company Number" field is a note: "\*If you are a company registered in Singapore, please select UEN Number. If not, please select IMO." Another callout box points to the "UEN" dropdown menu with the text: "If your UEN is in the approved list, you will receive your Organisation Code by email." A third callout box points to the "Submit" button with the text: "If your UEN is not in the approved list, please contact SSA with your company details at [ssa.admin@ssa.org.sg](mailto:ssa.admin@ssa.org.sg)." A fourth callout box points to the "Email Address" field with the text: "If you are an overseas company, SSA will verify your company details and you will receive an email with your registration status."

### 3. User Registration

The screenshot shows the initial registration form. At the top is the SSSA logo (Singapore Shipping Association). Below it is the title "MaritimeSG Shipping CyberSafe Scorecard". The form includes an "Email address" field with a placeholder "Enter email", a "Password" field with a placeholder "Password", and a CAPTCHA section with the text "Retype the characters from the picture:" and a blue-tinted image of the letters "CBCB". Below the CAPTCHA is a text input field. At the bottom are four buttons: "Login", "Register", "Back", and "Forgot Password". A callout box points to the "Register" button.

Click **Register** to register as a User.

The screenshot shows the detailed registration form. It includes the SSSA logo and the title "MaritimeSG Shipping CyberSafe Scorecard". The form fields are: "Organisation Code" (placeholder "Enter Organisation Code"), "First Name", "Last Name", "Email Address" (placeholder "Please enter an email address"), "Password" (placeholder "Password" with a note: "Password must be at least 8 characters long and contain a mix of uppercase letters, lowercase letters, numbers and special characters."), "Retype Password" (placeholder "Password"), "Role", "Location", and "Enter OTP" (placeholder "Enter OTP" with a note: "Please enter the OTP sent to your registered email address."). At the bottom are three buttons: "Back", "Send OTP", and "Register". A callout box points to the "Organisation Code" field.

The Organisation Code is unique to every company, and is emailed when your company is registered in the system.

Fill in the details in the User Registration form, and click **Send OTP** to receive a One Time Password in your email.

Enter the OTP and click **Register** to complete the registration process.

On successful registration, you will be taken back to the login page.

Note: An email address may be used only once to register an account.

Both the email address and the password are case-sensitive.

## 4. User Login

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### MaritimeSG Shipping CyberSafe Scorecard

Email address

Password

Retype the characters from the picture:



Login Register

Back Forgot Password

Enter your email address and Password, complete the Captcha and click **Login**.

Please note that both the email address and password fields are case-sensitive.

## 5. Password Reset


SSA SINGAPORE SHIPPING ASSOCIATION

### MaritimeSG Shipping CyberSafe Scorecard

Email address

Password

Retype the characters from the picture:



Login Register

Back Forgot Password

If you have forgotten your password, click **Forgot Password** and follow the instructions in the subsequent screens.

## 6. Starting a New Survey



### MaritimeSG Shipping CyberSafe Scorecard

The MaritimeSG Shipping CyberSafe Scorecard is designed to assess the cybersecurity maturity level of the fleet operations of your organisation.

This consists of five domains corresponding to the five functional areas in the NIST Framework version 1.1 and a total of **55 questions**.

Completing the scorecard survey is expected to take 45 to 90 minutes. You can complete it in multiple sessions, and your answers will be automatically saved.

You may also assign specific domains to your colleagues.

Name for group of vessels to be covered by this survey:

This survey is designed for a fleet of vessels with a consistent security profile. If you have groups of vessels with different security profiles, you should complete the survey for one group and start a new survey for the next group.

Please enter the vessel types and counts in this vessel group.

Bulk Carrier	▼	10	Remove
Dry Bulk	▼	5	Remove
<b>+ Add</b>			

To start a new survey:

- Enter a name for the group of vessels to be covered by the survey.
- Click **Add** and select the type and enter the number of vessels of each type.
- If you have added a wrong vessel type, you may either change the type or remove the entire entry.
- After you have entered all vessel types and numbers, click **Submit and Start** to start the survey.

## 7. Survey Summary and Assigning a Survey



### MaritimeSG Shipping CyberSafe Scorecard

Go Back

Logout

The MaritimeSG Shipping CyberSafe Scorecard is designed to assess the cybersecurity maturity level of the fleet operations of your organisation.

This consists of five domains corresponding to the five functional areas in the NIST Framework version 1.1 and a total of **55 questions**.

Completing the scorecard survey is expected to take 45 to 90 minutes. You can complete it in multiple sessions, and your answers will be automatically saved.

You may also assign specific domains to your colleagues.

Domain	Questions Completed	Status	Assigned To	Options
IDENTIFY	0 of 17	Not Started	You	<input type="button" value="Start"/> <input type="button" value="Assign"/>
PROTECT	0 of 13	Not Started	You	<input type="button" value="Start"/> <input type="button" value="Assign"/>
DETECT	0 of 4	Not Started	You	<input type="button" value="Start"/> <input type="button" value="Assign"/>
RESPOND	0 of 13	Not Started	You	<input type="button" value="Start"/> <input type="button" value="Assign"/>
RECOVER	0 of 8	Not Started	You	<input type="button" value="Start"/> <input type="button" value="Assign"/>

You have completed **0%** of the survey.

All responses are automatically saved.

The **Survey Summary** page shows the status of the survey.

You may assign one or more of the domains to your colleagues to complete.

If your colleague is not a registered User, they will get an email invitation to register. Once they register, you may assign domains to them.

Note that you can continue to answer questions in a domain even after you assign it to a colleague. You may also reassign a domain to another colleague.

