



# **Site Access Control Procedure**

## DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
01	Amalgamated Albany, Bunbury and Esperance procedures, aligned to new security access protocols, amended MSIC issuing to Veritas process	Group Manager HSE Port Safety and Security Managers	Chief Operating Officer		18/06/2025

## AUDIT

This Procedure shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Procedure.
- following a significant incident involving this Procedure.
- at least every three years.

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## DEFINITIONS AND ACRONYMS

Table 1: Definitions and Acronyms

Term	Definition
The Act	refers to the Privacy Act 1988
APP	Australian Privacy Principles
BFAC	Bunbury Facility Access Card.
CCTV	Closed Circuit Television equipment, including but not limited to cameras, control units and cabling
EACS	Electronic Access Control System used on all SPA sites. It is not determined by what brand, type or version number.
Escort	Escort means a person who escorts, or continuously monitors, another person in a maritime security zone. Note: Unless exempt, an escort must hold a valid MSIC, valid Temporary MSIC or Facility Access Card: see regulation 6.07J. of MTOFSR.
Supervised Access Worker	Person who requires short term access to the Port Security Zones, to undertake work without holding a current MSIC.
HSES	Health, Safety, Environment and Security
MTOFSA	Maritime Transport and Offshore Facilities Security Act 2003
MTOFSR	Maritime Transport and Offshore Facilities Security Regulations 2003
MIP	Maritime Industry Participants
MSIC	Maritime Security Identification Card
FAC	<b>Facility Access Card</b> An electronic access card issued in the event that an MSIC is not compatible with the EACS, or the person is working outside a PSZ.
PSO	<b>Port Security Officer</b> is the appointed and authorised Officer in each Port responsible for implementing security measures as per the relevant Maritime Security Plan.
PSZ	<b>Port Security Zones</b> are zones established under Division 2 of MTOFSR. This includes Landside Restricted Zones (LRZ), Waterside Restricted Zones (WRZ) and Cleared Zones (CZ)
SPA	Southern Ports
Visitor	A person who is not the holder of a current PAC or MSIC, who visits the port for a business related reason for a limited period. Visitors are not permitted to conduct any physical work and must be escorted at all times while in the Port Security Zones.

## 1 PURPOSE

This procedure outlines the responsibilities and actions necessary to regulate and control the movement of personnel into and out of Southern Ports (SPA) Port Security Zones (PSZ), including the Landside Restricted Zone (LRZ) and the Waterside Restricted Zone (WRZ).

Since 1 January 2007, personnel entering any Port Security Zone in Australia are required to hold a current Maritime Security Identification Card (MSIC), under the *Maritime Transport & Offshore Facilities Security Regulations 2003 (MTOFSR)*. Personnel wishing to enter the Port Security Zone without an MSIC may be issued an appropriate pass and escorted by an MSIC holder.

Content of this procedure includes;

- General security measures to manage Port access, access types and responsibilities
- A summary of the process to obtain MSIC using the Veritas application portal.
- Activation of an access card through provision of an independent swipe card or a writable MSIC
- The validity of access and revocation of access

## 2 SCOPE

This procedure applies to all security regulated port facilities under SPA's control. This includes but not limited to employees, contractors, port users and visitors requiring access to SPA sites.

## 3 GENERAL INFORMATION

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

- Satisfy the requirements of the relevant Federal security legislation.
- Ensure that all personnel (including visitors) are granted access only to the extent of their authorisations and operational needs.
- Ensure that only those who have successfully completed the relevant site induction gain access.
- Support a safe and secure work environment not threatened by having unauthorised person(s) in the workplace
- Account for all personnel on site during an emergency event.
- Protect all Port Users from actions by unauthorised persons.
- Provide a system for determining who is authorised for admittance and who is not.
- Reduce the possibility of external threats, including but not limited to theft, sabotage, acts of terrorism, and industrial espionage.

## 4 ROLES AND RESPONSIBILITIES

Table 2: Roles and Responsibilities

Role	Responsibility
Authorised Southern Ports Person	Facilitate legitimate Port entry within the guidelines of this procedure.
Employer	Ensure all employees requiring access to Southern Ports for work hold a valid MSIC and have appropriate Operational Need.
Escort	Continuously monitor and control the activities of anyone under their escort, including relevant sign-in and sign-out procedures.

Table 2: Roles and Responsibilities

Role	Responsibility
Port Security Officer	Implement security measures in accordance with the approved Maritime Security Plan
Supervised Access Worker	Always remain with your Escort. Conduct work in accordance with relevant procedures.
Visitor	Always remain with your Escort. Do not conduct any physical work.

## 5 REQUIREMENTS

### 5.1 Maritime Security Identification Cards and General Site Access

Personnel requiring unescorted access to a **SPA Port Maritime Security Zone** must:

- hold a current and valid MSIC,
- have an operational need to access the site
- complete HSES induction

Within the Port of Bunbury, personnel requiring unescorted access to areas not designated as Port Maritime Security Zones, such as the Customs Act 1901 Section 15 zones (*Section 15 zone*), will require the person to hold a current **Bunbury Port Facility Card (BFAC)**. To obtain this card, the person must:

- Make application for a BFAC to the Port administration office
- Show evidence of photographic identification
- Provide evidence of an operational need for Port access
- Provide evidence of successful completion of the SPA HSES induction

#### 5.1.1 MSIC Applications (External Parties)

MSIC applications can be lodged via the Issuing Body Veritas through the following Southern Ports Veritas portal: <https://southernports.msic.net.au>. Once the online form is completed All applicants are required to lodge their application documents at Australia Post.

The MSIC application process also requires:

- an Operational Need letter
- MSIC Awareness training – completed online through Veritas.

#### 5.1.2 MSIC Applications (Southern Ports Employees)

During onboarding or at any time that it is identified as required, the HR team will add Southern Ports employees to the Veritas Portal through the “Add Applicant” menu option. This will automatically issue a link to the employee who will need to complete the application process via the online form. All applicants are required to lodge their application documents at Australia Post.

#### 5.1.3 Operational Need

An Operational Need Letter is required for each worker requiring Port access, as evidence of a legitimate requirement to access the Port to undertake their work.

The Operational Need Letter is required each time you apply for or renew your MSIC, and whenever you need to access a new Port that you have not previously required access to. The operational need letter is a part of your new or renewal application for MSIC when you apply via the Southern Ports – Veritas portal.

For all workers who have an MSIC issued for access to a non-Southern Ports maritime security zone, the online form to be completed can be found under the "I already have an MSIC" link on <https://southernports.msic.net.au>. Alternately the workers *Primary* sponsoring company (employer) may complete the proforma <https://www.southernports.com.au/letter-operational-need>, and return to Southern Ports via; [induction@southernports.com.au](mailto:induction@southernports.com.au)

An Operational Need Letter describes in detail:

- The Port and facilities the employee needs to access
- The secure areas within the Port which they will access
- Whether the employee requires unescorted access
- How they get to those secure areas

#### 5.1.4 Port Security Zones

Southern Ports have three types of work zones of which two are Security Zones:

- A. Port Maritime Security Restricted Zone (Landside Restricted Zone (LRZ) and Waterside Restricted Zone (WRZ)) requiring an MSIC and authorised port access
- B. Port Security Regulated Zone (*Customs Act, Section 15 zone*) requiring a minimum access card- Bunbury Facility Access card and authorised port access.
- C. Other SPA controlled areas that are not subject to security regulated requirements where access to these zones require approval and authorisation to work.

