

SOP for personnel inside dock

In the backdrop of COVID-19 related precautions, all port operations / activities are required to be carried out by sincerely abiding all safely and precautionary measures towards preventing spread of COVID-19. The following SOP is to be strictly followed while perusing any operations in port premises:

Entry inside Dock:

1. No person will be allowed to enter the dock without wearing Masks and Gloves.
2. Mandatory safety distance with each other to be maintained.
3. The used masks, gloves etc. to be safely discarded in bins to prevent reuse.

Entering G. C. Berth Office:

Port Employees:

1. The employees must sanitize themselves as well as their working area including tables, chairs, computer keyboard, mouse, etc.
2. Only unavoidable paper transaction to be undertaken. All other transaction should be through e-mail. Concurrence of Finance to be obtained through e-mail wherever required.
3. Mandatory safety distance with each other to be maintained. Seating arrangements to be made in such a manner so as to maintain a safety distance of minimum 2 metres from one another.
4. G. C. Berth Office, Porta Cabins and vehicles will be sanitized twice a day.

Non Port Employees / Users:

1. No Non Port Employees / Users will be allowed to enter G. C. berth office except from emergency / unavoidable documentary work. Only unavoidable paper transaction to be undertaken. All other transaction should be through e-mail
2. No person will be allowed to enter the office without wearing Masks and Gloves
3. These persons must sanitize themselves before entering the office.
4. The purpose of coming to G. C. berth office should be indicated upon arrival.
5. No more than 3 persons will be allowed to enter / stay in the office at a time.
6. Mandatory safety distance with each other to be maintained.

Personnel working inside Dock:

1. No personnel shall be allowed to carry out cargo work without wearing mask and gloves.
2. Each dumper, payloader, excavator, equipment, etc. must be sanitized twice a day.
3. The operators of dumper, payloader, excavator, equipment, etc. must sanitize themselves before embarking.
4. Persons working inside hold of vessels to maintain a safety distance of minimum 2 metres from each other which is to be monitored by the concerned supervisors.
5. All persons working in the Dock must get themselves examined at the Medical Camp at G. C. Berth Office and obtain a Health Certificate at the earliest.

The port authorities, port users and associate agencies must remain committed to the fight against COVID-19 and in addition to the instant SOP, the directives issued by Centre and State Governments are also to be strictly adhered to. A committee of officers will be on rounds to check strict compliance of the guidelines and any aberration will be viewed seriously and appropriate action shall be taken against the concerned supervisors as well as the Branch-in-charge.