

Port Security Form



Tour Group Approval Form

SEC_FM_032

All Tour Groups (e.g. tender meetings, school groups, customer tours etc.) on Port of Newcastle managed sites must be authorised & communicated to the relevant personnel and/or licensees on site. This ensures the activity is managed according to PON safely requirements and legislative obligations. *(Please refer to Work Instruction SEC_WI_009 Tour Group Access for further details)*

Please complete the below and email to berthoperations@portofnewcastle.com.au for approval at least three working days prior to tour.

Name of person seeking approval for the Tour:	
Tour date and time:	
Tour location/s:	
Is access required onto operational wharf areas?	
Are there any specific operational activities that need to be viewed? Please detail:	
Will Tour Group remain within the vehicle at all times?	
If No, please detail specific location where attendees will alight the vehicle:	
Will there be any media attending? <i>(Executive Manager Communication approval required)</i>	
Name of inducted person/s acting as Tour Guide:	
Any other information not detailed above:	

PON Approver to complete:

Tour Group Approval: _____
(Signature of approver) *(Position/Title)*

Additional conditions/restrictions imposed:

- Approver to send completed form to: Tour Organizer, Gatehouse, Wharf Officer & Berth Operations
- Approver to send to Asset Maintenance as required
- Approver to send to Stevedore/Licensee as required

Tour Organizer to complete SEC_FM_033 Tour Group Attendees following Approval