

STANDARD OPERATING PROCEDURE FOR BULK CREW CHANGES

HAMBANTOTA INTERNATIONAL PORT

SRI LANKA

PURPOSE

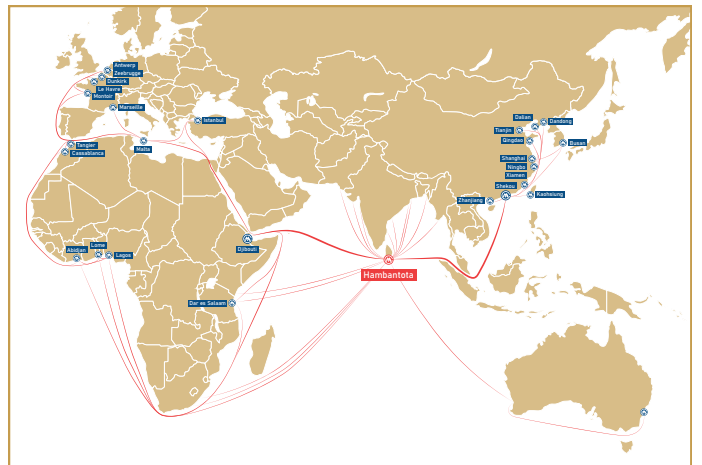
The purpose of this SOP is to function as a guide for bulk crew changes at the Hambantota International Port in light with the prevailing global pandemic. It will also elaborate stakeholder specific functions and aims to establish a secure, efficient and error free procedure for maneuvering Seafarers at HIP.

SCOPE

This SOP applies to all stakeholders who are involved in the process of bulk crew changes at HIP.

WHY SELECT US

- 1 No deviation from the main shipping route
- 2 Services available 24/7/366
- 3 20 minutes drive from Mattala International Airport
- 4 Idea centric geographical location.
- 5 Deepwater depth
- 6 Exceptional customer services
- 7 2 Dedicated isolated safe berth for Crew changes
- 8 Service boat availability
- 9 Turnaround time of the chartered flights is minimum
- 10 Availability of Safe house / Isolation Center



CONTACT US:

+94 472 888 888

COM.MKT@HIPG.LK

WWW.HIPG.LK

PROCEDURE OF HANDLING BULK CREW CHANGES VIA AN ISOLATION CENTRE

1 The procedures and processors that have been published by government authorities and authorized organizations (Isolation Centre Operator) should be strictly adhered to:

- Management of Isolation Centre
- Administration of PCR tests at each port of entry
- Management of transport between airport, Isolation Centre and seaport.

Approval Process	
Process	Responsibility
Inform the local Agents of the required crew change a minimum of 10 days prior to the date.	Owners/Managers
Submit crew change request with all necessary details of crew members, flight details, vessel specifics, ETA, etc.	Agents
Submit crew change list to the Presidential Secretariat for approval (96 hours in advance).	Isolation Centre (IC) Operator
Upon receipt of approval from The Presidential Secretariat, the Ministry of Health and the Agent will be notified with the allocated room number at the isolation centre, the driver's details, SL Army and Navy details and the vehicle number. A copy of the Presidential Secretariat approval will be emailed to the Agent.	IC Operator
All other permissions related to the crew change to be obtained in coordination with relevant authorities (ie: Immigration, Customs, HIP, PHO)	Agents
The Master of the vessel shall ascertain the health status of EACH PERSON ONBOARD THE VESSEL 72 hours prior to arrival at its port of call in Sri Lanka and submit the Maritime Declaration of Health to the Port Health Officers via the Agent along with the following documents. <ul style="list-style-type: none"> a. A formal and valid request b. List of off-signers and their nationalities c. Copy of the passport d. Health Declaration Form (HDF) e. Travel itinerary for repatriation f. "Notice" from the designated service provider – this should include the approvals obtained from the Additional Secretary for Foreign Relations to the President of Sri Lanka, the availability of a slot in the safe house and the vehicle number of the designated vehicle to be used. g. Port of call list h. Crew List 	Agents
The decision for granting health clearance for disembarkation will be taken on a case by case basis by the Port Health Officer. This decision will be communicated to the relevant authorities including HIP, the Department of Emigration and Immigration, Sri Lanka Customs, Sri Lanka Navy and the IC Operator.	Port Health Officer (PHO)
Confirm crew change operation to foreign Principals upon receiving all relevant approvals.	Agents
All sign on crewmembers need to provide a Negative PCR report obtained within 72 hours of their departure from the resident country.	Agent
Prepared check list must be filled and submitted to HIPG 24 hours prior to crew change takes place.	Agent

