

1. OBJECTIVE

Objective of this procedure is to define the personnel and vehicles physical access measures and controls to QAPCO-Mesaieed facilities for visitors, contractors, employees and whoever access QAPCO Premises located in Mesaieed Industrial City.

2. SCOPE

This procedure applies to all physical access and controls of employees, contractors, visitors, and vehicles physical access to QAPCO premises located in Mesaieed Industrial City.

Exclusion: It covers only the physical access part to the premise which does not necessarily cover all the prerequisites for performing a job inside QAPCO, such as work permits, safety training formalities, access to software applications or IT resources or sensitive areas or rooms such as IT Store, Engineering Archives, Substations etc.

3. PROCEDURE SUMMARY

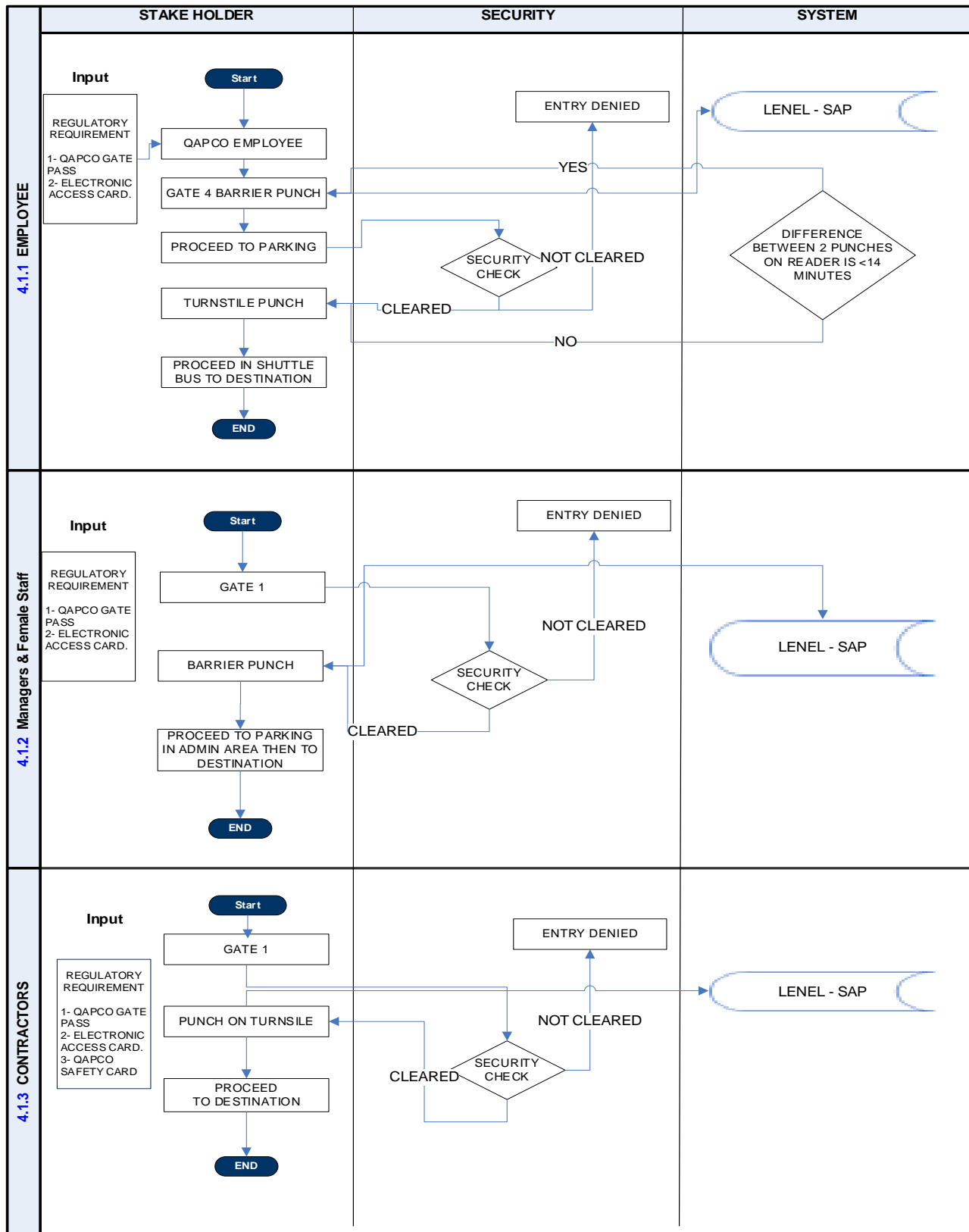
This procedure describes the formalities to be followed to obtain physical access to QAPCO Premises located in Mesaieed for all personnel. It further explains the formalities of obtaining vehicle access to the premises for different categories of personnel: employees, visitors, contractors, Government Officials, VIP Visitors etc. This does not include the Traffic Permits issued by QAPCO Safety to access restricted plants.

