



**NOTIS PERKAPALAN MALAYSIA**  
**MALAYSIA SHIPPING NOTICE**

**MSN 04 / 2022**

**JABATAN LAUT MALAYSIA**

Ibu Pejabat, Jabatan Laut Malaysia, Peti Surat 12, 42007 Pelabuhan Klang.  
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**ARAHAN PERTUKARAN ANAK KAPAL (PINDAAN)**  
**CREW CHANGE INSTRUCTIONS (AMENDMENTS)**

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**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.*

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| <p>1. Seajar dengan surat pekeliling Pertubuhan Maritim Antarabangsa (IMO) <b>MSC.1/Circ.1636</b> dan Pertubuhan Buruh Antarabangsa (ILO) melalui Resolusi <b>GB.340/Resolution (Rev.2)</b>, Notis ini bertujuan memaklumkan tentang pindaan terkini kepada prosedur pertukaran anak kapal di Malaysia.</p> <p>2. Arahan umum yang terkini telah dikemas kini seperti di <b>ANNEX A</b>.</p> <p>3. Ketetapan <i>sign-on, sign-off</i> dan perkara berkaitan adalah seperti di <b>ANNEX B dan C</b>.</p> <p>4. Dengan ini Notis Perkapalan Malaysia (MSN) <b>11/2021</b> adalah dibatalkan.</p> <p>5. Notis ini berkuat kuasa serta-merta pada tarikh ia dikeluarkan.</p> | <p>1. <i>In accordance with the Circular Letter of the International Maritime Organization (IMO) <b>MSC.1/Circ.1636</b> and International Labour Organizations (ILO) via Circular Letter <b>GB.340/Resolution (Rev.2)</b>, this Notice serves to inform the latest amendments to crew change procedures in Malaysia.</i></p> <p>2. <i>The general instructions are amended and updated as per <b>ANNEX A</b>.</i></p> <p>3. <i>Requirements for sign-on, sign-off and related matters are as per <b>ANNEX B and C</b>.</i></p> <p>4. <i>The Malaysia Shipping Notice (MSN) <b>11/2021</b> is hereby revoked.</i></p> <p>5. <i>This Notice is effective immediately on the date of its issuance.</i></p> |
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**KETUA PENGARAH LAUT**  
**25 OGOS 2022**

**DIRECTOR GENERAL OF MARINE**  
**25 AUGUST 2022**

## ANNEX A

### UMUM

1. Semua kapal **DIBENARKAN** untuk menjalankan aktiviti pertukaran anak kapal (*sign-on & sign-off*) di mana-mana pelabuhan di Malaysia, tanpa mengira bendera kapal tertakluk atas kepatuhan kepada ketetapan yang dinyatakan pada Notis ini.
2. Semua kapal **DIBENARKAN** untuk menjalankan aktiviti pertukaran anak kapal (*sign-on & sign-off*) sama ada mempunyai operasi kargo atau tidak di mana-mana pelabuhan di Malaysia.
3. Pelaut dan syarikat perkapalan adalah perlulah 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 Kementerian Kesihatan Malaysia (KKM) dan agensi kerajaan berkaitan yang lain.

### PROTOKOL LOGISTIK DAN PERGERAKAN ANAK KAPAL

4. Sekiranya mana-mana anak kapal yang didapati **POSITIF** COVID-19 semasa proses *sign-on* atau *sign-off*, anak kapal berkenaan dan syarikat perkapalannya **MESTI** memberitahu KKM melalui Pejabat Kesihatan Pelabuhan dengan kadar segera selepas mendapat keputusan ujian saringan.
5. Pelaut pada perenggan 4 tersebut **MESTI** mengikut kesemua arahan KKM dan **TIDAK DIBENARKAN** untuk:
  - a) keluar dari hotel/kediaman;
  - b) pulang ke kediaman;

### GENERAL

1. *All ships are **ALLOWED** to carry out crew change activities (sign-on & sign-off) in any Malaysia port irrespective of their ship's flag subject to a strict compliance to the requirements as specified in this Notice.*
2. *Crew change (sign-on & sign-off) are **ALLOWED** to all ships whether the ship have any cargo operation or not in any Malaysia ports.*
3. *Seafarers and shipping companies shall 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 Ministry of Health Malaysia (MOH) and other related government agencies.*

