



**SOUTHERN PORTS**

ALBANY BUNBURY ESPERANCE

**ALBANY ACCESS CONTROL  
PORT OF ALBANY**

## DOCUMENT CONTROL

Version Number	Description	Reviewed by	Approved by	Revision Date	Issue Date
01	New Document	Albany Safety and Security Officer	Chief Operating Officer	01/10/2021	01/10/2021

### Important Summary Points

- A Foreign MSIC holder requesting unescorted access to SPA-Albany site must provide an adequate reason for the need from their employer (Operational need Letter) and complete SPA online inductions as part of their access application. SPA-Albany access is requested via the Request to Activate Access Card Form.
- A Visitor must remain with the appointed escort and be continuously monitored whilst on SPA-Albany.
- A Visitor is not permitted to perform physical work or utilise tools or machinery.
- A Visitor must complete the Albany Visitor Site Induction with their escort and follow the instructions of their escort.
- All persons entering a SPA-Albany site are subject to random drug and alcohol testing as per the Southern Ports Drug and Alcohol Management Procedure.
- Escorted access to work is only permitted for two days in a calendar year, unless the person can provide evidence of having applied for an MSIC and is awaiting issue.
- Crew going on shore leave must be in possession of the appropriate crew card corresponding to the provided crew list.
- Crew undertaking shore leave are to be transported to and from the vessel by the "Seafarers Centre" or "Stella Maris" bus at scheduled pickup and drop off times.
- A person's access can be suspended, refused or cancelled at the discretion of the SPA-Albany Regional Manager or PSO, or pending the outcome of an investigation into an incident contravening a SPA-Albany requirement that may be stipulated in, but not limited to, a standard, licence, policy, procedure or plan.
- It is the card holder's obligation to notify the SPA-Albany port security team if their access card has been lost, stolen or destroyed. Once notified the SPA-Albany port security team will ensure that the access card is disabled in the Electronic Access Control System (EACS) immediately.
- When a person leaves their employer and/or no longer has an operational need for the SPA-Albany access card or their access card expires, the access card must be returned to the MSIC office for disposal and access will be disabled.

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## 1. PURPOSE

This document details the responsibilities and actions required to regulate and control the movement of personnel into and out of Southern Ports Albany (SPA-Albany) Port Security Zones (PSZ) hereon referred to as SPA-Albany site. This includes the Landside Restricted Zone (LRZ) and the Waterside Restricted Zone (WRZ).

## 2. SCOPE

The requirements of this document apply to all employees, contractors, port users and visitors requiring access to SPA-Albany site.

## 3. GENERAL INFORMATION

Compliance with the requirements of this document will enable SPA-Albany to meet the following objectives:

- Satisfy requirements of Maritime Transport and Offshore Facilities Security Regulations 2003 legislation
- Support a safe work environment not threatened by having unauthorised person(s) in the workplace
- Ensure that all persons (including visitors) are granted access only to the extent of their legitimate need
- Ensure that only persons who have successfully completed the relevant SPA-Albany induction gain access to the SPA-Albany site
- Account for all persons on the SPA-Albany site during an emergency situation
- Protect the port from actions by unauthorised person(s); Maintain source documents to verify access authority and record of inductions
- Provide a system for determining who is authorised for admittance and who is not; and
- Reduce the possibility of external threats, including but not limited to theft, sabotage, acts of terrorism and industrial espionage.

## 4. GENERAL REQUIREMENTS

### 4.1. SPA issued Maritime Security Identification Card (MSIC) holder

This is an MSIC issued by Southern Ports Authority under the requirements of the Southern Ports Authority MSIC Issuing Body Plan. Holders of an MSIC issued by SPA-Albany will have already satisfied operational need requirements and been assigned the appropriate level of access.

Holders of an MSIC issued by SPA-Bunbury or SPA-Esperance are required to provide an operational need letter, complete inductions and attend the SPA-Albany office for card activation.

