



JABATAN LAUT MALAYSIA

MARINE DEPARTMENT MALAYSIA

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Pelaksanaan Sistem Dokumen Pelaut

Implementation of Seafarers' Documentation System

Dalam usaha berterusan untuk mempertingkatkan perkhidmatan kepada industri perkapalan amnya dan perkhidmatan pelaut khususnya, Jabatan Laut Malaysia akan melaksanakan Sistem Dokumen Pelaut (SDP) yang baru di kesemua pejabat pelabuhan secara berperingkat. SDP yang baru ini adalah perkhidmatan atas talian yang boleh dicapai oleh semua pelanggan Jabatan ini melalui internet. Kaedah ini bertujuan untuk memberikan perkhidmatan pelaut yang lebih tepat, berkesan dan cepat.

Aplikasi SDP merangkumi proses-proses seperti berikut -

- (1) Pendaftaran Pelaut
- (2) Permohonan Perakuan Kekompetenan
- (3) Permohonan Perakuan Pengiktirafan
- (4) Permohonan Peperiksaan
- (5) Permohonan Keanggotaan Selamat
- (6) Pendaftaran Pengamal Perubatan
- (7) Permohonan Perakuan Kelasi Pengawasan
- (8) Perjanjian Anak Kapal
- (9) Endorsan Latihan Khas
- (10) Pertanyaan Status Permohonan

In our continuous effort to improve the services to the shipping industry in general and the seafarers' service in particular, the Marine Department Malaysia will be implementing a new Seafarer's Documentation System (SDP) at all our port offices in stages. The new SDP is an online service that may be accessed by all the clients of the Department via the internet. This new approach is intended to deliver a seafarer service that is more accurate, effective and fast.

The SDP application consists of the following processes -

- (1) *Seafarers Registration*
- (2) *Application for Certificate of Competency*
- (3) *Application for Certificate of Recognition*
- (4) *Application for Examination*
- (5) *Application for Safe Manning*
- (6) *Registration of Medical Practitioners*
- (7) *Application for Watchkeeping Rating Certificate*
- (8) *Articles of Agreement*
- (9) *Special Training Endorsement*
- (10) *Enquiry on Status of Application*

SDP akan dilaksanakan di seluruh Malaysia secara berperingkat seperti Jadual di Lampiran 1.

Bayaran yang akan dikenakan bagi setiap perkhidmatan di atas adalah seperti di Lampiran 2. Pada masa ini semua bayaran hendaklah dibuat di Pejabat Pelabuhan Jabatan Laut yang terdekat.

Segala pertanyaan berhubung dengan SDP boleh dimajukan seperti berikut -

Pendaftaran Pelaut/Perjanjian Anak Kapal

- 1) En.Kanagalingam – 0333467644
Email : kana@marine.gov.my

Perakuan Pengiktirafan/Sijil Keanggotaan Selamat/Pengamal Perubatan

- 2) En Egbert Adolf Naintin - 0333467643
Email : egbert@marine.gov.my

Perakuan Kekompetenan/ Peperiksaan/ Kelas Pengawasan/Endorsan Latihan Khas

- 3) En.Zaili bin Ramli – 0333467640
Email : zaili@marine.gov.my

The SDP will be implemented throughout Malaysia in stages as the schedule in Annex 1.

The payment to be levied for each service as listed above is as in Annex 2. Presently all payments must be made at the nearest Marine Department Port Office.

All inquiries pertaining to the SDP may be directed as follows:-

Seafarer Registration/Articles of Agreement

1. Mr.Kanagalingam – 0333467644
Email : kana@marine.gov.my

Certificate of Recognition/Safe Manning / Medical Practitioner

- 2) Mr.Egbert Adolf Naintin – 0333467643
Email : egbert@marine.gov.my

Certificate of Competency/ Examination/ Watchkeeping Rating / Special Training Endorsement

