

दुरध्वनी: ९१-२२-६६५६ ४४२७  
फॅक्स: ९१-२२-२२६९४२९२



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मुंबई पोर्ट ट्रस्ट



MUMBAI PORT TRUST  
AN ISO 9001-2008 CERTIFIED PORT

प्रवर उप यातायात प्रबंधक  
व्यवसाय विकास कक्ष  
२री मंजिल, विजयदीप ईमारत,  
एस. व्ही. मार्ग, बेलाई इस्टेट,  
मुंबई-४०० ००१

SR. DY. TRAFFIC MANAGER  
Business Development Cell  
2<sup>nd</sup> Floor, Vijaydeep Bldg.  
S. V. Marg, Ballard Estate  
Mumbai - 400 001

Date: 27/04/2020

NO. TM/BDC/SOP-CRUISE CREW/01.

To,

Mansa,  
INSA,  
All ship agents,  
InCLA,

**Sub: SOP for signing off of Indian crew from cruise ships in Mumbai Port.**

Dear Madam / Sir,

Mumbai Port Trust organized signing off of 145 Indian crew arrived by cruise ship Marella Discovery on 23<sup>rd</sup> April' 2020, pursuant to the SOP dt. 21<sup>st</sup> April' 2020 issued by Secretary, Ministry of Home Affairs and SOP dt. 22<sup>nd</sup> April' 2020 issued by DGS.

In view of the important lessons learnt, following SOP shall be applicable for the signing off of Indian crew from cruise ships in Mumbai Port Trust.

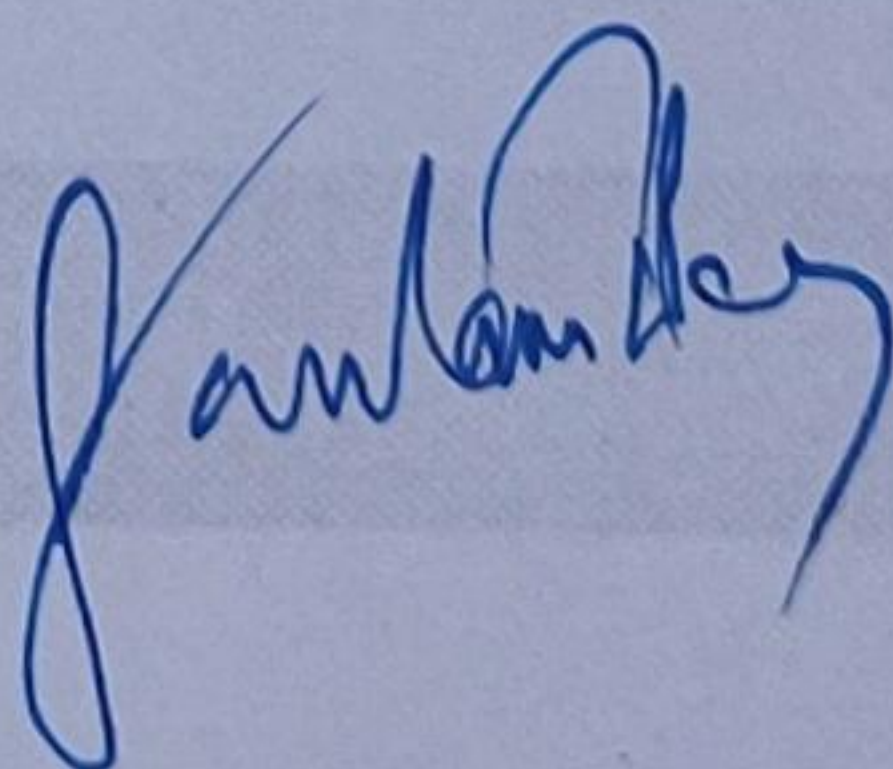
**A) PRIOR TO BERTHING OF SHIP.**

1. Ship Agent to obtain permissions from Immigration, Customs, CISF, PHO, MCGM for sign-off of Crew.
2. A Nodal Officer be appointed by the State Government, MCGM, Police & DGS to liaise with these respective authorities as certain responsibilities are assigned to these agencies in the above two SOPs by MoHA & DGS, especially for quarantine, transit pass & facilities etc, once the crew goes out of port limits.
3. Ship agents to book necessary hotels for the purpose of quarantine and take MCGM's necessary approval for the same.
4. Ship Agents to share details of these hotels booked for quarantine of the crew, with all concerned like Port, state govt, MCGM, police, DGS.
5. Agents to obtain permission from MCGM and Police for the transfer of crew from the Port to the Hotel where those crew to be quarantined pending results of covid19 test.

