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Circular Letter No.4268/Add.2
5 January 2021

To: All IMO Members
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: **Communication from the Government of the Republic of Indonesia**

The Government of the Republic of Indonesia has sent the attached communication, received on 4 January 2021, with the request that it be circulated by the Organization.



KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN LAUT

JL. MEDAN MERDEKA BARAT No. 8
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No. Ref: UM. 006 / 115 / 7 / DJPL / 2020

Jakarta, 30 November 2020

H.E. MR. KITACK LIM

Secretary-General
International Maritime Organization
4th Albert Embankment
London SE1 7SR
United Kingdom

Dear

Subject: Request to disseminate information regarding adopted measures for Implementation of Crew Changes and Repatriation including Port Services during Corona Virus Disease 2019 (COVID-19) Pandemic

The Directorate General of Sea Transportation of Ministry of Transportation of the Republic of Indonesia presents its compliments to the International Maritime Organization and would like to convey and request to disseminate information regarding adopted measure for implementation of crew changes and repatriation including port services in Indonesia.

The attached adopted measure is Circular of Director General of Sea Transportation Number 43 Year 2020 on Instruction for Implementation of Crew Changes and Repatriation Including Port Services During COVID-19 Pandemic, taken from Resolution MSC.473 (ES.2) on Recommended Action to Facilitate Ship Crew Change, Access to Medical Care and Seafarer During the COVID19 Pandemic and Circular Letter No.4204/Add.14/Rev.1 on Coronavirus (COVID-19) - Recommended Framework of Protocols for Ensuring Safe Crew Changes and Travel during the Coronavirus (COVID-19) pandemic.

Please accept Your Excellency the assurances of our highest consideration.

Sincerely yours,

MR. R. AGUS H. PURNOMO

Director General of Sea Transportation
Ministry of Transportation
Republic of Indonesia

- Cc.
1. Minister for Transportation, Republic of Indonesia;
 2. Ambassador Extraordinary and Plenipotentiary of Republic Indonesia to United Kingdom/Permanent Representative of the Republic of Indonesia to IMO;
 3. Secretary General, Ministry of Transportation;
 4. Director General of Multilateral Cooperation, Ministry of Foreign Affairs;
 5. Secretary General of Sea Transportation, Ministry of Transportation;
 6. Director of Marine Safety and Seafarers, DGST
 7. Transportation Attaché, Embassy of the Republic of Indonesia in London/Alternate Permanent Representative of the Republic of Indonesia to IMO.

“Mentaati Peraturan Pelayaran Berarti Mendukung Terciptanya Keselamatan Berlayar”



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**CIRCULAR LETTER
No. SE.43 Year 2020**

REGARDING

**INSTRUCTIONS FOR IMPLEMENTATION OF CREW CHANGES AND
REPATRIATION INCLUDING PORT SERVICES DURING CORONA VIRUS
DISEASE 2019 (COVID-19) PANDEMIC**

1. Based on:
 - a. Law Number 17 Year 2008 on Shipping;
 - b. Law Number 23 Year 2014 on Regional Government;
 - c. Law Number 6 Year 2018 on Health Quarantine;
 - d. Government Regulation Number 21 Year 2008 on The Implementation of Disaster management;
 - e. Presidential Regulation Number 82 Year 2020 on the Committee for Handling Corona Virus Disease 2019 (COVID-19) and National Economic Recovery;
 - f. Transportation Ministerial Regulation Number PM 41 Year 2020 on the Amendment to the Transportation Ministerial Regulation Number PM 18/2020 on Transportation Control in the Context of Preventing the Spread of Corona Virus Disease 2019 (Covid-19);
 - g. Circular of National Task Force for the Acceleration of Covid-19 Handling Number 7 Year 2020 on the Criteria and Requirements for Person Travel in the Period of Adaptation for New Habits towards a Productive and Safe Society of Corona Virus Disease 2019 (Covid-19) as amended to the Circular of of National Task Force for the Acceleration of Covid-19 Handling Number 9 Year 2020;
 - h. Circular of the Director General of Sea Transportation Number SE 13 Year 2020 regarding Limitation of Passengers on Ships, Logistics Transportation and Port Services during the Mitigation Emergency Period of Corona Virus 2019 (COVID-19);
 - i. Circular of the Director General of Sea Transportation Number SE 30 Year 2020 regarding the Extension of the Contingency Plan for Seafarers and Shipowners / Operators due to Covid-19;
 - j. Resolution MSC.473 (ES.2) - Recommended Action to Facilitate Ship Crew Change, Access To Medical Care And Seafarer Travel During The Covid 19 Pandemic.

