

Best Practice: ISPS Code Handbook

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Category: Documents & Forms

Location: Chittagong Port Authority, Bangladesh

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- Description:** The Designated Authority Committee published a handbook describing the duties and responsibilities of Port Facility Security Officers and Security personnel at differing levels of security within the port.
- Discussion:** The handbook was given to each port employee. It ensures all employees are aware of the differing levels of security and the procedures called for when security levels are raised. This awareness has led to increased cooperation of all port employees during mandatory drills and exercises.
- Potential Down-side:** In the wrong hands, the handbook could be used by persons wishing to circumvent security measures to gain access to the port.
- Conclusion:** Port employees are familiar with the steps taken when raising the security level of the port. In addition, all personnel are aware of their duties and responsibilities associated with changing security levels and the importance of the International Ship and Port Facility Security Code.
- Cost:** The cost of publishing the handbooks is minimum.