

To,  
Shipping Agents,  
APSEZ Mundra

**Subject: Amended S.O.P. ON CREW CHANGES OF SEAFARERS AT MUNDRA PORT**

Dear Sirs,

In addition to MHA order No. 40-3/2020-DM-1(A) dated 21.04.2020, DGS orders F. No. 7-NT (72)/2014, Dated: 22.04.2020 DGS Order 12 Of 2020 ON SOP for Crew Changes, F. No. 7-NT (72)/2014, Addendum No. 1 to DGS Order No. 12 of 2020 dated 06.05.2020, Addendum No.2 to DGS Order No. 12 dated 08.05.2020, F.No.7-NT(72)/2014 Clarification to DGS Order No.12 of 2020 dated 17.05.2020.

RPS/Agency Bodies to follow below mentioned instructions as per District Health Authority directives for Indian Crew Sign-On / Sign-Off arrangements at Mundra Port.

**Sign-On Process Flow:**

- a) On signing Crew to arrive Mundra as per intra or inter-state travel guidelines established and enforced by District authority and in line with Ministry of Shipping directives.
- b) Covid-19 Test Requirements by Local Health Authority as per District Administration. This needs to be planned and executed in advance for seamless execution as certified labs will carry out COVID-19 test complying with below conditions.
  - 1 – Seafarers taking COVID-19 Test at Ahmedabad or other location to seek CDHO Kachchh & CDHO-External Location approval for taking Covid-19 Test of the seafarer by the ICMR certified laboratory.
  - 2 – Seafarers taking COVID-19 test at Gandhidhaam to seek prescription from Local authorized doctors as recommended by CDHO, Kachchh prior taking COVID-19 Test. Locally authorized doctors will collect sample under guidance of CDHO and the sample will be sent to ICMR certified laboratory for final result.
- c) Covid-19 negative test report issued by ICMR certified laboratory for the seafarer to be obtained.
- d) Submit above docs to CDHO, THO and Immigration (Foreign Going vessel only) for final permission. POC, HOD, HOS (Marine) Mundra port to be informed accordingly.
- e) Upon securing above permissions, seafarer to directly arrive at the Immigration counter in port for necessary process to board the vessel. The agent can also use the hotel facilities as mentioned in foot note but only after permissions mentioned in (d).
- f) Crew Sign Ons at Mundra port anchorages are carried out in line with Addendum No. 1 to DGS Order No. 12 of 2020 dated 06.05.2020.

## **Sign-Off Process Flow:**

### **Case: 1 Ships calling from last foreign port within 14 days**

- Inform CDHO, THO and Immigration of the sign off plan. POC, HOD, HOS (Marine) Mundra port to be informed accordingly
- Seafarer will be cleared by immigration for shifting to quarantine facility. Crew documents including passport will be kept in custody of Immigration.
- Seafarer will be shifted to Quarantine facility for quarantine till 14 days completion from departure of the last foreign port.
- Sample will be taken by authorized labs for testing after completion of the quarantine period. Agent is responsible to coordinate the same.
- Covid-19 negative test report issued by ICMR certified laboratory for the seafarer to be obtained.
- Submit above docs to CDHO, THO and Immigration for permission. POC, HOD, HOS (Marine) Mundra port to be informed accordingly.
- Generate E Pass wherever applicable for the crew member; seek other local permissions for onward travel accordingly.
- After all permissions complete sign off process with immigration at port and leave for destination.
- Crew Sign Off at Mundra port anchorages are carried out in line with Addendum No. 1 to DGS Order No. 12 of 2020 dated 06.05.2020.

### **Case: 2 Ships calling from last foreign port post 14 days**

- Inform CDHO, THO and Immigration of the sign off plan. POC, HOD, HOS (Marine) Mundra port to be informed accordingly.
- Seafarer will be cleared by immigration for shifting to quarantine facility. Crew documents including passport will be kept in custody of Immigration.
- Sample will be taken by authorized labs for testing. Agent is responsible to coordinate the same.
- Covid-19 negative test report issued by ICMR certified laboratory for the seafarer to be obtained.
- Submit above docs to CDHO, THO and Immigration for permission. POC, HOD, HOS (Marine) Mundra port to be informed accordingly.
- Generate E Pass wherever applicable for the crew member; seek other local permissions for onward travel accordingly.
- After all permissions complete sign off process with immigration at port and leave for destination.
- Crew Sign Off at Mundra port anchorages will be carried out in line with Addendum No. 1 to DGS Order No. 12 of 2020 dated 06.05.2020.

