Access to the port facility


**SCENARIO:**
Check the different procedures for access control.

**CHECKLIST:**
- Is the access procedure followed as laid down in the PFSP for: passengers, crew members, visitors, personnel, vehicles and vehicle occupants?
- Check the procedure for visitors with prior notification
- Check the procedure for change of crew (check the current crew lists)
- Check the procedure for visitors to ships
- Check the logbook and the way information is recorded in it: surname, forename, ID number, vehicle, licence plate etc.

**LOCATION:**
- Facility – access control point and/or security guardhouse – reception

**PARTICIPANTS:**
- PFSO
- Security guards
- Facility personnel

**OBJECTIVES:**
- Assure an efficient access control system for each type of visitor
- Prevent unauthorised persons gaining access
- Ensure that existing procedures are fully described