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## DOCUMENT AMENDMENT TABLE

<table>
<thead>
<tr>
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<th>Prepared By</th>
<th>Date</th>
<th>Amendment</th>
</tr>
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<tr>
<td>1</td>
<td>Senior Security Advisor</td>
<td>02/09/2011</td>
<td>Initial DRAFT</td>
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<tr>
<td>2</td>
<td>Senior Security Advisor</td>
<td>17/03/2014</td>
<td>Review and rewrite document into new PHPA Pilbara Ports document template.</td>
</tr>
<tr>
<td>3</td>
<td>Security Superintendent</td>
<td>14/09/2015</td>
<td>Review and update the document due PPA amalgamation and re-write into the new PPA document template.</td>
</tr>
<tr>
<td>5</td>
<td>Security Superintendent</td>
<td>28/06/2017</td>
<td>Inclusion of Dampier access types and Non-MSIC holder escorted access to Land-side Restricted Zones.</td>
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1. OBJECTIVE

This procedure details the responsibilities and actions required to regulate and control the movement of personnel into and out of designated Pilbara Ports Authority (PPA) ports. It applies to all personnel and visitors within the perimeter of these port facilities. Although lease holders within PPA port facilities may have additional requirements for access control, this procedure sets the minimum requirements for compliance.

This procedure will also enable the following objectives to be met by the PPA:

- Ensure that all personnel (including visitors) are granted access only to the extent of their authorisations; this includes all Maritime Security Zones;
- ensure that only personnel who have successfully completed the relevant site induction gain access;
- account for all persons on site during an emergency situation;
- protect the port from actions by unauthorised person(s);
- maintain source documents to verify personnel access authority and record of inductions;
- provide a system for determining who is authorised for admittance and who is not, as part of an effective security loss prevention program; and
- reduce the possibility of external threats, including but not limited to theft, sabotage, acts of terrorism and industrial espionage.

2. SCOPE

This procedure applies to the following security regulated port facilities operated by the PPA:

- Eastern Harbour Port Facility, Port Hedland
- Utah Bulk Loading Facility, Port Hedland
- Dampier Port Facility, Dampier

3. DEFINITIONS

Definitions pertaining to this procedure include:

**Authorised Person** - a person who has met the relevant site requirements and has been authorised to enter a port facility by an approved sponsor.

**EACS** - electronic access control system.
**Escort** - a person who has been assigned to accompany, continuously monitor and safeguard visitors to site.

**Harbour Master** - a person appointed under section 102 (*Port Authorities Act 1999*) as the Harbor Master or acting Harbor Master of a port, or authorised under that section to perform the Harbor Masters functions.

**Landside Restricted Zone (LRZ)** - has the meaning given by Part 8, Division 5 of the *Maritime Transport and Offshore Facilities Security Act 2003*.

**Maritime Security Guard (MSG)** – has the meaning given by subsection 162(1) of the *Maritime Transport and Offshore Facilities Security Act 2003*.

**Port Security Officer (PSO)** - has the meaning given by regulation 1.20 of the *Maritime Transport and Offshore Facilities Security Regulations 2003*.


**Sponsor** - a person who provides advice to PPA and takes responsibility relating to access to the ports for personnel in accordance with the procedures detailed in Section 7 of this document.

**Visitor** - A person requiring access to a PPA site that has not met all of the PPA access requirements.

### 4. REFERENCES

This document should be read and applied in conjunction with the following supporting documents:

- Security Policy (A304788)
- Maritime Security Guard Procedures Port Hedland (A302747)
- Maritime Security Guard Procedures Dampier (A346247)
- Security Procedures Port Hedland (A302140)
- Temporary MSIC Procedure Dampier (A412420)
- Remedial Actions for Security Breaches (A303557)

### 5. RESPONSIBILITIES UNDER THIS PROCEDURE

The following positions are responsible for fulfilling the responsibilities outlined below:
5.1 SECURITY SUPERINTENDENT

The Security Superintendent is responsible for perimeter security, management and performance of the security services contract and for ensuring that the EACS:

- is documented and fully compliant with PPA ICT third party guidelines;
- is compliant with applicable legislation;
- uses PPA project methodologies for all installations or changes;
- is (where possible) supported by PPA ICT;
- maintains inventories for critical spares; and
- has appropriate redundancy and backup systems in place.

