Advisory no: APSEZL/Marine/06/2020
Date: 28th April 2020

To,
Shipping Agents,
APSEZ Mundra

Subject: S.O.P. ON CREW CHANGES OF INDIAN SEAMEN AT MUNDRA PORT

Dear Sir,

RPS/Agency Bodies to follow the MHA order No. 40-3/2020-DM-1(A) dated 21.04.2020 and DGS orders F. No. 7-NT (72)/2014, Dated: 22.04.2020 DGS Order 12 Of 2020 ON SOP for Crew Changes.

Crew Changes of Indian Seamen will be facilitated at Mundra Port in line with above mentioned DGS Order. The planning for COVID-19 Test, Quarantine compliance, logistics and mobilization for all associated services to be arranged by Agency bodies. Shipping Agencies to liaise directly with mentioned facilities with prior notice. All expenses incurred in COVID-19 Test, Quarantine Facility etc. to be settled by the agency.

DGS Order No. 12 of 2020 dated 22.04.2020 to be strictly followed.

Sign-On Process Flow: As per DGS Guidelines Order No. 12 of 2020

Sign-Off Process Flow: As per DGS Guidelines Order No. 12 of 2020 & Guidelines as per PHO/Immigration for Mundra Port.

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

   - Seafarer will be cleared by PHO for sign off after request from the agent.
   - Seafarer will be cleared by immigration for sign off formalities.
   - Seafarer will be shifted to Hotel Beetle for quarantine till 14 days completion from departure of the last foreign port.
   - Sample will be taken by authorized labs for testing at their facility after completion of the quarantine period.
   - Action to be taken after test result as per DGS guidelines.

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

   - Seafarer will be cleared by PHO for sign off after request from the agent
   - Sample will be taken by authorized labs for testing at their facility.
   - Seafarer will be cleared by immigration for sign off formalities.
   - Seafarer will be shifted to Hotel Beetle till test reports are received.
   - Action to be taken after test result as per DGS guidelines.

Adani Ports and Special Economic Zone Ltd
Adani House
P.O. Box 1
Mundra, Kutch 370 421
Gujarat, India

Tel +91 02838 255781
Fax +91 2838 25 5110
portopscenter@adani.com
www.adani.com

CO-ORDINATION AUTHORITIES: -

S.No.	Coordination Authority	Role	Contact No.	Email
1.	PHO, Kandla	For Sign On Sign Off Permissions	+91 9687943032	phokandla@gmail.com
2.	Unipath Speciality Laboratory, Ahmedabad	Covid-19 Testing Facility / PIC : Dr. Nitin Goswami	+91 9904827070	info@unipath.in
3	Supratech Micropath Laboratory / Research / Ahmedabad	Covid-19 Testing Facility / PIC : Dr. Ashwani Bansal	+02717 235881-82 / +91 9913366689	Supratech18@gmail.com / ashwani.bansal@neubergdiagnostics.com
4.	POC, Mundra Port	Port Entry Pass Liaison Office	+91 9825000949	portopscenter@adani.com
5.	Hotel Beetle, Opp Adani Sterling Hospital, Mundra	Quarantine Facility / PIC : Mr. Ganesh / Mr. Kamal	+91 7575009091 +91 7575009086	hm@beetlesmartotels.com finance@beetlesmartotels.com

Note: The Testing labs can arrange to take samples at Mundra port. Coordination of the same can be done by the respective agencies.

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

Enclosed: DGS Order no. 12 of 2020 dated 22.04.2020.

सत्यमेव जयते
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: 22.04.2020**

DGS Order No. 12 of 2020

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

1. The corona virus (COVID-19) pandemic has created a global crisis which has impacted all aspects of life and badly affected the work environment. In the maritime sector, it has severely impacted the ship to shore interactions, including crew changes.

2. The Ministry of Home Affairs' vide their Order No.40-3/2020-DM-I(A) dated 21.04.2020 have included Sub-Clause (iii) under Clause 17 on 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 attached Standard Operating Protocol (SOP). The attached SOP has also noted that DG (Shipping) will prescribe the detailed protocol with regard to sign-on and sign-off to be followed. (Copy attached).

3. The Directorate has earlier issued DGS Order No. 04 of 2020 dated 20.03.2020, DGS order No. 05 of 2020 dated 23.03.2020 and clarification on DGS Order No. 04 of 2020 & DGS Order No. 05 of 2020 dated 24.03.2020 about sign on / sign off of Indian seafarers in which seafarers were advised to exercise utmost caution in respect of sign off in foreign ports due to the international and domestic travel restrictions imposed by various international and national authorities.

4. As indicated in the Ministry of Home Affairs (MHA), Govt. of India, vide Order No. 40-3/2020-DM-I (A) dated 21.04.2020 and 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 Standard Operating Procedures / Protocols(SOP) for controlled crew change for compliance by all stakeholders;

5.**Standard Operating Procedures / Protocols(SOP) for controlled crew change for seafarer sign-on and sign-off at Indian Port -**

1. For Sign-on

1. Ship owner / Recruitment and Placement Service (RPS) agency to identify Seafarer for joining a vessel.

22/4/2020

बीटा बिल्डिंग, 9वीं मंज़िल, आई थिंक टेक्नो कैम्पस,कांजूर गाँव रोड, कांजूरमार्ग (पूर्व) मुंबई-400042
9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042
फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वैबसाइट/Website: www.dgshipping.gov.in

