

Security Gate

Date of Issue | January 2026

Date of review | January 2027

1. RESPONSIBILITIES

- 1.1 The Harbour Authority has the overall responsibility for the compliance of the ISPS code.
- 1.2 Main Gate Security is responsible: -
 - a. for the control of vehicle access and egress through the gate.
 - b. when required, for the issuing passes and Permits.
 - c. for carrying out searches as prescribed under the PFSP and directed by the PFSO.
- 1.3 Stevedores have the operational responsibility of managing freight entering the RA, to effectively manage the operational capacity.

2. PROCEDURES

- 2.1 Pedestrian access through the gate is strictly prohibited unless authorised by the Harbour Operations team.
 - 2.2 Private vehicles, that are not involved in dock operations, will not be admitted into dock operational areas, Except -
 - i. If they have a restricted area permit, Temporary or Permanent
 - ii. in an emergency, or
 - iii. in exceptional circumstances or
 - iv. for law enforcement agencies to carry out their duties.
 - v. Need to ensure anyone entering through the gate has the correct PPE requirements in relation to their purpose. As a minimum high visibility clothing.
- a) The security gate should ensure vehicles entering the RA have a rotating amber beacon illuminated or hazard lights flashing.
 - b) The security gate should only allow trailers access into the RA if it is on the Trailer Presentation List.
 - c) The security gate must assign trailer parking bay numbers to all drivers delivering trailers for shipment.
 - d) FO will provide the Solent Foreman, with the number of inbound trailers discharging from the next arriving vessel, as soon as it leaves its departure port. The security Gate will then leave empty the appropriate number of bays to accommodate these inbound trailers.
 - e) Solent Stevedore will keep logistics companies informed of the number of trailers bays vacant, within the compound, by completing a compound status notification Form.
 - f) When all trailer bays are full, The Solent Foreman should send a RED notification to the logistics companies. The security gate will not allow any further trailers to enter the compound.

- g) The FO Load marshal and Stevedore Foreman should be contacted during stevedore tug operations prior to allowing freight drivers entry.
- h) The freight gate security guard must remain in constant radio contact with all parties.

3. PROCEDURES – EGRESS THROUGH THE FREIGHT GATE

- 3.1 Main Gate Security will manage Pedestrian and Vehicle access through the freight gate, noting the following:
 - a) Times for picking up should be in accordance with SOP E003
 - b) Pedestrians should be strongly discouraged from moving around in the freight operation areas.
 - c) Whenever possible, unaccompanied vehicles and towed freight should be transported to the Main Gate Security for collection. Removing the need for anyone not involved in dock operations to enter the RA at all. This should be conducted by the ferry operators.
 - d) Minimum Personal Protective Equipment requirements
 - i) high visibility clothing
 - ii) safety shoes.