### Case: 3 Indian flag Vessels operating exclusively on Indian Coast, Harbour, EEZ

- Inform CDHO, THO of the sign off plan. POC, HOD, HOS (Marine) Mundra port to be informed accordingly.
- Seafarer may be shifted to quarantine facility. Sample will be taken by authorized labs for testing. Agent is responsible to coordinate the same.
- Covid-19 negative test report issued by ICMR certified laboratory for the seafarer to be obtained.
- Submit above docs to CDHO, THO for permission. POC, HOD, HOS (Marine) Mundra port to be informed accordingly.
- Generate E Pass wherever applicable for the crew member; seek other local permissions for onward travel accordingly. Sign off crew leaves for destination.
- There is no requirement of 14 days quarantine post disembarkation if all conditions are fulfilled as per Clarification to DGS Order No. 12 of 2020 dated 17.05.2020.
- Crew Sign Off at Mundra port anchorages will be carried out in line with Addendum No. 1 to DGS Order No. 12 of 2020 dated 06.05.2020.

### Case: 4 Seafarers serving on board Tugs, Pilot Launch, mooring Boats etc. engaged in Port Operations and operating within Port limits.

- Crew to be treated as Port Staff and necessary permissions to be granted by port authorities.
- There is no requirement of 14 days quarantine post disembarkation if all conditions are fulfilled as per Clarification to DGS Order No. 12 of 2020 dated 17.05.2020.
- Sign off crew leaves for destination.

### CO-ORDINATION AUTHORITIES: -

S.No	Coordination Authority	Role	Contact No.	Email
1.	CDHO , Kachchh	Permissions .Dr Prem Kannar	+919909949304	<a href="mailto:Cdho.health.kutch@gmail.com">Cdho.health.kutch@gmail.com</a>
2.	CDHO , Ahmedabad	Permissions .Dr Satish Makwana	+919687679006	<a href="mailto:Cdho.health.ahmedabad@gmail.com">Cdho.health.ahmedabad@gmail.com</a>
4.	Unipath Speciality Laboratory, Ahmedabad	Covid-19 Testing Facility / PIC : Dr. Nitin Goswami	+91 9904827070	<a href="mailto:info@unipath.in">info@unipath.in</a>

5.	Supratech Micropath Laboratory / Research / Ahmedabad	Covid-19 Testing Facility / PIC :Mr. Rajdeep Huda	+02717 235881- 82 / +91 7096408181	<a href="mailto:Supratech18@gmail.com">Supratech18@gmail.com</a> / <a href="mailto:Rajdeep.Huda@supratechlabs.com">Rajdeep.Huda@supratechlabs.com</a>
6.	POC, Mundra Port	Port Entry Pass Liaison Office	+91 9825000949	<a href="mailto:portopscenter@adani.com">portopscenter@adani.com</a>
7.	Hotel Fern, Mundra	Quarantine Facility / PIC: Mr. Akshay Puri	+91 9099995050	<a href="mailto:Gm.fr.mundra@fernhotels.com">Gm.fr.mundra@fernhotels.com</a>
8.	Hotel Beetle, Opp. Adani Sterling Hospital, Mundra	Quarantine Facility / PIC : Mr. Ganesh / Mr. Kamal	+91 7575009091 +91 7575009086	<a href="mailto:hm@beetlesmartotels.com">hm@beetlesmartotels.com</a> <a href="mailto:finance@beetlesmartotels.com">finance@beetlesmartotels.com</a>

All are requested to be extra vigilant in compliance.

Please inform all stakeholders and ships calling Mundra Port under your agency for necessary compliance.

