

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

**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 health and safety 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 Filipino Seafarers for Leaving a Ship and Repatriation

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

IV. Special Procedures for Filipino Seafarers Leaving a Cruise Ship Docked in Philippine Seaports

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

V. Procedures for Foreign Seafarers Leaving a Ship Docked in Philippine Seaports

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

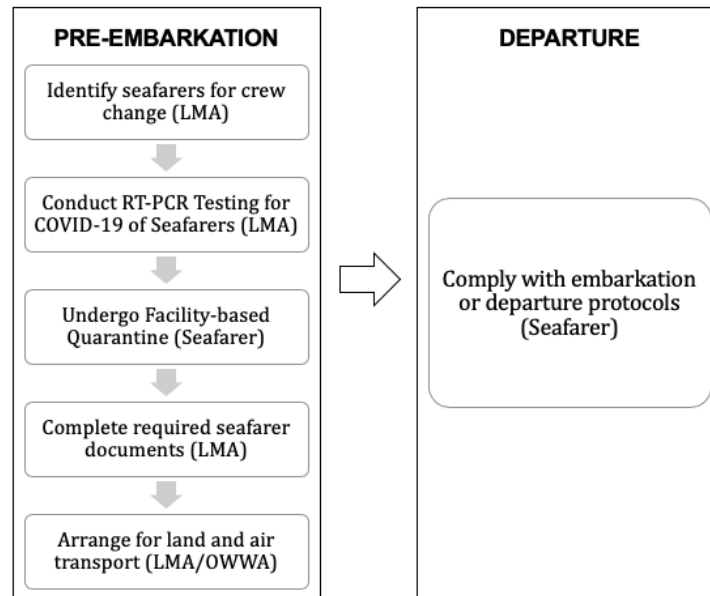
I. GENERAL GUIDELINES

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) of the seafarers and the issuance of corresponding medical clearance.
4. Only DOH-accredited testing laboratories, medical practitioners and quarantine facilities shall be recognized in this Protocol.
5. Those seafarers who are not affiliated with any LMA shall be provided with appropriate assistance from the OWWA upon their arrival in the Philippines.
6. 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.
7. All seafarers and maritime personnel involved in crew change and repatriation, regardless of nationality, shall wear appropriate personal protective equipment (PPE) and observe proper hygiene and health protocols.

II. PROCEDURES FOR JOINING A SHIP

All Filipino seafarers must comply with the established health and safety protocols of the Philippines for COVID-19.

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 RT-PCR Testing for COVID-19 of seafarers lined-up for crew change.	LMA/Shipping Representative	Medical Clearance for COVID-19
3. Undergo facility-based quarantine while waiting for test results and departure for crew change. <ul style="list-style-type: none">Only those issued with a valid medical clearance by a DOH-accredited physician shall be qualified to depart for crew change.LMAs shall give appropriate briefing to their seafarers about COVID-19 and the various precautionary measures to be observed throughout the crew change process.	Seafarer LMA/Shipping Representative	Medical Clearance for COVID-19

<p>4. Check completeness of the following seafarer documents:</p> <ul style="list-style-type: none"> ○ Letter from the Principal ○ Declaration signifying seafarer's knowledge and understanding of risks involved ○ Employment Contract ○ POEA-issued Overseas Employment Certificate ○ Passport ○ Seafarer Identity Document and/or Seafarer Record Book ○ Valid Seafarer Certificates (COPs, COCs and medical certificate) ○ Valid Medical Clearance for COVID-19 ○ Other Pre-Departure and/or Travel Documents 	LMA/Shipping Representative	a/s
<p>5. Arrange for the land transport and/or commercial or chartered flights of seafarers.</p> <ul style="list-style-type: none"> • 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. 	LMA/Shipping Representative OWWA LGU	Travel Itinerary