5.2 SECURITY SUPERVISORS

The Security Supervisors are responsible for the day-to-day management of the resident security contractor at PPA sites and for the enforcement of the Site Access Control Procedure when required.

The Security Supervisors can also authorise onsite drug and alcohol tests for site access purposes. This is to be done with discretion and only under exceptional circumstance when deemed it may impact PPA operations or reputation. The Security Supervisors are also able to authorise on site drug and alcohol tests for PPA personnel requiring an induction drug and alcohol screen.

5.3 MSIC ADMINISTRATION OFFICERS

MSIC Administration Officers are responsible for administration of the EACS by ensuring that all personnel who require access to PPA operated port facilities satisfy the following requirements:

- have completed the relevant site induction;
- have completed a Site Access Application Form approved by their employer;
- have provided a drug and alcohol screen if being inducted for the first time or when renewing their access card and their induction has expired by more than six months;
- have provided a form of statutory photo identification; and
- have ensured there is no access suspension/refusal recorded already within the EACS cardholder notes.

MSIC Administration Officers are also responsible for entering card holder details into the EACS and for the printing and issuing of access cards.
6. UNESCORTED ACCESS

The following requirements apply to personnel applying for unescorted access to a PPA facility:

6.1 INDUCTIONS

Site specific inductions must be completed for each site based on user profiles and requirements. The minimum requirement for any person is the completion of:

- a Port Security module;
- a Port Occupational Health and Safety module;
- a Port Environment module; and
- a site specific module (Eastern Harbour, Utah and Dampier).

6.2 PERSONAL REQUIREMENTS

All persons when approved for unescorted access take personal responsibility for his or her actions and behavior whilst on site. They are to follow all site access requirements in this procedure, the induction system and as part of their job function.

6.3 SPONSOR RESPONSIBILITIES

A person requesting unescorted access must be sponsored by another person who can attest to the person's need to enter site and employment status. The person who elects to sponsor a person for unescorted site access is responsible for:

6.3.1 Access control and site regulations

A sponsor must be familiar with and abide by the PPA Site Access Control Procedure. Additionally, a sponsor must also be completely satisfied that the person they are authorising complies with the PPA site regulations and site access control procedures.

6.3.2 Access Levels

When a person is authorised to receive an access card, the sponsor will need to carefully consider the areas the person will be required to access during the course of their work.

6.3.3 Duration of Access

It is the sponsor's responsibility to advise the duration of the access to the PPA sites. Access is approved for a maximum of two years from the date of the induction or the
contract termination (e.g. during plant shutdown maintenance). Access may only be granted for the duration of that work schedule.

6.3.4 Monitoring and Review

It is the sponsor’s responsibility to ensure that the personnel they sponsor onto PPA sites have a bona-fide operational need for being on the site. Authority to access the port facilities may be removed by the sponsor at any time.

PPA will provide a list of personnel currently sponsored when requested by the employer.

7. ESCORTED REQUIREMENTS

The following requirement pertains to persons accessing a PPA site as a visitor:

7.1 ESCORT

Escorts are personnel who have been assigned to accompany, continuously monitor and safeguard visitors to site, particularly while within restricted zones of the port. An escort must wear an escort armband or lanyard provided by PPA security. Escorts must have a current PPA access card.

7.2 VISITOR

A person may not access a PPA site as a visitor on more than five separate occasions in a year. This is site specific limit of access (i.e. they may access all PPA sites on five separate occasions).

Visitors are also unable to perform manual labor on a PPA site. They may drive a vehicle or attend meetings, however, are not to utilise tools or machinery.

The CEO, GMO and Security Core Group may use discretion on the five visit rule or allow visitors to work. However, this is to be done on a case by case basis and only when deemed essential for operations or business connected to the PPA.

A visitor to a PPA site is to wear a visitor armband or lanyard provided by PPA security and be continually monitored by their escort. Visitor access passes are normally valid for a 24 hour period.

Visitors are also subject to the random drug and alcohol policy and procedure.

At the Port of Dampier there are two types of escorted visitors:

- Contractors and port users, who are not the holder of a valid MSIC and require access to the port facility to perform work; and
• Bona-fide visitors, stakeholders and port users, who require access to the port facility primarily to access the PPA administration buildings to attend meetings with PPA personnel, site visits for tender briefings and the like.

