



NOTIS PERKAPALAN MALAYSIA
MALAYSIA SHIPPING NOTICE

MSN 11 / 2021

JABATAN LAUT MALAYSIA

Ibu Pejabat, Jabatan Laut Malaysia, Peti Surat 12, 42007 Pelabuhan Klang.
Tel: 03-3346 7777 Fax: 03-3168 5289 E-mail: kpgr@marine.gov.my Website:
<http://www.marine.gov.my>

COVID-19: ARAHAN PERTUKARAN ANAK KAPAL (PINDAAN)
COVID-19: CREW CHANGE INSTRUCTIONS (AMENDMENTS)

Notis kepada pemilik kapal, agen perkapalan, Nakhoda, pelaut, pengusaha pelabuhan, Badan Yang Diiktiraf dan industri maritim.

Notice to ship owners, ship agents, Masters, seafarers, port operators, Recognized Organization and the maritime industry.

- | | |
|---|---|
| <p>1. Seajar dengan aspirasi Pertubuhan Maritim Antarabangsa (IMO) melalui Pekeliling MSC.1/Circ.1636 dan Pertubuhan Buruh Antarabangsa (ILO) melalui Resolusi GB.340/Resolution (Rev.2), Notis ini bertujuan memaklumkan tentang pindaan terkini kepada prosedur pertukaran anak kapal di dalam pelabuhan di Malaysia.</p> <p>2. Arahan umum yang terkini telah dikemas kini seperti di ANNEX I.</p> <p>3. Ketetapan <i>sign-on, sign-off</i> dan perkara berkaitan adalah seperti di ANNEX II.</p> <p>4. Sebarang ketidakakuran kepada prosedur di dalam Notis ini boleh dihukum di bawah Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988 (Akta 342).</p> <p>5. Dengan ini Notis Perkapalan Malaysia (MSN) 06/2021 adalah dibatalkan.</p> <p>6. Notis ini berkuat kuasa serta-merta pada tarikh ia dikeluarkan.</p> | <p>1. <i>In accordance with the aspirations of International Maritime Organization (IMO) via Circular Letter MSC.1/Circ.1636 and International Labour Organizations (ILO) via Circular Letter GB.340/Resolution (Rev.2), this Notice serves the purpose to inform the latest amendments to the crew change procedures in Malaysia ports.</i></p> <p>2. <i>The amended general instructions are updated as per ANNEX I.</i></p> <p>3. <i>Requirements for sign-on, sign-off and related matters are as per ANNEX II.</i></p> <p>4. <i>Any non-compliance to the procedure in this Notice may be punishable under the Prevention and Control of Infectious Diseases Act 1988 (Act 342).</i></p> <p>5. <i>The Malaysia Shipping Notice (MSN) 06/2021 is hereby revoked.</i></p> <p>6. <i>This Notice is effective immediately on the date of its issuance.</i></p> |
|---|---|

KETUA PENGARAH LAUT
6 DISEMBER 2021

DIRECTOR GENERAL OF MARINE
6 DECEMBER 2021

ANNEX I

UMUM

1. **SEMUA** anak kapal adalah **DIBENARKAN** untuk menjalankan aktiviti pertukaran anak kapal (*sign-on & sign-off*) di mana-mana pelabuhan di Malaysia, tanpa mengira warganegara dan bendera kapal tertakluk atas kepatuhan kepada ketetapan yang dinyatakan pada Notis ini.
2. Pelaut-pelaut adalah **PEKERJA UTAMA** di dalam sektor industri perkapalan dan pelabuhan yang mana diklasifikasikan sebagai salah satu perkhidmatan perlu negara.
3. Pelaut dan syarikat perkapalan adalah **DIWAJIBKAN** mengikut garis panduan prosedur pertukaran anak kapal seperti mana dokumen ini. Manakala golongan bukan pelaut seperti *supernumeraries*, pekerja industri dan pihak ketiga mestilah tertakluk atas keperluan yang ditetapkan oleh KKM dan agensi kerajaan yang berkaitan.

