Best Practice: Vessel Arrival Information Document

Category:	Training and Procedures
Location:	Fraser River Port, Canada
Date Observed:	October 2005
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Description: A "Vessel Arrival Information" package outlining all facility/port security information.

Discussion: The Port Facility Security Officer (PFSO) from each Fraser River Port Authority operated facility provides the Ship Security Officer with a "Vessel Arrival Package" outlining the security policies and procedures at each particular facility and the port. This security policies and procedures explained include procedures for receipt of ship's stores, crew leave process, incident reporting procedures, and important security/emergency points of contact.

Potential Down-side: No downside has been identified.

Conclusion: This practice is an effective way to facilitate communications between the PFSO and SSO as well as ensure awareness and consistent compliance with security procedures.

Cost: The cost for printing or photocopying is minimal.