



# GHANA PORTS AND HARBOURS AUTHORITY

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OUR REF: DG/HQ/C3/V19/49

20<sup>TH</sup> JANUARY, 2022

### ALL PORT STAKEHOLDERS

Dear Sir / Madam,

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

The Ghana Ports and Harbours Authority extends its seasonal greetings.

We make reference to the above subject and our previous letter dated 20<sup>th</sup> March, 2020 with reference DG/HQ/C.3/V.10/214.

You will recall that in the said letter, GPHA in collaboration with its stakeholders outlined SOPs on crew changes and permit for shore leave in order to keep the port community safe from COVID-19. These measures have served all of us well and we do appreciate your compliance.

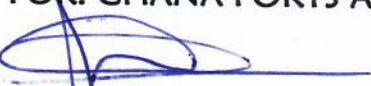
However, it has come to our notice that there was a miscommunication that came from Port Health during one of our berthing meetings on December 14, 2021.

Subsequently, we have received a lot of enquires from members of the port community and even beyond on the position of the Port Authority even though Port health has written to withdraw its earlier letter and apologized unreservedly (**see attached**).

For the records, GPHA wishes to inform all stakeholders that the SOPs circulated in our March 20, 2020, letter have been slightly revised to be in line with current government guidelines.

Yours faithfully,

**FOR: GHANA PORTS AND HARBOURS AUTHORITY**

  
**MICHAEL A. LUGUJE**  
**DIRECTOR - GENERAL, HQ**

cc: Director of Port, Tema  
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<sup>th</sup> March, 2020. Please find below updated information on crew change.

### DISEMBARKATION

- After 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.
- The local Ship Agent writes to Immigration, the Harbour Master and Head of Health Services, submitting crew lists for disembarkation, with crew bio data 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.
- **Port Health screening results** will inform Immigration approval of disembarkation lists for crew change.
- As a result of the pandemic **all crew** on vessels are expected to remain on board until cargo work is completed and the vessel departs. As such no permits for shore leave will be issued by Immigration.
- Any crew member intending to disembark will need to show proof that he/she has been fully vaccinated in addition to proof of negative PCR test taken before embarkation.
- After clearance and berthing, any crew subsequently in need of alternate medical or health care attention e.g. (Dental etc) will only be disembarked according to the disembarkation guidelines and procedures in the COVID-19 Standard Operating Guidelines for Shipping Lines, Agents and Port Users.

### EMBARKATION

- The local shipping agent, officially writes to Immigration, Harbour Master and Head of Health Services GPHA, requesting for embarkation approval and submitting crew lists for embarkation with crew bio data and other related documents.
- GPHA Health Services will check crew change embarkation lists for screening the embarking crew and issue requisite health clearance.
- The approved lists are circulated to the Harbour Master, Immigration and GPHA Security by health services 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.

We require feedback from shipping lines/agents on their contingency and quarantine plans regarding ship crew arriving via airlines to enable further decision making on modalities to receive them in the seaports if applicable.



Please note that these procedural exigencies apply to all Terminals in the Ports including the Fishing Harbours and MPS Terminal 3. We expect all to comply for us to be able to manage the situation effectively.

**Contact details of the related parties are outlined below:**

PORT OF TEMA			
NAME	DESIGNATION	EMAIL	CONTACT NUMBER
<b>Dr. Vitus V. Anaab-Bisi</b>	Head of Health Services GPHA Incident Commander	<a href="mailto:vanaab-bisi@ghanaports.gov.gh">vanaab-bisi@ghanaports.gov.gh</a> vvanaab@yahoo.co.uk	+233 244329093
<b>Capt. Francis Kwesi Botse Micah</b>	Harbour Master & PFSO Tema	kmicah@ghanaports.gov.gh	+233244167488
<b>C/Supt. Love Tontoh</b>	Chief Supt. Immigration Services Tema	Lovetontoh13@gmail.com	+233244212902
<b>Mr. Raphael Marfo</b>	Head of Tema Port Health Services	<a href="mailto:marforaphael@gmail.com">marforaphael@gmail.com</a> temaportghs@yahoo.com	+233 208713793

PORT OF TAKORADI			
NAME	DESIGNATION	EMAIL	CONTACT NUMBER
<b>Dr. George T, Tidakabi</b>	Head of Health Services GPHA. Incident Commander	gtidakabi@ghanaports.net	+233573518190 +233202015144
<b>Capt. James R. Quayson</b>	Harbour Master & PFSO Takoradi	jquayson@ghanaports.gov.gh	+233546631845 +233572233744
<b>C/Supt Emmanuel Manful</b>	Immigration Services Takoradi Sector Commander	gistakoradi@yahoo.com	+233244723022
<b>Jacob Wajah</b>	Representative Port Health Takoradi	<a href="mailto:tporthealth@gmail.com">tporthealth@gmail.com</a> JacobWajah@gmail.com	+233201892282 +233244961663

