

## **KAMARAJAR PORT LIMITED**

### **PORT ACCESS POLICY, 2015**

#### **1. Short title and commencement:**

- (i) This Policy may be called Kamarajar Port, "Port Access Policy, 2015"
- (ii) This shall come into force on the 1<sup>st</sup> day of October, 2015.

#### **2. Definition:**

- a) "IPA" means Indian Ports Act, 1908 and as amended by Government of India from time to time.
- b) "Major Port" means any port which the Central Government may by notification in the Official Gazette declare, or may under any law for the time being in force have declared, to be a major port
- c) "KPL" means Kamarajar Port Limited, a Major Port under Indian Ports Act, 1908
- d) "Board" means Board of Directors headed by "Chairman-cum-Managing Director" and shall have the meaning assigned to them in the Companies Act, 1956.
- e) "CMD" means Chairman cum Managing Director of Kamarajar Port Limited.
- f) "Director (O)" means Director (Operations) of Kamarajar Port Limited.
- g) "GM(MS)" means General Manager (Marine Services) and PFSO.
- h) "PFSO" means Port Facility Security Officer
- i) "Dy.PFSO" means Officer or Officers nominated by GM(MS) and PFSO to act and assist to PFSO as Dy.PFSO.
- j) "PPE" means Personal Protective Equipment.
- k) "CISF" means Central Industrial Security Force.

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l) "ISPS" Code means International Ship and Port facility Security Code

**SECURITY GUIDELINES FOR PORT USERS/VISITORS:**

- Use of Port may be denied for the persons violating laws or rules. Entry into port is subject to security clearance only.
- 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.
- 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.
- The Port Users/Visitors are not allowed to carry objectionable items, cameras, laptops etc. without KPL permission.
- Visitors, sightseers, relatives and family members are strictly prohibited into any KPL 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 and the recommending persons/companies.
- 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.
- 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.

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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.

- If any personnel employed and/or engaged by the Port User/Visitor are involved in any criminal activities in the premises of KPL, KPL shall have the right to refuse, to such personnel, the permission to enter into the premises of KPL. KPL shall have right to revoke permission granted to the personnel employed and/or engaged by the Port Users/Visitors, and such personnel shall be subjected to criminal prosecution as per the laws in vogue by the authorities.
- 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 by CISF immediately and prosecuted.
- The Port Users/Visitors should acknowledge that KPL 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.
- 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 KPL, 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.
- All the equipment/transport vehicles deployed by the Port Users/Visitors within the KPL 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 KPL will impose the penalty as per extant orders and rules notified from time to time.

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- The Port Users/Visitors shall indemnify KPL against all losses, claims, liabilities, demurrages, penalties etc. arising out of non-compliance of such requirement.
- KPL reserves its rights to impose penalty on the Port Users/Visitors, if their personnel fails to comply with the norms of KPL. Penalty shall be levied on the Port Users/Visitors to the extent and equivalent to the loss/damage caused/suffered by KPL due to failure of the Port users/Visitors or its personnel.
- Entry onto KPL's premises constitutes consent to and recognition of the safety and security policies prevailing in the premises of KPL. The Port Users/Visitors shall comply with the regulations/instructions of GM(MS) in order to ensure compliance of International Ship and Port facility Security (ISPS) Code by the Port.
- Entry onto KPL's premises constitutes consent to and recognition of the right of KPL 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 KPL's premises immediately.
- 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.
- The Port Users/Visitors shall not employ in connection with their work, any person below the age of eighteen (18) years.
- 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

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safety compliances, as judged by KPL, fine would be charged per incident in addition to any other penalty payable to the concerned authority under any law of land applicable from time to time.

- 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.
- 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.
- Only parties authorized by the GM(MS) or his authorized representative are permitted to operate vehicles on Port premises. Unauthorized vehicular operation on Port premises may be considered a trespass.
- 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.
- 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.

