



**GARIS PANDUAN JABATAN LAUT MALAYSIA
PROSS PERTUKARAN ANAK KAPAL
MARINE DEPARTMENT MALAYSIA GUIDELINES
CREW CHANGE PROCESS**



1. PENDAHULUAN

Introduction

Mesyuarat khas Menteri-Menteri mengenai pelaksanaan Perintah Kawalan Pergerakan Bil.49/2020 pada 6 Jun 2020 telah bersetuju agar pertukaran anak kapal (*sign on* dan *sign off*) di mana-mana pelabuhan Malaysia tidak mengira kewarganegaraan dan bendera kapal adalah dibenarkan tertakluk kepada garis panduan sedia ada. Seterusnya, keputusan ini diterjemahkan melalui Notis Perkapalan Malaysia **MSN 13/2020** pada **26 Jun 2020**.

*A special meeting among Ministers regarding on the Movement Control Order No.49/2020 was held on 6 June 2020 and agreed to allow crew change activities at any Malaysia ports, irrespective of citizenship and ship's flag subject to the current guidelines that have been implemented. The decision has been translated into Malaysian Shipping Notice **MSN 13/2020** on **26 June 2020**.*

Perkara ini adalah selaras dengan *International Maritime Organization (IMO) Recommendation on Governments and Relevant National Authorities on the Facilitation of Maritime Trade during the COVID-19 Pandemic through Circular Letter No.4204 / Add.6 dated 27 March 2020 and the International Labour Organization (ILO) Maritime Labour Convention 2006 (MLC 2006)*.

This is in line with International Maritime Organization (IMO) Recommendation on Governments and Relevant National Authorities on the Facilitation of Maritime Trade during the COVID-19 Pandemic through Circular Letter No.4204 / Add.6 dated 27 March 2020 and the International Labour Organization (ILO) Maritime Labour Convention 2006 (MLC 2006).

Berikutan peningkatan statistik kes import, Mesyuarat Jawatankuasa Teknikal Pelaksana PKP Bil. 50/2020 bertarikh 26 Julai 2020 telah memutuskan agar garis panduan pertukaran anak kapal disemak semula dan diperketatkan.

The increasing of import cases statistic has caused MCO Technical Committee Meeting No.50/2020 dated 26 July 2020 has decided that all guidelines regarding on crew change to be revised.

Secara amnya, Malaysia banyak bergantung kepada kapal-kapal daripada luar, oleh yang demikian Malaysia perlu membenarkan proses pertukaran anak kapal bagi warga asing.

Generally Malaysia still depend on foreign vessels and thus shall allow crew change for foreign crews.

2. PROTOKOL PERGERAKAN ANAK KAPAL KE / DARI PUSAT KUARANTIN

CREW MOVEMENT PROTOCOL TO / FROM QUARANTINE CENTER

2.1 Dari Kapal ke Pelabuhan (Sign-off)

From Vessel to Port

- Syarikat/ejen perkapalan haruslah menggunakan perkhidmatan bot servis yang mematuhi perundangan;
Shipping company/agent should hire service boat which in compliance to the law;
- Nakhoda bot dan anak kapal mestilah memakai alat pelindung diri sekurang-kurangnya pelitup muka sepanjang perjalanan bot;
Boat Master and crew must wear PPE at least a face mask through out the journey;
- Nakhoda perlu memastikan penjarakan sosial dipraktikkan di dalam bot dari awal hingga akhir pergerakan;
Boat Master must ensure social distancing to be practised in the boat;
- Proses sanitasi perlu dilaksanakan sebelum dan selepas pergerakan bot mengikut garis panduan yang telah ditetapkan oleh KKM.
Sanitization process must be done before and after the boat movement as per MOH guidelines.

