DOCUMENT TITLE	PROCESS FLOW FOR SCREENING OF NOVEL CORONAVIRUS (COVID 19) AT EMBARKATION POINT CCFC, PBKSB	
DOCUMENT NO.	EPIC/ERP/COVID19-02	DATE ISSUED 20TH FEB 2020

PROCESS FLOW	RESPONSIBILITY

PROCESS FLOW

Embarking personnel arrival at CCFC Building
Responsibility: Embarking Personnel

The following items are to be placed at registration counter prior to crew arrival:
- Pre-embarkation Health Declaration Form
- 2019 Novel Coronavirus Health Screening Form – Offshore Malaysia
- Infrared thermometer

Auxiliary Police on duty / PAC reps shall don face mask during registration.
Responsibility: Auxiliary Police

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Embarking personnel fill-up registration forms
Responsibility: Embarking Personnel

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Conduct body temperature screening and check completed '2019 Novel Coronavirus Health Screening Form – Offshore Malaysia'
Responsibility: Auxiliary Police

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Based on result of temperature screening and completed form, refer to appendix 1 – decision matrix of '2019 Novel Coronavirus Health Screening MPM Directive
Responsibility: Auxiliary Police / Client Medical Rep

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Decision: Does the personnel fulfill 1 or more of the conditions?

Yes →
Personnel will be denied entry and to be provided with face mask. Personnel to be escorted to waiting area (open canopy outside CCFC Building)
Responsibility: Auxiliary Police

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Personnel will be handled by respective PAC reps

No →

Safety briefing video
Responsibility: Embarking Personnel

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Luggage scanning
Responsibility: Auxiliary Police

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Body search
Responsibility: Auxiliary Police

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Personnel and luggage transported to jetty
Responsibility: PBK Operator