

## **INSTRUCTIVE FOR CREW CHANGES AND ATTENDANCES DURING CURRENT COVID-19 PANDEMIC PERIOD**

Presently, crew changes movements and general attendances are being available in the country. Inchcape Shipping Services can coordinate the local authorities' requests. It is important to keep in mind that every request will be evaluated case-by-case basis.

Only one single application for embarkation and another single application for disembarkation per ship can be applied so we must have complete documentation for all joiners and off-signers, otherwise permission cannot be applied.

For the previous, kindly provide all documentation with 4 workable days in advance for sake of good order.

### **BELOW IMPORTANT POINTS**

- *Panamanian Visa can be applied once the license/certificate of competency, passport and seaman's book are received but permission for the crew change must be granted by the authorities before crew arrive to Panama.*
- *Immigration offices are working in a schedule from 08:00 hours to 15:00 hours from Monday to Friday and closed on weekends for administrative procedures.*
  - ***Visa applications are accepted until Fridays, 14:30 hours.***
- *Visa application usually takes 1 day to be issued by immigration authorities.*
- *Visas are just for joiners, for off-signers, Visa do not apply.*
- *All documentation is needed at least 4 workable days in advance to have enough time to process formalities with the authorities.*
- ***Very important to keep in mind time difference, current time in Panama: (UTC-5).***
- *Only exceptions in the submission of documents are PCR test that needs a validity of 48 hours upon arrival at PTY and the temperature log which needs to be filled until one day (24 hours) prior departure from main country (first flight/boarding point).*
- *Documents must be sent separately for on-signers and off-signers.*
- *Documents must be sent in PDF format.*
- *Documents must be sent in different files, with different names per sailor. Well identified.*
- *Do not protect documents with passwords, as the authorities are having problems opening these files.*

- *Hotel accommodation is allowed for on-signers and off-signers but due to COVID-19 situation, crewmembers can only be arranged in single rooms and cannot leave the hotel under any circumstances during their stay.*
  - ***For Inchcape Shipping Services is very difficult to guarantee that seafarers will stay in their rooms. On this basis, please instruct the sailors to remain inside of the rooms to avoid fines and / or repatriations for breaking the rules.***
- *Once Panamanian Visa is stamped at Tocumen International Airport (PTY), seafarers have 5 days to embark the vessel. After 5 days of staying in Panamanian territory, Visa extension must be applied.*
  - *Cost for Visa extension: USD 10.00 per visa.*
- *Once the shore pass is stamped for off-signers, seafarers have 3 days to leave the country. After 5 days of staying in Panamanian territory, Visa extension must be applied.*
  - *Cost for shore pass extension: USD 5.00 per shore pass.*
- *All crewmembers disembarking must have a negative COVID Antigen test (rapid test).*
  - *Results take between 2 to 4 hours to be released.*
  - *If attention will be at Balboa (Pacific Side): the performing of rapid tests ashore is prohibited. Hence, we need to send a laboratory company on board to perform the test.*
  - *If attention will be at Cristobal (Atlantic side): rapid tests can be performed ashore.*
  - *For tests at anchorage (Balboa or Cristobal), crewmembers must wait results onboard.*
  - *Tests can be performed at any time / any day but during weekends, and, from 17:00 to 06:00 hours every day of the week, they will have an extra charge.*
  - *Cost for rapid test: \$250.00 per crew approximately. (Prices for rapid tests may vary as these tests are performed by private laboratories).*
- ***If any disembarking crew results COVID-19 positive, crew will have to stay onboard, and the vessel will remain in quarantine for 14 days.***

