



International  
Chamber of Shipping

Shaping the Future of Shipping

38 St Mary Axe London EC3A 8BH

Tel +44 20 7090 1460

Fax +44 20 7090 1484

[info@ics-shipping.org](mailto:info@ics-shipping.org) | [ics-shipping.org](http://ics-shipping.org)

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17 December 2020

**COVID19(20)186**

**TO: LABOUR AFFAIRS COMMITTEE  
ALL MEMBERS & ASSOCIATE MEMBERS  
BIWEEKLY MEMBERS MEETING PARTICIPANTS  
INTERNATIONAL ASSOCIATION GROUP PARTICIPANTS**

### **CREW CHANGES IN SRI LANKA**

**Action Required: *Members are invited to note information kindly provided by Intermanager regarding Crew Changes in Sri Lanka.***

***The document is also supported by the following annexes which should be properly reviewed and utilised as appropriate. :-***

- A     *Booking Request***
- B     *Ministry of Health SOP***
- C     *Finalised Packages and Selected Charter Flights***
- D     *Health Declaration Form***
- E     *Final AGMs SOPS***

Natalie Shaw  
Director Employment Affairs



**#seafarersdeliveringchristmas**

Together we can make Christmas 2020 and other seasonal festivities special!

# CREW CHANGE OF SHIPS - SRI LANKA



## RALL - AGMS PUBLIC PRIVATE PARTNERSHIP

No. 613, Bangalawa Junction, Kotte Road,  
Kotte, SRI LANKA  
Phone : +94-11-2053140, Fax : +94-11-2053142,  
Email : crewchange@avantmaritime.com, Web : www.avantmaritime.com

### AGMS Use Only

Job No	
Job Type	
Job Date	
Job Time	

## BOOKING REQUEST FOR SIGNING ON / SIGNING OFF

**1. BOOKING REQUEST FOR**

### 2. LOCAL AGENT DETAILS

a. Name	<input style="width: 100%;" type="text"/>	c. Contact Person	<input style="width: 100%;" type="text"/>
b. Address	<input style="width: 100%;" type="text"/>	d. Mobile No	<input style="width: 100%;" type="text"/>
		e. Email Address	<input style="width: 100%;" type="text"/>

### 3. SEAFARER DETAILS

a. Passport Number	<input style="width: 100%;" type="text"/>	h. CDC No	<input style="width: 100%;" type="text"/>
b. Nationality	<input style="width: 100%;" type="text"/>	i. Residence Address	<input style="width: 100%;" type="text"/>
c. First Name	<input style="width: 100%;" type="text"/>		
d. Last Name	<input style="width: 100%;" type="text"/>	j. Mobile No	<input style="width: 100%;" type="text"/>
e. Date Of Birth (YYYY-MM-DD)	<input style="width: 100%;" type="text"/>	k. Email	<input style="width: 100%;" type="text"/>
f. Gender	<input style="width: 100%;" type="text"/>	l. Next of Kin Name	<input style="width: 100%;" type="text"/>
g. Rank	<input style="width: 100%;" type="text"/>	m. NOK Contact No	<input style="width: 100%;" type="text"/>
		n. Meal Preference	<input style="width: 100%;" type="text"/>

\* Please attach Passport Bio Page & CDC to email

### 4. PCR TEST BEFORE DEPARTURE

a. Test Date (DD-MM-YYYY)	<input style="width: 100%;" type="text"/>	c. Test Location	<input style="width: 100%;" type="text"/>
b. Test Result	<input style="width: 100%; border: 1px solid black;" type="text" value="Negative"/>		

\* Please attached PCR test report to Email

### 5. VESSEL DETAILS

a. IMO No	<input style="width: 100%;" type="text"/>	e. Name of Designated Person	<input style="width: 100%;" type="text"/>
b. Vessel Name	<input style="width: 100%;" type="text"/>	f. Mobile No	<input style="width: 100%;" type="text"/>
c. Flag state	<input style="width: 100%;" type="text"/>	g. Email	<input style="width: 100%;" type="text"/>
d. Company Name	<input style="width: 100%;" type="text"/>		

### 6 ARRIVAL DETAILS

a. Date (DD-MM-YYYY)	<input style="width: 100%;" type="text"/>	b. Time (24 Hour)	<input style="width: 100%;" type="text"/>
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#### FOR OFF SIGNERS

c. Disembarkation Port	<input style="width: 100%;" type="text"/>
d. Last Port of Call	<input style="width: 100%;" type="text"/>
e. Name of Crew Boat	<input style="width: 100%;" type="text"/>
f. Company of Crew Boat	<input style="width: 100%;" type="text"/>

