



Drill	D113
Category	Access Control
Type	Personnel checks
Subject	Person seeking entry using false documents
Security Level	1 and 2
References	1. Port Facility Security Plan 2. Relevant Port Facility security instructions, regulations and memorandums 3. APEC Manual of Maritime Security Drills and Exercises Volume I Part 1 – Guidelines for the Conduct of Maritime Security Drills 4. ISPS Code

INTRODUCTION

1. Access control is a primary security measure employed by all Port Facilities. This comprises perimeter security, and personnel and vehicle/vessel checks upon entry/exit. The integrity of access control measures depends on the quality of the personnel manning and maintaining them and the quality depends on the training, and regular audits of the personnel.
2. This drill requires security staff to respond to two attempts by individuals to enter the Port Facility premises by tendering false documents at the security check point.

AIM OF THE DRILL

3. **General Objective**

To gauge the reliability of the security measures for checks on personnel entering the Port Facility

4. **Specific Objectives**

- a. To determine if existing personnel security measures are adequate to prevent unauthorized persons from entering the Port Facility using falsified identity documents.
- b. To practice personnel identification and verification procedures.
- c. To test the procedures for handling visitors to the Port Facility.
- d. Meet the specified compliance benchmark for this drill.



REQUIRED ATTAINMENTS

5. On completion of the drill, Port Facility employees and security staff will be able to:
- a. apply the procedures in the Port Facility Security Plan (PFSP) to personnel entering the Port Facility, in particular the procedures for personnel identification and verification
 - b. achieve denial of entry to all unauthorized personnel.
 - c. perform access control in accordance with the procedures in the PFSP

PLANNING FOR THE DRILL

6. **Timetable**

The date for the conduct of this drill should be scheduled in the Port Facility's annual work program. Preparations for this drill should commence 2 weeks prior to the date of conduct. An example of a time-table for the preparation and conduct of this drill is given in Appendix 1.

7. **Personnel**

a. Control Team

(1) The Chief Controller may be the Port Facility Security Officer (PFSO) or a manager in charge of security matters. Where the first line response by security staff involves the PFSO, a manager should be considered for the appointment of Chief Controller. This will free the PFSO to respond to the situation as it develops during the drill.

(2) The Chief Controller is to arrange for two persons to be the Visitors (also designated as controllers). The persons should not be familiar to Port Facility security staff.

b. Participants

The participants will be the Port Facility security staff.

c. Safety Officer

The appointment of a safety officer for this drill should be considered.



8. Resources

a. Equipment

(1) Identification document - Fake identification documents are to be prepared and used by each “Visitor” to gain entry.

(a) “Visitor” 1 will use a fake temporary identity card. Most national authorities issue a temporary identification document when an identification card or driver’s license is reported lost, prior to a permanent replacement being issued. Such temporary identification using a fictitious name could be duplicated for the purposes of this drill.

(b) “Visitor” 2 will use a crude copy of the Port Facility’s Employee Pass. This may be prepared by scanning an actual pass, then using software to paste the photograph of the “Visitor” in place of the actual employee, and replacing the employee’s name with a fictitious name. Finally, the fake pass may be printed and laminated in plastic.

(2) Camera for taking photographs of key installations in the Port Facility. The camera is a prop only, and should not contain any film/memory card/battery.

b. Communications

(1) **Equipment**

(a) Mobile phone: It is recommended that mobile phones should be the preferred means of communications between the Chief Controller and the controllers, subject to the availability of a cell phone network at the location of the Port Facility.

(b) Walkie-talkie: When using walkie-talkies, note that they have a short range and short battery life. They are usually bulky and may not be easily concealed, and they may be subject to interference if left switched on, leading to discovery at awkward moments.

(2) **Codewords**

Code words are used to provide brevity and clarity in communications during the conduct of a drill. A list of suggested code words is given in Appendix 2. The code words must be promulgated to all controllers and participants of the drill.



