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, 27 & 36 of 2020.

This Guidebook supersedes the version dated 3 August 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)

- **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

***Acknowledgement: This document is prepared by Wilhelmsen Ships Service AS, drawing upon feedback from the main SGCCWG***
ENHANCEMENTS TO CREW CHANGE FOR CARGO SHIPS IN THE PORT OF SINGAPORE

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

- Crew whose employment contract has expired;
- Additional crew on board whose sign-off would not affect the safe manning of the ship;
- Change of crew due to the sale or purchase of ship;
- Personnel who are not part of the ship’s crew such as superintendents and service engineers;
- Compassionate grounds e.g. death of family member; or
- The crew is no longer medically fit to work onboard the ship

Updated Requirements in line with PMC 26, 27 & 36 of 2020 issued on 28th August 2020

Important reminder: Applications for crew change MUST be made at least 14 days in advance in line with the requirements of PMCs 26, 27 & 36 of 2020.

Sign-on crew

- Meet-and-greet services are compulsory for sign-off crew at Changi Airport. Please read the mitigating factors and processes for sign-on crew.
- 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.
- 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.
- 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.
- The crew shall only arrive Singapore to join his/her ship not more than 48 hours before the ship’s departure from Singapore.

Sign-off crew

- 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.

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

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

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.

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

- Three floating accommodations at the CFC will be designated as holding or quarantine facilities.
- Of the three accommodation units, two will house sign-on crew that are waiting for their ships’ arrival for up to 48 hours.
- The third unit will be a dedicated 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.

The booking of these holding facilities can only be made after the MPA has granted the “In Principal Approval” for the specific crew change operation.

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.
(A) Process for sign on crew

Sign on Crew in Port of Singapore – RACI Matrix

<table>
<thead>
<tr>
<th>SIN</th>
<th>Category</th>
<th>Activity / Task</th>
<th>MPML/MTOT</th>
<th>Ship Manager</th>
<th>Ship Agent</th>
<th>Master</th>
<th>Designated Holding Facility</th>
<th>Manning Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Country of Origin</td>
<td>Serving SHIN, COVID-19 Test report and Fit. for travel documents</td>
<td>I</td>
<td>A</td>
<td>I</td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>2</td>
<td>Singapore Airport</td>
<td>Mask &amp; Disinfect and Immigration clearance</td>
<td>I</td>
<td>A</td>
<td>I</td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>3</td>
<td>Transit From Airport</td>
<td>Transit From Airport to Holding Facility and Vessel w/ approved suppliers</td>
<td>I</td>
<td>I</td>
<td>A &amp; R</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Holding Facility</td>
<td>Stay at Designated Holding Facility for Crew Member</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>A &amp; R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Arrival at vessel</td>
<td>Joining vessel (Sign On)</td>
<td>I</td>
<td>I</td>
<td>C</td>
<td></td>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

Note: Sign On is confirmed when the following approval is obtained:
(a) Approval from MPA for crew Sign On
(b) MHA visa issuance by Immigration & Checkpoints Authority (ICA)
(c) Approval from National Environment Agency (NEA)

Figure 1.1

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

Country of Origin
- Start of sign on
- Crew identified for crew change to receive SHIN if needed a few days before the departure flight.
- Crew should abide by the "Health Advisory for Persons Issued Stay-home Notice" issued by MOH.
- COVID-19 tested with negative result (48 hours) & obtain a fit-for-flight medical certificate (24 hours) at another country of origin prior to his/her departure flight.
- Vessel must be in Singapore port prior to crew arrival in Singapore.

