

因應 COVID-19 防疫需要交通部航港局請船方配合事項

為因應 COVID-19 疫情管理需要，交通部航港局自 2022 年 1 月 27 日修訂「國際商港登船人員檢查站作業規定」，並於同年 1 月 28 日實施，各國際商港公用、專用碼頭皆須設置登船人員檢查站，請船方依下列程序辦理：

1. 船舶到港時，除以下可登船業別人員外，其餘人員禁止登船。
可登船人員業別：船舶貨物裝卸承攬業、船務代理業、船舶理貨業、船舶公證業、貨櫃、散雜貨解(繫)固業、引水人、受公務機關委託執行公務者。
2. 登船人員(引水人除外)需要攜帶證件至檢查站報到及繳交，並著完整防護裝備(口罩、護目設備(護目鏡或面罩)、防水手套、隔離衣等)，並於檢查站完成掃描船舶 QR Code 或填寫「登船人員記錄表」，再由航港局或其委外保全人員陪同至舷梯，始可登船。另船上亦須備妥船舶 QR Code，以提供引水人、公務機關登船人員(如：海巡署、疾管署等)登錄。
3. 為規範登船人員船上之行為，請船長派專人，加強對於船舶上人員管控，並簽署「登船人員規範查核表」回傳船務代理業者。
4. 船方務必於登船作業人員登船前、後各執行清消 1 次，清消重點應著重於船舶舷梯、扶手及艙面通道之消毒作業，並應於船舶舷梯口放置酒精，提供作業人員登、離船消毒使用。
5. 登船人員全程配戴完整防護裝備，並以不接觸船員為原則，與其他作業人員保持室外至少 1 公尺，室內至少 1.5 公尺之社交距離。如登船人員因作業需求，無法保持社交距離時，請依實際狀況酌予提升船員防護裝備。另下列狀況考量作業安全，可酌予減少防護設備：
 - (1) 引水人於上下繩梯作業期間應至少佩戴口罩、護目設備(護目

鏡或面罩)、防水手套；登船後需要求與船員維持社交距離，並立即穿著隔離衣。

(2) 船舶貨物裝卸承攬業、船舶理貨業、散雜貨解(繫)固業於作業期間應至少佩戴口罩、護目設備(護目鏡或面罩)、防水手套，且需與船員維持社交距離；並於作業結束後，立即穿著隔離衣。

6. 船方若發現登船作業人員有不符合防疫規定時，請船方拍攝照片予船務代理業者，送請交通部航港局航務中心裁處。

7. 船方於無作業時，船邊舷梯應收起，避免無關人員登船。

The cooperation matters for ship owner to prevent COVID-19 pandemic spread (Maritime and Port Bureau, MOTC)

For COVID-19 spread prevention, Maritime Port Bureau, MOTC have established” the Regulations of the Checkpoints for Boarding Personnel ”since January 27, 2022, and implemented on January 28. All public and dedicated wharfs of international commercial ports must set up checkpoints for boarding personnel. The ship have to follow the procedure below:

1. After the ship’s arrival, the boarding permission is only allowed for people in the following industries, the other people are forbidden to board the ship.

Personnel who can embark : Cargoes forwarding services ∙ Shipping agency ∙ Tally ∙ cargo surveyor ∙ Container or bulk cargo securing(Lashing) service ∙ Pilot, or those who need to execute public affairs.

2. Boarding personnel (except pilots) need to bring their identity documents to the checkpoint to report, and wear complete protective equipment (masks, eye protection equipment (goggles or face shields), waterproof gloves, isolation gowns, etc.), scan the ship's QR Code or fill in “The boarding record form” , and then the Maritime Port Bureau, MOTC or its outsourced security personnel will be accompanied to the gangway to allow they boarding. **Futhermore ∙ The ship's QR Code must also be prepared on board to provide pilots and boarding personnel of public agencies (such as: Coast Guard, CDC, etc.)**
3. **In order to regulate the behavior of the boarding personnel , the captain should specially assigned a person to strengthen the control of the person on board, and sign the "Boarding Personnel Checklist" and send it back to the shipping agency.**
4. The ship must execute cleaning and disinfection once before the boarding personnal boarding and once after disembarking, especially focus on disinfection of the ship's gangway, handrails and deck passages. The ship should place rubbing alcohol at the port of the ship's gangway to provide disinfection for the boarding personnel.

5. The boarding personnel should equip with complete protective equipment during the time on board, and base on the principle not contacting the other crew. Furthermore, maintaining a social distance of at least 1 meter outside and 1.5 meters indoors with the other operators should be complied. If boarding personnel are unable to maintain social distance due to operational requirements, please upgrade their protective equipment according to the situation. In addition, considering the safety of operation, the protective equipment may be reduced according to the following conditions:
 - (1) Pilots should at least wear masks, eye protection equipment (goggles or face shields), and waterproof gloves when climbing the rope ladder; after boarding the ship, Pilots need to maintain social distance with the crew and wear isolation gowns immediately.
 - (2) Cargoes forwarding services, Tally, and Container or bulk cargo securing(Lashing) service personnel should at least wear masks, eye protection equipment (goggles or face shields), waterproof gloves during operations, and maintain social distance from the crew and put on the isolation gown immediately after the work is over.
6. If the ship owner finds that the boarding operator does not comply with the epidemic prevention regulations, the ship owner should take photos to the shipping agency, and send it to the MPB, MOTC for the penalty.
7. When there is no work on the ship, the side gangway should be retracted to prevent unrelated personnel from boarding the ship.