2. Considering National policies and regulations including International Maritime Organization (IMO) recommendations on the facilitation of Crew Changes during crisis due to the Covid-19 Pandemic (in accordance with Resolution MSC.473(ES.2) - Recommended Action To Facilitate Ship Crew Change, Access To Medical Care And Seafarer Travel During COVID-19 Pandemic), and concerning with ship Crew position as Keyworkers to keep global maritime trade flows and supply chains running smoothly in the current economy, it is necessary to undertake crew changes by complying with COVID-19 Health Protocols as stipulated by the World Health Organization (WHO) and authorized government agencies; thus POSKODALOPS is determined as the national

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focal point in terms of coordination and control of crew change and repatriation activities at Indonesian Seaports as follows:

- a. Name : POSKODALOPS
- b. P.I.C : Directorate General of Sea Transportation
- c. Address : Ministry of Transportation of the Republic of Indonesia, Karya Building 4th Floor, Jl. Merdeka Barat No. 8, Gambir, Jakarta Pusat
- d. Phone : +6221 3456614
- e. Fax : +6221 3451364
- f. Email : poskodalops_hubla@yahoo.co.id
- g. Whatsapp : +62811 9620 9700

3. For safety and security considerations, change and repatriation services to Foreign Citizen (WNA) or Indonesian Citizen (WNI) Crew members on Foreign-Flagged Vessels may be carried out at the following ports:

- a. Belawan;
- b. Tanjung Balai Karimun (Pulau Nipah and Tanjung Balai Karimun);
- c. Batam (Pulau Galang, Batu Ampar and Kabil);
- d. Merak;
- e. Tanjung Priok;
- f. Tanjung Perak;
- g. Makassar;
- h. Benoa;
- i. Sorong;
- j. Ambon; and
- k. Bitung

By complying with COVID-19 health protocols and approval from competent local authorities in accordance with the prevailing legislation.

4. The change and repatriation services to WNI crew members on Indonesian-flagged vessels during the Covid-19 pandemic may be carried out at all Indonesian ports by complying with COVID-19 health protocols and approval from competent local authorities in accordance with the prevailing legislation.

5. In order to improve seafarer and port services during mitigation period of Corona Virus Disease 2019 (Covid-19) pandemic as well as to facilitate travel and crew changes on Foreign-Flagged Vessels including seaport services to crew members who are going to work overseas, Ship Owners / Operators / Agency Companies (SIUPAL/SIUPKK) / Crew Placement and Recruitment Companies (SIUPPAK), Technical Executive Units under the Directorate General of Sea Transportation, or other supporting personnel are required to conduct the followings:

- a. The Heads of Main Harbormaster Offices, Batam Special Harbormaster and Port Authority Office, Harbormaster and Port Authority Class I, Harbormaster and Port Authority Class II, Harbormaster and Port Authority Class III, Harbormaster and Port Authority Class IV, Harbormaster and Port Authority Class V, Port Operator Unit Office Class I, Port Operator Unit Office Class II, and Port Operator Unit Office Class III:
 - 1) Opening access to crew change and repatriation services either electronically or in outlets by reporting their activities to POSKODALOPS;
 - 2) Cooperating with local Navigation Districts to carry out vessel monitoring in designated Mayan anchorage areas and ensuring that these vessels activate their Automatic Identification System (AIS);

