

# **PROTOCOL OF THE PHILIPPINES ON CREW CHANGE AND REPATRIATION OF SEAFARERS**

This document outlines the procedures on the crew change and repatriation of seafarers under the jurisdiction of the Philippines during the coronavirus (COVID-19) pandemic.

The conduct of the following procedures shall be in accordance with the resolutions of the COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID), existing safety and health protocols established by the Department of Health (DOH), quarantine protocols of the Bureau of Quarantine (BOQ) and the Department of Transportation (DOTr), and recommended procedures of the International Maritime Organization (IMO) as contained in its Circular Letter No.4204/Add.14 dated 5 May 2020, with subject “Coronavirus (COVID-19) – Recommended framework of protocols for ensuring safe ship crew changes and travel during the coronavirus (COVID-19) pandemic”.

## **Scope**

### **I. General Guidelines**

### **II. Procedures for Joining a Ship**

- A. Pre-embarkation
- B. Departure from Philippine Seaports or Airports

### **III. Procedures for Leaving a Ship and Repatriation**

- A. Pre-disembarkation
- B. Arrival of Filipino Seafarers in Philippine Seaports or Airports
- C. Arrival of Foreign Seafarers in Philippine Seaports

### **IV. Special Procedures for Leaving a Cruise Ship Docked in Philippine Seaports**

- A. Pre-disembarkation
- B. Arrival in Philippine Seaports

## **I. GENERAL GUIDELINES**

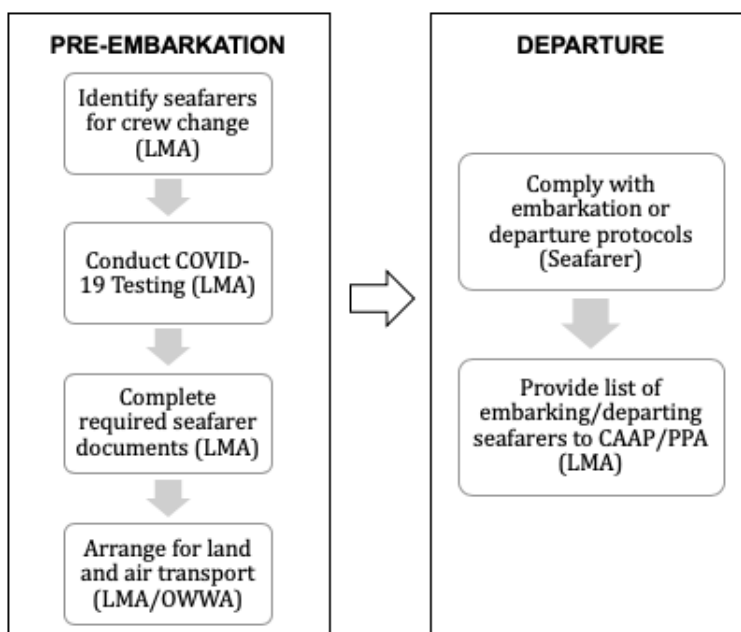
1. The Licensed Manning Agency (LMA) or shipping principal of the seafarer shall be responsible in ensuring that all necessary documents and clearances are complete and that coordination with the concerned government agencies and Local Government Units (LGUs) is properly done as appropriate.
2. In coordination with the Overseas Workers Welfare Administration (OWWA), the LMAs or shipping principals shall provide the transportation requirements of seafarers from their point of hire to their destination for the purposes of crew changes and repatriation, pursuant to the provisions of the Maritime Labour Convention, 2006 (MLC 2006).
3. LMAs or shipping principals shall arrange for the conduct of COVID-19 Testing (RT-PCR or Rapid Testing) of the seafarers and the issuance of corresponding medical certificate.
4. Those seafarers who are not affiliated with any LMA shall be provided with appropriate assistance from the OWWA upon their arrival in the Philippines.
5. The concerned government agencies, in accordance with their mandates, shall:
  - a. ensure that necessary assistance is provided for the safe and orderly crew change of Filipino seafarers; and
  - b. facilitate the processing and release of any document required for the above purposes.
6. All seafarers and maritime personnel involved in crew change and repatriation, regardless of nationality, shall wear appropriate PPEs and observe proper hygiene and health protocols.

## II. PROCEDURES FOR JOINING A SHIP

Seafarers must comply with the established health and security protocols of the Philippines for COVID-19.