#### Port Maritime Security Zone

Port Maritime Security Zones are designated Landside or Waterside Restricted Zones, in which all personnel who require unescorted access must be the holder of a valid MSIC and authorised port access.

There are limited exceptions to the above. The Port Security Officer (PSO) (or other authorised delegated person) may approve exceptions.

Exceptions: A person who is not the holder of a valid MSIC may be authorised to enter the SPA facility under escort; however, they must:

- Have a valid reason for entry (equivalent to an Operational Need)
- Attend the SPA office and register as a Visitor or Supervised Access Worker; and
- Be continually monitored and escorted by the holder of a valid MSIC.

Within relevant ports, the Port Security Regulated Zones that are Restricted Zones and requiring MSIC and authorised access are:

- Albany – all areas within the boundary of Security Regulated Zone (as per s.6.1.1)
- Bunbury – All areas designated a Maritime Security Regulated Zone where each LRZ and WRZ is activated 30 minutes prior to a security regulated vessel arriving and remains in force until 30 minutes post departure of the vessel. (see s.6.1.2)
- Esperance – all areas within the boundary of Security Regulated Zone (as per s.6.1.3)

#### Bunbury Facility Access Card (BFAC)

The designated Port (Maritime) Security Zones- Landside Restricted Zones and Waterside Restricted Zones are located at each berth. These Security Regulated Zones are situated within the area also designated as the Customs Control Section 15 zone. Minimum authorisation to access the Section 15 zone, is the *BFAC*.

Where a person requires unescorted access to enter the *Section 15 zone* and not an LRZ or WRZ, the person may apply for and be issued a Bunbury Facility Access Card. A holder of a BFAC is not permitted nor authorised for unescorted entry into a LRZ / WRZ.

As each LRZ and WRZ is activated 30 minutes prior to a security regulated vessel arriving and remains in force until 30 minutes post departure of the vessel, where there is no ship berthed alongside and / or has departed for more than 30 minutes, a holder of a BFAC may enter the previously designated LRZ / WRZ, as the section reverts to a Port Security Regulated Zone and access is controlled as the Section 15 zone, under the Customs Act 1901.

A person with a valid port MSIC will use this to obtain entry to the Section 15 zone. An additional BFAC is not required.

There are limited exceptions to the above.

Exception: A person who is not the holder of a valid BFAC / MSIC can be authorised to enter the Port Security Regulated Section 15 zone under escort, however they must:

- Have a valid reason (equivalent to an Operational Need)
- Attend the SPA office and register as a Visitor, or Supervised Access Worker, in the Visitor log; and
- Be continuously escorted and monitored by the holder of a valid BFAC or MSIC.

#### **5.1.3.3 Unrestricted access to areas not under security controls**

This section relates to all other SPA controlled areas that are not subject to maritime security regulated requirements. These areas do not require access swipe-cards however, workers are required to comply with induction and safety requirements. The PSO for the Port can provide guidance on these areas.

## **5.2 Maritime Security Identification Card (MSIC) holder – Unescorted Access**

The section below details the measures that apply to personnel who are the holder of a valid MSIC and require unescorted access to a SPA port facility.

Where a person is issued with a SPA activated MSIC, access will be authorised to areas within the required Port, for the person to work.

Where a person has a MSIC issued them from another Port or Issuing Body other than SPA, to obtain unescorted access to a SPA Port, personnel are required to attend the relevant SPA office and:

- Provide evidence of a valid MSIC
- Provide suitable secondary photographic identification, for example, a valid Driver's License, and
- Evidence of completion of the SPA HSES induction, prior to site access being provided to the person. Site access can include unsupervised, supervised or temporary MSIC.

If the MSIC is incompatible with the SPA Access Control System (ie. cannot be reprogrammed as an electronic swipe card), a SPA Facility Access Card will need to be purchased by the person requiring access. This access card will be activated to provide the person access to the port. A person issued a Facility Access Card is required to always carry both their MSIC and Facility Access Card while on site.

### **5.2.1 Inductions**

Site-specific inductions must be completed based on person profiles and requirements. The minimum requirement for any person who will work at the port, is the completion of the HSES Induction. HSES Induction certificates are valid for two (2) years from the date of completion.

<https://www.southernports.com.au/hses-induction>

### 5.2.2 **Personal Requirements**

All persons approved for unescorted access are to abide by all lawful and reasonable directions of SPA and take personal responsibility for their actions and behaviour whilst on site. They are to follow all site access requirements in this procedure, the induction information and system, and as required for their job function. SPA reserves the right to deny access to a person for matters of safety or security breaches.

### 5.2.3 **Activation of Access**

A person requesting unescorted access to any SPA site upon receiving their MSIC must attend in person at the relevant Port administration office during normal business hours. They are to show proof of identity, and return any Temporary Access Card. Access to relevant port areas including to multiple Port locations may be completed during one in person visit.

## 5.3 **Access Control and Site Regulations**

The employer authorising SPA 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 policies and procedures, including those outlined in this document.

### 5.3.1 **Duration of Access**

Access will only be granted for the duration up to first expiry of either the MSIC or HSE induction, whichever occurs first. MSIC validity and no HSE induction validity will see a person's access suspended. HSE inductions must be completed every 2 years and evidence submitted to SPA, to retain access.

### 5.3.2 **Monitoring and Review**

It is the responsibility of the employer authorising SPA access for their employee(s) to ensure that the employee(s) they request access for, have an operational need for being on any SPA site and has maintained a valid Access Authority.

Authority to access the port facilities may be removed by SPA at any time.

## 5.4 **Visitor Requirements**

The following requirements pertain to persons accessing any SPA site as a Visitor:

See flowchart at Section 5.9.2.

Visitors are persons who are not holders of a valid port MSIC or Facility Access Card and are required to visit a SPA site for a business-related reason and not to perform work, for a short and limited period. A Visitor access pass is only valid for up to 24 hours, from time of issue.

A Visitor cannot perform work whilst in the Port, where work is defined as any work in any capacity or form for example, contractors, labour hire, apprentice or trainee, delivery drivers, using tools or operating plant or equipment, chauffeurs, office cleaners, and all the traditional roles performing heavy physical work. A worker cannot sign in as a Visitor to circumvent site access requirements– HSE induction, *MSIC / BFAC*.

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

A Visitor will:

- sign in under their own name, complete their contact details, and have their own photo taken (where facility exists to do so).
- correctly select and name their Escort.

- sign the Visitor safety information acknowledgement.
- wear and display the identification label / Visitor Card on their upper body.
- not leave the approved Escort, and if becoming separated, contact the Escort by telephone and wait in a safe area to rejoin their Escort.
- upon departing site, the Visitor card is to be returned to the SPA issuing office when the visitor is signing out from site.