### PROTOKOL ON LOGISTICS AND MOVEMENT OF CREW

4. *If any of the crew member is found to be **POSITIVE** COVID-19 during the sign-on or sign-off process, the crew and his/her shipping company **MUST** notify 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:*
  - b) leave the hotel/residence;*
  - c) return to residence;*

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

- 6. Sepanjang proses pertukaran anak kapal, syarikat perkapalan **MESTI** memastikan pematuhan garis panduan KKM dan arahan Kerajaan yang sedang berkuat kuasa berhubung COVID-19.
- 7. Syarikat perkapalan **MESTI** menanggung kesemua kos proses pertukaran anak kapal (tetapi tidak terhad kepada) iaitu kos prosedur kuarantin, ujian COVID-19, rawatan susulan, vaksinasi anak kapal, dan aspek logistik anak kapal bagi memenuhi kepatuhan kepada prosedur ini.

#### PERTUKARAN ANAK KAPAL (SIGN-ON & SIGN-OFF)

- 8. Semua anak kapal **MESTI** untuk memuat turun aplikasi MySejahtera sebelum atau semasa tiba di Malaysia bagi tujuan pemantauan risiko COVID-19.
- 9. Carta alir prosedur pertukaran anak kapal *sign-on* adalah seperti di dalam **ANNEX B**.
- 10. Carta alir prosedur pertukaran anak kapal *sign-off* adalah seperti di dalam **ANNEX C**.

#### PERMOHONAN PERTUKARAN ANAK KAPAL

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

#### HAL-HAL PERKAPALAN UMUM

- 12. Semua kapal adalah **DIBENARKAN** untuk menjalankan pemindahan perubatan (MEDEVAC) dan proses vaksinasi anak kapal di mana-mana pelabuhan di Malaysia.

- 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. Throughout the crew change process, shipping companies **MUST** ensure a total compliance to MOH guidelines and the related Government order in-force in relation to COVID-19.
- 7. 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, crew vaccination, and all aspects of crew logistics in complying these procedures.

#### CREW CHANGE (SIGN-ON & SIGN-OFF)

- 8. All crews **MUST** download MySejahtera application before or upon arrival in Malaysia for purpose of monitoring the risk of COVID-19.
- 9. Flow chart for sign-on procedures as per **ANNEX B**.
- 10. Flow chart for sign-off procedures as per **ANNEX C**.

#### CREW CHANGE APPLICATION

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

#### GENERAL SHIPPING MATTERS

- 12. All ships are **ALLOWED** to carry out medical evacuation (MEDEVAC) and crew vaccination process at any Malaysia ports.

13. Semua anak kapal yang tidak bergejala adalah **DIBENARKAN** untuk cuti pelabuhan tertakluk kepada kelulusan oleh KKM dan Jabatan Imigresen Malaysia.
14. Sekiranya terdapat mana-mana individu yang positif COVID-19 di atas kapal dan tidak bergejala, kapal tersebut boleh meneruskan operasi kargo, dan mengikut ketetapan KKM.
15. Tiada sekatan tambahan berhubung ketetapan COVID-19 bagi mana-mana jenis kapal memasuki pelabuhan di Malaysia.

#### PERTANYAAN

16. Sila hubungi Pejabat Laut JLM yang berkaitan/berhampiran bagi tujuan penghantaran permohonan atau sebarang pertanyaan lanjut.
17. Kelulusan akhir permohonan pertukaran anak kapal bagi pelaut-pelaut di Malaysia adalah tertakluk kepada proses penilaian JLM mengambil kira keperluan yang telah ditetapkan oleh pihak Kementerian Kesihatan Malaysia (KKM).