- Guidance for Indian, Chinese, and Cuban nationalities:
  - *Mentioned nationalities are subject to compulsory escort from Immigration Authorities, from the airport until they embark the vessel. The escort will keep their personal documents and remain with the crew.*
  - *Even in case they are lodged, they are not allowed to leave the hotel or have any visit.*
  - *For disembarkation this does not apply.*
  - *Costs for custody:*
    - *USD 25.00 each 2 persons (airport to vessel-hotel-vessel in Balboa area).*
    - *USD 50.00 each 2 persons (airport to vessel-hotel-vessel in Cristobal area).*
    - *Custody at Hotel USD 6.25 per hour each 2 persons.*
- *At Tocumen International Airport, Sanitary Authorities are randomly testing passengers. If the seafarer is tested or not, this is totally out of our control.*
  - *If the seafarer is chosen to be tested, test must be paid by the seafarer as we do not have access to the point where the tests are performed.*
  - *Costs for COVID tests at the Airport: between USD 50.00 and USD 90.00.*
- *Service boat companies at Cristobal side reserve the right to take the trips to the outer anchorage.*
  - *What they say is that there is no bad weather for some vessels maybe but for launches like theirs, the heavy swell is a barrier for their maneuvers.*
  - *To have a better scenario, vessel must anchor close to the breakwater, no more than 2 or 3 NM.*
  - *We can keep close contact with them so they can tell us at the second they will take the trip. However, repeating, this is subject to them and is totally out of our control.*

## **COVID TESTING**

- *PCR tests can be arranged for joiners based on Owner's requirements.*
- *PCR tests can be arranged for off-signers if same is needed to travel.*
  - *Results take between 24 to 48 hours to be released.*
  - *We have EXPRESS PCR test available. Results take between 10 to 18 hours to be released but this service is subject to the Laboratories availability and their volume of the requests.*
  - *Tests can be performed at any time / any day but during weekends, and, from 17:00 to 06:00 hours every day of the week, they will have an extra charge.*
  - *Cost for RT-PCR test: \$300.00 per crew approximately. **(Prices for RT-PCR tests may vary as these tests are performed by private laboratories).***
- *PCR test and IgM test by China Embassy approved laboratory can be arranged.*

## DOCUMENTATION REQUIRED

All the below information/documentation is requested by our authorities to proceed with authorization of crew change.

### For on-signers, we require:

1. Full details of crewmember (name, rank, nationality, date of birth, etc.).
2. Scanned copy of valid passport (In case passport is expired and has an extension let us know).
3. Scanned copy of valid seaman's book. (Latest seaman's book and must show expiry date).
4. Seafarer license or certificate of competency that shows applicable positions onboard (must include the same position that will be shown in the Visa as this is needed for the Visa application).
5. Updated medical Certificate showing that crew is in good health, issued by a Private or Public Clinic, sealed by a licensed Physician. (Medical certificate for seafarers will work). *Attached good example.*
6. Health Self-Declaration made by the crew. Attached form.
7. Daily temperature readings (at least twice a day for 14 days until one day before departure from main country). Attached form. *Please return in the same format.*
8. Letter of guarantee from you company with joiners' details, regarding the change of crew and stating that joiners are part of the company. *Attached Good example.*
9. Confirmation of arrival flight (Scanned copy of e-ticket).
  - Most convenient Airport: Tocumen International Airport (PTY).
10. **Negative RT-PCR test with no more than 48 hours of validity upon arrival at PTY** (The test must show sample collection date and time, date and time of results release, must be signed and seal by a professional and must be sent in English or Spanish).
11. Encuesta de salud. (Attached form).

**For off-signers, we require:**

1. Full details of crewmember (name, rank, nationality, date of birth, etc.).
2. Scanned copy of valid passport (In case passport is expired and has an extension let us know).
3. Scanned copy of valid seaman's book. (Latest seaman's book and must show expiry date).
4. Health Self-Declaration of crewmember, signed and sealed by the vessel. (Attached form).
5. Master's declaration on the health condition of all crewmembers, duly signed and stamped. *Attached good example.*
6. Registration of temperature readings on board (at least twice a day during the last 14 days until one day before disembarkation). Attached form. *Please return in the same format.*
7. List of last ten (10) port of call. *Please provide in PDF format.*
8. IMO Arrival Crew list – **must include passport number, date and place of embark of every crewmember onboard.** *Please provide in PDF format. Attached good example.*
9. Confirmation of arrangement of Repatriation Flight. (Scanned copy of e-ticket).
  - Most convenient Airport: Tocumen International Airport (PTY)
10. Encuesta de salud. (Attached form).



