



GHANA PORTS AND HARBOURS AUTHORITY

HEADQUARTERS

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OUR REF: DG/HQ/C3/V12/543

11TH SEPTEMBER, 2020

ALL PORT STAKEHOLDERS

Dear Sir/ Madam,

UPDATE ON COVID-19 STANDARD OPERATING PROCEDURES ON CREW CHANGE 11TH SEPTEMBER, 2020

The Ghana Ports and Harbours Authority (GPHA) extends its compliments.

We make reference to the President's address to the nation (#16) on updates to Ghana's enhanced response to the Corona Virus pandemic on Sunday, 30th August 2020 and the embedded directives on the opening of the Ghanaian Airports.

Following the directives above, please see attached the updated procedures for crew change in the Ports of Ghana.

We crave the indulgence of all stakeholders to take note and abide accordingly.

We extend to you our assurances and look forward to your cooperation in this regard.

Yours faithfully,

FOR: GHANA PORTS AND HARBOURS AUTHORITY


MICHAEL A. LUGUJE
DIRECTOR – GENERAL, HQ

UPDATED COVID-19 STANDARD OPERATING PROCEDURES ON CREW CHANGE
11TH SEPTEMBER 2020

Reference the **Updated Covid-19 Standard Operating Procedures On Crew Change** Reference number DG/HQ/C.3/V.10/214 of 20th March, 2020. Please find below updated information on procedures for crew change.

DISEMBARKATION

- The local Ship Agent writes to Immigration, the Harbour Master and Head of Health Services GPHA with supporting documents from GMA, submitting crew lists for disembarkation; with crew bio data and other related documents.
- *Shipping agents are to provide notification on their intention to do crew change 3-4 days prior to the arrival of the vessel (ETA).*
- *Shipping agents should notify the Port Authority on crew members requiring medical attention 3-4 days prior to the arrival of the vessel, except in cases of emergency.*
- The Port Authority approved lists are circulated to Harbour Master, GPHA Security and Immigration for related ISPS Vetting and Immigration procedures respectively.
- After the vessel arrives and Port Health completes its 1st Stage screening on board without adverse results.
- Port Health grants FREE PRATIQUE, lowers the yellow flag and gives the green light for immigration to board the vessel.
- As a result of the pandemic **all crew** are expected to remain on board until cargo work is completed for the vessel to depart. As such no permits for shore leave will be issued by Immigration.
- All disembarking crew will be screened by GPHA Health services before disembarkation.
- Shipping agents are responsible for arranging for quarantine quarters for the disembarking crew members pending the COVID-19 clearance. The Port Authority should be notified of the location. The screening results will be submitted to the agent.
- Please **Note that all passengers/crew leaving Ghana via the airports** will be required to take PCR tests 72 hours prior to departure and present the negative PCR tests or verification to Port Health officials at the airport before being allowed to complete departure formalities.
- Please **Note that all crew remaining in Ghana** will be cleared for entry into the community based on negative results.
- If the outcomes of the tests are positive the related COVID-19 protocols will be initiated.

EMBARKATION

- The local shipping agent officially writes to Immigration, Harbour Master and Head of Health Services GPHA, with supporting documents from GMA, requesting for embarkation approval with requisite crew lists, crew bio data and other related documents.
- For crew arriving **by air**, please note that Embarkation will be facilitated after all COVID-19 protocols at the Ghanaian Airport are met.
- Please **Note that all arriving passengers/crew members** must possess COVID-19 negative PCR test results from an accredited laboratory in the country of origin.
- GPHA Health Services will facilitate crew change subject to the following as applicable:
 - Supporting COVID-19 clearance documents from the Ghana airports if the crew is joining from overseas
 - Requisite health and COVID-19 clearance certificates if the crew is locally based.
- The approved lists are circulated to the Harbour Master, Immigration and GPHA Security by GPHA Health Services for embarkation to proceed.
- Cleared crew members are given passes by Immigration to embark.
- The crew members are then sent to the vessel (if in port) or to join the vessel at the anchorage via a service boat arranged by the shipping Agent.

NOTE:

Please note that these procedural exigencies apply to all Terminals in the Ports including the Fishing Harbours, MPS Terminal 3, Tema Shipyard and the ABB Mooring facility. We expect all to comply for us to continue managing the situation effectively.

Contact details of the related parties are outlined below:

PORT OF TEMA			
NAME	DESIGNATION	EMAIL	CONTACT NUMBER
Dr. Vitus V. Anaab-Bisi	Head of Health Services GPHA Incident Commander	vanaab-bisi@ghanaports.gov.gh vvanaab@yahoo.co.uk	+233 244329093
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