### 4.2. Unescorted Access – Foreign MSIC

The following requirements apply to persons applying for unescorted access to SPA-Albany site.

#### 4.2.1. Inductions

The Southern Ports HSES induction is required to be completed. HSES Induction certificates are valid for 2 years from the date of completion.

#### 4.2.2. Personal Requirements

All persons approved for unescorted access must take personal responsibility for their actions and behaviour whilst on the SPA-Albany site. They are to follow all the SPA-Albany site access requirements in this document, the induction system and as required for their job function.

### 4.2.3. Port User Responsibilities

A person requesting unescorted access to SPA-Albany site must provide an adequate reason for the need from their employer (Operational Need Letter) before entering SPA-Albany. SPA-Albany access is requested via the Request to Activate Access Card form.

### 4.2.4. Access Control and SPA-Albany Regulations

The employer authorising SPA-Albany access for their employees must be familiar with and abide by the requirements of this document. Additionally, they must be completely satisfied that the person(s) they are authorising will comply with the SPA-Albany policies and procedures, including those outlined in this document.

### 4.2.5. Duration of Access

It is the responsibility of the employer authorising SPA-Albany access for their employee(s) to advise the duration the access to the SPA-Albany site will be required. Access will only be granted for the duration of the work scheduled to be carried out.

### 4.2.6. Monitoring and Review

It is the responsibility of the employer authorising SPA-Albany access for their employee(s) to ensure that the employee(s) they request access for have a bona-fide operational need for being on the SPA-Albany site. Authority to access the port facilities may be removed by SPA-Albany at any time.

## 4.3. Visitor Requirements

The following requirements pertain to persons accessing the SPA-Albany site as a Visitor:

### 4.3.1. Escort

Escorts are persons who have current SPA-Albany access and a current MSIC. An escort will accompany, continuously monitor and safeguard the visitor for whom they are responsible. The escort will ensure the visitor completes the Albany Port Visitor Site Induction and will provide instruction for the safety of the visitor while within SPA-Albany site.

### 4.3.2. Visitor

A visitor must remain with the escort and be continuously monitored whilst on SPA-Albany site.

A visitor must complete the Albany Port Visitor Site Induction with their escort and follow the instructions of their escort.

Visitors may not perform any physical work, utilise tools or machinery while on the SPA-Albany site.

A visitor to SPA-Albany site is to display the visitor pass provided by SPA-Albany. Visitor access passes are only valid for a 24 hour period from time of issue, unless otherwise approved.

Visitors are subject to the random drug and alcohol testing as per the Southern Ports Drug and Alcohol Management Procedure.

### 4.3.3. Non-MSIC Holder (Work) Escorted Access to Port Security Zones (Escorted Worker)

Persons who are not the holder of a valid MSIC but require access to the SPA-Albany site to perform physical work, such as contractors and other port users, are required to have successfully completed the HSES induction and to register with the SPA-Albany Administration Office to access SPA-Albany under a Escorted Worker Pass.

The employer authorising SPA-Albany access for their employees must be familiar with and abide by the requirements of this document. Additionally, they must be completely satisfied that the person(s) they are authorising will comply with the SPA-Albany policies and procedures, including those outlined in this document.

### 4.3.4. Monitoring and Review

It is the responsibility of the employer authorising SPA-Albany access for their employee(s) to ensure that the employee(s) they request access for have a bona-fide operational need for being on the SPA-Albany site. Authority to access the port facilities may be removed by SPA-Albany at any time. **Escorted access to undertake work is only permitted for two days in a calendar year, unless the person can provide evidence of having applied for an MSIC and is awaiting issue.**

**Non-returned Visitor or Escorted Worker cards may be invoiced to the escorting company at \$100.00 per card.**

### 4.4. OTHER VISITOR TYPES

The following are other types of access that may be used in certain circumstances:

#### 4.4.1. Union Right of Entry

Union representatives are given rights of entry under the following requirements:

- That SPA-Albany has received prior notice of the visit (may be waived at SPA-Albany discretion).
- The union official has the appropriate identification in their possession to indicate they represent the relevant union members.