2. Seafarer to fill up the travel and contact history for last 28 days as per Form1[i](attached) and submit it to the ship owner / RPS agency by email.
3. Ship owner / RPS agency to submit the duly filled in seafarer's travel and contact history Form to a DG (Shipping) approved medical examiner, for assessment and certification of the seafarer's fitness to join ship.
4. Based on the seafarer's travel and contact history for last 28 days submitted by the ship owner / RPS agency, the medical examiner may call the seafarer for standard medical examination prescribed by DGS for certifying medical fitness of the seafarer.
5. Upon medical examiner's confirmation for processing the sign-on, the following further processes are to be completed by the Ship owner / RPS agency:
    a. Seafarer's travel route is to be identified;
    b. Details of the Seafarer, vehicle, and driver[ii] for the proposed travel to be uploaded on DGS website "e-pass for seafarers link" for generation of e-pass, if needed.
6. The downloaded e-pass to be submitted to the local authority in the area where the seafarer resides for clearance for sign-on and for issue of a transit pass from the place of residence to the place of embarkation on the shipping vessel.
7. The transit pass (to and fro) for such movement by road, for the seafarer and one driver, will be issued by the Government of the State / Union Territory where the seafarer resides.
8. **The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honored / allowed by the authorities of the State / Union Territory along the transit route.**
9. Ship owner / RPS agency to ensure completion of the following processes prior to sign-on:
    a. Uploading on DGS website the requisite details of the Seafarer as per Form I / IIIA;
    b. Vehicle to be properly sanitized and sanitizers, PPE (masks, hand gloves) kept in place for driver and seafarer;
    c. Seafarer and driver to maintain the social distancing requirements as per MoHFW guidelines[iii];
    d. At the city of port of embarkation, the Seafarer shall undergo the COVID-19 test to confirm "negative" test result for COVID-19.
    e. The seafarer would be ready for sign-on if the Covid-19 test is negative. Otherwise action would be taken as per guidelines of MoHFW;
    f. Online sign-on (e-migrate) to be done for the seafarer;
10. Till the time test results are awaited, the seafarer will be dropped at a safe location[iv], by the car.
11. With the completion of the above formalities and negative CoVID-19 test report, the seafarer would be ready for signing-on and can be placed on board.
12. Driver to drop seafarer in the port, as applicable and use the pass for return journey.

22/04/2020

2. For Sign-off

1. 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 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 health authorities of the port. Port health authorities shall grant pratique to the vessel prior to berthing as per necessary health protocols.
2. Seafarer to wear necessary PPE (masks, hand gloves) on arrival.
3. Seafarer will be cleared by Immigration authority.
4. 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.
5. Till the time test reports are received, the seafarer shall be kept under quarantine facility approved by the Port and State Heath Authorities.
6. If the seafarer is tested as "positive" for COVID-19, he/ she will be dealt with as per the procedures laid down by MoHFW, Govt. of India.
7. 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.
8. Upon a seafarer tested as "negative", the Ship owner / RPS agency to ensure completion of the following processes:
    a. Seafarer's travel route post sign-off is to be identified;
    b. Details of the Seafarer, vehicle, and driver[ii] for the proposed travel to be uploaded on DGS website "e-pass for seafarers link" for generation of e-pass, if needed;
    c. Requisite details of the seafarer as per Form I / IIIA are to be uploaded on DGS website.
9. Seafarer/ Shipping Company/ RPS to download the e-pass from his / her 'DGS E-governance seafarer profile', if needed.
10. The downloaded e-pass to be submitted to the Local Authority in the area where the seafarer disembarks for clearance for sign-off, for issue of a transit pass from the place of disembarkation to the place of his/ her residence.
11. The transit pass for such movement by road, for the seafarer and one driver, will be issued by local authorities of the Government of the State/Union Territory where the seafarer disembarks.
12. **The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honored/ allowed by the authorities of the State/ Union Territory along the transit route.**

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13. Ship owner / RPS agency to ensure the following for taking seafarer home:
    a. Vehicle being used for travel is properly sanitized and PPE (masks, hand gloves) and sanitizers made available for driver and seafarer[iii];
    b. Driver and seafarer to maintain the social distancing requirements as per MoHFW guidelines[iii].

Notes:

1. Shipowners / RPS Agency may, at their choice, consider isolating the seafarer for 14 days prior the medical examinations for sign-on purposes in the city of embarkation port, so that there are no complications due to COVID-19 after the seafarer joins the ship. In such cases transit pass will be issued for journey to the supervised isolation centres set up by the shipping companies/RPS and again to the port of embarkation. The SoP for road journey will be followed.
2. All necessary arrangements and facilities at ports in accordance with the guidelines of MoHFW will be made by the port authorities concerned.
3. The cost of transportation of seafarers will be borne by the ship owner / RPS agency.
4. Authenticity of the E-pass is verifiable online in www.dgshipping.gov.in
5. In case of any difficulty is faced en-route for signing-on or after signing-off, the seafarer may contact any of the following:
    a) Contact details of e-pass issuing authority as mentioned under section in "pass details" /
    b) DG Comm. center (022-22614646) /
    c) Subash Barguzer, Dy. DG [Crew] (barguzer-dgs@nic.in) and /
    d) Capt. (Dr.) A. Daniel J Joseph, Dy. DG [Tech.] (danieljohn-dgs@gov.in)
6. Declaration of travel history of seafarer (Form 1) - Annexure I
7. The detailed process for generation of e-pass for seafarers by ship owner / RPS agency is detailed in - Annexure II

22/04/2020

(Amitabh Kumar)
Director General of Shipping &
Additional Secretary to the Govt. of India

Enclosure(s): As above

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1. [i]Seafarers identified for joining ship should have travel history declared for last 28 days which shall be self-declared by seafarer and verified by Ship owner / RPS agency. This record should be retained by RPS agency and made available to medical practitioner. DG Shipping approved medical examiner shall utilize this information whilst certifying fitness to join ship. *(Annexure 1 Travel history of seafarer to be maintained for verifications by authorities)*

