

**FREQUENTLY ASKED QUESTIONS (FAQ) ON  
CREW CHANGE UNDER SPECIAL CIRCUMSTANCES**

<b>S/N</b>	<b>Question</b>	<b>Response</b>
1	How do I apply for a crew change?	<p>MPA has worked closely with the Singapore Shipping Association (SSA), Singapore Maritime Officers' Union (SMOU), Singapore Organisation for Seamen (SOS) and the industry as well as other government agencies to facilitate crew change in Singapore. MPA's Port Marine Circular No. 26 of 2020 lists the special circumstances where crew change will be allowed in Singapore</p> <p>If your request falls under the special circumstances, please submit a <a href="#">Crew Change Preliminary Request</a> <u>at least 14 days</u> in advance of the planned crew change. We will assess your request based on the preliminary information provided and if assessed to meet the special circumstances, full supporting documents will be requested for submission.</p>
2	What if I have an urgent sign-off request and application cannot be sent in 14 days in advance?	For urgent sign-off request on medical or compassionate grounds, we will exercise flexibility on the 14 days requirement and assess each application on a case-by-case basis.
3	What are the requirements for sign-off crew?	<p>Company must ensure that the below requirements can be met before applying.</p> <ul style="list-style-type: none"> <li>a) Confirmation that the crew has not gone ashore in the last fourteen (14) days before leaving the ship, and remained well throughout that period</li> <li>b) Fit-to-travel medical certificate issued by a doctor in Singapore</li> <li>c) An available flight for crew upon sign-off so that he/she can be directly transferred from the ship to the airport. The ship shall only depart after the crew has departed Singapore.</li> <li>d) Documentary evidence supporting that crew change falls under the special circumstances (ie. proof of expiry of employment contract or unfit-for-work medical report, where applicable)</li> </ul>
4	What are the requirements for sign-on crew?	<p>Company must ensure that the below requirements can be met before applying.</p> <ul style="list-style-type: none"> <li>a) Confirmation that the crew will be in quarantine (Stay Home Notice (SHN)) for at least <u>14 days</u> prior to departing his/her home country and has been well throughout that period</li> </ul>

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		<ul style="list-style-type: none"> <li>b) COVID-19 test (polymerase chain reaction (PCR) type) with negative result at his/her home country not more than <u>48 hours</u> prior to his/her departure flight</li> <li>c) Fit-to-travel medical certificate issued by a doctor at his/her home country not more than <u>24 hours</u> prior to his/her departure flight</li> <li>d) Ship shall be in Singapore prior to the crew's arrival. The crew must be transferred directly from the point of arrival in Singapore to the ship.</li> </ul>
5	What is the 14 days quarantine requirements for sign-on crew?	<p>The signing on crew will have to serve 14-days Stay Home Notice in accordance to MOH's "<a href="#">Health Advisory for Persons Issued Stay-Home Notice</a>" at his/her home country prior to his/her departure flight. The Crew will also have to take his/her temperature twice daily and keep a record.</p> <p>Company must ensure the crew's compliance according to MOH's advisory", including periodical checks on the crew during the SHN period.</p> <p>Company shall, at the point of application, fill up the <a href="#">Company Declaration for Stay Home Notice</a>. This declaration must be submitted to MPA along with other supporting documents at a later stage after we have assessed your preliminary request.</p>
6	When should sign-on crew commence their 14 days SHN?	The effective start date of SHN will be counted from the date of application and submission of the Company Declaration for Stay Home Notice.
7	What kind of Covid-19 test is acceptable?	We only accept polymerase chain reaction (PCR) type COVID-19 test.
8	Can crew still sign-on if they are not able to obtain Covid-19 test result 48 hours prior flight departure?	<p>We require all sign-on crew to be Covid-19 tested with negative result <u>not more than 48 hours</u> from his/her departure flight to Singapore.</p> <p>This requirement is critical in ensuring that the crew are well in their home country before flying to Singapore and provide assurance to the ships that they are boarding.</p>
9	Can crew wander ashore while waiting for his/her flight?	<p>The crew must have an available flight upon sign-off so that he/she can be directly transferred from the ship to the airport. Crew is not allowed to wander ashore in Singapore while waiting for flight. The ship will not be allowed to depart Singapore until the sign-off crew has departed Singapore</p> <p>Likewise, for sign-on crew, ship must be in Singapore prior to the crew's arrival. The crew must be transferred directly from the point of arrival in Singapore to the ship.</p>

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10	Can crew change be conducted outside Singapore's Port Limit?	All crew change must be conducted within Singapore's Port Limit.
11	Are applications definitely approved as long as all requirements and conditions are met?	Each application will be assessed on a case-by-case basis. We need to strike a fine balance between allowing crew change and Singapore's public health considerations.