



29 March 2003
PPA Memorandum Circular No. 10-2003

TO : All Private Ports Owners/Operators

SUBJECT : **CONDUCT AND SUBMISSION OF COMPREHENSIVE SECURITY SURVEY/PLAN AND DESIGNATION OF PORT FACILITY SECURITY OFFICER**

To comply with the International Maritime Organization (IMO) Resolution A-924 (22), calling for the strengthening of maritime and port security, all private port owners/operators are hereby advised to conduct and submit comprehensive security surveys/plans of your respective ports and terminal offices. It is also advised that Port Facility Security Officer, be designated the duties and responsibilities of whom herein defined, all in accordance with the IMO security standards.

In the conduct of security survey, the following guidelines among others, shall be considered:

1. Preliminary Assessment

- 1.1 Before commencing the security survey, port facility security assessment must be undertaken. Important assets, facilities and infrastructures of the port must be identified.
- 1.2 The assessment must identify the actual threats to these critical facilities and infrastructures in order to prioritize security measures;
- 1.3 The assessment must address vulnerability of the port facility by identifying its weaknesses in physical security, structural integrity, protection systems, procedural policies and communication systems within the port facility that may be a potential target of terrorism and lawlessness.

2. On-Scene Security Survey

Methods and procedures used to control access into the port/terminal and designated restricted area/s should be examined and evaluated including:

- 2.1 Inspection, control and monitoring of persons and carry on articles;
- 2.2 Inspection, control and monitoring of cargoes, equipment and baggage;

- 2.3 Safeguarding of cargoes, equipment and baggage held in storage within the port/terminal.
 - 2.3.1 Each identified point of access to the port/terminal and restricted area/s should be examined and evaluated for its potential use by individuals who might be engaged in unlawful acts;
 - 2.3.2 Existing security measures under both normal and emergency conditions should be examined and evaluated including:
 - 2.3.2.1 Established safety procedures;
 - 2.3.2.2 Deployment of security personnel to strategic posts/locations;
 - 2.3.2.3 Restrictions or limitations on vehicles access to the port/terminal and restricted area/s;
 - 2.3.2.4 The frequency and effectiveness of patrol by police/security personnel;
 - 2.3.2.5 The level of supervision of personnel;
 - 2.3.2.6 The security lock/key control system;
 - 2.3.2.7 Security communication, systems and procedures;
 - 2.3.2.8 Security barriers;
 - 2.3.2.9 Security lighting.

Copy of the report of the conduct of surveys including the Port Security Plan should be submitted to the Office, PPA Assistant General Manager for Operations not later than 01 May 2003.

The duties and responsibilities of the designated/appointed Port Facility Security Officer shall include the following:


- a. Conducting an initial comprehensive security survey of the port facility taking into account the relevant port facility security assessment in order to prepare a port facility security plan;
- b. Formulating and implementing the port facility security plan;
- c. Undertaking regular security inspections of the port facility to ensure the continuation of appropriate security measures;
- d. Recommending and incorporating, as appropriate, modification to the port security plan in order to correct deficiencies and to update the plan to take into account relevant changes to the port facility;
- e. Enhancing security awareness and vigilance;



- f. Ensuring adequate training for personnel responsible for security of the port facility;
- g. Reporting to the port authority and other relevant authorities and maintaining records of occurrences which threaten the security of the port facility; and
- h. Coordinating implementation of the port facility security plan with appropriate company and ship security officers.

Failure to respond to this security requirement may cause the cancellation of the Certificate of Registration issued by the Port Authority.

Attached are the suggested formats to be used in the conduct of security survey as well as in the preparation of the security plan.



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PORT SECURITY PLAN
PDO/PMO _____

1. PURPOSE :

State the purpose of the Plan

2. AREA SECURITY :

Define, identify, enumerate and specify areas, buildings, facilities and other structures considered critical, and establish a priority system for their protection. Include maps, sketches of the areas, layout of the buildings, facilities and other structures.