Singapore Airport
- Immigration and customs clearance
- Baggage collection and head to the arrival hall
- Compulsory meet and greet services required
- Mandatory temperature screening when crew disembark from the airplane
- Temperature at or above 37.5 degrees
- Crew will be kept out to the nursing station set up in the airport for further assessment

Transit from airport to ship
- Crew to board designated private transport
- Immigration and customs clearance at ICA checkpoints such as MSWPGP
- Crew to transfer to sign on vessel (either by launch boat or land transport)
- Crew Agent to provide health form and send vehicle details to crew and meet crew at vessel prior to leaving the airport for contact tracing purpose
- Crew can only make land transport when launch boat is ready
- Crew Agent to provide health form and send vehicle details to crew and meet crew at vessel prior to leaving the airport for contact tracing purpose
- Crew can only make land transport when launch boat is ready

Vessel
- Crew Agent to notify relevant Authorities and Ship Agent to confirm crew on-signer as safety officer

Remarks

COVID-19 Safety measures
- Face mask and hand sanitizer should be made available to crew at all times.
- Ensure all service suppliers adhere to the MHA procedures and requirements in this process.
- All crew should adhere to MHA safety and hygiene measurements at all times.

Notes:
- "Crew from specific low-risk countries/regions will either no longer be required to serve the SHIN or serve a shorter SHIN of 7 days in the originating country/region prior to departure for Singapore.
- Subject to Safety, Operations and Commercial requirements of the vessel.
- Any deviation or delays will be reported immediately to MPA.
- Should there be any delays, crew should be directed to a staging location by their Ship Manager's Officer or appointed agent.

Figure 1.2
Process for Sign On Crew - Port of Singapore, using holding CFC at Tanjong Pagar Terminal (Onshore)

1. **Start of sign on**
   - The crew identified for crew change to serve 14-days SHN if needed* at his/her home country prior to his/her departure flight. (For the period of SHN, the crew should abide by the "Health Advisory for Persons Issued Stay-Home Notice" issued by MOH).
   - Covid-19 tested with negative result (48 hours) & obtain a first-tier medical certificate (24 hours) at his/her country of origin prior to his/her departure flight.

2. **Singapore Airport**
   - Immigration and customs clearance - crew are issued a Special Pass with SHN based on MHA's Clear No Objection email
   - Baggage collection and head to the arrival hall
   - Compulsory meet and greet services required
   - Mandato Temperature screening when crew disembarks from the airplane
   - Temperature at or above 37.5 degrees
   - Crew will be led out to the nursing station set up in the airport for further assessment

3. **Tansitting Time Support**
   - Ship Agent to meet crew at arrival hall
     - Ship Agent be at the arrival hall 30 mins prior to scheduled flight arrival
   - Maximum stay at holding facility in 48 hours
   - Crew to board designated private transport to CFC at Tanjong Pagar Terminal for check-in
   - After check-out, Crew to board designated private transport to ICA checkpoints such as MSP/MCP
   - Crew can only alight from land transport when launch boat is on-way
   - Immigration and customs clearance for signing on crew at ICA checkpoints such as MSP/MCP
   - Crew to transfer to sign on vessel (either by launch boat or land transport)

4. **Vessel**
   - Sign on completed
   - Master to notify relevant Authorities and Ship Agent to confirm once on-signer are safely onboard vessel

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**Remarks**

**COVID-19 Safety measures**

- Face mask and hand sanitizer should be made available to crew at all times.
- Ensure all service suppliers adhere to the MOH procedures and requirements in this process.
- All crew should adhere to MOH safety and hygiene measurements at all times.

**Notes**

* 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.

** Subject to Safety, Operational and Commercial Considerations, as assessed. Any duration or delays will be reported immediately to MPA.

- For crew sign-on, all agents /ship managers are requested to make their reservations directly with the designated holding facilities.
- Agents / Ship Managers are also advised to contact the designated holding facilities directly for any special requirements with regards to transportation arrangements at the terminal entrance.
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:

<table>
<thead>
<tr>
<th>Phase Descriptor</th>
<th>Check List</th>
<th>Mitigating Factor</th>
</tr>
</thead>
</table>
| Sign-On Crew A   | Crew must serve Stay-Home Notice (SHN)* at his/her home country prior to his/her departure flight to Singapore. *(For the period of SHN, the crew should abide by the “Health Advisory for Persons Issued Stay-Home Notice” issued by MOH). 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.  
  - Crew shall take his/her temperature twice daily and keep a record.  
  - Crew shall remain healthy throughout the 14-days SHN period.  
  - Crew shall provide a declaration that he/she has complied with the above and provide the temperature records for verification.  
  - 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.  
  - Company shall provide details of the SHN such as the location and period of SHN, and how they will ensure compliance. | 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.  
  2) Mandatory Temperature screening when crew disembarks from the plane  
  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  
  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>|                  |                                                                                                                                           | 5) Compulsory meet-and-greet services - to ensure proper hand-over of each arriving crew to transport company driver |
|                  |                                                                                                                                           |                                                                                  |
| B                | 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. The crew must also obtain a fit-to-travel medical certificate from doctors registered with the medical authorities at his/her country |                                                                                  |</p>
<table>
<thead>
<tr>
<th>Phase Descriptor</th>
<th>Check List</th>
<th>Mitigating Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>of origin not more than 24 hours prior to his/her departure flight.</td>
<td>6) Meet-and-greet services to provide fresh face mask and hand sanitization for arrival crew upon arrival.</td>
</tr>
<tr>
<td></td>
<td>The vessel shall be in port prior the crew arrival Singapore.</td>
<td>7) Transport services to standby 30mins prior flight landing time to receive arriving crew</td>
</tr>
<tr>
<td>D</td>
<td>Master to notify relevant Authority and agent to confirm once on-signer are safely onboard.</td>
<td>8) Transportation safety measure:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9) Hand sanitization process before boarding the vehicle.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10) Reminder will be given that face mask should always worn in Singapore.</td>
</tr>
</tbody>
</table>
### (B) Process for sign off crew

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

<table>
<thead>
<tr>
<th>S/N</th>
<th>Category</th>
<th>Activity/ Task</th>
<th>MPA/MOT</th>
<th>Ship Manager</th>
<th>Ship Agent</th>
<th>Master</th>
<th>Designated Holding Facility</th>
<th>Manning Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vessel Arrives in Singapore</td>
<td>Flight booking</td>
<td>I</td>
<td>A &amp; R</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master statement and SEA</td>
<td>I</td>
<td>A</td>
<td>I</td>
<td>R</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Singapore doctors issuance of Fit for travel</td>
<td>I</td>
<td>I</td>
<td>A &amp; R</td>
<td>I</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Transfer from Vessel to Airport and Designated Holding Facility</td>
<td>Transfer from Vessel to Airport with approved suppliers</td>
<td>I</td>
<td>I</td>
<td>A &amp; R</td>
<td>I</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Holding Facility</td>
<td>Stay of Designated Holding Facility for Crew Member</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>A &amp; R</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Singapore Airport</td>
<td>Crew check-in and immigration clearance – with Chaplron</td>
<td>I</td>
<td>I</td>
<td>A &amp; R</td>
<td>I</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Country of Destination</td>
<td>Crew arrives at destination</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Sign Off is confirmed when the following approval is obtained:
- Approval from MPA for crew sign off
- VAA for issuance by Immigration & Checkpoints Authority (ICA)
- Approval from National Environment Agency (NEA)

#### RACI Matrix

- **Responsibility:** Owns the activity/task. Person working to achieve the task.
- **Accountable:** 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 accountable for the completion of deliverable or task, and the one who delegates the work to those responsible.
- **Consulted:** Has information and/or capability necessary to complete the work.
- **Informed:** Must be notified of results, but need not be consulted.

**Figure 2.1**

**Process for Sign Off Crew - Port of Singapore**

- The crew identified for crew change must have an available flight to another port sign off so that he can go direct to airport once he disembaraks from the vessel.
- The crew members state the vessel shall not depart Singapore until clearance has been given by the Authorities.
- Seafarer’s Employment Agreement (SEA) of the sign off crew.
- Crew transfer from vessel to launch boat.
- Crew arrives at destination.

**Remarks**

**COVID-19 Safety measures**
- Face mask and hand sanitizer should be made available to crew at all times.
- Ensure all supplier deliveries adhere to the MDH procedures and requirements in this process.
- All crew should adhere to MDH safety and hygiene measurements at all times.

