A STATUTORY BOARD OF GOVT. OF KERALA

PROCEEDINGS OF THE CHIEF EXECUTIVE OFFICER,
KERALA MARITIME BOARD,
THIRUVANANTHAPURAM - 695010
(Present: Geromic George IAS)

STANDARD OPERATING PROCEEDURE (SOP) FOR CREW CHANGE AT ANCHORAGE

ORDER No. : HOKMB-TVM/1105/2023-C2 (Devp) Dated. 27-10-2026

OCTOBER 2O26

STANDARD OPERATING PROCEEDURE (SOP) FOR CREW CHANGE AT ANCHORAGE

I. **Introduction:**

This Standard Operating Procedure (SOP) specifies the protocols to be adhered to at Non-Major Ports under the Kerala Maritime Board (KMB) for:

* Sign on and Sign off of from / to vessels calling within port limits (including vessels in outer anchorage within port limit).

* Crew change from / to vessels anchored out of port limits under exigencies including medical emergency.

II **This SOP is formulated in the context of:**

1. The Maritime Labour Convention (MLC), 2006 – Regulation 2.4 on entitlement to shore leave for every seafarer.

2. The International Ship and Port Facility Security (ISPS) Code (SOLAS Chapter XI-2), including requirements under the Port Facility Security Plan (PFSP) for controlling access to port facilities.

3. DGMA CIRCULAR 38 of 2026, dated 15.07.2026 regarding Revised immigration provisions relating to Shore Leave Pass (SLP) and Crew Change (Sign-on / Sign-off) of seafarers, pursuant to the Ministry of Home Affairs Circular No. 663 dated 03 July 2026.

4. Applicable Acts, Rules, Circulars, and other national regulations on security and access control within port limits including MSW (Maritime Single Window – Sagar Setu NLP Marine & PNAS (Pre-Arrival Notifications)

III **This SOP applies to:**

* All Indian / Foreign flag vessels.

* All Ship Agents, RPSL holders, Shipping companies , Shipping Managers, Vessel Masters, Officers in Port Control, Security personnel, and relevant Port Authority officers involved in these processes.

* All crew members and supernumeraries onboard such vessels who require shore leave or are signing on/ signing off the vessel at Non-Major Ports under the Kerala Maritime Board.

Note: This SOP is applicable for vessels at berth or at anchorage of Ports administered by KMB or vessels anchored out of port limits under exigencies including medical emergency, where crew movements to/from shore are facilitated.

IV **ROLES AND RESPONSIBILITIES:**

1. **Vessel's Master:**

1.1 Safely anchor drift the vessel as per the direction from Port Authority.

1.2 Co-operate with Port Authority during the entire time of operations.

1.3 Co-operate with the Master of Service Boat / Tug Boat , which is engaged for crew change, in the anchorage position or in drifting position.

Ensure the Crew Lists (IMO FAL Form) are accurately prepared, signed and stamped, reflecting all crew and

1.4 supernumeraries on board, including those requiring shore leave or Signing On/Signing Off.

1.5 Verify the identities of crew / supernumeraries and confirm that the details provided to the Vessel Agent are correct and up to date.

1.6 Ensure that crew and supernumeraries are briefed on return times, and port security/ safety requirements.

1.7 Co-operate with Port Authority and Security Agencies during any inspection, verification or incident, if any, involving crew movements.

2.0 **Port Authority :**

2.1 Scrutinise the online/ offline applications and supporting documents submitted by Agents for sign-on/ sign-off of crew/supernumeraries.

2.2 Verify compliance with port regulations, and ISPS Code requirements.

2.3 Ensure proper security and proper deployment of security personnel in the port area.

2.4 Facilitate the smooth sign-on and sign-off Procedures for crew and supernumeraries in the Port Facilitation Centre, in co-operation with other concerned agencies.

3.0 **Master of Tug / Service Boat:**

3.1 Ensure safe manoeuvring of the tug boat and strictly comply the provisions in MSMD.

3.2 Ensure the tug boat / service boat is ready for operation and the certificates of the tug boat is valid.

3.3 Co-operate with the Master of the Vessel and the sign on / sign off crew members.

3.4 Strictly comply the directions issued by the Port Authority for the seamless operation.

3.5 Ensure safety of the sign on / sign off crew members during their transit from ship to shore and vice – versa.

4.0 **Procedures for Crew Signing On / Signing Off the Ship:**

4.1 The Signing on / Signing off procedures will be in accordance with the principle of "first come first serve" as far as possible.

4.2 The sign on crew will be allowed to board the tug boat / service boat only after completing the entire procedures of Immigration, Customs, PHO and Port Authorities.

4.3 Safety of baggages and belongings of the crew members including Passport, CDC and other relevant documents will be rested with the crew during the operation.

4.4 The departure of the tug boat / service boat from the jetty shall be in accordance with the directions given by the Port Authority.

4.5 No persons shall be allowed to board the tug boat / service boat without the permission of Port Authority.

5.0 General Instructions to the Shipping Agents:

Strictly follow the instructions issued vide Merchant Shipping

5.1 Notice No. 01 of 2024 (MSW Guidelines) and 13 of 2024 (PANS Guidelines).

5.2 Act as the primary co-ordinating entity between the vessel, the Port Authority, and other authorities concerned.

5.3 Submit all required documents both online and offline to the Port Authority and other authorities concerned.

5.4 Monitor shore leaves and sign-on/sign-off movements, ensuring crew/supernumeraries comply with permitted timeframes and conditions imposed thereon.

5.5 Proper repatriation of crew members which are intended to sign off as per existing rules and regulations.

5.6 Co-operate with Port Authority and other agencies concerned for executing the smooth operation.

5.7 The crew change operation will be carried out only in accordance with the principle of “first come first serve” as far possible.

5.8 Permission for sailing out the ship (Port Clearance) will be issued only after payment of all dues to the port authority with respect to the Port Operations.

5.9 Sub-Agency appointment(s) for this operation will be accepted only after obtaining written consent of the Principal Agency of the same ship.

5.10 No person shall be allowed to enter the port except the permitted persons registered with the Port Authority.

5.11 Ensure proper sign and stamp of Master of the Ship on the required documents prior to complete sign on / sign off procedures.

5.12 KMB Tug Boat must be used for crew change and other allied operations. In case, the tug boat of KMB is not available for operation, the KMB will arrange service boat/ tug from other parties and the ship agency will be liable to pay the service charges of such boat/ tug, as decided by the Port Authority.

5.13 Written applications shall be given to the port authority separately for tug services and official's service beyond the normal working hours and the charges /allowances towards the same shall be paid prior to the departure of the ship.

5.14 Strictly comply the directions issued by the Port Authority and other authorities concerned as part of the operation.

6.0 **Crew and Supernumerary Conduct while ashore:**

6.1 All individuals shall:

* Carry their valid documents such as Passport, CDC and other relevant documents all times.

* Remain within the permitted areas and comply with all the directions issued by Port Authorities

* Observe all safety rules and comply with security instructions from Port Officials.

* Avoid any activity that may violate local laws, port rules & regulations or public rules.

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By order of the Board,

Geromic George IAS
Chief Executive Officer

To

All Port Officers

Digitally signed by
Geromic George
Date: 27-10-2026
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