#### FOR ON SIGNERS

c. Arrival Air Port	<input style="width: 100%;" type="text"/>
d. Flight No	<input style="width: 100%;" type="text"/>
e. Departure Air Port	<input style="width: 100%;" type="text"/>
f. Transit Air Port	<input style="width: 100%;" type="text"/>

\* Please attach Copy of Air Ticket to Email

### 7. DEPARTURE DETAILS

a. Date (DD-MM-YYYY)	<input style="width: 100%;" type="text"/>	b. Time (24 Hours)	<input style="width: 100%;" type="text"/>
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#### FOR OFF SIGNERS

c. Departure Airport	<input style="width: 100%;" type="text"/>
d. Flight No	<input style="width: 100%;" type="text"/>
e. Final Destination	<input style="width: 100%;" type="text"/>

#### FOR ON SIGNERS

c. Port of Embarkation	<input style="width: 100%;" type="text"/>
d. Name of Crew Boat	<input style="width: 100%;" type="text"/>
e. Company of Crew Boat	<input style="width: 100%;" type="text"/>

\* Please attach Copy of Air Ticket to Email

**Declaration** : I hereby declare that, to the best of my knowledge the information provided is true and correct

දුරකථන ) 0112669192 , 0112675011  
தொலைபேசி ) 0112698507 , 0112694033  
Telephone ) 0112675449 , 0112675280  
ෆැක්ස් ) 0112693866  
பேக்ஸ் ) 0112693869  
Fax ) 0112692913  
විද්‍යුත් තැපෑල ) postmaster@health.gov.lk  
மின்னஞ்சல் முகவரி )  
e-mail )  
වෙබ් අඩවිය ) www.health.gov.lk  
இணையதளம் )  
Website )



සුවසිරිපාය  
சுவசிரிபாய  
SUWASIRIPAYA

සෞඛ්‍ය අමාත්‍යාංශය  
சுகாதார அமைச்சு  
MINISTRY OF HEALTH

මගේ අංකය )  
எனது இல ) DQ/06 (3a)/2020  
My No. )  
මගේ අංකය )  
உமது இல )  
Your No. : )  
දිනය )  
திகதி ) 2020.12. 07  
Date )

Chairman  
Rakna Arakshaka Lanka Ltd  
613, Bangalawa Junction, Kotte Road  
Kotte

**Enhancing bulk crew changes of international seafarers**

This refers to your letter PPP/RALL/AGMS/2020/01 (93) dated 12<sup>th</sup> November 2020 on the above subject.

Following the approval given by the Ministry of Defence and Sri Lanka Ports Authority for the above operation, Ministry of Health has prepared a Standard Operation Procedure (SOP) for Operation of Offshore Crew Transit Hub giving due consideration to the need to apply stringent measures to prevent COVID-19 being introduced to the country through seafarers.

Approval for the operation of Offshore Crew Transit Hub and designated intermediate care facility is granted subject to the conditions stipulated in the annexed SOP and any amendments to the SOP made time to time.

**Dr S.H. Munasinghe**  
Secretary

**Dr. S. H. Munasinghe**  
Secretary  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10. Sri Lanka.

Copies:  
Additional Secretary (Public Health Services)  
Director General of Health Services  
DDG (Public Health Services) 1  
Director Quarantine



Quarantine Unit, Ministry of Health Sri Lanka

*Title: Standard Operating Procedure for Operations of Offshore Crew Transit Hub*

*SOP No.: PHS COVID-19 SOP-14*

*Version: 01*

*Effective Date: 2020.12.09*

*Prepared by: Quarantine Unit of Ministry of Health*

## **Standard Operating Procedure for Operations of Offshore Crew Transit Hub**

### **General**

1. The scope of this Standard Operating Procedure (SOP) is to provide the health guidelines for the operations of newly immersed concept of 'Offshore Crew Transit Hub'. Understanding the nature of the operations, the offshore crew transit hub is a passenger vessel at stationed in the sea and provides a temporary stay for seafarers during the bulk crew change operations. A designated intermediate care facility maintained by the Nawaloka Hospital PLC will provide treatment for Covid-19 positive seafarers from the 'Offshore Crew Transit Hub'.
2. The crew changes taken place in Offshore Crew Transit Hub (OCTH) should be only on the basis of direct bulk crew change facilitated by charter flights. Disembarkation of crew from a vessel and send them directly to the OCTH and once the charter flights are available they will be transferred directly to the airport for repatriation. The on signers who arrive to the country by charter flight will be directly sent to the OCTH from the airport and then embarked to the vessels as per the schedule. No crew transfers using commercial flights, transfer to isolation/quarantine centers in the mainland or disembarkation of Sri Lankan seafarers and sending for quarantine is not permitted.
3. Approval for the maintaining and operation of OCTH and designated intermediate care facility is subjected to necessary approvals or clearance from other relevant authorities.