(3) **Security**

Consideration should be given to the possible disclosure of confidential information (e.g. details in the PFSP) in all exchanges connected with this drill, and appropriate precautions taken to avoid the release of such information to persons not authorized to receive it.

c. Other requirements

- (1) Location for the debrief
- (2) Refreshments e.g. during the debrief
- (3) Person to take notes during the debrief
- (4) Stationery for note-taking

9. **Safety**

a. Security staff activity in connection with this drill would be monitored by the Safety Officer, if one is appointed. The Safety Officer should station himself at a location where he would be:

- (1) Able to observe the majority of events
- (2) Near where potentially hazardous activity may take place
- (3) Accessible should he be required in a contingency

b. Controllers with roles as intruders or drivers, etc. should be issued with a letter of identification provided in Appendix 3 to forestall any undesirable action or behavior on the part of security staff toward them.

10. **Budget**

Funding may be needed for the following:

- a. Employment of “visitors”.
- b. Production of false documents.
- c. Transportation costs for the “visitors”
- d. Refreshments for the debrief
- e. Reimbursement of expenses incurred by controllers or staff

11. **Policy for disclosure**

a. The Chief Controller should decide if the drill is to be announced (i.e. participants such as security staff will be notified of the conduct of the drill) or the conduct of the drill will not be announced beforehand (i.e. the participants will not be informed of the conduct of the drill).

b. In deciding the mode, the following may be taken into consideration:

- (1) Security - Where it is assessed that confidentiality is uncertain or difficult to maintain, it is preferable to opt for an announced drill.



(2) Organizational culture - Unannounced drills may be perceived as a test of the participants.

(3) Ships at the Port Facility - Where it is anticipated that the drill may impact in any way on ships alongside, their crew, agents, suppliers or contractors, ships alongside should be notified in advance of the drill.

12. Management endorsement

The Chief Controller should seek approval from management for the conduct of the drill. Management should be informed of the drill prior to its conduct, even if formal approval is not required.

CONDUCTING THE DRILL

13. Master Events List

a. This drill requires the controllers, acting as “visitors”, to attempt to enter the Port Facility by seeking permission in the normal manner at the Port facility entrance using falsified identity documents.

b. The “injects” (simulated events) for the conduct of the drill are provided in the example of a Master Events List at Appendix 4. These would be introduced on schedule or on completion of the preceding event. Adjustments would be made to cater to the prevailing circumstances.

14. Controller briefing

a. The briefing to controllers will be conducted by the Chief Controller and should include the following:

- (1) Roles to be played by controllers.
- (2) Positions of controllers at the commencement of the drill.
- (3) Transport arrangements.
- (4) Suggested responses to questioning by security staff.
- (5) Safety measures.

b. Scenario

Two “Visitors” are attempting to gain access to the Port Facility in order to reconnoiter it as part of their surveillance plan for an attack on the Facility. Each operates independently of the other, and attempts to gain access at different times during the day. However, they have no information of the Port Facility organization and its personnel (i.e. they do not know the names of anyone in the organization), and they are unfamiliar with the Port Facility’s operations (e.g. they do not know the names of ships alongside). They have made crude falsified identification documents.



c. Tasks

(1) The mission for both Visitors is to gain unrestricted (unaccompanied) access in order to survey the Port Facility and photograph key installations in the Port Facility. They will carry a camera each. Examples of key installations are:

- (a) Important machinery
- (b) Pipelines for fuel/liquid cargo
- (c) Power junction boxes or cables
- (d) Catwalks or gangways that will disrupt operations if destroyed
- (e) Major fire-fighting installations

(2) “Visitor” 1 will approach the personnel security station at the entrance to exchange the fake temporary identity document for a visitor pass. The purpose of the visit should be pre-determined and rehearsed e.g. “to see the berthing officer about line handling training”.

(3) “Visitor” 2 will flash the Employee Pass boldly at security staff and proceed to walk through. Should the Port Facility have electronic pass readers, “Visitor” 2 will approach security staff and confidently claim the pass reader did not work, then quickly flash the Employee Pass at security staff and proceed to walk through. “Visitor” 2 should avoid conversation if possible.

(4) Once inside the Port facility, each “visitor” will pretend to take the requisite photographs, and if not apprehended, leave the Port Facility.

(5) The Chief Controller will conduct the drill in accordance with the events listed in the Master Events List.

(6) The Chief Controller should position himself at a suitable location to discreetly observe the proceedings.

15. **Participant briefing**

a. A briefing to participants should be scheduled if it is decided that the drill is to be announced (paragraph 11). The brief to participants should include the following:

- (1) Review of the previous drill, including the lessons learnt
- (2) Objectives and scenario of the drill to be conducted
- (3) The Port Facility’s security instructions pertaining to the drill being conducted



- (4) Update on the ISPS Code and/or local regulations
- (5) Developments in maritime security (news, events, etc)

b. It should not include information or details of the controllers' plans for the drill.