The following procedures shall also apply to foreign seafarers joining ships within the jurisdiction of the Philippines.

### Process Flow



### A. Pre-embarkation

STEPS	OPR	FORM
1. Identify the seafarers who will be signing on vessels.	LMA/Shipping Representative	Initial List of Seafarers
2. Conduct COVID-19 Testing (RT-PCR or Rapid Testing) of seafarers lined-up for crew change. <ul style="list-style-type: none"> <li>The LMA/Shipping Representative must determine the appropriate testing requirement of the seafarers' country and/or port of embarkation.</li> <li>Rapid Testing must utilize FDA-approved test kits to be administered by trained health professionals; results should be interpreted only by DOH-licensed physicians.</li> <li>Only those issued with a valid certification by a DOH-accredited physician (whether Rapid Testing or RT-PCR) shall be qualified to depart for crew change.</li> </ul>	LMA/Shipping Representative	Medical Clearance for COVID-19

<ul style="list-style-type: none"> <li>LMAs shall give appropriate briefing to their seafarers about COVID-19 and the various precautionary measures to be observed.</li> </ul>		
<p>3. Check completeness of the following seafarer documents:</p> <ul style="list-style-type: none"> <li>Letter from the Principal</li> <li>Declaration signifying seafarer’s knowledge and understanding of risks involved</li> <li>Employment Contract</li> <li>Passport</li> <li>Seafarer Identity Document and/or Seafarer Record Book</li> <li>Seafarer Certificates (COPs, COCs and medical certificate)</li> <li>Valid Medical Clearance for COVID-19</li> <li>Other Pre-Departure Documents</li> </ul>	LMA/Shipping Representative	a/s
<p>4. Arrange for the land transport and/or commercial or chartered flights of seafarers.</p> <ul style="list-style-type: none"> <li>Coordination with OWWA must be done to facilitate the travel of seafarers from their point of hire to the airport or seaport, pursuant to the provisions of MLC 2006.</li> </ul>	LMA/Shipping Representative OWWA LGU	Travel Itinerary

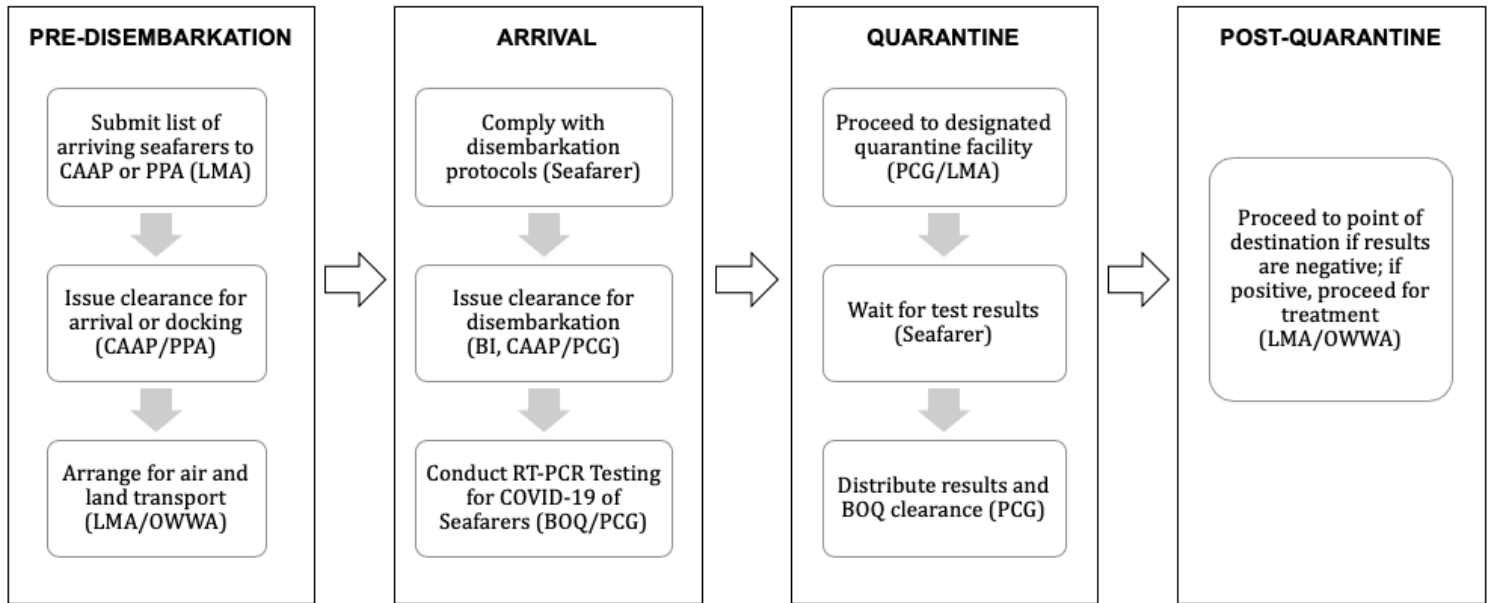
**B. Departure from Philippine Seaports or Airports**

