
	Aruba Stevedoring Company N.V. Standard Security Operating Procedures (SOP)		Doc No:	PORTR
			Initial Issue Date	11/30/2015
<b>Port of Barcadera Rules &amp; Regulations</b>			Revision Date:	10/16/2017
			Revision No.	3
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## Aruba Stevedoring Company (ASTEC) N.V.

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

Approved	Title	Date	Effective Date SOP
	<b>Managing Director</b>	<i>10/19/17</i>	Immediate



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## Purpose

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The purpose of this policy is to provide the rules and regulations for the Barcadera Multi-Cargo Sea Terminal (MCST) to operate in an efficient and safe environment; to prevent or detect persons attempting unauthorized entry; and to permit ASTEC N.V. as the terminal Operator to check the identity and bona fides of any person found in or near the port area.

## Scope

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

## Procedure

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### General:

The Barcadera MCST opening hours for cargo handling (containers, breakbulk, bulk and Barquito) are from 07:30 - to -15:55 from Monday through Friday. Removing cargo after regular hours requires the written permission from the head of Customs ("fiat wegvoeren"). ASTEC N.V. will facilitate the opening of the gate and cargo-release after Customs approval. Be advised that overtime charges might apply.

Barcadera MCST opening hours for entrance/exit of crewmembers are from 08:00 - to 20:00. After 20:00 hours, vehicle access to the Barcadera MCST is closed and may only be permitted in case of an emergency or during shift changes. Intercoms at the gates can be used to call the security control room.


**Exceptions are:** Bunkering (as requested and planned), loading and unloading 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 Barcadera MCST 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 Barcadera MCST Security Officers, ASTEC N.V. personnel, Government Officials or any other third party while on the port premises.

Appropriate clothing needs to be worn when on the Barcadera MCST, shirt, short and shoes are the minimum requirements.



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**Picture ID Badges:**


1. All persons working permanently on the Terminal shall display a Security ID Badge on their outer garments at all times.
2. Visitors must provide a valid picture ID.
3. 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/decals remain the property of ASTEC N.V. and must be returned on request when the individual's access authorization is terminated due to transfers, renovation, termination of services, or suspensions. Misuse of access badge/decals can result in temporary or permanent access prohibition.

**Drugs and Alcohol:**

5. All persons working permanently on the Barcadera MCST are subject to the Drug and Alcohol policy (See Drug & Alcohol policy).
6. It is prohibited to possess, consume, store, receive or exchange, any goods from the Crew or Captain of the vessel.
7. Consumption of drugs or alcohol by employees and/or other people working or visiting the Barcadera MCST 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 Barcadera MCST 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 of 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 a security search. Besides the random searches, all other suspicious persons or vehicles may be stopped and searched. For vehicle access to the terminal, please contact the Port Facility Security Officer.

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The following general driving rules apply while inside the terminal:

- Speed limit 15 km per hour
- No tinted windshield and front windows
- No cellphone usage while driving
- No parking in any areas not designated as such
- General traffic rules apply
- All vehicle documentation need to be up-to-date

11. Private/company owned vehicles must display the appropriate decal or pass on the windshield so the decal/pass can be authenticated by port security personnel. Decals/passes must be clearly visible and can't be defaced, altered, or reproduced under any circumstance.


**Contractors/Third party companies:**

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

**Vessels (ISPS and Barquito) and Agents:**

13. The Barcadera MCST pre-arrival questionnaires and the crew list must be provided at least 24 hours prior to the arrival of the vessels.
14. All vessels, are obligated to be registered in the Harbor report.
15. All crew members entering the Port need to have submitted a valid **“letter of good conduct”** to their Agents, who in turn must submit this document to the Security Department before a swipe badge can be approved for the crew member. (See Badging procedures).
16. Ship agents will be held responsible and are reminded that it is prohibited to leave pallets, garbage, used goods or any other cargo on the quay/ premises. Also, the quay should be cleaned up properly by the representing agent before departure of the ship. This includes the container, bulk, manifold, and West Gate (barquito) area. Any follow-up cleaning activities which must be done by ASTEC, will be invoiced to the responsible agent for payment.
17. 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 at Barcadera MCST.
18. Vessels having entered the Barcadera MCST and after being cleared by Customs and Immigration will be permitted to load and/or unload as required.



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19. Vessels awaiting cargo (depending on their gross-tonnage) will be allowed up to a maximum of two (2) days to await their cargo. 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 vessel agent who is expected to act upon the notice immediately.
20. Vessels are **not** to be left unmanned while berthed in the Port. Vessels must always be adequately manned to enable shifting as instructed by the Barcadera MCST Security Personnel.
21. Vessels transporting dangerous goods such as gasoline and diesel should comply with ASTEC N.V. safety procedures for transporting dangerous goods.
22. Any delivery to vessels (including ice/groceries) is only permitted after the vessel has been cleared by the Custom Officers. Vehicles delivering merchandise will only be allowed near the vessel after approval from the Port Facility Security Officer. These vehicles may never park anywhere under or near the harbor cranes; this is a big safety infraction.

**Accidents or Incidents:**


23. Any person who has caused, or is involved in an accident on the Barcadera MCST will be submitted to a drug and alcohol test. This person will not be permitted to leave the Barcadera MCST until the drug and alcohol test is performed. Not cooperating with the drug or alcohol test is considered failing the test, which could lead to termination or permanent expulsion from the terminal.
24. All accidents or incidents should be immediately reported to the Security Department.

**Cargo area (incl. Barquito area):**

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

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29. The wooden quay surface at the barquito area needs to be protected always during the loading and unloading. Any damages to the quay will be charged to the according agent.
30. It is prohibited for all ASTEC N.V. employees to help or facilitate any illegal transportation of goods out of the Barcadera MCST without paying the import duties according to the Custom Procedures.
31. When there is a bulk aggregate delivery/operation, an agreement needs to be made with the vessels downwind before the operation begins. This to warn of dust generation for the downwind vessels.
32. Aggregates must be kept wet while on the Port premises. If the dust issues are not under control the vessels can be requested to exit Barcadera MCST until dust-issues are corrected.
33. The company moving the bulk aggregates from the Barcadera MCST 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.
34. Before any bulk delivery, the big concrete blocks must be positioned/provided on the quay to prevent bulk aggregates to fall between the ship and the quay. This must be done by the Company handling the cargo.
35. It is prohibited to light fires for cooking or any other purpose on the quays or any other area at the Barcadera MCST.
36. It is prohibited to do Hot Works (welding/burning) or sandblasting on the premises without authorization from the Port Facility Security Officer and without a valid permit.


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### Revision log sheet

<b>Instructions:</b>		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.)


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< Please sign and return to the department manager >