

To,
Shipping Agents,
APSEZ Mundra

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

Dear Sirs,

In addition to 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 RPS/Agency Bodies to follow below mentioned instructions as per District Health Authority directives for Indian Crew Sign-On / Sign-Off arrangements at Mundra Port.

Sign-On Process Flow:

- a) On signing Crew before making arrangements to arrive at Mundra should have E-Pass issued by Director General of Shipping.
- b) Agency to seek CDHO Kachchh & CDHO- Ahmedabad approval for taking Covid-19 Test of the seafarer / driver by the ICMR certified laboratory. After CDHO approval only, certified labs will carry out the test so this needs to be planned & executed in advance.
- c) Covid-19 negative test report issued by ICMR certified laboratory for the seafarer and the driver to be obtained.
- d) Submit above docs to, PHO, CDHO, THO and Immigration for permission. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- e) Upon securing above permissions, seafarer to directly arrive at the Immigration counter in port for necessary process to board the vessel. The agent can also use the hotel facilities as mentioned in foot note but only after permissions mentioned in (d).
- f) Crew boards the vessel and the vehicle leaves the port immediately.

Sign-Off Process Flow:

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

- Inform PHO, CDHO, THO and Immigration of the sign off plan. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- Seafarer will be cleared by immigration for shifting to quarantine facility. Crew documents including passport will be kept in custody of Immigration.
- Seafarer will be shifted to Quarantine facility for quarantine till 14 days completion from departure of the last foreign port.
- Sample will be taken by authorized labs for testing after completion of the quarantine period. Agent is responsible to coordinate the same.

- Covid-19 negative test report issued by ICMR certified laboratory for the seafarer to be obtained.
- Submit above docs to, PHO, CDHO, THO and Immigration for permission. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- Generate E Pass for the crew member; seek other local permissions for onward travel accordingly.
- After all permissions complete sign off process with immigration at port.
- Sign off crew leaves for destination.

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

- Inform PHO, CDHO, THO and Immigration of the sign off plan. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- Seafarer will be cleared by immigration for shifting to quarantine facility. Crew documents including passport will be kept in custody of Immigration.
- Sample will be taken by authorized labs for testing. Agent is responsible to coordinate the same.
- Covid-19 negative test report issued by ICMR certified laboratory for the seafarer to be obtained.
- Submit above docs to, PHO, CDHO, THO and Immigration for permission. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- Generate E Pass for the crew member; seek other local permissions for onward travel accordingly.
- After all permissions complete sign off process with immigration at port.
- Sign off crew leaves for destination.

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.	CDHO , kutch	Permissions .Dr Kannar	+919909949 304	Cdho.health.kutch@gmail.com
3.	CDHO , Ahmedabad	Permissions .Dr Satish Makwana	+919687679 006	Cdho.health.ahmedabad@gmail.com
4.	Unipath Speciality Laboratory, Ahmedabad	Covid-19 Testing Facility / PIC : Dr. Nitin Goswami	+91 9904827070	info@unipath.in

5.	Supratech Micropath Laboratory / Research / Ahmedabad	Covid-19 Testing Facility / PIC :Mr. Rajdeep Huda	+02717 235881-82 / +91 7096408181	Supratech18@gmail.com / Rajdeep.Huda@supratechlabs.com .
6.	POC, Mundra Port	Port Entry Pass Liaison Office	+91 982500094 9	portopscenter@adani.com
7.	Hotel Fern, Mundra	Quarantine Facility / PIC: Mr. Akshay Puri	+91 909999505 0	Gm.fr.mundra@fernhotels.com
8.	Hotel Beetle, Opp. Adani Sterling Hospital, Mundra (Presently under containment till 15 th May'20)	Quarantine Facility / PIC : Mr. Ganesh / Mr. Kamal	+91 7575009091 +91 7575009086	hm@beetlesmartotels.com finance@beetlesmartotels.com

Hotel Fern at Mundra can be used as alternate facility. All are requested to be extra vigilant in compliance.

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