



# JAPAN P&I NEWS

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To the Members

## **Novel Coronavirus (COVID-19) — Singapore updated requirements for crew change for cargo ships**

We have been kindly advised by International Chamber of Shipping (ICS) that as Singapore moves into Phase Two of re-opening, the Maritime and Port Authority of Singapore (MPA) has updated their crew change requirements for cargo ships. MPA issued Port Marine Circular No.27 on 18th June 2020, and Singapore Crew Change Guidebook was also updated. The summary of the Circular is as follows:

- **Designated holding facility**  
MPA is aware of the need to cater to some crew members who are not able to transfer directly to their vessel or flight. MPA will approve such crew change under special circumstances, should they meet the criteria stipulated in Port Maritime Circular 26 of 2020, and subject to a booking in a designated holding facility (accommodation vessel “POSH BAWEAN” or Seacare Hotel). The stay at the designated holding facility is for up to 48 hours.
- **Ship departure upon crew sign-off**  
Ships, after signing off its crew and obtaining port clearance, need not remain in port until the sign-off crew have departed Singapore. Ship managers/agents shall be responsible for ensuring that the crew change is effected according to MPA’s requirements.
- **Tele-medicine consultation for issuance of fit-to-travel certificate**  
Ship owners/managers/agents can now use tele-medicine (i.e. real time video consultation) to obtain a fit-to-travel certificates issued by doctors meeting the MPA’s requirements for crew signing off in Singapore.
- **Meet-and-greet service at Changi Airport**  
With effect from 26 June 2020, ship managers/agents must arrange meet-and-greet services for sign-on crew arriving at Changi Airport, to escort the crew from the moment they disembark the plane to the point where they are handed over to the agent. The list of meet-and-greet service providers include Certis, SATS and dnata.
- **Ship owners/managers/agents should apply for crew change in Singapore by filling up the online form at [www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change](http://www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change).**  
As a high volume of applications is expected, MPA urge ship owners/managers/agent to submit applications at least 14 days before the planned crew change, especially if the application includes sign-on crew.

For more information, please see the attached MPA Circular and Singapore Crew Change Guidebook.

Yours faithfully,

**The Japan Ship Owners’ Mutual Protection & Indemnity Association**

Attachment: ICS Letter (Updated Singapore Crew Change Guidebook incorporating revised requirements and measures for cargo ships in Singapore port) dated 24 June 2020  
MPA Port Marine Circular No.27 dated 18 June 2020  
Singapore Crew Change Guidebook dated 22 June 2020



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This Circular and its attachments (if any) are confidential to the intended recipient and may be privileged.  
If you are not the intended recipient you should contact ICS and must not make any use of it.

24 June 2020

COVID-19(20)96

**TO: LABOUR AFFAIRS COMMITTEE  
ALL MEMBERS & ASSOCIATE MEMBERS  
BI WEEKLY MEMBERS MEETING PARTICIPANTS  
INTERNATIONAL ASSOCIATION GROUP PARTICIPANTS**

**UPDATED SINGAPORE CREW CHANGE GUIDEBOOK INCORPORATING REVISED REQUIREMENTS AND MEASURES FOR CARGO SHIPS IN SINGAPORE PORT**

***Action required: Members are invited to note that the Maritime and Port Authority of Singapore has updated the crew change requirements for cargo ships in the Port of Singapore with effect from 19 June 2020.***

ICS has kindly been advised by the Singapore Shipowners Association that the Maritime and Port Authority of Singapore (MPA) has updated the crew change requirements for cargo ships in the Port of Singapore with effect from 19 June 2020. In view of the development, the Singapore Crew Change Working Group (SCCWG) has revised the Singapore Crew Change Guidebook (SCCG) to incorporate these changes

MPA has designated two facilities to accommodate crew who are unable to transfer directly to his/her vessel or flight and require a temporary rest area of up to 48 hours. This means that ships, after signing off its crew and obtaining port clearance, need not remain in port until the sign-off crew have departed Singapore. Ship managers/agents shall be responsible for ensuring that the crew change is effected according to MPA's requirements.

The two designated holding facilities - POSH BAWEAN and Seacare Hotel will have to comply with a list of conditions stipulated by MPA for it to receive bookings. Depending on demand, MPA may impose a quota and/or a prioritisation framework.

In addition, to facilitate crew signing off in Singapore, technology such as tele-medicine consultations can be used to obtain a fit-to-travel certificate.

Members are advised to refer to the updated [SCCG](#) and MPA's Marine Port Circular [PMC 27 of 2020](#) on updated crew change requirements by clicking on the hyperlinks.

For more information on the holding facilities, please refer to the details below:

- 1) **Accommodation Vessel “POSH BAWEAN”:**  
[https://www.ssa.org.sg/images/ssa/pdf/POSH%20Bawean%202020%20\(With%20rates\).pdf](https://www.ssa.org.sg/images/ssa/pdf/POSH%20Bawean%202020%20(With%20rates).pdf)

For reservations, please email [reservations@paccoffshore.com.sg](mailto:reservations@paccoffshore.com.sg)

- 2) **Seacare Hotel:**  
<https://theseacarehotel.com.sg/en/>

For reservations, please email [reservations@theseacarehotel.com.sg](mailto:reservations@theseacarehotel.com.sg)

Natalie Shaw  
Director Employment Affairs



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR  
NO. 27 OF 2020

18 June 2020

Shipping Community

**UPDATED REQUIREMENTS FOR CREW CHANGE FOR CARGO SHIPS IN THE PORT OF SINGAPORE, TO MINIMISE RISK OF COMMUNITY SPREAD OF THE CORONAVIRUS DISEASE 2019 (COVID-19) IN SINGAPORE (SUPPLEMENTARY TO PMC NO.26 OF 2020)**

1 As Singapore moves into Phase Two of re-opening, the Maritime and Port Authority of Singapore (MPA) has updated our crew change requirements. This takes into consideration feedback from our industry players and unions. Despite the COVID-19 pandemic, MPA has been facilitating crew change under special circumstances, as well as facilitating medical treatment of seafarers who require emergency attention.