#### 4.4.2. Ship's Crew

Visiting Ships will be provided with a number of "crew cards" (security gate swipe cards) with card numbers allocated to specific crew members as per the supplied ships crew list.

To facilitate issue of crew cards crew lists are to be provided to SPA-Albany security staff a minimum of two working days prior to a vessel berthing.

Crew going on shore leave (leaving the berth) must be in possession of the appropriate crew card corresponding to the provided crew list.

Crew are to be transported to and from the vessel by the "Seafarers Centre" or "Stella Maris" bus at scheduled pick up and drop off times.

Crew members may on occasions be escorted on and off SPA-Albany site by the ships agent.

## 5. ALBANY SECURE ZONE REQUIREMENTS

Port Security Zones within the Security Regulated Port of Albany are designated Landside or Waterside Restricted Zones, Figure 1, in which all personnel who require access must be the holder of a valid MSIC, with limited exceptions. A person who is not the holder of a valid MSIC may enter the SPA-Albany facility under escort; however, they must have a valid reason, be registered as a visitor or Non MSIC holder (Escorted Worker) and be continuously monitored by the holder of a valid MSIC.

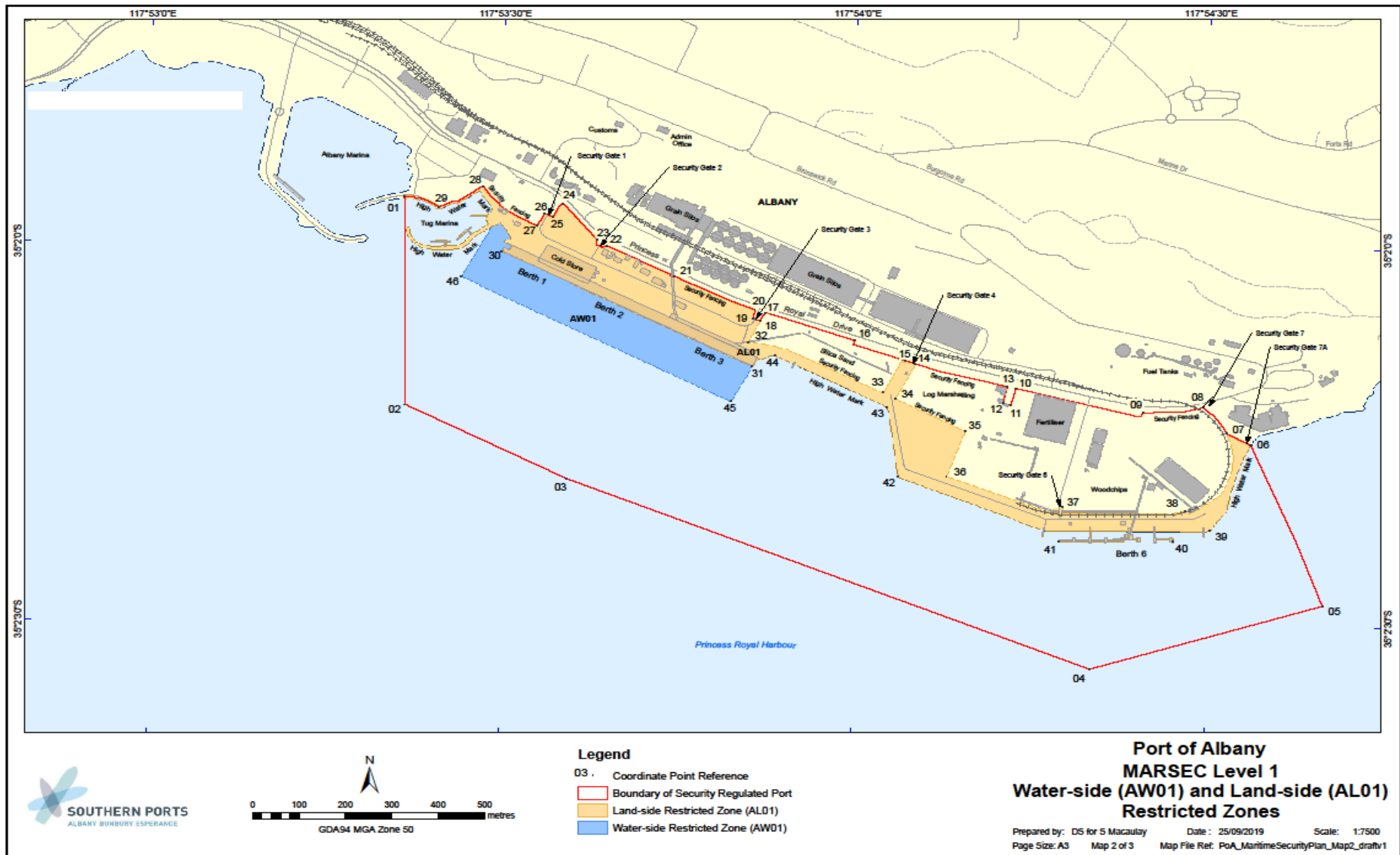


Figure 1, Port Security Zones within the Security Regulated Port of Albany are designated Landside or Waterside Restricted Zones.



### 5.1. Exceptions

The following exceptions apply:

#### 5.1.1. MSIC Exceptions

Those listed below are exempt from holding an MSIC inside the SPA-Albany site when on official business:

- Australian Border Force personnel
- Australian Federal Police
- Australian Defence Force personnel
- State/Territory Police and
- Hazard Management Agency personnel responding to an emergency.

