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To All Terminal Clients and Customers

DP World Adelaide Terminal Access Control Measures Mandatory from the 1st January 2007

The purpose of this communication is to reiterate current DP World Adelaide practice and to ensure a consistent approach amongst all the terminals clients and customers at Maritime Security Level 1.

Brief Background

As you would be aware the Commonwealth Government has enacted the Maritime Transport and Offshore Facilities Security Act (2003) in response to the need to implement certain requirements of the International Ship & Port Facility Security (ISPS) Code. The measures put in place are designed to enhance maritime security by securing the ship-shore interface.

All Port Facility Security Plans must comply with item 16.3.2 of part A of the ISPS Code which clearly states that a Port Facility must have in place – **measures designed to prevent unauthorised access to the port facility, to ships moored at the facility, and to restricted areas of the facility.** The Department of Transport and Regional Services (DOTARS) has approved DP World Adelaide facility security plan which contains such measures and forms part of our access control procedures.

Access Control Procedures

Vessels:

It is a requirement that any vessel berthing at DP World Adelaide (DPW) provide a list of all personnel authorised to visit that vessel in advance of that person arriving at the terminal, including reefer technicians and agents, etc. The list at Maritime Security Level 1 should be an accurate reflection of all people reasonably expected to visit that vessel and can only be provided by the Master and/or the principal agent for that vessel. All personnel on the list should carry photo ID and report to the Maritime Security Guard at our Gatehouse on arrival. For simplicity sake we recommend that all pre advice notifications are communicated via e-mail and or facsimile. From time to time we recognise that it is not possible to advise the names of all people requiring access to a vessel in advance, in those circumstances we will accept late written notification. We regret that any individual not appearing on the pre advised list will be refused access, no exceptions. It is important to note that each and every vessel must provide a pre advised list each time it berths at DP World Adelaide Terminal. Lists covering multiple visits or vessels will not be accepted. Non MSIC holders requiring access to the terminal and or vessel on official business will require to be escorted by a Maritime Security Guard (MSG)

Private vehicles are not permitted into the Landside Restricted Zone (LRZ). If however there is a particular reason why a private vehicle should be allowed access, the Master and /or agent should make a written application to the Port Facility Security Officer (PFSO) or designated representative 24 hours prior to the event.

Remember,

- ❖ A pre advised list containing full details of all people wishing to visit that vessel must be received for each and every vessel
- ❖ Only people on that list, with the ability to produce photo ID/MSIC will be allowed access
- ❖ Non MSIC holders must have at least a valid ID and must be escorted by a MSG
- ❖ No private vehicles are allowed access

Landside Restricted Zone:

Access into our Landside Restricted Zone (LRZ) is strictly controlled. From the 1st January 2007 any person requiring unescorted access within a Maritime Security Zone (MSZ) will be required to display a Maritime Security Identification Card (MSIC).

In addition to meeting the requirements of the MSIC any person requiring unescorted access within DPW's maritime security zone will also be required to be inducted.

Be aware that having an MSIC does not automatically give you access to a facility's maritime security zone. You will also have to satisfy the facility's access control requirements.

From the 1st January 2007 positive identification against a pre advised list of names is required at all times for all personnel wishing to enter our LRZ as per the following:-

- ❖ **Employees – 1-Stop MSIC**
Access allowed via employee entrance or authorised access point.
- ❖ **Irregular Visitors/Contractors – 1-Stop MSIC or MSIC**
(Anyone who needs to visit the terminal once per year or more will be required to have a 1-Stop MSIC or MSIC.)
Access only allowed if their visit has been pre advised in writing by a DPW sponsor, photo ID is shown and DPW visitors pass is issued. Each individual requiring entry must comply with the above.
- ❖ **Regular Visitors/Contractors – 1-Stop MSIC or MSIC**
Access only allowed if their visit has been pre advised in writing prior to arrival.

- ❖ **Ships Agents – 1-Stop MSIC or MSIC**
Access via security gatehouse to be logged in and issued a visitors pass
- ❖ **Ships Crew**
Access is allowed on provision of DPW pass out. Positive photo ID applies to both entry and exit.
- ❖ **Ships Visitors – 1-Stop MSIC or MSIC**
(Anyone who needs to visit the terminal once per year or more will be required to have a 1-Stop MSIC or MSIC)
Must be pre advised by the vessels agent or Master of the Vessel. Each ship visitor must provide photo ID and be issued with a DPW visitor pass prior to being granted access via the security gatehouse.
- ❖ **Pilots/ Mooring Gangs – 1-Stop MSIC or MSIC**
Access only allowed under a MOU between DPW and Flinders Ports to the effect that all employees entering DPW will be in possession of a valid MSIC and have been inducted to the site. Access is permitted via the employee entrance on contacting DPW Security and advising the reason for the visit via an intercom fitted at the entrance. Each individual requiring entry must be in possession of a valid MSIC.
- ❖ **Ships Contractors/Providers – 1-Stop MSIC or MSIC**
Access only allowed if their visit has been pre advised in writing prior to arrival. The ships agent/Master shall be the sole sponsor, responsible for pre advising any access requests. Access is granted only for those on the pre advised list. Access is allowed via main gate. Each individual requiring entry must comply with the above.
- ❖ **Truck Drivers/ Truck Passengers – 1-Stop MSIC or MSIC**
Access only allowed if their visit can be validated against a VBS booking/s or for non VBS-registered carriers, appropriate documentation confirming the delivery of an export container (copy of PRA) or receipt of an import container (import delivery order) can be supplied to the security guard at the gate entry gatehouse. If there is a passenger in the truck they also need to comply with the access control arrangements (i.e. MUST carry a 1-Stop MSIC or MSIC). No unauthorised persons are allowed to enter the facility within the truck. Any attempt to bring unauthorised persons into the terminal will be reported to DOTARS and the drivers access privileges maybe revoked. Each individual requiring entry must comply with the above.
- ❖ **AQIS & AQIS Contractors – 1-Stop MSIC or MSIC**
Access only allowed whilst conducting regular duties on site Access allowed via authorised employee entrance. Each individual requiring entry must comply with the above.

❖ **Customs**

Access allowed via authorised employee entrance under current agreement with ACS whereby uniformed officers in marked vehicles are not required to sign in. All others need to provide Customs ID and report to Security gatehouse each individual requiring entry must comply with the above. Unescorted access for a Customs vehicle requires the driver to have completed the site driver familiarisation course or induction.

❖ **Flinders Ports Employees – 1-Stop MSIC or MSIC**

Access only allowed if their visit has been advised in writing 24 hours prior to arrival. Access is allowed via authorised employee entrance and reporting into security. Each individual requiring entry must comply with the above.

❖ **Officials – MSIC or appropriate photo ID**

Certain Government officials are permitted to access the LRZ.

Notwithstanding their entry rights all officials that do not have a MSIC must provide photo ID and be logged in prior to proceeding. This applies to each individual requiring entry.

- Law Enforcement Officers (State and Federal Police)
- Australian Customs Service Officers
- AMSA Officers
- Australian Defence Force personnel on duty

❖ **Vehicle Escorts –**

Escorted access for a vehicle, if required, must be logged in at the gatehouse. DP World will provide an escort in these instances where access is required to the ship/berth interface

The security requirements listed above are in addition to the current safety initiatives in place, i.e. vest/helmet/glasses.

Any queries regarding the above should be directed to the undersigned or the PFSO – Colin Schunker.

Regards,

Colin Schunker
Operations Manager/PFSO