2. MPA has revised the requirements for crew change as follows:

- a) Designated holding facility. MPA understands the need to cater to some crew members who are not able to transfer directly to their vessel or flight. MPA will approve such crew change under special circumstances, should they meet the criteria stipulated in PMC 26 of 2020, and subject to a booking in a designated holding facility. This will apply to applications made from 19 June onwards. For crew sign-ons, the designated holding facilities will be able to take crew from 2 July 2020 as he/she is required to have been in quarantine for at least 14 days prior to departing his/her home country. The stay at the designated holding facility is for up to 48 hours.

The two designated holding facilities are proposals from the industry and unions which MPA has accepted. The designated holding facility will have to comply with a list of conditions stipulated by MPA for it to receive bookings. Please refer to **Annex A** for details of the designated holding facilities. Depending on demand, MPA may impose a quota and/or a prioritisation framework.

- b) Ship departure upon crew sign-off. Ships, after signing off its crew and obtaining port clearance, need not remain in port until the sign-off crew have departed Singapore. Ship managers/agents shall be responsible for ensuring that the crew change is effected according to MPA's requirements.
  - c) Tele-medicine consultation for issuance of fit-to-travel certificate. Ship owners/managers/agents can now use tele-medicine (i.e. real time video consultation) to obtain a fit-to-travel assessment and certification for crew signing off in Singapore. MPA will accept fit-to-travel certificates issued by Singapore Medical Council (SMC)-fully registered doctors meeting the requirements set out in **Annex B**.
  - d) Meet-and-greet service at Changi Airport. With effect from 26 June 2020, ship managers/agents must arrange meet-and-greet services for sign-on crew arriving at Changi Airport, to escort the crew from the moment they disembark the plane to the point where they are handed over to the agent for the direct transfer to the ship or designated holding facility. The list of meet-and-greet service providers include Certis, SATS and dnata.
3. Ship owners/managers/agents should apply for crew change in Singapore by filling up the online form at [www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change](http://www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change). As MPA expects a high volume of applications, we urge ship owners/managers/agent to submit applications at least 14 days before the planned crew change, especially if the application includes sign-on crew. For foreign-flagged ships, crew change will be considered if the ship meets all prevailing requirements, and are in Singapore for cargo operations, bunkering and/or other marine services.
4. MPA will continue to work closely with the industry and unions to review the crew change procedures to ensure a "safe corridor" for crew change which minimises public health risk to both the local and shipping community.
5. Unless otherwise specified, the provisions of this circular take effect immediately. This circular supplements PMC No. 26 of 2020, and therefore, unless revised by this PMC, the requirements for crew change in PMC No.26 of 2020 continue to apply.

CAPT KEVIN WONG  
PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE

**Annex A**  
**INFORMATION ON HOLDING FACILITIES**

**ACCOMODATION VESSEL “POSH BAWEAN”**

Rooms: Air-conditioned with en-suite bathroom

Meals: All three meals are included. Meals will be delivered to the room.

For reservations, please contact:

Jonathan Ng

+65 9740 4775

[reservations@paccoffshore.com.sg](mailto:reservations@paccoffshore.com.sg)

**SEACARE HOTEL**

Rooms: Air-conditioned with en-suite bathroom

Meals: All three meals are included. Meals will be delivered to the room.

For reservations, please contact:

Phang Jing Huei

+65 6818 2680

[reservations@theseacarehotel.com.sg](mailto:reservations@theseacarehotel.com.sg)

## ANNEX B

### Tele-medicine requirements

1 MPA accepts fit-to-travel certificates issued by Singapore Medical Council (SMC)-fully registered doctors meeting all following requirements:

- The doctor conducting the assessment must have completed the tele-medicine e-training provided by Singapore Ministry of Health (MOH). A copy of the doctor's e-training participation statement must be submitted with the fit-to-travel certificate to MPA;
- The doctor must conduct the clinical assessment over real time video (i.e. no asynchronous video, voice calls or text will be permitted);
- The assessment of the crew should be based on the prevailing suspect case definition set out by the MOH (e.g. MOH Circular 119/2020), which includes:
  - i. History taking;
  - ii. Self-reported symptoms;
  - iii. Visual assessment of symptoms; and
  - iv. Real-time taking of temperature and SpO2 (Doctors should provide guidance on the proper use of such devices during the assessment).
- The doctor should also include, in his assessment of the crew's general health, his consultations with the captain/senior officer and the signing-off crew lead, taking into consideration the prevailing suspect case definition.

2 If any of the above requirements **cannot be met for any reason** (e.g. no proof of statement of participation, concerns that self-reporting is not accurate, crew meet the prevailing suspect case definition, technology issues such as poor video call quality, or no on-board thermometer/SpO2 device), a shipboard assessment of the crew by the doctor must then be done.

3 The doctor shall continue to take responsibility for the accurate completion of the fit-to-travel certificate regardless of the modality of assessment.

### Technical advisory for enhancing the conduct of tele-medicine onboard ships

4 As the tele-medicine consultations require real time video and audio, it is recommended that users utilise **end-point devices** (laptops, smartphones, or tablets) equipped with the following:

- i. Devices with front-facing cameras or webcams;
- ii. Headphones/earphones with in-built microphones; and
- iii. Local 4G/LTE cellular connectivity, as on-board WiFi may not have sufficient bandwidth to support real time video and audio.