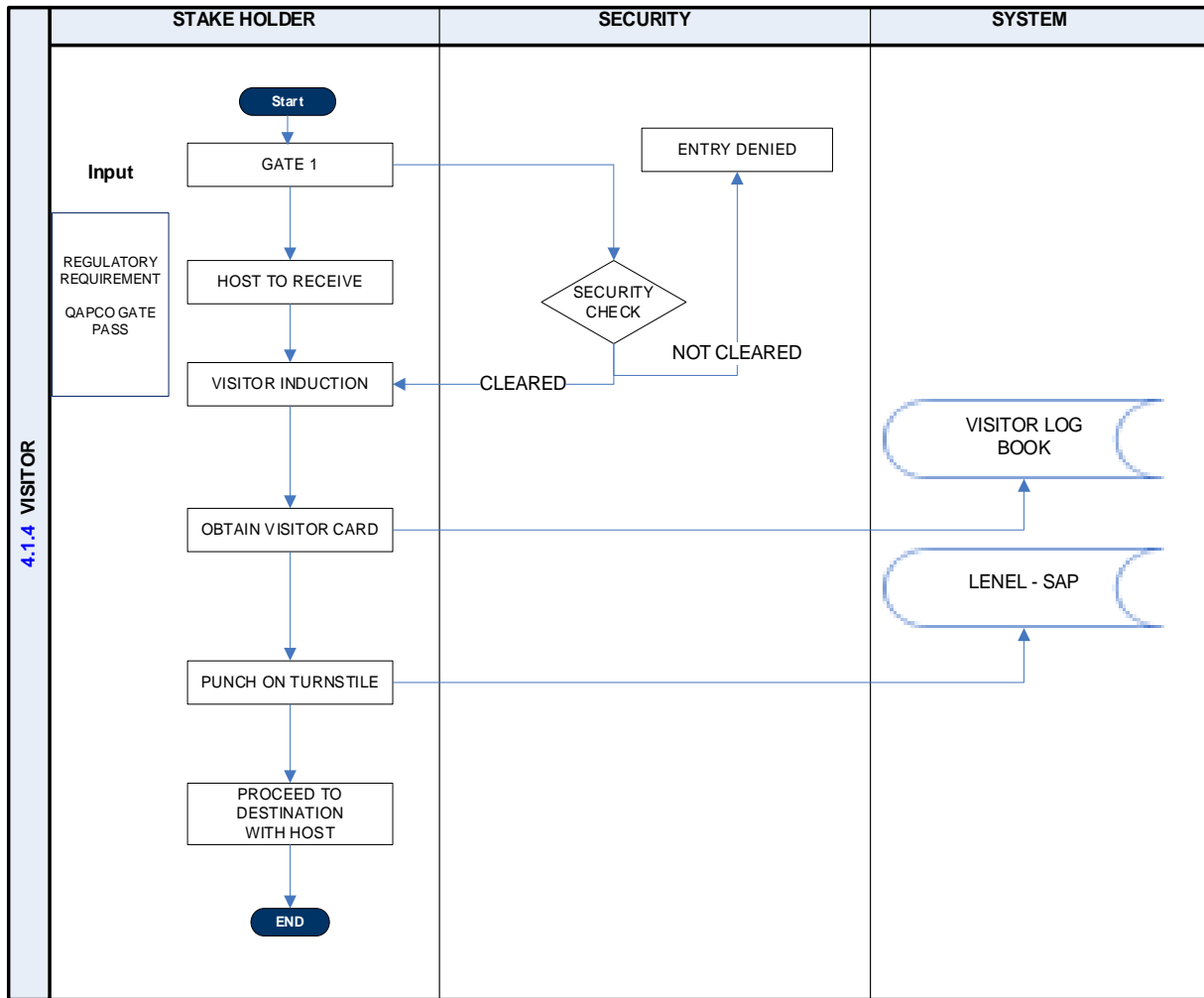
Physical security measures are being implemented to safeguard people, prevent unauthorized accesses to the facility, materials and documents passing. QAPCO has provided Identification Card for their Employees, Contractors, and Visitors for this purpose.

