

COCHIN PORT TRUST

Office of the Deputy Conservator,
Cochin. – 9.

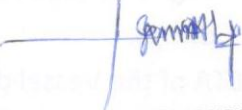
No. DC/Crew Change/2020

13th May 2020.

PROCEDURE FOR USE OF TUG FOR CREW CHANGE AT ANCHORAGE OF COCHIN PORT

- Steamer Agent to declare vessel coming for crew change along with the list of expected vessels along with daily berthing requests.
- Request for the tug to be made as per existing practice by email to Harbour Master with a copy to Port Control.
- On receipt of ETA of the Vessel directly by Port Control an anchoring position would be given to the vessel according to the draft of the vessel and a tug would be nominated for the transfer. This information will be intimated by return email by the Port Control to the Agent as well as Bureau of Immigration, Customs and Port Health Office.
- Agent along with crew to arrive at the tug berthed at Ernakulam Wharf in time for the scheduled departure along with on signing crew (if any) after completion of all formalities of Customs, Health and Immigration.
- On return from the ship also the tug will be berthed at Ernakulam Wharf.
- All transportation arrangements of the crew to / from the tug to be arranged by the Agents.
- An indemnity form required by the Tug Company (attached) is required to be filled by the Agents and handed over to the tug prior departure.
- The details of all persons travelling on the tug to / from the ship is also required to be submitted by the Agents to the tug prior departure.
- The entire procedure would be guided by the DGS Order No. 12 of 2020 and Addendum No. 1 of the order.
- In order to protect the tug crew from infection they will be restricted within the accommodation of the tug except when required to come for attending to any work on deck.
- The passengers (Crew, agents, officials etc.) must have PPEs and will not be permitted to enter the accommodation during the entire transit.
- Lifejackets for the passengers being carried must be provided by the Agents.
- Given the space available on the tug, the total number of passengers permitted to use the tug for transit will be limited to a maximum of twenty.

- Any instance of non compliance with instructions of the Master of the tug would result in the cancellation of the trip and return to port.
- The tug would communicate with the ship in advance and agree on the modalities of the transfer. A working VHF channel may be used for the entire duration of the transfer operation between the ship and tug. Tug to report the progress to Port Control as per normal practice.
- Agents may review and minimize the requirement for personnel (other than crew) boarding the ship.
- As the tugs are required for the port's shipping operations and hence the time used for the operations will be governed by the timings of the shipping operations.
- As stated in the Addendum to the order of the DGS, the crew change is being done at the sole risk of the ship / owners / Agents, the port nor the tug will be responsible for any incident relating to the crew change.

 13/5/20
DEPUTY CONSERVATOR

Encl: Indemnity Form

Copy to: Cochin Steamer Agents' Association
Traffic Manager
Harbour Master
Commandant CISF CPT
Port Control
Ocean Sparkle Ltd. Cochin
Bureau of Immigration Seaport Cochin
Port Health Office Cochin
Customs House Cochin