#### 5.1.2. Exceptions During an Emergency

During an emergency situation, SPA-Albany site access requirements do not apply to the responding or controlling personnel. On cessation of the emergency the normal SPA-Albany site access requirements again apply.

## 6. SPA-ALBANY SITE ACCESS SUSPENSIONS AND CANCELLATIONS

A person's access can be suspended, refused or cancelled at the discretion of the SPA-Albany PSO or Regional Manager or pending the outcome of an investigation into an incident contravening a SPA-Albany requirement that may be stipulated in, but not limited to a standard, licence, policy, procedure or plan.

The PSO may suspend a person's access due to security breaches.

## 7. CHANGES IN ACCESS CARD HOLDER'S CIRCUMSTANCES

The following procedure applies to changes in a card holder's circumstances:

### 7.1. Lost or Stolen Access Card

It is the card holder's obligation to notify SPA-Albany if their access card has been lost, stolen or destroyed. Once notified SPA-Albany will ensure that the access card is immediately disabled in the Electronic Access Control System (EACS).

### 7.2. Change of Employer Details

All personnel holding a SPA issued access card are required to notify MSIC administration personnel of any change in employer details, by completing and submitting a Change of Details Form and Operational Need Letter (available on SPA website). This change will then be recorded in the EACS.

When changing from one employer to another, the new employer must provide the relevant SPAMSIIC or security office with a completed Operational Need Letter and authorised Request to Activate Access Card Form if access is still required.

### 7.3. Leaving Employment

When a person leaves their employer and no longer has an operational need for a SPA-Albany access card or their access card expires, the access card must be returned to the SPA-Albany Administration office for disposal. When this is completed, SPA-Albany will disable the card in the EACS immediately.