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4. ACCESS CONTROL





4.1 PROCEDURE CLARIFICATIONS

Ref.	Clarifications details
	<p>General Rules: All employees must have a valid Gate Pass issued by GDIS – MOI, to access QAPCO Premises in Mesaieed. Gate Pass card is employee’s individual identification & responsibility and is not transferrable to any individual, The employee holding the card is fully responsible to maintain the card while in his custody and to report immediately to security Department for guidance if the card was stolen or lost.</p> <p>Employee must record his own attendance to work by Punching the Gate Pass in the designated access control readers, it is strictly not allowed to lend/deposit/or transfer the Gate Pass to any other individual without written consent from Security Department. Lending/depositing/transferring the Gate Pass is strictly prohibited in QAPCO and is considered a security breach violation punishable by Human Capital Policy. . Any Individual violating the Gate Pass procedure will be subject to disciplinary action.</p>

	<p>All employee must inform their superior, in writing immediately upon detection of any breach of any of the security rules, regulations, and procedures, including Access Control & Gate Pass Procedures.</p>
<p>4.1.1 4.1.1.1</p>	<p>EMPLOYEES' ACCESS EMPLOYEES WHO USE THEIR OWN TRANSPORT</p> <ul style="list-style-type: none"> • Employees shall use their proximity cards to open the barrier at the entrance and park their cars in the designated parking area. This punch is considered in TAS as in. • Punch the card on one of the turnstiles. This punch does not reflect in TAS, unless the difference between the two punches exceeds 14 minutes. • Enter the bus waiting hall. • Embark the shuttle bus. • Shuttle bus shall stop at designated drop-off points. Employees may disembark at the nearest spot to their work location. • On exit, the bus shall drop the employees at the waiting hall. • Employee shall punch on one of the turnstiles to exit. This punch is considered in TAS as OUT. • Employee shall punch to open the barrier located at the final exit point of the parking area.
<p>4.1.1.2</p>	<p>EMPLOYEES WHO USE COMPANY TRANSPORT</p> <ul style="list-style-type: none"> • Employees' buses shall enter through gate 1. • Security shall verify the gate pass of the employee at Gate 1. • Security may ask employees to punch on a Portable Device of Attendance (PDA) to verify the pass. • If punched on PDA, employee does not need to punch again or any fixed TAS readers. • The bus shall drop the employees in front of Administration Building and/or Gate 2. • Those who work beyond gate 2, if they have already punched on PDA, shall punch their cards on turnstiles located at Gate 2 • Employees, who work in GOF Area, if they have already punched on PDA, shall punch their attendance on any of the readers located at these places. • On exit, employees shall punch their cards at their respective readers and board the bus.