16. **Briefing Aids**

Briefing slides and notes are provided in the accompanying PowerPoint files. With entries for the names, dates, locations, etc. these may be used to conduct the briefing to controllers and to participants.

17. **Condition**

The Port Facility is to proceed with its daily business as usual. No prior preparations on the part of the participants and/or security arrangements are required for the conduct of this drill.

18. **Performance Measurement**

Performance indicators should be established for this drill. Some may be dependent on the specific circumstances of the Port Facility. Ideally, performance indicators should be objective, but subjective ones may also be observed by the controllers, e.g. the degree of compliance with Port Facility security instructions.

CONCLUDING THE DRILL

19. The drill shall be ended under the following circumstances:

- a. When the "visitors" have attained their mission i.e. gained unrestricted (unaccompanied) access, and taken photographs of the Port Facility that may be used in planning an attack.
or
- b. When the "visitors" are denied entry or apprehended by Port Facility security staff.
or
- c. Upon the Chief Controller's instruction.

20. **Debrief**

- a. Allow some time for the controllers and security staff to gather their thoughts on the events, in preparation for the debrief.
- b. Assemble all participating security staff for debrief
- c. The Chief Controller should conduct the debrief



- d. Appoint a note-taker to record the salient points of the discussion and in particular the lessons learnt and any follow-up actions required. Guidance should be provided to the note-taker as to what is to be recorded.
- e. Ensure that the fake documents are recovered and destroyed after the drill.
- f. Retrieve, review then delete all photographs that may have been taken by the “intruders”.

21. Reports

- a. Report the conduct of the drill to the management, either with a written report or verbally, as required by the management. An example of a report is provided at Appendix 5.
- b. If a written report is submitted, arrange for a briefing on the drill to be given at a management meeting to inform top management of the proceedings.

22. Records

An ISPS Drills and Exercises Record Book should be maintained by the Port Facility. The following is an example of an entry in the ISPS Drill and Exercises Record Book:

ISPS Port Facility Drills and Exercises Record Book				
DATE	EVENT	TYPE	SUBJECT	REPORT REFERENCE
<i>15/10/XX</i>	<i>Drill</i>	<i>Access control - Personnel checks</i>	<i>D113 - Person seeking entry using false documents</i>	<i>PF/101/08-D113 dated xx/yy/zzzz</i>

**D113 TIME-TABLE FOR PLANNING**

DAYS TO DRILL	DATE	EVENT	CHECK
D -14	(calendar	Review the Guidelines	
D -14	dates to be	Confirm budget availability for items and/or services to be employed during the drill	
D -12	inserted)	Identify the drill control team	
D -10		Obtain management endorsement if it is required	
D -7		Refine or adjust the Master Events List if necessary	
D -5		Confirm the participants	
D -2		Brief the controllers and issue Letter of Identification, funds, etc.	
D day		Conduct the drill	
D day		Perform the debrief and record the lessons learnt	
D day		Record the conduct of the drill	
D +1		Prepare the written report on the drill	
D +2		Report the conduct of the drill to management	



CODE WORDS

Code words are used to provide brevity and clarity in communications during the conduct of a drill. The code words listed below may be used to control the drill. They are generally initiated by the Chief Controller. Additional code words may be coined for specific circumstances.

CODE WORD	MEANING
Drill Start	The drill is to commence
Drill Suspend	The drill is temporarily suspended
Drill Go	The drill is to resume from where it was suspended
Drill Stop	The drill is to be terminated (prematurely)
Drill End	The drill is completed
For Exercise	The message or statement that follows this preamble relates to the drill only, and is not to be confused with real activity. This should be used to prefix all telephone or radio communications relating to simulated events for the drill e.g. “For exercise, I am from the Black September terrorist group. A bomb has been placed in your lobby.”
No Duff	The message or statement that follows this preamble relates to a real event or instruction e.g. “No duff, Mr. KLJ has fallen and cut his hand at the Restricted Area Gate 3. Please send a vehicle to pick him up.”