## 8. EXPIRED HSES INDUCTION

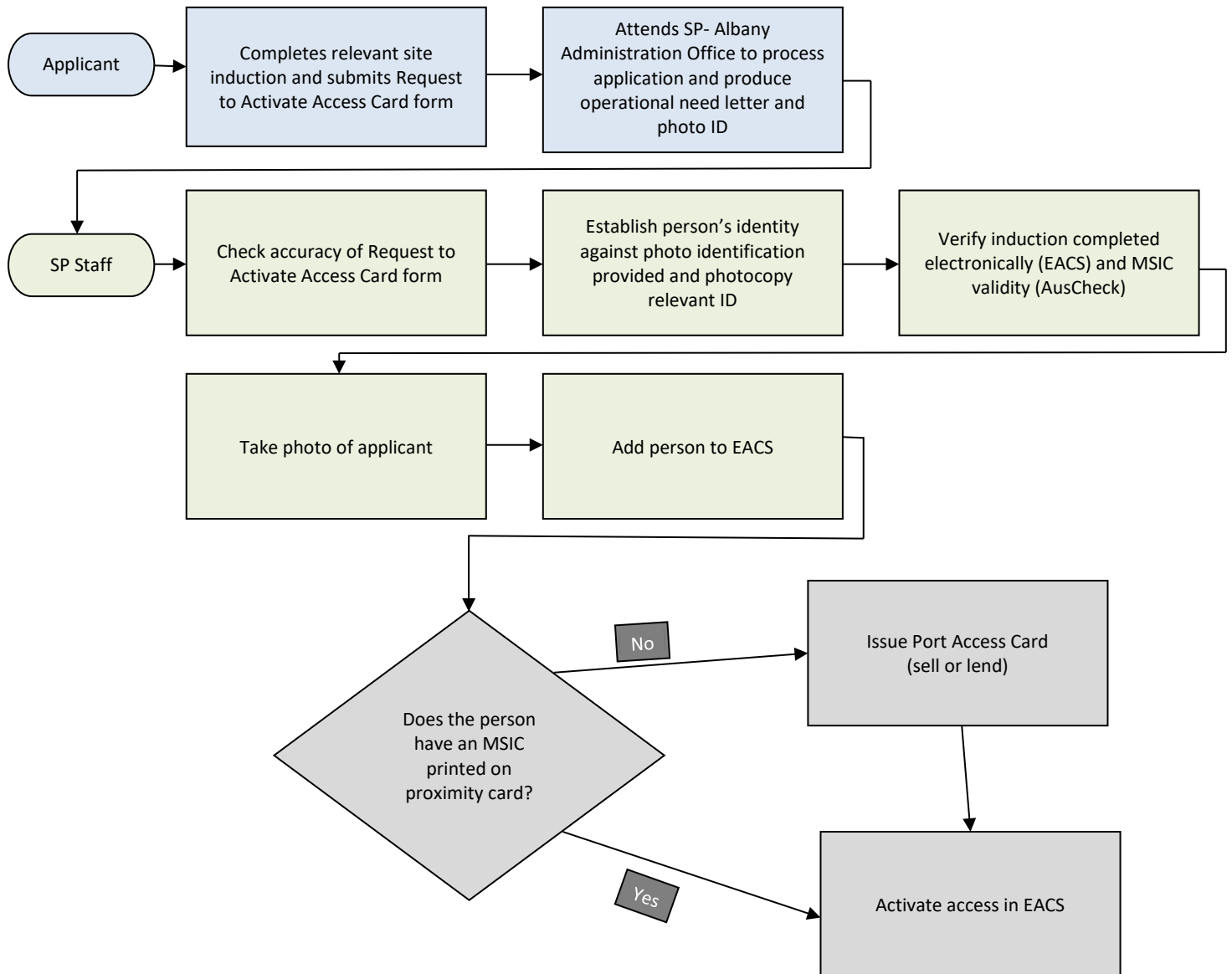
If a person's HSES Induction expires, the person's access card will be disabled, and they will need to complete the on-line HSES induction on the Southern Ports website prior to having their card reactivated.

Inductions expire two years after completion. Reminders of induction expiry will be sent by SPA-Albany via SMS and verbal gate messaging.

