	Aruba Stevedoring Company (ASTEC) N.V. Standard HSSE Operating Procedures	Doc No:	153011
		Initial Issue Date	11/30/2015
<b>Barcadera Port Rules and Regulations</b>		Revision Date:	3/7/2023
		Revision No.	4
		Next Revision Date:	10/1/2023
Preparation: A.M.	Authority: HSSE Manager / PFSO	Issuing Dept: HSSE	Page: Page 1 of 5

## Purpose

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Implement and maintain the applicable local and international security and safety regulations for the port of Barcadera while providing a high service level to our community and clients.

## Scope

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Barcadera port rules and regulations applies to authorized persons entering the port via land or ocean. This policy is enforced by Management via the HSSE Manager/PFSO, Chief Security/APFSO, HSE Coordinator, Security Supervisors and Security Officers.

## Rules and Regulations


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### General Rules:

1. It is prohibited to insult or disrespect the Barcadera port Security Officers, ASTEC N.V. personnel, Government Officials or any other third party while on the port premises.
2. It is the responsibility of everyone on the port for maintaining order and safety. Misbehavior, obscene language, unrespect towards others won't be tolerated and will constitute immediate removal from the port's premises.
3. It is prohibited to litter or loiter on the port property.
4. It is prohibited to participate or partake in unauthorized access or exchange of any items through the port perimeter fence.
5. It is prohibited to take pictures or record video's on the port without approval of the Chief Security or HSSE Manager/PFSO. Deviating from this regulation leads to temporary or permanent access prohibition and immediate removal from the port's premises.
6. Appropriate clothing needs to be worn when on the Barcadera port, where: shirt, short and closed shoes are the minimum requirements.

### Access hours:

7. The Barcadera port opening hours for **cargo handling** (containers, breakbulk, bulk and Barquito) are from 07:30 - to -11:45, and from 13:00 – 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.
8. Barcadera port opening hours for entrance/exit of **crewmembers** are from 07:30 - to 20:00. After 20:00 hours, vehicle access to the Barcadera port is closed and may only be permitted in case of


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Preparation: A.M.	Authority: HSE Manager / PFSO	Issuing Dept: HSE	Page: Page 2 of 5

an emergency or during shift changes. Intercoms at the gates can be used to call the security control room. **Exceptions are made for:** Bunkering (as requested and planned), loading and unloading of ISPS-ships (planned and scheduled).

9. ASTEC N.V. retains the right at any time to prohibit the visitor/badge holder and/or vehicle from entering the Barcadera port when there is a reasonable suspicion and/or doubt. ASTEC N.V. is not responsible for any personal or material damages occurring on the port premises. Entrance is at your own personal risk.

**Vehicle access:**

10. All Vehicles entering the premises will have to drop off their passengers, the passengers will be using the pedestrian walkway to enter and leave the premises. This to have a better control of all visitors entering and leaving the premises and for establishing headcount. They can re-enter the vehicle once through the gate.
11. 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.
12. The following general driving rules apply while inside the port:
  - Speed limit 15 km per hour.
  - Seatbelts must always be worn when vehicle is in motion.
  - No cellphone usage while driving, includes any type of iPod/phone earpiece/headset being worn.
  - Parking only on designated areas.
  - Vehicles with tinted windows are allowed on the port. Subject to follow mandatory security staff instructions to lower windows for screening purposes.
  - Do not drive behind a Reachstacker (Heavy Equipment) working on container stacks/rows or any other dangerous spots.
  - Container handling equipment (Reachstackers, yard trucks, forklifts) always has the right of way.
  - Do not drive under any part of a suspended spreader bar or container.
  - Maintain a safe distance from other vehicles, no tailgating.
  - Must use headlights during inclement weather and after sunset.
  - Do not park or block designated painted walkways.
  - Do not block intersections or roadways with your truck and or chassis.
  - Do not leave vehicle unattended when out of view or more than 20 feet away.
  - All vehicle documentation needs to be up to date.
13. 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.

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Preparation: A.M.	Authority: HSSE Manager / PFSO	Issuing Dept: HSSE	Page: Page 3 of 5

#### Picture ID Badges:

14. All individuals working permanently on the Terminal shall always display a Security ID Badge on their outer garments.
15. Visitors must provide a valid picture ID. Upon signing for a visitor badge, the visitor badge holder automatically agrees to the Barcadera port rules and regulations.
16. Crewmembers should identify themselves at the entrance of the Port with their ship's card, seamen's book, or any other valid picture ID.
17. Unannounced guests to the Barcadera port are prohibited.
18. 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, termination of services, or suspensions. Misuse of access badge/decal can result in temporary or permanent access prohibition.
19. Every individual is obligated to identify themselves when requested by the port security.