2.2 Dari Pelabuhan ke Pusat Kuarantin (Sign-off)

From Port to Quarantine Center

- Syarikat/ejen perkapalan perlu menyemak status pusat kuarantin yang paling hampir dengan kawasan pelabuhan;
Shipping company/agent must check quarantine center status that closest to the port area;
- Syarikat/ejen perkapalan perlu memberi notis awal kepada pihak Agensi Pengurusan Bencana Negara (NADMA) dan Jabatan Laut Malaysia (JLM) sekurang-kurangnya tiga hari sebelum ketibaan kapal ke pelabuhan;
Shipping company/agent should issue early notice to National Disaster Management Agency (NADMA) and JLM at least 3 days prior vessel arrival to the port of call;
- Syarikat/ejen perkapalan juga perlu memilih makmal/klinik swasta yang diiktiraf oleh KKM berkenaan ujian COVID-19;
Shipping company/agent must appoint private lab/clinic recognized by MOH regarding on the COVID-19 test;
- Syarikat/ejen perkapalan perlu melapor kepada Pejabat Pelabuhan berkenaan lokasi kuarantin dan juga keputusan ujian COVID-19;
Shipping company/agent must report to Port Office regarding the quarantine location and also COVID-19 test result;
- Anak kapal mestilah sentiasa memakai pelitup muka sepanjang berada di kawasan pelabuhan dan ketika proses pemindahan ke pusat kuarantin;
Crew must always wears face mask while being in the port area and during transfer process to quarantine center;

- Penjarakan sosial perlu dipraktikkan di dalam kawasan pelabuhan;
Social distancing must be practised within the port area;
- Kerap membasuh tangan menggunakan sabun/ menggunakan pembersih tangan (*hand sanitizer*) mengikut garis panduan yang telah ditetapkan oleh KKM.
Wash hand frequently using soap/hand sanitizer as per MOH guidelines.

2.3 Dari Pusat Kuarantin ke Kapal (Sign-on)

From Quarantine Center to Vessel

- Pihak KKM melaksanakan ujian COVID-19 ke atas setiap anak kapal yang masuk ke Pintu-Pintu Masuk Antarabangsa;
MOH conduct the COVID-19 test to each crew arrives at International Point of Entry;
- Pihak NADMA membantu dalam pemantauan dan pengurusan pergerakan anak kapal dari KLIA sehingga ke pusat kuarantin;
NADMA will assist in managing and observing the crew movement arrangement from KLIA to the quarantine center;
- Pihak KKM akan mengeluarkan pemakluman discaj kepada anak kapal selepas selesai prosedur kuarantin 14 hari;
MOH will issue discharge notification to the crew after 14 days of quarantine is completed;
- Pihak syarikat/ejen perkapalan bertanggungjawab untuk menguruskan pergerakan anak kapal dari pusat kuarantin ke kapal selepas selesai tempoh kuarantin wajib;
Shipping company/agent shall responsible to arrange crew from quarantine center to vessel after quarantine is completed;
- Anak kapal perlulah sentiasa menjaga kebersihan sendiri sepanjang masa seperti yang disarankan oleh pihak KKM.
Crew should always keep a good personal hygiene as per MOH recommendations.

3. PENGECUALIAN PROSES KUARANTIN BAGI ANAK KAPAL

EXEMPTION OF QUARANTINE PROCESS FOR CREW

Berpandukan perenggan 18 pada MSN 15/2020, mengambil kira terdapat jenis kapal dan pelayaran yang hanya beroperasi dalam perairan domestik, JLM boleh mempertimbangkan pengecualian proses kuarantin anak kapal yang terlibat. Hal ini berdasarkan faktor ketiadaan percampuran anak kapal dengan individu berisiko yang lain dan kadar pertukaran anak kapal dijalankan dalam tempoh yang amat singkat.

In reference to paragraph 18 on the MSN 15/2020, taking into account the type of ships and voyages that operate exclusively only in domestic waters, JLM may consider the exemption of the crew quarantine process involved. This is based on the factor that the crew does not mix with other risky individuals and the frequency of the crew change is carried out in a very short period of time.