For large groups of visitors, contact the Port PSO for details and arrangements to sign the group in and out from site.

Visitor sign in locations can be found at these locations, at each port:

- Bunbury: Administration Building, Inner Harbour Maintenance Project Office, and the Inner Harbour Security Office.
- Albany: Administration Building.
- Esperance: Administration Building, Security Office, and after hours at the Shift Superintendents office.

Where a visitor kiosk is unavailable or not operational, a Visitor must sign a Visitor Register book and receive a Visitor Pass from SPA representative.

#### 5.4.1 **Escort**

An Escort can be any properly authorised person who holds a current Maritime Security Identification Card or Facility Access Card for the port and has authorisation for the specific areas of the port for the visit.

An Escort will:

- Sight the photographic identification used to verify the person being escorted.
- Accompany the Visitor to sign into SPA site via the relevant Visitor sign in process.
- Ensure the Visitor agrees to site entry conditions, and ensures the Visitor signs out at the end of the visit.
- Will accompany, continuously monitor, and safeguard the visitor for whom they are responsible.
- Be at minimum line of sight and distance where the Escort can effectively control movement or actions of the Visitor.
- Both the Escort and Visitor must have read and understood their responsibilities.

#### 5.4.2 **Non-MSIC / BFAC Holder- Supervised Worker Access to Port Security Zone**

**Where Southern Ports provide an escort, the individual or company responsible for the individual may be charged a fee to cover the cost of the escort.**

The Supervised Access Worker card is an access provision where the person does not hold a valid MSIC / BFAC and access to a designated security zone is required for an unplanned and unexpected work-related event. This is an urgent business need that has arisen requiring the worker's access. The worker is to be fully Escorted on site (*see Escort provisions above*) to work.

For this access provision, the conditions below must be met as a minimum.

The worker is required to access a SPA site and perform unexpected and urgent unplanned physical work, before they have had an opportunity to arrange an MSIC / BFAC.

This may include workers who are contractors, and port user's staff, who require this urgent access for a short period, and are approved at the Port's PSO (*or delegate's*) discretion.

The company who hosts (requires) the worker onsite, are to ensure an appropriate Escort is always provided and accompanies the Supervised Worker, whilst the worker is on site.

Conditions of a Supervised Access Worker card:

- Supervised Access Workers are required to have successfully completed the SPA HSES online induction. Proof of the completion must be provided by either a printout or a photo snapshot of the induction certificate.
- The worker is required to be Escorted on site and sign in and out at the Visitor entry sign-in location, at the start and end of each visit (work shift).
- They will display the issued Supervised Access Worker Card, using the same card display provision as displaying an MSIC.
- This card is NOT transferrable, and not for routine work activities.
- The Supervised Worker Access card is valid for a single issue for up to five days, in a continuous 12-month period, where MSIC / BFAC applications are not in progress.
- For a Supervised Access Workers card to be extended and remain valid for longer than 5 business days, the worker must provide evidence within the initial 5 days, of having made application for an MSIC / BFAC.
- The employer authorising SPA access for their employee 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 policies and procedures, including those outlined in this document.

### 5.4.3 *Monitoring and Review*

It is the responsibility of the employer authorising SPA 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 site. Authority to access the port facilities may be removed by SPA at any time.

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

## 5.5 Other Visitor Types

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

### 5.5.1 *Union Right of Entry*

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

- That the SPA site has received prior notice of the visit
- The union official has the appropriate identification in their possession to indicate Site they represent the relevant union members.
- They are inducted and are a holder of a valid MSIC

### 5.5.2 *Ship's Crew (Seafarers access)*

Ship's crew have an international seafarers right to shore leave. SPA will facilitate the process for the shore leave.

All seafarers who leave the LRZ and returning to the port and LRZ, are to have these movements recorded in the port access control system by using an issued Security Swipecard.

Ship's crew are subject to current State Health Protocols, all crew cards are to be returned to SPA.

**Non-returned cards will be invoiced to the shipping agent at \$100.00 per card.**

**Albany:**

- To facilitate issue of crew cards, the ships agent is to provide crew lists to SPA security staff prior to berthing.
- Port staff allocate a numbered crew card to each member the ships crew, with the number recorded on the crew list.
- The prepared crew list is scanned to a security file for record keeping
- Crew lists and cards are delivered by Port staff to a lock box accessible by the seafarer's centres.
- Crew are to be transported to and from the vessel by the Seafarers Centre bus or the Stella Maris bus at scheduled pick up and drop off times.
- Crew members may on occasions be escorted on and off SPA site by the ship's agent.
- When crew enter and exit the port, the Seafarers staff must swipe their crew cards at the electronic gates for recordkeeping purposes.
- When the vessel sails, the Seafarers Staff are to return the passes and lists to the lock box for collection by Port staff.

**Bunbury:**

- Berth 4 facility access is controlled and operated by Facility operator- Alcoa Australia.
- Berth 6 facility access is controlled and operated by Facility operator- South 32.
- SPA Bunbury controls the access across berths 1-2, 3, 5 and 8.

SPA Bunbury shipping is serviced by shipping agents not represented locally to the port, therefore the process for seafarer shore leave access is unique to Port of Bunbury. Each seafarer is to use the issued security swipe card at turnstile gates, to leave and return to the berth and their ship. This is to record the who and when, each seafarer accessed the port.

Please see flow sheet at Table 3.

**Swipe card Issuing Process**

- 96 hours prior to vessel arriving at berth, the Shipping Agent will provide a copy of the vessel completed Australian Border Force Form 3B (Form 3B), and the Port of Bunbury Ships Crew Security Swipe card Request form, by email to Port security [POB.security@Southernports.com.au](mailto:POB.security@Southernports.com.au)
- Port security prepares the requested number of Security Swipe cards, based on the number requested by the ship's Master on Ships Crew Security Swipe Card Request form.
- Swipe cards are issued to each crew member and cannot be shared and cannot be used for visitors.
- Following the vessel berthing, the Master calls up Port Security and notifies they are ready to receive swipe cards.
- Port security meets the ship's Master (or Officer) on the berth at the vessel gangway, and hands over the required number of Security Swipe cards, and completes accountability count of Security Swipe cards being issued.
- The number of issued Security Swipe cards are recorded on the POB Ship's Crew Security Swipe Card Request form, and the Ships representative signs and places the ship's stamp onto the form.
- The Ship's Master (or Officer) issues each required crew member a Security Swipe card and records the crew members name and the swipe card number on the POB Ship's Crew Security Swipe Card Issued Register.
- Once all cards have been issued to seafarers, the vessel Master will email the completed Register to Port security [POB.security@Southernports.com.au](mailto:POB.security@Southernports.com.au)

## Site Access Control Procedure

- Access cards are not transferable between seafarers, crew members or others.
- The availability of the volunteer service of Bunbury Mission to Seafarers bus service, is arranged between Agent / Vessel and the Mission. SPA do not arrange these services. When the bus is arranged, the crew member is to wait for the bus at the designated pick-up location at each berth.
- Crew members going ashore (leaving the LRZ) must display the issued Security Swipe card and carry their photo identification- passport / Seamans Book.
- Crew members are not permitted to enter any other berth, access plant, or equipment, whilst in the Port.
- Prior to the ship's departure, the Master (or Officer) is to contact Port Security and return all issued Security Swipe cards.