3. [iii]While applying for e-pass, Ship owner / RPS agency to give declaration that vehicle is properly sanitized & PPE (masks, sanitizers etc.) in place and driver & seafarer would maintain the social distancing requirements as per MoHFW guidelines
4. [iv]Safe location is a location / place / guest house / hotel etc. where no COVID-19 case is reported till now and has the required amenities for the upkeep of seafarers for the required number of days of isolation

22/4/2020

Annexure - I

Declaration of Travel History of seafarer (past 28 days)

Name _____ Indos No. _____

Last sign off date _____ Passport No. _____

Last sign off port / country _____

S. No.	Date	Details / address of place visited (Home, Friend, Hotel, Social gathering, Hospitals etc.)	Approx. time of visit to place(s) Hrs	Name of the person(s) you met with	Contact details (phone no.) of person(s) met

I / we, do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Place: _____

Date: _____

_____

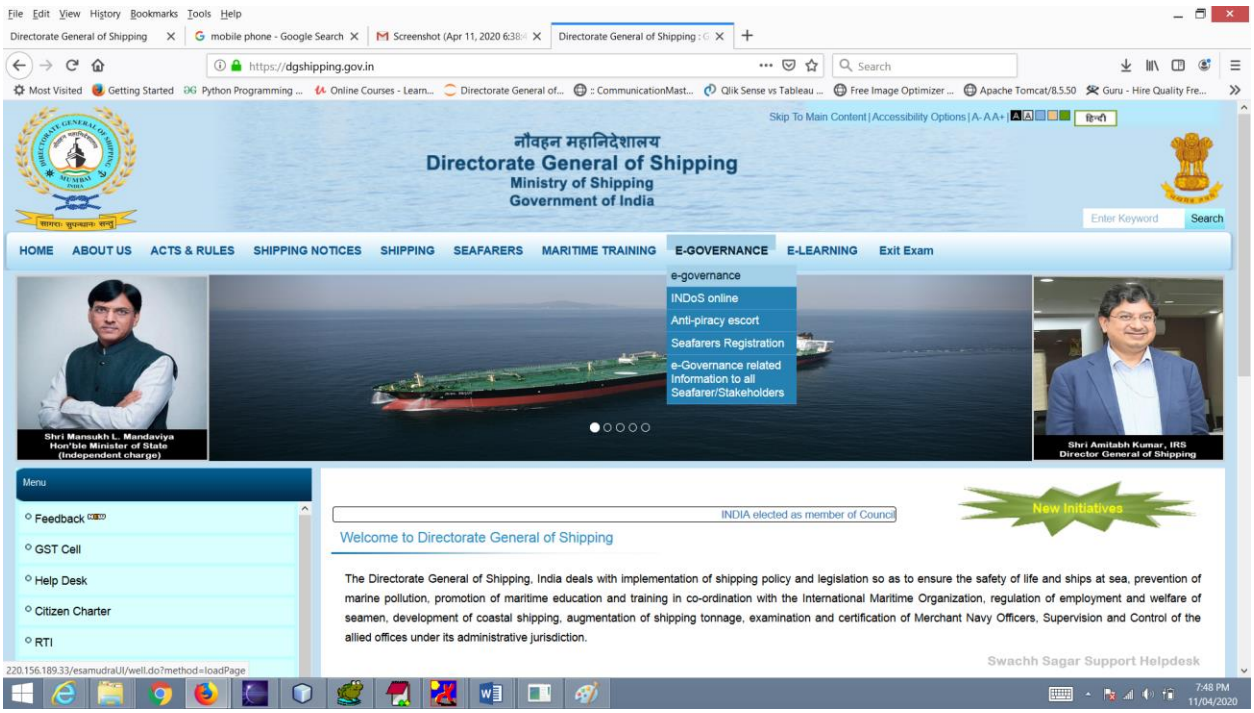
Name / Sign.

Annexure - II

Process of Generation of e-pass by Ship owner / RPS agency for seafarers:

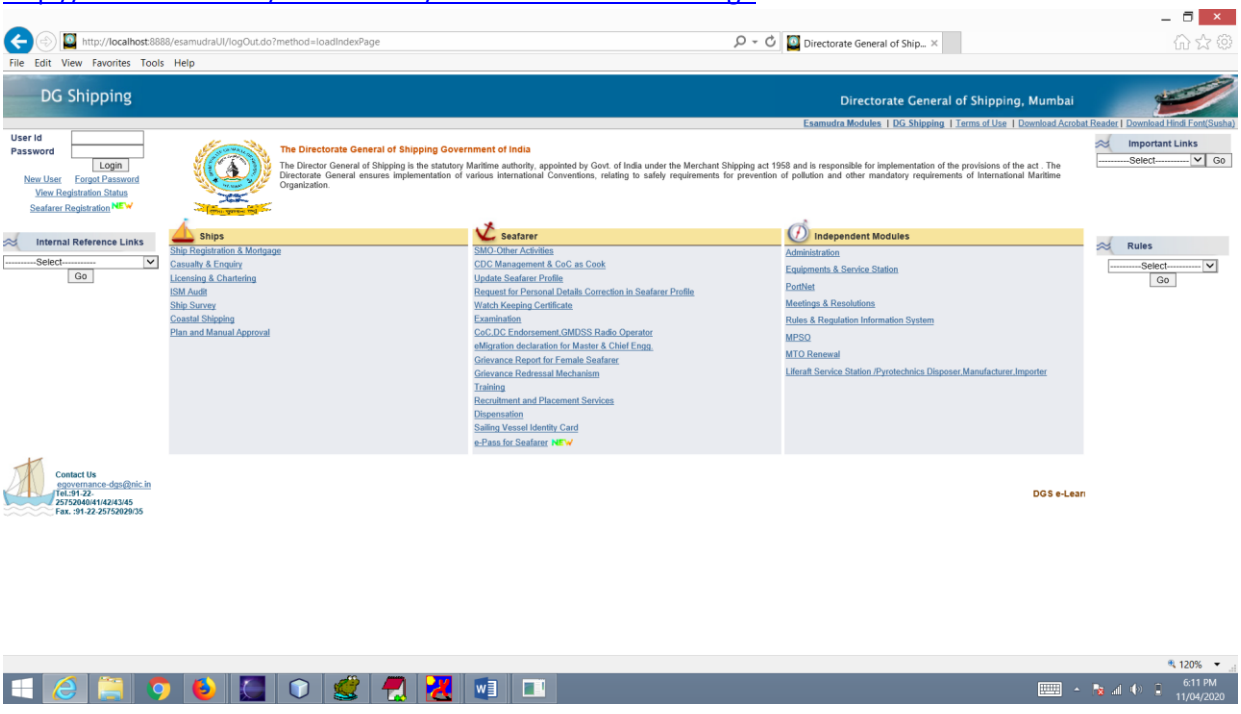
1. Login to E-Governance system by using User Id and Password provided by DG Shipping for other modules. (www.dgshipping.gov.in →E-Governance)
2. Go to the link -> e-pass for Seafarer->e-pass ->Generate / Cancel e-pass
3. Enter INDoS No. and select sign-on / sign-off from dropdown and click "Continue" button.
4. System shall populate Seafarer details along with list of e-pass issued by the same company earlier, if any
5. For approval of the e-pass click the 'Submit data' and fill the required data and submit.
6. Upon submission of data, system would display "Reference No." and same application sent to the Issuing Authority for approval.
7. The designated e-pass issuing authority may approve / reject the e-pass on the system using his / her administrators ID provided by DGS
8. On approval of the application by authority, e-pass would be generated and available in seafarers' profile for download. System would send an auto intimation SMS to seafarer with the details of e-pass generated
9. Seafarer can view and download the e-pass at the link e-pass for Seafarer->e-Pass ->View after login
10. System would also send an auto generated email intimation to the seafarer and ship owner / RPS agency with the details of e-pass generated
11. The ship owner / RPS agency may print the e-pass which is available at their profile at the link "View Application Status"
12. e-pass can be verified in the e-pass checker link available on DG Shipping website www.dgshipping.gov.in
13. The ship owner / RPS agency may utilize the option of "Cancel e-pass" for cancellation of e-pass

Step 1: visit www.dgshipping.gov.in

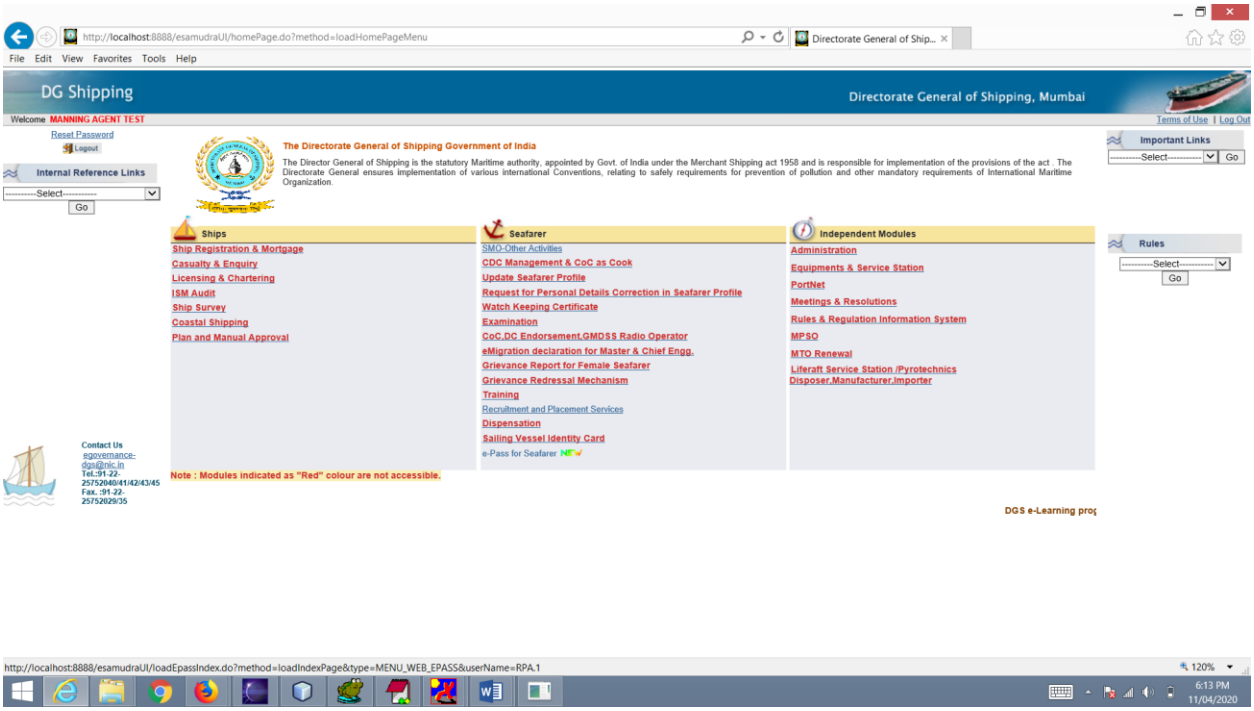


Step 2: Log in using user id / password (after clicking 'e-governance' tab)