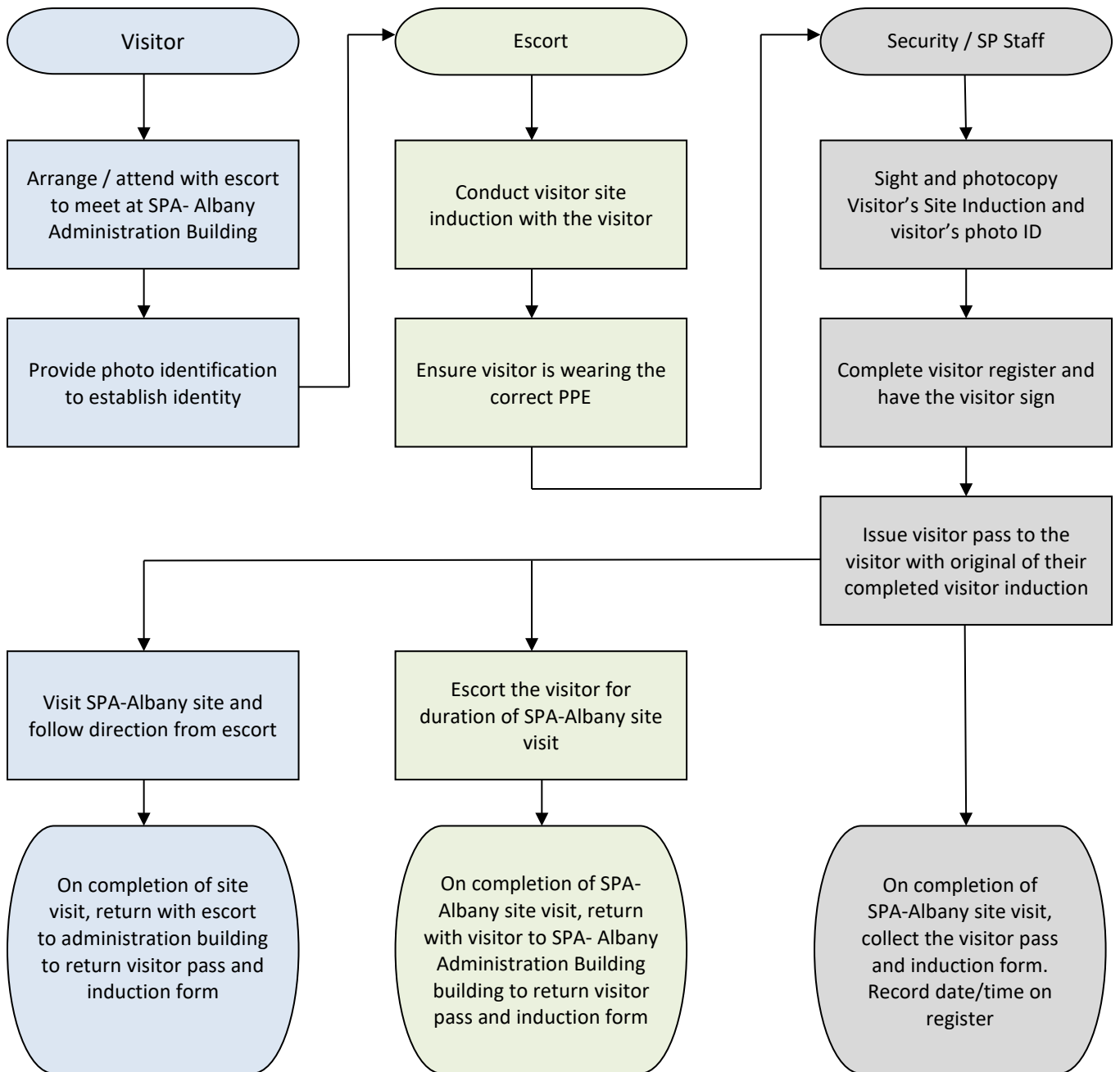
### 9. ACCESS FLOWCHARTS

The following flow charts are provided as an aid to staff or contractors on how the access procedure works.