## **DISTRIBUTION LIST**

1. The Chief Executive Officer, Ghana Shippers Authority, Accra
2. The Director General, Ghana Maritime Authority, Accra
3. The Branch Manager, Ghana Shippers' Authority, Tema
4. The Assistant Commissioner, Ghana Revenue Authority, Customs Division, Tema
5. The Chief Executive Officer, Meridian Port Services, Tema
6. The Executive Secretary, SOAAG, Tema
7. The General Manager, GMT, Tema
8. The Managing Director, Bollore Logistics, Tema
9. The Managing Director, Maersk Ghana Limited, Tema
10. The Managing Director, Intermodal (I.S.A.G), Tema
11. The Managing Director, Hull Blyth, Tema
12. The General Manager, Grimaldi Ghana Limited, Tema
13. The Operations Manager, Super Maritime Ghana Limited, Tema
14. The Managing Director, Scanship Ghana, Tema
15. The General Manager, CMA CGM Ghana, Tema
16. The Managing Director, PIL Ghana Limited, Tema
17. The Managing Director, MSC Ghana, Tema
18. The Managing Director, ARKAS Shipping, Tema
19. The Managing Director, Hapag Lloyd. Limited, Tema
20. The Managing Director, Ocean Network Express (ONE), Tema
21. The Managing Director, Sharaf Shipping, Tema
22. The Managing Director, Antrak Ghana, Tema
23. The Managing Director, Safmarine, Tema
24. The Managing Director, Dolphine Shipping, Tema
25. The General Manager, Maritime Agencies (W/A) Limited, Tema
26. The Managing Director, Inchcape Shipping Services, Tema
27. The Managing Director, Oil and Marine Agencies, Tema
28. The Managing Director, Seven Log, Tema
29. The Managing Director, Yafking Logistics Limited, Tema
30. The Managing Director, Brand Choice and Sourcing, Tema
31. The Managing Director, Action Marine Services Limited, Tema
32. The Managing Director, Sizwe Logistics International, Tema
33. The Managing Director, Kuafric Consult Ghana Ltd., Tema
34. The Managing Director, Botiaye Ventures Company Ltd, Tema



35. The Managing Director, Fountain View Company Limited, Tema
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37. The Managing Director, Koach Port Services, Tema
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40. The Managing Director, Oceanlink Maritime Services, Tema
41. The Managing Director, Reliance Stevedoring Company, Tema
42. The Managing Director, Golden Gate Services Limited, Tema
43. The Managing Director, Advanced Stevedoring Company, Tema
44. The Managing Director, Gemini Maritime Services, Tema
45. The Managing Director, Speedline Stevedoring, Tema
46. The Managing Director, Key Port Maritime Services, Tema
47. The Managing Director, Atlantic Port Services, Tema
48. The Managing Director, Barryfauson Limited, Tema
49. The Managing Director, Kathoros Limited, Tema
50. The Managing Director, DSM Limited, Tema
51. The Managing Director, Stache Limited, Tema
52. The Managing Director, Agilent, Tema
53. The Managing Director, Tema Bonded Terminal (TBT), Tema
54. The Managing Director, Tema Container Terminal, Tema
55. The Managing Director, ACS Africa Coastal Services (Gh.) Ltd., Tema
56. The Managing Director, Safebond Car Terminal Limited, Tema
57. The General Manager, APM Terminals, Tema
58. The General Manager, Amaris Terminal, Tema
59. The General Manager, Overseas Commerce, Tema
60. The General Manager, ATLAS, Tema
61. The General Manager, Global Cargo Container Terminal, Tema
62. The Managing Director, WILMAR Ghana, Tema
63. The Managing Director, Allship Logistics Limited, Tema
64. The Managing Director, Beedeg Shipping (GH) Limited, Tema
65. The Managing Director, Consolidated Shipping Agencies Ltd. (CONSHIP), Tema
66. The Managing Director, DHL Ghana Limited, Tema
67. The Managing Director, OMA Logistics Ghana Limited, Tema
68. The Managing Director, Crown Container Services, Tema

69. The Chief Executive Officer, Modedees Company Limited, Tema
70. The Chief Executive Officer, All Intermodal, Tema
71. The Managing Director, Ocean Nile Limited, Tema
72. The Managing Director, GHACEM , Tema
73. The Managing Director, DANGOTE, Tema
74. The Managing Director, Western Diamond, Tema
75. The Managing Director, CIMAF, Tema
76. The Managing Director, CBI, Tema
77. The Managing Director, WANG-HENG
78. The Managing Director, Xin An Safe
79. Head of Marine, Port & Railways Police, Tema
80. The Head, Port Health, Tema
81. The President, Ghana Institute of Freight Forwarders (GIFF), Tema
82. The President, Customs House Brokers Association of Ghana (CUBAG), Tema
83. The President, Association of Customs House Agents, Ghana (ACHAG), Tema
84. The President, F F A G, Tema
85. The Executive Secretary, Importers & Exporters Association, Tema
86. The Head, Food and Drugs Authority, Tema
87. The Head, Ghana Standards Authority, Tema
88. The Head of Joint Port Control Unit, Tema
89. The Head, Environmental Protection Agency, Tema
90. The General Manager, GCNet, Accra
91. The Representative, Burkina Faso Chamber of Commerce, Tema
92. The Representative, Burkina Faso Shippers Council (CBC), Tema
93. The Representative, Niger Shippers Council (CNUT), Tema
94. The Director, Malian Warehouses In Ghana (EMAGHA), Tema
95. The Chairman, JAPTU, Tema