

SOP FOR SHIPS CREW CHANGES IN SRI LANKAN PORTS DURING COVID-19 PANDEMIC			
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**PUBLIC PRIVATE PARTNERSHIP (PPP) STANDARD OPERATING PROCEDURE (SOP) FOR SHIPS
CREW CHANGES IN SRI LANKAN PORTS DURING COVID-19 PANDEMIC**

SR.NO	ACTIVITY	REMARKS
BOOKING PROCEDURE		
1.	Shipping Agents to indicate ship's crew changes details as per guidelines given in www.avantmaritime.com/crew-change	
2.	Download "BOOKING REQUEST FOR SIGNING ON/SIGNING OFF" form and "SEAFARER HEALTH DECLARATION" form	
3.	Complete "BOOKING REQUEST FOR SIGNING ON/SIGNING OFF" form and "SEAFARER HEALTH DECLARATION" form	
4.	Attach Following Documents to the email <ul style="list-style-type: none"> i. Completed BOOKING REQUEST FOR SIGNING ON/SIGNING OFF form ii. Completed SEAFARER HEALTH DECLARATION form iii. Passport Bio page and CDC Bio page iv. PCR Test Report of On-Signers v. Seafarer health declaration form for Off-Signers vi. Air Tickets 	
5.	Email to crewchange@avantmaritime.com in advanced of 72 hours	
6.	PPP (Public Private Partnership) will submit crew change list to the Presidential Secretariat for approval.	
7.	On receipt of approval, PPP will inform to shipping agent.	
8.	PPP will raise invoice	
9.	On receipt of invoiced value, PPP will undertake the crew change operation	
ARRIVAL OF SEAFARERS		
10.	Generate Crew Change Arrival List	
11.	RALL Rep proceed to Port/Air Port	
12.	Shipping Agent(SA) Receive Seafarer(SF)	
13.	Shipping Agent (SA) will attend to formalities at Airport/Seaport	
14.	On completion formalities SA accompany SF to Dedicated Vehicle(DV)	
15.	Prior getting into DV RALL Rep will carry out disinfection procedure for SF	
16.	If there is a sick seafarer, Sr. No. 21 to 29 applies	
17.	SF to load his baggages into DV	
18.	RALL Rep informs PPP Ops room and depart from Airport/Seaport for Isolation Center(IC)	
19.	DV arrive IC, RALL Rep accompany SF to IC entrance, IC to carry out disinfection procedure for SF	
20.	RALL Ref to Signed and Return Crew Change Arrival List to IC Coordinator	



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IF SEAFARER FALLS SICK AT THE AIRPORT/SEAPORT

21.	Isolate the seafarer	
22.	RALL Rep inform PPP Ops room and Health Desk at Airport/Seaport immediately	
23.	Ops room inform Ministry of Health (MOH) to take over seafarer	
24.	After taking over of seafarer by MOH, SA to proceed with MOH team to respective hospital	
25.	Ops room send an email to MOH/Relevant Authority/SA regarding admission of seafarer	
26.	SA will attend to requirements of seafarer admitted in hospital	
27.	Once seafarer is discharged from hospital, PPP will comply with MOH instructions.	
28.	If MOH approves, SF will Check-In to IC and will remain until arrival of ship/flight	
29.	SA will arrange required air ticket/signing-on procedures	

ISOLATION CENTER

30.	On arrival of seafarers, IC staff will conduct disinfection procedure for SF	
31.	IC front office will carry out Check-In procedure for SF	
32.	Isolation Center Coordinator (ICC) brief/issue instructions to SF	
33.	ICC to ensure that SF are provided with allocated rooms	
34.	PCR Test will be carried out for all SF	
35.	After receipt of PCR Test, if report is "COVID-19 Negative", SF will be permitted to Check-Out for transfer	
36.	In case, a seafarer falls sick(Except COVID-19) whilst in IC, he will be transferred to a hospital under the guidance of MOH,	
37.	During SF stay in hospital, SA to attend his requirements	

IF PCR TEST IS POSITIVE

38.	Immediately, Isolate the infected seafarer	
39.	ICC inform to PPP Ops room	
40.	PPP Ops room inform to MOH and SA	
41.	On advise of MOH, infected seafarer will be transferred to a hospital	
42.	SA will attend to personal requirements of infected seafarer	
43.	After recovery of the seafarer, Ops room will inform SA	
44.	SA will arrange air tickets for the seafarer	
45.	Seafarer will be repatriated	
46.	In case of a death of a seafarer, orders/instructions of MOH will be obliged	

DEPARTURE OF SEAFARER FROM ISOLATION CENTER

47.	SA to indicate confirmation of departure time of SF	
48.	ICC generate departure List	
49.	ICC to prepare documents for Check Out	
50.	SA and SF to settle additional bills submitted by Isolation Center	



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51.	ICC obtain "Clearance" from IC front office for Check Out of SF	
52.	ICC informs PPP Ops room Officer stating that <i>"All bills are settled , IC front office formalities are completed and seafarer is ready for Check Out"</i>	
53.	PPP Ops room provide approval subject to full settlement of invoices by the SA	
54.	SF are not permitted to stay in lobby for long period	
55.	SF board the DV	
56.	DV proceeds with RALL Rep to Airport/Seaport	
57.	SA carry out sign-on/departure formalities	
58.	SF board the vessel/aircraft	
59.	RALL Rep Return to IC	
60.	RALL Rep to complete and return Crew Change Departure List to ICC	
OFF-SHORE TRANSFER OF SEAFARERS BY CREW BOAT		
61.	Shipping Agent to arrange a crew boat to carry out off-shore transfer	
62.	Disinfection procedure to be carried out for Crew board prior boarding SF	
63.	SA to carry out port formalities for SF	
64.	SF to board crew boat for OPL transfer , RALL Rep to supervise	
65.	Seafarer will be embarked/disembarked to/from the ship at sea	
66.	On completion of transfer crew boat return to harbor	
67.	SA will attend to all port formalities of Signed-off seafarers	
68.	Seafarers will board to DV	
69.	DV will proceed to IC	

