

## 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，我國港口主管機關要求落實保全身分查驗，請船方與各港口設施保全員依下列程序辦理：

1. 船舶到港時，港口設施保全員與船方依 ISPS Code Part A 5.2 章規定簽署保全聲明，並請船舶保全員加強登船人員之身分查驗，除以下可登船業別人員外，請登船人員依我國規定，掃描船舶「登船人員紀錄表」QRcode 進行系統登載，登、離船時，請登船人員出示手機完成畫面供船舶保全人員確認；或填寫紙本「登船人員紀錄表」。  
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、船舶修理業、貨櫃、散雜貨解(繫)固業、引水人、國外驗船機構有特殊需要、受公務機關委託執行公務者。
2. 如有登船人員登、離船，填寫紙本「登船人員紀錄表」，請船方將「登船人員紀錄表」提交予船務代理業者(船東)，由船務代理業者(船東)離港後 24 小時內提送「登船人員紀錄表」予我國港口主管機關備查(遇例假日順延)。
3. 登船人員全程配帶防護裝備，並以不接觸船員為原則，另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防護裝備。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。
4. 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, the commercial port authority requires the ship to strengthen preventive measures of identity check for controlling access to the ship. A ship and the port facility security officer (PFSO) have to follow the procedure below:

1. After the ship's arrival, please follow ISPS Code Part A 5.2 for completion of declaration of Security (DOS). A ship security officer shall strengthen identity check. The boarding permission is only allowed for people in the following industries. The boarding personnel are requested to scan the ship's QR code to fill "Boarding Record Form" while embarking or disembarking, and show the completed form via mobile phone to the ship security officer to confirm. Alternatively, the boarding personnel could fill the "Boarding Record Form" (hard copy) stipulated by Taiwan C.D.C.

Personnel who can embark : Cargoes forwarding services 、 Shipping agency 、 Tally 、 Surveyors 、 Ship-repair 、 Container or bulk cargo Securing(Lashing) service 、 Pilot 、 Classification society, or those who need to execute public affairs.

2. If there are boarding personnel fill in the "Boarding Record Form" (hard copy), the ship needs to submit the " Boarding Record Form" stipulated by Taiwan C.D.C. to shipping agency. The shipping agency shall submit Boarding Record Form to the commercial port authority within 24 hours after the ship's departure. (Postpone on holiday).
3. The boarding personnel should equip with 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. 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.

4. When there is no work on the ship, the side gangway should be retracted to prevent unrelated personnel from boarding the ship.