



PORT OF TAURANGA VISITOR REGISTER USER GUIDE

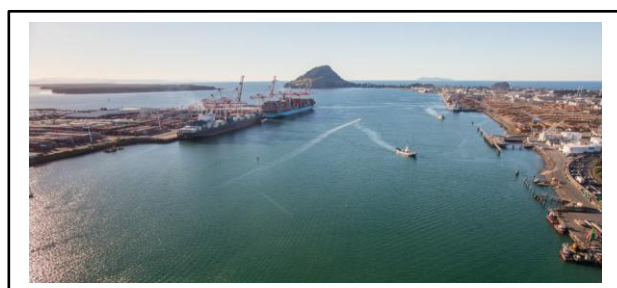


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Port Entry Compliance

The Port of Tauranga Limited (POTL) has a statutory obligation to comply with the Port's New Zealand Customs (NZC) Procedure Statement, the Customs & Excise Act 1996, the Maritime Security Act 2004, the Maritime Security Regulations 2004 and the Health & Safety at Work Act 2015. The entire area within the Port of Tauranga security fence line is a Customs Controlled Area (CCA) and the Port is required to monitor and control all persons entering the CCA.

Security Screening

As a condition of entry to the Port, your vehicle or any bags you are carrying may be subject to a search by POTL Security. Failure to comply with this request may result in your bags, vehicle and possibly yourself being denied entry.

Access Requirements

Bona fide Reason

The Port is not a public area and only those whose workplace it is, or who have been authorised to visit, may do so.

Access for Visitors

A 'Visitor Register' is available to facilitate access to the Port for any unaccompanied and unannounced visitors.

The Visitor Register

The POTL Visitor Register is an online electronic register. It can only be accessed through the Port's website at <http://www.port-tauranga.co.nz/health-safety/procedures-compliance/> with a login issued by POTL.

Registering a Visitor

Port users can contact POTL Reception to obtain a permanent secure login and password to access the visitor register. Please email or call Monday to Friday 0830 – 1700. Email POT.Reception@port-tauranga.co.nz or phone 07 572 8899 for Mt Wharf, or TCTReception@port-tauranga.co.nz or phone 07 572 8761 for the Tauranga Container Terminal.

THE VISITOR REGISTER MUST BE COMPLETED BY THE COMPANY OR OPERATION THAT IS BEING VISITED.

Unaccompanied Visitor

The Port considers that an unaccompanied visitor is anyone seeking access to the CCA who does not have a port access card, or is not in the company of personnel who possess a valid port access card.

Unregistered Visitors

Any visitors arriving at the POTL Security gate that are NOT registered on the visitor register may not be granted access to the port.

ALL VISITORS
MUST PRESENT SUITABLE PHOTO ID TO SECURITY GATEHOUSE
PERSONNEL PRIOR TO ACCESS BEING GRANTED.

Identification

All persons visiting the Port are required to present photo identification for the purpose of establishing identity. The identification must be protected against tampering (for example be laminated), contain the holder's full name, photograph and the name of the issuing authority.

Suitable Photo ID Types

The following photo ID types are the only form of identification that have been approved by Maritime New Zealand and can be accepted by POTL Security:

- An ID card issued by a New Zealand port
- A driver's licence issued by the New Zealand Transport Agency
- A valid passport
- An identification card issued by a New Zealand government department, government agency or the New Zealand Defence Force
- A seafarer's identity document issued by a contracting government
- An identification credential issued by a recognised company, union or trade association
- Other forms of identification approved by the Chief Executive of Maritime New Zealand

If you have any questions about ID types or the visitor register please contact POTL Reception on 07 572 8899 Monday to Friday 0800 – 1700.

Visitor Register User Guide

Signing In

1. Go to <http://www.port-tauranga.co.nz/visitor-register/>
2. The following login screen appears.

Visitor Register

User:

Password:

Login

[Forgot your password?](#)

You will need to contact [Port of Tauranga Reception](#) to get access to the Port of Tauranga Visitor Register.

[Please click here for information on how to use the Port of Tauranga Visitor Register. \(in pdf format\)](#)

3. Enter your user name and password then click 'login'. Please note: The login details are case-sensitive.
4. The next screen shows the current (today's) and future arrivals for that customer only.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password - Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Create New Visit Create Multiple-Day Visits

Search: Search Delete Shown Visits

Visitor Name		Meeting With			Location	Date Visiting	Actions
First	Last	Company	Contact Name	Contact Number			
Jack	Roberts	Port of Tauranga Ltd	Joe Cloud	027888777	TCT	13-09-2018	Delete Edit View

5. If you need to delete, edit, or view the visitor already registered (e.g. Jack Roberts) click on the 'actions' buttons. You can also 'search' for your visitor in this screen.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password - Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Create New Visit Create Multiple-Day Visits

Search: Search Delete Shown Visits

Visitor Name		Meeting With			Location	Date Visiting	Actions
First	Last	Company	Contact Name	Contact Number			
Jack	Roberts	Port of Tauranga Ltd	Joe Cloud	027888777	TCT	13-09-2018	Delete Edit View

Creating a New Visitor

- To create / register a new visitor click on the 'create new visit' button. If the visitor will be coming to the port again (over a short period) you can select the 'create multiple day visits' button.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password](#) - [Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Create New Visit Create Multiple-Day Visits

Search:

Visitor Name		Meeting With			Location	Date Visiting	Actions
First	Last	Company	Contact Name	Contact Number			
Jack	Roberts	Port of Tauranga Ltd	Joe Cloud	027888777	TCT	13-09-2018	Delete Edit View

- The following screen will appear for a single 'new visit'. Fill in the visitor's details **and** the full details of who they are visiting (name and phone number), and the location of the visit. The company name will automatically be registered when you login. Select the date of their visit and click 'save visit'.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password](#) - [Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Visitor Name -
First:*
Last:*
Contact Name:*
Contact Number:*
Location:* TCT
Date Visiting (dd-mm-yyyy):* 13-09-2018

* required fields

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password](#) - [Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Visitor Name -
First:* Toby
Last:* Elliot
Contact Name:* Joe Cloud
Contact Number:* 027888777
Location:* Mt Wharf & TCT
Date Visiting (dd-mm-yyyy):* 20-09-2018

* required fields

- If the visitor will be going to a ship you must select 'ship' from the drop down menu.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password](#) - [Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Visitor Name -
First:*
Last:*
Contact Name:*
Contact Number:*
Location:* Ship
Detailed Location:*
Visiting Reason:*
Date Visiting (dd-mm-yyyy):* 31-10-2018

* required fields

9. If selecting 'ship' there are two extra fields that must be completed – 'detailed location' and 'visiting reason'. Note: 'location details' and 'visiting reason' are only for ship visits.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password](#) - [Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Visitor Name -
 First:*
 Last:*
 Contact Name:*
 Contact Number:*
 Location:*
 Detailed Location:*
 Visiting Reason:*
 Date Visiting (dd-mm-yyyy):*

* required fields

10. 'Detailed location' is the berth where the ship is docked, for example Berth 11. 'Visiting Reason' is why the visitor is going to the ship, for example to carry out repairs.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password](#) - [Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Visitor Name -
 First:* Sarah
 Last:* Conner
 Contact Name:* Joe Cloud
 Contact Number:* 027888999
 Location:*
 Detailed Location:*
 Visiting Reason:*
 Date Visiting (dd-mm-yyyy):*

* required fields

11. Once saved the visitors details will display as shown below.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password](#) - [Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

Search:

Visitor Name		Meeting With			Location	Location Details	Visiting Reason	Date Visiting	Actions
First	Last	Company	Contact Name	Contact Number					
Bruce	Dickinson	Port of Tauranga Ltd	Joe Cloud	027888999	Mt Wharf			31-10-2018	Delete Edit View
Claudia	Smith	Port of Tauranga Ltd	Joe Cloud	027888999	TCT			31-10-2018	Delete Edit View
Sarah	Conner	Port of Tauranga Ltd	Joe Cloud	027888999	Ship	Berth 11	Crane Repairs	31-10-2018	Delete Edit View

12. When you have finished adding visitors to the visitor register you can logout.

Visitors Arrival at Port Security

13. When the visitor arrives at the security gate POTL Security will be able to see the visitor's details in the visitor register.
14. When POTL Security have given permission for the visitor to enter the Port, they will instruct the visitor to park in the designated waiting area at the Security gatehouse and to call the person they are meeting with, i.e. the person noted in the 'meeting with' section.

POTL Security will not be responsible for contacting the person that organised the meeting.

Visitor Register

[My Visitors](#) | [Security](#) | [Administrator](#) | [Change Password](#) - [Logout](#)

Note: Photo ID with the Visitor's full legal name is required upon arrival.

[Create New Visit](#) [Create Multiple-Day Visits](#)

Search: [Search](#) [Delete Shown Visits](#)

Visitor Name			Meeting With		Location	Date Visiting	Actions
First	Last	Company	Contact Name	Contact Number			
Jack	Roberts	Port of Tauranga Ltd	Joe Cloud	027888777	TCT	13-09-2018	Delete Edit View
Toby	Elliot	Port of Tauranga Ltd	Joe Cloud	027888777	Mt Wharf & TCT	20-09-2018	Delete Edit View

15. The 'meeting with' person (for example Joe Cloud) **MUST** come to the security gate and escort their visitor to their workplace.
16. REMEMBER! Security will not permit the visitor entry without suitable photo ID from the approved list above.
17. If you have any questions please contact POTL Reception on 07 5728 899 Monday to Friday 0800 – 1700.