

CREW CHANGE HANDLING PROCEDURES

Inchcape Shipping Services PNG Limited (Inchcape), recognises the critical role that seafarers play within the global trade and the importance of crew change to safeguard the health and safety of seafarers on board ships.

With this in mind, Inchcape has been facilitating crew change under various circumstances for On and Off Signing crew in Papua New Guinea, where feasible.

However, there are restrictions in place which we ask you to take note of.

OPL/Anchorage crew change is not allowed anywhere in PNG.

Under the **NOC (National Operational Centre measures)** and **SOE (State of Emergency Act) Port Moresby is the only exempted port to allow crew changes under special conditions.**

All Onsigning Crew must be vaccinated to be given approval to enter Papua New Guinea.

Mandatory Hotel Quarantine 21 days, effective 2 July 2021.

Special Approval must be given by the PNG NOC Controller to allow crew change in PNG.

Once all documentation requirements have been met by the Crewing Company, Master of the vessel and Agent the process for crew change can commence.

Vessels must berth (Wharf or terminal) in order to facilitate crew change.

The approval process can take up to **14 working days** provided all information is submitted correctly by the respective clients or their representatives. Please see requirements below.

Jackson's International airport (JAX) in Port Moresby, is the only entry and exit point for crew. It is less than a 30 minute drive from the Airport to the majority of wharf/terminal areas and hotels.

Crew change operational process is outlined in this document under current Covid-19 restrictions/measures and is subject to change without notice from the NOC.

Imbedded within the links are concise details of the process to follow:

INBOUND – CREW ON-SIGNER REQUIREMENTS

PNG Entry Process (Port Moresby only)

Application for approval and quarantine exemption from NOC controller:

The following documents are required to be submitted and approval sought prior to being granted entry into PNG and quarantine exemption confirmed by the NOC controller.

- a. Cover letter from the Crewing Company reason for travel to Papua New Guinea.
- b. Individual crew details: Copy of passport bio page & seaman book
- c. Flight itinerary
- d. Personnel to be vaccinated without exception, copy of vaccine card required**
- e. Negative PCR (Polymerase Chain Reaction) test result.
- f. PNG visitor visa application
- g. Complete the International “Air Passenger Travel Form version 7” [I-APTF] as attached.

The agent will submit the above documents along with the completed NOC task sheet requesting approval of entry and exemption by the controller.

Visa Applications

- h. Valid PNG Visa (Application Online only) – <https://ica.gov.pg>
- i. The visa category to apply for is; “**Visitor Visa**”
- j. Click either 30 days or 60 days to see the country of eligibility.
- k. Should the country of eligibility not be stated in point i. please proceed to **Tourist visa** section and apply for this type of visa. Under the tourist visa application, a return ticket is required.
- l. Upload the following documents: -
 - ✓ Copy of passport bio page,
 - ✓ Corona Virus Supplementary Health form (attached)
 - ✓ Corona Virus Medical Clearance Certificate/Negative PCR Test.
 - ✓ Tourist visa only application a return ticket is required to be submitted.

PNG Visa approval is required before departure/uplifted in home country to PNG.

Note: Approval of visa's are taking up to 14 working days to be approved

Flight Check In

A copy of the following documents must be carried on your person in addition to the above points **a., b., c., g., j.,** to successfully check in and board flights destined for PNG

- PCR Test result (Negative) within **72 hours** of boarding an aircraft.
- Approved International Air Passenger Travel form (I-APTF v7)
- E-Health declaration form barcode – <https://www.pnghdf.info>

TRANSIT FLIGHT – INCOMING CREW CHANGE (INFORMATION ONLY)

There are a few options for flights into Papua New Guinea via **Brisbane (Australia), Hong Kong, Singapore and Philippines** and are subject to change without notice.

Please check with your travel consultants/Airlines for updated visa and entry requirements.

Guidance only information for transits via Australia and is subject to change without notice

Booking Flights:

Australia Transit: Brisbane (BNE),

Airline: Air Niugini (ANG) from BNE to POM.

Note: Port Moresby is the single-entry point for Papua New Guinea. **Transit to other PNG ports is prohibited.**

Australia Transit:

Each traveller will require:

- Transit Visa (Apply Online) - <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/transit-771> - if they do not have a valid ETA (Electronic Travel Authority)
- Queensland Entry Pass (Apply Online) - <https://www.qld.gov.au/border-pass>
- Australian Transit Exemption (Apply Online) - <https://immi.homeaffairs.gov.au/help-support/departmental-forms/online-forms/covid19-enquiry-form>

Supporting documents required: Company Letter / Itinerary / Queensland Pass

On arrival at Brisbane, travellers may need to reside at a quarantine airport hotel arranged by the Australian Border Force if connection is more than 8 hours / following day. This will be at the travellers or company cost.

Important Note: On arrival in Port Moresby, travellers are required to undertake 21 days mandatory hotel quarantine as per pandemic measure. Inchcape will seek exemption to reduce the hotel quarantine days to the required number to enable ship transfer.

The exemption for reduced hotel quarantine days does not exempt on signing crew from all other Pandemic Directives/Measures. Crew are to quarantine in their assigned rooms for the duration of their reduced stay without exception. Individuals and Companies may be fined accordingly if they contravene the directives /measures in place.

Should you have any further queries on the process please do not hesitate to contact

Agatha Haurama

Mobile phone: +675 7106 8392

Email: agatha.haurama@iss-shipping.com

Ocean Kabilu

Mobile phone: +675 7199 8818

Email: ocean.kabilu@iss-shipping.com

Additional Notes

Pandemic Act Measure No2

International APTF Form

Inchcape Shipping Services

Level 5 Mogoru Moto Building

PO Box 922, Port Moresby, Papua New Guinea

T +675 7999 4100

www.iss-shipping.com

Registered at ISS Group Holdings Limited. No. 03650395. Registered Office 8th Floor. 60 Fenchurch Street, London EC3M 4AD, England