

## **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 before the joiners will travel** for sake of good order. If the crew change will consist in just off-signers, we can collect the documentation up to 2 days before disembarkation date.

### **BELOW IMPORTANT POINTS**

- *Panamanian Visa is required for joiners to travel and arrive at PTY to embark the vessel.*
- *Panamanian Visa can be applied once the certificate of competency/proficiency, passport and seaman's book are received but permission for the crew change must be granted by the authorities before crew will embark.*
- *Immigration offices are working in a schedule from 09:00 hours to 17:00 hours from Monday to Friday and closed on weekends for administrative procedures.*
  - ***Visa applications are accepted until Fridays, 15:00 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 the joiners' arrival date to have enough time to process formalities with the authorities and obtain the necessary permissions.*
- ***Very important to keep in mind time difference, current time in Panama: (UTC-5).***
- *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 for joiners 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.*
  - *Visa extension validity: subject to the immigration officer on duty (usually 3-5 days).*
- *Once the shore pass for off-signers is stamped, seafarers have 3 days to leave the country. After 3 days of staying in Panamanian territory, shore pass extension must be applied.*
  - *Cost for shore pass extension: USD 5.00 per shore pass.*
  - *Shore pass extension validity: subject to the immigration officer on duty (usually 3-5 days).*
- ***Non-vaccinated*** crewmembers disembarking must have a negative COVID Antigen test (rapid test).
  - *Results take between 2 to 4 hours to be released (including the time needed to get the report via mail from the laboratory, print it and take it to the immigratory compound for its process).*
  - *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 the vessel or at the launch alongside the boat landing.*
  - *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.***

- **Fully vaccinated** crewmembers (with complete immunity since more than 14 days) are exempted to take the antigen test to disembark.
- 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 5 persons (airport to vessel-hotel-vessel in Balboa area).
    - USD 50.00 each 5 persons (airport to vessel-hotel-vessel in Cristobal area).
    - Custody at Hotel USD 9.35 per hour each 5 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.
- Crew changes are available at weekends.
- Crew changes are allowed at Anchorage (Balboa or Cristobal) even if the vessel will call for crew change only.

- *For attendance at anchorage if vessel will transit or anchor only for any activity, launch is compulsory.*
- *The expenses for launch services are as follow:*
  - *From 06:00 to 18:00: USD 200.00 per hour, minimum use is 2 hours (Trip will be 400.00).*
  - *From 18:00 to 06:00: USD 300.00 per hour, minimum use is 2 hours (Trip will be 600.00) also will apply for weekend and holidays.*
  - *For Cristobal outer anchorage at any time: USD 300.00 per hour in addition to base tariff.*
  - *The fixed tariff is applied for all boat services companies in Panama as per agreement of relevant parties and not for Inchcape Shipping Services.*

### **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, IgG and IgM test by China Embassy approved laboratory can be arranged.*
  - *Results take between 24 to 48 hours to be released.*

## **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 including page where shows the photo (Latest seaman's book and must show expiry date).
4. Certificate of competency/proficiency 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). *Attached good example.*
5. Health Self-Declaration made by the crew. Attached form.
6. Letter of guarantee from your company with joiners' details, regarding the change of crew and stating that joiners are part of the company. *Attached good example.*
7. Confirmation of arrival flight (PDF e-ticket).
  - Most convenient Airport: Tocumen International Airport (PTY).
8. Vaccination card (must show date of the shot/s).
  - **If the seafarer is not vaccinated:**
    - **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).
9. Encuesta de salud. Attached form.

**Important note: For vessels that have Panamanian flag, we require Panamanian seaman's book to apply the Visas.**

**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 including page where shows the photo (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. List of last ten (10) port of call. *Please provide in PDF format.*
7. IMO Arrival Crew list – **must include passport number, date and place of embark of every crewmember onboard.** *Please provide in PDF format. Attached blank form for your guidance.*
8. Vaccination card (must show date of the shot/s).
  - **If the seafarer is not vaccinated: antigen test will be compulsory to disembark.**
9. Confirmation of arrangement of Repatriation Flight. (PDF e-ticket).
  - Most convenient Airport: Tocumen International Airport (PTY).
10. Encuesta de salud. Attached form.

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

*The new crew joining in any foreign port from July 1<sup>st</sup>, 2021 must have a COVID-19 negative certificate (RT-PCR Test) issued within 72 hours before **joining the vessel**. However, if the vessel does not sail for over 14 days after departure from crew joining port, this regulation will not be applicable.*

*If any crew joined after July 1<sup>st</sup>, 2021 at any port, please make sure to send a copy of the valid COVID-19 negative certificate (RT-PCR Test) to your port agent for early confirmation/declaration to the Busan quarantine station (when you send Busan pre-arrival documents 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. *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 and the Vessel will NOT be allowed to start Cargo operation or anything until they received the Covid-19 negative result.*