

**THE SAFETY & SECURITY POLICY**  
**OF**  
**KRISHNAPATNAM PORT COMPANY LIMITED**



*with effect from: 1<sup>st</sup> April, 2014*

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## Foreword

Krishnapatnam Port Company Limited is committed to providing effective security for assets in all of its Port Facilities and Assets in the Krishnapatnam port.

The co-operative efforts of management, employees, and port users will aim at maintaining a secure environment and in particular protecting our people, our operations, our assets, and our port users against risk of injury, loss of life or to damage from criminal, hostile or malicious acts.

The company will comply with all regulatory requirements of the International Ship and Port Security Code (ISPS Code) that relates to security activities at each of the Port Facility and Asset.

We believe that accident or incident prevention as well as safeguarding the environment is equal in importance to efficient handling services at the Port.

At the Port User's end, sincere commitment in complying with the safety and security guidelines/norms referred hereunder this Policy is expected to promote secured environment to the port operations and also to the safety of the Port Users in the Krishnapatnam Port. All the Port Users are requested to cooperate with the Company in promoting safety to make Krishnapatnam Port free from accidents and dangerous occurrences by collective efforts of all in preventing their occurrences of accidents.

All port users and visitors have an obligation to report any Security Incidents, Breaches and Threats that has the likelihood to threaten the safety of people, port facilities and assets. All the Port Users and Visitors will be encouraged through information and guidance to appreciate the need for safety and security awareness in the premises of the Port.

All notices and applications pursuant to this Policy are to be referred to CEO, Krishnapatnam Port Company Limited for the avoidance of doubt, notices and applications for cargos.

Krishnapatnam Port Company Limited will continually monitor and improve our security standards and performance so that our business activities may continue safely and free from interruption, and similar efforts and compliance with the Policy by the Port Users would be highly appreciated.

Anil Yendluri  
Chief Executive Officer

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## ABBREVIATIONS

<b>AIS</b>	Automatic Identification System
<b>CEO</b>	Chief Executive Officer
<b>CG</b>	Coast Guard
<b>DPC</b>	Deputy Port Conservator
<b>DWT</b>	Dead Weight Tonnage
<b>EIR</b>	Equipment Interchange Receipt
<b>EPMS</b>	Enterprise Port Management System
<b>FOIS</b>	Freight Operational Information System
<b>GRT</b>	Gross Tonnage
<b>GMDSS</b>	Global Maritime Distress and Safety System
<b>IMO</b>	International Maritime Organization
<b>IOPPC</b>	International Oil Pollution Prevention Certificate
<b>ISM</b>	International Safety Management
<b>ISPS</b>	International Ship Port Security Code
<b>KPCL</b>	Krishnapatnam Port Company Limited
<b>KPCT</b>	Krishnapatnam Port Container Terminal Private Limited
<b>KSSPL</b>	Krishnapatnam Security Services Private Limited
<b>MSG</b>	Marine Security Guard
<b>NM</b>	Nautical Mile
<b>NECL</b>	Navayuga Engineering Company Limited
<b>PPE</b>	Personal Protection Equipment
<b>POC</b>	Port Operations Centre
<b>PANS</b>	Pre-Arrival Notification of Security
<b>PFSO</b>	Port Facility Security Officer
<b>PFSP</b>	Port Facility Security Plan
<b>PAD</b>	Pre-Arrival Details
<b>RFID</b>	Radio Frequency Identification
<b>RR</b>	Railway Receipt
<b>STP</b>	Sewage Treatment Plant
<b>STCW</b>	Standards of Training, Certification and Watch-keeping for Seafarers
<b>VHF</b>	Very High Frequency
<b>VG</b>	Vehicle Guidance

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## INTRODUCTION

The International Ship and Port Security Code (ISPS Code) and the Indian Maritime safety Laws require that all the Ports that receive international ships are ‘Security Regulated’ ports, therefore access to and from the Krishnapatnam Port are restricted to authorized Port Users and Visitors and controlled by security.

Following are the Access Control Procedures that KPCL has implemented to minimize security and safety risks to our Port Users, Visitors, Ships at the Port and cargoes that come or leave the Krishnapatnam Port.

KPCL is responsible for landside and waterside security within the Port. The Port has a Port Facility Security Plan that comprises the following concerns:

- *Port Facility Security Officer oversees and provides leadership to the KPCL Security Department to ensure delivery of Security functions, Co-ordinates Implementation of the IMO ISPS Code in the Krishnapatnam Port, and ensure implementation of Port Security Plans by respective Security Officers.*
  - *Engage internal security service providers, in coordination with relevant statutory authorities, to provide access controls and security patrols at the Krishnapatnam Port.*
  - *Putting up signage indicating the access restrictions to port facilities and other maritime security zones within the Krishnapatnam Port.*
  - *Reviewing the security measures from time to time on demand basis.*
  - *Initiating measures that control the environmental degradation and ecological imbalance in the Port’s Premises.*
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## OBJECTIVE OF THE POLICY

To make Krishnapatnam Port safe & secure through best practices in Safety and highest standards of Security and Vigilance.

*The Policy Objective is achieved through:*

1. Acceptance of safety as an integral part of a job. It is as important as one's daily work.
2. Avoiding accidents to personnel, equipment and property.
3. Train and motivate stakeholders about safe work practices.
4. To maintain neat, clean, safe, healthy and attractive working conditions.
5. Avoiding misuse of equipment in the Port.
6. Strict compliance with Safety Rules or Norms.
7. Mandatory use of Personal Protective Equipment (PPEs) in cargo handling areas.
8. Helping the port management in maintaining Safe and secured working environment.

*To make the Policy Objective more effective, we promote/propagate:*

1. Safety of all personnel.
  2. Prevention of accidents is important than corrections after an occurrence.
  3. Dangers/hazards involved while all who are deployed in cargo operations should know working in the port.
  4. Safety and productivity go hand in hand.
  5. Inculcating awareness among the port users and visitors regarding dangers/hazards involved in port working environment and the steps to be taken to prevent such dangers/hazards.
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## KPCL - THE PORT OF CHOICE

1. World-class navigational facilities and all-weather round-the-clock operations 365 days a year.
  2. Strategically Located Port to cover the hinterlands in Karnataka, Tami Nadu, Andhra Pradesh and Telangana states & countries covered under the 'Look East' Policy.
  3. Deep draft of 18.5 Mts capable of handling Capsize and Panamax vessels up to 200,000 DWT. Draft will be increased up to 22 Mts alongside during the Phase-III to handle ultra large vessels.
  4. Robust and seamless Connectivity to the hinterland through dedicated 4-lane road connecting National Highway and a dedicated double railway line connecting the hinterland to the Port.
  5. Fastest Turn-around Time - High load/Discharge rates. Minimal or No Waiting Time. Two-way Traffic for both onshore & offshore logistics leading to overall cost competitiveness.
  6. Port User needs, requirements and solutions are being handled through Quick Response Customer Service Cell to provide Round-the-Clock support to the Port Users. Single Window Clearance through end-to-end services.
  7. Strict Security Compliance with Three-Tier security by the professional security force supplied by KSSPL.
  8. Availability of extensive Transit Storage Yards and Huge Warehouses for cargo storage. Intensive care in cargo handling operations in the Port. With bulk cargo handled by mechanized handling systems at dedicated storage areas, port provides clean and contamination-free handling facilities for break-bulk cargo.
  9. We provide our customers, clients and international community, modern facilities with efficient, safe and reliable services and improved control and security means and procedures to avoid illegal activities and mitigate risks of the trade.
  10. We focus on effective implementation of EMS at par with the International Standards to become eco-efficient-beyond compliance and to achieve inclusive and sustainable growth in the region.
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## HOW SECURE IS YOUR CARGO???

