**Standard Operating Procedure for sign-on and sign-off of Indian Seafarers at Indian Ports and their movement for the aforesaid purpose**

**I. For Sign-on**

1. Ship owner / Recruitment and Placement Service (RPS) agency to identify Seafarer for joining a vessel.
2. Seafarer to fill up the travel and contact history for last 14 days as per Form I (attached) and submit it to the ship owner / RPS agency by email.
3. Ship owner / RPS agency to submit the duly filled in seafarer’s travel and contact history form to a DG (Shipping) approved medical examiner, for assessment and certification of the seafarer’s fitness to join ship.
4. Based on the seafarer’s travel and contact history for last 14 days submitted by the ship owner / RPS agency, the medical examiner may call the seafarer for medical examination.
5. Upon medical examiner’s confirmation for processing the sign-on, the following further processes are to be completed by the Ship owner / RPS agency:
   a. Seafarer’s travel route is to be identified;
   b. Details of the Seafarer, vehicle, and driver for the proposed travel to be uploaded on DGS website “e-pass for seafarers link” for generation of e-pass.
6. Seafarer to download the e-pass from his / her ‘DGS E-governance seafarer profile’ and use it for the travel, if needed
7. Seafarer to also share a copy of downloaded e-pass with driver for the travel, if needed
8. Ship owner / RPS agency to ensure completion of the following processes prior to sign-on:
   a. Uploading on DGS website the requisite details of the Seafarer as per Form I;
   b. Vehicle to be properly sanitized and sanitizers, PPE (masks, hand gloves) kept in place for driver and seafarer;
   c. Seafarer and driver to maintain the social distancing requirements as per MoHFW guidelines;
   d. At the port of embarkation the Seafarer shall undergo the COVID-19 Real-Time Reverse Transcription Polymerase Chain Reaction (RT-PCR) test or COVID-19 laboratory test to confirm “negative” test result for COVID-19;
   e. The seafarer would be ready for sign-on if the Covid-19 test is negative. Otherwise action would be taken as per guidelines of MoHFW.
   f. Online sign-on (e-migrate) to be done for the seafarer.
9. With the completion of the above formalities, the seafarer would be ready for signing-on and can be placed on board
10. Driver to drop seafarer in the port / safe location, as applicable
2. **For Sign-off**

1. The master of a vessel, before arrival at its port of call in India, shall ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the health authorities of the port and to the port authorities. In addition, the 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. Port health authorities shall grant pratique to the vessel prior to berthing as per necessary health protocols.

2. Seafarer to wear necessary PPE (masks, hand gloves) on arrival

3. Seafarer arriving on a vessel from any foreign port or arriving on a coastal vessel from any Indian port would undergo the COVID-19 RT-PCR test or COVID-19 laboratory test to confirm “negative” test result for COVID-19.

4. If the seafarer is tested as “positive” for COVID-19 will be dealt with as per the procedures laid down by MoHFW, Govt. of India

5. Upon a seafarer tested as “negative”, the Ship owner / RPS agency to ensure completion of the following processes:
   a. Seafarer’s travel route post sign-off is to be identified;
   b. Details of the Seafarer, vehicle, and driver for the proposed travel to be uploaded on DGS website “e-pass for seafarers link” for generation of e-pass;
   c. Requisite details of the seafarer as per Form I are to be uploaded on DGS website.
   d. On line sign-off (e-migrate) to be done for the seafarer.

6. Seafarer to download the e-pass from his / her ‘DGS E-governance seafarer profile’ and use it for the travel, if needed.

7. Seafarer to also share a copy of the downloaded e-pass with driver for the travel, if needed

8. Ship owner / RPS agency to ensure the following for taking seafarer home:
   a. Vehicle being used for travel is properly sanitized and PPE (masks, hand gloves) and sanitizers made available for driver and seafarer;
   b. Driver and seafarer to maintain the social distancing requirements as per MoHFW guidelines
Notes:

1. Shipowners / RPS Agency may, at their choice, consider isolating the seafarer for 14 days prior the medical examinations, so that there are no complications due to COVID-19 after the seafarer joins the ship.
2. All necessary arrangements and facilities at ports in accordance with the guidelines of MoHFW will be made by the port authorities concerned.
3. Guidelines for meeting the costs of quarantine and tests will be issued separately by the Ministry of Shipping, Government of India.
4. The cost of transportation of seafarers will be borne by the ship owner / RPS agency.
5. Authenticity of the E-pass is verifiable online in www.dgshipping.gov.in.
6. In case of any difficulty enroute for signing-on or after signing-off, the seafarer may contact any of the following:
   a) Contact details of e-pass issuing authority as mentioned under section in “pass details” /
   b) DG Comm. center (022-22614646) /
   c) Subash Barguzer, DDG Crew (barguzer-dgs@nic.in) and /
   d) Capt. A. Daniel J Joseph, NS-cum-DDG [Tech.] (danieljohn-dgs@gov.in)
7. Declaration of Travel History of Seafarer (FORM 1) - Annexure II
8. The detailed process of generation of e-Pass for seafarers by Ship owner / RPS agency will be given wide publicity to all stakeholders by DGS.

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¹ Seafarers identified for joining ship should have travel history declared for last 14 days which shall be self-declared by seafarer and verified by Ship owner / RPS agency. This record should be retained by RPS agency and made available to medical practitioner. DG Shipping approved medical examiner shall utilize this information whilst certifying fitness to join ship. (Annexure I Travel history of seafarer to be maintained for verifications by authorities)
² In case of change in driver, vehicle or both, the e-pass generated needs to be cancelled by the ship owner / RPS agency & fresh e-pass to be generated.
³ While applying for e-pass, Ship owner / RPS agency to give declaration that vehicle is properly sanitized & PPE (masks, sanitizers etc.) in place and driver & seafarer would maintain the social distancing requirements as per MoHFW guidelines
⁴ Safe location is a location / place / guest house / hotel etc. where no COVID-19 case is reported till now and has the required amenities for the upkeep of seafarers for the required number of days of isolation