4. PERMOHONAN PERTUKARAN ANAK KAPAL

CREW CHANGE APPLICATION

Untuk sign-off, sila emel ke

For sign off, please email to

signoff@marine.gov.my

Untuk sign-on, sila emel ke

For sign on, please email to

signon@marine.gov.my

5. CARTA ALIR PROSES PERTUKARAN ANAK KAPAL

CREW CHANGE FLOW CHARTS

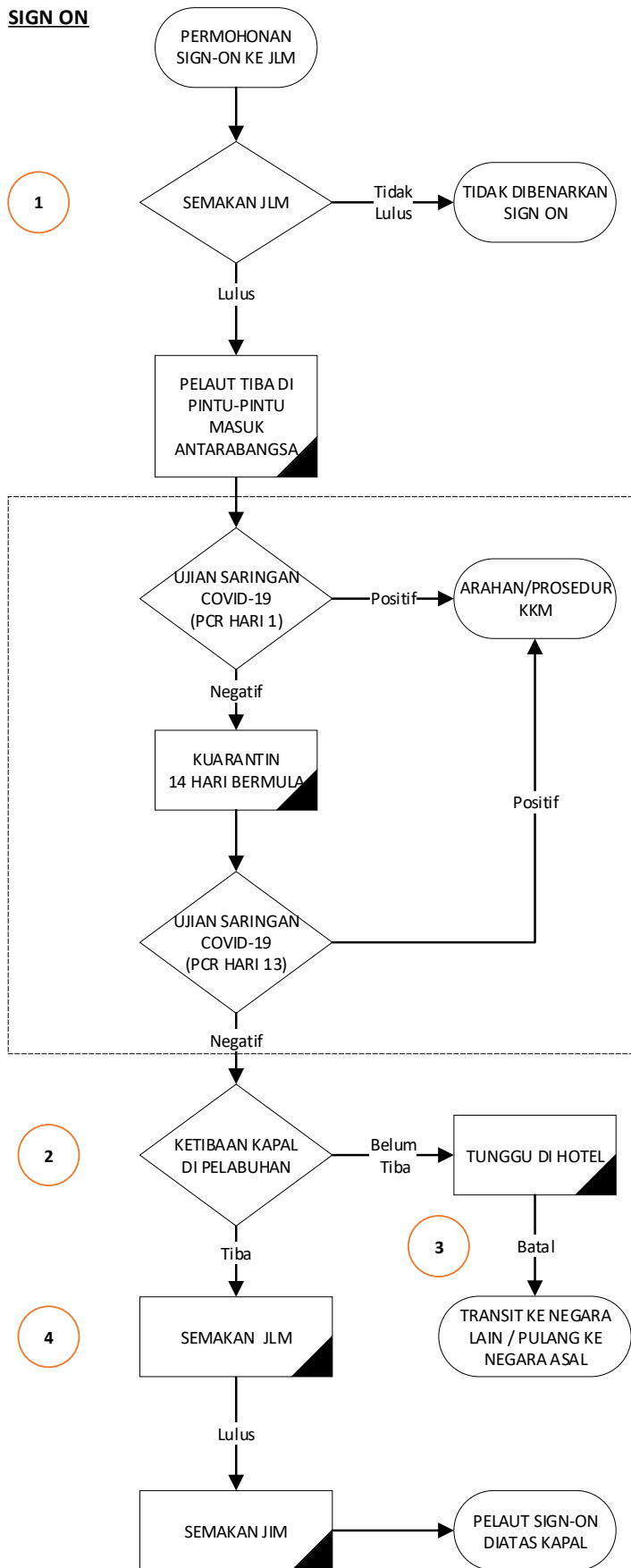
Carta alir A1 dan A2 adalah terpakai untuk semua proses pertukaran anak kapal.

Flowchart A1 and A2 are applicable to all crew change process.

