



South African Maritime Safety Authority

Ref. SM 6/5/2/1

Date: 21 May 2020

Marine Notice No. 28 of 2020

COVID-19 – Vessel Preparedness for Shore-Based Personnel Interaction

TO ALL REGIONAL MANAGERS, PRINCIPAL OFFICERS, SURVEYORS, VESSELS, MASTERS, CREW, SHIP AGENTS, SHIP MANAGERS, SHIP OWNERS AND OTHER STAKEHOLDERS

Summary

This marine notice serves to inform Vessels, Masters, Crew, Ship Agents, Stevedores, Surveyors, Ship Managers, Ship Owners and all other stakeholders about guidelines related to safe ship and shore personnel interaction and protective measures to be implemented in order to curb the spread of COVID-19.

1. INTRODUCTION

Considering the current state of the global COVID-19 pandemic that is affecting the world, there is a growing need to address concerns related to safe interaction between shipboard and shore-based personnel. Noting the requirement to implement risk-based measures by the National Government for shore based companies as per COVID-19 Occupational Health and Safety Measures In Workplaces COVID-19 (C19 OHS), 2020, SAMSA has decided to extend this Directive to all vessels in South African Territorial Waters and Internal Waters to further address these interactions to address major concerns and expectations in the fight to eliminate the spread, through practical, risk-based measures, required by the National Government and following relevant guidelines as set out by the International Maritime Organisation.

2. SAMSA SERVICE REQUEST COMMUNICATION

It is incumbent for all parties to communicate the implementation of practical, risk-based measures well in advance, to address COVID-19 risks for all personnel involved. The following criteria shall be adhered to:

- 1) Request for service must be submitted at least 72 business hours in advance.
- 2) The application must include a list of shipboard personnel deemed essential for that service with their contact details.
- 3) Any changes to the application / declared information must be communicated at least 24 hours prior to the confirmed service date.
- 4) Confirmation of service will be given 24 hours prior to the scheduled service date.
- 5) The Principal Officer reserves the right to change or amend the service date as deemed necessary.

3. RECOMMENDED RISK-BASED PREVENTATIVE MEASURES

SAMSA has considered all relevant directives from various Government Departments and relevant International Organisations, the following preventative and control measures are in no way exhaustive but shall be adhered to, to ensure safe interaction of all parties during ship visits:

- All vessels are to complete Annex 1 and 2 of this Marine Notice and attach it to the Service Request Form.
- All vessels must ensure that a proper COVID-19 risk assessment has been conducted and mitigating measures are put in place.
- Vessels are to have a pre-boarding temperature screening procedure and a daily log must be kept.
- Vessel owners are to ensure that there is adequate PPE for all shipboard personnel.
- Vessels must ensure that there are adequate sanitizing/ hand-washing stations onboard.
- Vessels must ensure that a contact register is maintained.

- Social/Physical distancing must be maintained. Preferably 2 metres but at least 1.5 metre apart. This will be achieved by limiting the number of shipboard personnel involved to just the essential personnel required for that service.
- Only minimal crew must be onboard to facilitate the survey to take place.
- As much as possible, all documentation to be prepared prior arrival of the surveyor - placed in plastic sleeves and sanitised before presenting the documentation to the surveyor.
- Vessels must maintain general good house-keeping and safe working practices.

4. RECOMMENDED RISK-BASED PREVENTATIVE MEASURES - SMALL VESSELS

SAMSA has considered all relevant directives from various Government Departments and relevant International Organisations, the following preventative and control measures are in no way exhaustive but shall be adhered to, to ensure safe interaction of all parties during small vessel surveys:

- Owner/Skipper must ensure that a proper COVID-19 risk assessment has been conducted and mitigating measures are put in place. See SAMSA MN 26 of 2004 for guidance. Mitigation measures are to be provided to SAMSA at time of application.
- Owner/Skipper is to complete Annex 1 and 2 of this Marine Notice and attach it to the Service Request Form.
- Owner/Skipper is to ensure that there is adequate PPE for all shipboard personnel, and it is worn during the service.
- Social/Physical distancing must be maintained. Preferably 2 metres but at least 1.5 metre apart.
- Owner/Skipper to ensure that employees that present with the symptoms of COVID-19 are not permitted to work and immediately contact the COVID-19 **hotline: 0800 02 9999** for instruction and direct the employee to act in accordance with those instructions
- Owner/Skipper to ensure each employee is provided with hand sanitizers or soap and clean water to regularly clean their hands.
- To limit interaction and paperwork review at the time of survey, the Owner/Skipper must attach the following documents to the Service Request Form:
 - a) Copy of previous LGSC/COF
 - b) Skipper's Certificate of Competence and Medical Certificate
 - c) SRC Ticket
 - d) Buoyancy certificate

5. AFTER THE VISIT – DISCLOSURE OF POSSIBLE FURTHER TRANSMISSION

Within 14 days following interaction between the vessel and shore-based personnel, if either of the parties develop symptoms of COVID19, there is a moral duty to contact those who may have been infected and parties are to disclose this information to each other as soon as possible, should this occur.

6. CONCLUSIONS

When making service bookings, the vessel's Master/Owner must inform SAMSA of all required information regarding preventative measures in place for the safety of the crew and SAMSA surveyors. This information is to be communicated by using Annex 1 in this Marine Notice.

Further clarification may be required prior to confirmation of attendance of any SAMSA personnel.

21 May 2020

SM6/5/2/1

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COVID-19 PRE-BOARDING DECLARATION

Vessel Name: _____
 Marking: _____

Official Number/Approved

I, _____, Master/Owner of _____, hereby declare that all necessary protective and control measures relating to the COVID-19 pandemic have been implemented on board my vessel according but not limited to the checklist below:

No.	Questions	Yes	No	Remarks
1.	Has the vessel carried out a COVID-19 risk assessment?			
2.	Has there been a case /suspected case of COVID-19 onboard your vessel/facility?			
3.	Is there a pre-boarding procedure for screening temperatures? <i>(not applicable to small vessels)</i>			
4.	Is the number of personnel limited for the purpose of the SAMSA surveyor visit?			
5.	Does the application include a list of shipboard personnel deemed essential for this service with their contact details? <i>(annex 2 sample form)</i>			
6.	Is there adequate PPE for all personnel?			
7.	Are there adequate sanitizing/ hand-washing stations throughout the vessel/facility?			
8.	Will the recommended social distancing be manageable?			
9.	Is a disposal facility available for disposable PPE? <i>(not applicable to small vessels)</i>			
10.	Is there a contact log maintained? <i>(not applicable to small vessels)</i>			
<u>HEALTH QUESTIONNAIRE FOR PERSONS INDICATED IN ANNEX 2</u>				
11.	Have they experienced a fever of 38°C or greater within the past 24 hours?			
12.	Have they experienced signs of a fever such as chills, aches & pains etc. within the last 24 hours.			
13.	Have they experienced symptoms of respiratory illness in the last 24 hours?			
14.	Have they travelled internationally within the past 14 days?			
15.	Have they been caring for someone at home or been in contact with anyone that has contacted or displayed symptoms consistent with COVID-19?			
16.	If YES to 15. above, can they attest to the fact that they have been carrying out best practices and/or self-quarantine for at least 14 days?			
<u>NOTES:</u>				
1) If the answer to the above questions 11 through to 16 is YES, the survey is to be delayed until you are at least 24 hours fever and symptom free and/or at least 14 days free from exposure. 2) Follow up must be done with your Doctor or Public Health Practitioner as appropriate and you must be cleared SAFE FOR DUTY. 3) SAMSA reserves a right to refuse attendance should the above conditions not be satisfactorily complied with.				

Master/Owner's Signature: _____

Date: _____



LIST OF ESSENTIAL PERSONS ONBOARD FOR THE REQUESTED SERVICE

NAME: ID NUMBER: CONTACT NUMBER : DESIGNATION/RANK:	<hr/> <hr/> <hr/> <hr/>
NAME: ID NUMBER: CONTACT NUMBER : DESIGNATION/RANK:	<hr/> <hr/> <hr/> <hr/>
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Should the above list change, the Master/Owner is to notify SAMSA of the changes prior to attendance.