COVID -19 MARITIME ENTRY FORM

Ports of Auckland (POAL) Updated Entry Process

**Form to be completed by all international vessels and returned to   
POAL Harbour Control 12 to 24 hours prior to arrival.**

Ports of Auckland (POAL) will treat all vessels arriving into Auckland from outside New Zealand (including the Pacific Islands) as if they are “HIGH RISK”. Please read the entry practices below and complete the form on page 2.

Entry Practices

**Interaction with POAL staff and other parties**

All POAL staff and other parties boarding vessels who are required to interact with ship’s crew will wear COVID-19 PPE (mask and gloves).

Any member of the ship’s crew working on deck; interacting with POAL staff or third-party stevedores, contractors, or regulatory bodies; accessing the gangway; or working at the top of the gangway are required to wear a face mask and gloves and maintain social distancing of at least 2 metres.

Ship crew are to restrict contact with POAL staff, stevedores, contractors, or regulatory bodies to essential contact only and only communicate when both parties are wearing face masks and gloves.

**(A) Shore Leave – new process with immediate effect**

There will be **NO SHORE LEAVE** for ship’s crew as Auckland is at Alert Level 4.

**Transport to and from vessels**

POAL will not provide transport for crew medical appointments. Pedestrian access is still prohibited. Your agent will need to make arrangements for transport, if required.

If the vessel in port requires external services, maintenance or provedoring the contractor will be required to provide its own transport to the vessel, wear appropriate COVID-19 PPE and have completed its own risk assessment. Ports of Auckland will not provide transport to these contractors but will provide a transport escort where required.

POAL must be notified of any crew transfers 24 hours in advance.

**(B) Visitors to International Vessels**

All visitors to international ships (including but not limited to agents, providers, contractors etc) must pre-register on the POAL online Visitor Form via the shipping Agent. This is to record the details for any visiting parties providing goods and services to an international vessel berthed at the Ports of Auckland.

All visitors must comply with the latest COVID-19 Public Health orders and be registered in the Ministry of Health Border Worker Testing Register. This includes the mandatory COVID testing order, one who goes on board or works around an international vessel **must now be COVID-19 tested fortnightly** to prevent and limit the risk of the outbreak of COVID-19.

Vessel Arrival Form

**NAME OF VESSEL: ETA/AKL:**  (Date/Time in UTC)

**LAST PORT: DEP. LAST PORT:** (Date/Time in UTC)

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| --- | --- |
| QUESTION | ANSWER (circle one) |
| Have you completed all pre-arrival notifications? | **Yes / No** |
| Has your vessel been granted Pratique? | **Yes / No** |
| Has your vessel been to any foreign countries/ports in the last 14 days prior to arrival?  *If yes, please provide details of the last foreign port prior to arrival Auckland.* | **Yes / No**  Port – Date/Time (UTC) |
| There is NO SHORE LEAVE in Auckland |  |
| Has your vessel carried out any crew changes in other NZ ports prior arriving Auckland? | **Yes / No**  If Yes, please provide details and status of COVID-19 tests carried out in NZ. |
| Have your crew been in any contact with personnel other than your ship’s crew since leaving last port? | **Yes / No**  If yes, please provide details |
| Do you have any crew or passengers on-board that are showing any COVID-19 symptoms (including fever, cough, shortness of breath, sore throat, sneezing and running nose, temporary loss of smell) in the last 48 hours? | **Yes / No**  If yes, please provide details below. Are these persons in isolation on board? |
| Do you have any crew or passengers on-board that require medical assistance while in Auckland?  Agents, please ensure MOH guidelines are adhered to when transporting crew/passengers to and from vessels. | **Yes / No**  If yes, please provide details. |
| POAL will not permit any crew transfers for foreign going vessels. Crew transfers will be permitted only for NZ Coastal vessels only. Are there planned crew transfers (for NZ Coastal vessels only) during your time in Auckland? | **Yes / No**  If yes, please complete the subsequent form – Crew Transfer Form (v1) |
| Managing COVID-19 risks on international vessels (MNZ Guidelines)  All surfaces that the pilot might touch - such as: bridge equipment, radar, ECDIS controls, VHF radios, helm and machinery controls, the interior buttons of any elevator, and staircase hand railings should be cleaned and disinfected before pilot use. All enclosed spaces such as stairways and corridors are to be vented.  Please confirm above is done for both – Arrival and Departure | **Yes/No**  If you circle “NO” then the pilot will not board prior to POAL getting your confirmation that this task is completed.  **Yes/No** |
| Further details (if needed): | |
| Signed by: |  |
| Vessel Master: | **Date:** |

Please send this form to [harbourcontrol@poal.co.nz](mailto:harbourcontrol@poal.co.nz)

If you have any questions regarding this process, please contact Ports of Auckland Harbour Control.