

Ship's Crew Shore Access Card Procedures and Letter of Receipt

This advice note is for the purpose of providing company representatives and contractors, who have business in the operational area of the port, with information as to what is required of them prior to being granted port access.

Vessel Name: _____ Berth No: _____ Arrival Date: _____

Please be advised that the following procedures will apply regarding the issue and use of Southern Ports Security Access Cards, High visibility vests and bus transfers for your ships crew. The following procedures are to be strictly followed:

- Cards are to be issued to each crew member with the card number corresponding to their number on the crew list as supplied to the Port Security Manager. The crew cards are non-transferable and turnstiles are only to be accessed by one crew member at a time.
- The number of crew shore access cards will not exceed numbers on the vessel's crew list.
- Crew shore access cards are for individual identification of crew by bus driver. Crew members are not permitted on or near any other berth.
- Crew shore access cards will be fitted with clips and must be visible at all times whilst crew are on port land.
- **Where required (Tank Ships Berths 1 and 2), crew are to wear provided high visibility vests and walk directly to the pickup point when bus arrives.**
- A bag with 20 High visibility vests is supplied to the Agent for the vessel. Prior to departure return the bag with vests to the Agent. The vessel will be charged a fee of AUD\$20 for each vest not returned.
- Bus schedules are – pick up at 0900hrs, 1030hrs, 1330hrs, 1600hrs, 1800hrs and last return bus at 2100hrs. Crew are not to enter any other part of the Port with transfers to and from the berth by bus only.
- A fee of AUD\$74.80 will be charged per escort for any crew members found on foot in unauthorized areas of the Port. This fee will also apply for a crew member who misses the last scheduled bus run and requires escort back to the vessel by Port staff.
- The master is to return all crew shore access cards to the vessels agent prior to the vessels departure. The vessel will be charged a fee of AUD\$50 for each card not returned.
- **Berth 3 crew are to remain at the bus shelter berth side of the turnstile until the bus arrives at the pickup point.**
- **FURTHER INSTRUCTIONS REGARDING CREW TRANSFER ARRANGEMENTS WILL ACCOMPANY THIS DOCUMENT.**

Please sign indicating acknowledgment of the above procedures.

Your vessel has been issued with Ship's Crew Shore Access Cards.

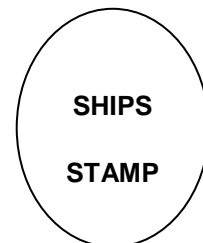
Your vessel will be charged AUD\$50 for every card and AUD\$20 for every issued vest not returned prior to departure.

Signature: _____

Name: Capt. _____

Vessel: MV _____

Date: _____



Office Use Only:

No of vests returned _____

No. of cards returned: _____

Security Manager's Signature:

Date: