

1.0 Purpose:

The purpose of this document is to ensure effective processes are in place for vehicles to access the Nassau Cruise Port facility.

2.0 Responsibility:

The Operations Manager is responsible for ensuring that the following procedures are complied with.

3.0 Procedure:

➤ Vehicle Access

- Cruise line, yacht captain, and/or agents will send a request to Operations for vehicle access to the facility.
 - If a request is made by an external vendor, Operations will require them to get approval from the vessel they are seeking to visit.
- Operations must require detailed information of the request, including:
 - Vehicle information.
 - Driver information.
 - Purpose and proposed activity.
 - Vessel being visited.
 - ETA and duration.
- Operations must evaluate the request and liaise with other departments, when necessary, before deciding.
- If the request is approved, Operations must send a confirmation email to the cruise line, yacht captain, and/or agent.
- Operation will then communicate with Security the details of the approved activity.



➤ **Emergency Vehicle Procedure**

- Operations may not be notified in advance of an emergency vehicle needing access to the facility. In such events, Security is to notify Operations of the vehicles request and destination.
- Operation must communicate with the yacht captain, cruise line, and/or agent to verify purpose of the visit.
- Emergency vehicles should not be delayed unnecessarily.