<p>4.1.2</p>	<p>MANAGERS' AND FEMALE STAFF'S ACCESS</p> <ul style="list-style-type: none"> • Managers and female staff shall punch their cards at Gate 1. • Park their cars at Administration Area. • The following categories of employees are granted access to the ADMINISTRATION AREA by their private cars during office hours. <ul style="list-style-type: none"> ○ QAPCO's Managers & above. ○ Technical Experts ○ Production Shift Supervisors ○ Female staff. ○ Head of Medical. ○ Disabled people with special needs (holding official sticker). <p>Note: All day staff are allowed access through Gate 1, after working hours ONLY, if they attend any urgent job.</p> <ul style="list-style-type: none"> • The following categories are granted access through Gate 2 by their private cars: <ul style="list-style-type: none"> ○ QAPCO Chairman ○ MD &CEO ○ COO ○ QAPCO Managers (Operations), HSE Managers, Fire Fighting Manager and Security Manager (during emergencies). ○ Guard duty officials (only after working hours) ○ Head of Medical ○ Emergency team member (during emergencies)
<p>4.1.3</p>	<p>CONTRACTORS' ACCESS: PERMANENT CONTRACTOR</p> <ul style="list-style-type: none"> • A contractor representative from each company shall approach QAPCO Security to collect the electronic access badges, after obtaining the approval on their gate passes from MIC. • While approaching gate 1 to access QAPCO, all contractor staff shall disembark at the gate and enter through the turnstile which is to be activated by the proximity cards provided. • Contractor shall punch at gate 1 and pass through the turnstile. • Security shall inspect the contractor personnel while entering & leaving QAPCO. • Contractor must keep all the prohibited personal items like cigarettes, mobile phones etc. at the contractor cloak room situated at the new contractor yard before entering QAPCO site.

	<ul style="list-style-type: none"> • Vehicles of contractors are granted access through Gate 1 for the following purposes only: <ul style="list-style-type: none"> ○ Shifting of heavy materials inside the PROJECT AREA. ○ Authorized Contractor management can park their cars within their area. ○ Delivery of materials at QAPCO administration area, contractor yard and QAPCO Warehouse. ○ Chemical tankers and sewage tankers. • Vehicles of contractors are granted access through Gate 2 for the following purposes only: <ul style="list-style-type: none"> ○ Shifting of heavy materials within plant area or between contractor yard and plant area. ○ Authorized contractor to carry out regular work inside the plant. Such as AC maintenance, Catering Services, QAPCO Transport Contractor etc. ○ Delivery of materials to QAPCO Warehouse and chemical tankers. ○ All drivers will be provided with driver safety induction before access is granted. • Vehicles of contractors are granted access through Gate 3 for the following purposes only: <ul style="list-style-type: none"> ○ Delivery of materials at TALKE area. ○ Loading Trucks. ○ Container Trucks. ○ Talke Management & Contractors. ○ Vehicles of Qatar Navigation which enters to Logistics /Jetty area. ○ Operation of heavy-duty equipment such as crane, compressors etc. in the plant area. ○ Chemical tankers. • Contractor Managers and Engineers are not eligible to get access by their cars beyond Gate2. Any special requirement shall be considered on case by case basis by Security Manager.
<p>4.1.4</p>	<p>VISITORS' ACCESS</p> <ul style="list-style-type: none"> • All visitors shall park their cars in the visitors' parking area and approach Security at Gate 1. • Security shall collect the original gate pass and PID, provide the Visitor Safety Induction and issue a visitor badge. • Security shall register them in Visitor Log book.