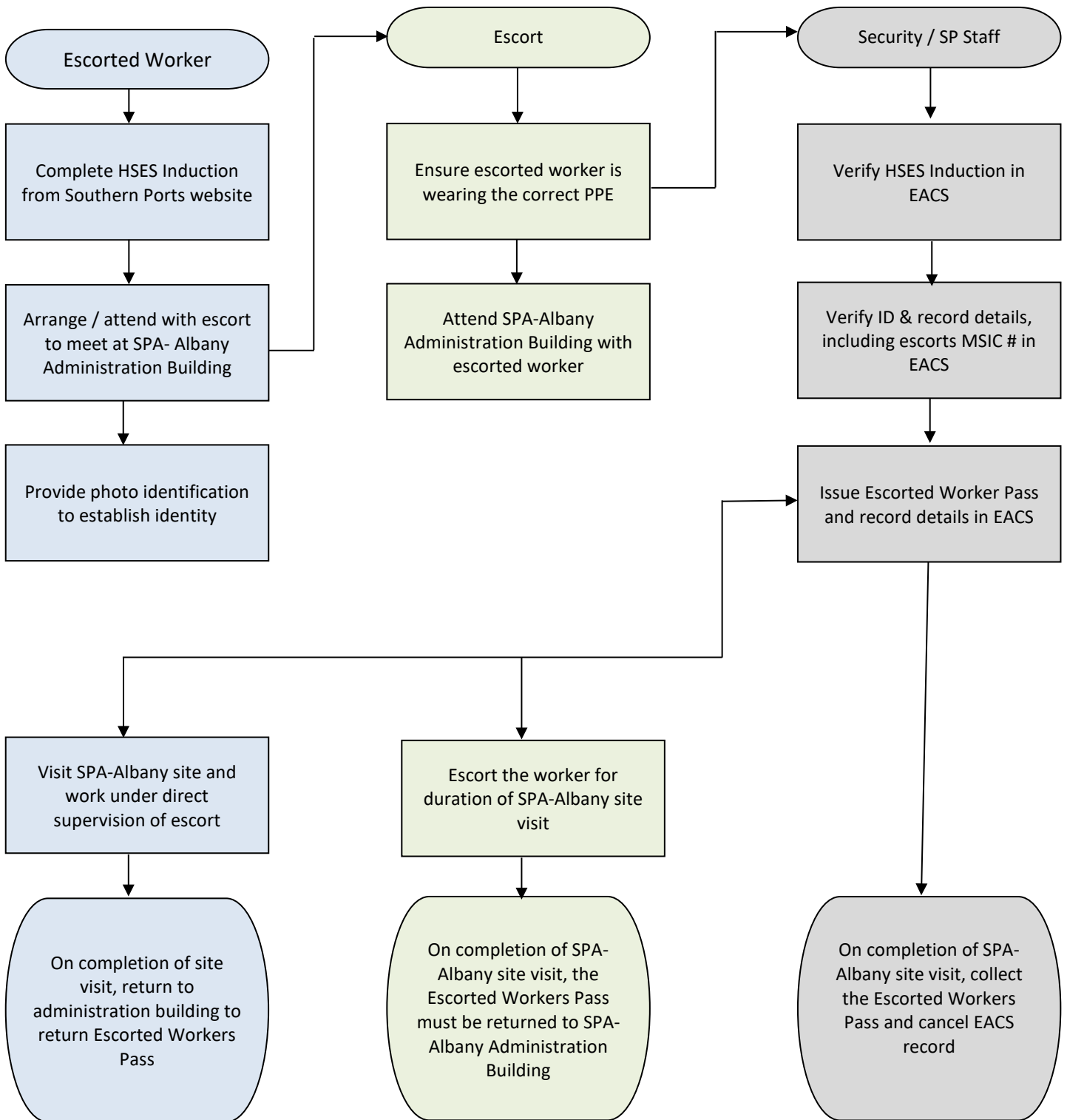
## 9.1. Unescorted Access – Foreign MSIC



