

	Aruba Stevedoring Company N.V. Standard Security Operating Procedures (SOP)		Doc No:	RULREG
			Initial Issue Date:	11/30/2015
Port of Barcadera Rules and Regulations			Revision Date:	NA
			Revision No.:	2.0
			Next Revision Date:	
Preparation: JCM	Authority: PFSO	Issuing Dept: Facilities/CSO	Page:	Page 1 of 8



Aruba Stevedoring Company (ASTEC) N.V.

Multi-Cargo Sea Terminal (MCST) in the Port of Barcadera

Approved	Title	Date	Effective Date SOP
	Managing Director	<i>11/30/15</i>	To be communicated by ASTEC upon commencement of operations as the MCST Operator.

	Aruba Stevedoring Company N.V. Standard Security Operating Procedures (SOP)	Doc No:	RULREG
		Initial Issue Date	11/30/2015
Port of Barcadera Rules and Regulations		Revision Date:	NA
		Revision No.	2.0
		Next Revision Date:	
Preparation: JCM	Authority: PFSO	Issuing Dept: Facilities/CSO	Page: Page 2 of 8

Purpose

The purpose of this SOP is to provide the rules and regulations for the Multi-Cargo Sea Terminal (MCST) in the Port of Barcadera to be able to provide a safe environment for being on the port premises to prevent or detect persons attempting unauthorized entry to areas of the and to permit - ASTEC N.V. as the MCST Operator to check the identity and bona fides of any person found in or near the port area.

Scope

This SOP applies to authorized persons entering the Port of Barcadera via land or sea routes. This policy is enforced by the Port Facilities Security Officer (PFSO), the Company Security Officer (CSO), the Security Supervisor and the Operations Shift Supervisor.

Procedure

General:

Port of Barcadera opening hours for cargo handling (containers, breakbulk, bulk and Barquito) are from 07:30 - to -15:55 - from Monday through Friday. Removing cargo after these hours requires the written permission from the head of Customs ("fiat wegvoeren"). ASTEC N.V. will facilitate the opening of the gate and -releasing the cargo after the Customs approval. Remember that this process will involve more cost (overtime fee delivery) to the requestor.


Port of Barcadera opening hours for entrance/exit of ships' crewmembers are from 06:00 - to 20:00 at the West Gate. After 20:00 hours vehicle access to the Port of Barcadera is closed and may only be permitted in cases of an emergency or during shift change. Intercoms at the gates can be used to call the security on call for assistance. **Exceptions are:** Bunkering (as requested and planned), loading and unloading operations of ISPS-ships (planned and scheduled).

ASTEC N.V. retains the right at any time to prohibit the visitor / badge holder and or vehicle from entering the Port of Barcadera when there is a reasonable suspicion of doubt.

ASTEC N.V. is not responsible for any personal or material damages occurring on the port premises. Enter at your own risk (see rules & procedures pertaining to this).

It is prohibited to insult or disrespect the Port of Barcadera Security Officers, ASTEC N.V. personnel, Government Officials or any other third party while on the port premises.

Decent clothing needs to be worn when on the Port of Barcadera. Shirt, short and shoes are the minimum requirements for safety and security reasons.

	Aruba Stevedoring Company N.V. Standard Security Operating Procedures (SOP)		Doc No:	RULREG
			Initial Issue Date	11/30/2015
Port of Barcadera Rules and Regulations			Revision Date:	NA
			Revision No.	2.0
			Next Revision Date:	
Preparation: JCM	Authority: PFSO	Issuing Dept: Facilities/CSO	Page:	Page 3 of 8

Picture ID badges:


1. All persons working permanently in an area of the Port shall display a Security ID Badge on their outer garments at all times.
2. Visitors have to provide their identity which is verified by an approved valid document (Picture ID).
3. 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.
4. The Security ID Badge/decal remains the property of ASTEC 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.

Drugs and Alcohol:

5. All persons working permanently on the Port of Barcadera premises are subject to the Drug and Alcohol policy (See Drug & Alcohol policy).
6. 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.
7. Consumption of alcohol by employees and/or other people working or visiting the Port of Barcadera is strictly prohibited.
8. Employees that are not scheduled to work are not permitted to be on the Port property. (Exception: Only with a written approval from the Department head.)

Entering the Port of Barcadera with vehicles:

9. 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. They can re-enter the vehicle once through the gate.
10. All persons and vehicles entering and leaving the port gates are subject to search. Besides the random searches, all other suspicious persons or vehicles may be stopped and searched. For vehicle access, please find ASTEC N.V. driving procedures (website: astecaruba.com) Information about the requirements for the vehicle badge, speed limit on the Port of Barcadera, no tinted windshields, no Cell phone while driving, parking areas, traffic rules and valid vehicle documentations.

	Aruba Stevedoring Company N.V. Standard Security Operating Procedures (SOP)		Doc No:	RULREG
			Initial Issue Date	11/30/2015
Port of Barcadera Rules and Regulations			Revision Date:	NA
			Revision No.	2.0
			Next Revision Date:	
Preparation: JCM	Authority: PFSO	Issuing Dept: Facilities/CSO	Page:	Page 4 of 8


- 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.

Contractors/Third party companies:

- Companies not registered at the Chamber of Commerce or non-residents with no valid work permit or permission from the PFSO / ASTEC N.V. Managing Director are not permitted to work or to pick up any cargo at the MCST in the Port of Barcadera.