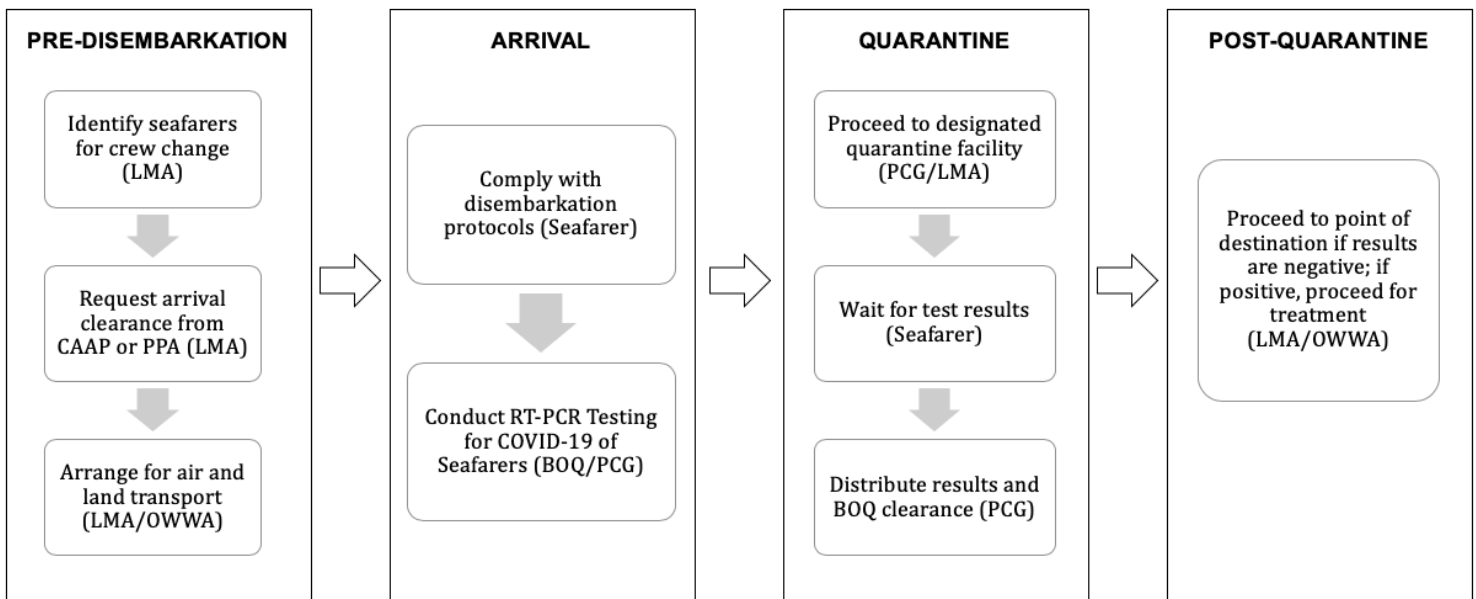
B. Departure from Philippine Seaports or Airports

STEPS	OPR
<ul style="list-style-type: none"> • Comply with embarkation or departure protocols. 	Seafarer

III. PROCEDURES FOR FILIPINO SEAFARERS FOR LEAVING A SHIP AND REPATRIATION

All Filipino 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.	LMA/Shipping Representative	Initial List of Seafarers
2. Request arrival clearance from CAAP or PPA.	LMA/Shipping Representative	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. • Coordination with OWWA must be done to facilitate the travel of seafarers.	LMA/Shipping Representative OWWA	Travel Itinerary

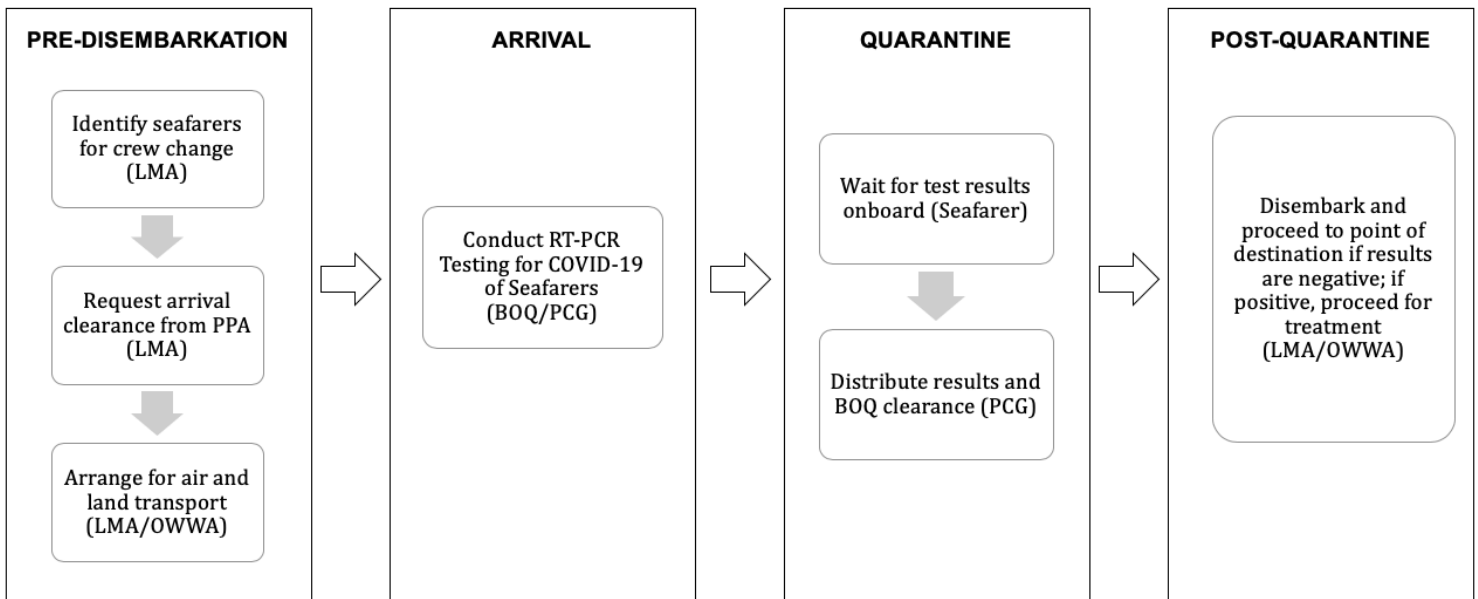
B. Arrival in Philippine Seaports or Airports

