



# CIRCULAR FOR P&I CLUBS

5 SEPTEMBER 2020

**GLOBALPANDI, S.A.**  
P&I CORRESPONDENTS

# THE MARITIME AUTHORITY (INEA) IMPLEMENTS NEW MECHANISM TO FACILITATE CHANGES OF FOREIGN CREWS

As advised in our previous Circular dated 29 April, following the preliminary list of recommendations of the IMO on the facilitation of maritime trade (Circular No. 4204/Add.6), especially identifying the seafarers and personnel as Key Workers facilitating their mobilization, the National Institute of Aquatic Spaces (INEA) issued Circular No. 014 dated 27 April 2020. Thus, the INEA built up and implemented an online system to initially allow the safe passages as required by seafarers to mobilize within national territory.

The system has now incorporated the processing of the so called *International Declaration of Key Workers Mobilization*, to be requested through the INEA's website at <http://www.inea.gob.ve>.

Once in the INEA's website, accessing to the specific section and duly registered, the request can be generated, indicating the Captancy (local Harbor Master office) to which it is addressed, name of the vessel from which the crew change will be made, country, port, an estimated date of the disembarkation and the name of the Company or Agency responsible for disembarking.

The system requests to enter the data of each crew member involved, indicating their full details including identity card or

RIF (if applicable), passport, names and surnames, position, number of endorsement of Title or Certificate of Sufficiency (if applicable) and Marine Certificate / Form Q / Form P as apply. The entered data creates an individual profile for each crew member and thus a list of all of them.

Each individual profile must be filled with a list of related documents as requested by INEA most of them already listed within the annexes detailed in the IMO Circular Letter No.4204/Add. 14 of 5 May 2020, as follows:

ANNEX	DOCUMENT	SUBMISSION FORMAT
B	Crew Health Self-Declaration & Daily Temperature Records	PDF
C	Employer Letter and Crew Change & Travel Information Sheet	PDF
F	Airline – Crew Travel Information Sheet	PDF

These equals the same IMO format in Spanish version and must be downloaded to fill them and submit in PDF format. There are additional documents to submit as follows:

1. Official identity documents.  
Venezuelans: identity card and passport; foreigners: passport (Image format).
2. Endorsement of Title or Certificate of Sufficiency (if applicable).

3. Seaman's Record Book.
4. Employment Contract (Employment Agreement MLC 06).
5. Guarantee for personal accidents and contagious diseases. All medical expenses must be covered by a valid in force insurance policy in the name of the crew member or relatives, issued by the employer (PDF format).
6. Current Health/Medical Certificates.
7. International Travel Insurance (comprehensive coverage compulsory). This can be replaced with a letter from Owners confirming P&I cover.
8. Rapid tests against the SAR-Cov-2 virus to verify the Coronavirus disease COVID-19. (By a state institution)
9. Air or land tickets.
10. Self-declaration of health.
11. Airline service company information for expatriation, legal entity.
12. Body temperature format (last 14 days), according to IMO recommendation framework.

***"Generally speaking is a strait forward process that it should not take more than a day..."***

Upon submission of the documents the file enters in processing status subject to approval to be received by email, at which time the petitioner will be able to obtain and print out an *International Declaration*

*of Key Workers Mobilization* for safe passage, exempting the seafarer from traveling restrictions. The INEA has advised that this document is needed for the off-signers foreign crews and not for the on-signers foreign crews, who should be traveling to Venezuela with the documentation as implemented by their countries of origin.

Generally speaking is a strait forward process that it should not take more than a day.

For crew members of foreign flag vessels calling and planning crew changes at any Venezuelan port, only a local ship agent representing the shipping company in the country will be able to make the request following the procedure already described above. Although, flight restrictions remain in place it is possible to arrange private flights to allow crew changes, subject to the request of the necessary authorizations before the civil aeronautical authority or INAC. It should be borne in mind, however, that the implementation of this new mechanism may present some difficulties, due to the needed coordination among the authorities.

Members/Clubs are advised to contact ship agents and P&I correspondents, in order to seek comments for specific cases or assistance as it might be needed.

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Britannia, British Marine, Carina, Charterers P&I Club, China P&I Club, EF Marine, GARD, Hydor, ITIC, Korea P&I Club, Nordisk Defence Club (Through Sabatino Pizzolante), North of England P&I Club, MS Amlin, Shipowners P&I Club, Skuld, The Standard P&I Club, Steamship Mutual, The American Club, The London P&I Club, Thomas Miller Specialty, West of England and Through Transport Club (TTC)

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