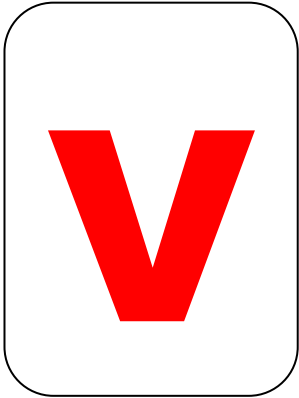


## 9.2. Escorted Visitor Access




## 9.3. Escorted Worker Access



**10. CARD TEMPLATES**

<b>VISITOR ACCESS CARD TEMPLATE</b>	
<b>ESCORTED VISITOR ACCESS CARD</b>	
	<p>White visitor access cards are issued to visitors who require access to a SPA-Albany site. No physical work permitted.</p>
<b>ESCORTED WORKER ACCESS CARD</b>	
	<p>Escorted worker cards are issued to fully inducted people who require escorted access to a port security zone for work purposes for a maximum of two days per calendar year.</p>
<b>ACCESS CARD</b>	
	<p>White access cards are issued for access to SPA-Albany site to those who hold a MSIC card which does not have an activation chip.</p>

<b>MARITIME SECURITY IDENTIFICATION CARD</b>	
	<p><i>MSIC is a consistent maritime identification card issued to identify a person who has been the subject of a background check to ensure port security is consistent Australia-wide. An MSIC is issued to applicants who require access to Restricted Zones within a security regulated port.</i></p> <p><i>Note: MSIC's can be printed on proximity cards and activated for access.</i></p>

### 11. DEFINITIONS

Definition	Meaning
Escorted Worker	A person who is required to work inside the SPA-Albany site, but who does not hold a valid MSIC
EACS	Electronic Access Control System
Escort	An MSIC holder who has been assigned to accompany, continuously monitor and safeguard specific visitor(s) to SPA-Albany site.
Foreign MSIC	An MSIC issued by an Issuing Body other than Southern Ports Authority
Port Security Zone (PSZ)	Port Security Zones within the Security Regulated Port Boundary consist of Landside Restricted Zones (LRZ) and Waterside Restricted Zones (WRZ). These zones are controlled in accordance with the requirements of the Maritime Transport and Offshore Facilities Security Regulations 2003.
Port Security Officer (PSO)	Has the meaning given by regulation 1.20 of the Maritime Transport and Offshore Facilities Security Regulations 2003.
SPA-Albany Site	Port Restricted Zones (PRZs) of the security regulated port facility operated by SPA-Albany referred to in this procedure as 'SPA-Albany site'
Visitor	A person requiring access to a SPA-Albany site that does not hold an MSIC and has no requirement to perform physical work.

### 12. RESPONSIBILITIES UNDER THIS PROCEDURE

Responsible Person	Responsibility
Port Security Officer (PSO)	Responsible for perimeter security, management and performance of the security services and for ensuring that the EACS: <ul style="list-style-type: none"> <li>is documented and fully compliant with the Maritime Security Plan for SPA – Port of Albany; and</li> <li>is compliant with applicable legislation.</li> </ul>
Employer authorising access	Responsible to ensure requests for access to SPA-Albany for their employees are submitted in accordance with this procedure and permission is obtained as required.
Escort	An MSIC holder who is acting as an escort is responsible for maintaining control and supervision of a non-MSIC holder during a SPA-Albany site visit.
Visitor/Escorted Worker	An escorted Visitor or Worker must carry photo ID and is responsible for staying under the control and supervision of an Escort and following all directions given by the Escort during a SPA-Albany site visit.



### 13. RELATED LEGISLATION AND DOCUMENTS

The applying legislation and documents include, but are not limited to the following:

- Maritime Transport and Offshore Facilities Security Regulations 2003
- Southern Ports Security Policy
- Albany Visitor Induction Pamphlet
- Southern Ports HSES Induction online
- Request to Activate Access Card Form
- Operational Need Letter