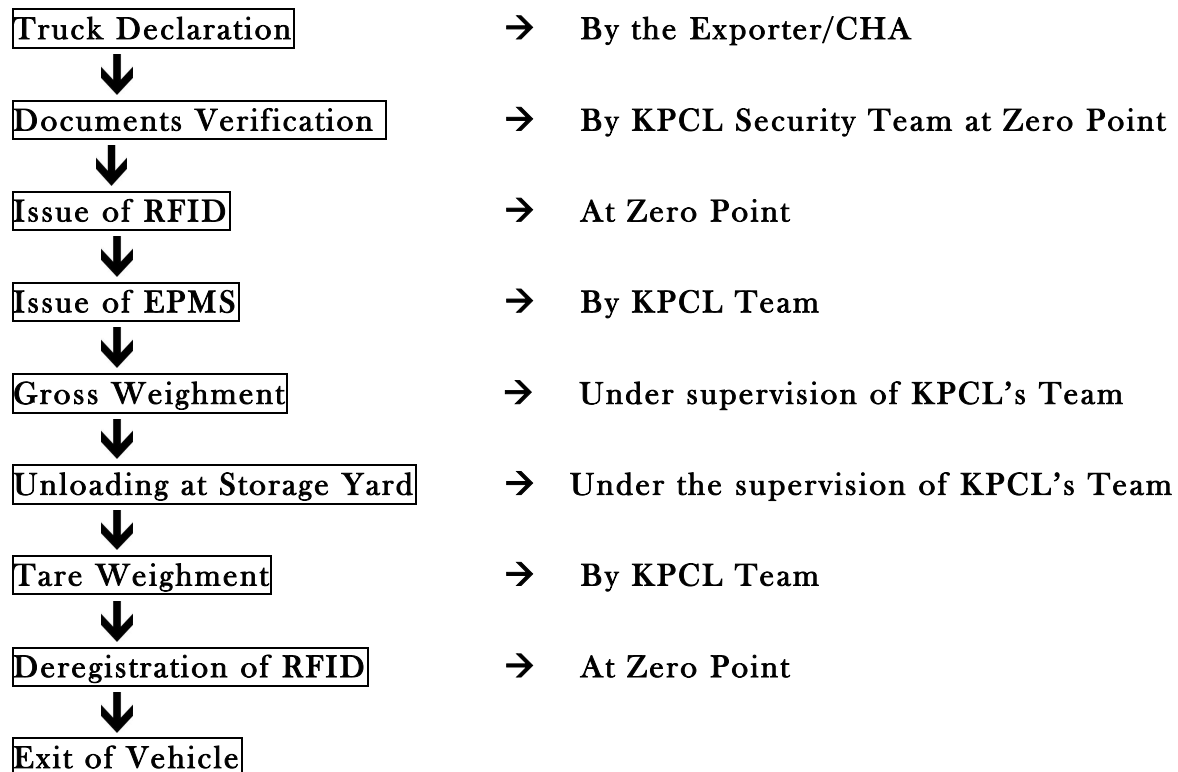
Your entire cargo operations are under surveillance of CCTVs, AVTS and RFID Technology, which can track the movements of the vehicles with time capture and route covered.

Following are the process chains for the cargoes to be exported or imported:

### EXPORT CARGO

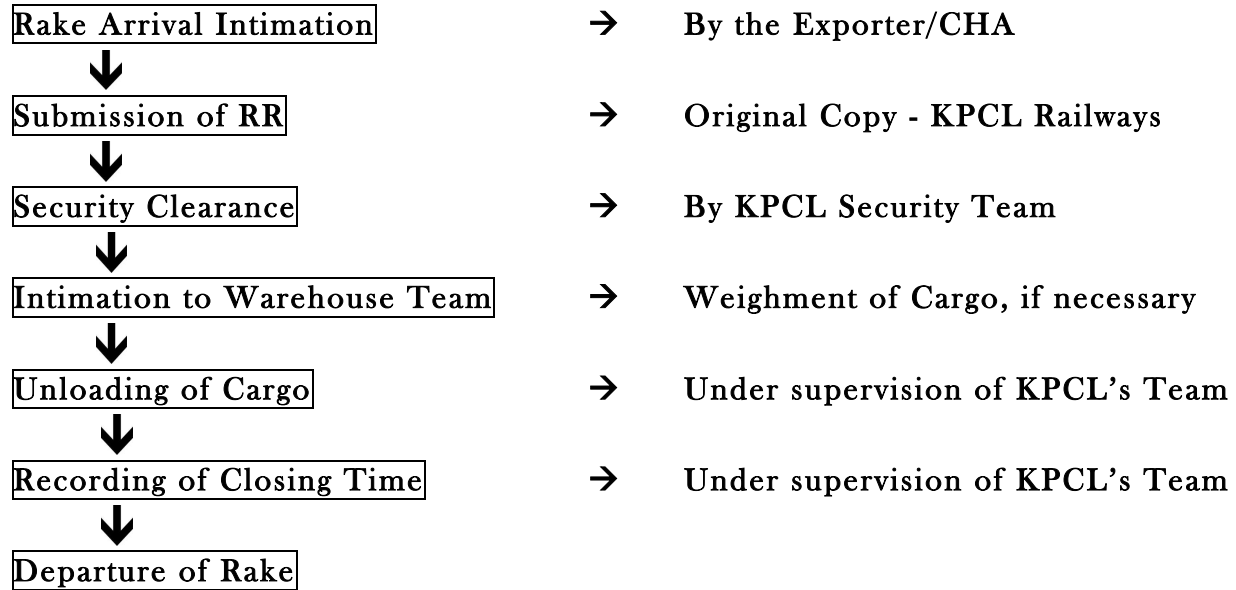
#### A. Bulk/ Break Bulk Cargo:

##### 1. By Road:



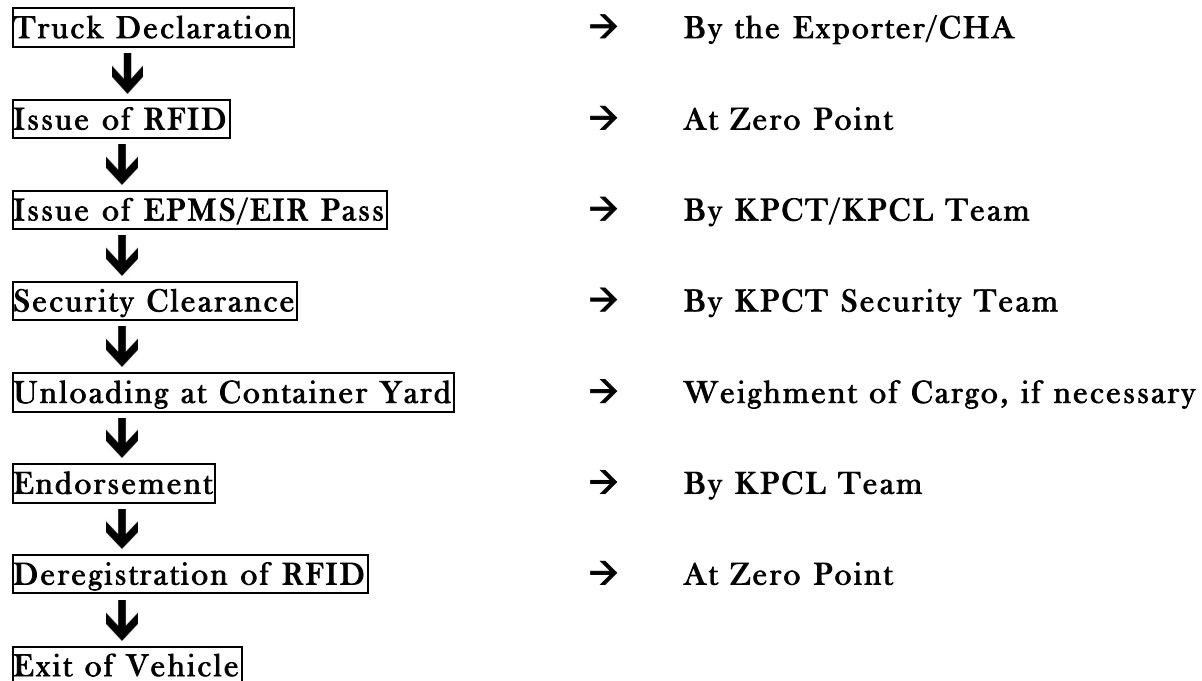


## 2. BY Rail:

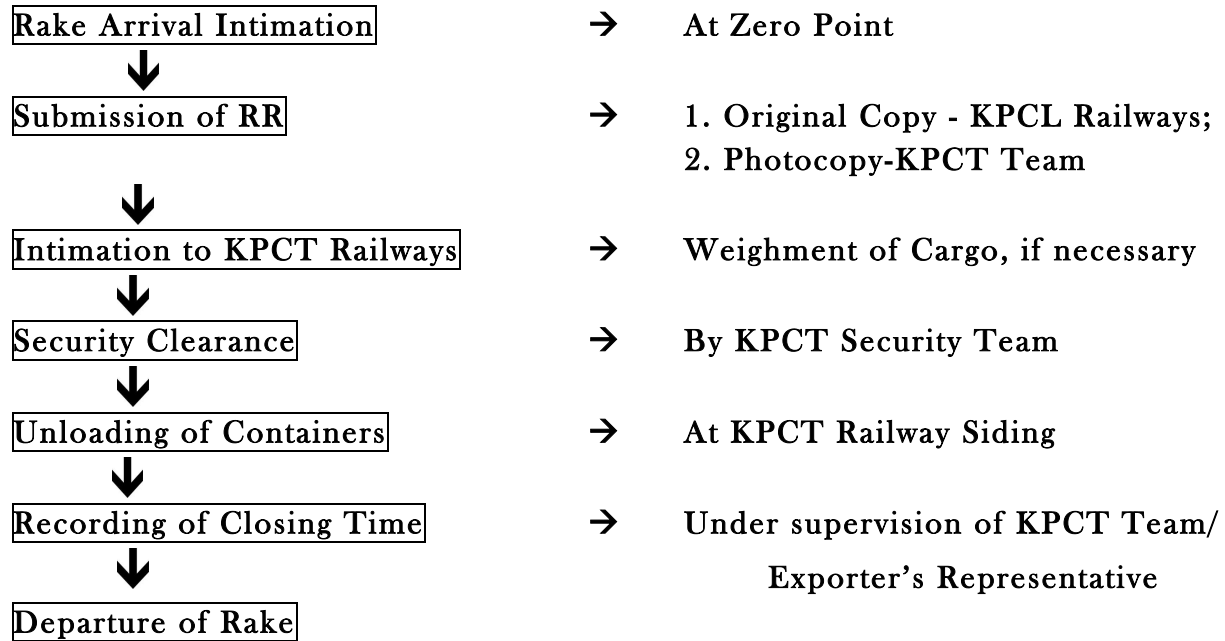


## B. Containerized Cargo

### 1. By Road:



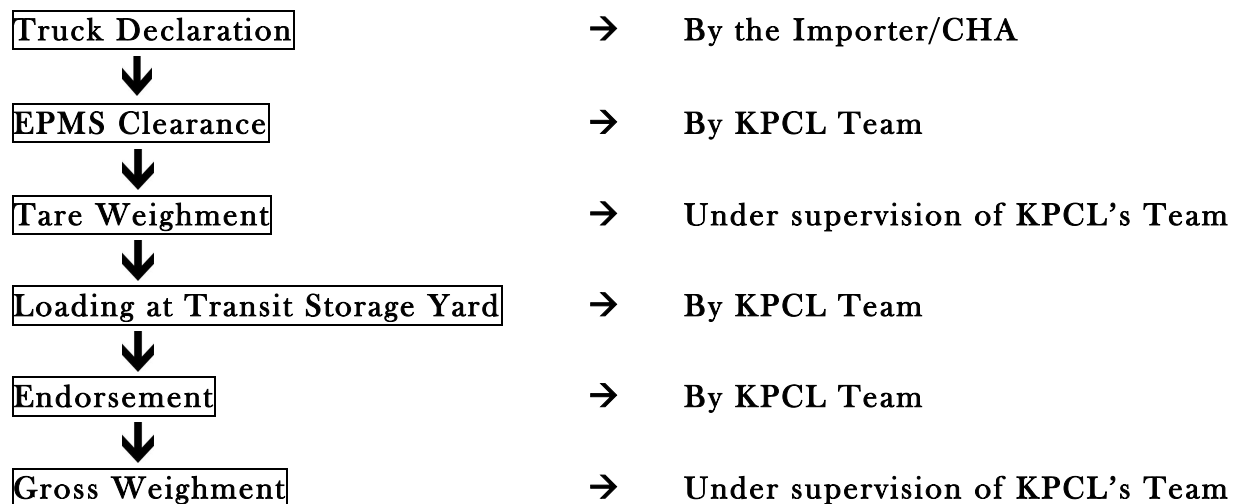
## 2. BY Rail:

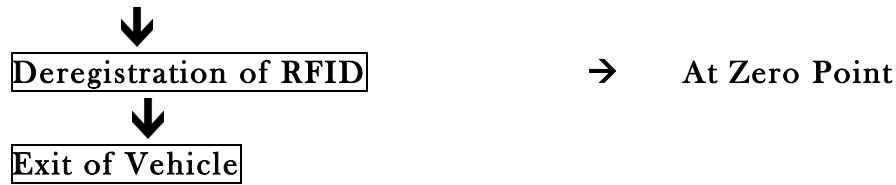


## IMPORT CARGO

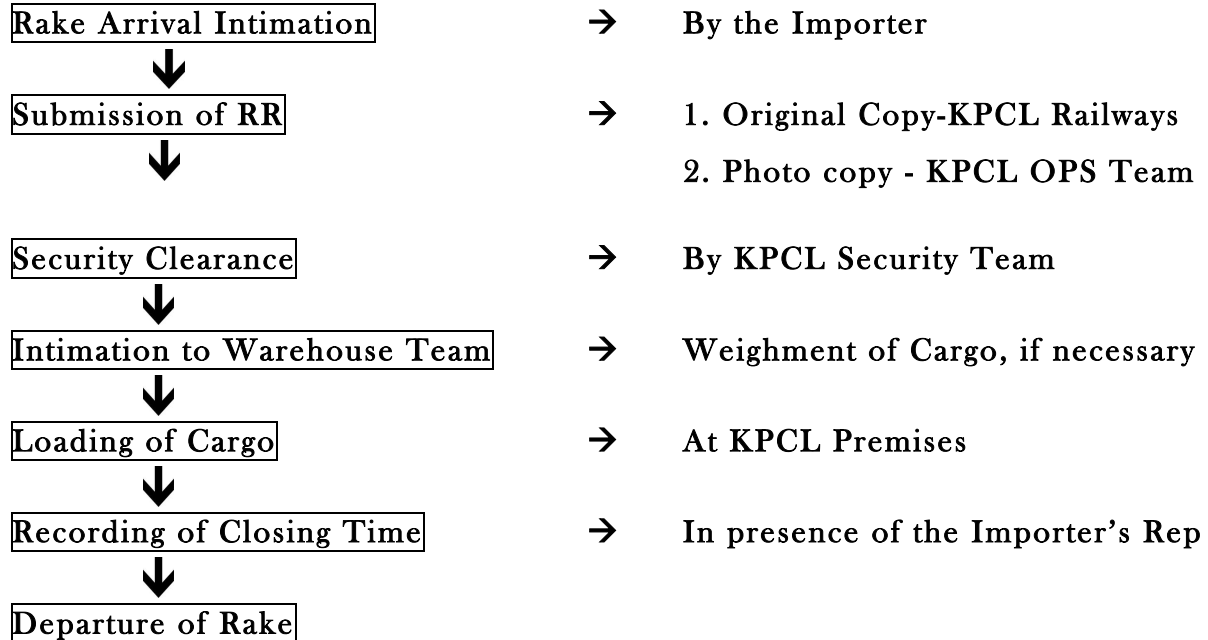
### A. Bulk/ Break Bulk Cargo:

#### 1. By Road:



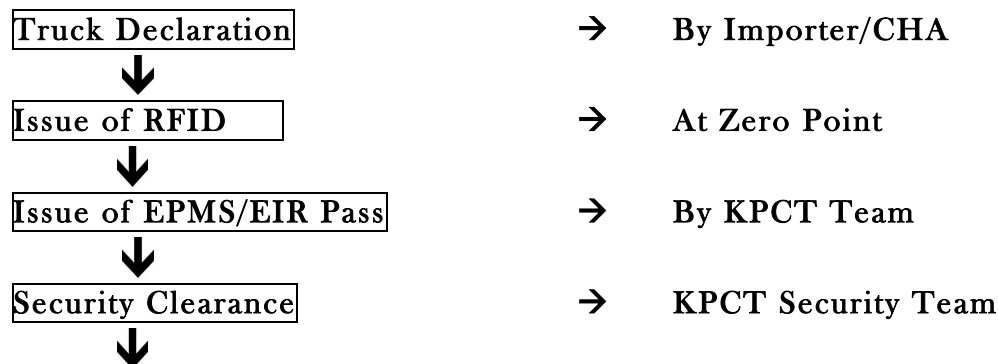


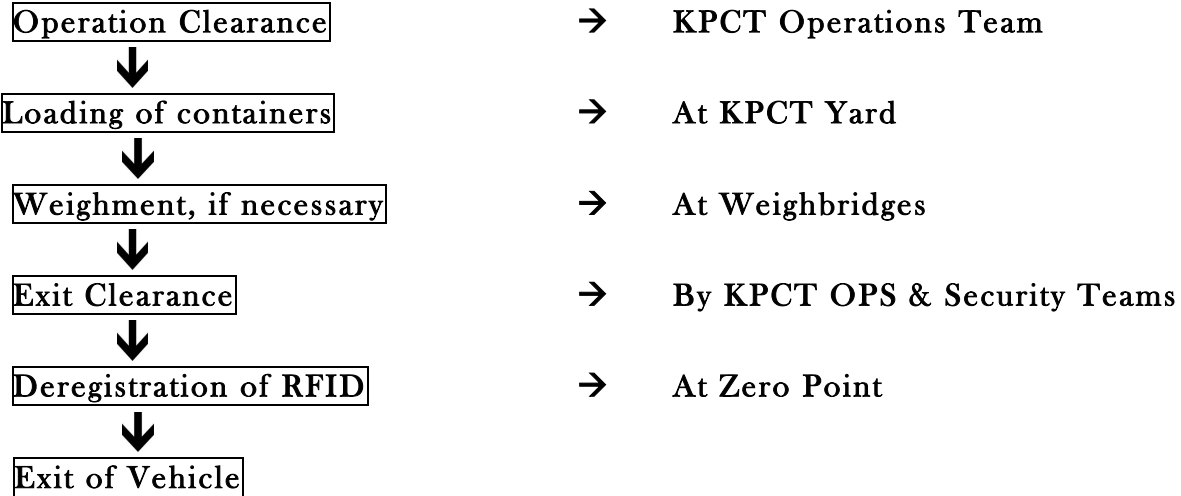
## 2. By Rail:



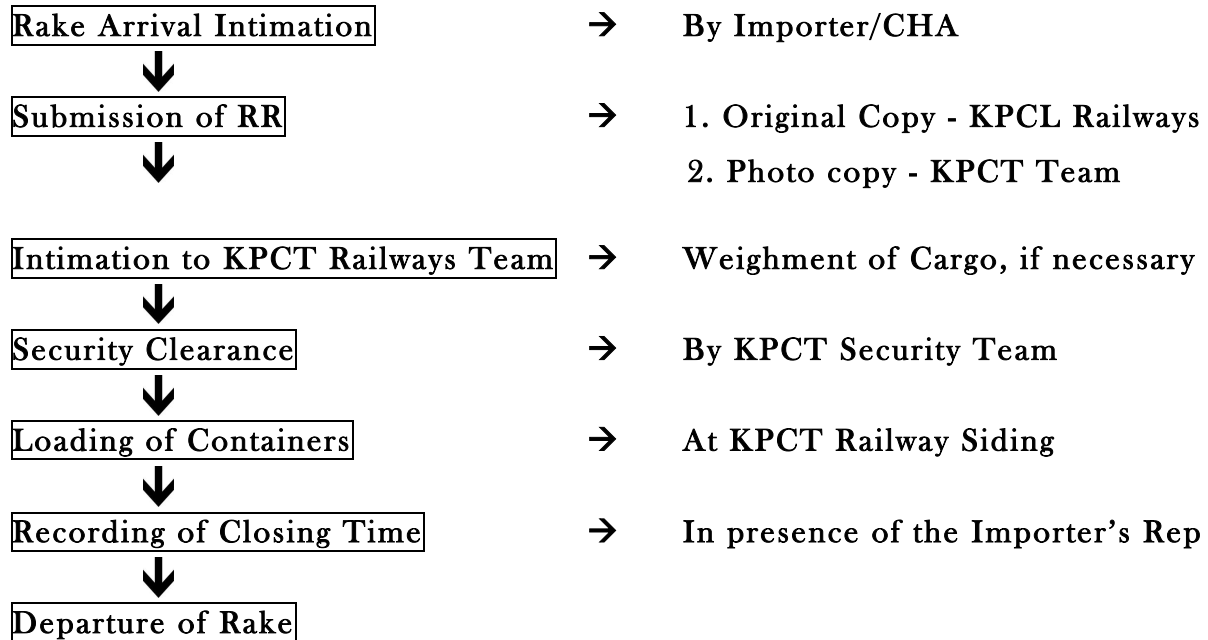
## B. Containerized Cargo:

### 1. By Road:





## 2. BY Rail:



## SECURITY COVER

The security responsibility of Krishnapatnam Port premises is divided into zones/sectors with responsibility/accountability of import/export cargo fixed under the respective squads deployed under the overall leadership of Sr.GM-Security. The security cover to the Krishnapatnam Port has been entrusted to Krishnapatnam Security Services Private Limited (KSSPL), which is providing round the clock security services.

The Security Policy applies to all facilities within the operational control and jurisdiction of Krishnapatnam Port Company Limited Port Facility and it will support all concerned in implementing the Port Facility Security Plan to detect and deter terrorist or criminal activities in port facilities, and react in a timely and effective manner to counter terrorist or criminal activities.

Security coverage is being provided 24 x 7 at all vital points and vulnerable areas for the protection of cargo, vehicles, facilities, equipment and human resources of Krishnapatnam Port through:-

- 1. Appointing a Port Facility Security Officer (PFSO) with overall responsibility of coordinating security and implementing PFSP. KPCL is committed to provide sufficient resources for effective implementation of security measures.*
  - 2. Observing International and National Laws and Regulations related to maritime security.*
  - 3. Ensuring that Port Facility Security Assessment (PFSA) is conducted as required by the ISPS.*
  - 4. Promotion of security awareness among all employees and port users through training programs.*
  - 5. Establishing reporting and documenting procedure for all security matters.*
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# SECURITY REQUIREMENTS FOR PORT USERS/VISITORS

1. The Port Users/Visitors who want to enter the port must wait in the Waiting Lounge at the entry gate and produce written approval from concerned authorized port representative.

Gate security must ensure that documents produced:

- *Have the authorized port representative's signature on it,*
  - *Has the correct date on it,*
  - *Documents are original and valid.*
2. The Domestic Visitors are requested to carry a valid photo identity proof issued by Government of India, based on which Port Entry Pass will be issued. The foreign Nationals are requested to carry copy of Passport along with duly stamped VISA.
  3. In case of new Visitors, the Security Team will obtain confirmation from the concerned department and then issue Visitor's Pass mentioning the area specifically to be visited by the Visitor.
  4. The Visitors/ Port Users who do not produce valid identification or documentation will be refused entry. The Visitors/Port Users with forged documents will be reported to police.
  5. In addition, the following Security Levels will apply based on the risk level and/or alert escalation given by the statutory authorities from time-to-time:
    - a) ***Security Level 1:*** *Checks on ID cards and vehicle stickers shall be applied to contractors. Visitors shall be registered as visitors and issued visitor cards or temporary passes.*
    - b) ***Security Level 2:*** *Contractors will not be allowed entry unless authorized by the PFSO or Port Management. Visitors will not be allowed entry.*
    - c) ***Security Level 3:*** *Access gates shall be locked and access denied to all persons. Only port employees and Clients providing essential services will be allowed entry at the authority or PFSO and port management. Photographic identification must be produced. Non-essential port employees and clients will not be allowed entry.*
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6. The Port User's/Visitor's vehicles are not allowed inside the Port without proper authorization. No visitors will be allowed without valid Gate Pass/Permission.
  7. The Port User/Visitor has to carry his/her Personal ID Card for the entire duration of his visit/stay to/in the Port. The ID card has to be returned/deposited, at the end of the visit, at the Security Counter.
  8. Port Users/Visitors are being advised to follow the security norms, safety and traffic rules and obtain the signature from the visiting official and the same to be deposited to security while exit.
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# SECURITY GUIDELINES FOR PORT

## USERS/VISITORS

- 1 . Use of Port may be denied for the persons violating laws or rules. Entry into port is subject to security clearance only.
  - 2 . The Port User/Visitor has to maintain *Decorum* at all times during the visit/stay at the Port. No person shall affix any advertisement, circular or the other material on any surface of the port without permission.
  - 3 . Authorized and written Prior Permission is required either to enter vital installations in the Port's Premises or to carry on any commercial activity in the Port's Premises.
  - 4 . The Port Users/Visitors are not allowed to carry objectionable items, mobile phones with camera, etc. Mobile phones with camera, digital cameras are to be deposited at the security gate. Photography/Video-recording are strictly prohibited.
  - 5 . Visitors, sightseers, relatives and family members are strictly prohibited into any KPCL Port Facility without proper PPE and/or other safety Kit. Any risk arising out of non-compliance of such safety requirements will be the sole responsibility of the said Visitors.
  - 6 . Abandonment of any property is strictly prohibited. Articles unclaimed by the owner and found by Port Authorities shall be disposed of pursuant to applicable law and such general rules of the Port and operating procedures as are established for the disposal of such property.
  - 7 . The personnel engaged and/or employed by the Port Users/Visitors shall not have possession of alcohol, non-prescribed substance, drug or paraphernalia, firearms, explosives, weapons, and other hazardous substances or articles that are prohibited on the Port's premises. Personnel engaged and/or employed by the Port Users/Visitors shall not perform any service under the influence of alcohol or any non-prescribed substance.
  - 8 . If any personnel employed and/or engaged by the Port User/Visitor are involved in any criminal activities in the premises of KPCL, KPCL shall have the right to refuse, to such personnel, the permission to enter into the premises of KPCL. KPCL shall have right to revoke permission granted to the personnel employed and/or engaged by the Port Users/Visitors, and such personnel shall
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be subjected to criminal prosecution as per the laws in vogue by the authorities of the State.