(RUJUK MUKA SURAT BERIKUTNYA)

(REFER TO THE NEXT PAGE)

**CARTA ALIR A2
SIGN ON**



1

Syarikat/ejen perkapalan menghantar emel permohonan sign-on ke Pejabat Laut beserta salinan dokumen berikut 3 hari sebelum pergerakan masuk anak kapal:

- Passport;
- Surat Permohonan daripada syarikat/ejen Perkapalan;
- Tiket penerbangan masuk;
- Ujian COVID-19 (mengikut keperluan syarikat penerbangan);
- Borang 'Aku Janji dan Indemniti' (LoU) berkenaan persetujuan untuk membayar kos kuarantin;
- Surat Deklarasi Syarikat menanggung kos-kos terlibat.

Syarikat/ejen perkapalan perlu menyatakan nama pelabuhan dan butir ketibaan kapal

JLM mengeluarkan kebenaran sign-on melalui emel.

2

Anak kapal dibenarkan untuk tinggal di hotel sementara menunggu ketibaan kapal dengan syarat **KEDUA-DUA** keputusan ujian COVID-19 adalah **NEGATIF**.

Pihak syarikat/ejen perkapalan **perlu memastikan** anak-anak kapal mengikut garis panduan yang telah ditetapkan.

3

Sekiranya ketibaan kapal ke pelabuhan dibatalkan, pihak syarikat/ejen perkapalan perlu **bertanggungjawab untuk menguruskan** perjalanan transit anak kapal ke negara luar/pulang ke negara asal.

