

Aruba Ports Authority N.V. realizes the importance of ensuring the safety of everyone while being on the Port property.

To prevent or detect persons attempting unauthorized entry to areas of the Port and to permit the Aruba Ports Security to check the identity and bona fides of any person found in the port area, the following rules and regulations are applicable with immediate effect.

1. Port opening hours for cargo handling are from 07:00 am to 16:00 pm from Monday through Friday at the Barcadera Port. **(Exception:** Written permission from the head of Custom office)
2. Port opening hours for cargo handling are from 07:30 am to 11:55 pm from Monday through Friday at the Oranjestad Port. **(Exception:** written permission from the head of Custom office)
3. Port opening hours for entrance for ships' crewmembers are from 06:00 am to 20:00 pm.
4. After 20:00 hours vehicle access to the port is closed and may only be permitted in cases of an emergency or during shift change. **(Exceptions:** Bunkering, STS operations and Loading and Unloading operations of ISPS-ships.
5. All persons working permanently in an area of the Port shall display a Security ID Badge on their outer garments at all times. Visitors have to provide their identity which is verified by an approved valid document (Picture ID).
6. All persons working permanently on the Port premises are subject to the APA Drug and Alcohol test. (See APA Drug & Alcohol policy) (Not applicable for Government Officials according to their L.M.A.)
7. Employees that are not scheduled to work are not permitted to be on the Port property. **(Exception:** Only with a written request from the Department head.
8. Ships' crewmembers should identify themselves at the entrance of the Port with their ship's card, seamen's book or any other valid picture ID.
9. The Aruba Ports Authority N.V. retains the right at any time to prohibit the badge holder and or vehicle from entering the Ports when there is a reasonable suspicion of doubt.
10. The Security ID Badge/decal remains the property of Aruba Ports Authority N.V. and must be returned on request when the individual's access authorization is terminated due to transfers, renovation, and termination of services or suspensions. Misuse of access badge/decal can result in temporary or permanent access prohibition.
11. All Vehicles entering the premises will have to drop off their passengers, the passengers will be using the pedestrian walk way to enter and leave the premises. This in order to have a better control on all visitors entering and leaving the premises.**(Exceptions:** Tourist in Taxi and Tour busses)

12. All persons and vehicles entering and leaving the Aruba Port gates are subject to search. Besides the random searches, all other suspicious persons or vehicles may be stopped and searched.
13. Aruba Ports Authority N.V. is not responsible for any personal or material damages occurring on the port premises.
14. Companies not registered at the KvK or non-residents with no valid work permit are not permitted to work or to pick up any cargo in the Port.
15. For vehicle access, please find Aruba Ports Authority N.V. driving procedures. (arubaports.com) For example: (Speeding limit, No tinted windshield, No Cell phone while driving, Valid vehicle Documentation)
16. All vessels, NO matter the reason, size or type, should be registered in the Harbor report.
17. Private/company owned vehicles must display the appropriate decal or pass on the windshield so the decal/passes can be authenticated by port security personnel. Decals/passes are not to be hidden behind window tinting /sunshields and must be clearly visible. Decals/passes are not to be defaced, altered or reproduced under any circumstance.
18. Any person who has caused or is involved in an accident on one of the port premises will be submitted to a drug and alcohol test. The person will not be permitted to leave the harbor until the drug and alcohol test is performed. (Not cooperating is consider as failure for this test) (Not applicable for Government Officials according to their L.M.A.)
19. Ship agencies will be held responsible and are reminded it is prohibited to leave pallets, garbage used goods or any other cargo on the quay and quay should be cleaned up properly before departure of the ship.
20. It is prohibited to enter port with used goods for export, without proper documentation from the Customs office.
21. It is prohibited to light fires for cooking or any other purposes on the quays or any other area in the port.
22. It is prohibited to dismantle any used cargo on the quays and leave the dismantled parts in port.
23. It is prohibited to import, export, and carry or to possess any illegal drugs, fire arms, ammunition or any explosive device or material on port premises.
24. It is prohibited to insult or disrespect the Port Security Officer or any other Government Officials while on port premises.
25. It is prohibited to do Hot works (welding/burning), sandblasting on the premises without port authorization and without a valid permit.
26. It is prohibited for employees to request and accept alcohol from loading or discharging vessels in Port.

27. It is prohibited to possess, consume, store and/or to deal/or exchange of other goods from alcohol from the crew or Captain of the vessel. Consumption of alcohol of the employees during working hours is strictly prohibited.
28. It is prohibited for all employees to help and/or facilitate any illegal transportation of all goods out of the port premises without paying the import duties according to the Custom Procedures.
29. Vessels having entered the port and after being cleared by Customs and Immigration will be permitted to load and /or unload as required. Vessels awaiting cargo (depending on their gross-tonnage) will be given a fixed time period – either 5 or 10 days- to await their cargo.
30. Vessels are not to be left unmanned while in port. Vessels must at all times be adequately manned to enable shifting as instructed by Port Security Personnel.
31. Ship crew members that have exceeded their stay permit are considered as aliens and will be detained by Immigration personnel.
32. Vessels transporting dangerous goods such as gasoline and diesel should comply with the Aruba Port Authority safety procedures for transporting dangerous goods.
33. The Aruba Ports pre-arrival questionnaires and the crew list has to be provided 24 hours prior to the arrival of the vessels.
34. Gate # 3 (venders gate) east of the Barcadera Port may only be opened in the presence of a Security and a Custom Officer. Open and close time to be documented by both Officers.
35. In cases where there is sand delivery and operation, an agreement needs to be made with the surrounding boats and vessels before the operation of removing the sand begins, this to avoid other's to be surprised by the dust. Sand has to be kept wet while transporting. (boats and vessels can be requested to sail out awaiting to avoid the dust.
36. The company removing the sand from the port premises will make sure that at the ending of the operation the area is left clean of loose sand and make sure the boulders are free of sand.
37. Ice delivery is only permitted after the vessel has been cleared by the Custom Officers.  
The Ice and all other vendor vehicles are not allowed to pass the yellow lane on the dock.
38. Mandatory Questions on the Pre arrival forms are :

- Name of the ship
- Arrival Time
- Ship's Identification number
- Type of Cargo
- Type of Cargo (including Dangerous Cargo)
- Crew list.