Additional forms to support this process include:

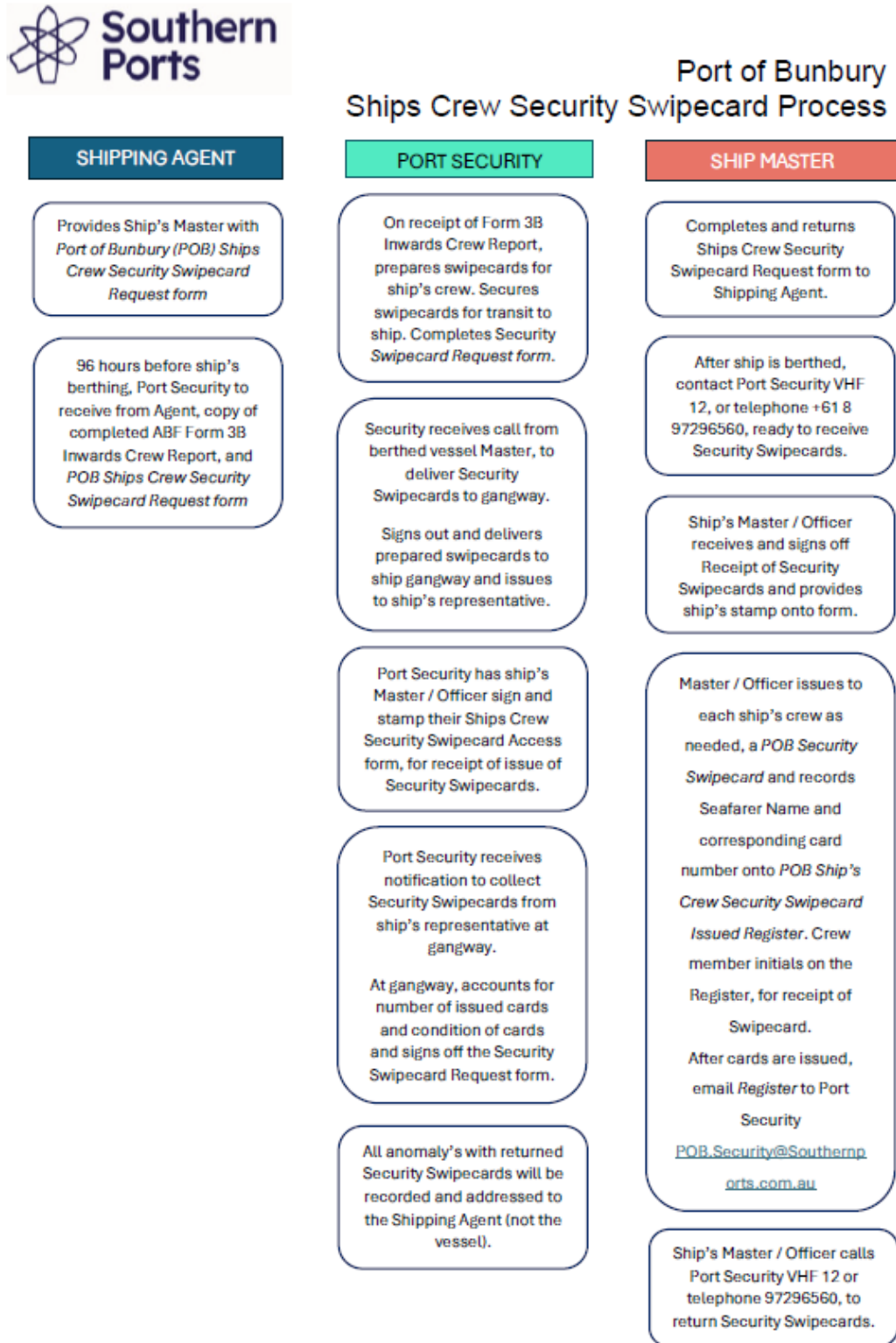
- Port of Bunbury Ship's Crew Security Swipe Card Request form
- Port of Bunbury Ship's Crew Security Swipe Card Issued register

### Esperance:

- To facilitate issue of crew cards, the ships agent is to provide crew lists to SPA security staff prior to berthing.
- A stock of preprinted uniquely identified cards are made available to the ships Agent /Master/Seafarers Centres, who issue the crew cards according to their number on the list / as they disembark.
- Where applicable the crew are also provided with PPE, Bus Pick up times etc.
- The ships agent is provided with an information and requirements form for the master to review and sign regarding crew access requirements.
- 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" bus at scheduled pick up and drop off times.
- Crew members may on occasions be escorted on and off SPA site by the ship's agent.
- When crew enter and exit the port, the seafarers Centre escort will record movement date and times and return to SPA.