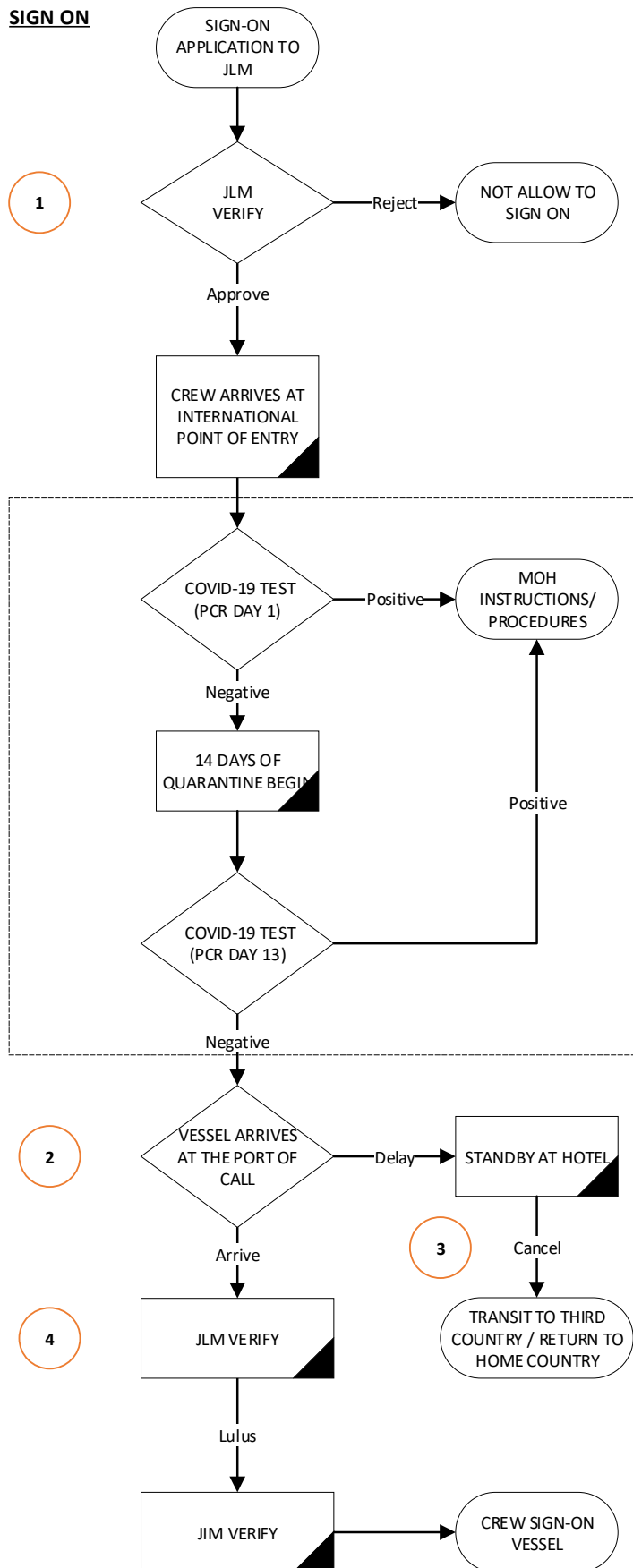
4

Pihak syarikat/ejen perkapalan menghantar salinan dokumen berikut ke JLM/Pejabat Laut untuk semakan:

- Keputusan ujian COVID-19;
- Borang Deklarasi Kesihatan JLM;
- Nota pemakluman discaj;
- Resit pembayaran kos kuarantin;

JLM menyemak permohonan yang dikemukakan dan mengemaskini melalui sistem SDPX.

FLOWCHART A2
SIGN ON



1

Shipping company/agent send sign-on application email to Port Office along with copy of following documents 3 days prior vessel arrival at port of call:

- Passport;
- Application letter from company/agent;
- In-bound flight ticket;
- COVID-19 test result (subject to airlines);
- Letter of Undertaking regarding on the quarantine fees;
- Declaration Letter from company to bear all the related costs.

Shipping company/agent must state the port of call and vessel arrival details.

JLM issue sign on approval via email.

2

Crew is allow to standby at hotel whilst waiting for the vessel with condition **BOTH** COVID-19 test results are **NEGATIVE**.

Shipping company/agent must ensure their crew follow all guidelines that have been implemented.

3

If the ship's call is cancel, shipping company/agent **shall responsible** to arrange their crew either to transit at the third country or return back to their home country.

