



NOTIS PERKAPALAN MALAYSIA
MALAYSIA SHIPPING NOTICE

MSN 01 / 2021

JABATAN LAUT MALAYSIA

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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.

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| <p>1. Sejalan 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. Jabatan Laut Malaysia (JLM) adalah agensi penyelarasan utama dalam urusan dan hal berkaitan pertukaran anak kapal. Pelepasan akhir untuk pertukaran anak kapal adalah tertakluk ke atas kelulusan dan arahan JLM.</p> <p>3. Pindaan arahan yang berkaitan telah dikemas kini seperti di ANNEX I.</p> <p>4. Sebarang ketidakakuran kepada prosedur di dalam Notis ini boleh dihukum di bawah Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988.</p> <p>5. Dengan ini Notis Perkapalan Malaysia (MSN) 15/2020 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>Marine Department Malaysia (MARDEP) is the main coordinating agency in related to crew change matters. Final clearance of the crew change is subjected to the approval and instructions by MARDEP.</i></p> <p>3. <i>The related amended instructions are updated as in ANNEX I.</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.</i></p> <p>5. <i>The Malaysia Shipping Notice (MSN) 15/2020 is hereby revoked.</i></p> <p>6. <i>This Notice is effective immediately on the date of its issuance.</i></p> |
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KETUA PENGARAH LAUT
20 JANUARI 2021

DIRECTOR GENERAL OF MARINE
20 JANUARY 2021

ANNEX I
MSN 01 / 2021

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 prosedur yang dinyatakan pada Annex ini.
2. Sekiranya keputusan ujian COVID-19 adalah **POSITIF** atau anak kapal menunjukkan gejala wabak yang ketara bagi proses *sign-on* atau *sign-off*, anak kapal berkenaan dan syarikat perkapalannya mesti bertindak memberitahu Kementerian Kesihatan Malaysia (KKM) melalui Pejabat Kesihatan Pelabuhan dengan kadar segera selepas mendapat keputusan ujian saringan.
3. Anak kapal seperti perenggan 2 adalah tertakluk atas sebarang arahan lanjut daripada KKM, serta **TIDAK DIBENARKAN** untuk:
 - a) pulang ke kediaman;
 - b) bergerak ke kapal/pelabuhan;
 - c) bergerak ke mana-mana pintu keluar negara;
 - d) bergerak dari mana-mana pintu masuk negara; dan/atau
 - e) transit di mana-mana kawasan di Malaysia; dan
 - f) meninggalkan kawasan ujian saringan.
4. Protokol penjarakan fizikal serta kebersihan diri mengikut garis panduan KKM mestilah sentiasa dipatuhi oleh pihak syarikat perkapalan sepanjang proses pertukaran anak kapal di Malaysia.

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 procedures as specified in this Annex.
2. If the COVID-19 test result is **POSITIVE** or the crew is showing explicit symptoms, either during *sign-on* or *sign-off* process, the crew and his/her shipping company shall inform the Ministry of Health (MOH) through the nearest Port Health Office immediately upon receiving the result of the screening test.
3. The crew as categorised in paragraph 2 will be subjected to further instructions from the MOH, and are **NOT PERMITTED** to:
 - a) return home;
 - b) move to the ship / port;
 - c) move to any exit point;
 - d) move from any entry point;
 - e) transit at any area in Malaysia; and/or
 - f) leave the screening test area.
4. Physical distancing protocol as well as personal hygiene in accordance with MOH guidelines shall be complied with by the Shipping Company or Manning Agent throughout the crew change process in Malaysia.

5. Adalah menjadi kewajipan pihak Syarikat untuk menanggung kesemua kos, tetapi tidak terhad kepada, prosedur kuarantin, ujian COVID-19, rawatan susulan, dan sebarang aspek logistik anak kapal bagi memenuhi kepatuhan kepada prosedur ini. Borang 'Aku Janji dan Indemniti (LoU)' perlu ditandatangani sebagai persetujuan untuk membayar semua kos kuarantin.