Contractors and port users, who are not the holder of a valid MSIC and require access to the Dampier port facility to perform work, are limited to five visits.

There is no limit on the number of times a bona-fide visitor, stakeholder or port user may access the Dampier port facility for the purpose of attending a meeting, site visit, tender briefing, etc.

7.3 NON-MSIC HOLDER ESCORTED ACCESS TO LAND-SIDE RESTRICTED ZONES

All personnel who require access to an established Land-side Restricted Zone (LRZ) must be the holder of a valid MSIC. Personnel who are not the holder of a valid MSIC must be continually escorted and monitored by the holder of a valid MSIC when accessing an LRZ.

The maximum number of persons, who can be escorted by the holder of a valid MSIC, is six (6) persons, and each person will only be permitted five escorted visits, following which, they must make application for an MSIC and PPA access card before any future visits will be granted.

The following definitions from the *Maritime Transport and Offshore Facilities Security Regulations 2003* apply to visitors to Land-side Restricted Zones:

**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 or valid temporary MSIC: see regulation 6.07J.

**visitor**, to a maritime security zone, means a person who is entitled to be in the zone because he or she is being escorted or continuously monitored.

The CEO, GMO and Security Core Group may waiver the restriction on non-MSIC holder’s escorted access to LRZ’s only having five visits under exceptional circumstances and where they are deemed to be in the interest of the PPA.

The four person limit per valid MSIC holder does not apply to groups of more than four persons visiting PPA sites for the purpose of a PPA organised tour (e.g. Board Members, VIP’s Government Agencies, Defence Force, etc.) and site visits for tender briefings.
8. OTHER VISITOR TYPES

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

8.1 GROUP ACCESS VISITOR

Group Access Visitor (GAV) cards are issued to groups of five or more people who are sponsored and/or escorted by a PPA inducted person to enter a PPA operated port facility. Their details are still recorded in either the EACS, and/or the Daily Occurrence Log by the security personnel.

8.2 TEMPORARY ACCESS PASS

Temporary Access Pass (TAP) is a temporary card issued by security personnel out of MSIC office hours to a person, who have met the required PPA access requirements, but have not yet been entered into the EACS.

Personnel who are given a TAP card are to report to the MSIC staff at the first opportunity to be issued the appropriate access card for unescorted access.

8.3 UNION RIGHT OF ENTRY

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

- That the PPA has received prior notice (may be waived at PPA discretion).
- The union official has the appropriate identification in his or her possession to indicate he or she represents the relevant union.
- Has an escort during his or her visit.

8.4 VISITORS TO SHIPS AT PPA BERTHS

Visitors to ships at PPA berths will generally be, but not limited to the persons listed below:

- to perform maintenance or repairs on board the vessel;
- be a representative from the ship owner or charterer; or
- be the owner or receiver of cargo on board the vessel.

Any visitors who fit into this category must be in possession of statutory photo identification. All personnel must be named on the ship’s crew list, if not, contact the ship’s captain or ship’s agent to confirm the personnel are required to work on board the ship. For these visitors an ‘Escort’ armband is not required. Once the visitor is onboard the vessel, they become the responsibility of the Master.
Visitors to ships must be escorted in by the holder of a PPA access card, who in most circumstances will be the shipping agent.

9. SITE SPECIFIC REQUIREMENTS

The following section details the site specific requirements for access to the respective sites:

9.1 EASTERN HARBOUR PORT FACILITY

An MSIC is required for access into the Land-side and Water-side Restricted Zones at the Eastern Harbour Port Facility. A person who is not the holder of a valid MSIC may enter an LRZ or WRZ; however, they must be continuously escorted and monitored by the holder of a valid MSIC.

9.2 UTAH BULK LOADING FACILITY

An MSIC is required for access into the Land-side and Water-side Restricted Zones at the Utah Bulk Loading Facility. A person who is not the holder of a valid MSIC may enter an LRZ or WRZ; however, they must be continuously escorted and monitored by the holder of a valid MSIC.

9.3 NELSON POINT TUG PEN

The area within the Nelson Point Tug Pen perimeter fence is designated as an LRZ and WRZ and as such all personnel who require access to the Nelson Point Tug Pen must be the holder of a valid MSIC. If a person who is not the holder of a valid MSIC requires access to the Nelson Point Tug Pen, they must be continuously escorted and monitored by the holder of a valid MSIC.

