



Site Access Gate Procedure

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1.0 Purpose

This document provides a procedure for accessing the Squamish Terminals site via the card swipe security system.

2.0 Overview

The security access has been updated at Squamish Terminals (SQT) to include a card swipe system for accessing the site, this ensures consistency with Transport Canada's security requirements, and other terminals in the Port of Vancouver. The new site access procedure will also improve safety through identifying when people have been on site last (to determine orientation and/or training needs) and if an emergency evacuation was to take place.

3.0 Legislation and Literature




The SQT Security Plan covers the Security Requirements as set out by the Government of Canada and as contained in the Marine Transportation Security Regulations (MTSR), made pursuant to the International Ship and Port Facility Security (ISPS) Code.

Terminal Security is defined as those measures employed to protect against seizure, sabotage, piracy, pilferage, terrorism or interference with lawful operation of the port facility.

To enter the terminal work site, vehicles and pedestrians must use the Security gatehouse. Anyone entering the site by any other method, with the exception of the crew of a moored vessel, will be considered 'unauthorized'.

Employees - Port Pass must be worn and visible above the waist and available for inspection when requested.
Visitors (vessel crews, rail crews, contractors, suppliers, and customers/guests) - Must be pre-authorized by the employer and have photo ID available for inspection when requested.

MARSEC—Security Levels

-  **MARSEC Level 1 (green)** - Standard operations & security
-  **MARSEC Level 2 (amber)** - Increased alert & increased monitoring
-  **MARSEC Level 3 (red)** - Probable & imminent threat

Installation of the security access gate has been deemed the best option to enable SQT to ensure the security of the site, and comply with the above requirements of Transport Canada.

4.0 Site Access Procedures – Pedestrian Turnstile Gate

The following categories may use the pedestrian turnstile to enter and leave the site on foot:

Employees

Dispatch labour	Complement
Regular workforce scheduled	Local 514 scheduled
Local 517	SQT Management

Scheduled Visitors

Regular contractors
Scheduled deliveries
Regulatory agencies

Regular deliveries
Scheduled visitors (including customers)

Un-scheduled Visitors

Regular workforce unscheduled
Local 517 unscheduled
Un-scheduled visitor

Local 514 unscheduled
Un-scheduled delivery

4.1 Employees

4.1.1 Valid Port Pass Access

Employees enter the site on foot using their passes to open the turnstile, each person must have a valid scan of their pass to enter the site.

4.1.2 Valid Port Pass Egress

Employees exit the site on foot using their passes to open the turnstile, each person must have a valid scan of their pass to egress the site.

4.1.3 Invalid Port Pass or No Port Pass - Access

Employees will press the intercom and wait until the guard responds. If the employee reports an invalid pass or no pass then the on-call Superintendent will be paged. The Superintendent will record the man number and name of the employee as well as the date, shift, reason for access and port pass status on the record of lost pass report (See Appendix A). If the Superintendent determines that access will be allowed they will signal the guard to unlock the turnstile. The guard will issue a temporary pass to the employee.

4.1.4 Invalid Port Pass or No Port Pass - Egress

Employees will deliver their temporary pass to the guard office prior to leaving the site. The employee will walk to the pedestrian turnstile gate and the guard will release the lock and allow them to leave the site.

4.2 Scheduled Visitors

4.2.1 Valid Port Pass - Access

Visitor proceeds to security gate and uses intercom to contact the guard. Security guard checks the pre-authorization list to make sure visitor is authorized for entry. If not on list, security guard contacts appropriate manager. Once authorization is confirmed, the visitor uses a Port Pass to activate the turn stile.

4.2.2 Valid Port Pass - Egress

Scheduled visitors may exit the site on foot using their passes to open the turnstile.

4.2.3 Invalid Port Pass or No Port Pass - Access

Visitors will press the intercom and wait until the guard responds. If the visitor reports an invalid pass or no pass then the visitor's contact will be paged. If the Contact determines that access will be allowed they will signal the guard to unlock the turnstile. The guard will issue a temporary pass to the visitor.