	<ul style="list-style-type: none"> • Visitor shall be received by the host at Security Gate1. The host shall always accompany the visitor until his/her exit from QAPCO premises. • Visitor shall enter through the turnstiles by punching the proximity card. • On exit, visitor shall pass through the turnstile. • Return the proximity card and visitor card (if provided) to security and collect his gate pass. • Visitors can be allowed to enter with their cars through Gate1 upon approval of HSEM.
<p>4.1.5</p>	<p>ACCESS OF STATE AUTHORITY PERSONNEL</p> <ul style="list-style-type: none"> • Personnel of state authorities and government officials such as POLICE, CID, Customs, Civil Defense etc., will be escorted by QAPCO Security with their vehicles through all three gates. • Frequent visitors from Government Officials such as Industrial Security Officers and Customs Officers shall be granted access without QAPCO Security escort.
<p>4.1.7</p>	<p>ALL PERSONNEL</p> <ul style="list-style-type: none"> • Employees who enter the plant area (beyond Gate 2) shall punch their cards on relevant readers while passing through the gate IN or OUT as applicable. • Headcount readers are installed at the entrance of all major buildings in QAPCO. Employees shall always punch their entry and exit to the building on these readers. These punching instances will not affect the attendance punching of the employee.
<p>4.1.8</p>	<p>ORGANIZED VISIT ACCESS</p> <p>Organized visit is arranged through QAPCO's Communication and Public Affairs Department. Study tour, Visits arranged by Educational Institutions, visits of Government delegates etc. are usually considered as organized visits.</p> <ul style="list-style-type: none"> • Security shall verify the gate pass at the gate. • Security shall issue one temporary access badge that will be used by the organizer for each visitor if number of visitors are less than 10 Persons. • Organized visitor bus shall be given access only if a representative from QAPCO Safety and another from QAPCO PACD is present.
<p>4.1.9</p>	<p>VIP VISITOR ACCESS</p> <ul style="list-style-type: none"> • Individual VIP Visitor shall be provided with a temporary access badge. • Individual VIP visitor shall be provided with vehicle access to the designated parking space at Administration Area after obtaining the approval of HSEQGM. • Procedure to follow for the access of Group VIP Visitors shall be determined case by case. Safety Induction for this category shall be done at the reception auditorium.

	However, the common visitor access procedure shall be applied, if not advised otherwise.
4.1.10	<p>TRUCK DRIVERS' ACCESS</p> <ul style="list-style-type: none"> • Truck drivers shall take the Truck Route to enter QAPCO through Gate 3. • Security at Gate 3 shall collect the original gate pass from driver and allow him to park his truck in the designated space near loading area. • Driver shall come to the gate to attend Driver Safety Induction. • Security shall provide the truck driver with a temporary access badge. • Thereafter, the driver shall proceed to his destination. • After completion of the job, truck drivers shall punch their exit. • On exit, driver shall return the proximity card to Security at Gate 3 and collect his original gate pass and other items left at gate during entry.

5. LOST CARDS

- All individuals are expected to maintain their access card securely.
- In the unlikely event of misplacing a card the person shall report the matter to the Concerned Department and Security immediately.
- For contractor staff, a fee of Qrs. 50/- per card will be charged, for each lost card.
- The amount will be deducted through Finance Department for group of personnel with permanent contract.

6. PROCEDURE OF VEHICLE ENTRY PASS

- Contractor / driver shall approach the concerned Department to obtain a Vehicle Entry Permit request.
- Concerned Department shall create a Vehicle Entry Permit on SharePoint.
- Contractor shall approach QAPCO Security and Gate Passes office to obtain the Permit.
- Contractor / driver shall produce original / copies, as required by Security, of Gate pass issued by MIC, QAPCO Safety Card, and Driving License of the driver, in addition to the vehicle's Road Permit.
- A pilot vehicle or flagman should receive the heavy vehicles and lead it to the destination and back to Security Gate after completion of the job.

6.1 VEHICLE INSPECTION

- Security Men shall perform vehicle inspection at QAPCO entrance to confirm that the vehicle meets basic technical requirements before granting access to the complex.
- Security shall fill up the VEHICLE INSPECTION FORM (PR-ST-001-F02) for each vehicle being checked.
- If a major nonconformity noticed, Security shall hold the vehicle and inform QAPCO safety for assessment.
 - QAPCO Safety representative shall assess the fault and decide whether or not the fault could cause a safety risk in QAPCO.
 - Safety Representative shall mention his decision and sign on the form.
 - If access denied, Security shall inform the concerned Department in QAPCO about the access denial.
- If minor nonconformity noticed.
 - Security shall assess the situation and find solution if possible, to grant access.
 - Security shall note any nonconformity on the check list form and notify the driver for correction.