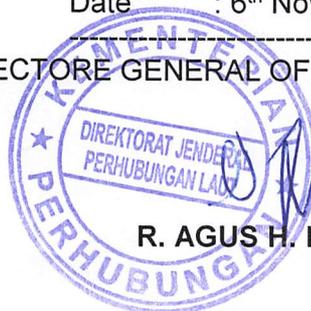
- 3) Acting practically and pragmatically in facilitating crew travel and changes as well as conducting active coordination with other agencies in their respective work area.
- b. Maritime Health Center (BKPP) is to socialize and provide effective counseling for Indonesian Seafarers concerning health quarantine procedures as determined by authorized agencies in order to reduce the impact of Covid-19.
 - c. Ship Owners, Operators, Agency Companies (SIUPAL/SIUPKK) / Crew Placement and Recruitment Companies (SIUPPAK) that will conduct crew changes are required to:
 - 1) Demonstrating a commitment letter from the Ship Owner / Principal on the fulfillment of Covid-19 test standards and crew quarantine procedures for reducing the impact of Covid-19 pandemic on Crew members by the time of crew changes and repatriation;
 - 2) Applying for Foreign Ship Agency Approval (PKKA) to the designated Sea Ports for WNA crew repatriation;
 - 3) Facilitating and covering crew travel expenses in changeovers and repatriation from and / or to the board in compliance with the international maritime labor conventions concerning crew health, security and safety reasons, in order to prevent them from work fatigue on board that might endanger the safety of the ship operations;
 - 4) Being obliged to fulfill required travel documents specified for Covid-19 handling; the crew itinerary might be arranged on the 13th (thirteenth) day after the crew being tested negative for Covid-19 based on the results of Covid-19 health tests.
 - d. Crew members in changeovers (sign on / sign off) are required to:
 - 1) Fulfill the required seafarer travel documents in the forms of Seaman Book and/ or Seafarer's ID Card and a valid Seafarer Employment Agreement (PKL) including non-mandatory additional documents in the forms of letters of guarantee from the companies of the destination country;
 - 2) Take responsibility for their respective health by filling out the electronic Health Alert Card (eHac) application, taking Seafarers' Health Examination, complying with COVID-19 health protocols which include social distancing, mask and personal protection equipment wearing, hand washing, as well as complying with the prevailing terms and conditions;
 - 3) During port activities, the crew members who are not included in the repatriation list (sign off) are required to remain on board;
 - e. Apart from conducting crew changes, vessels may fill up their fuel, fresh water, and food storage upon obtaining approval from local Main Harbormaster Office / Batam Special Harbormaster and Port Authority Office / Harbormaster and Port Authority Class I / Harbormaster and Port Authority Class II / Harbormaster and Port Authority Class III / Harbormaster and Port Authority Class IV and Harbormaster and Port Authority Class V / Port Operator Unit Office Class I / Port Operator Unit Office Class II / Port Operator Unit Class III by taking account of COVID-19 health protocols.
 - f. Ship Agency Companies (SIUPAL/SIUPKK) and Crew Placement and Recruitment Companies (SIUPPAK) are to fulfill provisions stipulated by other relevant Ministries/Institutions, comprising the followings:
 - 1) Special Immigration Procedures for WNA crew members:
 - a) Completed with a passport before entering the Republic of Indonesia;
 - b) the guarantor / ship agent requests for visit visa approval to sign on in the Indonesian territory via the online visa approval page (<https://visa-online.imigrasi.go.id/>);