Vessels (ISPS and Barquito) and agents:

- The Port of Barcadera pre-arrival questionnaires and the crew list have to be provided at least 24 hours prior to the arrival of the vessels.
- All vessels, NO matter the reason, size or type, should be registered in the Harbor report.
- All crew members entering the Port need to have submitted a valid “**letter of good conduct**” to their Agencies that has to make sure this document is received by the Security Department. Before a swipe badge can be approved for the crew member. (See badging Procedures on ASTEC’s website: www.astecaruba.com).
- Ship agencies will be held responsible and are reminded that it is prohibited to leave pallets, garbage, used goods or any other cargo on the quay and alongside the perimeter of the Terminal/Port premises. Also, the quay and Port perimeter should be cleaned up properly by the vessel’s representing agency before departure of the vessel. This includes the bulk and manifold area. Any follow-up cleaning activities which has to be done by ASTEC, will be invoiced to the responsible representing agent for payment.
- It is prohibited for ASTEC N.V. employees or any third-party on the Port premises to request and accept any merchandise from loading or discharging vessels in the Port of Barcadera.
- Vessels having entered the Port of Barcadera 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 up to a maximum of two (2) days to await their cargo. This notice will be provided to the vessels agent by the Security Officer. The Port maintains the authority to instruct vessels to exit the Port earlier if deemed necessary due to congestion or for other safety and security reasons. This notice will be provided to the vessels agent who is expected to act upon the notice immediately.

	Aruba Stevedoring Company N.V. Standard Security Operating Procedures (SOP)		Doc No:	RULREG
			Initial Issue Date	11/30/2015
Port of Barcadera Rules and Regulations			Revision Date:	NA
			Revision No.	2.0
			Next Revision Date:	
Preparation: JCM	Authority: PFSO	Issuing Dept: Facilities/CSO	Page:	Page 5 of 8

20. Vessels are **not** to be left unmanned while berthed in the Port. Vessels must at all times be adequately manned to enable shifting as instructed by the Port of Barcadera Security Personnel.
21. Ship crew members that have exceeded their allowable stay period are considered as aliens and will be detained by Immigration personnel.
22. Vessels transporting dangerous goods such as gasoline and diesel should comply with ASTEC N.V. safety procedures for transporting dangerous goods
23. Any grocery merchandise delivery to vessels (incl. ice delivery) is only permitted after the vessel has been cleared by the Custom Officers. Any truck delivering the grocery merchandise will be allowed to get near the ship (outside of the harbor cranes working area) after approval from the operations supervisor.


The instructions from the operations supervisor have to be strictly followed.

Accidents or incidents:

24. Any person who has caused or is involved in an accident on the Port of Barcadera will be submitted to a drug and alcohol test. The person will not be permitted to leave the Port of Barcadera until the drug and alcohol test is performed. Not cooperating with the drug test is considered failing the test. (This can be grounds for termination)
25. All accidents or incidents should be reported SAP to the Security Department.

Cargo area (incl. Barquito area):

26. On the Port of Barcadera it is required to walk with at least a reflecting vest on (for visibility). The ASTEC N.V. employees/contractors working on the Port of Barcadera will wear safety shoes together with the reflecting vest. Working around and under the gantry or mobile crane or whenever working with overhead cargo (reach stacker as lifting device, crane) will require to wear a safety helmet, including the reflecting vest and safety shoes. Other PPE such as dust masks, gloves, goggles, air protections are also required where and when necessary.
27. It is prohibited to enter the Port with used goods for export, without the proper documentation from the Customs office.
28. It is prohibited to dismantle any used cargo on the quays and leave the dismantled parts on the Port of Barcadera.
29. It is prohibited to import, export, and carry or possess any illegal drugs, fire arms, ammunition or any explosive device or material on the Port of Barcadera

	Aruba Stevedoring Company N.V. Standard Security Operating Procedures (SOP)		Doc No:	RULREG
			Initial Issue Date	11/30/2015
Port of Barcadera Rules and Regulations			Revision Date:	NA
			Revision No.	2.0
			Next Revision Date:	
Preparation: JCM	Authority: PFSO	Issuing Dept: Facilities/CSO	Page:	Page 6 of 8

26. It is prohibited for all ASTEC N.V. employees to help and/or facilitate any illegal transportation of goods out of the Port of Barcadera.
27. It is prohibited for all ASTEC N.V. employees to help and/or facilitate any transportation of goods out of the Port of Barcadera without paying the import duties according to the Custom Procedures.
28. In cases where there is a bulk aggregate delivery/operation, the boats and vessels downwind need to be advised before the operation of the aggregate moving begins so that they can take proper action to protect their cargo from possible dust generation downwind from the bulk aggregate handling delivery/operation.
29. Aggregates have to be kept wet while on the Port premises. If the dust issues are not in control the boats and vessels can be requested to sail out of the Port of Barcadera to avoid the dust.
30. The company moving the bulk aggregates from the Port of Barcadera will make sure that at the end of the operation the area is left clean of loose sand and makes sure the boulders and the quay are free of sand.
31. Before any bulk delivery the big concrete blocks have to be provided on the quay to prevent bulk aggregates to fall between the ship and the quay.
32. It is prohibited to light fires for cooking or any other purposes on the quays or any other area in the Port of Barcadera.
33. It is prohibited to do Hot works (welding/burning), sandblasting on the premises without authorization from the PFSO and without a valid permit.