5 In terms of device settings, the device system clock's time zone should be set to Singapore Standard Time (GMT +8).

6 For the **conduct** of the tele-medicine consultations, the recommendations to enhance the user experience are as follows:

- i. Cell phone reception can be affected by the metallic structure of the vessel. Therefore, for consultations using cellular service, it should be conducted at the ship's bridge where the cellular connectivity is usually strongest.
- ii. Choose a location with sufficient lighting for the video session.
- iii. There should be minimal crowding so as to respect personal privacy and maintain social distancing.
- iv. Ambient noise should be kept to a minimum, e.g. turn down/off nearby air-conditioning units, reduce the volume of nearby walkie-talkies.
- v. Speak slowly and clearly, and refrain from speaking at the same time as the doctor.

# **COVID-19 PROTOCOL ON CREW CHANGE AND REPATRIATION OF SEAFARERS**

## **SINGAPORE CREW CHANGE GUIDEBOOK (Dated 22 June 2020)**

In collaboration with and supported by:

Part of:



## PREFACE

This revised Guidebook focuses on the various stages of crew change administration, and the recommended steps following the ICS issued Framework of Crew Change Protocol and based on the Maritime and Port Authority of Singapore (MPA) issued Port Marine Circulars (PMC) 26 and 27 of 2020.

**This Guidebook supersedes the version dated 1 June 2020.**

The Singapore Crew Change Workgroup (SGCCWG) coordinates efforts in Singapore for Crew Change. The SGCCWG is also connected to the larger global Crew Change Taskforce led by the International Chamber of Shipping (ICS), providing an exchange of updated information regarding changing developments around respective international government restrictions, on air-travel, health advisories on the pandemic, which impact crew change.

The main SGCCWG consists of the following representations, led by the Singapore Shipping Association (SSA):

- **Industry**
  - International Maritime Employers' Council (IMEC)
  - Singapore Shipping Association (SSA)
  - World Shipping Council (WSC)
- **Union**
  - Singapore Maritime Officers' Union (SMOU)
  - Singapore Organisation of Seamen (SOS)
- **Government**
  - Maritime and Port Authority of Singapore (MPA)

The SGCCWG strives to provide periodic updates on developments in Singapore to the larger community of Ship Owners, Managers, Agents and Crewing/Manning companies, receiving relevant inputs that are considered and implemented in this document.

A further development team within the SGCCWG was formed pulling resources from experienced ship managers. The members in this team are:

- Singapore Shipping Association
- Synergy Marine Group
- Western Shipping and IMEC board member representative
- Wilhelmsen Ships Service AS
- World Shipping Council (Asia Pacific representative)

\*\*\*Acknowledgement: This document is prepared by Wilhelmsen Ships Service AS, drawing upon feedback from the main SGCCWG

## Crew change process for sign-on and sign-off in Singapore

- A safe and coordinated planning process, ensuring minimal contact between crew and staff of Designated Holding Facilities, transportation providers and launch services
- All aspects of the value chain taken into account including self-reporting of symptoms, so that any suspected infectious case is attended to early on
- All suppliers vetted and audited for proper quarantine and emergency protocols

### Updated Requirements in line with PMC 27 of 2020 issued on 18<sup>th</sup> June 2020

**Important reminder:** Applications for crew change MUST be made at least 14 days in advance in line with the requirements of PMCs 26 and 27 of 2020.

#### Designated holding facilities

- Designated holding facilities for crew change are now available for crew changes under special circumstances.
- Ship Agents and Ship Managers are advised to directly contact the designated holding facilities for bookings and enquiries about any special requirements.
- The maximum time that a crew member can stay at the designated holding facility is 48 hours.

#### Sign-on crew

- Meet-and-greet services are compulsory for sign-on crew at Changi Airport. Please read the mitigating factors and processes for sign-on crew (pg. 3-6 of the Guidebook)

#### Sign-off crew

- Ships can now depart Singapore after signing off their crew and obtaining port clearance, Ships do not need to remain in port until sign-off crew have departed from Singapore.
- If the sign-off crew is not able to immediately depart Singapore after disembarking from his/her ship, he/she must stay in a holding facility until departure from Singapore.
- Tele-Medicine consultations are approved for issuance of the off-signing crews Fit-to-travel certificate. These must be completed by Singapore fully registered doctors. Details of the tele-medicine requirements are found in PMC 27 of 2020.
- Meet-and-greet services are compulsory for sign-off crew at Changi Airport. Please read the mitigating factors and processes for sign-off crew.

#### Foreign & Singapore flagged vessels

- For foreign flagged vessels, crew change will only be permitted for vessels meeting the requirements of PMC 26/2020 & PMC 27/2020, and that are in Singapore for cargo operations, bunkering and/or other marine services
- The Maritime Port & Authority of Singapore (MPA) will accord priority to all Singapore-flagged vessels, and will all Singapore registered ships to carry out crew change in the Port of Singapore, regardless of their purpose of call, provided they meet all prevailing requirements

## (A) Process for sign on crew



### Sign on Crew in Port of Singapore – RACI Matrix

Sign On Crew in Port of Singapore - RACI Matrix

S/N	Category	Activity/ Task	MPA/MOT	Ship Manager	Ship Agent	Master	Designated Holding Facility Operator	Manning Agency	RACI Matrix
1	Country of Origin	Serving SHN COVID -19 Test report and Fit - for- travel documents	I I	A A	I I			R R	<b>Responsible</b> Owns the activity/task. Person working to achieve the task.  <b>Accountable</b> To whom R is accountable. Who must sign off/approve on work before it is effective. No more than one A, but can be zero. The one ultimately answerable for the completion of deliverable or task, and the one who delegates the work to those responsible.  <i>NOTE: One role can be both R and A.</i>
2	Singapore Airport	Meet & Greet and Immigration clearance	I	I	A & R				
3	Transit from Airport to Vessel and/or Designated Holding Facility	Transit from Airport to Holding Facility and Vessel with approved suppliers	I	I	A & R	I			
4	Holding Facility	Stay at Designated Holding Facility for Crew Member	I	I	I		A & R		
5	Arrival at vessel (joining)	Joining vessel (Sign on)	I	I	C	R			
<b>Consulted</b> Has information and/or capability necessary to complete the work  <b>Informed</b> Must be notified of results, but need not be consulted									