- c) prior to the arrival of the WNA crew members; the ship agent shall then report to the local Immigration Officials for the application of immigration checks, sign of entry issuance, and travel document stamping by the immigration officials to the sign on WNA crew members.
 - 2) If there will be a sign off crew member, the vessel agent shall submit in writing about the sign off crew and request for Exit Permit Only (EPO crew) or Shore Pass to the local Immigration Office by attaching travel documents and flight itinerary for heading to the country of origin / leaving the Indonesian territory; the Immigration Official would then put an EPO stamp or Exit Pass on the crew travel documents.
 - 3) Health Protocols, Examination, and Quarantine
 - a) In compliance with procedures for COVID-19 examination (SWAB Test — Polymerase Chain Reaction (PCR)) to every crew travel and emergency medical treatment applied by Port Health Office Team to any suffering crew member;
 - b) In compliance with health protocols imposed against travel restrictions determined by certain countries of placement / destination (for instance, to enter the territory of the People's Republic of China (PRC), the crew of commercial vessels are required to take a nucleic acid test 3 (three) days before entering the PRC territory, while the crew of fishing vessels are to comply with stipulations regulated by the Ministry of Manpower).
 - c) In compliance with health quarantine procedures for crew confirmed positive for COVID-19 based on health examination results.
6. Procedures for crew changes, repatriation, health examination and quarantine as presented in charts attached to this Circular will be adjusted if there is any amendment to the relevant national or international provisions.
7. With this Circular coming into effect, Circular Number SE 13 Year 2020 is declared to be invalid, thus the Heads of Main Harbormaster Offices, Batam Special Harbormaster and Port Authority Office, Harbormaster and Port Authority Class I, Harbormaster and Port Authority Class II, Harbormaster and Port Authority Class III, Harbormaster and Port Authority Class IV, Harbormaster and Port Authority Class V, Port Operator Unit Office Class I, Port Operator Unit Office Class II, and Port Operator Unit Office Class III are to inform all stakeholders at ports and supervise its implementation.
8. Thus this Circular is set out as a guideline for its implementation.

State in : Jakarta

Date : 6th November, 2020

DIRECTOR GENERAL OF SEA TRANSPORTATION



R. AGUS H. PURNOMO

STANDARD OPERATING PROCEDURES FOR CREW CHANGES OR REPATRIATION

No	Details of Activities	Executor				Quality Standard			Note	
		Captain and Crew Members	Shipowners / Operators and SIUPAK	Other supporting personnel units	Harbormaster	POSKODALOPS	Completeness	Time		Output
1	<p>Complying with the prevailing regulations and provisions of Immigration Office and COVID-19 health protocol standards.</p> <ul style="list-style-type: none"> - Foreigner (WNA) crew members are obliged to acquire Visit Visa when entering the Republic of Indonesia and exit permit when leaving the Indonesian territory 	□					<ul style="list-style-type: none"> - COVID-19 Personal Protection Equipment - eHAC - SWAB Test - PCR Crew Travel Documents Passport 		Crew FIT	
2	<ul style="list-style-type: none"> - Applying for Foreign Ship Agency Approval (PKKA) - Showing commitment letters from Shipowners/Principal - Facilitating and covering crew travel expenses in changeovers and repatriation from and / or to the board - Taking Nucleic Acid Test 3 (three) days before entering the PRC territory for Comercial Ship Crew members - Crew itinerary and quarantine obligations. 		□				<ul style="list-style-type: none"> - PKKA - Commitment Letters from Ship Owners/Principal - Itinerary of crew change or repatriation activities - Accommodation/Meals/Health Facilities for quarantine 		Facility for crew change and repatriation	
3	<p>KKP, Immigration Offices and BKPP supervise travel documents, COVID-19 health protocols, and socialisation programs to reduce the impact of COVID-19</p>			□			<ul style="list-style-type: none"> - Letter of Assignment - Medical Equipment - Other supporting equipment 		Facility for seafarers travel and medical care	
4	<ul style="list-style-type: none"> - Providing electronic or outlet services for crew changes and repatriation - Cooperation on AIS activation monitoring - Active coordination with other institutions in their respective work area 				□		<ul style="list-style-type: none"> - Electronic or outlet services - Coordination and communication device 		Coordinator for Region	
5	<ul style="list-style-type: none"> - Coordination with related Ministries / Institutions - Crew change and repatriation recap - Reporting 					□	<ul style="list-style-type: none"> - Coordination and communication device 		Coordinator Center	