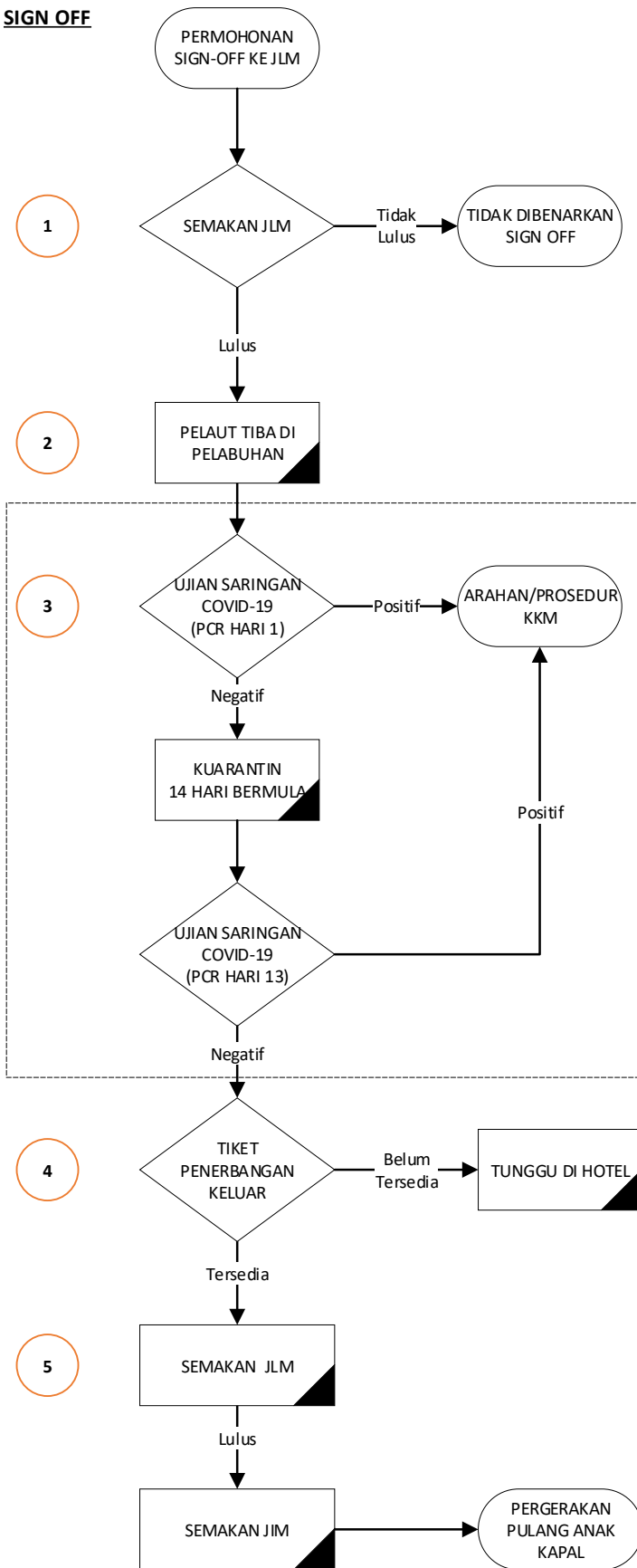
4

Shipping company/agent send the copy of following documents to JLM/Port Office for verification:

- COVID-19 test result;
- JLM Health Declaration Form
- Discharge note;
- Payment receipt for quarantine;

JLM check and verify the application that have been made through SDPX system.

**CARTA ALIR A1
SIGN OFF**



1

Syarikat/ejen perkapalan menghantar emel permohonan sign-off ke Pejabat Laut beserta salinan dokumen berikut 3 hari sebelum ketibaan kapal:

- Pasport
- Buku Perkhidmatan Laut
- Notis ketibaan kapal

JLM mengeluarkan kebenaran sign-off melalui emel.

2

Pihak syarikat/ejen perkapalan membawa turun anak kapal dengan menggunakan servis bot.

Pihak servis bot perlu mengikut garis panduan yang ditetapkan seperti penggunaan pelindung muka (*face shield*) atau alat pelindung diri (PPE) dan sebagainya.

3

Anak kapal perlu menjalani ujian COVID-19 (PCR hari 1) di kapal/jeti yang dijalankan oleh pihak yang diiktiraf oleh KKM.

Kapal perlu menunggu sehingga keputusan ujian PCR hari 1 **DIKELUARKAN**.

4

Tiket penerbangan/feri/bas boleh diurus selepas keputusan ujian COVID-19 (PCR hari 13) dikeluarkan.

Anak kapal dibenarkan untuk tinggal di hotel sementara menunggu penerbangan syarat **KEDUA-DUA** keputusan ujian COVID-19 adalah **NEGATIF**.

Pihak syarikat/ejen perkapalan **perlu memastikan** anak-anak kapal mematuhi garis panduan yang telah ditetapkan.