2.1 Areas (list of areas according to priority)

2.1.1

2.2. Buildings (list of buildings according to priority)

2.2.1

2.3 Facilities (wharves, piers, quay) (list of facilities according to priority)

2.3.1

3. CONTROL AND MONITORING MEASURES

Define and establish procedures on access and movement into the facility including restriction to identified restricted areas. Measures designed to prevent unauthorized access to facility and restricted areas. These procedures and restriction can be categorized as to personnel, vehicles, and cargoes/materials.

3.1. Personnel Access

Establish controls pertinent to each area

3.1.1 Authority for access

3.1.2 Access criteria for:

- 3.1.2.1 PPA personnel
- 3.1.2.2 Visitors
- 3.1.2.3 Vendors, traders, etc.
- 3.1.2.4 Maintenance and support personnel
- 3.1.2.5 Contractor/port users

3.2 Identification and Control

Describe the system to be used in each area. A complete description covering all aspects should be used in disseminating requirements for identification and control of personnel conducting official business on the installation/facilities.

3.2.1 Application of the system

- 3.2.1.1 PPA/company personnel
- 3.2.1.2 Visitors to restricted areas
- 3.2.1.3 Visitor to operational areas
- 3.2.1.4 Vendors, traders, etc
- 3.2.1.5 Contractor personnel/port users
- 3.2.1.6 Maintenance and support personnel
- 3.2.1.7 Emergency response personnel

3.3 Cargo/Materials Control

3.3.1 Incoming-

- 3.3.1.1 Requirements for admission of cargoes, materials and Supplies
- 3.3.1.2 Search and inspection of cargoes/materials for possible sabotage hazards
- 3.3.1.3 Special control on delivery of cargoes/supplies shipments in restricted areas

3.3.2 Outgoing -

- 3.3.2.1 Documentation required
- 3.3.2.2 Requirements for admission of cargoes, materials and control
- 3.3.2.3 Search and inspection of cargoes/materials for possible sabotage/hazards
- 3.3.2.4 Special control on delivery of cargoes/supplies shipments in restricted areas
- 3.3.2.5 Classified shipment

3.4 Vehicle Control

Policy on spot search of vehicle for possible bombs, contraband and illegal items

3.4.1 Parking Regulations

3.4.2 Controls of entrances into restricted and operational areas.

- 3.4.2.1 Privately owned vehicles
- 3.4.2.2 Government vehicles
- 3.4.2.3 Emergency vehicles
- 3.4.2.4 Commercial vehicles

3.4.3 Vehicle Registration

4. AID TO SECURITY:

Indicate the manner in which the following listed aids to security will be implemented on the installation.

4.1 Perimeter Barriers

4.1.1 Definition

4.1.2 Clear Zones

4.2.3 criteria

4.2.4 Maintenance

4.2.1 Signs

- 4.2.1.1 types
- 4.2.1.2 posting
- 4.2.1.3 maintenance

4.3.1 Gates

- 4.3.1.1 hour of operation/manning
- 4.3.1.2 security requirements
- 4.3.1.3 lock security and key control
- 4.3.1.4 Maintenance and Inspection

4.2 Protective Lighting System

4.2.1 Use and Control

4.2.2 Inspection

4.2.3 Action to be taken in the event of commercial power failure

4.2.4 Action to be taken in the event of alternative source of power

4.2.5 Emergency lighting system

4.3 Communication Equipment

| Type | Location (Post) | No. of Units |
|------------------|-----------------|--------------|
| 4.3.1 VHF Radio | _____ | _____ |
| 4.3.2 Radio Base | _____ | _____ |

4.4 Guard Forces:

4.4.1 Deployment

| Area/Bldg/Facility | Number of Guards/Shifts |
|--------------------|-------------------------|
| _____ | _____ |

4.4.2 Gears and equipment used

4.4.3 Patrol and inspection

5. **EMERGENCY ACTIONS/CONTIGENCY PLANS**

5.1 Indicate contingency plans/emergency actions of general application. Detailed contingency plans for Fires, Civil Disturbance, Earthquake, Typhoon, Bomb Threat, etc should be attached as annexes.