As the Nelson Point Tug Pen is a BHP Billiton lessee site personnel must also be approved by a representative of one of the following companies before access is assigned to their PPA access card:

- BHP Billiton
- Rivtow Marine

The PPA and contractor personnel listed below require operational access to the Nelson Point Tug Pen:

- PPA Operations
- PPA Maintenance
- Port Hedland Pilots
- Go Marine
9.4 DAMPIER AREA REQUIREMENTS

The whole of the Dampier Port Facility from the entry/exit gates is an LRZ and as such all personnel who require access must be the holder of a valid MSIC. A person who is not the holder of a valid MSIC may enter the Dampier Port Facility; however, they must be continuously escorted and monitored by the holder of a valid MSIC.

The table below lists the different access types for the Port of Dampier.

<table>
<thead>
<tr>
<th>ACCESS TYPES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td>Visitor</td>
</tr>
<tr>
<td>Visitor</td>
</tr>
<tr>
<td>Visitor</td>
</tr>
<tr>
<td>Visitor</td>
</tr>
<tr>
<td>Visitor</td>
</tr>
<tr>
<td>Worker/Contractor (Including Truck Drivers)</td>
</tr>
<tr>
<td>Worker/Contractor (Including Truck Drivers)</td>
</tr>
</tbody>
</table>
## SITE ACCESS CONTROL PROCEDURE

<table>
<thead>
<tr>
<th>Category</th>
<th>Access</th>
<th>Escorted Access</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Worker/Contractor (Including Truck Drivers)</td>
<td>✓</td>
<td>✗</td>
<td>No Access</td>
</tr>
<tr>
<td>Worker/Contractor (Including Truck Drivers)</td>
<td>✗</td>
<td>✓</td>
<td>In exceptional circumstances, for operational or safety reasons, the Security Core Group will assess on a case-by-case basis and may grant escorted access. In such instances, access will be risk assessed and a record of the approval must be recorded in Gallagher card holder notes.</td>
</tr>
<tr>
<td>Ship’s Crew, Contractors and Visitors</td>
<td>✓</td>
<td>✓</td>
<td>Unescorted Access</td>
</tr>
<tr>
<td>Ship’s Crew, Contractors and Visitors</td>
<td>✗</td>
<td>✗</td>
<td>There must be an operational need for the visit.</td>
</tr>
<tr>
<td>Ship’s Crew, Contractors and Visitors</td>
<td>✓</td>
<td>✗</td>
<td>Escorted Access</td>
</tr>
<tr>
<td>Ship's Crew, Contractors and Visitors</td>
<td>✗</td>
<td>✓</td>
<td>All personnel MUST be named on the ship’s crew list, if not, contact the Ship’s Captain or Ship’s Agent to confirm the personnel are working ON the ship.</td>
</tr>
<tr>
<td>Ship's Crew, Contractors and Visitors</td>
<td>✓</td>
<td>✗</td>
<td>Escorted Access</td>
</tr>
<tr>
<td>Ship's Crew, Contractors and Visitors</td>
<td>✗</td>
<td>✓</td>
<td>All personnel MUST be named on the ship's crew list, if not, contact the Ship’s Captain or Ship’s Agent to confirm the personnel are working ON the ship.</td>
</tr>
</tbody>
</table>
10. EXCEPTIONS

The following exceptions apply to this procedure:

10.1 MSIC EXCEPTIONS

The personnel listed below are exempt from holding an MSIC inside a Maritime Security Zone 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.

10.2 GENERAL ACCESS AND VISITOR EXCEPTIONS

The CEO, GMO and Security Core Group may also waive any access requirement that is in line with the procedures detailed in the relevant approved Maritime Security Plan when deemed in the interest of the PPA.

The CEO, GMO and Security Core Group may also waive the restrictions on visitors only having five visits under exceptional circumstances and are deemed in the interest of the PPA.

10.3 Exceptions during an emergency

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

11. SITE ACCESS SUSPENSIONS AND CANCELLATIONS

A person's access can be suspended, refused or cancelled by HR personnel by the respective PPA site Security Supervisor or Security Superintendent pending the outcome of any investigation into any incidents contravening a PPA procedure.