## Assign to colleague

abc@def.com|

Cancel

Assign

If your colleague is not a registered User, they will get an email invitation to register.

The user is not registered. Registration link has been sent to the user.

OK

If your colleague is a registered User, you will see the following pop-up window.

Assigned successfully

OK



# MaritimeSG Shipping CyberSafe Scorecard

Go Back






Logout

The MaritimeSG Shipping CyberSafe Scorecard is designed to assess the cybersecurity maturity level of the fleet operations of your organisation.

This consists of five domains corresponding to the five functional areas in the NIST Framework version 1.1 and a total of **55 questions**.

Completing the scorecard survey is expected to take 45 to 90 minutes. You can complete it in multiple sessions, and your answers will be automatically saved.

You may also assign specific domains to your colleagues.

Domain	Questions Completed	Status	Assigned To	Options
IDENTIFY	0 of 17	Not Started 	abc@def.com	Start Assign
PROTECT	0 of 13	Not Started 	You	Start Assign
DETECT	0 of 4	Not Started 	You	Start Assign
RESPOND	0 of 13	Not Started 	You	Start Assign
RECOVER	0 of 8	Not Started 	You	Start Assign

You have completed **0%** of the survey.

All responses are automatically saved.

Start Survey

Once they register, you may assign domains to them.

Note that you can continue to answer questions in a domain even after you assign it to a colleague. You may also reassign a domain to another colleague.

## 8. Navigating the Survey Question Pages



The title shows the NIST Function Name, the question number and the total number of questions.

Each question has two or three parts. The first part is the qualifying question which has a Yes/No answer. Selecting Yes reveals the rest of the question. If you select No, there is nothing further to be done.

The second part is a self-assessment question. This is a multiple-choice question with three or four options. Select the option which best suits your organisation.

The third part, if it exists, is a validation question. This is to help validate the self-assessment question. See example 'Identify 2/17' below.

You may skip a question if you wish to do so. However, once you have answered one part of any question, you must complete the question before moving on to another question.



### IDENTIFY

**Question 2 : Asset Inventory**

Does your organisation maintain a comprehensive inventory of all software and hardware assets on the fleet and vessels, including their location, designated owner, criticality and patch level?


Yes  
 No

How would you characterise your organisation's fleet inventory management of all software and hardware assets, including their location, owner, criticality etc.?

We maintain an inventory, but its not regularly updated or comprehensive.  
 We have a comprehensive inventory that is updated periodically.  
 We maintain a comprehensive, regularly updated inventory that includes location, owner, criticality etc.

How many new hardware assets were added to fleet inventory in the last 12 months?

Don't know.  
 0 - 5.  
 6 - 10.  
 More than 10.

[Previous Question](#) [Next Question](#) [Back to Summary](#) 

The sidebar shows the full list of questions; the green tick indicates that the question has been answered.

You may also enter comments by clicking the **book** icon at the bottom right of the screen.

1. Do you have a formal...

✓ 2. Does your organisation maintain a...

3. Is there a person who...

4. Does your organisation consider fleet...

5. Do you take into account...

6. Does your organisation have clearly...

7. Do you conduct reviews of...

8. Does your organisation maintain a...

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## IDENTIFY

**Question 3 : Responsibility**  
Is there a person who is responsible for fleet cybersecurity? Do they have agreed business objectives with senior executives?

Yes  
 No

Previous Question   Next Question   Back to Summary

## 9. Completing the Survey and Generating a Report



### MaritimeSG Shipping CyberSafe Scorecard

Go Back

Logout

The MaritimeSG Shipping CyberSafe Scorecard is designed to assess the cybersecurity maturity level of the fleet operations of your organisation.

This consists of five domains corresponding to the five functional areas in the NIST Framework version 1.1 and a total of **55 questions**.

Completing the scorecard survey is expected to take 45 to 90 minutes. You can complete it in multiple sessions, and your answers will be automatically saved.

You may also assign specific domains to your colleagues.

Domain	Questions Completed	Status	Assigned To	Options
IDENTIFY	17 of 17	Completed	You	<a href="#">Review</a>
PROTECT	13 of 13	Completed	You	<a href="#">Review</a>
DETECT	4 of 4	Completed	You	<a href="#">Review</a>
RESPOND	13 of 13	Completed	You	<a href="#">Review</a>
RECOVER	8 of 8	Completed	You	<a href="#">Review</a>

You have completed **100%** of the survey.

Note: Once the results generated you cannot modify your answers.

Generate Report

Once all questions have been answered, you may review and change answers if you wish to do so. You may now generate the report by clicking the **Generate Report** button.

Note that you won't be able to change any of the answers once you generate the report.

## 10. Survey Overview



ABC LTD

### MaritimeSG Shipping CyberSafe Scorecard Survey Overview

Logout

Survey Title	Survey Date	Options	Status	Started By	Outcome	Report
Oil Tanker Grp 2	Mar 2024	<a href="#">Review</a>	Submitted	abc@def.com	2	<a href="#">Report</a>
Carriers Feb24	Feb 2024	<a href="#">Review</a>	Submitted	mno@def.com	1	<a href="#">Report</a>
Carriers Jan24	Jan 2024	<a href="#">Review</a>	Submitted	mno@def.com	0	<a href="#">Report</a>
Oil Tanker Grp 1	Jan 2024	<a href="#">Review</a>	Submitted	abc@def.com	1	<a href="#">Report</a>

Start a New Survey

The Survey Overview page shows a record of the surveys done in the past. You may review these surveys if you had started the survey or if these were assigned to you.

You may also start a new survey by clicking the **Start a New Survey** button.

Note that a new survey may be started only if there are no open/pending surveys.