



भारत सरकार/ GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F. No. 25-63011/4/2020-NT - DGS

Date: 12.06.2020

Clarification to Addendum No. 1 to DGS Order No. 12 of 2020

**Subject: Standard Operating Procedures / Protocols (SOP) for controlled crew change at anchorages within port limits - reg.**

1. The Directorate General of Shipping had issued detailed guidelines for controlled crew changes at anchorages within port limits in compliance with the requirements of the MHA Order No 40-3/2020-DM-I(A) dated 21.04.2020 and DGS Order No 12 of 2020 dated 22.04.2020.

2. In view of the onset of the monsoon season and due consideration of the risks to the vessels involved and to the crew from the transmission of infectious disease, the Directorate is of the view that certain additional precautions for safe crew transfer between the ships at anchor and the harbour crafts may be taken.

3. While recognizing the necessity of crew change on ships manned by Indian seafarers and allow them to be repatriated, it is equally important to ensure the safety of the personnel and the ships / crafts involved in such operations.

4. It is also recognized that a host of personnel's such as agents representatives, on-signers, off-signers and other port officials etc., hereinafter referred to as "travelers" may be involved in these crew change activities at anchorages and would require to be transported by tugs / crafts thereby exposing the crew of the tugs / crafts to potential threats.

5. In order to ensure the safety of all stakeholders concerned and considering the advent of monsoon season, the Directorate provides following additional safeguards to the stipulated conditions vide amendments to paragraph 4 of the SOP mentioned in the addendum No. 1 to DGS Order 12 of 2020 dated 06.05.2020:

5.1 Sub para I (c) & sub para II (c) may be read as following:

5.2 Risk Assessment (RA) for every intended transfer at anchorage to be carried out by the all the crafts (vessels, tugs) involved in the crew change activity. All identified risks to be minimized using appropriate control measures and necessary safeguards to be put in place which includes but not limited to:

a. Maximum number of travellers carried not to exceed 20.

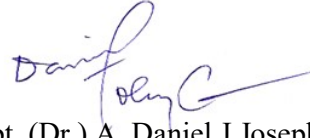
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- b. Permission of Port Officers / authorities may be obtained in case more than 20 passengers are to travel in certain exceptional circumstances.
- c. The movement of travelers to be restricted to a designated area on the open deck.
- d. Entry of travelers / baggage into the accommodation, machinery spaces and all other areas of the tug / craft shall be strictly prohibited.
- e. In order to prevent the transmission of infection, the crew of the tug / craft will be restricted within the accommodation spaces of the tug except when required for attending to any work on deck.
- f. Documentation works such as agreement, declaration copies, crew list, trip sheets and Letters of Indemnity (LoI) etc. between the vessels approaching for crew change and the tug / craft operators engaged in crew change services may be complied in e-mode to avoid physical contact with tug / craft crew.
- g. All reasonable restrictions imposed by the tug / craft Master such as limitations due to weather, constraints during hours of darkness etc. may be adhered to.
- h. All precautions should be taken to prevent physical contact between the travelers and the crew of harbour craft.

5.3 All other protocols as listed in addendum No. 1 to DGS Order No 12 of 2020 shall be strictly followed.

6. This issues with the approval of the Director General of Shipping & Additional Secretary to the Government of India.

Yours faithfully,



[Capt. (Dr.) A. Daniel J Joseph]

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