PROTOKOL LOGISTIK DAN PERGERAKAN ANAK KAPAL

4. Sekiranya mana-mana anak kapal yang didapati mempunyai keputusan ujian COVID-19 **POSITIF** bagi proses *sign-on* atau *sign-off*, atau anak kapal menunjukkan gejala wabak yang amat ketara, anak kapal berkenaan dan syarikat perkapalannya **DIWAJIBKAN** untuk memberitahu KKM melalui Pejabat Kesihatan Pelabuhan dengan kadar segera selepas mendapat keputusan ujian saringan.
5. Pelaut pada perenggan 4 tersebut **DIWAJIBKAN** mengikut kesemua arahan KKM dan **TIDAK DIBENARKAN** untuk:
 - a) meninggalkan pusat kuarantin (QS);

GENERAL

1. **ALL** seafarers are **ALLOWED** to carry out crew change activities (*sign-on & sign-off*) in any Malaysia port irrespective of their citizenships or ship's flag subject to a strict compliance to the requirements as specified in this Notice.
2. Seafarers are **KEY WORKERS** in the shipping and port industrial sector which have been classified as one of the national essential services.
3. Seafarers and shipping companies **MUST** follow the guidelines of the crew change procedure as per this document. Non-seafarers such as supernumeraries, industrial workers and third parties are subject to the requirements set by the MOH and related government agencies.

LOGISTICS AND MOVEMENT OF CREW PROTOCOL

4. If any of the crew member is found to have a **POSITIVE** COVID-19 test result for the *sign-on* or *sign-off* process, or the crew shows very explicit symptoms, the crew and his/her shipping company **MUST** notify the MOH through the Port Health Office immediately after obtaining the results of the screening test.
5. Seafarers in paragraph 4 **MUST** follow all of the MOH instructions and are **NOT ALLOWED** to:
 - a) leaving the quarantine center (QS);

- b) keluar dari hotel/kediaman;
- c) pulang ke kediaman;
- d) bergerak dari/ke mana-mana pintu masuk antarabangsa (PMA) negara;
- e) bergerak dari/ke mana-mana pelabuhan di dalam negara;
- f) transit dari/ke mana-mana kawasan lain di Malaysia;
- g) meninggalkan kawasan ujian saringan;
- h) turun/menaiki mana-mana kapal.

6. Untuk tujuan sokongan bagi pelepasan pergerakan anak kapal warganegara asing yang *sign-on/sign-off*, bukti dokumen perjalanan mestilah dikemukakan kepada JLM, Jabatan Imigresen Malaysia (JIM) dan/atau KKM pada bila-bila masa sahaja ia diperlukan.
7. Pelepasan pergerakan anak kapal warganegara asing dari QS atau oleh mana-mana agensi kerajaan, adalah tertakluk kepada bukti dokumen-dokumen perjalanan/kapal yang dikemukakannya.
8. Sepanjang proses pertukaran anak kapal, syarikat perkapalan **DIWAJIBKAN** memastikan pematuhan protokol penjarakan fizikal, kebersihan diri dan pemakaian pelitup muka seperti mana garis panduan KKM dan arahan Kerajaan yang sedang berkuat kuasa.
9. Syarikat perkapalan turut **DIWAJIBKAN** untuk menanggung kesemua kos proses pertukaran anak kapal (tetapi tidaklah terhadap kepada) iaitu kos prosedur kuarantin, ujian COVID-19, rawatan susulan, dan semua aspek logistik anak kapal bagi memenuhi kepatuhan kepada prosedur ini.

PERMOHONAN PERTUKARAN ANAK KAPAL

10. Semua permohonan kepada JLM perlu dilakukan sekurang-kurangnya tiga (3) hari sebelum anak kapal/kapal tiba di Malaysia.

- b) leaving the hotel/residence;*
- c) return to residence;*
- d) move from/to any International Entry Point (PMA) of the country;*
- e) move from/to any port in the country;*
- f) transit from/to any other area in Malaysia;*
- g) leave the screening test area;*
- h) embark/disembark from any ships.*

6. *In supporting for the movement/transfer clearance of the foreign crew sign-on/sign-off, proof of travel documents must be submitted to MARDEP, Malaysian Immigration Department (JIM) and/or MOH whenever it is required.*
7. *The movement/transfer clearance of a foreign crew from the QS or by any government agency, is subjected to the proof of his/her submitted travel/ship documents.*
8. *Throughout the crew change process, shipping companies **MUST** ensure a full compliance with physical distancing protocols, personal hygiene and wearing the face masks as per MOH guidelines and the Government order which in force.*
9. *Shipping companies **MUST** bear all costs of the crew change process (but not limited to) namely the cost of quarantine procedures, COVID-19 tests, follow-up treatment, and all aspects of crew logistics in complying these procedures.*