**REGULATION FOR INBOUND SAILORS FROM UK, SOUTH AFRICA, SOUTH AMERICA,  
AND INDIA AS OF MAY 3<sup>RD</sup>**

*Passengers who have stayed or transited or come from the UK, South Africa, South America, and India in the last 15 days prior arrival to PTY, must present a negative RT-PCR or Antigen test with a validity of 48 hours upon arrival to PTY.*

*Passengers who have stayed or transited or come from the UK, South Africa, South America, and India in the last 15 days prior arrival to PTY, must take a COVID test at Tocumen International Airport at their own cost before passing through Immigration section.*

*Cost for COVID test at the airport: between USD 50.00 and USD 90.00.*

***Please note that we do not have access to Immigration point where the tests are performed inside the airport. Hence, the seafarer must carry at least 50.00 in cash or credit/debit card to pay the test.***

*Passengers who have stayed or transited or come from the UK, South Africa, South America, and India in the last 15 days prior arrival to PTY, after taking the COVID test at Tocumen International Airport:*

- *If the test is positive, they will have to stay 14 days in quarantine at a National Government approved Hotel for positive COVID cases.*
- *If the test is negative, they will have to stay 3 days in quarantine at a National Government approved Hotel for negative passengers.*
- *After the 3-day quarantine, COVID test will be repeated.*
  - *If the test is negative, the quarantine will be cleared.*
  - *If the test is positive, they will have to stay 14 days in quarantine.*

***Important remarks:*** *As our personnel are not allowed to enter the Airport due to COVID-19 restrictions, the seafarers will be transferred in an official bus of our Health Authorities at Tocumen International Airport\**

*If the seafarers will embark directly from the Airport to the vessel, then quarantine period of 3 days will not be applied.*

## **REGULATION FOR VESSELS SAILING TO KOREA**

*The new crew joining in any foreign port from Jan 15<sup>th</sup>, 2021 must have a COVID-19 negative certificate issued within 72 hours before ship's DEPARTURE at joining port, NOT 72 hours before arrival or joining.*

*If any crew joined after Jan 15<sup>th</sup>, 2021 at any port, please make sure to send a copy of the valid COVID-19 negative certificate to your port agent for early confirmation/declaration to the Busan quarantine station (when you send Busan pre-arrival paper to your Busan agent).*

*Hospital for PCR test is not specified in other countries except joining crew at Russian/Philippine ports must get tested at the designated hospital with QR code.*

### **Requirements for Covid-19 test certificate:**

1. *Only ENGLISH VERSION certificates are accepted by Korea quarantine station.*
2. *Below information must be included on the test certificate.*
  - *CREW NAME (SAME AS PASSPORT).*
  - *DATE (PASSPORT NO & ID CARD NO. ALSO POSSIBLE).*
  - *INSPECTION RESULT.*
  - *DATE OF INSPECTION RESULT ISSUE.*
  - *SEAL OR SIGN OF ISSUING AUTHORITY.*
3. *Test certificate issuance date AFTER Ships departure will NOT be accepted.*
4. *In case of crew join on Jan 15<sup>th</sup> and Ship depart on Jan 16<sup>th</sup>, only certificate issuance date from 14<sup>th</sup> to 16<sup>th</sup> is valid.*

### **Exceptions & penalties:**

1. *Exceptions*
  - ✓ *If the joining crew has a valid certificate but the Ship's departure is delayed by bad weather or ship's malfunctions, PCR test certificate is acceptable exceptionally.*
  - ✓ *Obligation to submit COVID-19 negative certificate is exempted in case of 28 days passed after Ship's departure from joining port AND the vessel visited more than 2 countries before arriving in Busan.*
2. *Penalties*
  - ✓ *Seafarers with invalid certificate must have PCR test & certificate upon arrival Busan, NOT allowed to start Cargo operation or anything until they received the Covid-19 negative result.*





## **REGULATION FOR INBOUND SAILORS FROM COLOMBIA AS OF MAY 20<sup>TH</sup>**

*Passengers who have stayed or transited or come from Colombia, are not allowed to enter the country.*