7. Agents should give necessary safety kits e.g. PPEs / masks etc (as prescribed in DGS's order), full list of DOs & Don'ts etc to the crew for the entire process from alighting from gangway to hotel stay till issuance of Transit Pass.
8. Agents to arrange for a pathological team from a MCGM recognized testing laboratory for swab testing of crew members.
9. Agents to share all the above permissions, confirmations, booking details to the Port while making application for berthing.
10. On verification of the documents submitted, Port may allow berthing of the vessel.

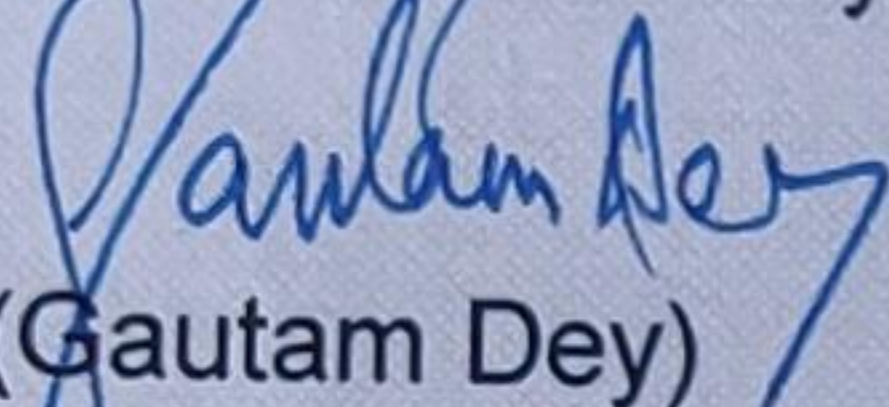
#### **B) UPON BERTHING OF SHIP.**

11. PHO will carry out checks etc as per applicable protocol for documentation, check maritime declaration from the master of the vessel and other on board formalities. In addition, information required by the local health authorities of the port like temperature chart, individual health declaration etc. shall also be provided by the master as per the directives of the health authorities of the port.
12. Crew in a batch of two or three maximum, will be allowed to disembark along with their respective baggage at a time.
13. Crew to approach PHO Team for taking temperature of the crew along with health declaration form.
14. Crew to approach MCGM staff for inspection of documents, past history etc. and put quarantine stamp on the crew.
15. Crew to approach COVID testing team engaged by the Agents who will note down the details of crew and take swab for testing.
16. Crew to proceed towards bus, keep the luggage and occupy a seat in the bus under guidance of the agent.
17. Maximum seating in a bus should be not more than one third of bus capacity.
18. Agents to collect Passports of the crew members and submit to Immigration Authority for scanning & clearance.
19. After obtaining immigration clearance, the buses may be released from the port subject to clearance, after inspection/ scanning of luggage's by the Customs and CISF officials at the gate.



20. Agents to nominate Coordinating officers for each hotel and an overall Liaison Officer to coordinate with the crew and liaising with Port, MCGM, Police, star govt Authorities and giving updates time to time.
21. Agents to keep all the crew members in quarantine facilities till reports of Covid Tests of all crew members are received. Surveillance by State, MCGM, police etc. to be in place as per the protocol of the respective authorities.
22. Agents to ensure compliance of COVID guidelines strictly.
23. Reports of Covid test to be shared with all the above authorities.
24. Depending on test results further action by all concerned authorities may be taken as per SOPs of MoHA & DGS.

Yours's Faithfully

  
(Gautam Dey)

Sr Dy traffic Manager HO-II &  
Nodal Officer for Cruise Tourism

Cc. Immigration  
Cc. Customs  
Cc. CISF  
Cc. PHO  
Cc. MCGM 'A' ward  
Cc. DCP Port Zone  
Cc. YG. Police Station  
Cc. DG Shipping