# 6 BUNBURY SEAFARERS SWIPECARD ACCESS

Table 3: Process diagram



## 7 MARITIME SECURITY ZONES

### 7.1.1 Albany Maritime Security Zone

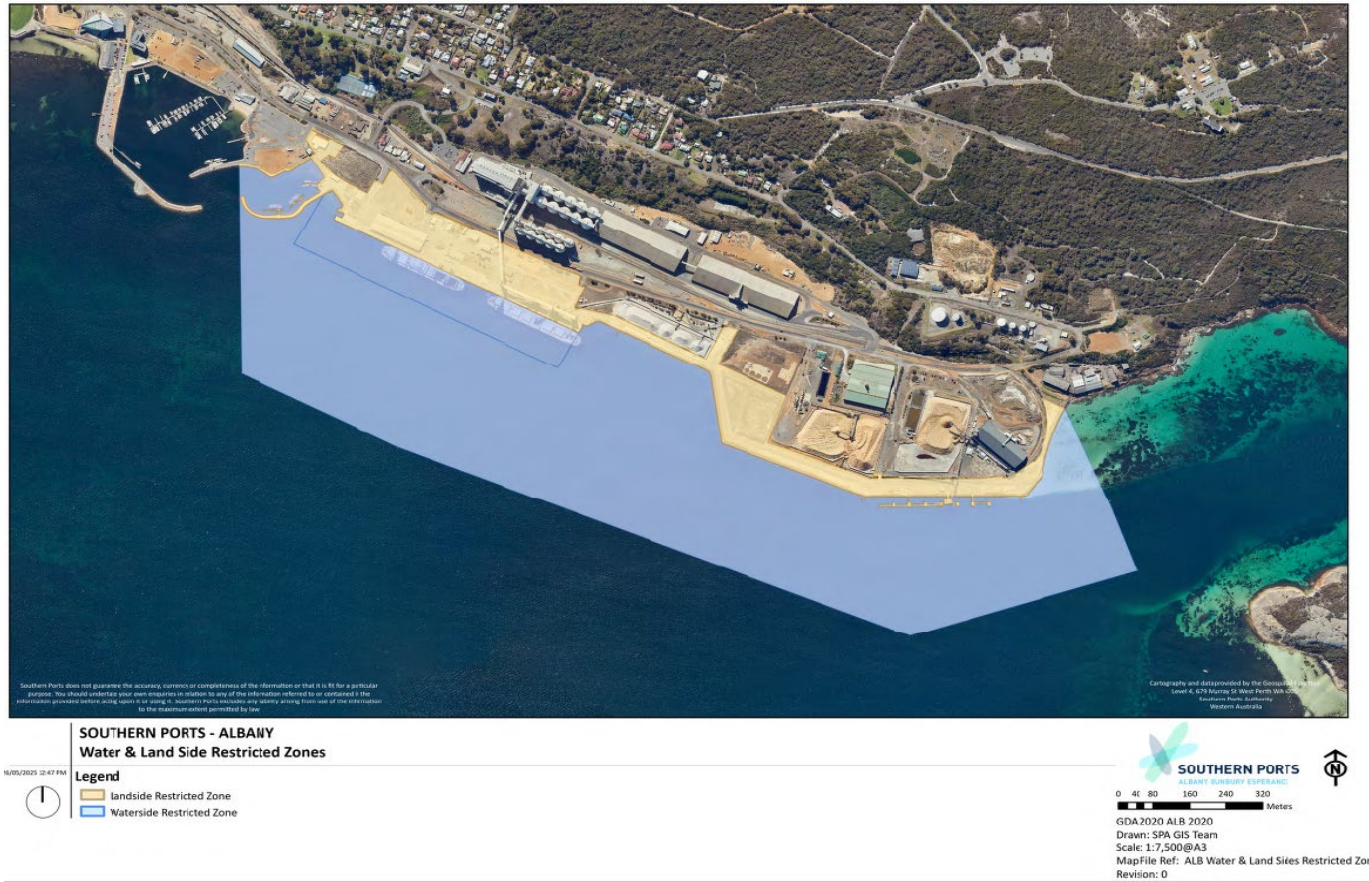


Figure 1: Port Security Zones within the Security Regulated Port of Albany are designated Landside or Waterside Restricted Zones

**7.1.2 Bunbury Maritime Security Zones**

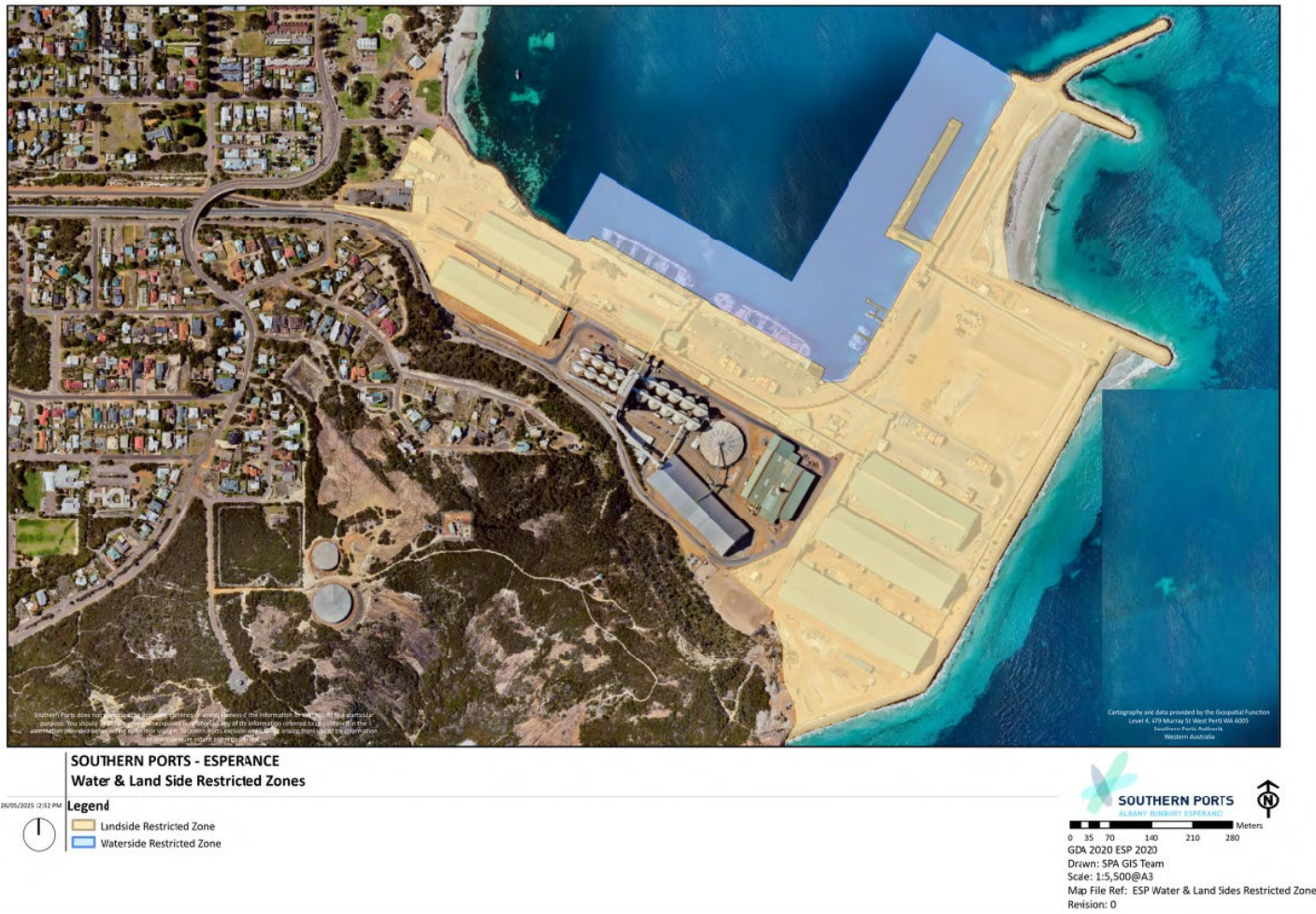


Figure 2: POB LRZ and WRZ at Outer Harbour berths 1 and 2



Figure 3: POB LRZ and WRZ at inner harbour berths 3, 4, 5, 6, 8.

### 7.1.3 Esperance Maritime Security Zones



## 7.2 Exceptions

The following exceptions apply to this procedure:

### 7.2.1 MSIC Exceptions

Access must not be refused to the below listed:

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

### 7.2.2 Exceptions During an Emergency

During an emergency event that has been declared and deemed relevant by the Port Security Officer or Regional Manager for the affected Port, site access requirements do not apply to the responding or controlling personnel. On cessation of the emergency event, the normal site access requirements again apply

## 7.3 Site Access Suspensions and Cancellations

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

## 7.4 Changes in Card Access Holder's Details or Circumstances

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

### 7.4.1 No Further Operational Need

If you no longer have an operational need to access Southern Ports Locations, in accordance with *Maritime Transport and Offshore Facilities Security Regulations 2003*, you must advise Southern Ports immediately.