Note: Sign On is confirmed when the following approval is obtained:  
 (i) Approval from MPA for crew Sign On  
 (ii) Valid visa issuance by Immigration & Checkpoints Authority (ICA)  
 (iii) Approval from National Environment Agency (NEA)

Figure 1.1

### Process for Sign On Crew - Port of Singapore (Not using designated holding facility)

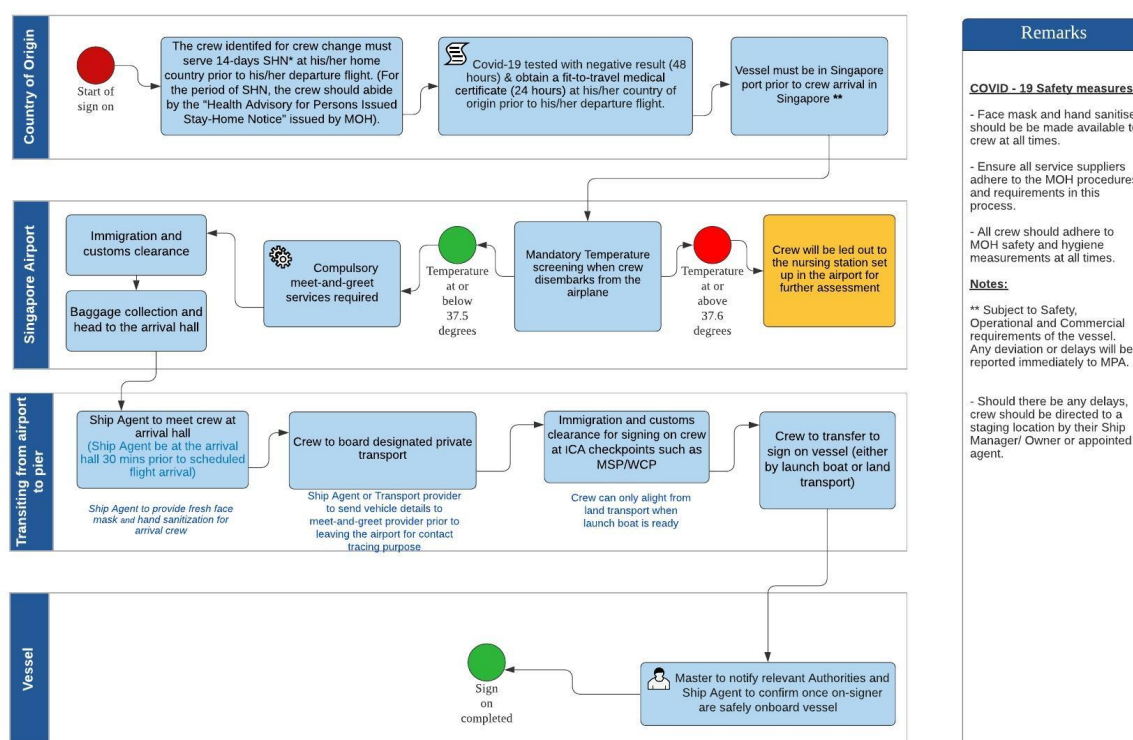
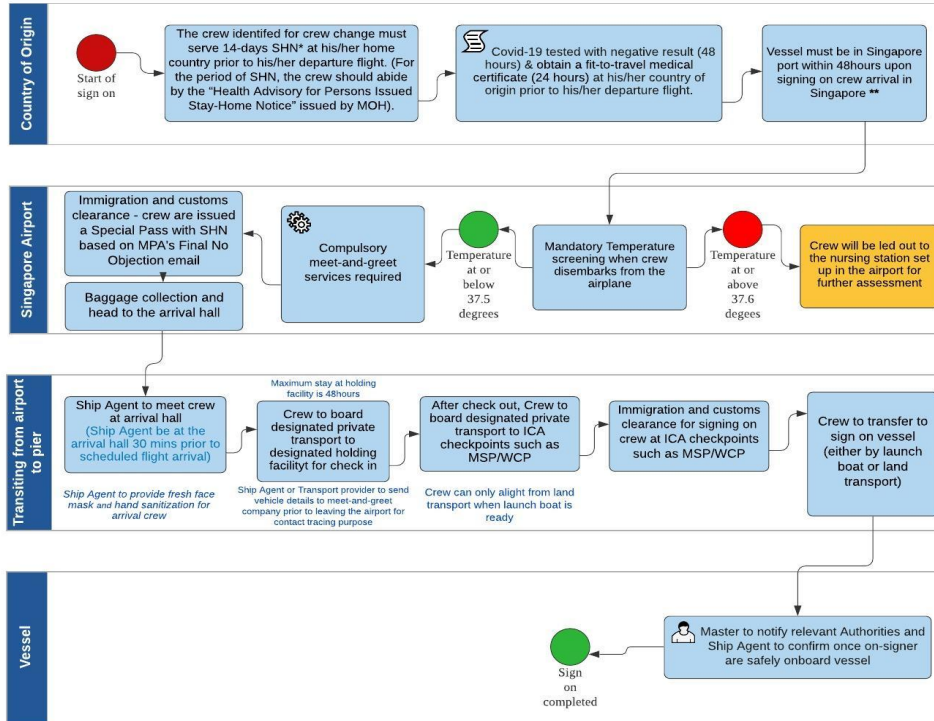