SIGN-OFF

6. Permohonan *sign-off* kepada Jabatan Laut Malaysia (JLM) perlu dibuat sekurang-kurangnya tiga (3) hari sebelum kapal memasuki pelabuhan *sign-off*.
7. Anak kapal seperti salah satu kategori di bawah yang *sign-off* di mana-mana pelabuhan di Malaysia adalah tertakluk untuk menjalankan proses kuarantin di Stesen Kuarantin yang ditentukan oleh Kerajaan beserta dua (2) ujian COVID-19:
- Daripada kapal bendera asing;
 - Mempunyai gejala ketara COVID-19;
 - Bukan warganegara Malaysia;
 - Kapal pernah memasuki pelabuhan asing dalam tempoh 10 hari terakhir.
8. Sekiranya kedua-dua ujian COVID-19 didapati **NEGATIF**, pada hari terakhir tempoh kuarantin, anak kapal tersebut boleh dibenarkan:
- terus bergerak meninggalkan pusat kuarantin; dan
 - dihantar ke mana-mana pintu keluar negara atau ke kediaman anak kapal.
9. Bagi *sign-off* anak kapal warganegara Malaysia dan yang tidak tertakluk pada perenggan 7, perlu menjalani kuarantin sendiri di kediaman/*Home Surveillance Order* (HSO) dan mematuhi arahan keperluan ujian COVID-19 yang ditentukan oleh Kerajaan.

5. *It is mandatory for the Company to bear all costs including, but not limited to, the quarantine procedures, COVID-19 tests, follow-up treatment and other related logistics aspects borne by the crew in compliance to these procedures. The Letter of Undertaking (LoU) must be signed as an agreement to bear all the quarantine costs.*

SIGN-OFF

6. *Sign-off application shall be made to Marine Department Malaysia (MARDEP) at least three (3) days before the ship enters the port of signing off.*
7. *Crew from below categories that signing off at any Malaysia port are required to undergo quarantine process at a Quarantine Station determined by the Government with two (2) COVID-19 tests:*
- From foreign flagged vessel;*
 - Showing explicit COVID-19 symptoms;*
 - Non-Malaysian citizen;*
 - Ship has entered foreign ports in the last 10 days.*
8. *If both of the COVID-19 tests are **NEGATIVE**, at the end of the quarantine period he/she shall be permitted:*
- to leave the quarantine center; and*
 - transferred towards the country exit point or to his/her residence.*
9. *Malaysian off-signers who are not subjected to paragraph 7, should undergo Home Surveillance Order (HSO) at home and comply with the COVID-19 test requirements determined by the Government.*

SIGN-ON

10. Semua permohonan untuk *sign-on* kepada JLM perlu dilakukan sekurang-kurangnya tiga (3) hari sebelum anak kapal tiba di Malaysia.
11. Anak kapal seperti salah satu kategori di bawah yang *sign-on* di mana-mana pelabuhan di Malaysia adalah tertakluk untuk menjalani proses kuarantin di Stesen Kuarantin yang ditentukan oleh Kerajaan dan dua (2) ujian COVID-19:
 - a) Anak kapal yang memasuki negara dari mana-mana Pintu Masuk Antarabangsa; dan
 - b) Anak kapal bukan warganegara Malaysia.
12. Sekiranya kedua-dua ujian COVID-19 didapati **NEGATIF**, pada hari terakhir tempoh kuarantin, anak kapal boleh dibenarkan:
 - a) terus bergerak meninggalkan pusat kuarantin; dan
 - b) dihantar untuk menaiki kapal.
13. Bagi *sign-on* anak kapal warganegara Malaysia yang berada di Malaysia dan yang tidak tertakluk pada perenggan 11, perlu menjalani prosedur ujian COVID-19 yang ditentukan oleh Kerajaan.
14. Sebelum permohonan *sign-on* diluluskan oleh JLM, syarikat perkapalan / ejen pengambilan pelaut **MESTILAH** memastikan anak kapal:
 - a) tidak mempunyai gejala ketara COVID-19 dan sihat tubuh badan;
 - b) melengkapkan Borang Deklarasi Kesihatan JLM;
 - c) memperolehi keputusan ujian negatif COVID-19 yang diiktiraf oleh KKM;
 - d) melakukan perakuan rasmi ke atas kesihatan anak kapal yang bebas

