



GHANA PORTS AND HARBOURS AUTHORITY

HEADQUARTERS

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OUR REF: DG/HQ/C3/V20/301

14TH APRIL, 2022

ALL SHIPPING LINES

Dear Sir / Madam,

RE: UPDATE ON COVID-19 STANDARD OPERATING PROCEDURES ON CREW CHANGE

The Ghana Ports and Harbours Authority extends its compliments.

We make reference to the above subject and our previous letter dated 20th January, 2022 with reference DG/HQ/C.3/V.19/49.

You will recall that in the said letter, we slightly revised the existing SOPs circulated to reflect the government guidelines then.

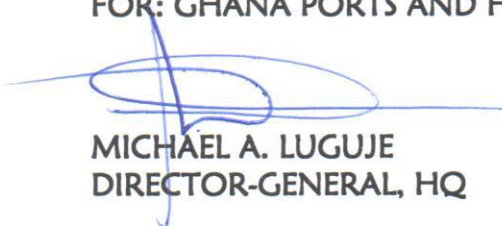
Following the President's address to the nation (#28) on updates to Ghana's enhanced response to the Corona Virus pandemic on Sunday, 27th March, 2022, please find attached the updated procedures for crew change in the Ports of Ghana.

We continue to urge all stakeholders to adhere to the new guidelines for the safety of all Port users.

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

cc: Director of Port, Tema
Director of Port, Takoradi
Port Security Manager, Tema
Covid-19 Committee Members

COVID-19 STANDARD OPERATING PROCEDURES ON CREW CHANGE

Reference the COVID-19 Standard Operating Guidelines for Shipping Lines and Agents and Port Users with number DG/HQ/C.3/V.10/186 of 20- March 2020. Please find below updated information on crew change.

DISEMBARKATION

- The local Ship Agent writes to the Harbour Master, Port Security Manager, Immigration, Customs and Port Health submitting crew lists for disembarkation, with crew bio data, proof of full vaccination and other related documents.
- The Port Health Officer's approved lists are circulated to Harbour Master, GPHA Security and Immigration for related ISPS Vetting and Immigration procedures respectively.
- After Port Health completes its 1st Stage screening (vaccination lists) 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.
- Port Health screening results will inform Immigration approval of disembarkation lists for crew change. All disembarking crew are required to show proof of full vaccination. Unvaccinated crew who are disembarking would be vaccinated by Port Health.
- Any crew member subsequently intending to go ashore will need to show proof of full vaccination before permits for shore leave will be issued by Immigration. Unvaccinated crew wishing to go ashore will be vaccinated by Port Health before.
- Shipping agents should notify the Port Authority through the Head of Health Services on crew members requiring medical attention 3-4 days prior to the arrival of the vessel, except in cases of emergency.
- A crew in urgent need of medical attention and cleared by the Port Health and Immigration with a shore pass should be guided through Port Security to make his exit to be attended to at a medical facility arranged by the Agent.

EMBARKATION

- The local shipping agent, officially notifies the Harbour Master, Port Security Manager, Immigration, Customs and Port Health, requesting for their services to facilitate embarkation.

- Port Health will check joining crew for proof of full vaccination and issue the requisite health clearance.
- The approved lists are circulated to the Harbour Master, Immigration, Customs and GPHA Security by Port Health for pending embarkation.
- If all cleared, passes are given to them 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 by the shipping Agent.

NOTES

- In the event of suspected COVID-19 cases, the existing protocols still hold.
- Please note that these procedural exigencies apply to all Terminals in the Ports including the Fishing Harbours, Drydocks, LNG Terminal and MPS Terminal 3.
- Crew can now disembark or embark through the Tema Fishing Harbour
- As was the situation prior to the pandemic, approval through Ghana Maritime Authority (GMA) for crew change is no longer part of the procedure.

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 GHPA. Incident Commander	Vanaab-bisi@ghanaports.gov.gh vvanaab@yahoo.co.uk	+233 244329093
Capt. Francis Kwesi Botse Micah	Harbour Master & PFSO Tema	kmicah@ghanaports.gov.gh	+233244167488
C/Supt. Love Tontoh	Assistant Commissioner of Immigration	Lovetontoh13@gmail.com	+233244212902
Mr. Raphael Marfo	Head of Tema Port Health Services	marforaphael@gmail.com temaportghs@yahoo.com	+233 208713793

PORT OF TAKORADI

NAME	DESIGNATION	EMAIL	CONTACT NUMBER
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C/Supt. Emanuel Manful	Chief Supt. Immigration Services Takoradi Sector Commander	gustakoradi@yahoo.com	+233244723022
Jacop Wajah	Representative Port Health Takoradi	tporthealth@gmail.com jacobWajah@gmail.com	+233 201892282 +233 244961663

DISTRIBUTION LIST

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2. The General Manager, GMT, Tema
3. The Managing Director, Bollore Logistics, Tema
4. The Managing Director, Maersk Ghana Limited, Tema
5. The Managing Director, Intermodal (I.S.A.G), Tema
6. The Managing Director, Hull Blyth, Tema
7. The General Manager, Grimaldi Ghana Limited, Tema
8. The Operations Manager, Super Maritime Ghana Limited, Tema
9. The Managing Director, Scanship Ghana, Tema
10. The General Manager, CMA CGM Ghana, Tema
11. The Managing Director, PIL Ghana Limited, Tema
12. The Managing Director, MSC Ghana, Tema
13. The Managing Director, ARKAS Shipping, Tema
14. The Managing Director, Hapag Lloyd. Limited, Tema
15. The Managing Director, Ocean Network Express (ONE), Tema
16. The Managing Director, Sharaf Shipping, Tema
17. The Managing Director, Antrak Ghana, Tema
18. The Managing Director, Safmarine, Tema
19. The Managing Director, Dolphine Shipping, Tema
20. The General Manager, Maritime Agencies (W/A) Limited, Tema
21. The Managing Director, Inchcape Shipping Services, Tema
22. The Managing Director, Oil and Marine Agencies, Tema
23. The Managing Director, Seven Log, Tema
24. The Managing Director, Ports Marine, Tema