

附件 2

Annex2

防疫期間作業船員下船管制表

Record form of seafarers disembarkation during port epidemic prevention

(靠泊港 Port of call: \_\_\_\_\_)

壹、國際線船舶除靠離泊前後作業與緊急事件作業需求以外，所有船員禁止下船。下船船員於作業完成後應立即回船，不得於碼頭上逗留。

I. All seafarers of international route vessel need to **remain on board with the exception of berthing, unberthing and emergency operations**. The crews disembarking to terminal shall return to the vessel immediately after the operation completed. Do not stay on the dock.

一、船舶靠岸時，船員吊放舷梯、佈置安全網及船副登記船舶艙艙吃水。

A. When the ship berth alongside, the crews who rig gangway, safety net and check the ship's forward and aft draft need to comply with following rules:

1、作業範圍：該船舶繫纜的第一個繫纜樁到最後一個繫纜樁之間，且在岸肩 5 公尺範圍內。

Operating area: from the first mooring bollard to the last mooring bollard of the ship's berth, and 5 meters extend inward from berth apron.

2、作業時間：船舶完全帶纜完成，且碼頭帶纜人員及車輛離開上述作業範圍後 30 分鐘內。作業期間，所有港區內作業人員不得進入作業範圍內，以避免接觸。

Operation time: within 30 minutes after the ship is secured completely, and both the linemen and vehicles leaving the operating area. During the operation, the personnel and vehicles of the terminal shall not enter the above areas in order to avoid contact.

3、作業紀錄( Operation record)：\_\_\_\_\_年(y)\_\_\_\_\_月(m)\_\_\_\_\_日(d)， \_\_\_\_\_: \_\_\_\_\_~\_\_\_\_\_: \_\_\_\_\_(Local Time).

4、作業人員：每次靠岸時下船船員不得超過 4 人。

Number of operators: No more than 4 crews for each berthing time.

職 稱 Job position	姓 名 Name	職 稱 Job position	姓 名 Name

二、船舶離岸時，船員收回安全網、吊收舷梯、及船副登記船舶艙艙吃水。

B. When the ship clearing from alongside, the crews who retract safety net, gangway, and check the ship's forward and aft draft need to comply with following rules:

1、作業範圍：該船舶繫纜的第一個繫纜樁到最後一個繫纜樁之間，且在岸肩 5 公尺範圍內。

Operating area: from the first mooring bollard to the last mooring bollard of the ship's berth, and 5 meters extend inward from berth apron.

2、作業時間：船舶裝卸作業完成，且所有港區內作業人員離開船舶及上述作業範圍後，於船舶離開碼頭前 30 分鐘內。作業期間，碼頭解纜人員及車輛不得進入作業範圍內，以避免接觸。

Operation time: 30 minutes before the ship's unberthing, after cargo operation is completed, and all the port workers leave from the ship and the operation area. During the operation, the personnel and vehicles of the terminal shall not enter the above areas in order to avoid contact.

3、作業紀錄( Operation record)：\_\_\_\_\_年(y)\_\_\_\_\_月(m)\_\_\_\_\_日(d)， \_\_\_\_\_: \_\_\_\_\_~\_\_\_\_\_: \_\_\_\_\_(Local Time).

4、作業人員：每次離岸前下船船員不得超過 4 人。

Number of operators: No more than 4 crews for each unberthing time.

職 稱 Job position	姓 名 Name	職 稱 Job position	姓 名 Name

三、發生臨時緊急事件需船員下船到碼頭會同檢查時，需事先取得碼頭事業經營公司主管人員同意後，值勤船員才可下船作業並且以 1 人為限，作業時須與所有港區內作業人員保持 1 公尺以上之距離，作業完成後須立即回船上，不得在碼頭上逗留。

When the emergency occurred, and the crew who needs to join the inspection at the terminal, disembarkation permission shall be granted by the management of terminal operating company in advance and only one person will be allowed. The crew shall keep at least 1m away from other people, and must return to the ship immediately after the operation is completed. Do not stay on the dock.

1、作業範圍：貨櫃船以橋式起重機作業範圍內，雜貨船以吊桿作業範圍為限制。

Operating area: Within the scope of bridge cranes operation for container ships, and the scope of booms operation for general cargo ships.

2、作業事由 (Operation reasons) : \_\_\_\_\_

3、作業紀錄 (Operation record) : \_\_\_\_\_ 年(y) \_\_\_\_\_ 月(m) \_\_\_\_\_ 日(d) , \_\_\_\_\_ : \_\_\_\_\_ ~ \_\_\_\_\_ : \_\_\_\_\_ (Local Time).

值勤船員職稱 Job position	姓 名 Name in charge	碼頭事業經營公司 簽章 Signature of the terminal operating company

貳、本紀錄表於船舶開航後 12 小時內以傳真送該港港務分公司存查，正本由代理公司保存，保存期限 3 年。

II. This form shall be faxed to the port branch of TIPC for reference within 12 hours after the ship's departure, and the original copy shall be kept by the agency for 3 years.

船名 Name of ship	碼頭 Pier	通報日期 (y/m/d) Date of notification	/ /
船務代理公司 Shipping agency		填表人 Form filler Signature	