

Abbreviations

IC	Isolation Center
CLW	Colombo Logistics World (Pvt) Ltd
BP	Birds Park resort
MOH	Medical Officer of Health
PHO	Port Health Officer

2. SOP for Crew Signing-off vessels for repatriation

Booking and approval process		
No	Process	Responsibility
1	Inquiry and forecast with number of crew and dates	Agent
2	Receive conformation from foreign principals, specific information about crew to be transferred	Agent
3	<p>a) Follow www.colombologistics.com/crewchange/downloads and download BOOKING REQUEST FOR SIGNING-ON form. For <u>each</u> crew member,</p> <p>b) Complete BOOKING REQUEST FOR SIGNING ON/OFF form</p> <p>c) Prepare a scanned copy of Bio page of Passport and CDC in PDF or JPEG format.</p> <p>d) Prepare SEAFARER'S HEALTH DECLARATION Form. Scan in PDF or JPEG</p> <p>e) Prepare a scanned copy of Air Ticket in PDF or JPEG format.</p> <p>f) zip files b) to e) and name as per seafarer's name.</p> <p>g) send zip file to email address crewchange@cmblog.lk</p> <p>Note: Incomplete, unclear, or missing documents will jeopardize approval to land.</p>	Agent
4	Confirm clear receipt and availability of rooms at Isolation center. Assign a crew reference number per crew member and share with agent	CLW
5	Submit crew details to the presidential taskforce for approval	CLW
6	Upon receipt of approval, a) Email the approval to agent, notify about room numbers allocated at IC and the transport arrangement and times for pick up. b) Inform MOH at Seaport	CLW
7	Obtain permission for crew change from Immigration (bond signing) & concurrence from Port (HIPS) for sign-off	Agent

Arrival of vessel and Seafarer at the Seaport and sign-off		
No	Process	Responsibility
1	Inform CLW about Vessel's ETA and expected Sign-off time	Agent
2	Share crew details carrying landing approval with: a) Army unit in IC for pick up, b) MOH in Airport to get PCR test, c) Navy unit in Port for decontamination and escort, And notify agent of such arrangements	CLW
3	a) PCR test sample taken by PHO onboard or at designated place ashore. b) Temperature check and Heath Declaration endorsed.	PHO/Agent
3	Complete immigration formalities, coordinate PCR test, Handover Seafarer(s) to Army Transport unit at Seaport	Agent
4	Handover PPE/hand sanitizer pack to ship's crew	
5	Seafarers transported to IC by Army transport, escorted by Navy	CLW

Isolation Center		
No	Process	Responsibility
1	Upon arrival, a) Carryout disinfection procedure b) Check in the seafarers to allocated rooms with sharing accommodation (if needed) provided only to those arriving in same flight c) Brief the seafarers/Group of IC procedure/rules	IC
2	Carryout twice-daily temperature checks and inform exceptions to area MOH	IC
3	a) Pick up and hand over hard copy of PCR test result to Seafarer b) Forward PCR test results to Covid-19 taskforce, PHO, Dy Dir (Quarantine)	IC
4	Ensure seafarers practice social distancing and provide security and access control at IC.	IC

Departure of Seafarers from Isolation Center to Airport		
No	Process	Responsibility
1	Monitor vessel's ETA, obtain approval for sign-on from PHO, Port Authorities (based on PCR test result) and give 24-hr prior notice to CLW	Agent
2	Share details of departing seafarers with SL Army unit at IC for preparation of transport, driver, and escort.	CLW
3	Designated vehicle proceeds to Airport under Army escort	Army
4	Carryout disinfection procedure at airport and handover seafarer to Agent	Army
5	Crew departure process via customs and immigration	Agent