13. *All asymptomatic crews are **ALLOWED** for shore leave subject to the approval from MOH and Immigration Department of Malaysia.*
14. *If any individual who are tested positive COVID-19 on board and asymptomatic, all cargo operations of the ship may continue, and follow the MOH requirements.*
15. *No further restriction in relation to COVID-19 to any type of ships entering Malaysia ports.*

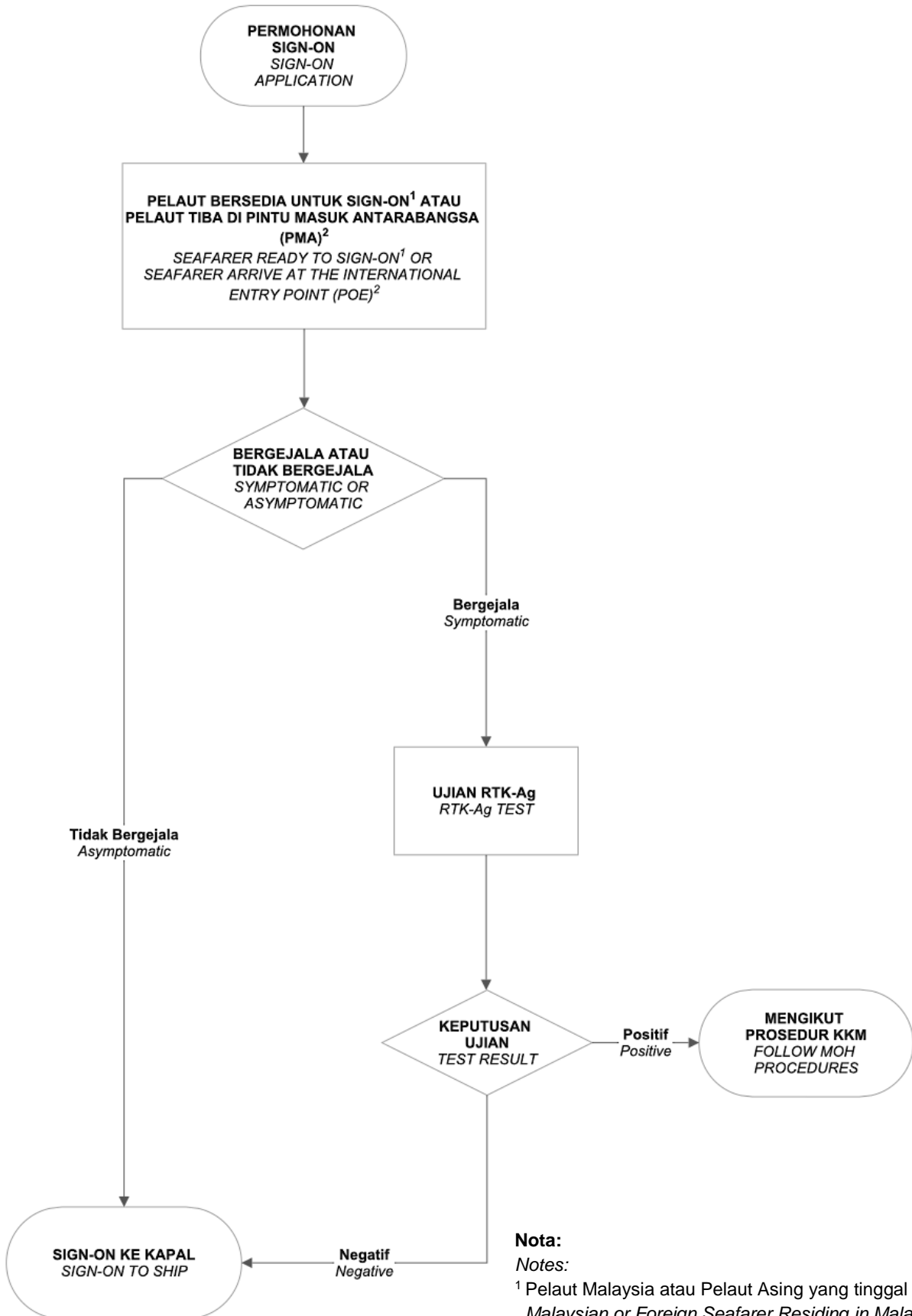
#### INQUIRIES

20. *Kindly contact the related/nearest MARDEP Marine Office for the submission of all applications and enquiries.*
21. *The final approval of the crew change application in Malaysia is subject to the vetting process of MARDEP taking into account the requirements set by the Ministry of Health Malaysia (MOH).*

