



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.