Emergency response to security threat or breaches of security, including provision for maintaining critical operations of the facility and port/ship interface

5.2 Procedures for reporting security incidents

5.3 Guidelines and Procedures in declaring heightened alert status/security level, including security measures

5.3.1 Security Level 1

5.3.2 Security Level 2

5.3.3 Security Level 3

6. **COORDINATING INSTRUCTIONS**

Indicate matters which require coordination with law enforcement agencies and civil agencies.

6.1 Interfacing of Plans with ship security activities

6.2 Liaison and Coordination

6.2.1 Local civil authorities

6.2.2 Law enforcement agencies

6.2.3 Military organizations

Port Facility Security Officer

PORT SECURITY SURVEY
PDO/PMO _____

1. INTRODUCTION

Methodology of the survey

2. PURPOSE

State the purpose of the survey

3. PHYSICAL SECURITY

3.1 Physical description of the general area surrounding the facility and its boundaries. (North, South, East, West)

3.2 General physical description of the entire facility

3.2.1 Area and perimeter

3.2.2 Number, type and location of buildings, structures and installations within the facility

3.3 Designated restricted area/s

3.4 Measures implemented to prevent unauthorized access to facility

4. FIRE FIGHTING EQUIPMENT AND FACILITIES

4.1 kinds and type of fire fighting equipment

4.2 Type of fire alarm installed

4.3 Fire drill program

5. PERIMETER SECURITY

5.1 General description and condition of the perimeter fence and other physical barriers

5.2 Location and condition of ingress and egress

5.3 Hour of operation/manning

5.4 Security requirements

5.5 Maintenance and inspection

5.6 Lighting system

6 GUARD AND GUARDING SYSTEM

6.1 Strength

6.2 Deployment to strategic post/location

6.3 Gears and equipment used

6.4 Patrol and traffic procedures

7. KEY CONTROL SYSTEM

7.1 Designated key custodian

7.2 Disposition of key to entrances and rooms

7.3 Disposition of key duplicates

7.4 Availability of key box

8. ALARM SYSTEM

8.1 Kinds and types of alarm system

8.2 Locations

8.3 Internal Controls

9. CONTROL AND MONITORING MEASURES

9.1 Regulations and restriction imposed on access to the facility including designated restricted areas, categorized as to personnel, vehicles and cargoes/materials

9.2 Inspection, control and monitoring of persons and carry on articles

9.3 Inspection, control and monitoring of vehicles

9.4 Inspection, safeguarding and monitoring of cargoes/materials

10. PROTECTIVE LIGHTING SYSTEM

- 10.1 Use and control
- 10.2 Inspection
- 10.3 Action to be taken in the event of commercial power failure
- 10.4 Action to be taken in the vent of alternative source of power
- 10.5 Emergency lighting system
- 10.6 Security measures to safeguard powerhouse

11. COMMUNICATION FACILITIES

- 11.1 Kind of message center
- 11.2 Means of communications used in the facility
- 11.3 Telephone system of the facility

12. HEIGHTENED STATE OF ALERT

- 12.1 Additional security measures to be undertaken during heightened state of alert:

- 12.1.1 Security Level 1
- 12.1.2 Security Level 2
- 12.1.3 Security Level 3

13. CONTINGENCY PLANS

- 13.1 Contingency Plans have been/have not been produced for the following:

- 13.1.1 Bomb Threat
- 13.1.2 Fires
- 13.1.3 Earthquakes
- 13.1.4 Civil Disturbance
- 13.1.5 Infiltration and raid

14. EQUIPMENT REQUIREMENT

15. FINDINGS AND RECOMMENDATIONS

PORT FACILITY SECURITY OFFICER