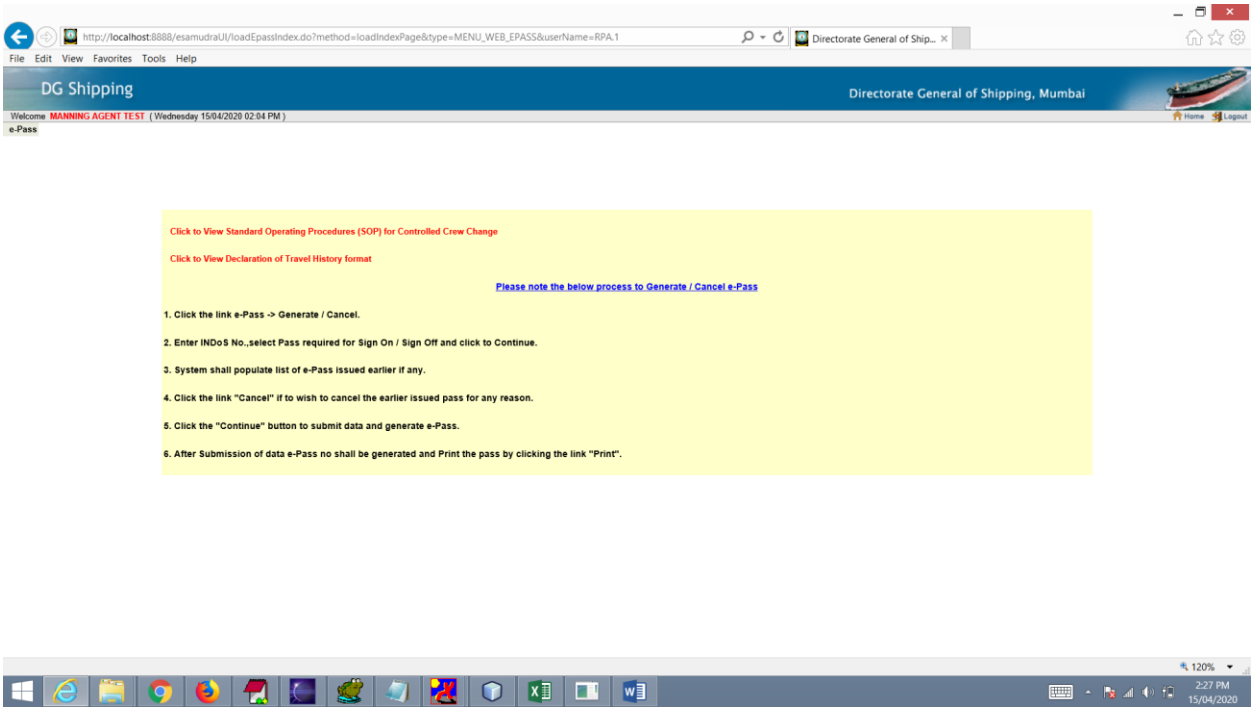
http://220.156.189.33/esamudraUI/well.do?method=loadPage



