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of Maritime Affairs

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01 September 2020

Marine Advisory: 30/2020

(This Marine Advisory supersedes Marine Advisory 24/2020)

SUBJECT: Requirements for crew change for cargo ships in the port of Singapore and for ship's crew visiting Singapore waters to minimize the risk of community spread of COVID-19 in Singapore

Ref:

- a) Maritime and Port Authority of Singapore (MPA) Port Marine Circular 16 of 2020**
- b) MPA Port Marine Circular 23 of 2020**
- c) MPA Port Marine Circular 26 of 2020**
- d) MPA Port Marine Circular 27 of 2020**
- e) MPA Port Marine Circular 32 of 2020**
- f) MPA Port Marine Circular 36 of 2020**

Dear Shipowners/Operators/SRPS/Seafarers:

The purpose of this Marine Advisory is to provide shipowners, operators, seafarers' recruitment and placement services (SRPS) and seafarers with the current requirements for conducting crew change for cargo ships in the port of Singapore and for ship's crew visiting or working onboard vessels alongside wharves, in shipyards and at anchorages.

As Singapore moves into Phase Two of re-opening, the MPA has updated their crew change requirements among which includes crew from low risk countries/regions, crew previously diagnosed with COVID-19, and additional designated holding facilities.

Crew change restrictions

With effect from 01 September 2020, MPA will consider the following circumstances for crew change applications:

- (a) crew whose employment contract has expired;
- (b) additional crew on board whose sign-off would not affect the safe manning of the ship;
- (c) change of crew due to the sale or purchase of ship;
- (d) personnel who are not part of the ship's crew such as superintendents and service engineers;
- (e) compassionate grounds e.g. death of family member; or
- (f) the crew is no longer medically fit to work onboard the ship

Requirements for signing-on crew

For signing-on crew, the crew and ship must fulfil the following requirements:

1. In general, all signing-on crew are required to serve 14-days Stay-Home-Notice (SHN) in the originating country/region. The crew should be properly isolated (individual room with dedicated toilet) with strictly no interaction with others (including family members) at his/her place of residence, or serve the SHN in a dedicated facility/hotel. The crew must record his/her temperature twice daily and monitor his/her health for respiratory symptoms such as cough and breathlessness. Temperatures $\geq 38^{\circ}\text{C}$ indicate a fever. The crew must maintain a temperature and health log for the 14 days of self-isolation. This log must be provided to MPA together with the application for crew change. Company must ensure the crew's compliance and include periodical checks on the crew during the SHN period. Company will be required to submit to MPA the company's SHN undertaking to ensure that the sign-on crew have complied with the SHN requirements;
2. Crew from specific low risk countries/regions will either no longer be required to serve the SHN or serve a shorter SHN of 7 days in the originating country/region prior to departure for Singapore. Please refer to ref (f) for more details;
3. In addition to the SHN requirement, if a crew was previously diagnosed with COVID-19, the date of first ever positive polymerase chain reaction (PCR) test must be more than 21 days ago from date of departure from the home country to Singapore;
4. The crew must have a negative result from a COVID-19 test ((PCR) type) taken at a government-approved or ISO 15189- accredited testing facility not more than 48 hours prior to the departure flight;
5. The crew shall be certified fit-to-travel by a doctor at his/her originating country not more than 24 hours prior to the departure flight;
6. During the entire crew change process, especially during the journey to join the ship in Singapore, crew may be in groups of not more than five (5) persons, but must remain in the same group, and there must be no interactions between the groups;
7. The crew shall only arrive Singapore to join his/her ship not more than two (2) days before the ship's departure from Singapore;
8. The crew must be transferred directly between the ship and point of arrival in Singapore. For crew who are not able to transfer directly from airport to vessel, company must have a booking for crew to stay at the designated holding facility for up to a maximum of 48 hours before signing on the ship.
9. Ships managers/agents must arrange meet-and-greet services for sign on crew arriving at Changi airport, to escort 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.

