

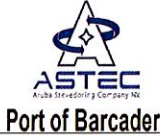
	Aruba Stevedoring Company N.V. Standard Security Operating Procedures (SOP)		Doc No:	IDBADGE
			Initial Issue Date:	10/03/2016
			Revision Date:	10/16/2017
ID Badge Procedure			Revision No.	1
			Next Revision Date:	
Preparation: MB	Authority: Security Superintendent / PFSO	Issuing Dept: Security	Page:	Page 1 of 1



Aruba Stevedoring Company (ASTEC) N.V.

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

Approved	Title	Date	Effective Date SOP
	Managing Director		Immediate

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Purpose

The purpose of this procedure is to have one policy that outlines the application process for different types of badges. It will also ensure that badge holders on the port premises are always accounted for. Additionally, this procedure will also outline the process to issue photo ID badges to employees, as well as the rules and regulations to use the badge.

ASTEC Badge Request

A regular ID Badge is only issued to an individual for a limited period during which there exists a requirement for business/work related activities in restricted areas. In some cases, the validity would be for a couple of months (f.e. contractors with a specific limited-time task) up to maximum of one (1) year. Every badge ID holder must follow the following rules and regulations:

- Your badge should be displayed at all time when moving inside a semi-restricted and restricted area
- The badge should be displayed face-view, on an outer garment, above the waist but below the neck
- Each employer is responsible for the adherence to the ID Badge policy by their personnel


For Local Personnel

- ASTEC access request form
- A valid ID Card, (Passport, Driver's license)
- A valid D&A test result (no longer than 1 week)
- For vendors, a valid Chamber of Commerce (KVK) documentation (less than 2 months old)
- Present a copy of an official Certificate of Good Conduct
- National Security screening (**VDA screening if access is needed in a restricted area**)
- Receipt of Payment (Bank Transfer or Debit Card)

A badge will be deactivated if an employee is terminated. A notification should be sent to Mr. Mario Briezen: mbriezen@astecaruba.com & Mrs. Elizabeth: emaduro@astecaruba.com.

All access badges are valid for a period equal to the duration of the calendar year in which it has been requested. Each year, all badges will be permanently deactivated by midnight of December 31st of that year. You will need a new badge to have access on January 1st of the next year.

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For Non-Local Personnel

- A valid work permit credentials are required
- Present a copy of an official Certificate of Good Conduct (for USA citizens, a valid TWIC card)
- Receipt of payment (Bank Transfer or Debit Card)

All access badges are valid for a period equal to the duration of the calendar year in which it has been requested. Each year, all badges will be permanently deactivated by midnight of December 31st of that year. You will need a new badge to have access on January 1st of the next year.

Access Request Surveyors, Ship-technicians, Joining Crew members

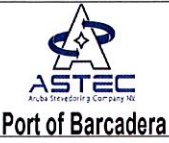
Access request for Surveyors, Ship-Technicians etc, will have to be requested by e-mail with attached a copy of the passport of the person requesting access, 24 hours prior to the arrival at the gate. The visitor will be escorted to the vessel. E-mail to be send to the following persons:

- mbriezen@astecaruba.com
- securitysupervisor@astecaruba.com
- johnny.martes@arubaports.com

Short Term Pass

The company/organization requesting a Short-Term Pass must submit a written request hereto via e-mail to: mbriezen@astecaruba.com & securitysupervisor@astecaruba.com. The request must be submitted one (1) workday in advance, by an authorized company representative and must state clearly and concisely the purpose and duration of the presence of the individual, as well as the areas this individual will need access to.

A short-term pass ID badge is issued to an individual who needs access to restricted areas for a limited amount of time ranging from a few minutes up to one (1) week, depending on the need and purpose of his/her access. The person receiving a Short-Term pass ID Badge must hand over a valid identification (Passport, ID Card or driver's license) in order to receive the pass. The identification will be returned to the individual upon return of the short-term pass. The individual in possession of a short-term pass is only allowed to be in restricted areas with a proper escort of a ASTEC ID Badge holder.

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Long Term Pass Request

A Long-term gate pass must be approved by "ASTEC" management, after the request has been justified. (Pending documentation from abroad or bid process etc)

- ASTEC access request form
- A valid ID Card, (Passport, Driver's license)
- A valid D&A test result (no longer than 1 week)
- For vendors, a valid Chamber of Commerce (KVK) documentation (less than 2 months old)
- Present a copy of an official Certificate of Good Conduct
- Receipt of Payment (Bank Transfer or Debit Card)

Visitor / Day Pass Request

The company/organization requesting a visitor/day pass must submit a written request hereto via e-mail to: mbriezen@astecaruba.com & Securitysupervisor@astecaruba.com. The person receiving a Visitor/Day pass ID Badge must hand over a valid identification (Passport, ID Card or driver's license) in order to receive the pass. The identification will be returned to the individual upon return of the Visitor/Day pass. The individual in possession of a visitor/day pass is only allowed to be in restricted areas with proper escort of a ASTEC ID Badge holder.


Government Officials Badge Requirements

Government employees working on the company premises must comply with the badging procedures in the same way that company employees do.

- Complete the ASTEC ID Badge Application Form
- A valid ID Card, Passport, Driver's license
- National Security screening (**VDA screening if access is needed in a restricted area**)

Government officials and government-owned vehicles on official business will be granted access onto the Port facility. Government personnel must present identification credentials (picture ID) for entry.

Ship Crew Members

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All ship crew members will receive a swipe card for access to and from the port premises upon their arrival; this will only be active when the vessel is in the port of Barcadera.

Requirements for this badge will be:

- Pre-arrival crew list
- Valid Passport

Badges will be submitted to the Agent who is responsible for the return of the badges upon departure of the vessel.

Barquitos Small Crew Members


In order to receive a swipe card, all small barquito crew member are requested to have the following submitted ASAP to the Security Department.

- Pre-arrival Crew List
- Valid Passport
- Fee Required (this will be arranged thru the agents)

Vehicle Pass Request

In order to be granted driving access to the premises, all vehicles will have to comply with the rules and regulation of the Port and the driver will to have:

- Valid driver's license
- ASTEC Id Badge
- Valid DTI inspection of the vehicle
- Valid vehicle Insurance
- No tinted front windows as per "ASTEC" rules and regulations
- Receipt of payment (Bank Transfer or Debit Card)

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Temporary Driving Access Request

In order to be granted a temporary driving access pass, "ASTEC" management will have to approve the request, which has to be justified. The "ASTEC" driving procedures must be complied with and a temporary vehicle pass will be granted during this time.

No fee involved.

Be informed that all vehicles entering or exiting the port will be subject to search by the security Department.


"ASTEC" Management may refuse a badge request for the following reasons:

- Failing the required Drug and Alcohol test
- Failing the National security (VDA) screening for restricted areas
- Not having a valid work permit
- Not cooperating with the vehicle search when requested by the Security Department.

Revision log sheet

Instructions:		Log revisions to this manual as they are received.			
		Document the Revision Log Sheet by entering the Document Number, the date of the revision (Revision Date), the date the manual was revised (Date Revised), the printed first and last name of the person making the revision (Name Print), the initials of the person making the revision (Initials), and a brief description of the type of revision made (Revision Description).			
Doc No:	Rev Date	Date Revised	Name (Print)	Initials	Revision Description



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Review Record Sheet

The undersigned acknowledge to have reviewed the attached procedures with a supervisor.

Review Date: _____

Reviewing supervisor: _____
 (signature and badge no.)

ASTEC N.V. personnel: (signature and badge no.)

< Please sign and return to the department manager >