


QAPCO
شركة قطر البتروكيماويات
QATAR PETROCHEMICAL COMPANY

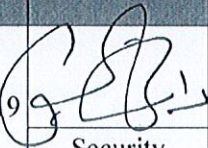
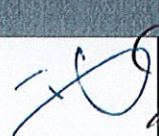
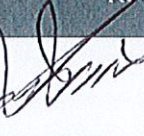
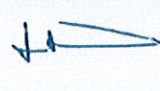
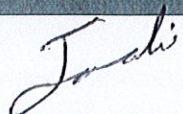
COMPANY STANDARD INSTRUCTION


MATERIAL EXIT PASS INSTRUCTION

Instruction Number: IN-254-SCR-04

Date of first issuance: 16 April 2001

Approved by	Name	Jonathan Peter Cook	
	Position	Chief HSE Officer	
	Date	25/4/19	

Rev.	Date	Prepared by	Reviewed by			
00	10/02/19	 Security Manager	 HSSEGM	 MGM SE/PE	 MGM Vinyl	 TGM

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Revision / Modification History:

Rev #	Rev Date	Section No.	Reason of Revision / modification
0	10/02/2019	All	This Instruction (IN-253-ENV-08) supersede Material Exit Pass Procedure (PR-254-SCR-04) which converted as instruction and updated as per BT requirements & New Organization structure.
		8.1	Material Exit Pass form amended based on feedback received from end users. Authorized Signatory and Employee-in-charge for Material release made in separate section for clarity.
		8.5	Laptop Entry / Exit Form added.

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1. OBJECTIVE

Purpose of this procedure is to establish a system for releasing and transporting out materials from QAPCO premises in Mesaieed and Doha.

2. SCOPE

Purpose of this procedure is to establish a system for releasing and transporting out materials from QAPCO premises in Mesaieed and Doha.

This procedure applies on all materials brought into QAPCO premises, other than personal belongings and those declared to Security during entry.

Items brought into QACPO premises for temporary use such as toolbox, demo items, laptops etc. to be declared to Security and a Material Declaration Form signed by Security to be obtained. These items do not require a Material Exit Pass other than the same declaration form.

Truck-drivers transporting LDPE who obtain Loading Vouchers do not require Material Exit Pass since the loading voucher is considered as the permit to transport LDPE from the site.

QAPCO personnel issued with company laptops are exempted from Laptop Entry & Exit pass requirement.


3. ABBREVIATIONS / DEFINITIONS

#	Abbreviation / Key word	Definition summary
1.	HSSE	Health, Safety, Security & Environment
2.	CHSSEO	Chief HSSE Officer
3.	HSSEGM	HSSE Group Manager
4.	TGM	Technical Group Manager
5.	MGM	Manufacturing Group Manager
6.	Material Exit Pass	A prescribed document duly filled-in and signed by an authorized signatory in the concerned department of QAPCO that entitles a person to take the materials out from QAPCO premises at Mesaieed
7.	Loading Voucher	A document issued by QAPCO Logistics Dept. to the truck-driver authorizing him transportation of LDPE.
8.	Multiple Load Exit form	A document issued for removing uncountable items that is removed in several loads, like construction site debris, earth filling, sand etc.
9.	Material Declaration Form	A prescribed form to declare the personal belongings including toolboxes during entry at QAPCO Security Gates

4. DOCUMENT REFERENCES

#	Document ID	Document name	Summary of dependency or use
1	PR - QSS - 130	Gate pass procedures	
2	PR-254-SC-09	Doha Office Access Control Procedure	
3	PR-254-SC-11	Mesaieed Facilities Access Control Procedure	


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5. ROLES AND RESPONSIBILITIES