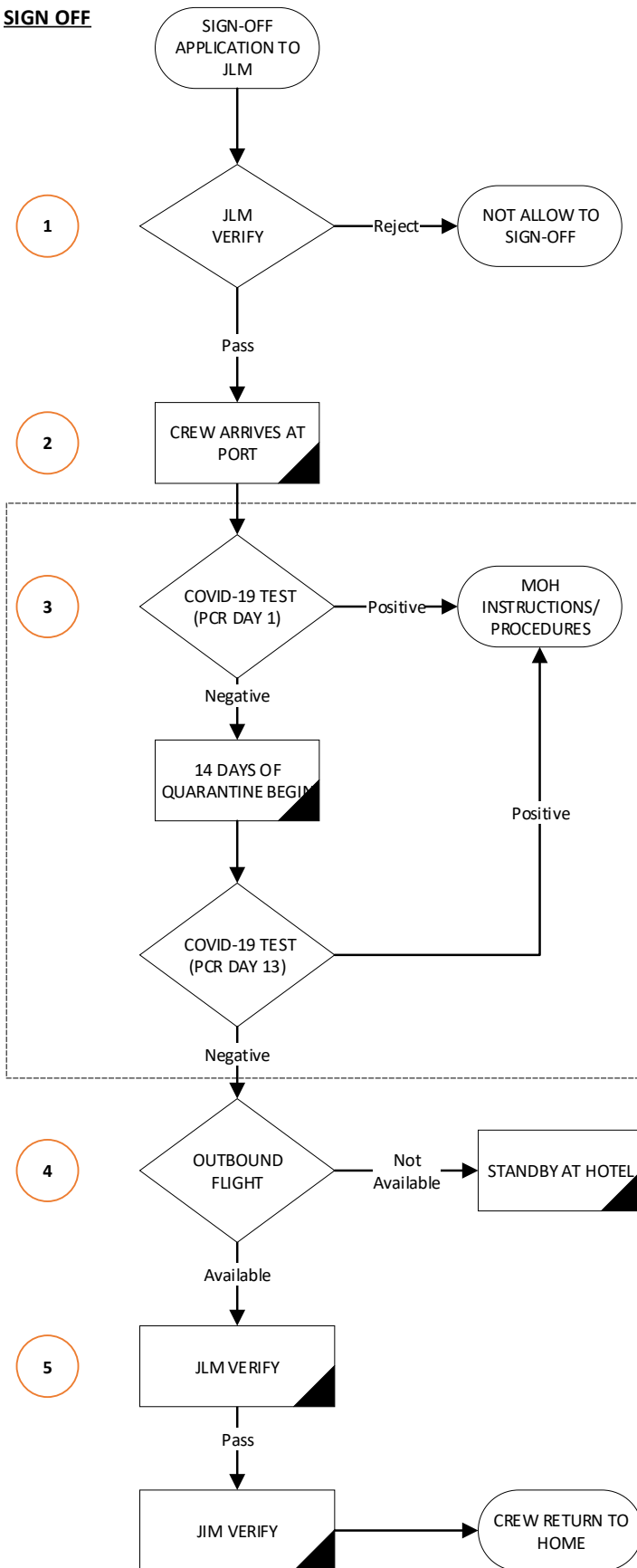
5

Pihak syarikat/ejen perkapalan menghantar salinan dokumen berikut ke JLM/Pejabat Laut untuk semakan:

- Keputusan ujian COVID-19;
- Nota pemakluman discaj;
- Resit pembayaran kos kuarantin;
- Tiket penerbangan/feri/bas

JLM menyemak permohonan yang dikemukakan dan mengemaskini melalui sistem SDPX.

**FLOWCHART A1
SIGN OFF**



1

Shipping company/agent send sign-off application email to Port Office along with copy of following documents 3 days prior vessel arrival at port of call:

- Passport
- Seaman Book
- Vessel arrival notice

JLM issue sign-off approval via email.

2

Shipping company/agent disembark the crew by using boat service.

Boat service operator must comply all guidelines such as using face shield, PPE and others.

3

Crew must undergo COVID-19 test (PCR Day 1) either onboard vessel/jetty which conducted by the MOH recognized party.

Vessel has to wait until the PCR Day 1 test result is release.

4

Flight/ferry/bus ticket can be arranged after COVID-19 test (PCR Day 13) is release.

Crew is allow to standby at hotel whilst waiting for flight with condition of **BOTH** COVID-19 test result are **NEGATIVE**.

Shipping company/agent **must ensure** their crew to follow all guidelines that have been implemented.

5

Shipping company/agent send the copy of following documents to JLM/Port Office for verification:

- COVID-19 test result;
- Discharge note;
- Payment receipt for quarantine;
- Flight/ferry/bus ticket

JLM check and verify the application that have been made through SDPX system.