



**KEMENTERIAN PERHUBUNGAN**  
**DIREKTORAT JENDERAL PERHUBUNGAN LAUT**

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**CIRCULAR LETTER**

**No. SE.11 Year 2020**

**REGARDING**

**CONTINGENCY PLAN**

**FOR SEAFARERS AND SHIP OWNERS/OPERATORS DUE TO COVID-19**

1. In accordance with the Circular Letter International Maritime Organization (IMO) No.4202/Add.5 on 17<sup>th</sup> March 2020 regarding Coronavirus (COVID-19) – Guidance relating to the certification of seafarers, addressed to all IMO member countries, intergovernmental and consultative non-governmental organizations (N-GO).

COVID-19 related-links are as follows:

- a. Circular Letter No.4204/Add.5 (17<sup>th</sup> March 2020) Coronavirus (COVID-19) – Guidance relating to the certification of seafarers.
  - b. Circular Letter No.4204/Add.4 (5<sup>th</sup> March 2020) contains ICS Coronavirus (COVID-19) – Guidance for ship operators for the protection of the health of seafarers.
  - c. Circular Letter No.4204/Add.3 (2<sup>nd</sup> March 2020) – Operational considerations for managing COVID-19 cases/outbreak on board ships.
  - d. Circular letter No.4204/Add.2 (21<sup>st</sup> February 2020) contains the Joint Statement IMO-WHO on the Response to the COVID-19 Outbreak and encourages Member States and International Organizations to disseminate it as widely as possible.
2. Considering that many of the port countries imposed various shipping and maritime operational restrictions as an effort to anticipate the spread of the COVID-19 outbreak, such as:
    - a. Delay on port clearance;
    - b. Delay on embarking and disembarking crew or passengers;
    - c. Delay on loading and unloading cargo, fuel, water, and food;
    - d. Quarantine imposition or ship refusal entering the port (in extreme case), etc.
  3. Referring to paragraphs 1 (one) and 2 (two) above, Directorate General of Sea Transportation, Ministry of Transportation makes practical and pragmatical contingency plans for seafarers and ship owners/operators, as follows:
    - a. Every seafarer having Certificate of Competency (CoC) and Certificate of Endorsement (CoE) in accordance with the provisions stipulated by Directorate General of Sea Transportation, Ministry of Transportation Republic of Indonesia, which expires in the period from 1<sup>st</sup> March 2020 to 31<sup>st</sup> May 2020 (or as otherwise stipulated by local government relating to COVID-19) and seafarers working on Indonesian-flagged or foreign-flagged ships operating in all Indonesian territorial waters must send a self-declaration ([bit.ly/SelfDeclaration](http://bit.ly/SelfDeclaration)) and copy of the expired certificate to Directorate General of Sea Transportation cq. Directorate of Marine Safety and Seafarers through email: [kepelautan@dephub.go.id](mailto:kepelautan@dephub.go.id) and a temporary Certificate of Endorsement (CoE) will be issued which is valid for 6 months.

*“Mentaati Peraturan Pelayaran Berarti Mendukung Terciptanya Keselamatan Berlayar”*

- b. Minimum Safe Manning Document can be given exemption on a case by case basis if the crew must be signed off due to COVID-19 exposed and the ship owner or operator has not been able to provide a replacement, by providing a risk assessment in advance by the ship owner or operator.
- c. The company is obliged to inform every seafarer on board the ship regarding the risk of being infected with COVID-19, and to explain the reasons why they must remain on board, as well as to take protective and regulatory measures for the seafarer return, to follow the direction of the local health authority and to adhere to the health protocols applied by each country.
- d. Sign on documents for seafarers having departure documents and ticket to destination country of placement can be signed on and departed taking into account the safety and health of seafarers, as well as the policies of the destination country regarding COVID-19.
- e. If Seafarer's Employment Agreement (SEA) has been finished, the SEA can be considered still valid until the seafarer return or until a new SEA is issued. Ship owner or operator have to return the seafarer in the first place and prepare the replacement if possible.
- f. Regarding Seaman Book which expired when the seafarer is still on-board ship and the ship cannot enter the destined port or country applying lockdown policy due to COVID-19, the Seafarer Book is stated valid until the ship is able to enter a port which its Port State Control/Administrator allows the seafarer reaches the Indonesian Embassy to update the documents and/or if it is not possible until the due of Seafarer's Employment Agreement.
- g. Ship owner or operator is responsible for any surcharge of the seafarer return cost, medical treatment cost, cost related with the return of a seafarer suspected of being infected with COVID-19. If necessary, the ship owner or operator have to contact Deposit Insurance Corporation to ensure the insurance or any other financial guarantee regarding the issue.
- h. Regarding sea service for seafarer working on board ship without any cargo or on board of lay-up ship, it will be still recognized as the sea service to fulfill the requirements for Certificate of Competency (CoC) or Certificate of Proficiency (CoP) issuance.
- i. Cadet or Apprentice carrying internship on board ship and cannot continue his internship due to COVID-19 outbreak, however, the cadet or apprentice has finished his 9 months of internship on board ship is valid for the requirement to continue his study and/or to issue his Certificate of Competency.
- j. In accordance with STCW Regulation I/9 and MLC 2006 Reg.A1.2, the Medical Certificate for Seafarers in a certain condition such as COVID-19 outbreak is valid for 3 months after it expired.
- k. Every Certificate of Recognition (CoR) of foreigner working on board of Indonesian-flagged ship in accordance with STCW Regulation I/10, which expires in the period from 1<sup>st</sup> March 2020 to 31<sup>st</sup> May 2020, the seafarer can send a copy of Certificate of Recognition (CoR) and this Circular Letter to Directorate General of Sea Transportation cq. Directorate of Marine Safety and Seafarers through email: [kepelautan@dephub.go.id](mailto:kepelautan@dephub.go.id) and a temporary Certificate of Recognition (CoR) will be issued which is valid for 3 months.

4. This Circular Letter is valid for 3 (three) months, starting from the stated date.

Stated in : J A K A R T A  
Date : 24<sup>th</sup> March 2020

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DIRECTOR GENERAL OF SEA TRANSPORTATION

  
R. AGUS H. PURNOMO