STEPS	OPR
1. Comply with embarkation or departure protocols.	Seafarer
2. Provide list of embarking/departing seafarers to CAAP or PPA.	LMA

## II. PROCEDURES FOR LEAVING A SHIP AND REPATRIATION

Seafarers must comply with the established quarantine protocols of the Philippines for COVID-19.

### Process Flow



### A. Pre-disembarkation

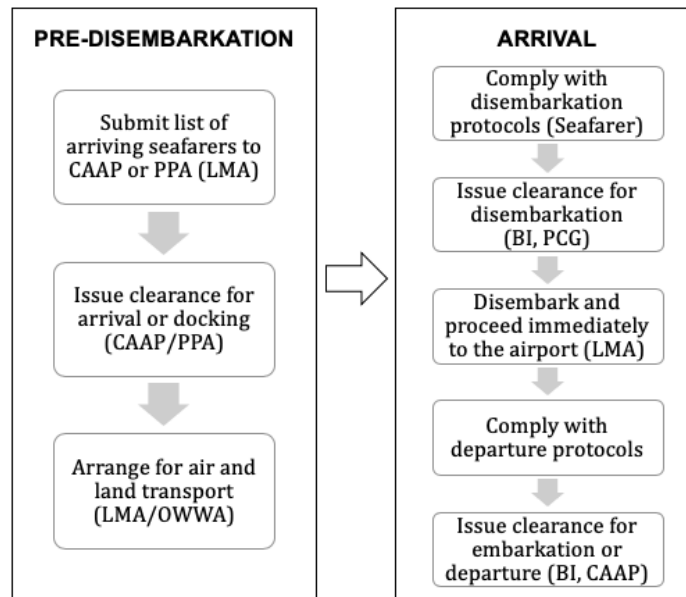
STEPS	OPR	FORM
1. Identify the seafarers who will be signing off vessels and submit list to CAAP or PPA.	LMA/Shipping Representative	Initial List of Seafarers
2. Issue clearance for arrival or docking in Philippine airport or seaport.	CAAP/PPA	Travel Clearance
3. Arrange for the commercial or chartered flights and/or land transport of seafarers to their point of hire in the Philippines pursuant to the provisions of MLC 2006. <ul style="list-style-type: none"> <li>• Coordination with OWWA must be done to facilitate the travel of seafarers</li> </ul>	LMA/Shipping Representative OWWA	Travel Itinerary

## B. Arrival of Filipino Seafarers in Philippine Seaports or Airports

STEPS	OPR
1. Comply with disembarkation protocols.	Seafarer
2. Issue clearance for disembarkation.	BI CAAP/PCG
3. Conduct RT-PCR Testing for COVID-19 of seafarers.	BOQ/PCG
4. Proceed immediately to the designated quarantine facility and wait for test results. <ul style="list-style-type: none"> <li>• Arrangement of accommodation and meals shall be in accordance with the provisions of MLC 2006.</li> </ul>	PCG LMA/Shipping Representative
5. Distribute results and BOQ clearance to seafarers.	PCG
6. Proceed to point of destination if results are negative; if positive, proceed for treatment <ul style="list-style-type: none"> <li>• Transportation requirements must be pre-arranged by the LMA and OWWA.</li> </ul>	LMA/Shipping Representative OWWA