The Security Core Group may also suspend a person's access due to security breaches or other events, subject to the Remedial Actions for Security Breaches Procedure.

Once a decision has been made to suspend, refuse or cancel access then a relevant note will be made on the person's electronic profile in the EACS. At all times a note will include who is the best point of contact should access need to be reinstated by another person.
12. CHANGES IN CARD ACCESS HOLDERS CIRCUMSTANCES

The following procedure applies to changes in card holders circumstances:

12.1 LOST OR STOLEN CARDS

It is the card owner’s obligation to notify the PPA if their access card has been lost, stolen or destroyed. Once notified the PPA will ensure that the access card is disabled in the EACS immediately.

12.2 CHANGE OF EMPLOYER DETAILS

All personnel are required to notify MSIC administration personnel of a change in employer details, by completing and submitting a Site Access Change of Details Form (A420216). An access card that does not have the name of a card holder’s current employer on the card will be classified as an invalid card. When changing from one employer to another, the card holder must provide the relevant PPA MSIC office with a completed PPA Site Access Application Form (A281720) that has been authorised by their new employer.

Security personnel will check access cards on a regular basis and advise those access card holders who have changed employers that they must attend the MSIC office to be issued with a new access card with their new employers details and record the relevant information within the EACS system. If a person who has changed employers fails to attend the MSIC office to be issued with a new access card, their card will be seized and made inactive within the EACS.

12.3 LEAVING EMPLOYMENT

When a person leaves their employment, no longer has an operational need for a PPA access card or their access card expires, the card must be returned to the MSIC office for disposal. When this is done PPA will be disable the card in the EACS immediately.

12.4 EXPIRED ACCESS CARDS

When a person’s PPA access card is found to be expired, by either Security or PPA personnel they are to advise that person to attend the MSIC office prior to them being authorised to access the port. The Security or PPA personnel who identified the expired card are then to make arrangements to have the card disabled in the EACS as soon as practicable.

If a person’s PPA card expires, it generally means their PPA induction has expired. As a result the induction has to be re-sat, prior to attending the MSIC office to get their card reactivated.
13. ACCESS FLOWCHARTS

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

13.1 UNESCORTED ACCESS

1. Applicant

2. Completes relevant site induction at www.pilbaraports.com.au
   Confirmation sent electronically to PPA.

3. Downloads Site Access Application Form from Induction area, completes personal details and gets sponsor to approve.

4. Completes Drug & Alcohol Screening

5. Attends MSIC Induction Office with completed Site Access Application Form, Drug & Alcohol screen and photo identification.

6. PPA Staff

7. Check accuracy of Site Access Application Form—ensure sponsor signature present.

8. Establish persons identity against photo identification provided and record on Site Access Application Form.

9. Verify induction completed either electronically or hard copy and record on Site Access Application Form.

10. Check validity of Drug & Alcohol screen and record on Site Access Application Form.

11. Add person to the Gallagher Electronic Access Control System (EACS).

12. Does the person have an MSIC printed on a proximity card?

- Yes
  - Photo personal details and MSIC proximity card number entered into Gallagher EACS.
  - Access level assigned to card and card activated in Gallagher EACS.
  - Induction expiry date sticker placed on back of card.
  - Access Card printed and issued to person.
  - End of process.

- No
  - Person will be issued a PPA Access Card printed on proximity card.
  - Photo personal details and proximity card number entered into Gallagher EACS.
  - Access level assigned to card and card activated in Gallagher EACS.

13. Person will be issued a PPA Access Card printed on proximity card.

14. Photo personal details and proximity card number entered into Gallagher EACS.

15. Access level assigned to card and card activated in Gallagher EACS.

Note:

- If an MSIC printed on a proximity card is used as an access card it is only programmed to the expiry date of the MSIC or the induction expiry date whichever comes first.
- Inductions are valid for a maximum of 24 months.
- A drug and alcohol screen is only required for the initial induction or a renewal which has expired by more than 6 months.
### 13.2 ESCORTED VISITOR ACCESS

1. Visitor

2. Arrange/attends with escort to meet them at the relevant security gatehouse—Eastern Harbour, Utah or Dampier

3. Produces photo identification to establish their identity

4. Maritime Security Guard

5. Sights photo identification and checks Gallagher EACS and “Access Denied List” to ensure person is permitted to enter site as a visitor (not signed in as visitor more than 5 x times)