STANDARD OPERATING PROCEDURE (SOP) FOR EMBARKATION OF SEAFARERS AT HIP ANCHORAGE

Arrival of Seafarer from Airport	
Process	Responsibility
Prior to arrival necessary approvals and formalities to be done. Prepare and hand over an accurate crew list with all the details for the use of all related stakeholders.	Agents
Keep related parties informed of the arrival of the crew <ol style="list-style-type: none"> 1. Isolation Center Operator – for PCR arrangements 2. SL Army for – transport and access control 	Agents
Coordinate with SL Army and arrange necessary vehicles.	IC Operator
All immigration formalities to be completed at the airport. Seafarer must then be handed over to the health officials in the presence of a SL Army Rep for conducting PCR tests.	Agents
Upon completion of the PCR test, the Seafarer will be escorted to the dedicated vehicle and handed over to designated SL Army Rep	Agent
Personal belongings of the seafarer must be loaded into the vehicle.	Seafarer
SL Army Rep to accompany Seafarer in a separate vehicle to the Isolation Centre and the disinfection procedure followed for Seafarer should follow at the Isolation Centre.	Isolation Centre Operator
Departure of Sign-on Crew from Isolation Centre to Seaport	
Process	Responsibility
Upon receipt of approval from PHO, departure time of Seafarer to be arranged based on the ETA of the vessel after liaising with the IC Operator.	Agent
Complete necessary documentation and payments of the Isolation Center (IC).	Agent
Liaising with SL Navy and SL Army for departure arrangements.	IC Operator
Designated vehicles proceed with the designated escort (SL Navy) to the Seaport	IC Operator
Disinfection of vehicle and Seafarers upon reaching Seaport.	SL Navy
Seafarer handed over to the relevant Agent at the pier.	SL Navy
Crew Sign-on to Alongside Vessel	
Process	Responsibility
Based on approvals from necessary GOVT. bodies including the PHO, HIP approval to be obtained for the task.	Agent
Sign on formalities (Immigration and Customs) of the Seafarers to be carried out.	Agent
With the completion of all required formalities and clearances of all concerned authorities and along with the negative PCR test results, the Seafarer can be placed on board the vessel.	Agent
Disinfect all the crewmembers at the pier prior to boarding the vessel.	HIP
Crew Sign-on at Offshore	
Process	Responsibility
Based on approvals from necessary GOVT. bodies including PHO, HIP approval to be obtained for the task.	Agent
Crew boat arrangements for offshore transfer of Seafarers.	Agents
Sign on formalities (Immigration and Customs) of the Seafarers to be carried out.	Agent
The staff of the barges/boats should wear adequate PPE and should take all precautions during the crew transfer process. The skipper of the barge/boat should maintain a log indicating the following details: <ol style="list-style-type: none"> (a) name of the vessel (b) Agent involved (c) names of the Seafarers and (d) other authorities transferred by the barge /boat 	Agents / Boat Operator
Disinfection procedure carried out for the crew boat.	SL Navy /Boat Operator
Upon completion of Seafarers signing on to vessel the crew boat returns to port and undergoes disinfection process.	SL Navy /Boat Operator

