

COCHIN PORT AUTHORITY
MARINE DEPARTMENT
CIRCULAR

**STANDARD OPERATING PROCEDURE (SOP) FOR INDIAN SEAFARERS ON
INDIAN-FLAG COASTAL VESSELS**

1.0 Shore Leave for Seafarers / Supernumeraries

1.1 Application for Shore Pass

The vessel's agent shall submit an online application for a Shore Pass for each seafarer/supernumerary proceeding on shore leave. The application shall be accompanied by:

- A valid identity document of the concerned seafarer/supernumerary (CDC, SID, Passport, or Aadhaar Card); and
- The vessel's IMO Crew List.

The application shall be endorsed online by the Marine Department.

1.2 Issuance of Shore Pass

Upon verification of the Marine Department's endorsement, the Pass Section under the Traffic Department shall issue the Shore Pass to the concerned seafarer/supernumerary free of charge, in accordance with the Directorate General of Shipping (DG Shipping) SOP.

1.3 Entry and Exit Through Port Gates

The approved Shore Pass, together with the approved identity document, shall be produced to the CISF personnel on duty at the gate for verification at the time of both entry and exit. No seafarer/supernumerary shall be permitted to enter or leave the Port premises without the prescribed documentation.

2.0 Sign-On and Sign-Off of Seafarers / Supernumeraries

2.1 Application for Gate Pass

The vessel's agent shall submit an online application for a Pass for each seafarer/supernumerary signing on or signing off the vessel. The application shall be accompanied by:

- Details as per the ANNEX - 1
- A valid identity document of the concerned seafarer/supernumerary (CDC, SID, Passport, or Aadhaar Card); and
- The vessel's IMO Crew List.

The application shall be endorsed online by the Marine Department.

2.2 Issuance of Gate Pass

Upon verification of the Marine Department's endorsement, the Pass Section under the Traffic Department shall issue the Gate Pass to the concerned seafarer/supernumerary free of charge, in accordance with the DG Shipping SOP.

2.3 Entry and Exit Through Port Gates

The approved Gate Pass, together with the approved identity document, shall be produced to the CISF personnel on duty at the gate for verification at the time of both entry and exit.

2.4 Baggage Screening

The baggage of seafarers/supernumeraries shall be screened by security personnel at the time of sign-on and sign-off to ensure that no prohibited or restricted items are carried on board or ashore.

Personal equipment, tools, or other items intended for on board use may be permitted, subject to prior declaration and verification by CISF. Such items shall be appropriately recorded and stamped by CISF before being taken on board.

2.5 Undertaking Regarding Certificates of Competency

The vessel owner/agent shall submit a written undertaking confirming that all personnel signing on possess genuine and valid Certificates of Competency and other statutory certificates as required under applicable maritime regulations (Refer ANNEX-1 Point 8).

Any vessel found to be manned by personnel holding fraudulent, forged, or invalid certificates shall not be permitted to operate at Cochin Port. Such cases shall be reported to the competent authorities for appropriate action.

3.0 Vessel Sailing Procedure

3.1 Master's Declaration before Sailing

Before the vessel's departure, a declaration shall be obtained from the Master, or the vessel's agent, confirming that only those crew members listed in the departure crew list are on board

3.2 Format of Master's Declaration

MASTER'S DECLARATION

"I hereby certify that all crew members listed in the attached Departure Crew List are on board MV/MT _____ (Name of Vessel). It is further confirmed that no person other than those declared in the attached Crew List is on board the vessel."

Signature of Master: _____

Name of Vessel: _____

Date: _____

Vessel Seal

3.3 Communication to Port Control

The Master shall convey the above confirmation to Port Control through the Pilot.

The vessel's agent shall also communicate the same to Port Control through email prior to the vessel's departure

4.0 Compliance

All concerned departments, vessel owners, vessel agents, Masters, and other stakeholders shall ensure strict compliance with the provisions of this SOP until further orders.

The Bureau of Immigration (BoI), may conduct surprise inspections on board Indian-flag coastal vessels to verify compliance with the provisions of this SOP.

Sd/-

Deputy Conservator & PFSO

Cochin Port Authority

ANNEX - 1

MINIMUM INFORMATION TO BE PROVIDED FOR CREW SIGN-OFF AND ON WHILE APPLYING FOR THE PASS

1. Name of the vessel:
2. Name of the Crew / Supernumerary signing off / signing on:
3. Designation:
4. Date Of Birth:
5. Passport/SID/CDC/Aadhar details, as applicable, with date of issue and validity
6. Date of sign-off / sign-on:
7. Name of the vessel's Owners/company/RPSL/Agent, as applicable:
8. We hereby confirm that all personnel signing on possess genuine and valid Certificates of Competency and other statutory certificates as required under applicable maritime regulations.