SIGN-ON

10. *Sign-on application has to be made to MARDEP at least three (3) days before the arrival of the crew to Malaysia.*
11. *Crew from categories specified below that signing on at any Malaysia port are required to undergo quarantine process at a Quarantine Centre determined by the Government and at least two (2) COVID-19 tests:*
 - a) *Crew entering the country from any International Point of Entrance (PoE); and*
 - b) *Non-Malaysian crew.*
12. *If both of the COVID-19 tests are **NEGATIVE**, at the end of the quarantine period, he/she may be permitted:*
 - a) *to leave the quarantine center; and*
 - b) *transferred to board the ship.*
13. *Malaysian on-signers residing in Malaysia who are not subjected to paragraph 11, should undergo COVID-19 test determined by the Government.*
14. *Prior approval of the sign-on application by MARDEP, the shipping company / manning agency shall ensure that the crew:*
 - a) *has no explicit symptoms of COVID-19 and medically fit;*
 - b) *complete the MARDEP Health Declaration Form;*
 - c) *obtain both of the COVID-19 negative test results recognized by the MOH;*
 - d) *make a formal declaration as free from COVID-19 (foreign crew only); and*

COVID-19 (anak kapal warganegara asing sahaja); dan

e) telah selesai menjalani prosedur kuarantin.

15. Nakhoda dan syarikat **DIWAJIBKAN** untuk melaksanakan perkara di bawah:

a) Memeriksa, memantau dan menyimpan rekod kesihatan anak kapal secara harian;

b) Memastikan protokol penjarakan fizikal mengikut garis panduan KKM setiap masa;

c) Mengasingkan anak kapal yang mempunyai gejala ketara COVID-19 lalu melaporkan kepada Pegawai Kesihatan Pelabuhan.

16. Tanpa mengira jenis kapal, penjarakan fizikal perlu dilakukan oleh semua anak kapal mengikut garis panduan KKM.

KELULUSAN PERGERAKAN ANAK KAPAL

17. Untuk tujuan sokongan bagi pelepasan pergerakan anak kapal warganegara asing yang *sign-off*, bukti dokumen perjalanan mestilah dikemukakan kepada JLM, Jabatan Imigresen Malaysia (JIM) dan/atau KKM pada bila-bila masa sahaja ia diperlukan.

18. Untuk tujuan sokongan bagi pemindahan anak kapal warganegara asing yang *sign-on*, bukti dokumen perjanjian pekerjaan (SEA) atau mana-mana dokumen berkaitan mestilah dikemukakan kepada JLM, Jabatan Imigresen Malaysia (JIM) dan/atau KKM pada bila-bila masa sahaja ia diperlukan.

19. Pelepasan pergerakan anak kapal warganegara asing dari stesen kuarantin atau oleh mana-mana agensi kerajaan, adalah tertakluk kepada bukti dokumen-dokumen perjalanan/kapal yang dikemukakannya.

e) *has undergone quarantine.*

15. *Master and company is **REQUIRED** to perform the following:*

a) *Check, monitor and maintain crew health records on daily basis;*

b) *Ensure physical distancing in accordance to MOH guidelines at all times; and*

c) *Isolate crew member who has explicit COVID-19 symptoms and report to the Port Health Officer.*

16. *Proper physical distancing in accordance to the MOH guidelines shall be practiced by all crews regardless any type of ships.*

CREW MOVEMENT APPROVAL

17. *For the purpose of supporting the departure of a foreign off-signer transfer, proof of his/her travel document (such as a flight or ferry itinerary/ticket copy) must be provided to MARDEP, the Immigration Department of Malaysia (JIM) and/or MOH whenever it is needed.*

18. *For the purpose of supporting a foreign on-signer transfer, proof of his/her employment letter (SEA) or any other supporting documents must be provided to MARDEP, JIM and/or MOH whenever it is needed.*

19. *The movement/transfer clearance of a foreign crew from the quarantine station or by any government agency, is subjected to the proof of his/her submitted travel/ship documents.*

