**CREW CHANGE PROTOCOL IN RESPONSE TO COVID-19**

**as of 21 March 2022**

Pursuant to Joint Circular No. 1 Series of 2020 *“Guidelines for the Establishment of the Philippine Green Lane to Facilitate the Speedy and Safe Travel of Seafarers, including their Safe and Swift Disembarkation, and Crew Change During the COVID-19 Pandemic”,* the One-Stop Shops (OSS) for Seafarers are established nationwide to facilitate the safe, smooth and efficient crew changes in the Philippines.

The OSS are composed and operated by the following government agencies: Department of Transportation (DOTr) and its attached agencies – Office for Transportation Security (OTS), Cebu Port Authority Authority (CPA), Philippine Ports Authority (PPA), Philippine Coast Guard (PCG), Maritime Industry Authority (MARINA); Department of Health (DOH) and Bureau of Quarantine (BOQ); Bureau of Immigration (BI); Bureau of Customs (BOC); Department of Foreign Affairs (DFA); Overseas Workers Welfare Administration (OWWA), Philippine Overseas Employment Administration (POEA), Office of Civil Defense (OCD), and the Provincial and Local Government Units (PGUs/LGUs).

With reference to Joint Circular No. 1 and the latest issuances of the Philippine national government, this crew change protocol shall apply to the following:

1. Filipino Seafarers Joining a Ship Docked in the Philippines or Overseas (Outbound);
2. Filipino Seafarers Leaving a Ship (Inbound);
3. Foreign Seafarers Joining a Ship Docked in the Philippine Seaport from the Airport (Airport to Ship);
4. Foreign Seafarers Leaving a Ship Docked in Philippine Seaport to an Airport (Ship to Airport);
5. **OFFSIGNING PROCEDURES**

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FIGURE 1. **Procedures for Offsigners**

1. Arriving vessels must stay in the anchorage site designated by the port authorities. Crew change at berth shall be allowed, subject to the approval of the OSS prior to vessel arrival.
2. Along with the arrival documents of each seafarer, the shipping agent must submit two (2) copies of Affidavit of Undertaking (template attached).
3. The BOQ Officer shall determine the health condition of the vessel and of the offsigning crew. If all are appropriate, BOQ will issue free pratique. Upon issuance of free pratique, officers from BOC, BI, and PCG shall board the vessel for inspection.
4. Cleared seafarers shall board their transfer vessel bound to the OSS Facility for the completion of the succeeding procedures under this Protocol. Seafarers must observe health and safety protocols such as disinfection, social distancing and wearing of full Personal Protective Equipment (PPE) - face mask, gloves and hazmat suit.

If a seafarer is exhibiting any COVID-19 symptom, he or she will be extracted from the vessel. The BOQ Officer leads the extraction process with strict observance of infection prevention and control protocols. The CIQ and port authorities will facilitate the swift transfer of the patient to the medical facility. The rest of the vessel crew will be processed by the BOQ.

1. Upon arrival at the OSS Facility, seafarers must immediately proceed to the verification booth for their One Health Pass (OHP) registration. They must ensure the accuracy of all encoded items as these will be reflected in their Bureau of Quarantine (BOQ) Certificate.
2. Depending on the latest issuance of the Philippine national government, seafarers will be subjected to the quarantine and testing procedures imposed for those arriving via sea. Their transportation from one facility to another must be arranged by their Agent.

Foreign seafarers availing of the Green Lane Program shall proceed **directly to the airport within four (4) hours upon vessel disembarkation.**

1. Those with **positive** result shall be extracted by the BOQ from their quarantine facility for treatment while those with **negative** result may proceed to their destination upon securing the BOQ Certificate.
2. **ONSIGNING PROCEDURES**



FIGURE 2. **Procedures for Onsigners**

1. Depending on the latest issuance of the Philippine national government, seafarers will be subjected to the quarantine and testing procedures imposed for those departing via sea. Their transportation from one facility to another must be arranged by their Agent.

Should quarantine and/or testing be required for onsigners, only those with negative COVID-19 test result and/or Certification of Containment shall be cleared to embark upon presentation of documents to the OSS.

Foreign seafarers can also avail of the Green Lane program provided the requirements of the national government are duly met.

1. Once pre-embarkation requirements are completed, seafarers must immediately proceed to the OSS facility. Health and safety protocols must be observed such as disinfection, social distancing, and wearing of full Personal Protective Equipment (PPE) – face mask, gloves and hazmat suit.

Foreign seafarers availing of the Green Lane Program shall proceed **directly to the port of embarkation within six (6) hours upon departure from the airport.**

1. Seafarers must undergo physical examination by BOQ and other regular pre-embarkation Procedures. In case of a seafarer exhibits symptoms or a confirmed case of COVID-19 based on the COVID-19 test result, the BOQ will contain all seafarers and inform the LMA for proper coordination for re-swabbing of the entire group.
2. Those cleared for departure shall board the P2P bound to their port of embarkation. They shall undergo the regular embarkation procedures and no longer be allowed to disembark the vessel unless cases of emergency.

**Attachments**

1. Requirements for Licensed Manning Agencies and Shipping Agents
2. Requirements for OSS-Member Agencies
3. Requirements for Authorized Ship-to-Shore Service Providers
4. Affidavit of Undertaking

**ATTACHMENTS**

1. **REQUIREMENTS FOR THE LICENSED MANNING AGENCIES AND SHIPPING AGENTS**
   1. Ensure that all crew are pre-registered to the One Health Pass prior to arrival in the Philippines
   2. Provide all seafarer documents and certificates via online for the swift processing of the crew change applications
   3. Ensure compliance with the pre-disembarkation and pre-embarkation requirements for submission to OSS
   4. Provide transport vehicle/s for seafarers from one facility to another to ensure the controlled movements of seafarers throughout the crew change process
   5. Provide full PPEs for offsigners and onsigners throughout the process of crew change
   6. Coordinate with the government agencies for the smooth step-by-step movement of crew
   7. Notify details of vessel arrival 72 hrs prior. In case of reasonable changes, shipping agents must advise the OSS for appropriate coordination and revision on the plotting details.
2. **REQUIREMENTS FOR THE GOVERNMENT**
3. Provide seafarers any necessary exemptions from national travel or movement restrictions in order to facilitate their repatriation, provided they carry evidence of being a seafarer
4. Practice standard infection prevention and control measures
5. Observe guidelines on proper donning and doffing of PPE
6. Practice daily disinfection and disposal of hazardous materials
7. Ensure completion of crew change within 24 hours since the start of operations
8. Ensure availability of one to two CIQ personnel to conduct physical assessment, documentary counterchecking at OSS facility prior to boarding of onsigners
9. **REQUIREMENTS FOR AUTHORIZED SHIP-TO-SHORE SERVICE PROVIDERS**
10. Provide a safe workplace to all workers and customers by developing management plans to prevent and control the spread of COVID-19
11. Ensure a safe and healthy working environment, and identify risks and take necessary measures to control and mitigate those risks
12. Ensure that all employees strictly comply with health and safety protocols at all times and take all necessary precautions to protect themselves, their colleagues, the ship and its passengers
13. Provide adequate personal protective clothing and equipment
14. Fully implement and abide by established health and safety protocols of the national government