Requirements for signing-off crew

For signing-off crew, the crew and ship must fulfil the following requirements:

1. Confirmation that the crew has not gone ashore in the last 14 days before disembarking the ship and has remained well throughout that period;
2. The crew shall be certified fit-to-travel by a doctor in Singapore not more than 24 hours before disembarking the ship;

3. Proof of expiry of employment contract or unfit-for-work medical report, where applicable;
4. Relevant documentation supporting required crew change (e.g. sale/purchase agreement of ship);
5. The crew must be transferred directly between the ship and point of departure in Singapore;
6. 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;
7. If immediate transfer from ship to point of departure is impossible, crew are to be transferred to designated holding facility. The stay at the designated holding facility is for up to 48 hours.

For crew changes to take place safely, MPA continues to expect all owners, agents, ships and individuals to ensure that the COVID-19 preventive measures are followed strictly. Any breach will be taken seriously.

Ship owners/managers/agents must 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. at least 14 days before the planned crew change. 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.

Requirements for ship's crew visiting or working onboard vessels alongside wharves, shipyards at anchorages

Before leaving the last port of call (before calling at the port of Singapore), the vessel's master, owner, manager or agent should ensure that any suspected or confirmed COVID-19 infected crew on board the vessel received proper medical treatment before leaving the port and starting its journey to Singapore.

All ships scheduled or intending to call at the Port of Singapore must immediately notify and seek approval to enter the Port of Singapore if there are suspected COVID-19 cases on board or if it had conducted crew change in the past 14 days before arrival in Singapore.

All vessels arriving in the Port of Singapore must submit the Maritime Declaration of Health (MDH) to the National Environment Agency's (NEA) Port Health Office 12 hours before arrival at Singapore Port.

The master of the ship is to conduct temperature checks for all passengers and crew members no earlier than 2 hours before arrival and provide the list of passengers/ crew members with temperature measured above 37.5 degree Celsius to the NEA Port Health Office.

Designated holding facilities

A self-contained Crew Facilitation Centre (CFC) at Tanjong Pagar Terminal was set up as of 01 September 2020. Three floating accommodations at the CFC will house signing-on crew that are waiting for their ships' arrival for up to 48 hours, and a quarantine facility to house close contacts of crew who are tested positive for COVID-19. There will also be an on-site medical service provider for healthcare services within the CFC. Please refer to reference (f) for details of the designated holding facilities for sign-on and sign-off crew.

For more information and frequently asked questions (FAQ), refer to references **a), b), c), d), e)** and **f)** above and to: <https://www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change>

If you have additional questions or concerns, please contact RegsandStandards@lisr.com



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR NO. 36 OF 2020

28 August 2020

Shipping Community

ENHANCEMENTS TO CREW CHANGE FOR CARGO SHIPS IN THE PORT OF SINGAPORE

1. With effect from 01 September 2020, MPA will consider the following circumstances for crew change applications:

- (a) crew whose employment contract has expired;
- (b) additional crew on board whose sign-off would not affect the safe manning of the ship;
- (c) change of crew due to the sale or purchase of ship;
- (d) personnel who are not part of the ship's crew such as superintendents and service engineers;
- (e) compassionate grounds e.g. death of family member; or
- (f) the crew is no longer medically fit to work onboard the ship.

2. The requirements for crew change are as follows:

Signing-on

- (a) In general, all signing-on crew are required to serve 14-days Stay-Home-Notice (SHN) in the originating country/region. The crew should be properly isolated (individual room with dedicated toilet) with strictly no interaction with others (including family members) at his/her place of residence, or serve the SHN in a dedicated facility/hotel.
- (b) Crew from specific low risk countries/regions will either no longer be required to serve the SHN or serve a shorter SHN of 7 days in the originating country/region prior to departure for Singapore¹. Please refer to **Annex A** for more details.