#### Drugs and Alcohol:


20. All individuals working permanently on the Barcadera port are subject to the Drug and Alcohol policy (See Drug & Alcohol policy).
21. It is prohibited to possess, consume, store, receive or exchange, any goods from the Crew or Captain of any vessel.
22. Consumption of drugs or alcohol by employees and/or other individual working or visiting the Barcadera port is strictly prohibited.
23. 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 Manager.)

#### Contractors/Third party companies:

24. Companies not registered at the Chamber of Commerce, non-residents with no valid work permit are not permitted to work or pick up any cargo at the Barcadera port.

#### Vessels, ISPS, and NON-ISPS (Barquito's).

25. The Barcadera port pre-arrival questionnaires and the crew list must be provided at least 24 hours prior to the arrival of the vessels.
26. All vessels are obligated to be registered in the Harbor report.
27. 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,


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Preparation: A.M.	Authority: HSSE Manager / PFSO	Issuing Dept: HSSE	Page: Page 4 of 5

and West Gate (barquito) area. Any follow-up cleaning activities which must be performed by ASTEC N.V., will be invoiced to the responsible agent and sanctions will apply for said agent.

28. 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 port.
29. Vessels having entered the Barcadera port and after being cleared by Customs and Immigration will be permitted to load and/or unload as required.
30. 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.
31. 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 port security personnel.
32. Vessels transporting dangerous goods such as gasoline and diesel should comply with ASTEC N.V. safety procedures for transporting dangerous goods.
33. 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 Chief Security or HSSE Manager/PFSO. These vehicles may never park anywhere under or near the harbor cranes.
34. It is prohibited to dump ballast water on the quay of the Barcadera port. Failure to comply with this prohibition will result in a fine of Afls. 10.000,- per instance per vessel billable to the representing agent and possible additional measures.

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

35. While entering the Barcadera port cargo handling area (ISPS and NON-ISPS) it is required to wear a reflecting vest or equivalent reflecting attire on (for visibility and safety). ASTEC N.V. employees/contractors working on the port must wear safety shoes together with the reflecting vest or clothing. Additionally, any individual working **around/under** the Gantry or Mobile crane, including any overhead work will require **mandatory** wearing of a safety helmet. Other PPE such as masks, gloves, goggles, air breathing protections are also required where applicable as per company policies.
36. It is prohibited to enter the port with used goods for export, without the proper documentation from the Customs office.
37. It is prohibited to dismantle any used cargo on the quays and leave the dismantled parts on the Barcadera port.
38. Each user agrees that its chassis shall always be maintained in good working order to accommodate each user container and meet minimum DTI requirements and assessment.

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39. It is prohibited to import, export, and carry or possess any illegal drugs, firearms, ammunition or any explosive device or material on the port.
40. 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.
41. It is prohibited for all ASTEC N.V. employees to help or facilitate any illegal transportation of goods out of the Barcadera port without paying the import duties according to the Custom Procedures.
42. The company moving the bulk aggregates from the Barcadera port will make sure that at the end of the operation the quay area including boulders are left clean of loose sand.
43. 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 managing the cargo.
44. It is prohibited to light fires for cooking or any other purpose on the quays or any other area at the Barcadera port.
45. Fishing and diving are prohibited at the Barcadera port.
46. It is prohibited to perform Hot Works (welding/burning) or sandblasting on the premises without authorization from the HSE Coordinator or HSSE Manager/PFSO.

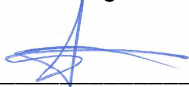
**Incidents:**

47. Any person who has caused or participates in an incident or accident on the Barcadera port will be submitted to a drug and alcohol test. This person will not be permitted to leave the Barcadera port 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 port.

All incidents and accidents should be immediately reported to the HSE Coordinator and Security Supervisor on duty.

This procedure is approved for implementation by,

HSSE Manager/PFSO,



Mr. A. Montilla

Email: [amontilla@astecaruba.com](mailto:amontilla@astecaruba.com)

Date: 03/28/2023