If you were issued with a Facility Access Card (not your MSIC) you are required to return the card to the port administration or security, as soon as possible. You may also be required to return your MSIC to the issuing body. Failure to do so may result in a financial penalty.

Please refer to the Southern Ports website for contact details (<https://www.southernports.com.au/>)

### 7.4.2 Lost or Stolen Access Card

It is the card owner's obligation to notify SPA Port Security immediately when they become aware that their access card has been lost, stolen, damaged or destroyed. Once notified SPA will ensure that the access card is immediately disabled in the Electronic Access Control System. The card owner will be required to apply for a replacement card.

### 7.4.3 Change of Details

When changing from one employer to another, if access is still required, the new employer must provide the relevant SPA security office with a completed Operational Need Letter.

It is a requirement upon the card holder to update Southern Ports when changing telephone number, address, or name, so that access control information is kept up to

date. SPA will use these details when required to contact the card holder, such as for an expiring card or induction.

#### **7.4.4 Leaving Employment**

When a person leaves their employer and no longer has an operational need for a SPA access card, or they leave their employer and their access card expires, the access card must be returned to the relevant SPA Security Office and access will be disabled.

#### **7.4.5 Expired HSES Induction**

Inductions expire two years after completion. If a person's HSES induction expires, their Port access will automatically deactivate.

Reminders of induction expiry will be sent by SPA to the card holders telephone number via SMS.

The person will need to complete the on-line HSES induction. Links to the HSE induction can be found on the Veritas website.