- 5.1 The person who transports the material:
- 5.1.1 To declare the personal belongings during entry vide Material Declaration Form (Annex: 8.4)
 - 5.1.2 To declare the materials he transports at Security Gates.
 - 5.1.3 To obtain a valid material exit pass before taking materials out of QAPCO premises.
 - 5.1.4 To transport the materials on the same day the pass is issued or the following day.
 - 5.1.5 To submit the original pass (White Copy) at the main entrance (Gate No. 1)
 - 5.1.6 To submit the yellow copy at MIC Gate, if being asked.
- 5.2 Concerned QAPCO Section / Department.
- 5.2.1 To identify the materials before issuing the pass.
 - 5.2.2 To ensure that the person/contractor holds a valid gate pass and vehicle pass to bring the vehicle inside QAPCO premises, if a vehicle is needed to shift the material.
 - 5.2.3 To fill up the pass both in Arabic and English.
 - 5.2.4 To obtain the signature of an authorized signatory.
 - 5.2.5 The Material Exit Pass is issued in 3 copies. Original (White), yellow and pink. The original along with the yellow copy should be handed over to the person who takes the material out. Keep the pink copy in the book for future references.
 - 5.2.6 Ensures that the contractors do not keep any blank Material Exit Pass forms with them.
 - 5.2.7 Ensures that the person/contractor transports the materials on the same day the pass is issued or the following day.
 - 5.2.8 In the event of releasing scrap, the contact person confirms that the material has been written off as scrap.
- 5.3 Security Department.
- 5.3.1 To ensure that no material is released or taken out without a valid material exit pass.
 - 5.3.2 Security Man Checks and verifies the details mentioned in the pass and compares with the materials released.
 - 5.3.3 Security Man on duty signs the pass in the prescribed portion of the pass.
 - 5.3.4 If an incompliance found, Security Man on duty withdraws the pass and reports to Security Manager.
 - 5.3.5 To retain the archived material exit passes for at least one year.
 - 5.3.6 Security to check the vehicles thoroughly during entry to ensure that it contains no prohibited / dangerous materials in it.

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6. PROCEDURE METHOD

- 6.1 The contractor / person who take the materials out approaches the QAPCO host section for obtaining a Material Exit Pass.
- 6.2 The contact section fills-up a Material Exit Pass form containing the following information:
 - 6.2.1 Date: Date of issue of the pass.
 - 6.2.2 Vehicle No: The registration number of the vehicle in which the material is to be transported.
 - 6.2.3 Name of driver: The person who shall transport the material.
 - 6.2.4 Particulars: Details of materials to be transported from site.
 - 6.2.5 These materials belongs to: Contractor / QAPCO
 - 6.2.6 Remarks: it is vital to define the purpose of taking these materials outside QAPCO premises.
 - 6.2.7 The person in charge for Material Exit: QAPCO employee in the concerned department who releases the material, usually the Site-In-Charge.
 - 6.2.8 Designation & File number: of the person in charge.
 - 6.2.9 Authorized Sign: Signature of the authorized signatory in the concerned department. File number or Name stamp of the person is required for identification.
 - 6.2.10 Date: Date of signature
 - 6.2.11 Checked by: Name of the security Man who checked and verified the material.
 - 6.2.12 Signature: Signature of the Security Man.
 - 6.2.13 Remarks of Security Section: if any.
- 6.3 The concerned department hands over the original and yellow copy of the filled-up and signed pass to the contractor / person who transport the material.
- 6.4 The concerned department keeps the pink copy for their future references.
- 6.5 Contractor brings the material accompanied by the original pass (white page) to Gate No.2, if the material is being transported from Plant Area.
- 6.6 Security officer checks the materials and verifies the pass. If found compliant signs on the pass and releases the material, if the material is exiting QAPCO premises.
- 6.7 If the destination is within QAPCO premises like contractor yard, Admin. Area etc collects the original Material Pass both White and Yellow copy at Gate 2.
- 6.8 If found any irregularity, the Security officer withdraws the pass, stops the material release and reports the matter to Security Manager.
- 6.9 The person with the released material proceeds to Gate No.1 and submits the original Material Exit Pass to the Security officer.
- 6.10 The security officer checks and verifies the material pass, and if found compliant releases the material.
- 6.11 Driver keeps the yellow copy with him to show at MIC gate, if required by MIC Security.
- 6.12 The debris of construction site or earth filling materials which are removed in many loads per day need to be issued one pass only for a day, with description of number of trips. Multiple Load Exit Form (Annex 8.3) to be attached in such cases.

