

**STANDARD OPERATING PROCEDURE (SOP) FOR SAILING YACHTS
VISITING MAJOR PORTS**

Standard Operating Procedure (SOP) to provide a single window system for granting permission to sailing Yachts calling at All Major Ports in a time-bound manner.

The Standard Operating Procedures (SOP) to be followed for Sailing Yachts calling Major Ports shall be as follows:

- A. Yachts Scheduled to call (with VCN number)
- B. Yachts calling unscheduled
- C. Yachts calling unauthorized /on emergency (seeking port of refuge)

A. Procedure on Arrival of scheduled sailing yacht

1. The Owners/Shipping Agents of the Yacht likely to call concerned Port shall submit Pre Arrival Notification of Security (PANS) and pre-arrival intimation at least 96 hrs in advance to the Deputy Conservator, of the respective Port Authority for inward clearance of the vessel comprising of the following particulars which will be called as Vessel Arrival Report (VAR): -

- Name of the Yacht / Vessel :
- Nationality / Flag :
- Port of Registration :
- Registration No. :
- Length overall/ Breadth :
- GT / NT / Speed :
- ETA, Concerned Port :
- Arrival Draft :
- Last Port of Call :
- Next Port of Call :
- Name of the Master & Nationality :

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- No. of Crews including Master :
- Details of Passengers :
- (Nationality-wise), if any :
- Whether valid Visa / Seaman Book held :
- Purpose of Visit :
- Estimated period of stay in Port:
- Make & Model of Satellite Phone, if any :
- INMARSAT/FBB Phone Nos. :
- WEAPONS, if any :
- Local Agent, if any :

2. Bureau of Immigration Formalities

- 2.1 A separate Passenger Manifest should be submitted along with PANS with the following details for immigration formalities.
- a) Name
 - b) Nationality
 - c) Passport number (with Date of expiry)
 - d) Visa No/Type (with a date of expiry)
- 2.2 All the inmates of a Yacht are passengers and should mandatorily have in their possession a valid Indian Visa.
- 2.3 In any situation, if a foreigner arrives without a valid Indian Visa and has to be disembarked, provisions of the Immigration (Carrier Liability) Act 2000 will be applicable.
- 2.4 Immigration is the first agency to board the yacht upon berthing. Other agencies, required to board the vessel can jointly board along with immigration.
- 2.5 However, during Public Health Emergencies of Concern (PHIEC), the PHO shall board first in order to ensure there is no public health risk.
- 2.6 All Clearances to the Yacht shall be granted within four hours from the arrival of the Yacht, subject to the arrival of the Yacht before 1400 hrs and necessary documents in this regard to be handed over on board. The same is also

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required to be communicated/forwarded to the Deputy Conservator and concerned port VTMS by the respective agencies or the agent of the Yacht.

- 2.7 The movement of the Yacht inmates, in and out of the port, will be regulated by Shore Leave Pass issued by immigration.
- 2.8 The Tourist/Crew on Board shall be permitted ashore only after clearance from security agencies.
- 2.9 In the case of Super Yacht (with more than 40 passengers on board) the owner/local shipping agent of the sailing Yacht should submit pre-arrival intimation at least 12 working days prior to the approval of the yacht to the Deputy Conservator, respective Port Authority along with VAR as specified above. The agent shall be responsible for collecting the arrival card from the Immigration Office and forwarding the same to incoming Super Yachts for prompt Immigration clearance.

3. PHO documentation must be complied with as stated below:

3.1 As per the general provisions of Part II (ships arriving) of Indian Port Health Rules, 1955 and International Health Regulations (IHR -2005) the following information is to be submitted to the Port Health Authority & or in the Sagar Setu portal (<https://nlpmarine.gov.in/>) for pratique clearance:

- Maritime Declaration of Health with attachment as per Annexure 8 of IHR 2005
- Voyage memo
- Arrival crew & passenger list with details of Date of Embarkation & nationality
- Yellow Fever Vaccination and polio vaccination certificate or any other vaccination (if required) as per Annexure 6 f IHR 2005
- Valid Ship Sanitation Certificate as per Annex 3 of IHR 2005
- Valid Medicine Chest Certificate
- Medicines & Medical Equipment List
- Medical log for Crew and Passengers for the last one month

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- B.** Procedure on Arrival of an unscheduled sailing yacht
1. The Yacht, must establish contact with respective Port VTMS and shall provide all the VAR particulars as per the procedure mentioned in section A to the VTMS on VHF Channel 16/10 through Radio Telephony.
 2. On receipt of VAR from the visiting Yacht and subsequent to comply with section A, by appointing an Agent, a clearance from the Deputy Conservator shall be issued, Port VTMS will direct the Yacht to examination anchorage or safe berth for inspection or examination.
 3. VTMS of the respective port shall also inform all concerned agencies viz PHO, CISF, Indian Navy, Indian Coast Guard, Immigration, Customs, SIB, Marine Police and any other agency as deemed necessary about the actual arrival of the Yacht along with VAR particulars.
- C.** Procedure for the arrival of a Yacht unauthorized/or in an emergency (seeking a port of Refuge)
1. If the Yacht enters any Port unauthorized then the CISF will intercept the yacht and escort it to an assigned berth as allotted by the Deputy Conservator.
 2. The CISF will guard the access control and secure the yacht till it is cleared by all the Government Agencies.
 3. The port VTMS will inform all the concerned agencies.
 4. Joint inspection will be carried out by all concerned Government agencies viz Port Officials, PHO, CISF, Indian Navy, Indian Coast Guard, Immigration, Customs, SIB, Marine Police and any other agency as deemed necessary.
 5. All information required as per Section A will have to be provided by the yacht.
 6. If the Yacht is not able to provide complete information as required in Section A, she will be asked to leave the port. The CISF will escort the yacht outside the port limits, with an intimation, the Marine Police, the ICG and the Indian Navy to track for a safe exit from Indian Waters.

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7. If occupants and or any material in the yacht found as a threat to the nation, then action will be initiated as per the statutory rules and regulations of the government agencies.

D. Procedure Prior Departure

1. After the payment of Port Dues, a No Dues Certificate (NDC) will be issued by the Port Authority to the Yacht for obtaining the sail-out clearance in triplicate which can be obtained from Port Health Authority or in Sagar Setu (NLP Marine) if VCN is created after submission of required information from PHO, along with Customs and Immigration clearance. In case of any doubt or any adverse intelligence input by any Authority, if communicated to the Deputy Conservator, Port NDC will not be issued until the issue is resolved.
2. On receipt of clearance from PHO, Customs and Immigration for departure, the same shall be produced to port VTMS and Harbour master, for obtaining final sailing permission from the concerned Port.
3. Port VTMS on receipt of PHO, Customs and Immigration clearance shall obtain the Expected Time of Departure (ETD) from the Yacht and arrange a pilot under the guidance of the Harbour Master satisfying itself that the Yacht has completed all required formalities and all Port Dues have been cleared. The Yacht should depart from the Port on or before the expiry of the Port Clearance issued by the Customs.