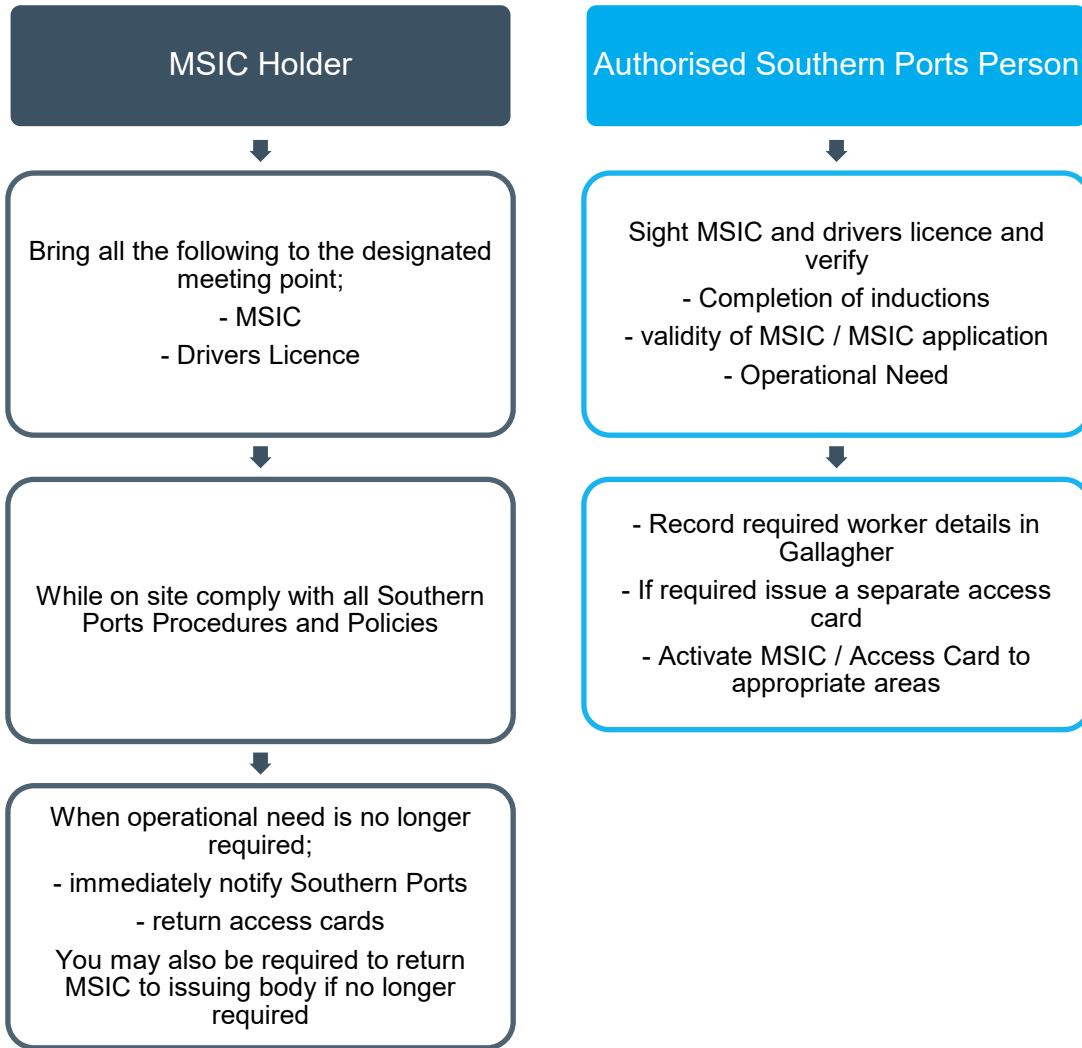
### **7.5 Access Flowcharts**

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

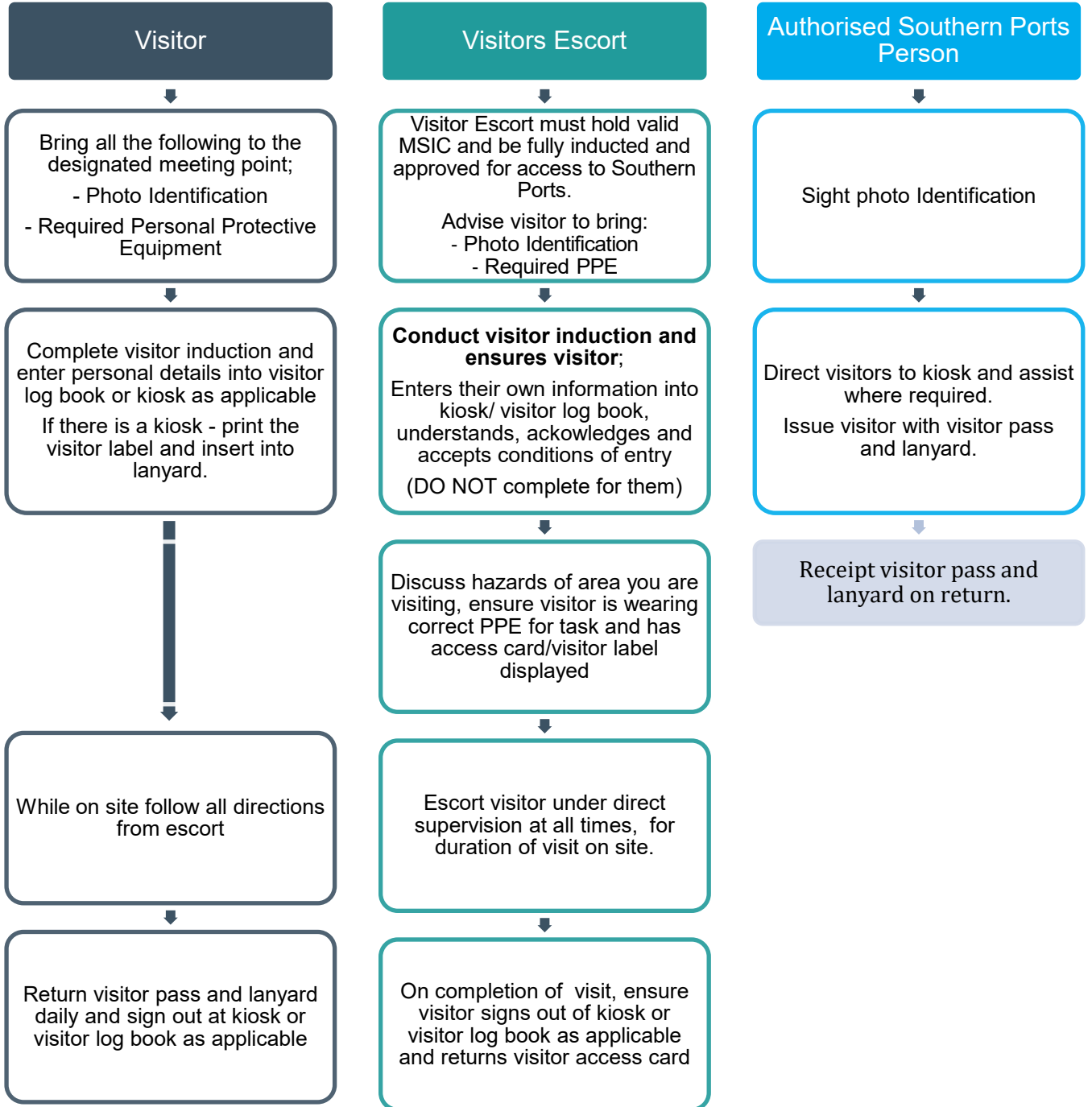
- MSIC Holder
- Visitor
- Supervised Access Worker
- Escorts

If unsure, please contact relevant SPA office for clarification prior to arrival

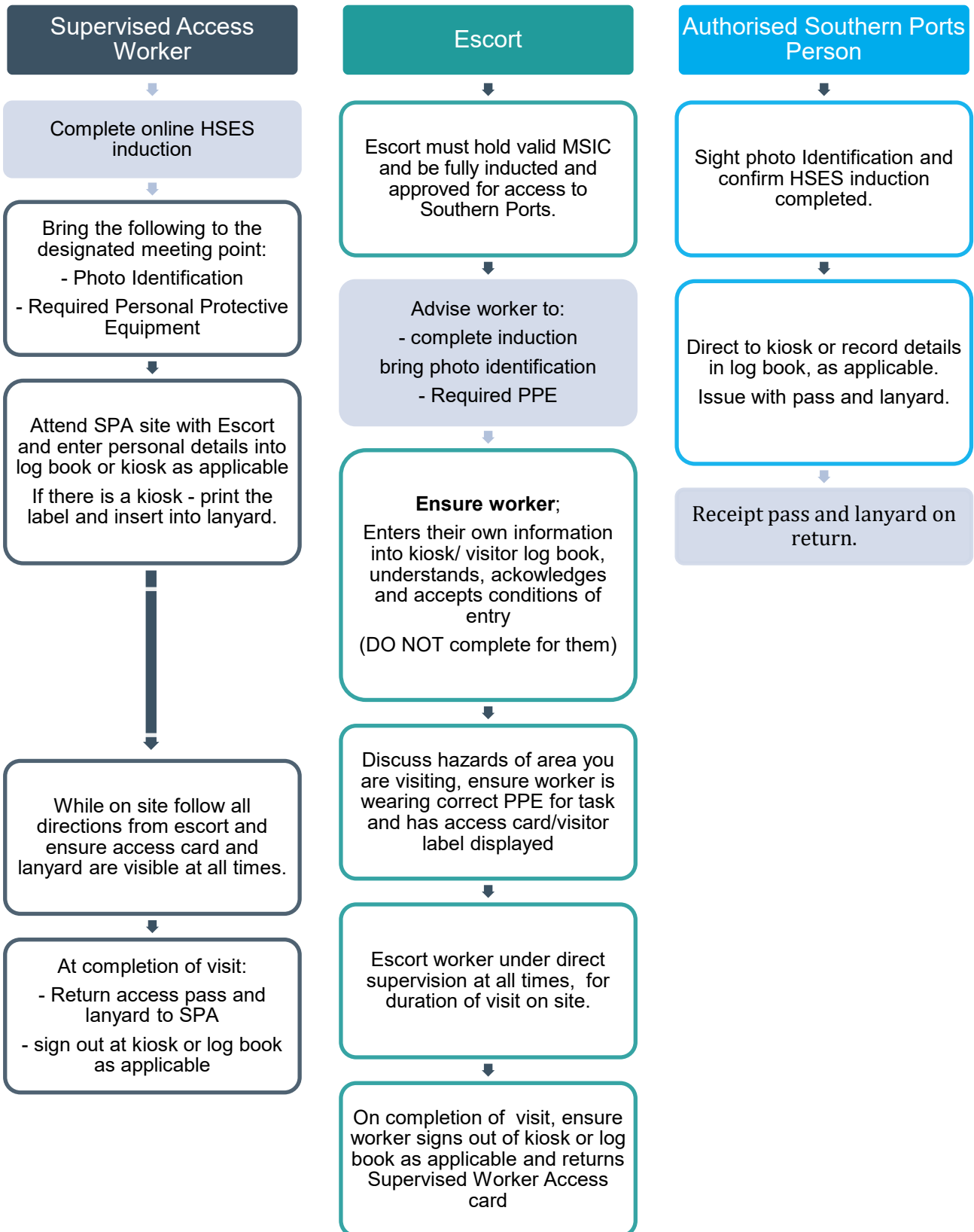
7.5.1 MSIC holder



7.5.2 Visitor Access

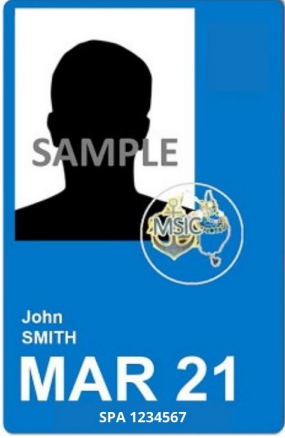



7.5.3 Supervised Access Worker Access


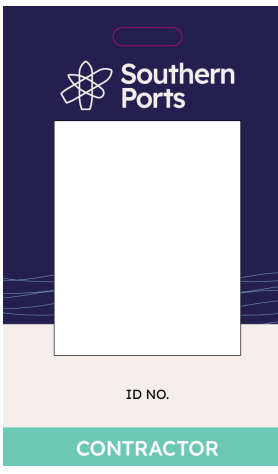
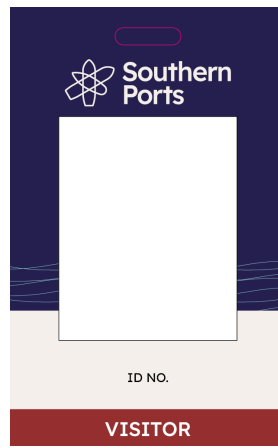