4.2.4 Invalid Port Pass or No Port Pass - Egress

Visitors will deliver their temporary pass to the guard office prior to leaving the site. The visitor will be walked to the pedestrian turnstile gate and the guard will release the lock and allow them to leave the site.

4.3 Un-Scheduled Visitors

4.3.1 Access

Un-scheduled visitors will press the intercom and wait until the guard responds. If the visitor will state the nature of their business on site then the visitor's contact will be paged. If the Contact determines that access will be allowed they will signal the guard to unlock the turnstile. The guard will issue a temporary pass to the visitor.

4.3.2 Egress

Visitors will deliver their temporary pass to the guard office prior to leaving the site. The visitor will be walked to the pedestrian turnstile gate and the guard will release the lock and allow them to leave the site.

5.0 Site Access Procedures – Chartered Transportation

4.1 Buses/Taxis

5.1.1 Drop Off

The bus/taxi stops outside the gate at the stop line, all passengers exit the bus/taxi and pass through the turnstile using the procedures in 4.1.3 Pedestrian Turnstile Gate.

When the lane is clear, the bus or taxi reverses from the stop zone to leave the property.

5.1.2 Pick up

The bus/taxi stops outside the gate at the stop line, all passengers pass through the turnstile using the procedures in 4.1.3 Pedestrian Turnstile Gate and then board the bus/taxi.

When the lane is clear, the bus or taxi reverses from the stop zone to leave the property.

6.0 Site Access Procedures – Vehicles

The following categories may use the security to enter and leave the site in a vehicle:

Employees

Dispatch labour	Complement
Regular workforce scheduled	Local 514 scheduled
Local 517	SQT management

Scheduled Visitors

Regular contractor	Regular deliveries
Scheduled deliveries	Scheduled visitor (including customers)
Regulatory agencies	

6.1 Employees

6.1.1 Valid Port Pass - Access

Vehicles proceed to stop line, stop and wait for vehicle in front to clear security before proceeding to security kiosk, driver scans passes for all persons in vehicle, security guard to ensure appropriate number of passes are scanned, and all scans are valid, security guard triggers the gate to open, and gate closes automatically once vehicle passes.

6.1.2 Valid Port Pass - Egress

Vehicles proceed to stop line, stop and wait for vehicle in front to clear security before proceeding to security kiosk, driver scans passes for all persons in vehicle, security guard to ensure appropriate number of passes are scanned, and all scans are valid, security guard triggers the gate to open, and gate closes automatically once vehicle passes.

6.1.3 Invalid Port Pass or No Port Pass - Access

6.1.3.1 Passenger with invalid or missing pass

The passenger will get out of vehicle and move to the pedestrian turnstile gate. The appropriate procedure in 4.1.3 Pedestrian Turnstile Gate will be followed.

6.1.3.2 Drivers with invalid or missing pass

The driver will reverse the vehicle and park in the designated employee parking area. The driver and any passengers move to the pedestrian turnstile gate. The appropriate procedure in 4.1.3 Pedestrian Turnstile Gate will be followed.

6.1.4 Invalid Port Pass or No Port Pass - Egress

6.1.4.1 Passenger with invalid or missing pass

The passenger will get out of vehicle and move to the pedestrian turnstile gate. The appropriate procedure in 4.1.3 Pedestrian Turnstile Gate will be followed.

6.1.4.2 Drivers with invalid or missing pass

DRIVERS WITHOUT A VALID PASS ARE NOT ALLOWED TO BRING THEIR VEHICLES ONSITE SO THIS PROCEDURE WOULD ONLY APPLY IF THE DRIVER HAD FORGOTTEN OR LOST THEIR PASS WHILE WORKING ONSITE.