- 9 . The Port Users/Visitors who refuse to cooperate with gate security and behave in abusive and violent manner will be regarded as trespassers and will be reported to police immediately and prosecuted.
  - 10 . The Port Users/Visitors should acknowledge that KPCL is a conservator of the Port and may issue directions, from time to time, for the purpose of safe operations at the Port, and as maybe required under Applicable Laws, and they shall comply with all such directions.
  - 11 . The Port Users/Visitors shall ensure that that its personnel, tools, equipment, vehicles, temporary facilities and other items used in relation to their operations within Krishnapatnam Port, do not interfere with the safety, security and work of the Port and/or the other Port Users performing work in the Port's Premises.
  - 12 . All the equipment/transport vehicles deployed by the Port Users/Visitors within the Krishnapatnam Port must be roadworthy. They shall have the necessary light fittings, horns & proper covering materials. If any spillage and/or pollution caused by the said equipment/vehicle, then KPCL will impose the penalty as per extant orders and rules notified from time to time. No drivers shall be allowed to drive or operate the equipment/vehicle for more than 1 (one) Shift per day.
  - 13 . The Port Users/Visitors shall, at its own cost, arrange and keep valid payment of all RTO taxes and all other necessary taxes including Municipality taxes, relating to the use of their own/hired vehicles and /or equipment. The Port Users/Visitors shall indemnify KPCL against all losses, claims, liabilities, demurrages, penalties etc. arising out of non-compliance of such requirement.
  - 14 . KPCL reserves its rights to impose penalty on the Port Users/Visitors, if their personnel fails to comply with the Safety and Security Policy of KPCL. Penalty shall be levied on the Port Users/Visitors to the extent and equivalent to the loss/damage caused/suffered by KPCL due to failure of the Port users/Visitors or its personnel.
  - 15 . Entry onto KPCL's premises constitutes consent to and recognition of the safety and security policies prevailing in the premises of KPCL. The Port Users/Visitors shall comply with the regulations/instructions of Port Facility
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Security Officer (PFSO) in order to ensure compliance of International Ship and Port facility Security (ISPS) Code by the Port.

- 16 .** Entry onto KPCL's premises constitutes consent to and recognition of the right of KPCL and its authorized representatives to search the Port User's/Visitor's personnel. Any individual, who refuses to cooperate with such search, will be instructed to leave KPCL's premises immediately.
  - 17 .** The Port Users/Visitors shall comply with all statutory requirements and safety procedures as adopted by the port authorities, from time to time, and/or as required by law, and shall be responsible for the safety of all their personnel employed and/or engaged.
  - 18 .** The Port Users/Visitors shall not employ in connection with their work, any person below the age of eighteen (18) years.
  - 19 .** The Port Users/Visitors are required to use PPE if required, to visit operational areas of the Port. The Port Users shall cause its employees/workers to wear necessary safety equipment (PPE) e.g. goggles, gloves, safety shoes, gumboots, masks, apron, etc. as per existing norms of applicable statutory norms. For any violation of safety compliances, as judged by KPCL, fine would be charged a minimum of Rs.1000/- (Rupees One thousand only) per incident in addition to any other penalty payable to the concerned authority under any law of land applicable from time to time.
  - 20 .** Trash, garbage, waste, etc. to be deposited only in the receptacles provided therefore:
    - a. No person shall throw, discharge or deposit trash, garbage waste, liquids or other petroleum products or any other waste material into or upon any portion of the Port except by depositing such material in receptacles provided therefore
    - b. All such receptacles shall be subject to the approval of the Port Authority.
  - 21 .** No Port User/Visitor shall create, or permit any vehicle or machine of which he is in charge to create, obnoxious odors, noxious gases, smoke of fumes, unacceptable noise levels in the Port.
  - 22 .** Vehicular use in the Port is restricted. The vehicle operation of the Port Users/Visitors must abide by the rules and guidelines of the Port. No Port User/Visitor shall intentionally or unreasonably interfere with the safe, orderly flow of vehicular or passenger traffic.
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- 23 . No Port User/Visitor shall travel, or remain on, or shall permit any vehicle of which he has charge to travel, or remain on, any portion of the Port except upon the roadways, walks or other places or areas designated for the particular class of traffic. Do not take short cuts, when a safe road or safe method is available.
  - 24 . Only parties authorized by the Security In-Charge are permitted to operate vehicles on Port premises. Unauthorized vehicular operation on Port premises may be considered a trespass.
  - 25 . Keeping view safety reasons, all Port Users, including officials of Statutory Authorities, are requested not to take their vehicles in to jetty area, as it may lead to serious safety issues.
  - 26 . The drivers and cleaners are expected to be in or near the vehicle and not loiter around. Non-compliance of these instructions may lead to delay in shipment/operations apart from safety issues.
  - 27 . In case of any illness or physical problems or contagious diseases, driver shall report the matter to security team at the gate, so that the Occupational Health Service Centre provides medical care/first aid.
  - 28 . If any driver damages any material objects placed at gate complex, ODC road or container yard or cause any accident near or inside Container Terminal/the Port, he has to make good the cost of such material, besides bearing minimum penalty of Rs. 5000.00/-.
  - 29 . The trucks/trailers should be parked only on safe corners or parking space and not near carting area. If security team raises any objection on any parking the driver must immediately act as per the guidance of security team available there.
  - 30 . No Port User/Visitor shall spit, urinate or defecate on any part of the Port other than in a urinal or toilet intended for that purpose.
  - 31 . No Port User/Visitor shall bathe, shower, shave, launder or change clothes or remain undressed in any public restroom, sink, washroom or any other area within the Port.
  - 32 . No Port User/Visitor shall lie down or sit on the floor, ledges, platforms, steps or escalators nor erect any unauthorized permanent or temporary structure in the Port without permission. No Port User/Visitor shall sleep in any public place inside the Port.
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- 33 .** Labors taking rest near, beneath Cranes and heavy equipment is strictly prohibited. Sitting/walking on hatch cover or climbing on Cranes and heavy equipment is also prohibited.
  - 34 .** Ship chandlers shall have to take prior permission from the Customs, the Port and all the concerned statutory bodies for providing stores/goods into Vessels berthed at the Port (along with application, copy of customs permission, list/invoice of the goods, driver/labors list and their photographs, etc., to be attached). The requisition shall be forwarded through an official from POC. The Port's security team has the right to check the vehicle/stores and identify the labors/staff. If Goods are less in quantity and easily transferable, vehicle carrying it shall not be allowed up to jetty. The goods shall be offloaded at back reach area of the jetty and vehicle shall be brought to a safe and/or designated parking space. In case goods are more or heavy, the goods shall be unloaded near the vessel and vehicle brought back to a safe and/or designated parking area. The security guard on duty at Vessel has the right to frisk the labors and check/recheck the goods as per security requirement. Till completion of loading of goods in to the Vessel, the officer on jetty-round, shall be available nearby.
  - 35 .** No one is allowed to enter in to the gardens and lawns in the premises of KPCT/KPCL or to pluck flowers.
  - 36 .** All types of pet animals are barred from Port. (Only dog squad/horse squads of KSSPL are allowed for security checks).
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## PASSES