For Adani Ports and SEZ Ltd.



**Capt. Anubhav Jain**  
HOD - Marine Services  
Cc: CEO desk



भारत सरकार/ GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 06.05.2020**

**Addendum No. 1 to DGS Order No. 12 of 2020**

Subject: Standard Operating Procedures / Protocols (SOP) for controlled crew change at anchorages within port limits - reg.

1. The Ministry of Home Affairs', Govt. of India vide Order No.40-3/2020-DM-I(A) dated 21.04.2020 by Sub-Clause (iii) under Clause 17 had included the movement of persons to allow sign-on and sign-off of Indian seafarers at Indian ports and their movement for the aforesaid purpose as per the Standard Operating Procedures (SOP). The SOP has also noted that DG (Shipping) will prescribe the detailed protocol with regard to sign-on and sign-off to be followed. Accordingly the Directorate had issued DGS Order No. 12 of 2020 dated 22.04.2020 prescribing the Standard Operating Procedures / Protocols (SOP) for controlled crew change of Indian seafarers at Indian ports to facilitate and regulate crew change for seafarers so that the safe environment on the ship is not compromised or no contamination is brought from ship to shore.

2. Now representation has been received from various ports to prescribe standard process to be followed for controlled crew change in the anchorages within the port limits.

3. To facilitate and regulate crew change for seafarers so that the safe environment on the ship is not compromised or no contamination is brought from ship to shore, the Directorate hereby prescribes the following additional Standard Operating Procedures / Protocols (SOP) for controlled crew change of Indian seafarers at Indian port anchorages within the port limits for compliance by all stakeholders.

**4. Standard Operating Procedures / Protocols (SOP) for controlled crew change of Indian seafarers at Indian port anchorages within the port limits**

**(I). For Sign-on**

- Follow the sign-on procedures as laid down for signing-on crew in DGS Order 12 of 2020.
- Crew change shall be undertaken in fair weather, good visibility and against favourable weather forecast.
- Risk Assessment (RA) for every intended crew change at the anchorage to be carried out by the vessel and shall be carried out with all risks being minimized with all necessary safe guards listed in the RA are available and put in place.

Contd. 2/-

- d. Industry best practices for crew change at anchorage and prudent seamanship shall be complied with at all times.
- e. Necessary permissions obtained from port for crew change and Covid-19 Negative test reports carried out for on-signers to proceed towards the designated boat jetty for transfer onto vessel at anchorage
- f. On-signing Seafarers shall wear PPE (masks, gloves) and to maintain the social distancing requirements as per Ministry of Health & Family Welfare (MoHFW), Govt. of India guidelines.
- g. On-signing Seafarers to maintain safe distance with the crew of the boat / tug taking them to anchorage and from each other.
- h. Gangway and the combination ladders shall be sanitized as required before crew change commences. Each crew to wear gloves with good grip.
- i. The boarding and disembarking of the seafarer may be done in suitable weather conditions and after giving a good lee for the transfer and preferably during day light hours.
- j. Seafarers shall wear inflatable lifejackets while on boat / tug and while boarding the vessel.
- k. One seafarer at a time shall be allowed to use pilot ladder at a time and boat / tug should move away from beneath whilst seafarer is boarding the vessel.
- l. After boarding the vessel, the seafarer should remain in the designated visitor area till their temperatures and other vitals are collected by on board staff.
- m. Handing over / mingling of signing-on crew shall not be allowed with off-signing crew.

## **(II). For Sign-off**

- a. Follow the sign-off procedures as laid down for signing-off crew in DGS Order 12 of 2020.
- b. Crew change shall be undertaken in fair weather, good visibility and against favourable weather forecast.
- c. Risk Assessment (RA) for every intended crew change at the anchorage to be carried out by the vessel and shall be carried out with all risks being minimized with all necessary safe guards listed in the RA are available and put in place.
- d. Industry best practices for crew change at anchorage and prudent seamanship shall be complied at all times.
- e. The master of a vessel, before arrival at its port of call in India, shall ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the concerned health authorities of the port and to the port authorities. In addition, the information required by the local health authorities of the port like temperature chart, individual health declaration etc. shall also be provided by the master as per the directives of the local health authorities of the port.
- f. Necessary permissions to be obtained from port for crew change.
- g. Seafarers shall wear PPE (masks, gloves) and to maintain the social distancing requirements as per Ministry of Health & Family Welfare (MoHFW), Govt. of India guidelines with the boat handling crew at all times.