6. Checks that the visitor has the correct PPE

7. Visitor details entered into Gallagher EACS

8. Visitor pass created and issued to visitor

9. Visitor permitted to access site with escort

10. On completion of visit escort/visitor return to security gatehouse and return visitor pass

11. End of process

---

**Visitors are classified as:**

- Persons attending the port for an escorted tour
- Attending a meeting on site
- Persons attending the port for a tender briefing to enable preparation of a tender or quote or to perform a visual inspection of the port or infrastructure
- Truck driver’s doing one-off deliveries, who are unlikely to return to the port

**Notes:**

- Persons are not permitted to work on a visitor pass except in exceptional circumstances, which may impact on the safety or operations of the Port.
- Sponsor/escort must be the holder of a valid PPA Access Card. Sponsor/escorts for the Port of Dampier must be the holder of a valid MSIC. Up to three escorts may be assigned to a visitor to allow for operational flexibility.
- Sponsor/escorts who do not continuously escort and monitor their visitor and return them to the security gatehouse at the completion of their visit may have their privilege to sign-in visitors revoked.
- A person is only permitted to enter a port facility five times as a visitor per calendar year. The CEG, GMO, and Security Core Group can approve an extension of the five visit rule based on operational need.
- Visitor Passes are only valid for 24 hours.
- Persons who have misplaced their PPA access card or for those persons whose access card has been lost, stolen or destroyed must attend the MGC Office and obtain a new access card.
13.3 GROUP ACCESS VISITOR (GAV)

1. Group of 5 or more Visitors

2. Arranges/Attends with escort to meet them at the security gatehouse – Dampier

3. Produces photo identification to establish their identity including date of birth (DOB) for all members of the group

4. Maritime Security Guard

5. Sights photo identification and DOB and matches details with manifest for the visit

6. Checks that the visitors have the correct PPE if applicable

7. Visitor details of No. & dates of visits, DOB and company entered into Gallagher EACS. Note: At a time convenient, pre or post visit, checks Gallagher EACS to ensure person is permitted to enter site as a visitor not signed in as visitor more than 5 times and Daily Occurrence Log

8. GAV pass created and issued to group leader and all visitors issued with visitor card and lanyard

9. Visitors permitted to access site with escort and GAV holder

10. On completion of visit escort/Visitor return to security gatehouse and return visitor and GAV cards

11. End of process

Notes:
- Sponsor/escort must be the holder of a valid MSIC and must have completed the relevant site inductions and Sponsor/escorts who do not continuously escort and monitor their visitor and return them to the security gatehouse at the completion of their visit may have their privilege to sign-in visitors revoked.
- GAV will be issued to group leader and all others in the group will be issued a visitors card on lanyard. Visitors and GAV Passes are only valid for 24 hours.
- A person is only permitted to enter a port facility five times as a visitor. The person must sit the required PPA inductions and be issued with an Access Card for any subsequent visits. The CEO, GMO and Security Core Group can approve an extension of the five visit rule in exceptional circumstances which may impact on the safety or operations of the Port.
13.4 TEMPORARY ACCESS PASS (TAP)


5. Maritime Security Guard → 6. Establish persons identity against photo identification provided and ensures accuracy of Site Access Application Form

2. Downloads Site Access Application Form from Induction area, completes personal details and gets sponsor to approve. → 3. Completes Drug & Alcohol Screening


6. Establish persons identity against photo identification provided and ensures accuracy of Site Access Application Form → 7. Verify induction completed on Site Access Application Form

8. Check validity of Drug & Alcohol screen and record on Site Access Application Form (confirm D&A screen completed in <30 days)

9. Eligibility for PPA Temporary Access Card confirmed. → 10. Personal details and proximity card number entered into Gallagher EACS

11. Access level assigned to card and card activated in Gallagher EACS

12. Access Card printed and issued to person for minimum period until MSIC office next open. → 13. End of process

Note:
TAP’s are only issued at Port Hedland.
TAP will be issued only if MSIC office is not open for business. The TAP will be issued for the minimum period which will allow the applicant to present to the MSIC office on the next day the MSIC office is open.
13.5 MEETING PROCEDURE – PORT HEDLAND ONLY

1. Visitor presents at reception for a meeting

2. Visitor has correct PPE for the required visit, or issued PPE from reception

3. Is visitor PPA inducted?
   - No
     - Visitor Signs into VISITOR Pass Book
   - Yes
     - Meeting is confirmed via meeting diary or by contacting meeting host

4. Visitor returns PPA Pass/PPE to reception where relevant

5. Visitor is escorted by PPA host for meeting/tour and concludes back at reception

7. End of process

Notes:
Visitors do not require ID if they are not proceeding past the Administration Building. However, ID must be presented if the meeting or visit is going to proceed past the Administration building and into the operational port area.