**Notes:**
- **Subject to the crew member obtaining the fit for travel medical certificate by the Sea port doctor. Otherwise, Master to await further instructions by the Authorities.**
- **Ship owners / managers / agents can now use online medical services (i.e., real time video consultations) to obtain fit for travel assessment and medical certificates in Singapore.**

**Figure 2.2**
Process for Sign Off Crew - Port of Singapore, using holding facility (Onshore)

Figure 2.3

Remarks

COVID-19 Safety measures
- Face mask and hand sanitiser should be made available to crew at all times.
- Ensure all service providers adhere to the MOH procedures and requirements in this process.
- All crew should adhere to MOH safety and hygiene guidelines at all times.

Notes:
** Subject to the crew member obtaining the fit to travel medical certificate by the Sea port doctor. Otherwise, Master or his nominated representative may seek instructions by the Authorities.
** Ships, after signing off its crew and obtaining port clearance, need not remain in port until the sign-off crew have departed Singapore.
** Ship owners / managers / agents can make use of virtual video consultation to obtain fit to travel assessment and certification for crew signing 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 of the IMCO 27.
- For crew sign-off, all Agents / Ship Managers are requested to directly contact the designated holder/holder’s representative for any special requirements with regards to transportation arrangements at sign-off today.
Process for Sign Off Crew - Port of Singapore, using holding facility (Offshore)

Vessel

- The crew identified for crew change must have an available flight for transfer upon sign-off to the airport and must de-embark on the vessel once he disembarks from the vessel.
- Master’s statement that vessel shall not depart Singapore until port clearance has been given by the Authorities.
- Seafarer’s Employment Agreement (SEA) of the signing-off crew.

Transport from pier to shore

- Crew boards designated private transport.
- After check out, the crew will take a launch boat to MSP for immigration clearance.
- Crew proceeds to take a launch boat to designated floating facility for check in.

Singapore Airport

- Crew arrives at the airport and check in to obtain boarding passes.
- Crew clears immigration and customs.
- Crew boards airplane and depart as per flight schedule.

Crew arrives at destination

- Sign-off completed.

Remarks

COVID-19 Safety measures

- Face mask and hand sanitizer should be made available to crew at all times.
- Ensure all seafarers adhere to the MOC hub procedures and requirements in this process.
- All crew should adhere to MOH safety and hygiene measurements at all times.

Notes:

** Subject to the crew member obtaining 3rd - travel medical certificate by the sea port doctor. Otherwise, Master is asked further instructions by the Authorities.

**Ships, after signing off its crew and obtaining port clearance, need not remain in port until the sign-off crew have departed Singapore.

*** Ship owners / managers / agents can now use ilee-video consultation to obtain e-Health certificate for crew signing in Singapore. MPA will accept e-health certificate issued by Singapore Medical Council (SMC) - fully registered doctors meeting the requirements set out in Annex B of the MFC 27.

- For crew sign-off, all Agents / Ship Managers are requested to make their reservations directly with the designated holding facilities.
- Agents / Ship Managers are also advised to contact the designated holding facilities directly for any special arrangements or transportation arrangements from launch boat to vessel.
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:

<table>
<thead>
<tr>
<th>Phase Descriptor</th>
<th>Check List</th>
<th>Mitigating Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign-Off Crew</td>
<td>A</td>
<td>The crew must have an available flight for him/her upon sign-off.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Crew is not allowed to remain ashore in Singapore while waiting for his flight unless they have a confirmed booking at a Designated Holding Facility.</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Seafarer’s Employment Agreement (SEA) of the signing-off crew.</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>Master’s statement that vessel shall not depart Singapore until Port Clearance is issued from the MPA.</td>
</tr>
<tr>
<td>Land / Sea Transport Provider</td>
<td>Wear a mask at all times.</td>
<td>• Eliminating cross contamination:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o All transport vendors are to practice MTI COVID-19 guidelines and safety measures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o All vendors’ segregation plans are to be submitted to the relevant authorities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Drivers and boatman are to remind crew on the COVID-19 safety measures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o All vendors are to abide to the NEA cleaning guidelines.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No sharing of Passenger launch boats for crew and service engineers/technicians</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Transport to standby 30 mins prior crew arrival</td>
</tr>
</tbody>
</table>

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. Confirmed flight tickets must be submitted as early as possible.