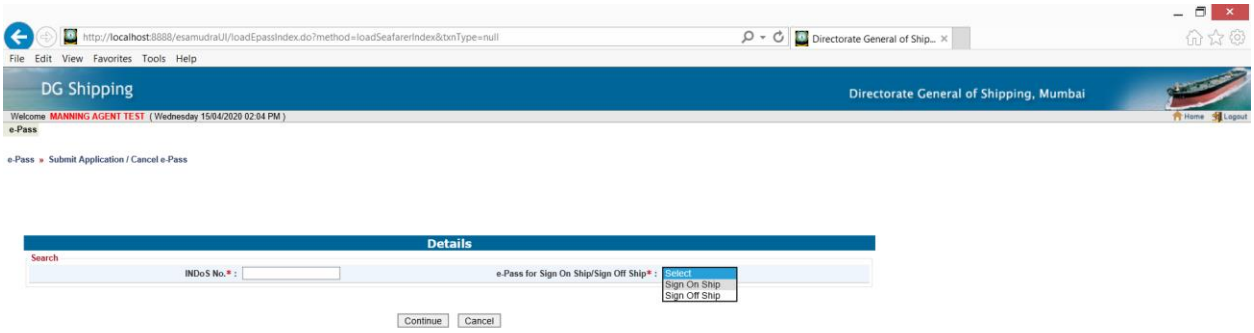
Step 3: Logged in



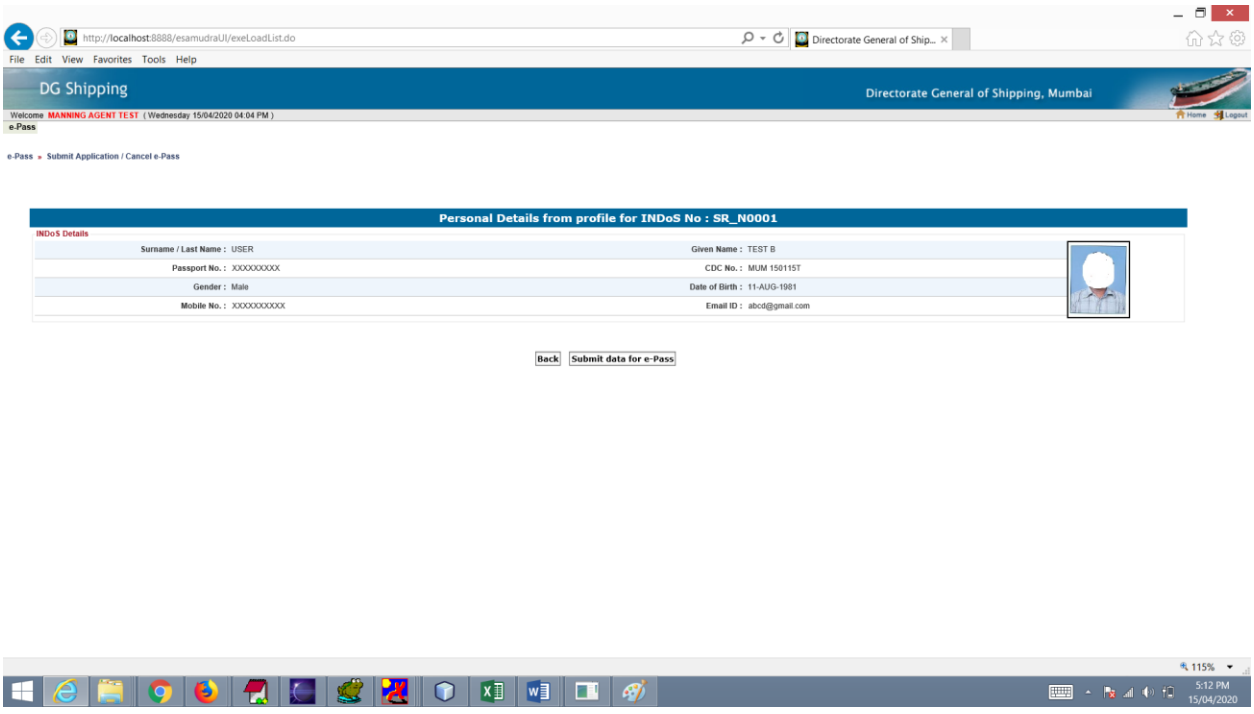
Step 4: Click “e-pass” option



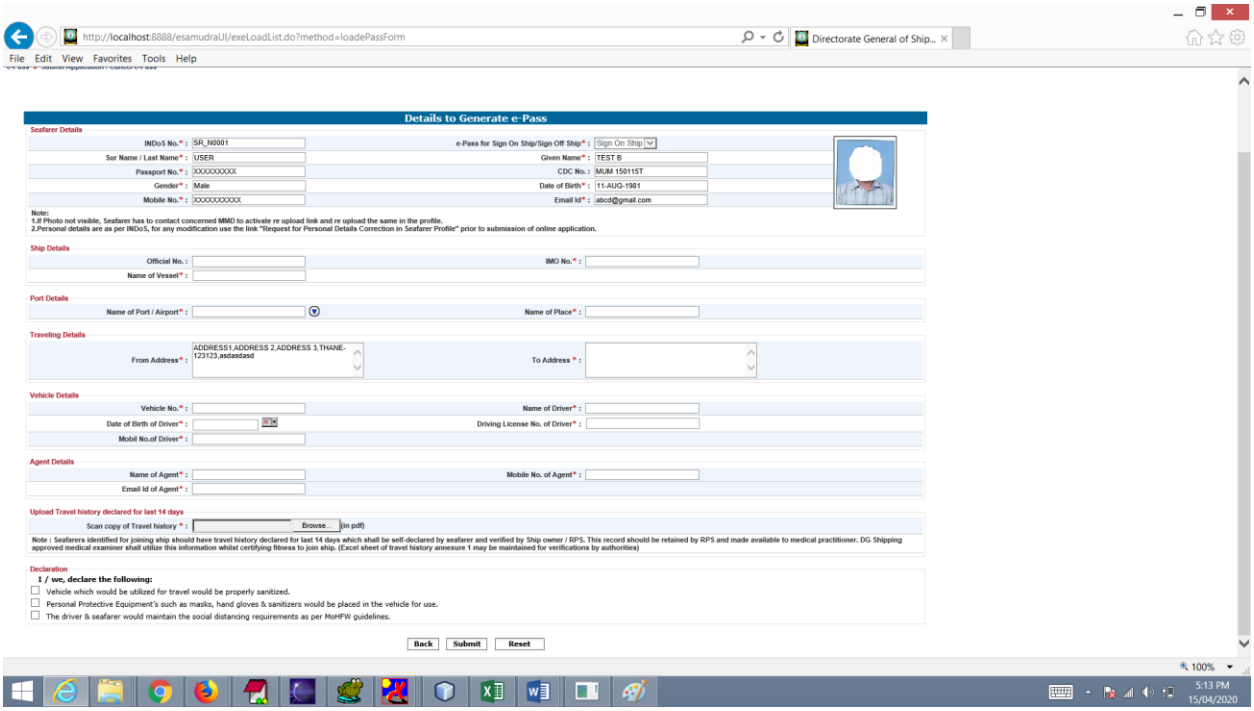
Step 5: Chose option (sign-on / sign-off)



Step 6: Fill up Indos No. of seafarer & click 'submit data for e-pass'



Step 7: Fill up all required data (upload travel history doc & submit)



Step 8: Once data is submitted (Note down the Ref. no.)

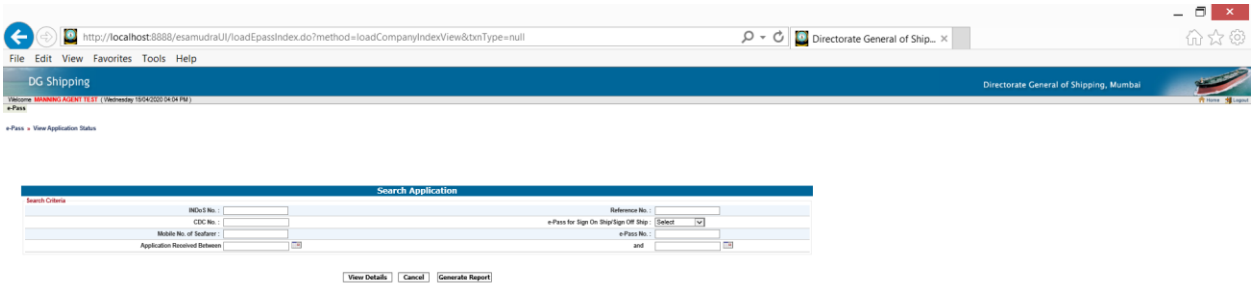
Step 9: Track status of application

View submitted application, e-Pass and generate reports:

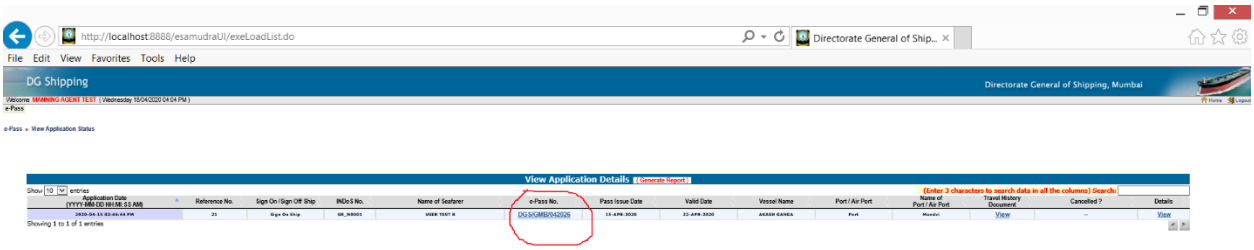
1. Go to the link **->** e-Pass for Seafarer->e-Pass -> Submit Application / Cancel e-Pass

or

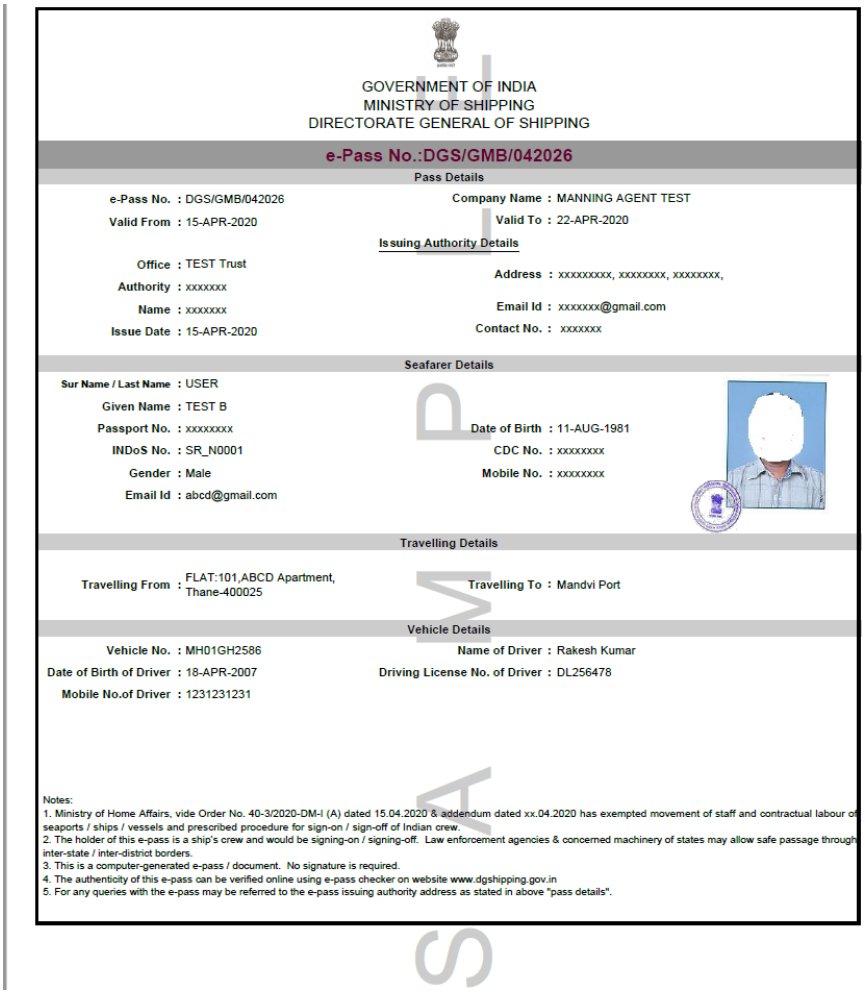
Go to the link -> e-Pass for Seafarer->e-Pass ->View Application Status



Step 10: Status of application can be tracked with ref. no.



Step 11: Ship owner / RPS agency may download e-pass from system, once e-pass application status shows approved (auto email notification would be also received to registered email id)



GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
DIRECTORATE GENERAL OF SHIPPING

e-Pass No.:DGS/GMB/042026

Pass Details

e-Pass No.	: DGS/GMB/042026	Company Name	: MANNING AGENT TEST
Valid From	: 15-APR-2020	Valid To	: 22-APR-2020

Issuing Authority Details

Office	: TEST Trust	Address	: xxxxxxxxx, xxxxxxxx, xxxxxxxx,
Authority	: xxxxxxx		
Name	: xxxxxxx	Email Id	: xxxxxxx@gmail.com
Issue Date	: 15-APR-2020	Contact No.	: xxxxxxx

Seafarer Details

Sur Name / Last Name	: USER		
Given Name	: TEST B		
Passport No.	: xxxxxxxx	Date of Birth	: 11-AUG-1981
INDoS No.	: SR_N0001	CDC No.	: xxxxxxxx
Gender	: Male	Mobile No.	: xxxxxxxx
Email Id	: abcd@gmail.com		

Travelling Details

Travelling From	: FLAT:101,ABCD Apartment, Thane-400025	Travelling To	: Mandvi Port

Vehicle Details

Vehicle No.	: MH01GH2586	Name of Driver	: Rakesh Kumar
Date of Birth of Driver	: 18-APR-2007	Driving License No. of Driver	: DL256478
Mobile No.of Driver	: 1231231231		

