



PORT ACCESS POLICY

Reasons for introducing security identification pass to all personnel accessing the port area.

1. Background

As part of the recommendations from the IMO/SOLAS/ISPS, the Seychelles Ports Authority as a Port Facility is currently amending its procedures regarding the physical security aspects which include access control and identification measures.

All Contracting Governments of the SOLAS Convention, including Seychelles, were encouraged to issue appropriate Port Entry Passes and conduct other forms of security checks whenever necessary on port users accessing the port facilities and boarding vessels. Port Victoria (both the Commercial and the Fishing ports) became an ISPS compliant port when it adopted this policy in 2004.

The purpose of introducing this Port Entry Pass is to adequately manage access to port controlled areas and restrict access to authorized persons only while on duty or when undertaking company business, and to enable authorized personnel to be identified within a security restricted area.

2. Aim

The aim of this policy is to provide clear guidelines for the governance and usage of port access passes.

3. Scope

This policy applies to all port users or anyone requiring access to ISPS compliant port facilities.

4. Responsibilities

4.1 Board Of Directors

Responsible for approving this Policy and ensuring its compliance in accordance with existing legislations

4.2 Chief Executive Officer

Responsible for ensuring that administrative processes are correctly done to implement this policy.

4.3 The Office of the Harbor Master:-

The Harbor Master's Office shall be the Designated Authority for approving/denying access to port controlled areas in accordance with this Policy

4.4 Port Facility Security Officer/ Security Manager:-

The PFSO shall have the responsibility to ensure the enforcement and that all port users comply with this Policy.

4.5 Port Security Officers:-

They shall have the lead responsibility for the physical enforcement of this policy and ensure that all port users are operating in accordance with this policy.

4.6 Port Pass holder:-

The port pass holder shall ensure that at all times, he/she complies with this policy and abides by the terms and conditions on which the port pass was issued. **The holder shall ensure that upon issued, the port pass is always worn and displayed at all time within the port facilities (on an outer garment above the waist).**

5. Type of Passes to be issued and validity period

5.1 Visitors/Day Pass

- Authorized Person/visitors accessing the port for a specific purpose not exceeding one day

- Any person gaining access inside the port needs to surrender his/her I.D card or passport or other official identification documentation in order to be issued with a visitor's pass.

5.2 Temporary pass

- Personnel who will only be performing a specific task in the Port for a period not exceeding 06 months.
- Seychelles Ports Authority employees who have not yet been confirmed in post of employment.
- Persons following a training programme
- Tour Guide and Vendors who will be operating within the port facility only during the Cruise Ship season.
- Representative of Tour Operators Companies who will be operating within the port facility only during the Cruise Ship season.

5.3 Permanent:- 01 year pass

- Persons who will be performing any duties in the port which exceed 06 months but not more than one year.
- Any personnel being employed on a part time basis.
- Persons requiring seasonal access

5.3 Permanent: 03 years pass

Personnel who are employed on a permanent basis by an organization which is directly related to Port operations

5.4 Permanent 02-05 years pass:

Pass issued solely to personnel on contract of employment with the Seychelles Ports Authority

5.5 Special Consideration:-

- At the discretion of the Chief Executive Officer or the Harbour Master of the Seychelles Ports Authority, special consideration may be given in regards to access at any given time.

Exemptions:-

- Exemptions shall be given to Government agencies responding to Emergency situations at any given time inside the port.

6. Procedures

6.1 Application for a Permanent Port Pass

6.2 Any person seeking access to the port controlled areas must apply for a port pass by filling in an appropriate application form.

6.3 Application forms must be filled in by a senior and responsible person of the organization seeking a port pass for its employee or by the owner of the business. All forms must then be forwarded to the Harbour Master's office of the Seychelles Ports Authority within five (5) working days of the intended date of access for administrative formalities.

6.4 In the case of Non-Seychellois workers, the applicant must attach a copy of his/her passport page containing his/her personal details and Gainful Occupational Permit (G.O.P) with the application form.

6.5 To ensure that the applicants do not pose any threat to the security of the port or any port users, the applying company for the pass shall undertake the full responsibility of conducting background checks on its applicants and shall provide such details upon request by the Seychelles Ports Authority.

6.6 Application procedures are as follows:

- 6.6 (a) • Forms can be collected at the SPA Reception office or via the Seychelles Ports Authority website.
- 6.6(b) • Once the application has been approved, the Pass holder must appear in person at the Administrative Department (SPA) for processing. The port Pass shall be processed with the information on the application form, in relation to the duties to be performed and as approved by the Harbour Master.
- 6.6 (c) • Renewal of the Port pass must be made at least one (01) month before the expiry date of the port pass.