H. For sign-off crew, fit-to-travel medical certificate issued by a doctor in Singapore not more than 24hrs prior to disembarking the vessel.

I. 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.

J. For sign-on crew, the COVID-19 PCR test result not more than 48hrs before departing his/her home country.

K. 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.
Annex 1: Frequently Asked Questions (FAQs)

Crew Facilitation Centre (CFC)
A new set-up of the CFC (total 3 floatels: 2 floatels for Sign On, and 1 floatel set aside as quarantine facility) will enable more volume of Crew Change. The CFC provides additional more rooms for Crew Change as this will be designated for SIGN-ON crews. Sign-Off crew will continue to use current POSH BAWEAN and SEACARE HOTEL.

Who to Contact for Sign On bookings
Contacts are listed under PMC 36, Annex B.

Procedures to Book rooms for Sign On crew at CFC
Procedures remain the same, as being practised currently. MPA will provide In Principle Approval (IPA). With the IPA, the company may proceed to book rooms at CFC for Sign On crew and also Sign Off Crew at the separate facilities of POSH Bawean, SeaCare hotel or any other holding facilities designated by MPA in the future.

Duration of Stay at CFC for Sign On crew
Sign-on crew will be allowed to stay at the designated Crew Facilitation Centre (CFC) at Tanjong Pagar Terminal for up to 48-hours in alignment with present arrangements for Sign Off crew.

Sign On crew facilities indication
This arrangement for SIGN ON crew to be directed to the floatels at the CFC will be updated and indicated in the SG Crew Change Guidebook as part of Version4 update.

Sign On crew new process pertaining to SHN (Stay Home Notice) period
In general, all signing on crew, except for crew from specific low risk countries/regions[1], are required to serve 14 days Stay-Home-Notice (SHN) in the originating country.

- Crew shall be isolated properly (individual room with dedicated toilet) with strictly no interaction with others (including their family members) at his/her place of residence
- Alternatively, crew shall be isolated at a dedicated facility/hotel

Isolation/Quarantine/SHN Duration of 14 days
There are no further interpretations. Companies must ensure that the crew maintains a FULL continued 14 days during quarantine period. This means the company must demonstrate that the crew stayed in ONE location for 14 days uninterrupted. Crews who maintained 7 days at home self-isolation and then shifted to a company run facilities for the next remaining 7 days are deemed to have broken quarantine.

RACI Chart – (Responsible, Accountable, Consulted, Informed) roles in the SG Crew Change Guidebook
Members are strongly encouraged to refer to the RACI chart in the Singapore Crew Change Guidebook which states clearly the roles and responsibilities of each party the crew change process.

Footnote: MPA will conduct an investigation in the event a crew is found to display symptoms and found to be COVID-19 positive upon arrival. Any breaches are taken seriously, and penalties will be imposed on the guilty parties accordingly should there be any breaches found. All parties, even for those under the “Consulted” and “Informed”, are expected to do their due diligence to ensure that all

processes are followed strictly. All parties are expected to be held accountable should there be any breaches/non-compliance of the processes

**Sign Off crew process**
No change to current Sign Off crew process, and reference is to be made to the crew sign-off application process found in the Singapore Crew Change Guidebook
Sign-off crew shall depart Singapore upon signing off, or, stay at designated holding facilities i.e. SeaCare Hotel, POSH Bawean or any other holding facilities designated by MPA in the future, for up to 48 hours.

