

TO: Contractors Requesting Third Party Access  
FROM: San Diego Master Ship Repair Facilities  
SUBJ: Guidelines for Access to San Diego Master Ship Repair Facilities

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The following are the requirements for admission to each of the San Diego Master Ship Repair (“SDMSR”) facilities (Continental Maritime, Southwest Marine or National Steel and Shipbuilding Company) and for access to vessels by U.S. Navy (“Navy”) contractors and their subcontractors (“Third Party” or “Third Parties”):

1. Navy Identification and Authorization

Third Parties will not be granted admission to a SDMSR facility or access to vessels without first being identified and authorized by the Navy (NAVSEA San Diego) and approved by the SDMSR.

2. SDMSR Access Procedures

Third Parties must comply with SDMSR access procedures, including the submission of a Visit Request Form on company letterhead, and a list of all persons requiring admission to the SDMSR. The request letter shall contain a certification stating, under penalty of perjury under the laws of the State of California, that all persons thereon are either United States citizens or lawful permanent residents. For persons who do not fall into one of these classes (“foreign persons”), an export authorization (*e.g.*, license or technical assistance agreement) must be provided prior to admission to an SDMSR facility.

3. Third Party Access Agreement

Third Parties granted admission to a SDMSR facility and access to vessels must comply with the terms of the Third Party Access Agreement and the incorporated Regulations for Third Party Access for the respective SDMSR.

4. Non-Interference

Third Parties will be granted admission to the SDMSR facility and access to vessels only with the express understanding that, in performing and fulfilling their obligations to the Government, they will not interfere with the SDMSR’s performance of work. All requests for admission and/or access for more than five (5) persons require clearance by the SDMSR for non-interference.

5. Safety

Each SDMSR facility maintains safety policies and procedures that conform to federal, state and local safety laws and regulations. These policies and procedures are set forth in the respective Regulations for Third Party Access for each SDMSR. The Regulations may require that Third Parties attend a safety orientation prior to being granted admission to the SDMSR facility and access to vessels. Third Parties are required to review and comply with the Regulations for Third Party Access for the specific SDMSR that they intend to visit.

6. Environmental Limitations and Restrictions

Each SDMSR facility maintains strict limitations and restrictions on activities of Third Parties. These limitations and restrictions are necessary to ensure that the SDMSR is in compliance with operating permits, emission limitations, and all applicable local, state and federal environmental laws. These limitations and restrictions are set forth in the respective Regulations for Third Party Access for each SDMSR. Third Parties may be required to attend an environmental orientation prior to being granted admission to the SDMSR facility and/or access to vessels. Third Parties are required to review and comply with the Regulations for Third Party Access for the specific SDMSR that they intend to visit.

7. Insurance Certificates

Each SDMSR requires that, prior to being granted admission to its facilities and/or access to vessels, Third Parties provide current Certificates of Insurance evidencing all insurance coverages and endorsements as required by the Third Party Access Agreement.

8. Procedure

A Third Party desiring admission to a SDMSR facility or access to a vessel must: (1) complete the Visit Request Form, including a list of all persons requiring admission or access (including full name, badge number (if available), job title, date of birth, place of birth and citizenship); (2) obtain export authorization for all foreign persons; and (3) submit all of these documents to the NAVSEA San Diego Security Officer.

A Third Party desiring admission to a SDMSR facility or access to a vessel must (1) obtain Certificates of Insurance for all required insurance policies; and (2) execute the Third Party Access Agreement; and

(3)submit these documents directly to the specific SDMSR that they intend to visit.

**The SDMSR requires five (5) working days to process requests once they are received from the NAVSEA Security Officer.** Admission to a SDMSR facility and access to vessels will be granted only after all required clearance and approval signatures are obtained on the Visit Request Form and the SDMSR is in receipt of all of the above-referenced documents.

Third Parties may obtain the Visit Request Form and the Third Party Access Agreement from the NAVSEA website at [www.sssd.navy.mil/security/policies\\_contractor.html](http://www.sssd.navy.mil/security/policies_contractor.html). The Regulations for Third Party Access, however, are specific to each facility and may be obtained by accessing the applicable SDMSR website.