



Technical Circular

No.: 078/2020

Date: 14th May 2020

Subject: Addendum No. 1 to DGS, Order No. 12 of 2020 Reg Standard Operating Procedures / Protocols (SOP) for controlled crew change in view of COVID-19 outbreak

1. Reference is made to our Technical Circular No. 064/2020 dated 24th April 2020 regarding DGS Order No.12 of 2020 on Standard Operating Procedures / Protocols (SOP) for sign-on and sign-off of Indian seafarers at **Indian ports**.
2. The Directorate vide Addendum No. 1 to DGS Order No. 12 of 2020 has now prescribed **additional Standard Operating Procedures / Protocols (SOP)** for controlled crew change of Indian seafarers at **Indian port anchorages** within the port limits as detailed below;

A. For Sign-on:

- a. Follow the sign-on procedures as laid down for signing-on crew in DGS Order 12 of 2020.
- b. Crew change is to 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 is to 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 is to 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 to 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 are to 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 to wear inflatable lifejackets while on boat / tug and while boarding the vessel.
- k. One seafarer at a time is to 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 not to be allowed with off-signing crew.

B. 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 is to 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 is to 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 is to be complied at all times.
- e. The master of a vessel, before arrival at its port of call in India, is to 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. are also to 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 to 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 are to 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 to wear inflatable lifejackets while on boat / tug and while disembarking the vessel.
- k. One seafarer at a time is to be allowed 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 are to 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 not to 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.
3. Ship owners/ operators, Masters and RPSL are advised to be guided by above while carrying out Sign-on and Sign-off of Indian Seafarers at **Indian port anchorages** within the port limits.

Enclosure:

Addendum No. 1 to DGS Order No. 12 of 2020, dated 06 May 2020.

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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.

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- 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.

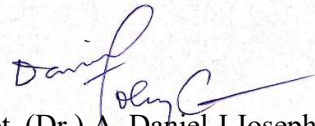


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NOTES:

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.



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