



POLICY FOR SEAFARER ACCESS

Alabama State Port Authority (ASPA) will provide access for seafarers between the vessel and the gate to the Secure/Restricted Areas in accordance with 33CFR105.237. All other persons requiring unescorted access to ASPA facilities must possess a Transportation Worker Identification Credential (TWIC) in accordance with 33 CFR 101.514 or must be escorted by an ASPA approved TWIC escort in accordance with the ASPA TWIC Escort Policy.

Prior to the arrival of the vessel, the vessel agent will coordinate with the Port Police Dispatch to determine the requirements for shore leave, crew exchange, medical appointments and identify seafarer's support organizations and other visitors requesting access to the vessel. These include:

- a) Gate Lists of scheduled visitors. NOTE: if the Vessel Captain refuses to grant access to visitors, they will not be granted access to the facility.
- b) Gate Lists of Crew Members authorized to take shore leave, including a list of incoming/outgoing crewmembers.
- c) Names of Third Party TWIC Escorts providing escort and transportation services for crew change, medical appointments, etc.
- d) All requests must be digital or in writing. Phone requests will not be honored.

At no time will Port employees or Third Party TWIC Escorts charge seafarers for transit services between the vessel and the gate to the Secure/Restricted Area.

TWIC escorts requirements do not apply to mariners working immediately adjacent to the vessels they are employed aboard while in the conduct of normal operations in support of the vessel (e.g. attach shore ties, perform maintenance, read load lines, load stores, etc.). Such mariners will be permitted limited access to the area immediately adjacent to their vessels without escort.

PROCEDURES

When a crewmember desires access to or from the gate, the vessel master and/or Vessel Agent will notify the Port Police Dispatch at (251) 441-7777. The Vessel Agent will only use a Third-Party TWIC Escort provider for crew changes and medical appointments. All other use of Third-Party TWIC Escorts must be approved by the FSO.

MAIN DOCKS, PINTO ISLAND AND MCDUFFIE ISLAND

Once notified of the need for crewmember access, ASPA Port Police will dispatch an employee with security duties to the vessel. The employee with security duties will check for appropriate identification and names against the Gate List.

All crewmembers leaving the vessel will be screened and then escorted to the gate at the perimeter of the Secure/Restricted Area. The employee with security duties will transport as many crewmembers as is safe via vehicle to an appropriate area to exit near the front gate at McDuffie and Pinto Island and to the bus stop near the bridge at the Main Docks. Escorts will take the most expeditious route to and

from the gate and vessel, based on current operations. The employee with security duties will issue a card to each member disembarking the vessel with instructions to call when they are ready to return to the vessel.

BLAKELEY TERMINAL, MARINE LIQUID BULK TERMINAL AND MIDDLE BAY TERMINAL

Once notified of the need for crewmember access, ASPA Port Police will dispatch the security guard at the front gate or other employee with security duties to the vessel. The guard will lock the gate and move to the vessel gangway to provide access control. The guard will check for appropriate identification and names against the Gate List.

All crewmembers leaving the vessel will be screened and then escorted to the gate of the Secure/Restricted area. The security guard will escort five crewmembers at a time, on foot (or vehicle, if available), to the gate of the Secure/Restricted Area and issue them a card on how to call when they are ready to return to the vessel. If authorized by the FSO or designee, Third-Party TWIC Escort providers will be able to escort the crewmember to and from the gate via vehicle. The guard will take the most expeditious route to and from the gate and vessel, based on current operations to avoid any cargo stored on the dock.

RETURNING TO THE FACILITY

Returning crewmembers will arrive at the respective gate and inform the gate guard that they are ready to return to the vessel. At the main docks, they will arrive at the bus stop in the lot to the south of the bridge. The Security Guard staffing the gate (or ASPA camera operator) will notify Port Police Dispatch and wait for the Port Police to provide the escort or, if at a satellite facility, will inform the Dispatch that they will be conducting the escort. All crewmembers returning to the vessel will be screened. Crewmembers will present their ID's and the Security Guard at the perimeter gate will check their names against the gate list. When the employee with security duties arrives, he provides a TWIC Escort through the Secure/Restricted Area, to the vessel. Third-Party TWIC Escort providers that have been used for crew changes, medical appointments, etc. will be able to escort the members back to the vessel.

This process will also be used for visitors wishing to gain access to the vessel.

24 Hour Dispatch
Office: 251-441-7777

Revised December 2025

Acknowledged:

Vessel Master

Date/Time