Port Facility

12 October XXXX

*The Security Officer
Port Facility*

LETTER OF IDENTIFICATION

This is to certify that *Mr. ABC* is a controller in a *Port Facility* maritime security drill being conducted on *17 October XXXX*. Please contact the undersigned and escort *Mr. ABC* to the Security Office.

signed
Mr. DEF
Port Facility Security Officer

**D113 MASTER EVENTS LIST**

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
<i>Date: 12 Oct XX</i>				
001	1600	Controllers briefing		Meeting point away from the Port Facility
<i>Date: 17 Oct XX</i>				
002	0830	Participant briefing*		Staff canteen
003	0900	Controllers final briefing		Meeting point away from the Port Facility convenient to transportation for the Visitors
004	1000	Controllers at respective positions		Chief Controller at Security Office, on the pretext of checking some records
005	-	All security staff at respective positions		As appropriate
006	1001	Drill commence		
007	1030	Visitor 1 to embark transport to the Port Facility		Visitor 1 at nearby bus stop ready to embark bus to Port Facility
008	1105	Visitor 1 to attempt to obtain a visitor pass with fake temporary identity document	Screening to be undertaken by security staff	Security office
009	1340	Visitor 2 to embark transport to the Port Facility		Visitor 2 at nearby bus stop ready to embark bus to Port Facility
010	1410	Visitor 2 to attempt to enter the port facility with fake employee pass	Screening to be undertaken by security staff	Security office



SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
<i>011</i>	<i>1500</i>	<i>Drill End</i>	<i>Dispersal of personnel</i>	
<i>012</i>	<i>1530</i>	<i>Debrief</i>	<i>Controllers and security staff to report findings and lessons learnt</i>	<i>Staff recreation room</i>

* Not required if the drill is to be conducted without prior notice to the participants

**REPORT ON THE CONDUCT OF SECURITY DRILL D113**

Type of Drill	<i>Access control - Personnel checks</i>
Drill Conducted	<i>Person seeking entry using false documents</i>
General objective	<i>To gauge the reliability of the security measures for checks on personnel entering the Port Facility</i>
Date and time	<i>15 October XXXX at 0945 hrs.</i>
Duration	<i>5 hrs</i>
Controllers	<i>Mr GHJ, Manager, Safety and Security – Chief controller Mr YHU, Visitor 1 Mr KMJ, Visitor 2</i>
Participants	<i>Security staff from Team 2 and Team 3 Participants were not briefed on the conduct of this drill</i>
Significant events	<i>1. Two Visitors were assigned to attempt to penetrate into the company premises by defeating the security checks. 2. Visitor 1, who carried a fake temporary identity document, was given a visitor pass and escorted into the premises to see the Berthing Officer even though he did not have an appointment. He was able to make observations, but not photographs of the areas he was taken through. As the Berthing Officer was not in his office, Visitor 1 was left there alone and told to wait for him there. Visitor 1 managed to photograph sensitive information such as vessel movement charts, and then leave the office to wander the Port Facility premises on his own taking photographs whenever he was alone.</i>



	<p><i>Passing him, Ms VBN from the accounting department noted that this person with a visitor pass was not escorted, and alerted the security staff who apprehended him. In total, Visitor 1 was left on his own for about 55 minutes.</i></p> <p><i>3. Visitor 2 was apprehended at the gate when security officer Mr. KLM noticed the poor quality of the fake employee pass.</i></p> <p>Include photographs if relevant</p>
Lessons learnt	<p><i>1. Temporary documents are less difficult to exploit.</i></p> <p><i>2. If no prior appointment has been made, the visitor's intentions must be notified and accepted by the employee being visited before a visitor may be allowed into the Port Facility.</i></p>
Follow-up action	<p><i>1. The Port Facility Security Instructions will include a warning to be more vigilant when temporary identity documents are submitted.</i></p> <p><i>2. Security staff will be advised to check temporary identity documents with the issuing authority before allowing bearers to change them for visitor passes.</i></p> <p><i>3. Leaving a visitor unattended breaches the Port Facility Security Instructions. The contravention is more serious as the visitor was left alone in a room with confidential material in it. The security staff concerned will be reminded of his duties and given a warning.</i></p> <p><i>4. Ms VBN will be commended during the next company function.</i></p>
Performance indicators	<p><i>1. Prevention success rate – 1/2</i></p> <p><i>2. The degree of compliance with Port Facility security instructions in handling:</i></p> <ul style="list-style-type: none"><i>a. Visitor 1 – x%</i><i>b. Visitor 2 – y%</i>
Total cost	\$xxx