STANDARD OPERATING PROCEDURE (SOP) FOR DISEMBARKATION OF SEAFARERS AT HIP ANCHORAGE

For Crew Sign-off via HIP (Berthing of Vessel)	
Process	Responsibility
Declare Vessel details and expected operation.	Agents
Declare details of the sign off crew.	Agents
Submit relevant approved documents.	Agents
Pay Port charges and arrange berthing upon receipt of approval from the port.	Agents
Free pratique granted for arrival inside the port.	PHO
Vessel arrives at the port and berth at the dedicated berth.	Port
Upon disembarking from the vessel PCR test samples to be obtained at the designated place in the port.	Agents
The Seafarer will have their temperature checked and HDF endorsed.	PHO
Proceed to immigration and customs clearance.	Agents
Seafarer escorted to dedicated vehicle and handed over to designated SL Navy Rep.	Agent / SL Navy
Loading personal belongings of the Seafarer.	Seafarer
SL Navy Rep to accompany Seafarers in a separate vehicle to the Isolation Centre and disinfection procedure followed for Seafarer at the Isolation Centre.	IC Operator
For Crew Sign-off at Offshore (Vessel at Anchorage)	
Process	Responsibility
Crew boat to be arranged for crew transfer from offshore. The boat crew to wear adequate PPE and a log to be maintained indicating the following details: (a) name of the vessel (b) Agent involved (c) names of the Seafarers and (d) other authorities transferred by the barge boat	Agent / SL Navy
Boat to be disinfected prior to departure.	
Seafarers will be disembarked from the vessel at sea and then the boat will return to the pier. Disinfection of crew boat upon completion of operation.	Agent / SL Navy
Upon disembarking from the boat PCR test samples to be obtained at the designated place in the port.	Agent
Carry out port formalities for disembarking crew.	Agent
Departure of Sign-off Crew to the Isolation Centre	
Process	Responsibility
Submit the negative copy of the PCR tests to the PHO via email and obtain the approval to repatriate the crew from Sri Lanka.	Agent
Upon receipt of approval from PHO, departure time of Seafarer to be confirmed to the Isolation Center (IC) operator, as per the flight schedule arranged by the owners/managers.	Agent
Complete the IC operational and payment processes.	IC Operator/Agent
Designated vehicle to be arranged under SL Army escort up to the airport.	IC Operator
Receive the Seafarer by the Agent from the Army Rep.	Army Rep/Agent

BASIC PROCEDURE AT THE ISOLATION CENTRE

Isolation Centre	
Process	Responsibility
Upon arrival of Seafarers at the Isolation Centre, disinfection procedures to be followed.	Isolation Centre Coordinator
A brief to be provided at the Check-in procedure to all Seafarers.	Isolation Centre Coordinator
Seafarers to be provided with allocated rooms and meals.	Isolation Centre Coordinator
The temperature of all Seafarers should be checked at least two times per day during the stay at the Isolation Centre and recorded in the database. If the temperature is above 37.5 C (99.5 F), it should be informed to the Port Health Officer (PHO).	Isolation Centre Coordinator/SL Army
Hard copy of the test results to be handed over to the Seafarer.	Isolation Centre Coordinator
PCR test results to be forwarded to the COVID-19 Task Force and Agent.	Consortium Ops Team
Notify health authorities (PHO / Dy. Director Quarantine) of PCR test results.	Agent
Seafarer is to stay at the Isolation Center and is prohibited to move around or out of the Center until they are permitted to depart. No visitors will be permitted at the Isolation Center and the Seafarers are to remain in their rooms.	Isolation Centre Coordinator

IF SEAFARER IS FOUND COVID-19 POSITIVE

If a Seafarer's COVID 19 PCR Test is POSITIVE	
Process	Responsibility
Seafarer to be isolated immediately and Isolation Center Operator should be informed of the test results.	Isolation Centre Operator
Inform Agent, Ministry of Health (MOH), Presidential Secretariat and Port Health Officer (PHO).	IC Operator
Inform the Master, the owners, the Agents at the next Port of call and the authorities of the next port of call.	Agent
On advice of MOH, infected Seafarer will be transferred to a hospital.	Agent
Attend to requirements of Seafarer admitted in hospital.	Agent
After recovery of the Seafarer inform the IC Operator.	Agent
Arrange required air ticket and repatriation of Seafarer.	Agent
In the unfortunate case of a death of a Seafarer, orders/instructions of MOH will be strictly adhered to.	Agent