NOTE:

Material Exit pass is required to be signed by an authorized signatory, and does not need to be stamped.

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7. RECORDS

- 7.1 Material Exit passes / copies will be filed and kept with Security for 1 year with effect from the date of issue of the pass for any follow-up.
- 7.2 Each section may adopt their own way of keeping the pink copy according to their convenience.

#	Document / Record ID	Document / Record name	Responsible department or section
1	Material Exit passes	--	Security Dept.
2			
3			
4			
5			

8. APPENDIX

- 8.1 Material Exit Pass
- 8.2 Authorized Signatory Form
- 8.3 Multiple Load Exit Form
- 8.4 Material Declaration Form
- 8.5 Laptop Entry / Exit Form

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8.1 Appendix: Material Exit Pass



تصريح اخراج مواد
MATERIAL EXIT PASS


No. **02001**

Part 1: Basic Details		جزء ١: تفاصيل أساسية	
Date:	التاريخ:	Vehicle No.:	رقم السيارة:
Name of Driver:	اسم السائق:	Particulars:	نوع المواد:
1.	١	2.	٢
3.	٣	4.	٤
5.	٥		
Part 2:		جزء ٢:	
IT-Related Material		مواد متعلقة بتقنية المعلومات	
IT Media with sensitive information? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> لا <input type="checkbox"/> نعم	هل تحتوي على معلومات حساسة؟	
If Yes: Was the media securely erased according to IT procedures <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> لا <input type="checkbox"/> نعم	إذا كانت الاجابة نعم: هل تم الغاء البيانات حسب الاجراءات المعتمدة	
Part 3:		جزء ٣:	
Owner of the Material:	هذه المواد تابعة لـ:	Remarks:	
Part 4:		جزء ٤:	
Employee-In-Charge for material exit:	اسم الشخص المسؤول عن إخراج المواد:	Designation & File No:	
Signature:	التوقيع:	وظيفته ورقم ملفه:	
Part 5: Authorized Signatory		جزء ٥: المخول بالتوقيع	
Name & Title:	الاسم والوظيفة:	Signature & Date:	
For Security use only		لاستعمال الأمن فقط	
Name of Security Man :	اسم رجل الأمن الذي قام بالمعاينة:	Signature:	
Security remarks:		ملاحظات قسم الامن:	

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تصريح اخراج مواد

MATERIAL EXIT PASS


No. **02001**

Part 1: Basic Details		جزء ١: تفاصيل أساسية	
Date:	التاريخ:	Vehicle No.:	رقم السيارة:
Name of Driver:	اسم السائق:	Particulars:	نوع المواد:
1.	١	2.	٢
3.	٣	4.	٤
5.	٥		
Part 2:		جزء ٢:	
IT-Related Material		مواد متعلقة بتقنية المعلومات	
IT Media with sensitive information?	Yes No	لا نعم	هل تحتوي على معلومات حساسة؟
If Yes: Was the media securely erased according to IT procedures	Yes No	لا نعم	إذا كانت الإجابة نعم: هل تم الغاء البيانات حسب الاجراءات المعتمدة
Part 3:		جزء ٣:	
Owner of the Material:	هذه المواد تابعة لـ:	Remarks:	ملاحظات:
Part 4:		جزء ٤:	
Employee-In-Charge for material exit:	اسم الشخص المسؤول عن إخراج المواد:	Designation & File No:	وظيفته ورقم ملفه:
Signature:	التوقيع:		
Part 5: Authorized Signatory		جزء ٥: المخول بالتوقيع	
Name & Title:	الاسم والوظيفة:	Signature & Date:	التوقيع والتاريخ:
For Security use only		لاستعمال الامن فقط	
Name of Security Man :	اسم رجل الأمن الذي قام بالمعاينة:	Signature:	التوقيع:
Security remarks:	ملاحظات قسم الامن:		

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تصريح اخراج مواد
MATERIAL EXIT PASS

