



MARITIME INDUSTRY AUTHORITY

14 May 2020

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TO : ALL SHIPBUILDERS, SHIP REPAIRERS, BOATBUILDERS, AFLOAT SHIP REPAIRERS, SERVICE CONTRACTORS, SHIPBREAKERS AND OTHER CONCERNED ENTITIES

SUBJECT : GUIDELINES ON THE RESUMPTION OF OPERATIONS OF SHIPBUILDING, SHIP REPAIR, BOATBUILDING, AFLOAT SHIP REPAIR/ SERVICE CONTRACTORS, SHIPBREAKING ENTITIES IN AREAS UNDER GENERAL COMMUNITY QUARANTINE (GCQ)

In view of the transition of some areas from ECQ to GCQ and the guidelines provided by the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) in relation to the Coronavirus Disease 2019 (COVID-19) crisis, the following standard procedures for the operations of SBSR entities are hereby provided.

Shipyards/ Boatyards/ Workshops in areas under GCQ shall perform certain services depending on the urgency, such as major dry-docking works; emergency repairs that will endanger the lives of crew on-board if not immediately performed; and other similar works. Shipbuilding activities that were suspended or deferred due to the ECQ shall be allowed to resume. Accordingly, the measures herein shall be strictly implemented and observed.

1. GENERAL HEALTH AND SAFETY GUIDELINES

- 1.1. Before entering the yard premises, all workers/ employees shall disinfect/ sanitize with the liquid sanitizer installed at the entrance. They shall also undergo temperature check.
- 1.2. The yard and its offices and facilities shall be regularly disinfected. All work stations, toilets, and shower rooms shall be kept clean and liquid sanitizers shall be available at all times.
- 1.3. All workers/ employees shall wear a face mask and face shield within the premises of the yard at all times. The use of protective gear by yard workers shall be also observed along with the use of face masks, face shields, respirators or other personal protective equipment (PPE).
- 1.4. Workers/ employees shall strictly observe at least one (1) meter distance from one another. Workers/ employees shall not gather in groups. Walkways shall be marked

to ensure that social distancing is properly observed. In work areas, curtains or barriers shall be installed to minimize contact.

- 1.5. In the yard canteen, dining workers/ employees shall bring their own utensils and water tumbler to avoid sharing of dining ware. Chairs, tables, and other canteen property shall be regularly disinfected and sanitized and social distancing shall remain in effect.

2. WELLNESS MONITORING

- 2.1. The company management shall maintain a health clinic in the yard.
- 2.2. Workers/ employees with colds, cough, or fever shall not report to work. Those who are experiencing COVID-like symptoms shall immediately report their condition to the management for proper action.

3. WORKFORCE MANAGEMENT

- 3.1. The number of workforce in the yard shall be reduced. A staggered/shifting or reduced work week scheme may be applied e.g. workers/ employees will work on alternate days (M-W-F and T-Th; administrative personnel may work from home during their vacant days) so that only **fifty percent (50%)** of the total number of workers/ employees of the company will have to physically report each day over a five-day work week.
- 3.2. In areas where public transportation is suspended or limited, the company management shall provide a temporary shelter for their workers/ employees, or a shuttle service while applying the rules of social distancing.

4. **DRIVING RESTRICTIONS:** Drivers shall limit the number of riders on shipyard trucks, mules, and other vehicles. The drivers and riders shall wear masks. Driving restrictions will be extended to 10 minutes before and 10 minutes after the shift change whistle.

5. CREATION OF “NEW NORMAL” IMPLEMENTATION PLAN

- 5.1. **RESPONSE TEAM:** The company management shall create a team to address workers/ employees' issues and concerns relative to COVID-19 and other similar situations. This response team shall report to the management and the appropriate government agency all gathered issues and concerns including, but not limited to suspected cases of infection, for their appropriate action.
- 5.2. **“NEW NORMAL” SHIPYARD IMPLEMENTATION PLAN:** The company management shall create a strategic plan to be implemented after the ECQ, GCQ, or under the 'new normal.' This implementation plan shall be required for the renewal of the shipyard license. It shall contain the following details:

- 5.2.1 health and safety measures for workers/ employees including, but not limited to rules on social distancing, wellness monitoring, wearing of PPE, and disinfection and sanitation of yard and office premises;
- 5.2.2 possible restrictions on the services they will perform under similar situations (e.g. emergency repairs only for Code Red Sublevel 2 to reduce the number of workforces in the yard); and,
- 5.2.3 other suitable information and guidelines that will best help the shipyard adjust to the 'new normal,' and respond to similar crises.

6. PROCESSING OF SRS-RELATED APPLICATIONS

- 6.1. **SUBMISSION OF REQUIREMENTS:** As part of the no-contact policy, requirements for all applications intended for the Shipyards Regulation Service (SRS) shall be submitted electronically at srs@marina.gov.ph. Authority to Accept Payment (ATAP) will be issued online.
- 6.2. **PAYMENT:** Payments shall be fulfilled online and clear screenshot of the official receipt shall be e-mailed to the concerned SRS technical staff, copy furnished to the official SRS e-mail address *and* the MARINA Cash Section at mfas_cash@marina.gov.ph.
- 6.3. **INSPECTION:**
 - 6.3.1. For areas under ECQ, shipyard and vessel inspections shall be conducted remotely through a reliable video-conferencing platform.
 - 6.3.2. For areas under GCQ and those without an imposed community quarantine, SRS technical staff shall conduct an on-site or remote inspection depending on the situation. Health and safety measures shall remain observed, such as wearing of face shields and/ or face masks and other similar PPE. During the on-site inspection, social distancing shall be observed and physical contact shall be minimized so as to lower the risk of bacterial or viral transmission.
- 6.4. **ISSUANCE OF CERTIFICATES:** Electronic certificates shall be sent through e-mail and are good as paper certificates. Paper certificates shall be released at the Records Section of the MARINA Building and are available for claiming.

For strict compliance.

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