

Shore Base Screening Procedures



Purpose

- To provide a step by step identification and screening procedure for employees and contactors, visitors, and baggage being transferred from Helicopter bases to regulated offshore platform facilities.
- In compliance with the Maritime Transportation Security Act (MTSA) and the Transportation Workers Identity Credential (TWIC) regulations.



Policy Statement

- It is the policy of the Company that procedures to identify and screen people, baggage and other goods entering regulated facilities, will be implemented as required by law under the Maritime Transportation Security Act, 33 CFR, Parts 104, 105, and 106.
- Persons refusing to comply with screening and inspection requirements will be denied entry to such facilities. Baggage and other goods that do not satisfactorily pass these screening procedures will not be conveyed to regulated facilities or loaded on the helicopters.
- The Company provides notice of the screening policy to personnel, contractors, and visitors by posting of signs and posters and by providing brochures describing the procedure.



Application

- Employees, contractors, visitors and all other persons must comply with these requirements as a condition to be granted entry to these regulated facilities.
- Law enforcement officials are exempt from this policy, other than having their credentials verified.



Definitions

- **CSO – Company Security Officer:** The person designated by the company in compliance with the MTSA, who has responsibility for the oversight of maritime security and MTSA compliance for all company facilities.
- **FSO – Facility Security Officer:** The person, and their alternates, designated by the company in compliance with the MTSA, who has responsibility for maritime security and MTSA compliance for a specific regulated facility or group of facilities.



Definitions

- **Transportation Worker Identification Credential (TWIC):**

- A smart identification card that is issued by the TSA to individuals who are qualified and require unescorted access to secure areas in MTSA regulated facilities.



Definitions

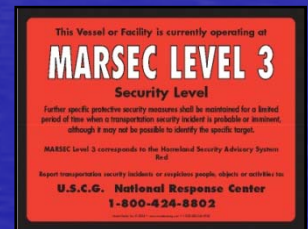
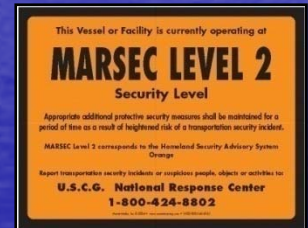
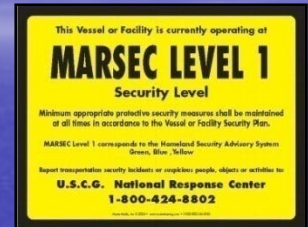
- **Secure Area**

- The area over which the owner or operator has implemented security measures for access control in accordance with their security plan
- According to NVIC – For facilities = *the secure area encompasses the entire facility, with **exception** of **public access areas** and those **facilities with non-maritime transportation portions who submit an amendment to redefine their secure area***



Definitions, cont.

- **MARSEC Levels:** The Coast Guard has a three-tiered system of Maritime Security (MARSEC) levels consistent with the Department of Homeland Security's Homeland Security Advisory System (HSAS).
 - **MARSEC Level 1** means the level for which minimum appropriate security measures shall be maintained at all times. MARSEC 1 generally applies when HSAS Threat Condition Green, Blue, or Yellow are set.
 - **MARSEC Level 2** means the level for which appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a transportation security incident. MARSEC 2 generally corresponds to HSAS Threat Condition Orange.
 - **MARSEC Level 3** means the level for which further specific protective security measures shall be maintained for a limited period of time when a transportation security incident is probable, imminent, or has occurred, although it may not be possible to identify the specific target. MARSEC 3 generally corresponds to HSAS Threat Condition Red.



Screening Procedure for Personnel, Contractors, Visitors and their Personal Effects, Baggage and Other Goods

- It is the Company's policy to screen 100% of all persons, personal effects, and baggage boarding a helicopters at all MARSEC Levels based on the FSP or the level of the current risk of threat to the facility.



Screening Procedure

- All persons entering boarding aircraft for transport to regulated facilities, will present themselves at the screening platform, show appropriate identification documents to the screener, and present baggage and other containers opened and accessible to be searched. *Screeners will need to ensure that all individuals who require unescorted access to the secure areas of the facility have TWIC cards. Screening personnel must verify that the TWIC is valid and that the image on the TWIC matches the person presenting the TWIC.*



Verify I.D.s Using PLEASE

P Picture, compare carefully to individual presenting ID

A Age, compare DOB to age of individual presenting ID

L Look for state-specific clues

L Know what your state's I.D.s look like

L Logos/Holograms present (could also be validity of license number)

L Also: compare the I.D. to pictures of known I.D.s (if it's from out-of-state)



E Expiration date, out of date means it is not a valid ID

S Signature, compare signature on ID to that on item presented

E Evidence of tampering, review carefully for possible alterations



Maintaining Integrity of the Screening Process

- **Persons traveling to regulated facilities by helicopter:**
 - Personal effects of those who have passed the identification and screening process that are going to be loaded on helicopters for transportation to regulated facilities will remain in the post-screening area until they are loaded onto the helicopters.
 - If they leave the post-screening area, they will have to go through the screening process again before being allowed to board helicopters.



For more information about our services and
the continuation of this presentation contact:

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