No. **02001**

Part 1: Basic Details	جزء ١: تفاصيل أساسية
Date:	التاريخ:
Vehicle No.:	رقم السيارة:
Name of Driver:	اسم السائق:
Particulars:	نوع المواد:
1.	١
2.	٢
3.	٣
4.	٤
5.	٥
Part 2: IT-Related Material	جزء ٢: مواد متعلقة بتقنية المعلومات
IT Media with sensitive information? <input type="checkbox"/> Yes <input type="checkbox"/> No	هل تحتوي على معلومات حساسة؟ <input type="checkbox"/> لا <input type="checkbox"/> نعم
If Yes: Was the media securely erased according to IT procedures <input type="checkbox"/> Yes <input type="checkbox"/> No	إذا كانت الإجابة نعم: هل تم الغاء البيانات حسب الاجراءات المعتمدة <input type="checkbox"/> لا <input type="checkbox"/> نعم
Part 3: Owner of the Material:	جزء ٣: هذه المواد تابعة لـ:
Remarks:	ملاحظات:
Part 4: Employee-In-Charge for material exit:	جزء ٤: اسم الشخص المسؤول عن إخراج المواد:
Designation & File No:	وظيفته ورقم ملفه:
Signature:	التوقيع:
Part 5: Authorized Signatory	جزء ٥: المخول بالتوقيع
Name & Title:	الاسم والوظيفة:
Signature & Date:	التوقيع والتاريخ:
For Security use only	
Name of Security Man :	اسم رجل الأمن الذي قام بالمعاينة:
Signature:	التوقيع:
Security remarks:	ملاحظات قسم الامن:

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8.2 Appendix: Authorized Signatory Form.



Material Exit Pass Instruction
IN-254-SCR-04

AUTHORIZED SIGNATORY FORM

To: Security Manager

Ref:-----

From:-----

Date: -----


AUTHORIZED SIGNATORIES ON MATERIAL EXIT PASS AND SERVICE CAR EXIT PASS

We hereby confirm that the following personnel are authorized to sign Material Exit Pass and Service Car Exit Pass from our department.

File No	Name	Job Title	Specimen Signature

Dept. Manager Name: ----- Signature:-----

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8.3 Appendix: Multiple Load Exit Form.



Material Exit Pass Instruction
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MULTIPLE LOAD EXIT FORM نموذج اخراج عدة حمولات

Date: _____ التاريخ:


Exit Pass No. _____ رقم التصريح

No. of Trips _____ عدد الحمولة

----- For Security's use only ----- لاستعمال قسم الأمن فقط -----

ملاحظات	توقيع رجل أمن	وقت الخروج	عدد الحمولة
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			13
			14
			15

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8.4 Appendix: Material Declaration Form.



Material Exit Pass Instruction
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MATERIAL DECLARATION FORM نموذج بيان مواد عند الدخول

Date: _____ التاريخ:

Name: _____ الاسم:


Company: _____ الشركة:

S. No	Particulars تفاصيل	عدد No. of items	ملاحظات Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			


-----For Official use only----- للاستعمال الرسمي فقط-----

Entry Verified by	Signature and date التوقيع والتاريخ	اسم المدقق عند الدخول
Exit Verified by	Signature and date التوقيع والتاريخ	اسم المدقق عند الخروج

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8.5 Appendix: Laptop Entry / Exit Pass.

LAPTOP ENTRY / EXIT PASS		
		
Company Name:		
Owner's Name:		
Type of Pass	<input type="checkbox"/> ENTRY <input type="checkbox"/> EXIT <input type="checkbox"/> BOTH	
Brand and Serial Number of the Laptop		
Purpose :		
Valid From:		
Valid To:		
Justification:		
REQUESTER (HOST)		
Name:		
Designation and File No:		
Department:		
Contact No:		
Authorized Sign		
Date:		
APPROVAL		
Concerned Department	QAPCO IT	SECURITY
Signature: _____ Title & File No: _____	Signature: _____ Title & File No: _____	Signature: _____ Title & File No: _____

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