Figure 1.2

## VERSION 2 COVID-19 SINGAPORE CREW CHANGE GUIDEBOOK – 22 JUNE 2020

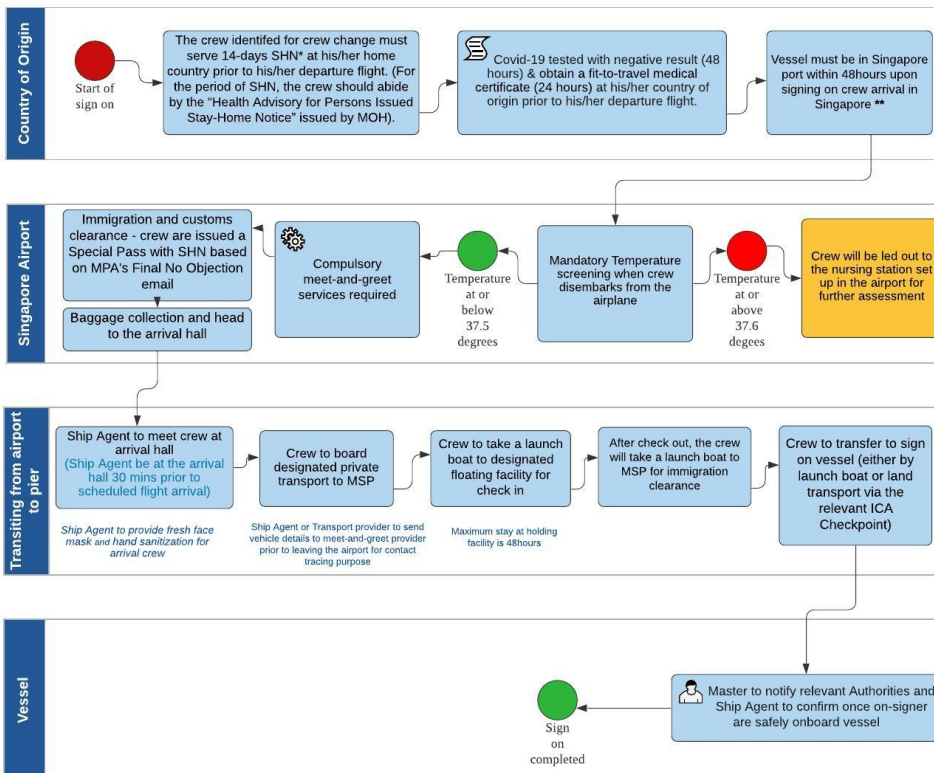
### Process for Sign On Crew - Port of Singapore, using holding facility (Onshore)



Remarks
<b>COVID - 19 Safety measures</b> <ul style="list-style-type: none"> <li>- Face mask and hand sanitiser should be made available to crew at all times.</li> <li>- Ensure all service suppliers adhere to the MOH procedures and requirements in this process.</li> <li>- All crew should adhere to MOH safety and hygiene measurements at all times.</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>** Subject to Safety, Operational and Commercial requirements of the vessel. Any deviation or delays will be reported immediately to MPA.</li> <li>- For crew sign-on, all agents / ship managers are requested to make their reservations directly with the designated holding facilities.</li> <li>- Agents / Ship Managers are also advised to contact the designated holder facilities directly for any special requirements with regards to transportation arrangements at drop-off lobby.</li> </ul>

Figure 1.3

### Process for Sign On Crew - Port of Singapore, using holding facility (Offshore)



Remarks
<b>COVID - 19 Safety measures</b> <ul style="list-style-type: none"> <li>- Face mask and hand sanitiser should be made available to crew at all times.</li> <li>- Ensure all service suppliers adhere to the MOH procedures and requirements in this process.</li> <li>- All crew should adhere to MOH safety and hygiene measurements at all times.</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>** Subject to Safety, Operational and Commercial requirements of the vessel. Any deviation or delays will be reported immediately to MPA.</li> <li>- For crew sign-on, all agents / shipmanagers are requested to make their reservations directly with the designated holding facilities.</li> <li>- Agents / Ship Managers are also advised to contact the designated holder facilities directly for any special requirements with regards to transportation arrangements from launch boat to vessel.</li> </ul>

Figure 1.4

To minimise the risk of importation and spread COVID-19 in Singapore, it is recommended that the crew is transferred directly between the vessel and the point of arrival/departure. Company may wish to take note of the following requirements:

Phase Descriptor	Check List	Mitigating Factor
Sign-On Crew  A	<p>Crew must serve 14-days Stay-Home Notice (SHN)* at his/her home country prior to his/her departure flight to Singapore.</p> <p>*</p> <p>(For the period of SHN, the crew should abide by the “Health Advisory for Persons Issued Stay-Home Notice” issued by MOH).</p> <p>All visa requirements for Singapore must be followed. Countries that require visa to enter Singapore must take into consideration the application period of 10 days processing time that ICA needs.</p> <ul style="list-style-type: none"> <li>• Crew shall take his/her temperature twice daily and keep a record.</li> <li>• Crew shall remain healthy throughout the 14-days SHN period.</li> <li>• Crew shall provide a declaration that he/she has complied with the above and provide the temperature records for verification.</li> <li>• Company shall, at the point of application, provide a declaration that the company shall ensure the crew’s compliance, including periodical checks on the crew during the SHN period.</li> <li>• Company shall provide details of the SHN such as the location and period of SHN, and how they will ensure compliance.</li> </ul>	<p>1) Confirmation that the crew has been in quarantine* for at least 14 days prior to entering Singapore and has been well throughout that period.</p> <p>2) Mandatory Temperature screening when crew disembarks from the plane</p> <p>3) If temperature is above 37.6 degree celsius, he/she will be led out to the nursing station set up in the airport for further assessment</p> <p>4) Agent must be there in advance to meet the crew and transport direct to airport. The crew will produce the MPA approval letter to ICA and the crew will be escorted and be handed over to the agent. The agent will transport the crew to the ship in a private transport.”</p>
	<p>B</p> <p>Crew must be COVID-19 tested via PCR method with negative result at his/her country of origin not more than 48 hours prior to his/her departure flight.</p>	<p>5) Compulsory meet-and-greet services - to ensure proper hand-over of each arriving crew to transport company driver</p>