### **The Crew Change Operations**

4. Approval for every bulk arrival of seafarers via airports will be granted by Director Quarantine. A formal request letter addressed to the Director, Quarantine should be submitted. The letter should contain all relevant details including the date and time of crew change, embarking/disembarking port in Sri Lanka, arrival and departure airport in Sri Lanka, name of the vessel, port of call list, crew list of off signers in the vessel with nationalities, date and place of embarkation, crew list of on signers with country and airport of embarkation, flight



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details and any available evidence to prove that they are not infected/low risk (eg: PCR results, details of quarantining).

5. A period of 72 hours is required for processing the request and Shipping Agents are required to submit the request letter for health approval well in advance (at least 72 hours before the approval letter is required). Requests to expedite the approval process due to late submission and submission with incomplete details shall not be entertained.
6. PCR test should be done for every on-signer within 72 hours prior to boarding the flight and should be made available to respective Port Health Officer (PHO) prior to their landing in Sri Lanka.
7. The Charter flight should transport only the on signers to the vessel and off signers from the vessel where bulk crew change took place. No other seafarer should be transported in the charter flight. Seafarers travelling in commercial flights are not permitted under this bulk crew change operation.
8. The vessels should obtain the routine health clearance for berthing or for the operations at anchorage/ OPL by submitting necessary documents to the relevant Port Health Office.
9. The health clearance of PHO is subjected to the approvals or clearances taken from all other relevant authorities including Secretary to the Foreign Ministry, Ministry of Defense, Department of Immigration and Emigration, Sri Lanka Customs, Sri Lanka Navy, Sri Lanka Ports Authority, Civil Aviation Authority and Airport and Aviation Services (Sri Lanka) Limited.
10. Since the seafarers are directly transferred from airport to the OCTH and vice versa, they are exempted from PCR testing conducted at the Points of Entry. However, if any on-signer has a potential to have contact with local personnel for longer period other than the contact during the crew change process, they need to undergo on arrival PCR for COVID-19 at the Points of Entry (eg: embarking to a lay-up vessel which can have a longer period of contact).



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11. Both on-signers and off-signers should fill the Health Declaration Form (HDF) and submit to the Port Health Office via email prior to their arrival. The PHO will grant 'No Objection' for the embarkation/disembarkation once all the requirements are fulfilled.
12. When a team of seafarers are transferring from the OCTH to the airport to repatriate by a charter flight, the list of their names should be submitted to the Port Health Office.
13. The representatives of the agent who will physically in contact with the on-signers for bond signing/releasing process should wear recommended Personnel Protective Equipment (face mask, face shield/goggles, coverall/overall, disposable gloves, and head cover). They shall maintain recommended physical distancing (currently at least one meter) and practice hand washing/hand sanitizing frequently. They should use plastic document folder which can be disinfected. They shall be strictly confined to the area where seafarers are attended to and shall not go to other areas in the airport. They should follow the guidance/instructions given by the Airport Health Officer.
14. All crew members should wear face masks during the entire period of crew changing process.
15. Recommended disinfection procedures will be carried out on crew members and their baggage. Any charges incurred for disinfection process has to be paid by the Agent to the relevant authority.
16. Physical contact with Sri Lankans (including authorities) should be limited only for very essential official formality. All authorities who have close contact with the crew need to wear recommended PPE (face mask, face shield/goggles, coverall/overall, disposable gloves, and head cover).
17. Crew change should be done under the supervision of Sri Lanka Navy and they should escort the crew transport vehicle.
18. Security forces of Sri Lanka shall take over the access control, supervision and monitoring of the OCTH to ensure they operate in line with the Health Ministry guidelines.
19. In the event of conducting PCR test for the seafarers is a requirement of repatriating flight or by the embarking vessel or ordered by Sri Lankan health authorities, the collection of samples





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should be done by the trained staff of the designated intermediate care facility and the samples should be sent for testing to a Health Ministry approved private sector laboratory adhering to the safety precautions.

20. Testing laboratory shall send all the results immediately to Epidemiology Unit (chepid@sltnet.lk, samithag@hotmail.com) and Quarantine Unit (quarantinelk@gmail.com). If there is a positive result, testing laboratory shall immediately contact Dr. Samitha Ginige of Epidemiology Unit (0777664036) and give details immediately, followed by an email.
21. The drivers and the helpers of crew transporting busses should wear recommended PPE (face mask, face shield/goggles, coverall/overall, disposable gloves and head cover), maintain recommended physical distance with each other and with the crew members and the busses should be disinfected after transporting the crew.
22. Crew members of barges/boats and other persons travelling in the barges/boats to facilitate the crew change should wear recommended PPE (face mask, face shield/goggles, coverall/overall, gloves and head cover) and should take all precautions during the crew transfer process and the barges/boats also should be disinfected after each event.
23. Land transportation of the seafarers should be done according to the latest version of the SOP for 'Transportation of Seafarers' (SOP No. PHS COVID-19 SOP 09)
24. If any seafarer becomes positive for COVID-19 PCR test, provision for treatment should be done in the designated intermediate care facility established as suggested in the proposal for the treatment purposes adhering to ministry guidelines. The Covid-19 patients are not permitted to be brought into the country.
25. In case of a death of a person in OCTH or designated intermediate care facility the human remains are not permitted to be brought into the country.



