



## MARITIME AND PORT AUTHORITY OF SINGAPORE

### PORT MARINE CIRCULAR NO. 38 OF 2020

22 September 2020

Shipping Community

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

1. MPA will continue to 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. MPA has reviewed and revised the requirements for crew change as follows:

#### **Sign-on**

- (a) In general, all signing-on crew are required to serve 14-day Stay-Home-Notice (SHN) in the crew's 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 his/her originating country/region prior to departure for Singapore. Please refer to MOH's website (<https://www.moh.gov.sg/covid-19>) for the latest list of low risk countries/regions.

- (c) 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 **72 hours** prior to departure for Singapore.
- (d) The crew must be certified fit-to-travel by a doctor at his/her originating country not more than 24 hours prior to departure for Singapore.
- (e) During the entire crew change process, especially during the journey to join the ship in Singapore, the crew should not be in a group of more than five (5) persons, and must remain in the same group. There must be no interactions between groups.
- (f) The crew should only arrive Singapore to join his/her ship not more than two (2) days before the ship's departure from Singapore.
- (g) Crew who have recovered from COVID-19 must submit documentary proof of his/her past diagnosis of COVID-19 based on the **earliest** positive PCR test result. The guidelines are as follows:
  - i. If the date of the positive PCR test result is **21 days or fewer** before the date of arrival in Singapore, he/she will not be approved for crew change.
  - ii. If the date of the positive PCR test result is **between 22 to 90 days** before the date of arrival in Singapore, the recovered crew need not serve the SHN at his/her originating country/region and take a COVID-19 PCR test within 72 hours before departure for Singapore.
  - iii. If the date of the positive PCR test result is **between 91 to 180 days** before the date of arrival in Singapore, he/she must serve a 14-day SHN at his/her originating country/region. The recovered crew need not take a COVID-19 PCR test within 72 hours before departure for Singapore, but if he/she develops symptoms during the SHN period, he/she must be tested for COVID-19.
  - iv. If the positive PCR test result is **more than 180 days** before the date of arrival in Singapore, he/she must serve a 14-day SHN at his/her originating country and take a COVID-19 PCR test within 72 hours before departure for Singapore.

### **Sign-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 must be certified fit-to-travel by a doctor in Singapore not more than 24 hours before disembarking the ship.
- (c) MPA will facilitate pre-departure COVID-19 PCR testing for sign-off crew in Singapore in accordance with the prevailing national policy. Please refer to <https://safetravel.ica.gov.sg/pre-departure-test> for more information. Ship owners/managers/agents will bear the cost of the COVID-19 tests of their crew, where applicable.

### **Stay at holding facilities**

- 3. Sign-on and sign-off crew may stay at designated holding facilities for up to **72 hours**. Please refer to **Annex A** for details of the designated holding facilities.

## General

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](http://www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change) or scan the QR code below.



<https://go.gov.sg/igs/ship-crewchange>

5. MPA urges 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.

6. 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.

7. Any queries relating to this circular should be directed to [crew\\_change@mpa.gov.sg](mailto:crew_change@mpa.gov.sg)

8. This circular supersedes Port Marine Circular No. 36 of 2020.

CAPT KEVIN WONG  
PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE

**Designated holding facilities for SIGN-ON crew**

Floatels @ Tanjong Pagar Terminal

Rooms: Air-conditioned with *en suite* bathroom

Meals: Breakfast, lunch, dinner included. Meals will be delivered to the room.

For reservations, please contact:

+65 8939 7507

[floatelsg@dracoventure.com](mailto:floatelsg@dracoventure.com)

**Designated holding facilities for SIGN-OFF crew**

Seacare Hotel

Rooms: Air-conditioned with *en suite* bathroom

Meals: Breakfast, lunch, dinner 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)

Accommodation vessel Posh Bawean

Rooms: Air-conditioned with *en suite* bathroom

Meals: Breakfast, lunch, dinner 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)