



# जवाहरलाल नेहरु पत्तन प्राधिकरण JAWAHARLAL NEHRU PORT AUTHORITY

ISO 9001 : 2015  
ISO 14001 : 2015  
ISO 27001 : 2013  
ISO 45001 : 2018

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JNP/DC/Marine/Seafarers Club/2024/636

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## SOP for visiting Seafarers Club at JNPA.

### **Maritime Labour Convention Law:**

Under the Maritime Labour Convention, 2006 has defined the following in brief:

**“Seafarer”** means any person who is employed or engaged or works in any capacity on board a ship to which this Convention applies

Further the convention Regulation 4.4, Standard A4.4, Guidelines B4.4 regulates **“Access to Shore based Welfare facilities”**, which is mandatory and the responsibility for the well-being, health, recreation, welfare of the Seafarers.

**“Seafarers Club”** means a designated place in the Port or its near vicinity which will provide recreation, welfare, medical, entertainment, gymnasium, Spa & Saloon, food & beverages, access to essential items and other such facilities to the Seafarers.

### **Objective:**

To establish a standardized procedure for Seafarers on board vessels to visit the Seafarers Club within Port Area. This procedure aims to ensure the welfare of seafarers, promote recreational facilities, and facilitate seamless access for representatives of the Seafarers Club, Agencies, Ship Visitors to the various Terminals and abide the Maritime Labour Convention, 2006 law.

### **Responsibilities:**

#### **Seafarers Club:**

- Coordinate with Port Authorities for access permissions and necessary support.
- Communicate information on recreational facilities at the Seafarers Club to visiting Seafarers.
- Maintain regular communication with Terminals for Operational purposes.
- Maintain documentation record of Seafarers visiting the Club.
- Seafarers Club to provide free transportation to and from the Seafarers Club for visiting seafarers.
- Ensure that transportation is comfortable and reliable.

#### **Port Authorities:**

- Facilitate unhindered access for Seafarers Club representatives, Agencies and Ship Visitors to all Terminals.

- Provide necessary permissions and support for Seafarer's Club representatives and their vehicles to reach the jetty.
- Collaborate with Terminals to ensure compliance with the SOP.
- Disseminate information, reflector sign boards of the Seafarers Club at various points in the Port for the information of the Seafarers.

**Terminals:**

- Allow unhindered access to Seafarers Club representatives, Agencies and Ship Visitors to respective terminals.
- To facilitate necessary assistance and access for Seafarers Club vehicle.
- Maintain a designated security post for the registration of seafarers visiting the Seafarers Club.
- Display information of the Seafarers Club at strategic points in the Terminals which is visible to the Seafarers/Crew Members for their information
- Include the Seafarers Club services in the list of the facilities provided at the Port and display it on their website.

**Security Posts:**

- Maintain a separate register for Seafarers (Indian and International) visiting the Seafarers Club within port area.
- Require a copy of the crew list and passport for seafarers to access the Seafarers Club.
- 24 X 7 Gate Entry/Exit permission for Seafarers Club Representatives, Officials, Staff and registered vehicle with valid ID proof and documents.

**Internal Road Access:**

Port Authorities to facilitate internal road access for Seafarers Club registered vehicle for transporting and visiting ships in various terminals within port area, after due verification and due diligence procedure of the visiting Seafarers and the representatives of the Seafarers Club.

**Port Welfare Committee:**

The Seafarers Club and its representatives to be integral members of the Port Welfare Committee.

Attend meetings with the Associations of the agencies, ports and other stakeholders for providing and reviewing the facilities to the Seafarers at the Seafarers Club.

**Procedure:**

**Access Approval:**

- Seafarers Club Representatives, Agencies to coordinate with JN Port Authorities for access approval.
- CISF/Security agency, Immigration, customs, and related authorities to be informed about the access to be given to the Seafarers for the Club visit.
- Permit the authorised officials of the Seafarers Club, Agencies to access the Terminals and visit the vessels and to meet the Master or Officer on watch for the promotion of the Seafarers Club and check on Seafarers welfare.

- No Shore Pass will be required to visit the Seafarer's Club, if located within a port area.

**Registration:**

Maintain a separate register at designated security posts for seafarers visiting the Seafarers Club.

**Documentation:**

The Master of the vessel to provide copy of the crew list and passports of the crew members visiting the Seafarers Club.

This SOP aims to create a cohesive and supportive environment for seafarers visiting the Seafarers Club, ensuring their welfare and recreational needs are met while maintaining a collaborative relationship between the Seafarers Club, Terminals, Agencies and Port Authorities.

  
02/08/2024  
Dy. Conservator & PFSO