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**Health conditions for the OCTH, Designated intermediate care facility and Transporting boats**

26. The passenger vessel used as the OCTH should function as an isolation center. The relevant conditions stipulated in the latest version of the SOP on ‘Setting up and maintenance of an Isolation Center for seafarers/sea marshals (SOP No. PHS COVID-19 SOP 08)/ any future versions is applicable with modifications to suit the offshore center.
27. There should be a dedicated fleet of boats to transfer the seafarers between the port and OCTH or designated intermediate care facility. Adequate number of boats should be available according to the daily turnover.
28. The crew/staff of the OCTH, designated intermediate care facility and the transferring boats should not have any physical contact with the shore and shore passes are not allowed unless they leave the vessels after completing the working period. They should work in the vessel for a minimum period of 14 days continuously.
29. The provisions for the OCTH, designated intermediate care facility and to the transferring boats should be done without the boat crew getting on board and not having any physical contact with the persons in OCTH or designated intermediate care facility.
30. The OCTH, the designated intermediate care facility and the transporting boats should strictly adhere to the regulations and guidelines stipulated by the Marine Environmental Protection Authority (MEPA) on waste disposal.
31. No locals are allowed to get onboard the OCTH, designated intermediate care facility and the transferring boats without prior approval form the Port Health Officer (PHO). In case of government authority needs to get on board for an essential formality, they should be in full PPE and practice recommended COVID -19 preventive measures.





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**Quarantine requirement for crew/staff of OCTH, Designated intermediate care facility and transferring boats**

32. The Sri Lankan crew/staff of OCTH, designated intermediate care facility and the transferring boats who complete at least 14 days work period should undergo COVID-19 PCR testing before disembarkation. Those who have negative PCR test results are allowed to disembark and should undergo a mandatory 14 days quarantine in a government approved paid quarantine center. They should undergo a second PCR test around the 10<sup>th</sup> -12<sup>th</sup> day of the quarantine period. With negative results for the second PCR test they can be released to home.
33. If any one of them are detected positive for the PCR test they should be sent for treatment as per the protocols of Ministry of Health.
34. Testing laboratory shall send all the results immediately to Epidemiology Unit (chepid@sltnet.lk, samithag@hotmail.com) and Quarantine Unit (quarantinelk@gmail.com). If there is a positive result, testing laboratory shall immediately contact Dr. Samitha Ginige of Epidemiology Unit (0777664036) and give details immediately, followed by an email
35. Foreign crew of OCTH or designated intermediate care facility should follow the foreign crew disembarkation pathway. Once the PCR test done prior to disembarkation is negative, they can be sent directly to the airport for repatriation or to a government approved isolation center until the flights are available.
36. A list of all personnel involved in the crew change including their permanent addresses and contact details should be handed over to the Port Health Office at the end of the crew change by relevant agent. This includes the representatives from the agents, drivers and ‘helpers of the busses and other vehicles, personnel worked in boats/barges etc. They should be instructed to be vigilant at least for 14 days after the crew change and inform the PHO in case of having any symptoms suggestive of COVID-19.



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**Applicability of the SOP**

37. Although this SOP is applicable for routine events, Director Quarantine as the Proper Authority under the Quarantine and Prevention of Diseases Ordinance or any other Proper Authority in the port and airport under the same ordinance have the powers to take judgmental decisions at any time for the best interest of prevention and control of diseases.
38. Any changes to this SOP will be published in the website of the Quarantine Unit as the next version.

## ADDENDUM TO STANDARD OPERATING PROCEDURE CREW CHANGES THROUGH AN OFFSHORE TRANSIT HUB OFF SRI LANKA

The PPP between RALL and AGMS will be operating an Offshore Transit Huh (OTH) to carry out crew changes of international seafarers. The SOP is already disseminated, which is hereby amended as below.

### ARRIVAL AND REPATRIATION ROUTES

For the convenience of international seafarers, there are 3 separate routes for them to arrive in Sri Lanka;

1. Direct to Mattala International Airport in chartered flights.
2. Arrive at Male International Airport in passenger flights for onward journey to Mattala International Airport on scheduled chartered flights arranged by the PPP.
3. Arrive at Dubai International Airport for onward journey to Mattala International Airport on scheduled chartered flights arranged by the PPP, or proceed independently to Male International Airport for onward journey to Mattala International Airport on scheduled chartered flights arranged by the PPP.