7. Cost for Port Passes

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| Temporary Port Pass (06 Month Maximum) | SR 50/- |
| 01 year permanent pass | SR 175/- |
| 02 years (foreigners with G.O.P) | SR 325/- |
| 03 years permanent pass | SR 325/- |
| Loss of port pass for Spa Personnel | SR 175/- |

All fees must be settled upon processing of the pass

8. Access Control Procedures

- 8.1 The permanent Identification pass must be visibly worn above the waist at all times whilst in port controlled areas as specified in the Port Facility Security Plan (PFSP) and must be produced upon request by a port security officer.
- 8.2 The Temporary pass must be carried on the individual at all times while operating in the port area. (It must be issued for special duties only and should be specific to the condition that the pass was issued).

9. Loss of Port Security Identification pass

- 9.1 In the event that a holder loses his/her port pass, he / she should immediately notify the Harbor Master's office in writing or by mail.
- 9.2 The holder of the permit/ pass must report to the central police station to declare that he/ she has lost his permit / pass and seek a police statement.
- 9.3 A new application for a port entry pass must be made, attaching the police statement with it.

- 9.4 For any case of loss card there will be a surcharge of SR 150, plus the charge for the manufacture of the pass.

10. Conditions attached prior to being issued with a Port Entry Pass

- 10.1 Holders are responsible for the safe custody of permits at all time. If lost, the holder will have to reapply for a new pass, attaching a police statement with it.
- 10.2 The port entry pass should not be defaced or altered.
- 10.3 On termination of employment or completion of contract, the company is responsible to collect the port passes and must be returned to the Harbor Master's office with immediate effect.
- 10.4 The port entry pass is not transferrable and should remain in the possession of the person to whom it was issued.
- 10.5 The card remains the property of Seychelles Ports Authority at all time, and can be revoked, if any of the condition is breached.
- 10.6 In the event that the port entry pass is not returned after the expiry date or the termination of employment, the Seychelles Ports Authority reserves the right to suspend any new application or to entertain any further request.

11. Conditions to being issued with a port entry pass

- 11.1 All persons requesting a port entry pass must possess a clean criminal record, as per character certificate issued by the Seychelles Police Force and a copy of their ID card, Passport or Driving License and a copy of Gainful Occupational Permit (G.O.P) for non-Seychellois.
- 11.2 Exemptions for a Police Character Certification will be given to convicts on the Rehabilitation program working with any Company as long as the designated Company provide the SPA Security Department or the Harbor Master's Office in advance, the list of convicts/personnel with a copy of their Identification cards and state what duty they will be conducting inside

the facility attached with their individual application form. All convicts will have to enter the facility of which they will be conducting duty together with their respective supervisors and exit together at all times.

- 11.3 Stevedoring Companies will also be exempted from Police Character provided that the Company provides the SPA Security Department and or the Harbor Master's Office a copy of their Identification cards and state what duty they will be conducting inside the facility attached with their individual port pass application form.
- 11.4 The Office of the Harbor Master reserves the right to deny entry to any individual or vehicle to the Port Area and the issuing of any port pass.
- 11.5 The Seychelles Ports Authority through the office of the Harbor Master reserves the right to interview anyone requesting for a Port pass and may request for that individual or company to provide any additional and supporting documents if necessary.
- 11.6 No individual at any given time shall conduct any duty without proper clothing.

12. Wearing of High Visibility safety vests

- 12.1 All persons (workers, Customers, clearing Agents etc...) accessing any port facility, must ensure that upon entry to port controlled premises they wear a high visibility safety vest at all times.
- 12.2 Exemptions will be given to all SPA Admin workers since that they will be mainly at the Administration, but upon having to go other places apart from the Administration Office (e.g. store area and the apron) they must be wearing their High Visibility vest.
- 12.3 Upon issued with a port entry pass, It is a confirmation that the pass holder will take the responsibility and ensure that he/she also wears a visibility vest whilst within any port facility.
- 12.4 **Green and Yellow vests** are reserved for port workers only (e.g.: SPA staff, Land Marine Ltd, Seychelles Revenue Commission).

- 12.5 Clearing Agents and other Customers conducting any duties inside any port facility will have to use their own vests of any color other than the above mentioned color code reserved for the port workers only.

13. Mandate of the Port Security Department

The Port Security Department has been mandated to enforce this Policy regarding the Port entry pass and wearing of a visible vest. At any time may with probable cause deny access or take reasonable actions to remove any individual who is in breach of this Policy from the port area.

14. Policy Violation/Breach

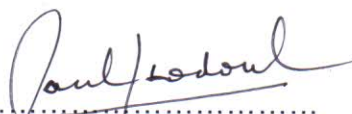
Failure to comply with this policy constitutes of an offence which may lead to forfeiture of the Port Entry Pass or denial of entry into any port controlled facility.

All SPA employees shall be subjected to Disciplinary Actions for failure to comply with this policy.

15. Grievances

Any person who is dissatisfied with any decision made in connection with this Policy have the right to lodge a grievance before the Chief Executive Officer of the Seychelles Ports Authority within 14 working days from the date of the decision taken.

This Policy shall be implemented with effect from ... *August* 2019, with the approval of the Board of Directors of SPA.


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Mr. Paul Hodoul
Chairman
Seychelles Ports Authority