CREW CHANGE APPLICATION

10. *All applications shall be made to MARDEP at least three (3) days before the arrival of the crew/ship to Malaysia.*

11. Semua anak kapal yang akan *sign-on* atau *sign-off* di mana-mana pelabuhan di Malaysia, sama ada anak kapal tersebut masuk melalui mana-mana PMA di dalam negara, atau anak kapal telah pun berada di Malaysia, adalah tertakluk untuk menjalankan proses kuarantin beserta ujian-ujian COVID-19, mengikut ketetapan Kerajaan yang sedang berkuat kuasa.
12. Sekiranya ujian-ujian COVID-19 anak kapal didapati **POSITIF**, ia perlulah dilaporkan dengan segera ke KKM dan mendapatkan rawatan di fasiliti kesihatan swasta.

PERTANYAAN

13. Setiap permohonan dan pertanyaan berkenaan pertukaran anak kapal sila hubungi Pejabat Laut JLM yang berkenaan/berhampiran.
14. Kelulusan akhir permohonan pertukaran anak kapal bagi pelaut-pelaut di Malaysia adalah tertakluk kepada pertimbangan JLM mengambil kira keperluan yang telah ditetapkan oleh pihak Kementerian Kesihatan Malaysia (KKM).

11. *All crew members who will sign-on or sign-off at any port in Malaysia, whether the crew enters through any PMA in the country, or the crew is already in Malaysia, are subject to undergo the quarantine procedure along with the COVID-19 tests, in accordance with the current Government requirements.*
12. *If the crew's COVID-19 test is found to be **POSITIVE**, it must be reported immediately to MOH and seek for treatment at private health facility.*

INQUIRIES

13. *Each application and inquiries of crew change, kindly contact the related/nearest MARDEP Marine Office.*
14. *The final approval of the crew change application in Malaysia is subject to the consideration of MARDEP taking into account the requirements set by the Ministry of Health Malaysia (MOH).*

ANNEX II

SEAFARER AND CREW CHANGE PROCEDURES

A) SIGN-ON

No.	Crew Change Matters	Nationality	Ship Voyage	Fully Vaccinated?	COVID-19 1 st Test is required?	Quarantine H/QS ¹	COVID-19 2 nd Test is required?	Remarks
1	SIGN-ON	All nationalities residing in Malaysia	International & Domestic	YES	YES	H	NO Not Required	1 st RT-PCR (Day-1). Quarantine at home/hotel until result released. If result is negative, seafarer is allowed to sign-on within 24 hours.
2				NO	YES	H 10 days	YES Day-8	1 st RT-PCR (Day-1) Quarantine at home/hotel for 10 days. 2 nd RT-PCR (Day-8). If both results are negative, seafarer is allowed to sign-on at Day-11, within 24 hours.
3		All nationalities from abroad	International & Domestic	YES	YES	QS 7 days	YES Day-5	RT-PCR 72 hours before departing to Malaysia. 1 st RT-PCR in Malaysia (Day-1). Quarantine at hotel/QS for 7 days. 2 nd RT-PCR (Day-5) If both results are negative, seafarer is allowed to sign-on at Day-8.
4				NO	YES	QS 10 days	YES Day-8	RT-PCR 72 hours before departing to Malaysia. 1 st RT-PCR in Malaysia (Day-1). Quarantine at hotel/QS. 2 nd RT-PCR (Day-8) If both results are negative, seafarer is allowed to sign-on at Day-11.

¹ "H" is for self-quarantine at home/hotel/company's residence.

"QS" is for mandatory quarantine at any recognised private quarantine stations according to MOH instructions.

