

**Vessel  
Sign On  
And  
Sign off  
Crew Procedures**

## 1. INBOUND TRAVEL REQUIREMENT TO BRUNEI FOR SIGN ON CREW

A) **Inbound travellers** are **required** to complete full course of COVID-19 vaccination under the WHO Emergency Use Listing (**1 dose for Johnson & Johnson vaccine, 2 doses for all other vaccines**).

*Effective 1 November 2022, inbound travellers will only be permitted to enter Brunei Darussalam if the traveller has completed full course of COVID-19 vaccination not more than 3 months before departure or have obtained booster dose.*

*Fully Vaccinated travellers are no longer required to undergo Post arrival Covid19 test and mandatory self isolation at hotel accommodation.*

B) **Foreign nationals** who will enter Brunei Darussalam for short-visit purpose in which the duration of stay in Brunei Darussalam is less than 90 days are required to **obtain Travel Medical Insurance with COVID-19 coverage (minimum coverage of BND\$20,000)**. The insurance must be valid for the duration of their stay in Brunei Darussalam.

Kindly ensure that crew must have this document physically with them when entering Brunei :-

**(This will need to be presented by crew upon arrival in Brunei to the airport counter ) .**

A) Certificate of proof of vaccination issued by a recognized Health jurisdiction (preferably digital vaccination record) or the WHO International Certificate of Vaccination (yellow book).

B) Travel Medical Insurance with Covid-19 coverage (minimum coverage of BND \$20000)

Please email us the following documents below :-

A) Certificate of proof of vaccination issued by a recognized health jurisdiction (preferably digital vaccination record) or the WHO International Certificate of Vaccination (yellow book). **(Email us at least 48 hour before departure)**

B) Travel Medical Insurance with Covid-19 coverage (minimum coverage of BND \$20000) ). **(Email us at least 48 hour before departure)**

## **2. DOCUMENT REQUIRED FOR SIGN ON CREWS FOR MARINE APPROVAL**

Documents required for **Sign On Crews** to obtain "No Objection For Sign On" from Brunei Marine Department.

(Appendix A) **For Officers:**

1. Certificate of Competency
2. Endorsement Certificate STCW
3. Seaman's Book
4. Certificate for Basic Sea Survival Course
5. Certificate for Basic Fire Fighting Course
6. Certificate for First Aid Course
7. Medical Health Certificates
8. SSO - Ship security officer Certificate (Master or Chief Officer only)

**IMPORTANT: Only COC and STCW need to be endorsed by the Flag State Body of where the tanker is registered.**

(Appendix B) **For AB and Cook:**

1. Certificate of Competency
2. Endorsement Certificate STCW
3. Seaman's Book
4. Certificate for Basic Sea Survival Course
5. Certificate for Basic Fire Fighting Course
6. Certificate for First Aid Course
7. Medical Health Certificates

**IMPORTANT: Only COC and STCW need to be endorsed by the Flag State Body of where the tanker is registered.**

In addition to (Appendix A) and (Appendix B) above we will also require below to be email to us :

- **The flight details of the incoming crews.**
- **Passport copy (Passport number and date of expiry)**

**\*\* Application date is every Monday , Tuesday , Wednesday .  
It takes 3 working day for approval \*\***

### 3. OUTBOUND TRAVEL REQUIREMENT FROM BRUNEI FOR SIGN OFF CREW

A) **Outbound travellers** are **required** to complete full course of COVID-19 vaccination under the WHO Emergency Use Listing (**2 doses for all other vaccines**).

*Fully Vaccinated travellers are no longer required to undergo Post arrival Covid19 test and mandatory self isolation at hotel accommodation.*

Please email us the following documents below :-

A) Certificate of proof of vaccination issued by a recognized health jurisdiction (preferably digital vaccination record) or the WHO International Certificate of Vaccination (yellow book). **(Email us at least 48 hour ship arrival)**

### 4. DOCUMENT REQUIRED FOR SIGN OFF CREWS

Documents required for **Sign Off Crews** to obtain "No Objection For Sign Off" from Brunei Marine Department.

Email us :-

- copy of airline tickets out of Brunei (Ticket **MUST** be back to origin country)
- Passport copy (Passport number and date of expiry)

**\*\* Application date is every Monday , Tuesday , Wednesday . It takes 3 working day for approval \*\***

### 5. DOCUMENT REQUIRED FOR CREW CHANGE

Documents required for **Crew change** in order to obtain "No Objection For Crew change" from Marine

Email us :-

- Vessel Minimum Safe Manning Certificate.
- Vessel Crew list

**\*\* Application date is every Monday , Tuesday , Wednesday . It takes 3 working day for approval \*\***

## 6. VISA REQUIREMENT

Nationalities that require Visa entry to Brunei are **NOT ALLOW** to enter Brunei until Visa is approved.

We can process Visa in Brunei for nationalities that require Visa.

Once Visa is approved , Visa copy will be email to you and crew must carry this Visa copy physically with them when flying into Brunei.

Crew must have BND 20.00 ready with them to pay at Brunei entry counter upon arrival.

**\*\*Visa processing will need at least 5 working days (Friday & Sunday are Government non-working days).\*\***

## 7. TERMINAL REQUIREMENT

Please note that TERMINAL prohibits the crew change to take place during the loading/discharge operations while the vessel is at TERMINAL/SBM. This means that the crew change must take place while the vessel is at Anchorage either before the vessel enters TERMINAL/SPM or after the vessel has came out of TERMINAL/SBM after the completion of loading/discharge operations.

**Please also take note that crew change can only be done during daylight time hour (0800 hours-1800 hours)**