**Sign Off crew PCR test requirements as part of crew’s home nation requirements**
This refers to the current CHINA’s new national requirement. MPA will facilitate arrangements for crew required to take the PCR tests prior to departure as required by destination country’s requirement. Ship managers/agents/operators are to INDICATE CLEARLY that they have CHINESE crew when submitting Crew Change application and to indicate PCR test request for CHINA landing

**Crew Change Facilitation for personnel/technicians on Sea Trials**
As current ICA policies are applied consistently across all nationalities and Singaporeans who leave the territory of Singapore are subject to a NTL if there is not minimal 14 day period. However, MPA will continue to explore solutions for personnel/technicians on sea trials and for crews onboard vessels in shipyards.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Activity</th>
<th>Sub-Activity</th>
<th>Responsible</th>
<th>Accountable</th>
<th>Informed</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilisation</td>
<td>(1.1) Arrange flights for identified crew</td>
<td>Ship Manager</td>
<td>Ship Manager</td>
<td>Ship Agent</td>
<td>Minimum 3 days prior to arrival at hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1.2) Compile and share final crew list</td>
<td>Ship Manager</td>
<td>Ship Manager</td>
<td>Ship Agent</td>
<td>Minimum 3 days prior to arrival at hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1.3) Arrange for PCR testing</td>
<td>Ship Agent</td>
<td>Ship Agent</td>
<td>1. Ship Manager 2. Manning Agency 3. Clinic</td>
<td>Minimum 3 days prior to arrival at hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1.4) Arrange transportations</td>
<td>Ship Agent</td>
<td>Ship Agent</td>
<td>1. Ship Manager 2. Manning Agency 3. Transport provider</td>
<td>Minimum 3 days prior to arrival at hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1.5) Arrange hotel</td>
<td>Ship Agent</td>
<td>Ship Agent</td>
<td>1. Ship Manager 2. Manning Agency 3. Hotel</td>
<td>Minimum 3 days prior to arrival at hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1.6) Clarify any additional needs or special requirements</td>
<td>Ship Agent</td>
<td>Ship Agent</td>
<td>1. Ship Manager 2. Manning Agency</td>
<td>Minimum 3 days prior to arrival at hotel</td>
</tr>
<tr>
<td>2</td>
<td>Arrival at hotel</td>
<td>(2.1) Crew to check in and receive COVID-19 PPE kit arranged by Ship Agent</td>
<td>1. Crew 2. Hotel</td>
<td>Ship Agent</td>
<td>Upon arrival at the hotel</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2.2) Crew to isolate and stay in room until test arrangement</td>
<td>Crew</td>
<td>Manning Agency</td>
<td>After checking in to the hotel</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2.3) Ship Agent to advise the meeting time at hotel lobby and transport crew to designated clinic</td>
<td>1. Ship Agent 2. Transport provider</td>
<td>Ship Agent</td>
<td>After confirmation from clinic on the testing time</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Testing at the clinic</td>
<td>(3.1) Crew to take RAPID test (if PEME required) If RAPID test shows negative for COVID-19, proceed with PEME followed by PCR test</td>
<td>1. Clinic</td>
<td>Crew</td>
<td>Ship Agent</td>
<td>Upon arrival at the clinic and received RAPID testing results</td>
</tr>
<tr>
<td>Step</td>
<td>Location</td>
<td>Task</td>
<td>Responsible Parties</td>
<td>Notes</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(3.2)</td>
<td>Crew</td>
<td>Crew to take RAPID test (if PEME required)</td>
<td>1. Clinic</td>
<td>1. Ship Agent 2. Manning Agency 3. Local Authorities</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. Crew</td>
<td>Upon arrival at the clinic and received RAPID testing results</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>If RAPID test shows positive for COVID-19, coordinate with local authorities to transfer crew to quarantine facility or hospital</td>
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<td></td>
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</tr>
<tr>
<td>(3.3)</td>
<td>Crew</td>
<td>Crew to take PCR test</td>
<td>1. Clinic</td>
<td>1. Ship Agent</td>
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<tr>
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<td></td>
<td></td>
<td>1. Crew</td>
<td>Upon arrival at the clinic</td>
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<tr>
<td>(3.4)</td>
<td>Crew</td>
<td>Crew to be chaperon and transport back to hotel to continue isolation until test results are received</td>
<td>1. Transport provider</td>
<td>Upon completion of PCR test</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ship Agent</td>
<td>1. Manning Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Isolation in hotel</td>
<td>Crew to stay in room until test results is ready</td>
<td>Crew</td>
<td>After checking in to the hotel PCR test results: Within 72 hours</td>
<td></td>
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</tr>
<tr>
<td>(4.1)</td>
<td>Crew</td>
<td>Crew</td>
<td>Manning Agency</td>
<td>Crew</td>
<td></td>
<td></td>
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<tr>
<td>(4.2)</td>
<td>Manning Agency</td>
<td>Manning Agency</td>
<td>1. Local Authorities 2. Ship Agent*</td>
<td>Upon receiving PCR test results</td>
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</tr>
<tr>
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<td></td>
<td></td>
<td>1. Manning Agency 2. Ship Agent*</td>
<td>*If requested, Ships Agent can assist in coordinating transportation</td>
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</tr>
<tr>
<td>(4.3)</td>
<td>Manning Agency</td>
<td>Manning Agency</td>
<td>1. Ship Manager 2. Ship Agent</td>
<td>Upon receiving PCR test results</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1. Manning Agency 2. Ship Agent</td>
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<td></td>
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</tr>
<tr>
<td>5</td>
<td>Airport</td>
<td>Transport crew from hotel to the airport</td>
<td>Transport provider</td>
<td>According to flight schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5.1)</td>
<td>Crew</td>
<td>Transport crew from hotel to the airport</td>
<td>Transport provider</td>
<td>Crew</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ship Agent</td>
<td>After check in and obtaining boarding pass</td>
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</tr>
<tr>
<td>(5.2)</td>
<td>Crew</td>
<td>Crew arrives at the airport and check in to obtain boarding pass</td>
<td>Crew</td>
<td>After clearing immigration and customs</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Crew</td>
<td>After clearing immigration and customs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5.3)</td>
<td>Crew</td>
<td>Crew clears immigration and customs</td>
<td>Crew</td>
<td>According to flight schedule</td>
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<tr>
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<td></td>
<td></td>
<td>Crew</td>
<td>Crew</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5.4)</td>
<td>Crew</td>
<td>Crew boards plane and depart as per flight schedule</td>
<td>Crew</td>
<td>Crew</td>
<td></td>
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</tr>
</tbody>
</table>
Sample Process for Philippines Origin Crew:

Process for Outbound Crew - Philippines
To provide a COVID-19 Safe and Secure process for Seafarer to leave Philippines to join vessel

Stage 1: Mobilisation
1. Start Outbound process
   1.1 Arrangements for flights for identified crew
   1.2 Compile and share final crew list
   1.3 Arrange for PCR testing
   1.4 Arrange transportation
   1.5 Arrange hotel
   1.6 Clarify any additional needs or special arrangements

Stage 2: Hotel in Manila
2. Crew to arrive in Manila and check in designated hotel and receive COVID-19 PPE kit
   2.1 Crew to isolate in hotel room and wait for Ship Agent instructions on arrangements to clinic for COVID-19 and PEME (if needed)

Stage 3: Clinic in Manila
3. Crew to be chaperoned and transported back to hotel arranged by Ship Agent
   3.1 Crew takes PEME test
   3.2 Crew takes RAPID test
   3.3 PCR test positive for COVID-19
   3.4 To arrange transportation to send crew to designated quarantine facilities or hospital

Stage 4: Hotel in Manila
4. PCR test negative for COVID-19
   4.1 Crew to continue isolation in hotel room while waiting for test result
   4.2 PCR test positive for COVID-19
   4.3 To arrange safe transport from hotel to Manila airport

Stage 5: Manila Airport
5. Outbound process completed
   5.1 Crew boards airplane and departs as per flight schedule
   5.2 Crew arrives at the airport and checks in to obtain boarding pass
   5.3 Crew clears immigration and customs
   5.4 Transport crew from hotel to the airport