Phase Descriptor	Check List	Mitigating Factor
C	The crew must also obtain a fit-to-travel medical certificate from doctors registered with the medical authorities at his/her country of origin not more than 24 hours prior to his/her departure flight.	<p>6) Meet-and-greet services to provide fresh face mask and hand sanitization for arrival crew upon arrival.</p> <p>7) Transport services to standby 30mins prior flight landing time to receive arriving crew</p> <p>8) Transportation safety measure:</p> <p>9) Hand sanitization process before boarding the vehicle.</p>
	<p>The vessel shall be in port prior the crew arrival Singapore.</p> <ul style="list-style-type: none"> <li>- <i>If vessel is not in port, then crew must temporarily transfer to a designated holding facility while waiting for the arrival of the ship that the crew is joining. Stay at holding facility should not exceed 48 hours. Sign on crew must comply with SHN requirements and house rules of the holding facility during his/her stay there.</i></li> </ul>	
D	Master to notify relevant Authority and agent to confirm once on-signer are safely onboard.	<p>10) Reminder will be given that face mask should always worn in Singapore.</p>



## (B) Process for sign off crew



### Sign Off Crew in Port of Singapore – RACI Matrix

Sign Off Crew in Port of Singapore - RACI Matrix

S/N	Category	Activity/ Task	MPA/MOT	Ship Manager	Ship Agent	Master	Designated Holding Facility	Manning Agency	RACI Matrix
1	Vessel Arrival in Singapore	Flight booking	I	A & R	I	I		I	<b>Responsible</b> Owns the activity/task. Person working to achieve the task.
		Master statement and SEA	I	A	I	R		C	<b>Accountable</b> To whom R is accountable. Who must sign off/approve on work before it is effective. No more than one A, but can be zero. The one ultimately answerable for the completion of deliverable or task, and the one who delegates the work to those responsible.  <i>NOTE: One role can be both R and A.</i>
		Singapore doctors issuance of Fit - for- travel	I	I	A & R	I			
2	Transit from Vessel to Airport and/or Designated Holding Facility	Transit from Vessel to Airport with approved suppliers	I	I	A & R	I			<b>Consulted</b> Has information and/or capability necessary to complete the work
3	Holding Facility	Stay at Designated Holding Facility for Crew Member	I	I	I		A & R		
4	Singapore Airport	Crew check- in and immigration clearance – with Chaperon	I	I	A & R	I		C	<b>Informed</b> Must be notified of results, but need not be consulted
5	Country of Destination	Crew arrives at destination		A				R	

Note: Sign Off is confirmed when the following approval is obtained:  
 (i) Approval from MPA for crew Sign Off  
 (ii) Valid visa issuance by Immigration & Checkpoints Authority (ICA)  
 (iii) Approval from National Environment Agency (NEA)