B) SIGN-OFF

No.	Crew Change Matters	Nationality	Ship Voyage	Fully Vaccinated?	COVID-19 1 st Test is required?	Quarantine H/QS ²	COVID-19 2 nd Test is required?	Remarks
4	SIGN-OFF	Malaysian	International	YES	YES	H 7 days	YES Day-5	1 st RT-PCR in Malaysia (Day-1) Quarantine at home for 7 days. 2 nd RT-PCR (Day-5). If both results are negative, seafarer is allowed to be released at Day-8.
5		Non-Malaysian		YES	YES	H 7 Days	YES Day-5	1 st RT-PCR in Malaysia (Day-1) Quarantine at hotel/company residence for 7 days. 2 nd RT-PCR (Day-5). If both results are negative, seafarer is allowed to be released at Day-8.
6		All nationalities		NO	YES	QS ³ 10 days	YES Day-8	1 st RT-PCR in Malaysia (Day-1) Quarantine at QS for 10 days. 2 nd RT-PCR (Day-8). If both results are negative, seafarer is allowed to be released at Day-11.
7		Malaysian / Reside in Malaysia	Domestic	YES	YES	H	NO Not Required	1 st RT-PCR (Day-1). Quarantine at home until result released. If result is negative, seafarer is allowed to be released.
8		Non-Malaysian / Going abroad		YES	YES	QS	NO ⁴	1 st RT-PCR (Day-1). Quarantine at QS until flight day.
9		All nationalities		NO	YES	H 10 days	YES Day-8	1 st RT-PCR in Malaysia (Day-1) Quarantine at hotel/company residence for 10 days. 2 nd RT-PCR (Day-8). If both results are negative, seafarer is allowed to be released at Day-11.

² "H" is for self-quarantine at home/hotel/company's residence.

"QS" is for mandatory quarantine at any recognised private quarantine stations according to MOH instructions.

³ If any seafarer who are intended to going abroad, he/she may be exempted for the mandatory QS procedure, subject to the confirmation based on his/her flight ticket.

⁴ 2nd RT-PCR (Day-8) needed if flight is delayed/unavailable, more than 8 days. If both results are negative, seafarer is allowed to be released at Day-11.

C) OTHER MATTERS

No.	Other Matters	Nationality	Ship Voyage / Condition	Fully Vaccinated?	COVID-19 1 st Test	Quarantine H/QS	COVID-19 2 nd Test	Remarks
10	SHIP-TO-SHIP CREW TRANSFER⁵	All nationalities	International & Domestic	-	YES	NO Not Required, HAT only	NO Not Required	Crew sign-off Ship A and sign-on Ship B : 1 st RT-PCR onboard Ship A . HAT ⁶ for 3 days onboard Ship A . If test result is negative, sign-off Ship A , sign-on Ship B . HAT for 11 days onboard Ship B Crew sign-off from Ship B to shore : Must follow ordinary sign-off procedures.
11	MEDICAL & EMERGENCY	All nationalities	Critical ⁷ Condition	-	YES	NO Not Required	Based on MOH assessment	May be considered upon application. RT-PCR test in hospital , after disembarking the ship.
12			Non-Critical ⁷ Condition	-	YES	NO Not Required	Based on MOH assessment	May be considered upon application. RT-PCR test on-board , before disembarking the ship.
13	DISEMBARKATION⁸	All nationalities	All voyage	YES	YES	NO Not Required	YES Self-Test	RTK-Ag before disembark. If test result is negative, released for disembarkation. 8 hours maximum time at shore. RTK-Ag self-test onboard and isolation.
14	EMBARKATION⁹	All nationalities	All voyage	-	YES	NO Not Required	YES Based on onboard duration	Onboard- More than 2 weeks : similar procedure of the crew change. More than 8 hours, less than 2 weeks : 1 st RT-PCR prior embarkation, 2 nd RT-PCR after disembarkation (Day-3). Less than 8 hours : Comply COVID-19 SOP.

⁵ Applicable only if both **Ship A** and **Ship B** are in the same port limit.

⁶ "HAT" refers to Home-Assessment-Tool of the self-monitoring form as per MOH guidelines.

⁷ Basis of condition of the crew and COVID-19 suspected cases onboard any ship in Malaysia, will be determined by the MOH. For non-critical condition, the ship must have a scheduled call to any Malaysia port. Shipping company/agent shall make appropriate prepared arrangement with the recognized private health facility.

⁸ The disembarkation of other crew (including shore leave and vaccination appointment) may be considered. Subject to the approval and requirements by the Ministry of Health and Immigration Department of Malaysia.

⁹ Personnel other than the on-signers crew (including activity such as repairing, maintenance, surveys, audits, inspections, statutory technical visits, supplies, and supernumeraries).