KPCL Passes remain the property of KPCL and as such are subject to withdrawal by the Port Management for breach of security or safety rules or conditions specified herein.

### **1. Personal Passes:**

#### a) Temporary Personal Passes

- Temporary Personal Passes are issued to non-regular companies, individuals or organizations that have business need to enter the port after prior arrangement with the concerned Port Department or representative. Separate Temporary Permits are required for vehicles.
- Temporary Personal Passes are written in duplicate and approved by Port Authority/Security. Temporary Personal Passes are valid for the day of issue only therefore must be retrieved at the gate on completion of business. Temporary Personal Passes must be surrendered to Port Authority/Security on demand.
- Port Security has the right to provide port security and safety inductions to the applicants before Temporary Personal Passes are issued.

#### b) Renewable Personal Passes

- Renewable Personal Passes are issued to the Port Users and employees of companies or companies who operate within the port or are engaged to do business on regular basis in the Krishnapatnam Port.
- Port Users must agree to port security and safety requirements and conditions of entry and exit when applying for Renewable Personal Passes.
- Renewable Personal Passes shall remain the property of KPCL and as such are subject to withdrawal by the Port Management for breach of security or safety rules or conditions specified herein in this policy. Once issued, Renewable Personal Passes must be prominently displayed for ease of visibility.

**2. Vehicle Passes:** Vehicle Passes will be issued to vehicles with valid insurance along with all necessary registration documents only.

#### a) Temporary Vehicle Passes

- A Temporary Vehicle Passes will be issued at the approval of the Port Management or authorized port representative valid for the duration of
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- visit. Temporary Vehicle Passes must be surrendered to Port Authority/Security on demand.
- Temporary Vehicle Passes remain the property of KPCL and as such are subject to withdrawal by the Port Management for breach of security or safety rules or conditions specified herein in this policy. Once issued, Temporary Vehicle Passes must be prominently displayed for ease of visibility.

b) Renewable Vehicle Passes

- Renewable Vehicle Passes are issued to Port Users who do businesses or who operate within the port or are engaged to do business on regular basis in the Krishnapatnam Port.
  - Port Users must agree to port security and safety requirements and conditions of entry and exit when applying for Renewable Vehicle Passes.
  - The Renewable Vehicle Pass application form must be filled and signed by the management of the organization, company or owner of vehicle in the case of private vehicles specifying;
    - a) *Company, Individual or Organization name,*
    - b) *Vehicle registration number,*
    - c) *Vehicle Make and Model,*
    - d) *Color description, and*
    - e) *Nature of business or why pass is required.*
  - Port Security has the right to check validity of Roadworthy Inspection and Motor Vehicle Registration Certificates along with the application.
  - Application should be properly and completely be filled and signed before submission to Port Security. The Port Security has the right to brief the applicant on KPCL's rights to withdraw the Vehicle Pass/s if KPCL security and safety requirements and conditions of entry and exit in the Krishnapatnam Port are violated before approving application and issue of Vehicle Pass.
  - Once issued, Renewable Vehicle Passes must be prominently displayed for ease of visibility.
  - Renewable Vehicle Passes remain the property of KPCL and as such are subject to withdrawal by the Port Management for breach of security or safety rules or conditions specified herein this Policy.
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## GUIDELINES FOR CARGO DELIVERY

1. Gate security has the right to search the vehicle to ensure there are no weapons, explosives, explosive making devices, prohibited items or substances in the vehicle.
  2. Gate security will also has the right to search to ensure that container seals are intact and not tampered with.
  3. Only on production of proper identity of persons/documents, the Security Team allows the entry/exit of the cargoes.
  4. Drivers or occupants of delivery vehicles who refuse to cooperate with gate security and behave in an abusive and violent manner will be regarded as trespassers and reported to police.
  5. If gate security is unsure he will report to KPCL PFSO or KPCL's representative for assistance.
  6. In addition, the following Security Levels will apply based on the risk level and/or alert escalation given by the statutory authorities from time-to-time
    - a) ***Security Level 1:*** A cursory inspection of cargo shall be carried out to ensure integrity of packaging and sealing.
    - b) ***Security Level 2:*** Cargo deliveries will not be allowed unless authorized by Port Management and/or authorized Port representative. Thorough inspection of cargo shall be carried out to ensure integrity of packaging and sealing. Cargo with tampered packaging shall be refused entry. Dangerous Goods will not be allowed entry without prior permission.
    - c) ***Security Level 3:*** Access gates shall be locked and access denied to all persons. All cargo deliveries will not be allowed entry.
  7. **Information to Drivers:**
    - a) Cargo should be covered with tarpaulin to avoid loss of material as well as to control pollution.
    - b) Should have knowledge/experience in carrying cargo to be transported. (Nature and other qualities).
    - c) Complete information on the route to be followed from source to destination.
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- d) Should have good traffic sense & should obey traffic rules.
- e) Carry important tools to meet any unforeseen events during transit.
- f) Vehicles are not to be allowed to carry load beyond its designed capacity.
- g) Park the vehicles at designated places only.

## **8. Guidelines for Automobile Vehicles Handling:**

- a) Vehicles brought inside the port should be parked in an order, such that at the time of loading, there is a smooth movement.
- b) Drivers of cargo carrying vehicles should drive at speeds prescribed by the Port as per safety norms.
- c) High speed driving is strictly prohibited. KPCL reserves the right, at its discretion, to penalize and/or seize the over-speeding vehicles.

