



## 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.