- h. Gangway and the combination ladders shall be sanitized as required after every crew change.
  - i. The boarding and disembarking of the crew may be done in suitable weather conditions and after giving a good lee for the transfer and preferably during day light hours.
  - j. Seafarers shall wear inflatable lifejackets while on boat / tug and while disembarking the vessel.
  - k. One seafarer at a time shall be allowed to be on the ladder for disembarking at a time
  - l. The off-signers disembarkation and on-signers embarkation should not be happening simultaneously. Ideally the off-signers shall be standing and waiting on the other side of vessel for disembarkation avoiding any contact with on-signers.
  - m. After disembarking the vessel, the seafarer should remain in the designated visitor area till their temperatures and other vitals are collected by on board staff.
  - n. Handing over / mingling of signing-on crew shall not be allowed with off-signing crew.
  - o. While on board the boat / tug, the sign-off crew to be kept separate from the boat / tug crew and not be allowed to mingle with each other.
  - p. Upon arrival at boat jetty / berth the procedure of sign-off to be followed as prescribed in DGS Order 12 of 2020.
5. The procedure established on sign-on / sign-off of Indian seafarers shall be strictly followed.
6. This issues with the approval of the Director General of Shipping & Additional Secretary to the Government of India.

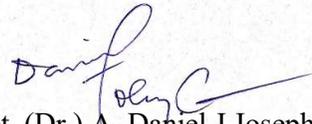


[Capt. (Dr.) A. Daniel J Joseph]

Nautical Surveyor - cum - Dy. DG (Tech. & Piracy)

**NOTES:**

1. Crew Change can be permitted in the designated anchorage of the port within port limits even if the vessel is not calling the port for cargo / bunkering etc.
2. Port Health Officials are not required to board the vessel for grant of pratique as vessel will not be calling the port for berthing and would be only at anchorage. The Port Health Officials may examine the seafarers once they arrive on berth for granting necessary clearances.
3. The boarding and disembarking of the crew will be done observing all safety precautions and at the sole risk of the company / vessel requiring the crew change.
4. Boat / tug for the crew change at anchorages to be arranged by the ship owner / RPS agency or the port may arrange for the boat / tug for the crew change and the applicable expenses may be borne by the ship owner / RPS agency.
5. Notwithstanding above permissions for crew change; the owners, operators and the Master of the vessel shall ensure that at all times the navigational safety, safety of crew / passengers, operational safety, rest period requirements for watch keepers, control of the vessel as defined in the relevant provisions of International Safety Management (ISM) code and rest hours requirements are complied with and such permission shall not cause any danger to person, property or the environment.



[Capt. (Dr.) A. Daniel J Joseph]

Nautical Surveyor - cum - Dy. DG (Tech. & Piracy)



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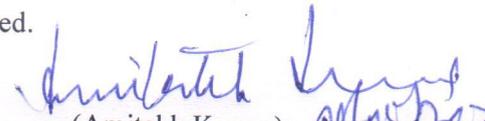
F. No. 7-NT(72)/2014