- 3) Mr. Zaili bin Ramli
Email : zaili@marine.gov.my



Pengarah Laut/ Director of Marine

Tarikh: 8 Mei 2009/Date: 8 May 2009

LAMPIRAN 1

Annex 1

FASA 1

Pejabat Pelabuhan	Tarikh Pelaksanaan
Dayabumi	18-05-2009
Pelabuhan Kelang	18-05-2009
Pulau Pinang	18-05-2009
Pasir Gudang	18-05-2009
Kuala Trengganu	18-05-2009
Labuan	18-05-2009
Kota Kinabalu	18-05-2009
Sibu	18-05-2009
Kemaman	18-05-2009
Sandakan	18-05-2009

PHASE 1

Port Office	Implementation Date
Dayabumi	18-05-2009
Port Kelang	18-05-2009
Penang	18-05-2009
Pasir Gudang	18-05-2009
Kuala Trengganu	18-05-2009
Labuan	18-05-2009
Kota Kinabalu	18-05-2009
Sibu	18-05-2009
Kemaman	18-05-2009
Sandakan	18-05-2009

FASA 2

Pejabat Pelabuhan	Tarikh Pelaksanaan
Kuah	22-05-2009
Lumut	22-05-2009
Port Dickson	22-05-2009
Melaka	22-05-2009
Tanjung Pelepas	22-05-2009
Johor Bahru	22-05-2009
Kuantan	22-05-2009
Kuching	22-05-2009
Bintulu	22-05-2009
Miri	22-05-2009
Tawau	22-05-2009
Ibu Pejabat Laut	22-05-2009

PHASE 2

Port Office	Implementation Date
Kuah	22-05-2009
Lumut	22-05-2009
Port Dickson	22-05-2009
Malacca	22-05-2009
Tanjung Pelepas	22-05-2009
Johor Bahru	22-05-2009
Kuantan	22-05-2009
Kuching	22-05-2009
Bintulu	22-05-2009
Miri	22-05-2009
Tawau	22-05-2009
Marine Headquarters	22-05-2009

Bayaran bagi Perkhidmatan SDP
Payment for SDP Services

	Jenis Perkhidmatan/Type of Service	Fi/Fee
1.	Permohonan Kad Pelaut Tempatan Baru <i>Application of New Local Seaman Card</i>	RM 50.00
2.	Permohonan Kad Pelaut Kerajaan Baru <i>Application of New Government Seaman Card</i>	RM 5.00
3.	Permohonan Surat Pengenalan Pelaut Asing <i>Application of Foreign Seaman Identification Letter</i>	RM 100.00
2.	Permohonan Perakuan Kekompetenan <i>Application for Certificate of Competency</i>	Tiada Perubahan – Kadar Semasa <i>No Changes - Current Charges</i>
3.	Permohonan Perakuan Pengiktirafan <i>Application for Certificate of Recognition</i>	Tiada Perubahan – Kadar Semasa <i>No Changes – Current Charges</i>
4.	Permohonan Peperiksaan Perakuan Kekompetenan. <i>Application for Certificate of Competency Examination</i>	Tiada Perubahan – Kadar Semasa <i>No Changes – Current Charges</i>
5.	Permohonan Endorsan Latihan Khas <i>Application for Special Training Endorsement</i>	Tiada Perubahan – Kadar Semasa <i>No Changes – Current Charges</i>

6.	Permohonan Kelasi Pengawasan <i>Application for Watchkeeping Rating</i>	Tiada Perubahan – Kadar Semasa <i>No Changes – Current Charges</i>
7.	Permohonan Sijil Keanggotaan Selamat <i>Safe Manning Document Application</i>	Tiada Perubahan – Kadar Semasa <i>No Changes – Current Charges</i>
8.	Perjanjian Anak Kapal (Buku & Pin Transaksi untuk Sign dan Sign Off) <i>Articles of Agreement (Book & Transaction Pin for Sign On and Sign Off)</i>	RM 50.00 setiap transaksi. <i>RM 50.00 per transaction</i>
9.	Permohonan Pengamal Perubatan Tempatan Yang Diluluskan <i>Local Approved Medical Practitioner Application</i>	RM150.00
10.	Permohonan Pengamal Perubatan Asing Yang Diluluskan <i>Foreign Approved Medical Practitioner Application.</i>	RM150.00