XYZ Port Facility
Maritime Security Drill

Controllers' Briefing

date

Access Control – Personnel Checks

**Person seeking entry using
false documents**

Drill D113

Person seeking entry using false documents

Scope

- Date, time, location
- General objective
- Specific objectives
- Required attainments
- Controllers
- Participants
- Scenario
- Controller Mission
- Controller Tasks
- Communications
- Safety
- Debrief



Person seeking entry using false documents

Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Person seeking entry using false documents

General Objective

To gauge the reliability of the security measures for checks on personnel entering the Port Facility



Person seeking entry using false documents

Specific Objectives

- To determine if existing personnel security measures are adequate to prevent unauthorized persons from entering the Port Facility using falsified identity documents
- To practice personnel identification and verification procedures
- To test the procedures for handling visitors to the Port Facility
- Meet the specified compliance benchmark for this drill

Person seeking entry using false documents

Required Attainments

Security staff will be able to:

- Apply the procedures in the Port Facility Security Plan (PFSP) to personnel entering the Port Facility, in particular the procedures for personnel identification and verification
- Achieve denial of entry to unauthorized personnel
- Perform access control in accordance with the procedures in the PFSP

Person seeking entry using false documents

Control Team

- Chief Controller: PFSO, Mr. AAA
- Controllers
 - ✦ Visitor 1 – Mr / Ms XXX
 - ✦ Visitor 2 – Mr / Ms YYY

Person seeking entry using false documents

Participants

-
-
-

Person seeking entry using false documents

Scenario

- Ports are facing an imminent maritime security threat
- The Designated Authority has issued a notification that personnel may be actively targeting Port Facilities
- All security personnel are to be especially vigilant over this period



Person seeking entry using false documents

Controller Mission

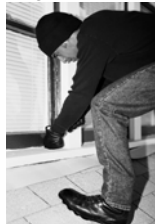
To gain unrestricted access to the Port Facility and photograph key installations in order to prepare for a sabotage operation in the near future



Person seeking entry using false documents

Controller Tasks

Two visitors will attempt to enter the Port Facility premises to survey the vulnerabilities for a subsequent sabotage operation



Person seeking entry using false documents

Controller Tasks

- Visitor 1 – Mr / Ms XXX: To enter with other Port Facility employees reporting for work, using a forged Port Facility employee pass
- Visitor 2 – Mr / Ms YYY: To approach the pass office with a temporary identification document that does not bear his / her photograph, and attempt to obtain a visitor pass
- Carry a (hidden) camera each and pretend to take photographs of key installations if entry is successful

Person seeking entry using false documents

Controller Tasks

- Do not carry any identification documents with you
- Give a false identity when questioned
- Cover Story

Visitor 2: The reason for requesting access is to see the berthing officer about line handling training

Person seeking entry using false documents

Controller Tasks



- Carry the "Letter of Identification" and tender it if harassed
- If not challenged after conducting the survey over 45 mins. and "taking photos" leave the Port Facility by the main gate

Person seeking entry using false documents

Master Events List

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
Date: DD/MM/YY				
001	1600	Controllers briefing		Meeting point away from the Port Facility
Date: DD/MM/YY				
002	0830	Participant briefing		Staff canteen / Briefing Room / Etc..
003	0900	Controllers final briefing		Meeting point away from the Port Facility convenient to transportation for the Visitors
004	1000	Controllers at respective positions		Chief Controller at Security Office, on the pretext of checking some records
005	-	All security staff at respective positions		As appropriate

Person seeking entry using false documents

Master Events List

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
006	1001	Drill commence		
007	1030	Visitor 1 to embark transport to the Port Facility		Visitor 1 at nearby bus stop ready to embark bus to Port Facility/ other transport modes
008	1105	Visitor 1 to attempt to obtain a visitor pass with fake temporary identity document	Screening to be undertaken by security staff	Security office
009	1340	Visitor 2 to embark transport to the Port Facility		Visitor 2 at nearby bus stop ready to embark bus to Port Facility / other transport modes
010	1410	Visitor 2 to attempt to enter the port facility with fake employee pass	Screening to be undertaken by security staff	Security office
011	1500	Drill End	Dispersal of personnel	
012	1530	Debrief	Controllers and security staff to report findings and lessons learnt	Assigned room eg. Staff recreation room

Visitor seeking entry using false documents

Communications



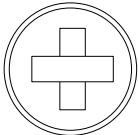
- Telephone
- Walkie-Talkie
 - Participants - Channel number
 - Controllers – Channel number
- Mobile phone – please exchange mobile numbers by xxxx hrs.

