



Part of the Forth Ports Group

Procedures for visitors to LCT

October 2012

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1 Introduction

1.1 Document

This document updates any prior document or procedures issued the provision of visitors to London Container Terminal (LCT).

1.2 Purpose

With the installation of a new single entrance to London Container Terminal we are required to change the procedures for London Container Terminal visitors so that we comply with Transec requirements

1.3 Who is classed as a visitor

Any persons not registered with London Container Terminal (LCT) and is not on the International Ship and Port Security (ISPS) data base is classed as a visitor to the terminal.

This includes, but is not limited to:

- LCT Customers
- External company representatives who have legitimate business at LCT
- Non LCT personnel who require access to buildings within the transec area of the terminal
- External companies with legitimate business with any company situated in Northfleet Hope House
- Non registered personnel requiring access to lock side and Deliverers of mail, parcels, stores and provisions.
- Passengers for Vessels on LCT berth's

2 Visitor Notification

2.1 Security Notification

2.1.1 All visitors must be notified to LCT Security prior to their arrival at the terminal.

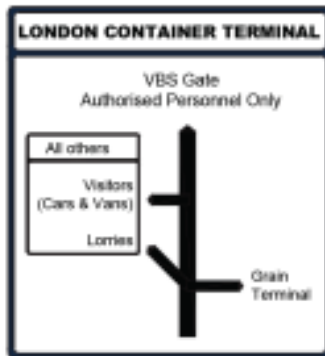
2.1.2 In the first instance an email should be sent to visitorstoships@potll.com. The email must contain, visitor(s) name, company working for/representing, registration number of any vehicle and confirmation that you have asked them to bring I.D. and have informed them that no I.D. will result in no admittance to the terminal.

2.1.3 Email information must be sent for each day if the visitor is making trips lasting more than one day.

2.1.4 Email must be sent of all changes of information.

3 Visitor arrival

3.1 On arrival



NOTE: All traffic signage and speed limits must be adhered to at all times and where required pedestrian walkways must be utilised.

- 3.1.1 When arriving at the Port of Tilbury visitors should follow all signage to London Container Terminal and then local signage to Visitor parking area.

- 3.1.2 After parking in the designated car park the visitor(s) should enter the New Europa House (signs will indicate where this is) and book in with the duty security officer.

- 3.1.3 The duty security officer will follow LCT/ISPS procedures to check all details supplied through email. This will include a check on the visitors I.D. **If the visitor has no photographic I.D. then entrance to the terminal will be denied**

- 3.1.4 The duty security officer will issue passes to pre-notified visitors as long as all pre-advised information is correct.

- 3.1.5 Visitors for vessels on the terminal will be held at the New Europa House until an officer is free to escort them to the vessel.

Note: Small parcels and packages for delivery to the terminal can be left at this office. Security will arrange to distribute them.

3.2 Acceptable I.D.

- Photographic Driving License complete with Address
- Authorised I.D. cards with photograph
- Passport
- Warrant Cards with photograph

NO PHOTGRAPHIC I.D. - NO ENTRY TO THE TERMINAL

3.3 Visitors Responsibility

- 3.3.1 It is the responsibility of the visitors to carry and display their LCT pass at all times.
- 3.3.2 LCT passes must be shown when requested to all LCT security of regular employees.
- 3.3.3 Visitors should follow all advice given when on the terminal
- 3.3.4 All LCT visitors, once entered onto the LCT site are responsible for security. If a visitor sees someone

entering the terminal boundary in any way other than a designated gate the visitor should call security immediately.

4 Accessing the LCT Gate

- 4.1 Visitor will return to their vehicle and make their way to the nominated car lane at the LCT gate. This is indicated by the following sign



= CARS ONLY

- 4.2 On arrival at the barrier a security officer will assist the visitor entering the terminal, in the event a security officer is not present the visitor will need to press the intercom and speak to security.
- 4.3 At this stage visitors and passengers for vessels, their vehicles and luggage (if applicable) will be subject to search.

NOTE: Failure to allow a search when requested will result in a non-admittance to the terminal.

5 Visitor Departure

- 5.1 All visitor passes must be returned on exit from the terminal.
- 5.2 Passes are only valid for the day of visit, anyone returning the following day will need to be issued a new pass.

6 Safety

- 6.1 All visitors have a responsibility for safety on the terminal.
- 6.2 Please follow any instructions given and wear any Personal Protective Equipment (PPE) that is supplied to you in the correct manner.
- 6.3 If challenged about safety on the terminal please cooperate and answer any questions you may be asked

7 Useful numbers

LCT Security: 01375 363781
Port Police: 01375 846781
LCT Reception: 01375 363700
Notification email: visitorstoships@potll.com