Date: 08.05.2020

Addendum 2 to DGS Order No. 12 of 2020

**Subject: Standard Operating Procedures / Protocols (SOP) for controlled crew change - reg.**

1. DGS Order No. 12 of 2020 dated 22.04.2020 has been issued to provide detailed Standard Operating Procedure / Protocol for sign-on and sign-off of Indian crew at Indian Ports. Para 5 (2) (4) of the SoP in respect of sign-off states that “*Seafarer arriving on a vessel would undergo the COVID-19 test to confirm that he / she is negative of COVID-19. After disembarking and till the time the seafarer reaches the facility for sample collection / testing to be mutually decided by the Port & State Government, within port premises, it will be ensured by the shipowner / RPS that all safety precautions as per standard health protocol are observed.*”
2. Many ports have sought clarification on whether the entire COVID-19 sample collection / testing facility need to be arranged within the port premises or it will be sufficient to provide facility for collection of samples for COVID-19 test inside the port. Para 5 (2) (4) of the SoP for sign-off has been provided to ensure that the sample for COVID-19 test of the seafarer is collected before he is moved to a quarantine facility to wait for the report of the test. Hence, the purpose of the provision is served if the sample collection facility is provided within the Port premises and the actual testing is done at a state government facility. The language of the DGS order also clear that either collection centre or testing facility for COVID-19 test should be provided within the port premises.
3. Many ports have also sought clarification that after collection of samples within the port premises, the seafarer has to wait for the results of COVID-19 test at a quarantine location and inquired whether the quarantine facilities are to be located inside the port premises or outside the port premises. In the said regard, it is clarified that the said quarantine facilities can be within port premises or outside the port premises, as approved by local health authorities.
4. Ports handling sign-off from cruise vessels have inquired whether, a) collection of swabs for COVID 19 test can be arranged on-board the ship; & b) the sign-off crew can continue to stay on-board till the results of the test are received. Para 5(2)(7) of the DGS Order No. 12 relating to sign-off states that for the purposes of calculating 14 days quarantine period, the period spend on board from last port of call should be counted as period spent under quarantine. This is because, the ship itself is disinfected and without any COVID 19 symptoms. Hence the purposes of Para 5(2)(4) & 5(2)(5) will be adequately satisfied, if the swab is collected on-board the ship itself (within the port premises) and seafarer is allowed to wait on-board till the reports are received. It is clarified, however that the swab should be collected for COVID 19 tests in such cases only after the seafarer has spent 14 days on board the ship from the last port of call.
5. All other protocols of DGS Order 12 of 2020 shall be strictly followed.

  
(Amitabh Kumar)

Director General of Shipping &  
Additional Secretary to the Govt. of India



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DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 17.05.2020**

**Clarification to DGS Order No. 12 of 2020**

**Subject: Standard Operating Procedures / Protocols (SOP) for controlled crew change - reg.**

1. DGS Order No. 12 of 2020 dated 22.04.2020 has been issued to provide detailed Standard Operating Procedure / Protocol for sign-on and sign-off of Indian crew at Indian Ports. Para 5 (2) (7) of the SoP in respect of sign-off states that “*Seafarer arriving on a vessel from any foreign port within 14 days of departure from foreign port shall be kept in quarantine for a total of 14 days from the date of departure from the last foreign port at a facility approved by the Port or State authority. On completion of 14 days, he shall undergo a COVID-19 test to confirm 'negative' test.*”
2. In the said regard, it is clarified that the above said para requirement is only applicable for vessels arriving from any foreign port. Seafarers on board Indian flag vessels operating exclusively on the Indian coast, harbour and Exclusive Economic Zone (EEZ) are **NOT required** to undergo quarantine of 14 days, post disembarkation from such a vessel, if the seafarer is tested negative for COVID-19 and is asymptomatic and subject to compliance of all listed conditions for controlled crew change as stipulated in DGS Order 12 of 2020 dated 22.04.2020 and its addendum.
3. Also, it is noted that seafarers serving on board tugs, pilot launch, mooring boats etc. operating exclusively within port limits for port operations are being asked to undergo quarantine of 14 days, post disembarkation from such vessels. Seafarers serving on board the said vessels which are operating exclusively within port limits are **NOT required** to undergo quarantine of 14 days, post disembarkation from such a vessel. The said seafarers are to be treated as port staff and necessary quick clearances and facilitation shall be provided by the ports for crew changes as applicable.
4. It is also further instructed that Master shall ensure that all Indian seafarers serving onboard shall maintain daily records for temperature, pulse, blood pressure and respiratory rate. These said records are to be produced to appropriate authorities on request.
5. This issues with the approval of the Director General of Shipping & Additional Secretary to the Government of India.

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