¹ In line with the risk managed approach taken by Singapore's Multi-Ministry Taskforce for travelers arriving in Singapore, crew travelling from specific low risk countries/regions to sign-on to ships in

- (c) In addition to the SHN requirement, if a crew was previously diagnosed with COVID-19, the date of first ever positive PCR test must be more than 21 days ago from date of departure from the home country to Singapore.
- (d) The crew must have a negative result from a COVID-19 test (polymerase chain reaction (PCR) type) taken at a government-approved or ISO 15189-accredited testing facility not more than 48 hours prior to the departure flight.
- (e) The crew shall be certified fit-to-travel by a doctor at his/her originating country not more than 24 hours prior to the departure flight.
- (f) During the entire crew change process, especially during the journey to join the ship in Singapore, crew may be in groups of not more than five (5) persons, but must remain in the same group, and there must be no interactions between the groups.
- (g) The crew shall only arrive Singapore to join his/her ship not more than two (2) days before the ship's departure from Singapore.

Signing-off

- a) The crew must not have gone ashore in the last 14 days before disembarking the ship and has remained well throughout that period.
- b) The crew shall be certified fit-to-travel by a doctor in Singapore not more than 24 hours before disembarking the ship.

3. For crew changes to take place safely, MPA continues to expect all owners, agents, ships and individuals to ensure that the COVID-19 preventive measures are followed strictly. Any breach will be taken seriously.

4. Ship owners/managers/agents must 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. As MPA expects a high volume of applications, we urge ship owners/managers/agents 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.

5. Shipowners/managers/agents should check and ensure sign-off crew comply with the latest entry restrictions/requirements for the sign-off crew's destination country².

Establishment of Crew Facilitation Centre (CFC) at Tanjong Pagar Terminal

6. To enhance the capacity of designated holding facilities in Singapore, MPA, with the support of PSA Corporation Limited, have set up a self-contained Crew

Singapore will either no longer be required to serve SHN in the originating country/region (such as Brunei Darussalam and New Zealand as at 28 Aug 2020) or only serve a shorter SHN of 7 days in the originating country/region (such as Australia (excluding Victoria State), Macao, Mainland China, Taiwan, Vietnam and Malaysia as at 28 Aug 2020) prior to departure for Singapore. Please refer to MOH's website for the most updated list of countries.

² All crew travelling to China are required to undergo a COVID-19 PCR test within five days before the departure flight.

Facilitation Centre (CFC) at Tanjong Pagar Terminal, as of 1 Sep 2020. The CFC will allow Singapore to facilitate more crew changes in a sustainable manner and with minimal health risk to the general population. Three floating accommodations at the CFC will be designated as holding or quarantine facilities. These will house sign-on crew that are waiting for their ships' arrival for up to 48 hours, and a quarantine facility to house close contacts of crew who are tested positive for COVID-19. There will also be an on-site medical service provider for healthcare services within the CFC. Please refer to **Annex B** for details of the designated holding facilities.

7. This circular supersedes Port Marine Circular No. 31 of 2020.

CAPT KEVIN WONG
PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

SHN requirements for sign-on crew (as at 28 Aug 2020)

Crew originating country	SHN
Brunei Darussalam, New Zealand	No SHN required but crew must remain in originating country for the last consecutive 14 days prior to entry to Singapore.
Australia (excluding Victoria State), Macao, Mainland China, Taiwan, Vietnam and Malaysia	7-days SHN in originating country.
Other countries	14-days SHN in originating country.

In addition to the SHN requirement, if a crew was previously diagnosed with COVID-19, the date of first ever positive PCR test must be more than 21 days ago from date of departure from the home country to Singapore.

Designated holding facilities for SIGN-ON crew

Floatels @ Tanjong Pagar Terminal

Rooms: Air-conditioned with en-suite bathroom

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

For reservations, please contact:

+65 8939 7507

floatelsg@dracoventure.com

Designated holding facilities for SIGN-OFF crew

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

Accommodation 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