

# **Crew Change Guidelines - COVID (19)**

*Disclaimer – This document is prepared basis Director General Shipping Circular 12 of 2020. The process is subject to change basis local port instructions*

## A. Introduction

The Process has been developed on the basis of guidelines issued vide DG Shipping Circular 12 of 2020 dated 22<sup>nd</sup> April 2020.

The process is applicable for doing Sign off and Sign On of Indian Crew in Indian ports.

We understand that the discussions are still on among Immigration / PHO / Municipal Department for implementation of the DG prescribed SOP and will revert with further updates as and when received.

## B. Checklists

| SI No.         | Activity   | Responsible Party                                    | Remarks  |
|----------------|--|--|--|
| <b>Sign ON</b> |  |  |  |
|                | Declaration of Travel History  | Seafarer   | To be filled by Seafarer and submitted to Ship Owner/Manager or RPS Agency                                 |
|                | Clearance from DG certified Medical Examiner                                   | Ship Owner/Manager or RPS Agency                     | To be received before applying for E Pass from DG Shipping   |
|                | Medical Examination, if required by Medical Examiner                           | Seafarer / Ship Owner/Manager or RPS Agency          |  |
|                | E Pass from DG Shipping  | Ship Owner/Manager or RPS Agency                     | Fixed Travel route/vehicle or transportation details etc needs to be determined before applying for E Pass |
|                | Transit Pass   | Seafarer / Ship Owner/Manager or RPS Agency          | To be applied with Local authorities at starting point of journey  |
|                | Vehicle / Driver / Seafarer to have all relevant PPE                           | Seafarer / Ship Owner/Manager or RPS Agency          | Can be inspected enroute by authorities  |
|                | Uploading form 1/III a in DG Shipping website                                  | Ship Owner/Manager or RPS Agency                     |  |
|                | Conduct of COVID Test at embarkation port                                      | Crew Change agent / Ship Owner/Manager or RPS Agency |  |
|                | Arrangement of Safe place to keep the crew till COVID Test result are received | Crew Change agent / Ship Owner/Manager or RPS Agency | Crew Agent to check with Port Health authorities if approved facility is available                         |

| Sign Off  |  |  |
|---|--|--|
| Ascertain the Health of all Crew and file Maritime Declaration of Health                              | Vessel master  |  |
| Ascertain and inform Crew change agent if Sign off crew had spent 14 days onboard vessel from joining | Vessel master  |  |
| Availability of PPE for Crew  | Vessel master / Crew Change Agent                    |  |
| Conduct of COVID Test at Disembarkation port  | Crew Change agent / Ship Owner/Manager or RPS Agency |  |
| Arrangement of Safe place to keep the crew till COVID Test result are received / 14 Days quarantine   | Crew Change agent / Ship Owner/Manager or RPS Agency | Crew Agent to check with Port Health authorities if approved facility is available                         |
| Uploading form 1/III a in DG Shipping website   | Ship Owner/Manager or RPS Agency                     |  |
| E Pass from DG Shipping   | Ship Owner/Manager or RPS Agency                     | Fixed Travel route/vehicle or transportation details etc needs to be determined before applying for E Pass |
| Transit Pass  | Crew Change Agent / Ship Owner/Manager or RPS Agency | To be applied with Local authorities at starting point of journey  |
| Vehicle / Driver / Seafarer to have all relevant PPE  | Seafarer / Ship Owner/Manager or RPS Agency          | Can be inspected enroute by authorities  |

## B. Process Flowchart