The driver will reverse the vehicle and park in the designated on-site employee parking area. Any passengers move to the pedestrian turnstile gate and may leave the site following the appropriate procedure in 4.1.3 Pedestrian Turnstile Gate. The driver will need to find their lost\forgotten pass or report to Operations.

6.2 Contractors/Visitors

Pre-authorized contractors – contractors who have had a pre-authorization by management to enter the site over a period of time. Visitors – customers/visitors attending a meeting with a member of SQT Management, if the visitor will state the nature of their visit, the appropriate person will be contacted.

6.2.1 Access

Contractor/visitor proceeds to security gate, security guard checks the pre-authorization list to make sure contractor /visitor is authorized for entry. If not on list, security guard contacts appropriate manager. Once authorization is confirmed, if Contractor/Visitor has a Port Pass, this is scanned, if no Port pass Security issues Temporary Pass to each person which is scanned into system and given to contractor/visitor.

6.2.2 Egress

Contractor/visitor proceeds to gate, hands in pass to security guard who scans in the pass.

Contractor/visitor hands in passes at any exit time (lunch/end of day) and gets a new pass when they enter next time.

6.3 Cargo Trucks

Pre-authorized truck drivers – truck drivers from companies who have had a pre-authorization by management to enter the site over a period of time.

6.3.1 Access

Truck Drivers must stop at the gate and report to the Security gate. Security Guard checks the pre-authorization list to make sure contractor is authorized for entry. If not on list, security guard contacts Operations Superintendent. Once authorization is confirmed, if truck driver has a Port Pass, details are taken

(not scanned as only Longshore details are in the system). If no pass, details are taken from photo ID and truck driver is signed in.

6.3.2 Egress

Driver proceeds to security gate, security guard signs them as off site.

6.4 Delivery Vehicles

(Coffee delivery, linen, Carneys, Lordco, Chandler's delivery to ship, Triton)

6.4.1 Access

Delivery driver proceeds to security gate, security guard checks the pre-authorisation list to make sure contractor is authorised for entry. If not on list, security guard contacts appropriate manager. Once authorisation is confirmed, if delivery driver has a Port Pass, details are taken (not scanned as only Longshore details are in the system). If no pass, details are taken from photo ID and delivery driver is signed in.

6.4.2 Egress

Delivery driver proceeds to gate, security guard signs them as off site.

7.0 Procedures at Security Gate

7.1 Stop Line

A Stop line will be painted at which vehicles must wait until the vehicle in front has cleared security. A refuge area will be accessible for vehicles to reverse into should there be an issue, this is in front of the security building.

7.2 Missing/Invalid Passes

Security guard contacts Ops Super, Ops Super proceeds to security and completes "No Pass Form" and at their discretion issues a Temporary Pass or turns employee away, the No Pass Form is given to the Port Security Officer to track, if the employee is turned away, this is treated as a Failure to Show and a Letter of Discipline is sent to BCMEA.

7.3 Failure to Scan Pass on Egress

Failure to scan pass on egress will result in the system keeping the scan in as on site, and on return to site to swipe in, the pass will not work as it is still registered as being swiped in. In this situation, the pass holder will have to report to the security guard to get access.

7.4 Pass back

Pass back – if a person passes back their pass to another employee, the system will automatically not allow the turnstile to open, (once the pass is scanned, it will not work again until the employee has scanned out), in this case both employees will be disciplined.

8.0 Exit during an Emergency Situation

During an emergency situation when an evacuation of site is called, there will be open access to Muster Stations and employees will not have to scan out of the gate.

9.0 Updates

As the Security Gate will go live as of February 14, 2018 (after this document is issued), this document will be updated as the system is tested and requires changes.

10.0 Appendices

Appendix A – Record of Missing Port Pass.

Revision Record

Document	Rev	Date	Originator	Details of Change
PRO-021	0.0	2017-06-12	SQT	Original draft
PRO-021	1.0	2018-02-07	SQT	Document ready for approval, Formatted document, and updated missing pass procedure, added exit procedure during an evacuation