The reverse process as convenient is available for repatriation.

### SCHEDULE OF CHARTERED FLIGHTS

#### Between Male International Airport and Mattala International Airport

**Mattala-Male-Mattala** ——— Every Monday and Thursday, if minimum number of 35 passengers are available for each direction. If the numbers increase then can arrange upto 05 flights per week.

#### Between Dubai International Airport and Mattala International Airport

**Mattala-Dubai-Mattala** ——— Every Wednesday, if minimum number of 75 passengers are available for each direction. If the numbers increase then can arrange 03 flights per week.

Agents are required to indicate seafarer arrival ***4 days in advance*** for the PPP to plan and advise in return the availability of direct chartered flight to and from Mattala International Airport.

## PACKAGES

### Package 1 - Arriving/repatriating directly through Mattala International Airport

**Tariff** – USD 750.00 that includes following:

1. Land Transport between Mattala International Airport and Galle Sea Port.
2. Two days stay on board OTH. (Third and fourth days at US USD 60 per day, USD 100 per day thereafter).
3. Boat transfer between OTH and respective parent ship.
4. All payments to the Navy.

### Package 2 – Arriving/repatriating through Male/MRIA

**Tariff** – USD 1,350.00 that includes following:

1. Visa fee at Male International Airport.
2. Male agency fees attending to seafarer at the airport.
3. Accommodation at Male for one (01) day on full board basis at start class hotel for any seafarer with more than 6 hours of transit time at Male. A rebate of USD 130 will be given for not using the hotel and the Taxi.
4. Additional stay at hotel will be at USD 125 per day.
5. Taxi fee at Male.
6. Air fare of charter flight between Male and Mattala.
7. Land Transport between Mattala International Airport and Galle Sea Port.
8. Two days stay on board OTH. (Third and fourth days at USD 60 per day, USD 100 per day thereafter).
9. Boat transfer between OTH and respective parent ship.
10. All payments to the Navy.

### Package 3- Arriving/repatriating through Dubai/MRIA

**Tariff** – USD 1,250.00 that includes following:

1. Air fare of charter flight between Dubai and Mattala.
2. Land Transport between Mattala International Airport and Galle Sea Port.
3. Two days stay on board OTH. (Third and fourth days at USD 60 per day, USD 100 per day thereafter).
4. Transfer between OTH and respective parent ship.
5. All payments to the Navy.

## CREW CHANGE OF SHIPS - SRI LANKA



### RALL - AGMS PUBLIC PRIVATE PARTNERSHIP

No. 613, Bangalawa Junction, Kotte Road,  
Kotte, SRI LANKA  
Phone : +94-11-2053140, Fax : +94-11-2053142,  
Email : crewchange@avantmaritime.com, Web : www.avantmaritime.com

AGMS Use Only

Job No  
Job Type  
Job Date  
Job Time

## SEAFARER HEALTH DECLARATION FORM

### 1. VESSEL DETAILS

a. IMO No		d. Name of Designated Person	
b. Vessel Name		e. Mobile No	
c. Flag state		f. Email	

### 2. LOCAL AGENT DETAILS

a. Name	
---------	--

### 3. SEAFARER DETAILS

a. Passport Number		d. First Name	
b. CDC Number		e. Last Name	
c. Nationality		f. Gender	

### 4. DO YOU HAVE ANY OF THE FOLLOWING FLU-LIKE SYMPTOMS?

a. Fever		e. Running Nose	
b. Cough		f. Muscle Joint Pain	
c. Breathlessness		g. Chest Pain	
d. Sore Throat			

h. Others : Please Specify:

### 5. LIST THE COUNTRIES THAT YOU HAVE BEEN IN DURING THE LAST 14 DAYS

	From (DD-MM-YY)	To (DD-MM-YY)
-	-	-

### 6. COVID-19

a. Did you come in close contact with any person suffering from COVID-19 in the last 14 days?	
b. Have you ever been admitted to or visit a hospital in the past one month?	
c. If yes, Please specify the reason for the admission or visit:	
d. Have you been in contact with farm or non-domesticated animals in the past one month?	