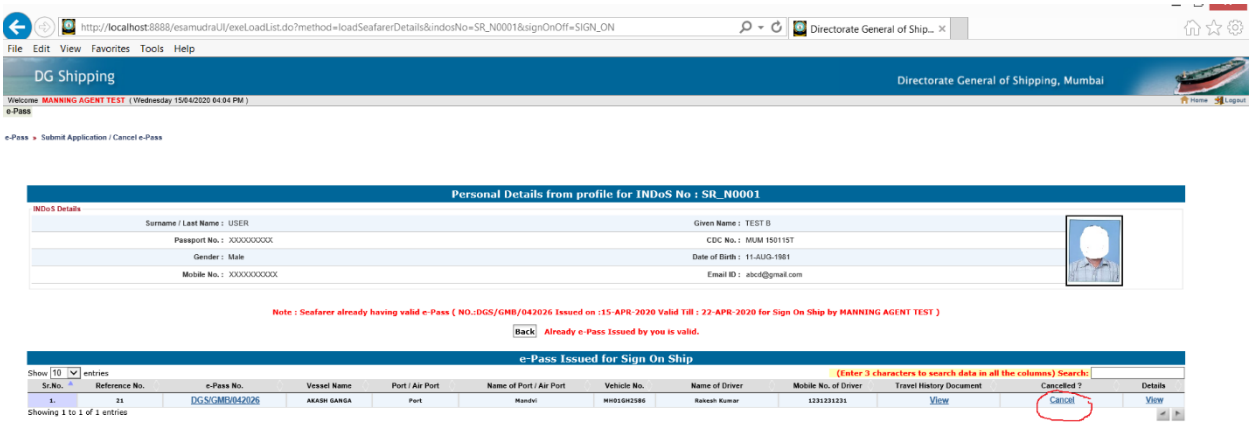
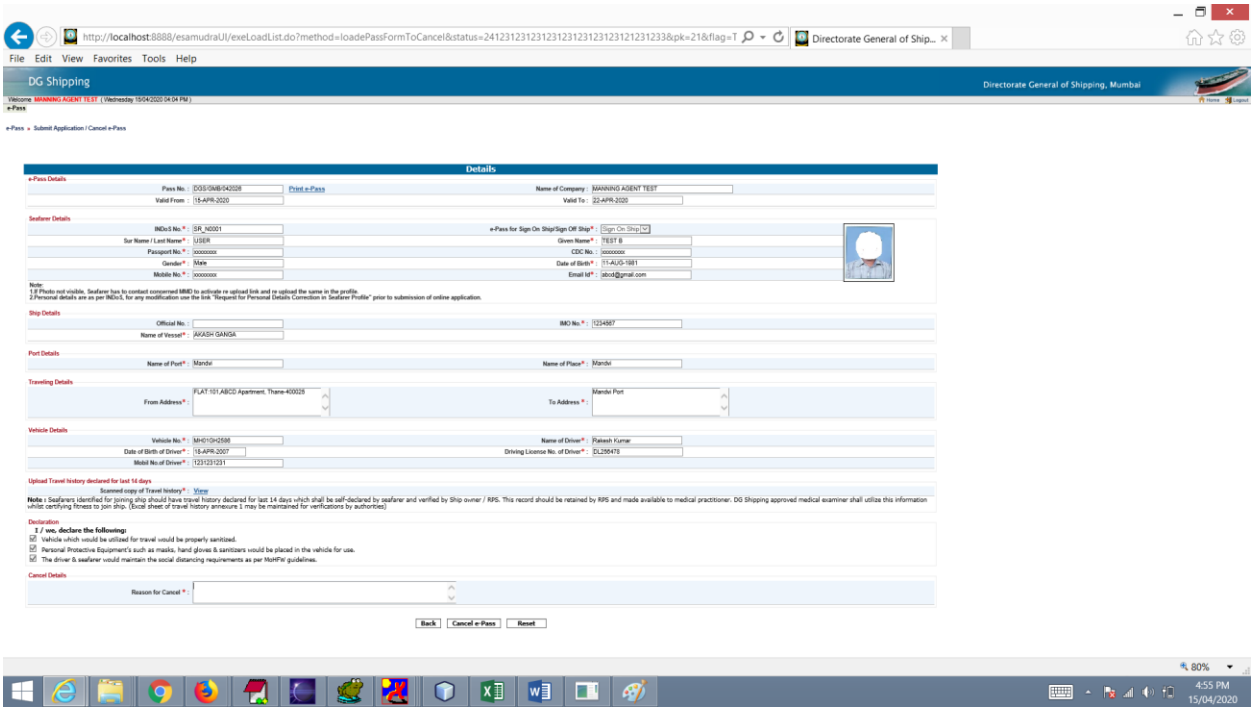
Notes:
1. Ministry of Home Affairs, vide Order No. 40-3/2020-DM-I (A) dated 15.04.2020 & addendum dated xx.04.2020 has exempted movement of staff and contractual labour of seaports / ships / vessels and prescribed procedure for sign-on / sign-off of Indian crew.
2. The holder of this e-pass is a ship's crew and would be signing-on / signing-off. Law enforcement agencies & concerned machinery of states may allow safe passage through inter-state / inter-district borders.
3. This is a computer-generated e-pass / document. No signature is required.
4. The authenticity of this e-pass can be verified online using e-pass checker on website www.dgshipping.gov.in
5. For any queries with the e-pass may be referred to the e-pass issuing authority address as stated in above "pass details".

Sample e-pass copy

Step 12: e-pass can be also downloaded by seafarer from his / her profile

For Seafarer to view submitted details and print e-Pass:

1. Login to E-governance system by using User Id and Password provided by D. G. Shipping for other modules. (www.dgshipping.gov.in →E-Governance)
2. Go to the link -> e-Pass for Seafarer->e-Pass ->View Issued Pass
3. Seafarer can take the print out by clicking the e-Pass No. and can view the data submitted by ship owner / RPS agency

Step 12: Cancellation of e-Pass

1. After log in, go to e-Pass for Seafarer->e-Pass -> Submit Application / Cancel e-Pass
2. Enter INDoS No and select Sign On / Sign Off from dropdown and Continue.
3. System will populate the list of application submitted.
4. Click the cancel link and enter the remarks for cancel and submit.
5. Upon cancellation system shall send SMS about the same.