

Abbreviations

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

1. SOP for Crew arriving by Flight for Signing-on vessels

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/OFF 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 a scanned copy of PCR test report taken within 72 hours of boarding the flight in PDF or JPEG format.</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 Airport	CLW
7	Obtain permission for crew change from Immigration (bond signing), concurrence from Port (SLPA/HIPG) for sign-on	Agent

Arrival of Seafarer at the Airport		
No	Process	Responsibility
1	Share crew details carrying landing approval with: a) Army unit in IC for pick up b) MOH in Airport to get PCR test And notify agent of such arrangement	CLW
2	Complete immigration formalities, Complete PCR test, Handover crew to Army Transport unit at Airport	Agent
3	Handover PPE/hand sanitizer pack to ship's crew	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 Sign-on		
No	Process	Responsibility
1	Monitor vessel's ETA, seek 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 a) SL Army unit at IC for preparation of transport and driver b) SL Navy coordinating unit in port for escort	CLW
3	Designated vehicle proceeds to Port under Navy escort	Navy
4	Carryout disinfection procedure at port Immigration office	Navy

Crew Sign-on		
No	Process	Responsibility
1	Proceed to immigration office and cancel bond	Agent
2	Place seafarer onboard	Agent