

WESTERN STEVEDORING COMPANY LIMITED

PORT PASS POLICY

Policy Application

All employees, contractors and guests requiring terminal or stevedoring access must hold a valid Port Pass issued by the appropriate Port Authority or temporary visitor pass as per Transport Canada marine security regulations.

Guidelines

The Port Pass must be on the person and in a visible location on their outer clothing, at waist level or above, at all times when on the marine facility. As per the VFPA Port Pass Conditions of Issue, or other Port Pass issuer, all Port Pass holders agree to use their Port Pass only during the performance of assigned work duties. Permission to enter for reasons other than assigned work must be requested by the pass holder and granted by an MFSO or designate.

The Port Pass holder is personally responsible for the safekeeping of their Port Pass at all times. Transferring, lending, or borrowing a Port Pass from any person, is a breach of the VFPA Port Pass Conditions of Use, or other Port Pass issuer, and may result in the suspension or termination of your Port Pass.

The Company reserves the right to pause, suspend, cancel, or restrict Port Pass access at any time without notice. Reasons for these actions may include, but are not limited to:

- Loss or theft of a Port Pass
- Altering or otherwise modifying a Port Pass
- Making or reproducing a copy of a Port Pass
- Leave of Absence
- Medical absence greater than 14 days
- Investigation(s) pertaining to breach(es) of company policies/procedures
- Work Suspension(s)
- A possible threat to employee / operational safety
- Using a port pass to access our facility for non-work related reasons
- Termination



Proper use of the port pass system is vital to the safety and security of all Company employees and contractors. If you lose your port pass or suspect misuse of the port pass system, please report it to a supervisor immediately.

Darcy Hinds

Darcy Hinds, Director – Health & Safety, Quality & Environment, Marine Facility Security Officer

January 24, 2023

Version Number	Date	Originator	Details of Change
1.0	October 5, 2021	Lynnterm	Original
2.0	January 24, 2023	Lynnterm	Adding port authorities
This policy is to be reviewed at a minimum of every 3 years.			