Person seeking entry using false documents

Code words

Drill Start	The drill is to commence
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For Exercise	The message or statement that follows this preamble relates to the drill only, and is not to be confused with real activity
No Duff	The message or statement that follows this preamble relates to a real event or instruction

Person seeking entry using false documents



Safety

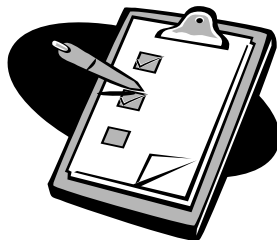
Safety Officer:

- Physical safety of personnel is paramount
- There is to be no physical contact between participants and controllers acting as “visitors”
- Controllers are not to resist “arrest”
- Do not neglect the safety of equipment

Person seeking entry using false documents

Debrief

- Location:
- Secretary:
- Attendance
-
-



Person seeking entry using false documents



end

Any questions ?

XYZ Port Facility
Maritime Security Drill

Participants' Briefing

date

Access Control – Personnel Checks

**Person seeking entry using
false documents**

Drill D113

Person seeking entry using false documents

Scope

- Review of the previous drill
- Date, time, location
- General objective
- Specific objectives
- Required attainments
- Controllers
- Participants
- Scenario
- Port Facility security instructions
- Communications
- Safety
- Debrief
- Update on the ISPS Code/local regulations
- Developments in maritime security



Person seeking entry using false documents

Review of Previous Port Facility Drill no. 4/07

Date conducted:

Objectives:

Lessons Learnt:

-
-
-

Person seeking entry using false documents

Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Person seeking entry using false documents

General Objective

To gauge the reliability of the procedures for security checks on personnel entering the Port Facility



Person seeking entry using false documents

Specific Objectives

- To determine if existing personnel security measures are adequate to prevent unauthorized persons from entering the Port Facility without proper identification
- To practice personnel identification and verification procedures
- To test the procedures for handling visitors to the Port Facility
- Meet or better the specified compliance benchmark for this drill

Person seeking entry using false documents

Required Attainments

Security staff will be able to:

- Apply the procedures in the Port Facility Security Plan (PFSP) to personnel entering the Port Facility, in particular the procedures for personnel identification and verification
- Achieve denial of entry to unauthorized personnel
- Perform access control in accordance with the procedures in the PFSP

Person seeking entry using false documents

Control Team

- Chief Controller: PFSO, Mr. AAA



Person seeking entry using false documents

Participants

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Person seeking entry using false documents

Scenario

- Ports are facing an imminent maritime security threat
- The Designated Authority has issued a notification that personnel may be actively targeting Port Facilities
- All security personnel are to be especially vigilant over this period



Person seeking entry using false documents

Port Facility Security Instructions

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Visitor seeking entry using false documents

Communications

- Telephone
- Walkie-Talkie
- Mobile phone – please exchange mobile numbers by xxxx hrs.

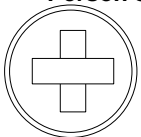


Person seeking entry using false documents

Code words

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Person seeking entry using false documents



Safety

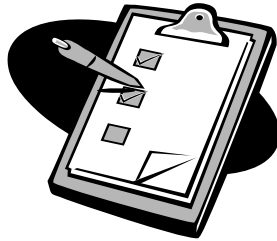
Safety Officer:

- Physical safety of personnel is paramount
- There is to be no physical contact between participants and controllers acting as intruders, etc.
- Security staff are not to use abusive language when talking to controllers acting as “visitors”
- Do not neglect the safety of equipment

Person seeking entry using false documents

Debrief

- Location:
- Secretary:
- Attendance
-
-



Person seeking entry using false documents

Updates on the ISPS Code and local Regulations

-
-
-



Person seeking entry using false documents

Developments in Maritime Security



Person seeking entry using false documents



end

Any questions ?