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## PORT ACCESS

Port Access Passes will be issued to the men, material and vehicles of Port Users after approval of representative authorized by GM(MS) subject to the submission of the following ID Proofs.

Driving License

Ration Card

Aadhar Card

PAN Card

Passport

Voter ID

The identity card with Photo & address issued by the Central/State Government and its Departments, Statuary/Regulatory Authorities and Public Sector Undertakings.

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

### **Temporary Passes (For individuals) :**

- Temporary Passes (one day, three days, weekly and monthly) will be issued to the individuals of Port Users after approval of representative authorized by GM(MS).

### **Renewable & Longterm Passes (For individuals):**

- 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 KPL.

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- Port Users must agree to port security and safety requirements and conditions of entry and exit when applying for Renewable & Longterm Passes.
- Renewable & Longterm Passes shall remain the property of KPL and as such are subject to withdrawal by the Port Management for breach of security or safety rules or conditions specified. Once issued, Renewable & Longterm Passes must be prominently displayed for ease of visibility.

#### **Vehicle Passes:**

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

#### **Temporary Vehicle Passes**

- A Temporary Vehicle Passes will be issued at the approval of the GM(MS) or his authorized representative valid for the duration of visit.
- Temporary Vehicle Passes remain the property of KPL 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.

#### **Renewable & Longterm 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 KPL.

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- Port Users must agree to port security and safety requirements and conditions of entry and exit when applying for Renewable & Longerm Vehicle Passes.
- The Renewable Vehicle Pass application form in the prescribed format must be filled and signed by the authorized representative of GM(MS) specifying;
- Application should be properly and completely be filled and signed before submission to GM(MS). The GM(MS) has the right to brief the applicant on KPL's rights to withdraw the Vehicle Pass/s if KPL security and safety requirements and conditions of access in the KPL are violated before approving application and issue of Vehicle Pass.
- Once issued, Renewable & Longterm Vehicle Passes must be prominently displayed for ease of visibility.
- Renewable & Longterm Vehicle Passes remain the property of KPL and as such are subject to withdrawal by the Port Management for breach of security or safety rules or conditions specified herein this Policy.

Only authorized signatories are allowed to sign the authorization Port Access Application Form for men, material and vehicles or as decided by the GM(MS).

The authorized signatories are the sole responsible for men, material and vehicles (as per the Annexures) which will duly filled and submitted to the GM(MS) or his authorized representatives for Port Access.

Online application/online generation of passes will be introduced in due course.

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**KAMARAJAR PORT LIMITED**  
**APPLICATION FOR TEMPORARY PORT ACCESS PASS**

Form-01

Name of the Firm/Company applying for Pass :  
Name of the Recommending Firm/company :  
Nature of work of the firm in the Port :  
Total Number of persons in the list :  
Purpose of visit of the persons in the list :  
Total No. of vehicles in the list :  
Duration (Max days) : from .....to .....

**Details of Persons**

S No	Name	Age	Designation	Identification Mark or Old Pass Card No.	I.D Proof

**Details of Vehicles (Bike, Car, Lorry, Trailers, etc)**

S No	Vehicle No.	Type	S No	Vehicle No.	Type

**UNDERTAKING**

I/We undertake to certify that

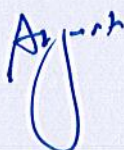

1. The antecedent verification was conducted in respect of above person(s) for whom the passes are recommended and to the best of my/our knowledge this/those persons are not involved in any antisocial activities.
2. The above persons/vehicles will be engaged only for the above purpose for which pass was issued.
3. I/We own full responsibilities for all the activities of the above mentioned persons/vehicles inside the Port. I/We shall be solely responsible for any damage/accident/injury occurring to any property/ persons inside the Port by the above persons/vehicles and shall not hold Kamarajar Port Limited responsible for the same.
4. The vehicles mentioned above possess all valid documents viz. RC Book, Insurance, Motor Vehicle Tax, Fitness certificate, PUC etc
4. The entry passes so issued is only for entering the Port and separate permission from KPL will be obtained for carrying out any works inside the Port.

