

This form is for the purpose of advising ship's Master of the port's procedure for issuing and collecting of crew shore passes and supplied safety vests and crew transfer arrangements.

<b>Vessel Name:</b>	<b>Berth No:</b>	<b>Arrival Date:</b>
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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 ship's 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 Office. The crew cards are non-transferable.
- The number of crew shore access cards will not exceed numbers on the vessel's crew list.
- Crew **MUST** carry Seaman's Book while leaving the vessel to go on shore leave.
- Crew shore access cards and Seaman's Book 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 visibly displayed at all times whilst crew are on port land.
- **Crew are to wear provided high visibility vests and walk directly to the pickup point on designated walkways. Hard Hats are to be worn while walking to pick up point.**
- **Crew are to remain at the bus shelter until the bus arrives at the pickup point.**
- 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\$20.00 for each vest not returned.
- Bus schedules are – pick up at 0900hrs, 1200hrs, 1400hrs, 1530hrs and last return bus at 1830hrs. 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 vessel's agent prior to departure. The vessel will be charged a fee of AUD\$50.00 for each card not returned.
- **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\$50.00 for ever card and AUD\$20.00 for every issued vest not returned prior to departure.

Signature:	
Name: Capt	
Vessel: MV	

Office Use Only				
No. of vests returned		Security Manager's Signature	Date:	
No. of cards returned				