Figure 2.1

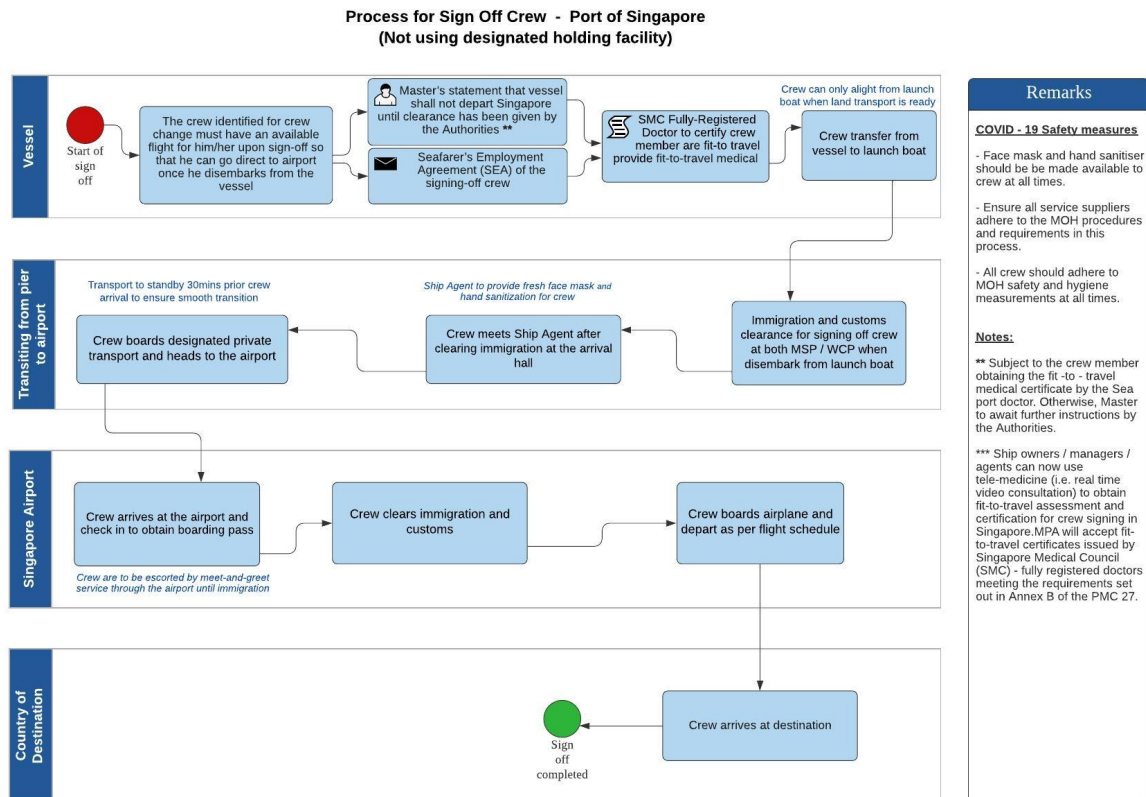


Figure 2.2

## VERSION 2 COVID-19 SINGAPORE CREW CHANGE GUIDEBOOK – 22 JUNE 2020

### Process for Sign Off Crew - Port of Singapore, using holding facility (Onshore)

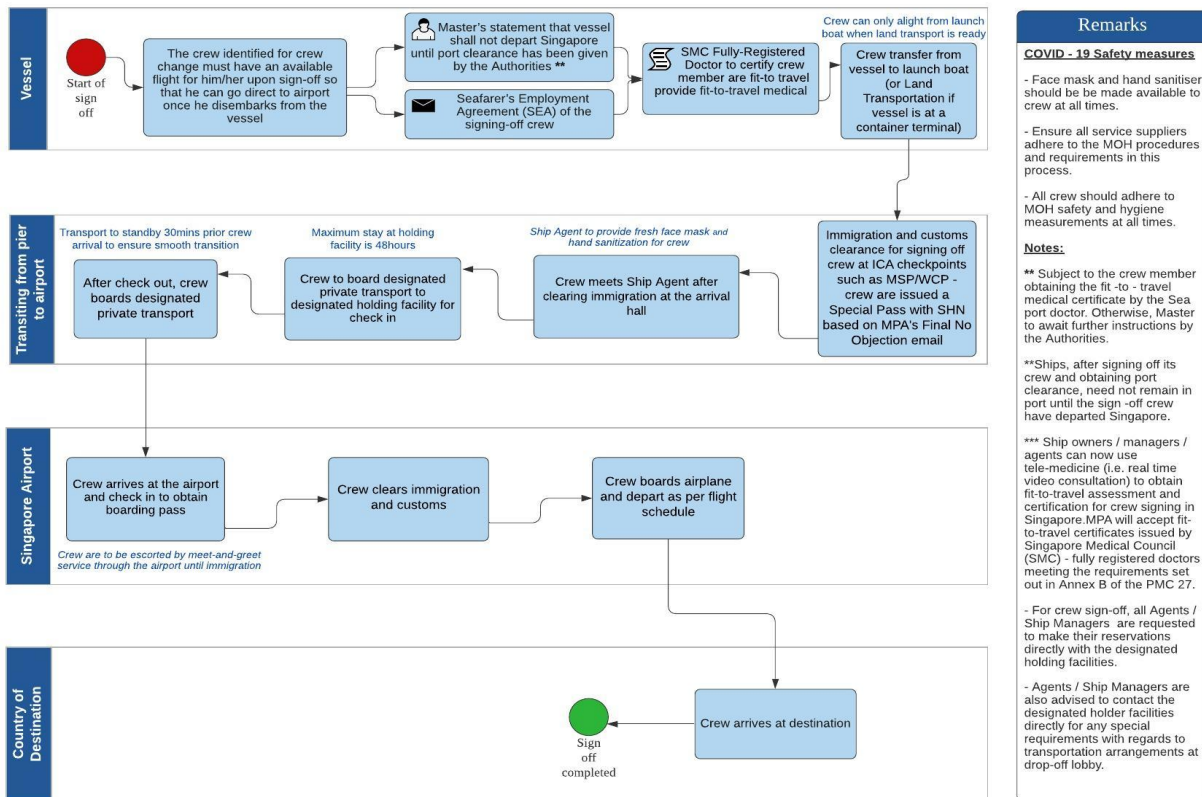


Figure 2.3

### Process for Sign Off Crew - Port of Singapore, using holding facility (Offshore)

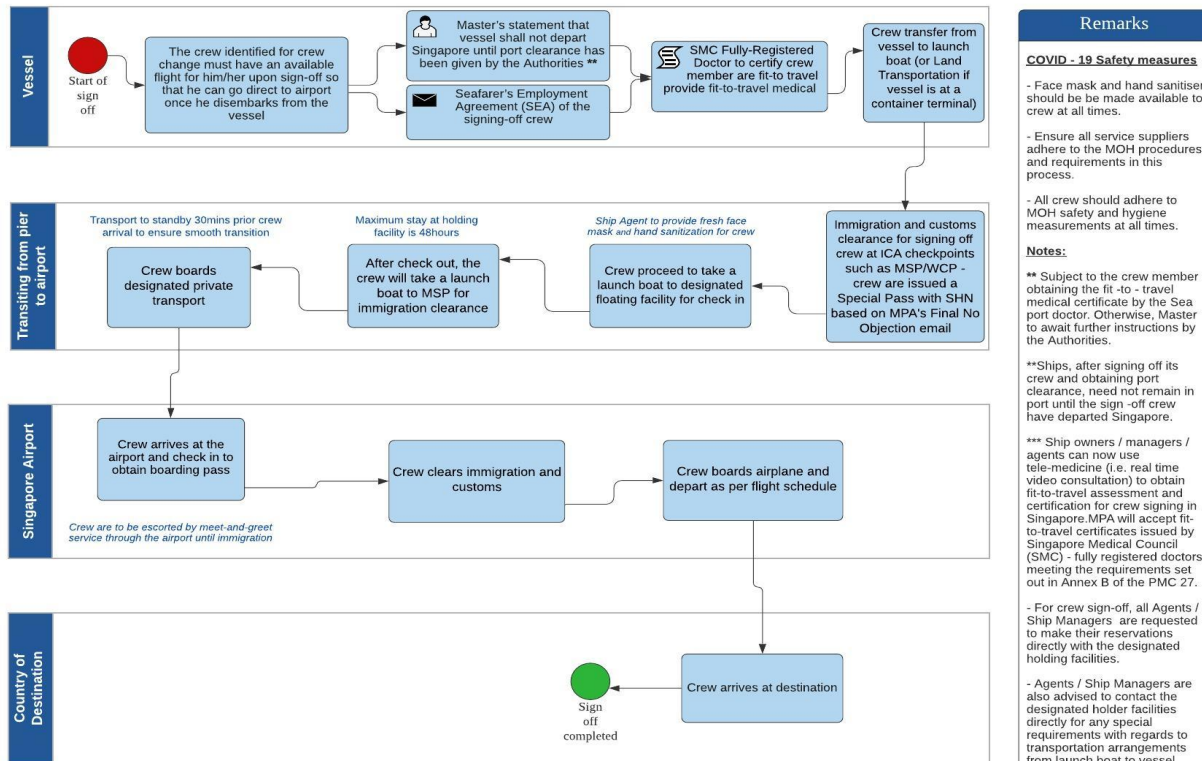


Figure 2.4

To minimise the risk of importation and spread COVID-19 in Singapore, it is preferred that the crew is transferred directly between the vessel and the point of arrival/departure. Companies shall take note of the following requirements:

Phase Descriptor	Check List	Mitigating Factor
Sign-Off Crew	A The crew must have an available flight for him/her upon sign-off.	<ul style="list-style-type: none"> <li>Sea port doctor to certify crew member are fit-to travel prior sign-off. This can be performed via Tele-medicine in line with the requirements of PMC 27 of 2020</li> <li>No sharing of Passenger launch boats for crew and service engineers/technicians</li> <li>Agent will arrange for crew for using private transport and Meet-and-greet Services, at the airport, escorting the crew to clear ICA through to boarding the plane. Or to handover to holding facility .</li> <li>Transport to standby 30 mins prior crew arrival</li> </ul>
	B Crew is not allowed to remain ashore in Singapore while waiting for his flight. <ul style="list-style-type: none"> <li><i>If the crew has a confirmed booking at a designated holding facility, the ship he/she signed off from can depart Singapore. Stay at holding facility should not exceed 48 hours.</i></li> </ul>	
	C Seafarer's Employment Agreement (SEA) of the signing-off crew.	
	D Sign-off crew must have a fit-to-travel medical certificate issued by a doctor in Singapore not more than 24 hours prior disembarking the ship. <ul style="list-style-type: none"> <li><i>For sign-off crew who are not able to transfer directly from ship to airport and are staying in the designated holding facility, fit-to-travel medical certificate should also be issued not more than 24 hours prior disembarking the ship that the crew is signing off from. During the stay, the sign-off crew will have to follow the SHN requirements in the holding facility and to monitor their temperature daily.</i></li> <li><i>Sign-off crew who exceeds the maximum 48 hours stay in the designated holding facility will have to be assessed and certified with a new fit-to-travel medical certificate.</i></li> </ul>	

E	<p>Master's statement that vessel shall not depart Singapore until Port Clearance is issued from the MPA.</p> <p>- <i>If the crew has a confirmed booking at a designated holding facility, the ship he/she signed off from can depart. Stay at holding facility must not exceed 48 hours.</i></p>	
Land / Sea Transport Provider	<p>Wear a mask at all times.</p> <p>Sanitize and disinfect seats/interior prior receiving the next onboard crew</p> <p>Ensure all crew sanitize their hands once in vehicle/launch</p> <p>Sanitize and disinfect seats/interior after dropping off crew.</p>	<ul style="list-style-type: none"> <li>• Eliminating cross contamination:                             <ul style="list-style-type: none"> <li>○ All transport vendors are to practice MTI COVID-19 guidelines and safety measures.</li> <li>○ All vendors' segregation plans are to be submitted to the relevant authorities.</li> <li>○ Drivers and boatman are to remind crew on the COVID-19 safety measures.</li> <li>○ All vendors are to abide to the NEA cleaning guidelines.</li> </ul> </li> </ul>

## VERSION 2 COVID-19 SINGAPORE CREW CHANGE GUIDEBOOK – 22 JUNE 2020

If the above requirements can be met in line with Port Marine Circular 26 and Port Marine Circular 27 of 2020, kindly submit the following documents to MPA to process the request:

- A. Application form as per <https://www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change> (You will have to make multiple submissions if you have more than 20 off-signers and/or on-signers)
- B. Online declaration, undertaking and consent by owner/agent/operator.
- C. Intended flight itinerary from the airline for both sign-on and sign-off crew.
- D. Online declaration that the last port of call was more than 14 days ago and the crew remains well; or if the last port of call was less than 14 days ago, the crew has not gone ashore for the last 14 days and remains well.
- E. Online health declaration by all crew members that they are asymptomatic and have not had contact with a known or suspect case of COVID-19 in the 14 days preceding arrival in Singapore.
- F. A copy of the ship's Maritime Declaration of Health in accordance with Port Marine Circular No. 16 of 2020. (To be submitted 12 hours before the vessel arrives Singapore)
- G. If using a Designated Holding Facility, a confirmed booking not exceeding 48 hours to be provided in line with PMC 27.
- H. Confirmed flight tickets must be submitted as early as possible.
- I. For sign-off crew, fit-to-travel medical certificate issued by a doctor in Singapore not more than 24hrs prior to disembarking the vessel.
- J. For sign-on crew, crew's declaration that he/she has served 14-days SHN in accordance with MOH's Guidelines, as well as provide his/her temperature record.
- K. For sign-on crew, the COVID-19 PCR test result not more than 48hrs before departing his/her home country.
- L. For sign-on crew, the fit-to-travel medical certificate not more than 24hrs before departing his/her home country

Please note that A, B, C, D & E as requested above, shall be submitted at least **fourteen (14)** days prior to the scheduled signing on/off date of the crew, unless expressly stated otherwise. Documents F, G, H, I, J K & L must be submitted at the earliest possible instance before the vessel's arrival. Failure to do so may result in the rejection of the application.

Should there be any changes to the information provided, company is to update MPA immediately.

In the event that the application for crew change in Singapore is not approved, the company should plan for the crew change to be conducted at other ports that allow crew change.