### C. Arrival of Foreign Seafarers in Philippine Seaports

#### Process Flow

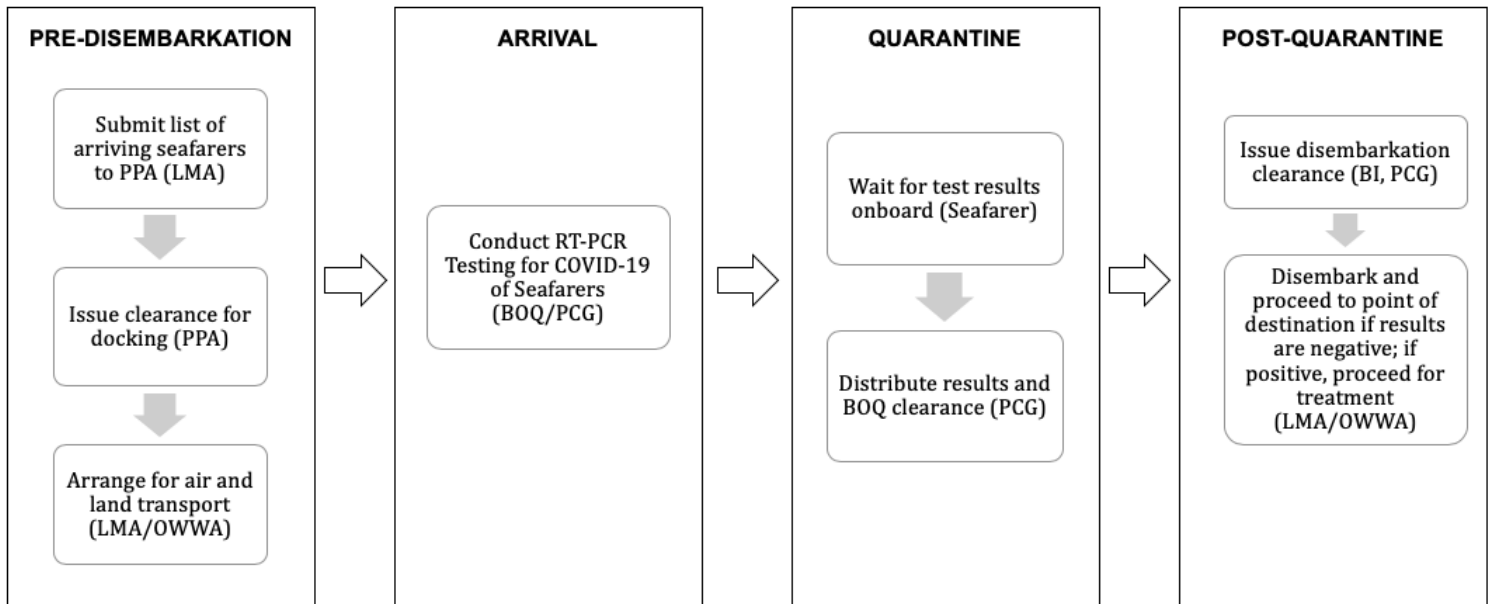


STEPS	OPR
1. Comply with disembarkation protocols.	Seafarer
2. Issue clearance for disembarkation.	BI, PCG
3. Disembark and proceed immediately to the airport.	LMA
4. Comply with departure protocols.	Seafarer
5. Issue clearance for departure.	BI, CAAP

### III. SPECIAL PROCEDURES FOR LEAVING A CRUISE SHIP DOCKED AT PHILIPPINE SEAPORT

Seafarers must comply with the established quarantine protocols of the Philippines for COVID-19.

#### Process Flow



#### A. Pre-disembarkation

STEPS	OPR	FORM
1. Identify the seafarers who will be signing off vessels and submit list to PPA.	LMA/Shipping Representative	Initial List of Seafarers
2. Issue clearance for docking in Philippine seaport.	PPA	Travel Clearance
3. Arrange for the commercial or chartered flights and/or land transport of seafarers to their point of hire in the Philippines pursuant to the provisions of MLC 2006. <ul style="list-style-type: none"> <li>Coordination with OWWA must be done to facilitate the travel of seafarers</li> </ul>	LMA/Shipping Representative OWWA	Travel Itinerary



## B. Arrival in Philippine Seaports

STEPS	OPR
1. Conduct RT-PCR Testing for COVID-19 of seafarers.	BOQ/PCG
2. Wait for test results onboard the ship.	Seafarer
3. Distribute results and BOQ clearance to seafarers.	PCG
4. Issue disembarkation clearance.	BI, PCG
5. Disembark and proceed to point of destination if results are negative; if positive, proceed for treatment. <ul style="list-style-type: none"><li>• Transportation requirements must be pre-arranged by the LMAs and OWWA</li></ul>	LMA/Shipping Representative OWWA

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