

COCHIN PORT AUTHORITY

MARINE DEPARTMENT

CIRCULAR

SOP for Issue of Wharf Entry Passes to Persons Other Than Seafarers/Supernumeraries Boarding Indian-Flag Coastal-Run Vessels

1. Application Process

The Vessel's Agent/ /Indian Navy/Coast Guard, as applicable, shall submit an online application to the Pass Section, Cochin Port Authority, for the issue of Wharf Entry Passes for persons required to board an Indian-flag coastal-run vessel.

The application shall be accompanied by:

- A list of all persons requiring Wharf Entry Passes, indicating their name, designation, organisation and purpose of visit.
- A copy of a valid Government-authorized identity document (Aadhaar Card, Passport, Driving Licence, Voter ID or any other approved identity document) for each individual.
- A letter or e-mail from the Master of the vessel requesting boarding and specifying the purpose of the visit.
- An undertaking from the Vessel's Agent//Indian Navy/Coast Guard confirming that all persons included in the application are duly qualified, competent and authorised to perform the work or service requested by the Master of the vessel.

2. Issuance of Wharf Entry Pass

Upon verification of the application and supporting documents, the Pass Section shall issue the Wharf Entry Pass in accordance with the prevailing Port procedures.

3. Entry Through Port Gates

All personnel shall:

- Carry the original valid identity document submitted with the application.
- Produce the approved Wharf Entry Pass and original identity document to CISF personnel at the Port Gate for verification.
- Comply with all Port security, safety and access control requirements.

4. Security Verification

All personnel, baggage, tools, equipment, and vehicles entering the Port premises shall be subject to security screening and verification by CISF before entry.

5. Safety Compliance

The Applicant shall ensure that all persons entering the operational areas of the Port comply with applicable regulations, including Customs, Port, and Dock Safety Regulations, and follow the instructions of Port officials, CISF & the vessel's Master.

6. Movement Within the Port

Movement of personnel and vehicles within the Port shall be restricted to the designated route, operational area and vessel for which the Wharf Entry Pass has been issued. Unauthorised movement within the Port premises is strictly prohibited.

7. Carriage of Hazardous Materials

No hazardous, flammable, explosive, or otherwise dangerous materials shall be brought into or stored within the Port premises without the prior written approval of the Chief Fire Officer (CFO), Cochin Port Authority. The applicant/Licensee shall ensure strict compliance with all applicable statutory provisions, safety regulations, and the conditions prescribed by the Cochin Port Authority.

8. General

The Wharf Entry Pass shall be valid only for the purpose and period specified therein. Any misuse of the pass or violation of the provisions of this SOP shall attract appropriate action under the applicable Port regulations and security procedures.

Sd/-

PFSO & Deputy Conservator