



ISO 9001-2015 & ISPS COMPLIANT PORT

MORMUGAO PORT TRUST, GOA
Serving the Nation since 1885
(Ministry of Shipping, Government of India)



SAGARMALA
PORT-LED PROSPERITY

TM/02/12/2020/45

Date : 24.04.2020

Sub: STANDARD OPERATING PROCEDURE (SOP) FOR SIGN ON/SIGN OFF OF INDIAN SEAFARERS at MORMUGAO PORT TRUST

Further to the protocol to be followed as stipulated in the MHA Order No. 40-3/2020-DM-I(A) dated 21st April, 2020 and DGS order no 12 of 2020, for the clarification of all concerned the following procedure will be followed for Sign On/ Sign Off at MPT.

SIGN ON:- Once the crew member is brought to the port of embarkation (MPT), the vessel agent will liaise with the Health Dept, Govt of Goa for COVID-19 test and arrange the stay of the crew member as per the protocol of State Govt. till the result of COVID-19 test.

- If the Covid 19 test comes negative, vessel agent has to approach Bureau of Immigration for his immigration clearance and follow the procedure as per rules in force and the same is to be intimated to the Port authorities.
- In case the Covid 19 test come positive, vessel agent has to inform all concerned authorities i.e. Port Health Authority, Port Administration, Directorate of Health Services, Govt. of Goa and make arrangements for the patient to be treated as per guidelines/rules of MOHFW in force.
- With the completion of above, formalities and negative COVID-19 test report, the seafarer would be ready for sign on and can be placed onboard.

SIGN OFF: - After the vessel agent gets intimation of the Sign Off crew, he has to inform all the concerned authorities i.e. Directorate of Health Services, Govt. of Goa, Port Health Officer and Port Administration.

- Vessel agent has to arrange for the Covid 19 test of the crew intending to sign off in liaison with the State Govt. Authorities at the designated testing facility.
- After taking the sample of the crew at the designated testing facility for the Covid 19 test, the crew to remain on board or at the designated facility as per the State Govt.
- In case the vessel is planning to sail out before the Covid 19 test result is declared, vessel agent to take all due permission from all the concerned statutory authorities for the stay, Isolation, Quarantine of such crew.
- If the Covid 19 test comes negative, vessel agent has to follow the existing procedure such as immigration clearance, RFID passes, etc. as per rules in force and follow the protocol of the MHA Order dated 21st April, 2020, DGS order no 12 of 2020 and the State Govt.

In case the Covid 19 test come positive, vessel agent has to inform all concerned authorities i.e. Port Health Authority, Port Administration, Directorate of Health Services, Govt. of Goa and make arrangements for the patient to be treated as per guidelines/rules MOHFW in

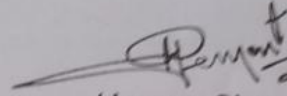
force. It will be the responsibility of the vessel agent to provide and facilitate the required medical assistance.

Nodal Officer from MPT for issuing e-pass to signoff/sign-on will be:

Name: Capt. Arun Kumar, Harbour Master, MPT
E-mail: hm@mptgoa.gov.in
Mobile No: +91-9822102659
Office: 0832-259-4803

Gate entry/exit will be allowed to seafarers only after their reports come negative and necessary clearance by Bureau of Immigration. Necessary arrangements for their travel will have to be arranged by the vessel agent. Records of this travel will have to be provided to the Port Authority as well as to State Govt Authorities by the agent.

This issues with the approval of competent authority.


(Jerome Clement)
Sr. Dy. Traffic Manager
For TRAFFIC MANAGER

To,

1. Directorate of Health Services, Govt. of Goa.
2. Port Health Officer, Mormugao Hoarbour
3. Bureau of Immigration, Mormugao Seaport.
4. Dy. Collector, Mormugao
5. President, Mormugao Ship Vessel agents Association

Copy to: Chairman's office/Dy. Chairman's office/ All HOD's/Dy. Commandant, CISF/
Manager (Ops)/ Nodal Officer (Cruise Vertical)