PERTUKARAN ANAK KAPAL TANPA PROSEDUR KUARANTIN

20. Pertukaran anak kapal tanpa prosedur kuarantin boleh **DIPERTIMBANGKAN** kepada anak kapal mengikut tempoh tertentu kepada anak kapal, tertakluk atas permohonan/deklarasi syarikat perkapalan kepada JLM bagi:
- Kapal-kapal bendera Malaysia yang secara eksklusif beroperasi dengan pelayaran domestik hanya di dalam perairan Malaysia;
 - Kapal-kapal tunda dan feri penumpang yang secara eksklusif beroperasi dengan pelayaran domestik hanya di dalam perairan Malaysia
 - Kapal-kapal labuh tunggu yang berada di dalam perairan Malaysia serta tiada rekod pertukaran anak kapal melebihi dari 10 hari berturut-turut;
 - Kapal-kapal pesisir luar pantai (jenis kapal *offshore*) yang secara eksklusif berpelayaran dalam perairan domestik dan tidak membawa individu bergejala ketara/individu disyaki mempunyai COVID-19 melebihi dari 10 hari berturut-turut.

PEMINDAHAN KECEMASAN

21. Pemindahan kecemasan (*medevac*) adalah tidak dibenarkan kepada:
- kapal bendera asing; dan
 - Malaysia tidak tersenarai pada awalnya di dalam jadual perjalanan kapal; dan
 - anak kapal yang berkenaan disyaki positif COVID-19 atau menunjukkan gejala ketara COVID-19.
22. Sebarang kes anak kapal *medevac* yang lain atau kes-kes disyaki sebagai kematian, ia mestilah dikemukakan kepada JLM dan ia akan diproses mengikut permohonan.

NON-QUARANTINE PROCEDURE FOR CREW CHANGE

20. The non-quarantine procedure for crew change activity may be **CONSIDERED** for a certain period to ship's crew, subjected to the shipping company application /declaration to MARDEP for:
- Malaysia flagged vessels which are plying within domestic voyage and operate exclusively in Malaysia waters;
 - Tug boats and passenger ferries which are plying within domestic voyage and operate exclusively in Malaysia waters;
 - Laid-up vessels which are already in Malaysia waters and no crew change is carried out for more than 10 consecutive days;
 - Offshore ship types which are exclusively on domestic water and have not transferred any individuals showing explicit COVID-19 symptoms/suspects for more than 10 consecutive days.

MEDICAL EVACUATION (MEDEVAC)

21. *Medevac* shall not be approved for
- a foreign flagged ship; and
 - where Malaysia is not initially on her voyage schedule; and
 - the affected crew member is COVID-19 positive suspect or have developed explicit COVID-19 symptoms.
22. For any other *medevac* cases including suspected death, application shall be submitted to MARDEP and it shall be processed on a case-by-case basis.

GARIS PANDUAN

23. Carta alir pertukaran anak kapal menurut lampiran ini boleh dirujuk pada **Garis Panduan JLM** terkini yang dipaparkan di dalam laman sesawang rasmi JLM.
24. Sebarang pertanyaan lanjut berkenaan pertukaran anak kapal sila hubungi:

Pengarah,
Bahagian Kawalan Industri Maritim,
Ibu Pejabat Laut
Jabatan Laut Malaysia
bkim@marine.gov.my

atau

Pengarah,
Bahagian Pembangunan Perkapalan & Pelaut,
Ibu Pejabat Laut
Jabatan Laut Malaysia
bppp@marine.gov.my

25. Sebarang pertanyaan lanjut berkenaan pelepasan pelabuhan, sila hubungi:

Pengarah,
Bahagian Operasi Maritim,
Ibu Pejabat Laut
Jabatan Laut Malaysia
bom@marine.gov.my

GUIDELINES

23. Crew change flow charts in related to this annexure can be referred to the latest **MARDEP Guidelines** as published in the MARDEP official website.
24. For further clarifications on crew change, kindly contact:

Director,
Maritime Industrial Control Division,
Marine Headquarters,
Marine Department Malaysia
bkim@marine.gov.my

or

Director,
Shipping & Seafarer Development Division,
Marine Headquarters,
Marine Department Malaysia
bppp@marine.gov.my

25. For further clarifications on port clearance, kindly contact:

Director,
Maritime Operation Division,
Marine Headquarters,
Marine Department Malaysia
bom@marine.gov.my