13.6 UNION RIGHT OF ENTRY

1. Union Official requires Right of Entry to a PPA port facility

2. Union Official forwards Right of Entry notice to PPA and entity they are visiting prior to visit

3. Union Official attends security gatehouse

4. Maritime Security Guard requests Union identification and accreditation to establish identity of union official

5. Maritime Security Guard checks that the union official has the correct PPE

6. Maritime Security Guard contacts representative from entity union official visiting (if not already in attendance)

7. Sponsor/escort attends security gatehouse and collects union official

8. Maritime Security Guard reinforces that union official must be escorted at all times whilst on site

9. On completion of visit sponsor/escort returns union official to security gatehouse

10. End of process

Notes:
Union Officials are only permitted to access a port facility to visit the entity listed on the Right of Entry (ROE) notice. They are not permitted to wander around site unescorted or visit entities not listed on the ROE.
Maritime Security Guard must record the following information in the Daily Occurrence Log:
- Name of union official and union representing
- Name of entity union official visiting
- Name of sponsor/escort
- Time on site
- Time off site
- Any other relevant information regarding their visit
14. CARD TEMPLATES

The following templates are to be used as a guide for personnel to be able to read and apply this procedure.

14.1 ACCESS CARD TEMPLATES

<table>
<thead>
<tr>
<th>ACCESS CARD TYPES</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Access Card</strong></td>
<td>Yellow/green access cards are issued to PPA staff for access to the Eastern Harbour Port Facility, Utah Bulk Loading Facility and Dampier Port Facility.</td>
</tr>
</tbody>
</table>

| **Contractor Access Card** | White/green access cards are issued to contractors and port user personnel for access to the Eastern Harbour Port Facility, Utah Bulk Loading Facility and Dampier Port Facility. |

| **Port Hedland Tug Pen Access Card** | Orange access cards are issued to personnel who require access to the Port Hedland Nelson Point Tug Pen and who are the holder of a valid MSIC which is not printed on a proximity card. |

14.2 VISITOR CARD TEMPLATES

<table>
<thead>
<tr>
<th>VISITOR ACCESS CARD TEMPLATES</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VISITOR</strong></td>
<td>Yellow visitor access cards are issued to all visitors who require access to a PPA operated port facility.</td>
</tr>
</tbody>
</table>
Blue Group Access Visitor (GAV) cards are issued to groups of five or more people who are sponsored by a PPA inducted person to enter a PPA operated port facility.

A green escort card is issued to personnel who have been assigned to accompany and safeguard visitors to site. Escorts must have a current PPA access card and MSIC if applicable. While in the LRZ the escort must remain with and continuously monitor the visitor(s).

### 14.3 TEMPORARY ACCESS PASS TEMPLATE

<table>
<thead>
<tr>
<th>TEMPORARY ACCESS PASS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pink temporary access cards are issued to those personnel, who have completed the required PPA inductions and have not yet been able to attend the MSIC Office to obtain their permanent PPA access card. To be issued a temporary access card the person must have in their possession their completed PPA Site Access Application Form, Drug and Alcohol results and induction assessment print-outs.</td>
<td></td>
</tr>
</tbody>
</table>
14.4 MARITIME SECURITY IDENTIFICATION CARD

**MARITIME SECURITY IDENTIFICATION CARD**

<table>
<thead>
<tr>
<th>MSIC</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>
| ![MSIC Card Image] | 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 need access to Restricted Zones within a security regulated port.  

*Note: MSIC’s can be printed on proximity cards.* |

15. PROCESS OWNER

The Port Security Officers have overall responsibility for this procedure.

Implementation of this procedure is the responsibility of the Security Superintendent and Security Supervisors.

Date approved: 03/08/2017  
Version: 5  
Approved by: GMO  
Review date: 03/08/2019  
Objective ID: A281719