**Recommending Firm/Company:**

**Name & Designation of the authorise Signatory:**

**Signature with date:**

**Office seal:**



**KAMARAJAR PORT LIMITED**

**APPLICATION FOR ISSUE OF NEW / RENEWAL LONG TERM ACCESS PERMITS**

**Form-02**

Please fill up this application in **BOLD LETTERS** and enclose along with Company letter head

Applicant Name	
Company Name & Address	
Nature of work of the Company inside the Port	
Designation of the Applicant	
Sex	Male / Female
Purpose of visit of the above applicant	
Age & Date of Birth	
Vehicle No. (if any)	
Driving license No. & expiry date (for drivers)	
Contact no. in case of Emergency	
Residential Address	
Identification Mark	
Blood Group	
Duration of pass required (Max. 1 year)	
Signature of the Applicant	
Company designated Authority Name, Designation & Signature	

**UNDERTAKING**

We hereby certify that -

1. The antecedent verification for the above person was conducted by the police and he has been cleared for security by the police. A copy of the police verification certificate (or copy of valid passport) is attached herewith.

**OR**

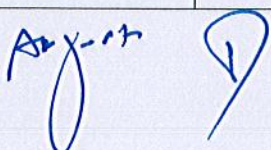
The antecedent verification was conducted by us (M/s.....) in respect of the above person and to the best of our knowledge his character and antecedents is found to be good.

2. The above person will be engaged only for the above purpose for which permit is issued.
3. We take full responsibility for all the activities of the above person inside the port.

Signature :  
Name, Designation & address of  
Recommending Officer :  
Company seal :

\* Please enclose Color photo of the applicant with blue background

Permit Approved for	..... Months
Permitted Zone (Zone No. & Colour)	
Signature & Designation	
Port Entry Permit No.	

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Strike out whichever  
is not applicable

For  
KPL's  
use



**Kamarajar Port Limited**  
**Application for Monthly Vehicle Access Pass**

**Form-03**

Registration No. of the Vehicle :

Type and Make of the Mechanically  
Driven Vehicle :

Name & address of the Owner :

Name Address of the firm/Applicant :

Nature of work of the firm in the Port :

Purpose for seeking Vehicle Entry Permit :

Period for which Permit required :

Overall length and breadth of the Vehicle :  
(applicable for heavy vehicles)  
Carrying capacity of Laden weight  
(applicable for heavy vehicles)

Motor Vehicle Tax valid till :

Fitness certificate valid till :

Registration Certificate(RC) valid till (Encl RC Copy):

Vehicle Insurance valid till (Encl Insurance copy) :

Whether Vehicle is blacklisted by KPL :

I/We undertake to certify that –

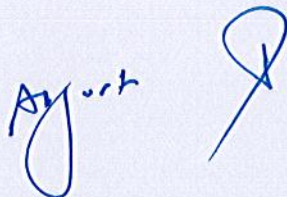
1. The Owner mentioned above is the bonafide owner of the said Vehicle.
2. The Vehicle shall be engaged for the purpose for which permit is issued.

I/We also undertake that I/We .....own full responsibilities of the above Vehicle in the event of any incident/accident occurring inside the Port.

Recommending Officer (Name & Designation)

Signature with date

Office Seal





**KAMARAJAR PORT LIMITED**  
**APPLICATION FOR MATERIALS ENTRY/EXIT PASS**

**Form-04**

Name of the Firm/Company :  
Name & Designation of the Authorised Officer :  
Name of the Person taking in/out :  
Materials brought from :  
Destination of the materials :  
Date of taking in/out :  
Purpose :  
Returnable/Non returnable : Returnable/Non returnable  
Mode of Transport/Vehicle :

No	Description of materials	Quantity	Remarks

**UNDERTAKING**

I undertake to certify that the materials mentioned above is being sent in/out for bonafide use as per details.

Signature of the Authorized Officer of the firm

Date :  
Place :

Company Seal

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