## **9. Guidelines for use of Trucks & Transportation Equipment:**

- a) Vehicle to be driven only by authorized and licensed drivers.
  - b) No vehicle should carry load beyond its designated capacity.
  - c) Vehicle parked in prohibited area or in between road, leading to traffic jam will be viewed as serious offence, and is liable to be penalized at the discretion of KPCL.
  - d) Cooking inside the vehicle will be viewed as serious offence.
  - e) No vehicle shall overtake queues or lines. Breaking lines/queues is a serious offence.
  - f) Forklift/trucks/automobiles, etc should not exceed the port speed limits, especially in heavy vehicular areas, as prescribed from time-to-time.
  - g) The driver of the mobile crane handling containers must not allow anybody to ride on spreader.
  - h) The equipment operators of Cranes, forklifts, pay loaders, etc should not leave the keys of the equipment on the unattended equipment but should hand over the same to the reliever or the operator of the next shift.
  - i) No passenger or fellow worker should be permitted to sit on a Forklift Truck.
  - j) At the junctions of road, stop, look observe and then proceed.
  - k) Do not get 'IN' or get 'OUT' of moving vehicles.
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- l) Vehicle Lights shall be switched on during the times of dawn/dusk or in case of darkness.
- m) Visitors shall fasten their seat belts while travelling in vehicles.
- n) Observe and then proceed at all the junctions of road.
- o) Do not park the trucks near gangways, aisles or near to the wharf.
- p) Travel at a safe distance when you are driving behind another truck and at a safe speed that will allow you to stop in case of an emergency.
- q) Driving in standing position and horseplay should be avoided.
- r) Look behind and be sure everything is clear while reversing.
- s) No passenger or fellow worker should be permitted to sit on top of a truck/equipment. It is the responsibility of the driver to keep off the rider.
- t) If the truck is left on gradient, set the brakes/gears and block the wheel.

**10. Guidelines for handling Cargo onboard the ship:**

- a) All personnel deployed onboard must wear PPE. (Use of helmet, safety shoes, and hand gloves are mandatory while working onboard a ship.) No person shall be allowed to enter inside the hatch without authorization.
  - b) No person should be allowed to take rest or sleep inside the hatch or ship.
  - c) No person should be allowed to read books or listen FM Radio onboard vessel.
  - d) Loitering onboard is strictly prohibited. Sitting/walking on hatch cover or beam is prohibited.
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## DOCUMENTATION

The following documents, pertaining to the cargo, are to be carried and should be produced on demand:

### By Road:

1. Valid driving license, vehicle permit, Certification of Registration.
2. Insurance and 'Pollution Under Control' certificate.
3. Vehicle fitness certificate.
4. Goods consignment note issued by concerned Lorry transporter.
5. Weighbridge document.
6. Tax Invoice issued by concerned Mines/Authority.
7. Permit/Road release certificate.
8. Transit form issued by Department of Mines & Geology of concerned State Government.
9. Form of Way Bill issued by Commercial Tax Office.
10. Forest Department clearance certificate, wherever applicable.
11. Copy of Form D for dealer ship issued by Department of Mines & Geology, by concerned State Govt.
12. Any other relevant documents required by the statutory authorities under the applicable laws.

### By Rail:

1. VG by Railway Authorities
  2. RR by customer/agent
  3. Rail in motion Weighment documents.
  4. Other related documents, if any
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## **By Ship:**

### **Pre-Arrival Documents:**

1. Initial declaration
2. ISPS declaration
3. Cargo particular
4. Marine format
5. Crew list
6. Last 10 ports of call
7. Berthing application
8. Pilot booking
9. Stowage plan
10. Statement of facts

### **Ships Documents:**

1. Ship Particulars Certificate
  2. Registry Certificate
  3. International Ship Security Certificate
  4. International Tonnage Certificate
  5. Safety Manning & Management Certificate
  6. P & I Certificate
  7. Classification Certificate.
  8. Safety Equipment Certificate
  9. Safety Radio Certificate
  10. Load Line Certificate
  11. Safety Construction Certificate.
  12. IOPP Certificate
  13. ISPS Certificate
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## Ships Crew

1. Original Pass port, Seaman Book/VISA and Crew list duly signed by Immigration Department and Superintendent of Customs, Krishnapatnam Port and all connected documents are required to be produced for physical check by port security.
  2. Ships crew back from shore leave must wait outside the entry gate and produce a valid seaman's ID card. In the absence of a seaman's ID card or a seaman's book, a passport must be produced.
  3. Gate security will then check the seaman's authorized ID card or seaman's book against a Ships crew list at the gatehouse.
  4. Only when gate security is satisfied with the identity of the seamen he will open the gate to allow entry. Seaman without proper identification will be refused entry and referred to the PFSO.
  5. Seaman who refuses to cooperate with security and behave in an abusive and violent manner will be regarded as trespassers and reported to the police immediately and prosecuted.
  6. If gate security is unsure he will report to PFSO or to an authorized KPCL's Representative for assistance.
  7. In addition, the following Security Levels will apply based on the risk level and/or alert escalation given by the statutory authorities from time-to-time
    - a) ***Security Level 1: Checks on ID cards and seaman passes against crew list on crewmen entering port.***
    - b) ***Security Level 2: Thorough ID and seaman's pass checks against crew list shall be applied on crew entering port. Seamen without proper identification will not be allowed and referred to the SSO.***
    - c) ***Security Level 3: Access shall be denied to all persons. Crew members will not be allowed entry unless prior notification has been received from their Ship Master or SSO and must produce photographic identification. MSG will escort crew members to the ship.***
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## MISCELLANEOUS

### Accidents reporting and investigation in Krishnapatnam Port

It is mandatory on the part of all Port Users / Visitors to report accidents involving their employees/personnel/contractors, while working inside the Port. The accident shall be reported to Safety/Security department In-charge immediately. Each and every accident that might occur in the port will be investigated and therefore, it is essential on part of every Port User to co-operate and provide all evidences to the investigation Officer during the course of investigation.

### Punitive Actions

Punitive actions shall be initiated against the Port Users or Visitors who fail to comply with the safety guidelines, at the discretion of the KPCL management.

### Contact Details of Port Facility Security Officers:

During the times of Alarm/siren, it is required to assemble at the nearest assembly point. In case of any emergency inside the Port, following persons to be contacted:

<u>CONTACT PERSON</u>	<u>PHONE NUMBER</u>	<u>FAX NUMBER</u>
1. Capt. P.K. Gaur	+91 9704123301	
2. Capt. N. Padhi	+91 9618479789	
3. Mr. Rajendra Prasad	+91 9177134789	
4. Mr. V.V. Krishnaiah	+91 9177164789	
5. Mr. P.K. Hari Kumar	+91 8008500796	

## DISCLAIMER

*This Policy is prepared to serve the safety and security interests of Krishnapatnam Port/Port Users/Visitors and its places of operation. KPCL reserves the right to review the Policy from time to time and make amendments at its discretion. KPCL reserves all rights in relation with this Policy, and no part of this publication may be reproduced or stored by any process, electronic or otherwise, without the specific written permission of KPCL.*

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