**Declaration :** I hereby declare that, to the best of my knowledge the information provided is true and correct

.....  
Date

.....  
Seafarer Signature

.....  
Ship's Captain Signature

# STANDARD OPERATING PROCEDURE

## CREW CHANGES THROUGH AN OFFSHORE TRANSIT HUB OFF SRI LANKA

### 1. INTRODUCTION

- 1.1 The Government of Sri Lanka (GOSL) has approved crew changes of international seafarers to be carried out off the Port of Galle in Sri Lanka, and in order to assure sustainability, a passenger ship will be positioned offshore functioning as an Offshore Transit Hub (OTH).
- 1.2 The operation will be managed by a Public-Private-Partnership (PPP) monitored by the Ministry of Defence (MOD) and Ministry of Health (MoH).
- 1.3 The PPP is between a Government Owned Business Undertaking (GOBU) of Rakna Arakshaka Lanka Ltd (RALL), which is directly under the Ministry of Defence, and Avant Garde Maritime Services (AGMS).

### 2. OBJECTIVE

- 2.1 The purpose is to serve the high demand of vessel owners/crewing agents to overcome the dire straits faced by seafarers unable to sign off and hopelessness of relief crew seeking employment. The project will also resolve the grave predicament faced by ship owners, technical managers, charterers, and crewing agents. These are matters of grave concern to the United Nations (UN), International Chamber of Shipping (ICS) and other stakeholders of the shipping industry.
- 2.2 According to the United Nations (UN) and ICS, there are about 400,000 seafarers worldwide waiting to be relieved at sea.
- 2.3 Understanding the situation of Seafarers in this Covid19 epidemic context requires minimising contact with land and preventing virus spread to the society whilst carrying out uninterrupted sustained crew change operation, the PPP has designed and modified further to the existing bulk crew changes to achieve the objective.



### 3. OVERVIEW

- 3.1 Seafarers are allowed to arrive only at Mattala International Airport (MRIA) in Sri Lanka only in chartered flights carrying exclusively seafarers. Seafarers are not permitted to arrive in commercial airlines at MRIA.
- 3.2 The Republic of Maldives permits seafarers to arrive in passenger flights and many major passenger flights from all over the world operate in Maldives. Stakeholders who are unable to gather adequate number of seafarers for chartered flights to arrive directly to Sri Lanka, are able to send seafarers to Male International Airport in Republic of Maldives in passenger flights to be shuttled across in scheduled chartered flights arranged by the PPP exclusively to Mattala MRIA in Sri Lanka. In order to boost the economy of the country as well as improving the sustainability of the national carrier, PPP will charter flights only from Sri Lankan Airlines for this purpose.
- 3.3 Seafarers arriving in either Sri Lanka or Maldives are required to have a negative PCR report on a test carried out 72 hours prior to departure from last airport.
- 3.4 Whilst in Maldives, seafarers will be attended to by a representative of PPP, and during the short time of transit, will be accommodated at a star class hotel in Male if the time of transit in Maldives is more than 12 hours. PPP representative will also attend to immigration and emigration formalities in Male as required.
- 3.5 If any seafarer fall sick will be transferred to a Hospital in Male, which will be coordinated by the representative of the PPP. (Cost has to be borne by the agent).
- 3.6 PPP will charter shuttle flights between Male in Maldives and Mattala in Sri Lanka. PPP will employ air marshals in these chartered flights to ensure that the seafarers adhere to the health protocols whilst boarding and during the flight.
- 3.7 On arrival at Mattala International airport, seafarers will be attended to by a designated Agent to carry out immigration formalities (PPP will arrange online and automated formalities in due course and details will be informed on separate letter).
- 3.8 Once the immigration formalities are completed, Seafarers will be directly transferred to the Port of Galle in dedicated buses organized by the PPP conforming to international and local health protocols whilst minimizing any interaction with the society. These buses will be obtained from Agents on payment basis. Drivers of these vehicles are not permitted to have any interaction with society during deployment. Hence will remain in isolation at a “Safe House” maintained by the PPP. They will be subjected to quarantine by the PPP before they re-join society on leave or otherwise. Similarly, they will be subjected to pre-deployment quarantine on re-joining.