## 8 CARD TEMPLATES

### 8.1 MSIC cards

Maritime Security Identification Card (MSIC)	
	<p>MSIC is a consistent Maritime Security Identification Card issued to identify a person who has been the subject of a background check to ensure port security is consistent Australia-wide.</p> <p>An MSIC is issued to applicants who require access to Restricted Zones within a security regulated port.</p> <p>Note: MSIC's can be printed on proximity cards and activated for access. Cards that are not printed on proximity cards compatible with our site readers will need to purchase a Port Access Card that will be programmed with the relevant authorised access.</p>
Temporary Maritime Security Identification Card	
	<p><b>6.08K Temporary MSICs</b></p> <ol style="list-style-type: none"> <li>1. A temporary MSIC may be issued to a person by:             <ol style="list-style-type: none"> <li>a) an issuing body; or</li> <li>b) if it acts in accordance with its maritime security plan, ship security plan or offshore security plan — a maritime industry participant;</li> </ol> <p><b>only if:</b></p> <ol style="list-style-type: none"> <li>c) the person is the holder of another MSIC and has forgotten the other MSIC, or it has been lost, stolen or destroyed; and</li> <li>d) the issuing body or participant is satisfied about the identity of the person.</li> </ol> </li> <li>2. The issuing body or participant may issue an MSIC that is valid only for a specified period.</li> </ol> <p><b>REG 6.08KA: Form of temporary MSICs</b></p> <ol style="list-style-type: none"> <li>1. A temporary MSIC must comply with the following requirements:             <ol style="list-style-type: none"> <li>a) it must be orange in colour and no smaller than 54mm wide by 86mm high;</li> <li>b) it must have a black capital letter 'T' in Arial of at least 125 point on the front;</li> <li>c) it must display, or include, the following information:                 <ol style="list-style-type: none"> <li>i. the holder's name as it appears on the holder's blue MSIC;</li> <li>ii. the unique identifying number that appears on the holder's blue MSIC;</li> <li>iii. a description of the document that provided evidence of the identity of the holder;</li> <li>iv. the name of the maritime industry participant that issued the temporary MSIC;</li> <li>v. a description of the maritime security zone or zones in which the blue MSIC is valid;</li> <li>vi. the expiry date of the temporary MSIC.</li> </ol> </li> </ol> </li> <li>2. For paragraph (1)(c), information may be included on a temporary MSIC by:             <ol style="list-style-type: none"> <li>a) writing it by hand; or</li> <li>b) using a printing process; or</li> <li>c) encoding it magnetically, or in another way.</li> </ol> </li> </ol>

## 8.2 Port Access Cards

Port Access Card – Port Security Zones	
 <p>The image shows a template for a Staff Access Card. It features the Southern Ports logo at the top left, a large white rectangular area for a photo in the center, and the text 'ID NO.' below the photo. At the bottom, there is a teal-colored bar with the word 'STAFF' in white capital letters.</p>	<p>Comments:</p> <p>Port Access Cards are issued for managing secure access to the areas of Port Management Control. They are separate from MSIC</p> <p>The cards are generated in the Enterprise Access Control System and must show;</p> <ul style="list-style-type: none"> <li>• The type of worker (staff / contractor)</li> <li>• the individuals photo</li> <li>• “First Name”, “Last Name” as appears on their photo identification</li> <li>• Card holder Identification number</li> </ul> <p>This card type may be used and coded for access to;</p> <ul style="list-style-type: none"> <li>- General access areas (no MSIC required)</li> <li>- Restricted access area (Bunbury – No MSIC Required)</li> <li>- Landside restricted zones (MSIC required)</li> <li>- Waterside restricted zones (MSIC required)</li> </ul>
 <p>The image shows a template for a Contractor Access Card. It features the Southern Ports logo at the top left, a large white rectangular area for a photo in the center, and the text 'ID NO.' below the photo. At the bottom, there is a light green-colored bar with the word 'CONTRACTOR' in white capital letters.</p>	<h3>Visitor Access Card</h3> <p>Visitor access passes are issued to visitors who require access to a SPA site, have completed the visitor induction, are not conducting any physical work and must be escorted at all times by a valid MSIC/PAC card holder.</p> <p>Day Pass Only.</p> <p>The kiosk printed label is to be inserted into a plastic holder on a lanyard.</p> <p>Red Lanyard</p>
 <p>The image shows a template for a Visitor Access Card. It features the Southern Ports logo at the top left, a large white rectangular area for a photo in the center, and the text 'ID NO.' below the photo. At the bottom, there is a dark red-colored bar with the word 'VISITOR' in white capital letters.</p>	

Supervised Access Worker Card	
	<p>Supervised Access Worker passes are issued to an individual who does not have a MSIC but requires supervised worker access to a port security zone for work purposes for a single occasion maximum of <b>Five (5)</b> days per calendar year</p> <ul style="list-style-type: none"> <li>• The person must complete the HSES Induction prior to entry.</li> <li>• The kiosk printed label is to be inserted into a plastic holder on a lanyard.</li> </ul> <p>Green Lanyard</p>
Ships Crew Card	
	<p>Ships Crew passes are issued according to each port's process. Cards are issued to seafarers from visiting vessels who wish to disembark for shore leave.</p> <p>The seafarer may be checked and card recorded against the vessel crew list form, with their departure and return time logged by the ships agent, SP security or an authorised delegate.</p>
	<p>Image is an example of Port of Bunbury Ships Crew Security Swipe card. These are the same cards as the BFAC, except they're identified differently.</p> <p>There is no Southern Ports logo or company name on the card, to reduce security concerns of unauthorised use of a lost or found card.</p> <p>Cards are identifiable by letters <b>SF (Seafarer)</b> on the front of the card, and each card is numbered numerically from 1 through 150. POB Port Security issues and collects these seafarer's cards from the visiting ship, as per the procedure.</p>

## 9 RELATED LEGISLATION AND DOCUMENTS

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

- Port of Bunbury Ship's Crew Security Swipe Card Process
- Port of Bunbury Ship's Crew Security Swipe Card Request form
- Port of Bunbury Ship's Crew Security Swipe Card Issued Register
- *Maritime Transport and Offshore Facilities Security Act & Regulations 2003*
- *Customs Control Act 1901*
- *Customs Regulations 2015*
- Southern Ports Security Policy ([D18/15171](#))
- Esperance - Visitor Induction ([D17/13481](#))
- Esperance - Request for Access to Secure Berth Form ([D16/316](#) , [D16/317](#) & [D24/3319](#))
- Esperance - Seafarers Bus Pick Up Points & Timetable ([D17/17615](#))
- Change of Details Form
- Operational Need Letter
- Southern Ports HSES Induction online