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## ANNEX B

### PROSEDUR SIGN-ON SIGN-ON PROCEDURES



#### Nota:

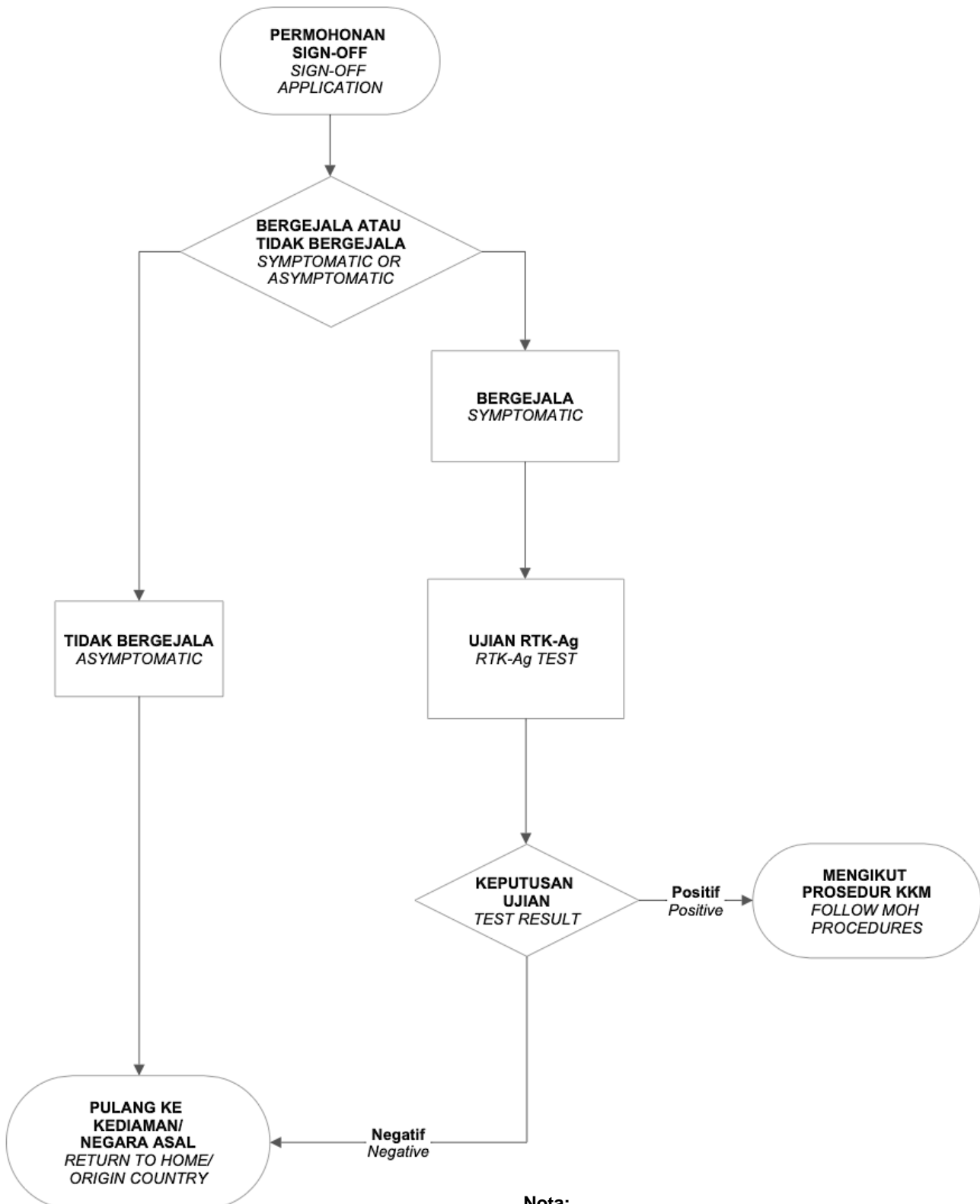
Notes:

<sup>1</sup> Pelaut Malaysia atau Pelaut Asing yang tinggal di Malaysia.  
*Malaysian or Foreign Seafarer Residing in Malaysia.*

<sup>2</sup> Pelaut Asing yang tiba dari negara asal/luar.  
*Foreign Seafarer whom arrived from abroad.*

## ANNEX C

### PROSEDUR SIGN-OFF SIGN-OFF PROCEDURE



**Nota:**

*Notes:*

Terpakai bagi semua kapal di pelabuhan/perairan Malaysia.

*Apply to all ships in Malaysia ports/waters.*