- 3.9 All vehicles of seafarers will be escorted by Sri Lanka Navy assisted by RALL to fulfil MOD directions.
- 3.10 At Galle Seaport, agents should assist the emigration and custom formalities of seafarers.
- 3.11 Transfer of seafarers between the Port of Galle and Offshore Transits Hub (OTH) to be arranged by the Agents, strictly conforming to health protocols. No crew member of these boats should get on board the OTH or have any interaction with those on the OTH. This will be monitored by Sri Lanka Navy assisted by RALL. This boat crew members are not permitted to interact with the society until properly relieved after quarantine in accordance with health protocols
- 3.12 Transfer of seafarers between OTH and respective parent ships will be carried out by the PPP in specially designated boats that would remain alongside the OTH for specific long periods without returning to port. That will prevent any cross infection. These boats and crew will be quarantined immediately before and after deployment at the OTH.
- 3.13 Boats for this purpose will be selected on a rotation basis to provide equal opportunities to all boat operators.
- 3.14 Off signing seafarers requiring negative PCR reports at destination country will be subjected to PCR tests whilst on OTH at the request of the agent at a cost of approx. USD 75 per PCR. Seafarers are permitted to leave the OTH only on negative reports.
- 3.15 Seafarers with positive reports will be transferred to a dedicated hospital ship managed by a leading private hospital in Sri Lanka manned by qualified doctors, nurses and other medical staff, and permitted to leave only on full recovery. Full cost of hospitalisation in the dedicated Hospital Ship and any further tests relevant to COVID-19 shall be borne by the PPP. Any other sicknesses of seafarers also could be treated at the hospital facility available at OTH on payment basis.
- 3.16 Operations rooms of the PPP will operate round the clock (24/7), one each at AGMS head office (Kotte), Galle, Mattala and another on board at the OTH. Contact details are indicated at the end of this document. Ops Room on board the OTH is contactable on International Marine VHF Channel 16 for calling and on Channel 8 for calling and communications.
- 3.17 Agents are requested to check all documents of seafarers properly to avoid shortcomings before being forwarded for approval. PPP will not be liable for any shortcomings due to incomplete submission of details.

## 4 PROCESS

### 4.1 Sign-on (via Mattala, Sri Lanka)

- 4.1.1 Agents submit details of charter flight and passenger seafarers to PPP Operations Room at least 72 hours in advance in the arrival request as per the format available online, with personal details of seafarer attaching copies of Passport, CDC, and Negative PCR report of a test carried out 72 hours before boarding the flight.
- 4.1.2 PPP obtains approval from Sri Lanka approving authority for the charter flight with landing permission for passengers.
- 4.1.3 PPP notifies the Agent on receipt of approval.
- 4.1.4 Agent to obtain copy of the negative PCR report of the seafarer of a test taken 72 hours prior to boarding the flight and submit it to Port Health Officer (PHO) prior to landing of flight. Agent to obtain any other approval from relevant authorities e.g. PHO/Harbour Master, etc.
- 4.1.5 Arriving seafarer to carry original copy of negative PCR report of a test taken 72 hours before boarding the flight.
- 4.1.6 Agent receives respective seafarers and attend to immigration and customs formalities. (As requested by the agents, an online automated system is being pursued. The details will be promulgated in due course).
- 4.1.7 Seafarers to be dressed in full Personal Protective Equipment's (PPE) during movements from airport to Galle Port, onwards to OTH as well as from OTH to respective parent ship and vice versa. PPE for the seafarers will be provided by the PPP.
- 4.1.8 PPP will transport seafarer to Galle Port in vehicles conforming to health protocols in liaison with Sri Lanka Navy. These vehicles will be obtained from shipping agents on payment basis.
- 4.1.9 On arrival at the Port of Galle, Agent arranges emigration and customs formalities and a suitable crew boat to transfer seafarer to the Offshore Transit Hub (OTH) in liaison with relevant authorities.
- 4.1.10 On arrival at the OTH, all seafarers will be disinfected, checked in, and provided comfortable accommodation on full board basis until arrival of respective parent ships.

No member of the boats crew of the transfer boat should get on to the OTH whilst alongside.

4.1.11 Agent to inform arrival of respective parent ship to PPP Ops Room at least 12 hours ahead and the PPP will arrange seafarers to be transferred to respective ships from the Offshore Transit Hub in dedicated boats designated and available at the OTH.

4.1.12 PPP will inform respective Agents once the crew transfer is completed.

## 4.2 Sign-Off (for repatriation via Mattala, Sri Lanka)

4.2.1 Agents inform details of the off signers to the PPP Operations Room 36 hours in advance and update the ETA as required.

4.2.2 PPP arranges seafarers to be transferred from respective ships to Offshore Transit Hub as required.

4.2.3 Agents to arrange repatriation flights as required for those Indian Seafarers who are travelling directly to India.

4.2.4 PPP will arrange antigen tests at OTH for seafarers not requiring PCR tests to return to home country.

4.2.5 For those seafarers requiring PCR tests to return to home country, PCR tests will be conducted on board the Offshore Transit Hub at approx. USD 75.

4.2.6 Those who are with negative PCR reports will be free to leave.

4.2.7 Seafarers with COVID-19 positive reports will be subjected to treatment at the dedicated hospital ship, discharged only when fully recovered, and transferred from the hospital ship to the Offshore Transit Hub for onward repatriation as arranged by the agent.

4.2.8 PPP will inform the Agent about the recovery of the seafarer to arrange repatriation formalities

4.2.9 Agent to arrange boat movement from Offshore Transit Hub to Galle Port, immigration and custom formalities. Crew of boats used for the transfer to be in full PPE and the boat operators conform to relevant health protocols before, during and after transfer to prevent any possibility of spread of virus ashore.

