

Best Practice: Ship's Pass Log



Category:	Access Control
Location:	Port of Hammerfest
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Description: The Port of Hammerfest developed an electronic ship's pass log to monitor crewmember access to the port. The PFSO issues each arriving master a log and temporary electronic access cards containing one-time use pin codes. The master records the crewmember's information in the log and issues the crewmember a temporary access card. The crewmember must display the temporary access card while in port and use the temporary pin to exit and re-enter the port.

Discussion: The temporary access card expires 24 hours after being issued, thereby limiting crewmember shore leave. A crewmember must receive a new temporary access card if shore leave is extended or granted on a subsequent day. The ship master is responsible for logging and verifying crewmember information and reviewing the ship's pass log with the PFSO prior to departure from the port.

Potential Down-side: The PFSO relies on the ship master to keep accurate records and monitor the issuance of passes; some ship masters may resist this system due to the additional workload created.

Conclusion: The PFSO can effectively build positive relationships with ship masters by directly involving them in the port security process through the ship's pass log. This relationship benefits both the ship and port.

Cost: Access cards cost \$500 USD in quantities of 100 and are re-usable.