

附件 2

港埠登船人員規範查核表

The checklist of boarding personnel regulation

船 名 Name of ship		國際海事組織編號 IMO No.	
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項次 items	規定項目 regulation	符合 yes	不符合 no	備註 notes (不符合事項) (non-compliant items)
1	船方應於作業人員登船前、後各執行 1 次清消。 The ship must execute cleaning and disinfection once before the boarding personnel boarding and once after disembarking.			
2	於船舶舷梯口放置酒精，提供作業人員登、離船消毒使用。 The ship should place rubbing alcohol at the port of the ship's gangway to provide disinfection for the boarding personnel.			
3	<p>登船人員應全程配帶防護裝備，惟考量作業安全可酌予減少防護設備，依登船人員防護裝備依與船員接觸風險規定如下：</p> <p>(1) 低風險接觸者，如船舶貨物裝卸承攬業、船舶理貨業、船舶公證業、貨櫃、散雜貨解(繫)固業、船舶運送業、船舶勞務承攬業：戴口罩、護目設備(護目鏡或面罩)、防水手套。</p> <p>(2) 高風險接觸者，如船務代理業者、引水人、驗船機構、船舶修理業：戴口罩、護目設備(護目鏡或面罩)、防水手套、隔離衣。</p> <p>The boarding personnel need to wear protective equipment throughout the whole process . In addition, considering the safety of operation, the protective equipment may be reduced according to the contact with the crew:</p> <p>(1) Low-risk contacts, such as Cargoes forwarding services, Tally, Ship notary, Containers or bulk cargo securing(Lashing) service, Ship transportation , Ship forwarding services:</p>			

	<p>Should wear masks, eye protection equipment (goggles or face masks), waterproof gloves .</p> <p>(2) High-risk contacts, such as Shipping agency, pilots, Ship Classification, Ship repair industry : Should wear masks, eye protection equipment (goggles or face shields), waterproof gloves, isolation gowns.</p>			
4	<p>船長應派專人，應加強對於船上人員管控，禁止船上人員利用舷梯與岸上人員接觸交談。</p> <p>The captain should specially assigned a person to strengthen the control of the person on board.</p>			
5	<p>登船人員於船上禁止飲食，若因生理需求須喝水、服藥，在無人或與不特定對象保持社交距離之情形下，得於飲食期間暫時取下口罩，應於食用完畢後儘速戴口罩。</p> <p>The boarding personnel are prohibited from eating and drinking on board.</p> <p>If they need to drink or take medicine due to their physical needs, they can temporarily remove their masks during eating and drinking when there is no one or maintaining a social distance from unspecified persons, and should wear masks as soon as possible after eating.</p>			
6	<p>作業人員以不接觸船員為原則，並與其他作業人員保持室外至少 1 公尺，室內至少 2 公尺之社交距離。</p> <p>The boarding personnel should not to contact the crew, and maintaining a social distance of at least 1 meter outside and 2 meters indoors with the other operators should be complied.</p>			
7	<p>作業若需船員配合或船方確認時，應避免發生接觸，優先透過通訊軟體等方式執行為原則。</p> <p>If the operation requires the cooperation of the crew or the confirmation of the ship, contact should be avoided, and the priority should be carried out through communication software and other methods.</p>			

8	登船人員嚴禁進入船上人員生活區域。 The boarding personnel are prohibited from entering the living area of the crew.			
9	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，送請航港局航務中心裁處。 If the ship owner finds that the boarding personnel 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.			
10	船邊舷梯或供人員上下船舶用之設備應收起，放置位置與碼頭面距離過不得小於 2 公尺，或設置阻隔設施；如登船人員有臨時下船用餐、如廁等需求時，人員下船後舷梯或供人員上下船舶用之設備應儘速收起，避免無關人員登船。 The gangway or the equipment for personnel to disembark and disembark of the ship should be retracted, and the distance between the gangway(or the equipment for personnel to disembark and disembark of the ship) and the wharf should not be less than 2 meters or set up barriers; if the boarding personnel need to temporarily disembark for meals, go to the toilet, etc., the gangway(or the equipment for personnel to disembark and disembark of the ship) should be retracted as soon as possible after disembarking, avoid unrelated people boarding the ship.			

日期(date) _____

簽署(Signature) _____