- 4.2.10 PPP provides land transport for onward movement to the airport with SLN escort supervised by the RALL. Vehicles used for this will be obtained from agents on payment basis.
- 4.2.11 Agents to arrange emigration and custom formalities at the airport. (Online automated system will be introduced in due course)

### 4.3 Sign-on (via Male, Maldives)

- 4.3.1 Agents inform the PPP 72 hrs prior to the arrival of seafarers in order to obtain necessary approvals from Maldives and inform PPP representative in Male to arrange formalities and follow up action. Mandatory documents required are at paragraph 7.
- 4.3.2 In the unlikely event of the seafarer proving Covid -19 positive, he will be transferred to a designated hospital in Male until recovery (cost to be borne by respective agent).
- 4.3.3 Agents to ensure Seafarers carry a negative PCR report taken 72 hours prior boarding to the flight.
- 4.3.4 PPP representative will receive the seafarers at Male International Airport, attend to Immigration formalities and transfer to a designated Hotel until the onward flight to Mattala in Sri Lanka.
- 4.3.5 PPP will arrange the charter flight from Male to Mattala. PPP will charter only Sri Lankan Flights in view of boosting the economy of the state as well as sustainability of the national carrier. All seafarers will be provided with PPE by the PPP. All flights movements will be under strict supervision of air marshals in order to ensure that the Seafarers adhere to the proper health protocol during the flight.
- 4.3.6 PPP representative will coordinate the departure formalities at Male International Airport for onward flight to Mattala International Airport.
- 4.3.7 PPP will designate the Agent having the largest number of passengers in the flight to receive the seafarers and attend to formalities at the Mattala International Airport.
- 4.3.8 Once seafarer arrives at Mattala International Airport, the procedure to follow will be the same as from 4.1.7 to 4.1.12.

## 4.4 SIGN OFF (for repatriation via Male, Maldives)

- 4.4.1 Attend to the sign off procedure from para 4.2.1 to 4.2.10 above.
- 4.4.2 PPP will arrange the repatriation flight from Mattala International Airport to Male International Airport for those with negative PCR test reports.
- 4.4.3 PPP representative will attend to the immigration formalities of the seafarers on arrival at Male International Airport, Maldives.
- 4.4.4 PPP will provide comfortable dedicated and isolated hotel accommodation on full board basis at Male for the seafarers for one day free.

## 5. PACKAGES

### 5.1 Package 1 \_Arriving directly at Mattala International Airport

- 5.1.1 Land Transport between Mattala International Airport and Galle Sea Port
- 5.1.2 Two days stay on board OTH. Any additional stay will be charged extra US \$ 60 p/p.
- 5.1.3 Transfer between OTH and respective parent ship
- 5.1.4 All payments to the Navy

### 5.2 Package 2 – Arriving at MRIA through Male

- 5.2.1 Visa fee at Male International Airport
- 5.2.2 Male agency fees in attending to seafarer at the airport
- 5.2.3 Hotel accommodation at Male only for 01 day. Additional day 125 US \$ p/p
- 5.2.4 Taxi fee at Male
- 5.2.5 Charter flight cost between Male and Mattala
- 5.2.6 Land Transport between Mattala International Airport and Galle Sea Port
- 5.2.7 Two days stay on board OTH. Any additional stay will be charged extra US \$ 60.
- 5.2.8 Transfer between OTH and respective parent ship



5.2.9 All payments to the Navy

5.3 Tariff for each package will be indicated direct to the agent separately.

## 6. CONTACT DETAILS

Brig (Retd) N.K. Wadugodapitiya

Mob No - +94 77 3082485

Office/Operation Room Phone No- +94 112 053140/ 0770205616 (Mr Jonathan/ Mr Charles)

Fax - +94 112 053142

Email - [crewchange@avantmaritime.com](mailto:crewchange@avantmaritime.com); [nishantha.w@avantmaritime.com](mailto:nishantha.w@avantmaritime.com)

Web site - [www.avantmaritime.com](http://www.avantmaritime.com)

Contact details including calling and working VHF frequencies of the 24/7 Operations Room in the OTH will be indicated once the vessel is in position ready to commence operations.

## 7. MANDATORY DOCUMENTS TO BE SUBMITTED

7.1 Passport Copy

7.2 CDC

7.3 Negative PCR test report

7.4 Air ticket

**EFFECTIVE DATE WILL BE INDICATED  
ONCE THE OFFSHORE TRANSIT HUB IS IN POSITION**

**ISSUED ON BEHALF OF THE PPP**

**NISSANKA SENADHIPATHI**

**27 Nov 2020**

Any updates /changes /progress of the operation will be notified time to time as the situation changes/develops.