Access control and (pre-)registration

Note on ISPS

Since July 1, 2004, passenger ships and cargo ships (GT 500 and upward) on international voyages and port facilities serving such ships on international voyages, have been subject to: ‘Regulation 725/2004/EC of the European Parliament and the Council on enhancing ship and port facility security’, binding for all European member states.

Based on the ISPS Code (International Ship & Port Facility Security Code), the Regulation has been transposed in Belgian law by the Act and RD on maritime security.

The purpose of the Code is to protect ships and port facilities from terrorist activities via an international network of collaboration between local, national and international organisations to enhance the security of maritime facilities.

The Code features 3 security levels: security level 1 (business as usual), security level 2 (heightened risk of a security incident) and security level 3 (a security incident is probable or imminent). Suitable and additional security measures have been incorporated into security plans.

Each ISPS port facility has a person responsible for security, the Port Facility Security Officer (PFSO), who has established procedures to ensure compliance with the mandatory requirements within the facility. This includes, but is not limited to, access control and site surveillance. Most port facilities in Antwerp implement the regulation not only at the quay (ship/shore interface) level, but throughout the site.

In Belgium, a terminal belongs to the category 'sensitive' or 'non-sensitive', depending on the type of products handled by the terminal. Non-sensitive facilities include dry/wet bulk, general cargo, shipyard. Sensitive facilities are container terminals, RoRo, Seveso, passengers.

The most noticeable difference between both as far as access to the facility is concerned, is that a non-sensitive facility is not required to provide a perimeter (enclosure/fencing) around the ship or the entire port facility at level 1, but only from security level 2.

The Alfapass was designed to avoid having to show a different access card for each company visited. If you have your Alfapass activated at one of the connected terminals, you will have simplified access to the port facilities.

Note, however, that possession of an Alfapass does not mean you are automatically granted access everywhere. The terminal decides where, when and for how long you will have access rights. This may therefore also be for a limited period of time.
More information on port security and an overview of terminals subject to ISPS with contact details of the PFSOs can be found at www.portofantwerp.com

Comments, complaints, findings, etc. can be sent to the Port Security department of the Antwerp Port Authority via: portsecurity@portofantwerp.com
General procedure for access control and (pre-)registration

Barges

Regulations applicable with security level 1 (SL 1)

Regulation 725/2004/EC requires port facilities to control access, guard their sites, supervise the activities and the organisation of communication and resources.

The control of all persons seeking access to the port facility is carried out in relation to cargo or ship, including passengers, crew and visitors. Each terminal/port facility must be capable of granting access to authorised persons within a reasonable period of time.

Scenario 1 applicable to barges:

All ISPS certified and fully enclosed terminals under continuous surveillance by security guards and which at the time of registration/arrival/call, the barge:

- was operationally registered at the terminal to be visited:
  - No special ISPS procedures.
  - All arrangements are made between the skipper and the terminal management of the relevant port facility.
  - No intervention of the PFSO or security guards.

- or

- was not operationally registered at the terminal to be visited:
  Chronologically:
  - Prior to arrival, the skipper asks the Dock Master (DM) for permission (marine telephone channel 63)
  - The skipper asks the DM, who is in possession of a contact list, for the telephone number of the terminal
  - The skipper contacts the terminal management or security post of the relevant port facility to register the arrival of the barge, provided this does not interfere with the operational activities of the terminal.

General arrangements:

- Crew disembarking from barges must register at the security of the port facility.
- Suppliers for barges that enter via water (bunker boat, water) don’t have to pre-register. This is a ship/ship interface.
- Deliveries of ship’s stores via the terminal, always require pre-registration in accordance with Article B.16.8.10 of the ISPS Code (see procedure for seagoing ships). Deliveries must always
be accompanied by a packing list of the cargo. An exception are supplies for the crew of barges.

- Pre-registration must be in writing (email/fax).
- The skipper informs the terminal of the expected visitors. Non-registered visitors can only be granted access to the terminal after the terminal manager has received confirmation from the barge that they are allowed to go on board. *Registration based on identity card (or Alfa pass for some facilities) is required.*

**Scenario 2 applicable to barges:**

All ISPS certified and **fully enclosed terminals without continuous surveillance by security guards.** This scenario applies if the port facility is not operational at the time of registration/arrival/call of the barge:

- The skipper contacts DM before berthing at a terminal where no activity is taking place.
- 24/7 contact telephone number of the terminal can be obtained from DM.
- The skipper contacts the terminal to register and to agree on the applicable measures to leave/enter the terminal.
- If necessary, the skipper can request the DM to be allocated another berth.

**General arrangements:**

- See ‘General arrangements’ scenario 1

**Regulations applicable with security level 2 (SL2) and security level 3 (SL3)**

DM informs skipper of the heightened security level.

- The skipper can request or be allocated another berth by the DM.
- The skipper contacts the terminal or will be contacted by the terminal to agree on additional security measures to be taken.

Specific safety rules apply at terminals.

Comply with the regulations and use PPE (Personal Protective Equipment) for your own safety.
Overview of procedure for registration and access of barges at terminals subject to ISPS

PF = Port Facility (terminal)
DM = Dock Master

**General arrangements:**

- Disembarking crew: registration required
- Suppliers via water: no pre-registration
- Delivery of ship's stores via terminal: pre-registration with terminal
- Visitors: pre-registration with terminal
- Non pre-registered visitors are only granted access after approval of the skipper
- Pre-registration in writing

Compliance with safety rules and use of PPE
General procedure for access control and (pre-)registration

Seagoing ships

Regulations applicable for security level 1 (SL 1)

Regulation 725/2004/EC requires port facilities to control access, guard their sites, supervise the activities and the organisation of communication and resources.

The control of all persons seeking access to the port facility is carried out in relation to cargo or ship, including passengers, crew and visitors. Each terminal/port facility must be capable of granting access to authorised persons within a reasonable period of time.

Scenario applicable to suppliers and visitors for seagoing vessels:

- Suppliers and visitors for seagoing ships arriving via land must register with the security at the terminal in accordance with the applicable procedure, unless these persons are in possession of an Alfapass which allows for automatic identification and registration. Holders of this card are subject to the Alfapass User Regulations.

- Supplies and deliveries of ship's stores always require pre-registration in accordance with Article B 16.8.10 of the ISPS Code. These deliveries must always be accompanied by a packing list of the cargo.

- Pre-registration of ship chandlers and suppliers can be based on time windows during which supplies are to be delivered or picked up. The pre-registration must contain at least the following information:
  - Date or time window of the visit,
  - Name of the ship
  - Quay number
  - Name of the company
  - Name(s) of the visitor(s)
  - Licence plate of the vehicle
  - Reason of the visit.

Pre-registration is possible via fax or email but not by phone.