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

IV. SPECIAL PROCEDURES FOR FILIPINO SEAFARERS LEAVING A CRUISE SHIP DOCKED IN PHILIPPINE SEAPORTS

All Filipino 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.	LMA/Shipping Representative	Initial List of Seafarers
2. Request arrival clearance from PPA.	LMA/Shipping Representative	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. • Coordination with OWWA must be done to facilitate the travel of seafarers	LMA/Shipping Representative OWWA	Travel Itinerary

B. Arrival in Philippine Seaports

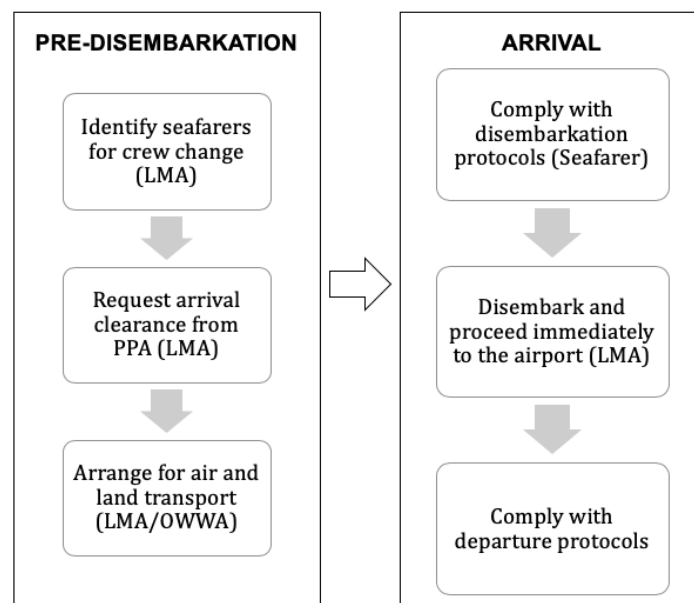
STEPS	OPR
1. Conduct RT-PCR Testing for COVID-19 of seafarers.	BOQ/PCG
2. Wait for test results onboard the ship.	Seafarer
3. Distribute results and BOQ clearance to seafarers.	PCG
4. Disembark and proceed to point of destination if results are negative; if positive, proceed for treatment. <ul style="list-style-type: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

V. PROCEDURES FOR FOREIGN SEAFARERS LEAVING A SHIP DOCKED IN PHILIPPINE SEAPORTS

Guidelines

1. All foreign seafarers must comply with the established quarantine, immigration and customs protocols of the Philippines.
2. Only foreign crew without signs and symptoms and with confirmed outbound flights are allowed to disembark the vessel, provided that the outbound flight is within four (4) hours from the time of disembarkation.
3. Overnight stay in local hotels is not allowed.
4. Upon disembarkation, the foreign crew must wear mask and any other PPE while in transit from vessel to the aircraft.

Process Flow



A. Pre-disembarkation

STEPS	OPR	FORM
1. Identify the seafarers who will be signing off vessels.	LMA/Shipping Representative	Initial List of Seafarers
2. Request arrival clearance from PPA.	LMA/Shipping Representative	Travel Clearance
3. Arrange for the commercial or chartered flights and/or land transport of seafarers from port to airport.	LMA/Shipping Representative	Travel Itinerary

B. Arrival in Philippine Seaports

STEPS	OPR
1. Comply with disembarkation protocols.	Seafarer
2. Disembark and proceed immediately to the airport.	LMA
3. Comply with airport departure protocols.	Seafarer

June 9, 2020