

## Section 11 – Embarkation of Persons and Baggage

### Persons

- Crew
- Contractors (including ships agents, port officials and other visitors)
- Vendors
- Passengers



Measures could include but are not limited to the examples below.

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Persons seeking access to the ship

Persons	Level1	Level 2	Level 3	Remarks
<b>Crew Joining</b>	<ol style="list-style-type: none"> <li>1. Personal I D check</li> <li>2. Check joining instructions</li> <li>3. Issue permanent crew I D card</li> <li>4. Sign On</li> </ol>	<ol style="list-style-type: none"> <li>1. Personal I D check</li> <li>2. Check joining instructions</li> <li>3. Check with crew hire Agency</li> <li>4 Issue permanent crew I D card</li> <li>5. Cursory search</li> <li>6. Book On /Off</li> <li>7. Restricted shore leave</li> </ol>	<ol style="list-style-type: none"> <li>1. Embarkation / disembarkation requires Masters authority</li> <li>2. No shore leave</li> </ol>	
<b>Crew Permanent</b>	<ol style="list-style-type: none"> <li>1. Personal I D check</li> <li>2. Book On/Off</li> </ol>			
<b>Contractors</b>	<ol style="list-style-type: none"> <li>1. I D check</li> <li>2. Check contract/work order</li> <li>3. Issue visitor pass</li> <li>4. Book On/Off</li> <li>5. Escorted to area of work by member of department work is being carried out for</li> </ol>	<ol style="list-style-type: none"> <li>1. I D check</li> <li>2. Check contract/work order</li> <li>3. Issue visitor pass</li> <li>4. Book On/Off</li> <li>5. Escorted to area of work and supervised at all times by member of department work is being carried out for</li> <li>6. Pre clearance required</li> <li>7. Cursory search</li> </ol>	<ol style="list-style-type: none"> <li>1. No admittance</li> <li>2. Pre clearance required</li> <li>3. Emergency only</li> </ol>	<p><i>It is not permitted to deny access to "officers duly authorized by Contracting Governments"</i></p>

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Persons	Level1	Level 2	Level 3	Remarks
<b>Vendors</b>	<ul style="list-style-type: none"> <li>1. I D check</li> <li>2. Check contract/work order</li> <li>3. Issue visitor pass</li> <li>4. Book On/Off</li> <li>5. Escorted to area of work by relevant department</li> </ul>			
<b>Passengers</b>	<ul style="list-style-type: none"> <li>1. I D check</li> <li>2. Ticket check</li> <li>3. Issue Passenger I D</li> <li>4. Book On/Off</li> <li>5. 20% cursory search</li> </ul>			<i>Search methods and limitations are provided in security procedures</i>

### **Personal Baggage and Contractor, Vendor Stores and Equipment**

Including:

1. Crews baggage accompanied
2. Crews baggage unaccompanied
3. Passengers baggage accompanied
4. Passengers baggage unaccompanied
5. Contractors equipment, stores accompanied
6. Contractors equipment, stores unaccompanied
7. Vendors equipment, stores accompanied
8. Vendors equipment, stores unaccompanied



Measures could include but are not limited to the examples below.

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**Baggage seeking access to the ship**

<b>Baggage Type</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Remarks</b>
<b>Crew accompanied</b>	<i>1. cursory search</i>	<i>1. Detailed search</i>	<i>1. No embarkation 2. Held in secure area quayside</i>	
<b>Crew unaccompanied</b>	<i>1. Detailed search</i>		<i>1. No embarkation 2. Held in secure area quayside</i>	
<b>Passenger baggage accompanied</b>	<i>1. cursory search 2. Use of scanner</i>			
<b>Passenger baggage unaccompanied</b>		<i>1. Identify baggage 2. Detailed search 3. Use of scanner 4. Held in secure storage onboard</i>		
<b>Vendors equipment, stores accompanied</b>				
<b>Vendors equipment, stores unaccompanied</b>				
<b>Contractors equipment, stores accompanied</b>	<i>1. cursory search</i>	<i>1. Detailed search</i>	<i>1. No embarkation</i>	

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Baggage Type	Level 1	Level 2	Level 3	Remarks
<b>Contractors equipment, stores unaccompanied</b>	<i>1. Detailed search</i>	<i>1. Identify equipment, stores 2. Detailed search 3. Held in secure storage onboard</i>		