7. TRAFFIC VIOLATIONS

On traffic violations inside QAPCO premises the violated person shall expose himself to any of the following disciplinary actions: -

7.1 QAPCO STAFF

- First written warning by QAPCO security with incident report to be issued.
- If repeated violation, the same will be reported to QAPCO Management.

7.2 CONTRACTOR

- First Violation: Written warning by QAPCO Security.
- Second violation: Withdrawal of contractor vehicle pass from the driver.
- For parking violations, Security shall fix a Violation Notification Sticker (PR-ST-001-AP05) on the violated vehicle. Driver should not move the car before contacting security if this sticker is found on the vehicle.

8. PHYSICAL ACCESS CONTROL COMMITTEE

HSEQ Division has constituted Physical Access Control Committee to manage, review and continually improve the effectiveness of Physical Access Control in QAPCO.

8.1 Committee members are as follows:

- Security Manager is the Chairman of the committee.

- Security Manager/delegate will chair the Committee.
- Permanent members are one each from HR and I.T. department.

8.2 Committee shall

- Conduct physical access control audit and review of (punch-in and punch out) logs based on random selection of records.
- The committee shall meet minimum twice a year.
- Ensure all findings and recommendations of review and audit are closed.
- Ensure physical access control requirements are enforced in the organization.

9. RECORDS

The owner / executor shall maintain the following records / documents for reference:

#	Document / Record name	Retention period	Retention policy	Retention method	Classification
1	Employee Access records	Continuous	Lenel on guard System and SAP by I.T.	Soft Copy	Internal
2	Visitor Access Logbook at Gate 1	2 Years	Visitor Access Logbook at Gate 1 by Security	Hard copy	Internal
3	Contractor Access manual Log sheets	3 Months	Contractor Access manual Log sheets are kept at Security Office for a period of 3 months, then discarded.	Hard copy	Internal
	Short Visits of Contractors	3 Months	Short Visits of Contractors registered in Contractor Access Log and kept at Gate 1.	Hard copy	
	Electronic Access Data	Continuous	Electronic Access Data is available in Lenel on guard System.	Soft copy	
4	Vehicle Gate Pass	Continuous	Available on SharePoint	Soft copy / Hardcopy	Internal
5	Violations electronic record	Continuous	Violations electronic record available with Security Controller.	Soft copy	Internal
	Document Records in "Security Incidents and Violations"	2 Years	Document Records in "Security Incidents and Violations" file kept at the office of Security Controller	Soft copy / Hard copy	

10. DOCUMENT REFERENCES / ATTACHMENTS

#	Document ID	Document name	Summary of dependency or use
Document References			
1	PR-QSS-130	Gate Pass Procedure	Procedure for issuing gate pass to enter QAPCO in Mesaieed
2	IN-250-HSE-17	HSE Guideline for Traffic, Pedestrian, and equipment movement	Guidelines for Traffic, Pedestrian, and equipment movement inside QAPCO Mesaieed
3	PR-310-HR-11	Disciplinary Procedure	Guidelines for employees' duties and prohibited deeds of Employees
Attachments			
1	PR-ST-001-AP01	Route Map	Route map is a map that shows the main roads, plants
2	PR-ST-001-AP02	Visitor Card	Sample visitor access card
3	PR-ST-001-AP03	Contractor Access Card	Sample contractor access card
4	PR-ST-001-AP04	QAPCO Employee Card	Sample QAPCO Employee Card
5	PR-ST-001-F01	Vehicle Entry Pass (eForm)	Vehicle entry pass request form
6	PR-ST-001-F02	Vehicle Inspection Form	Vehicle Inspection form request form
7	PR-ST-001-AP05	Traffic Violation Sticker	Sample Traffic Violation Sticker

11. IT SYSTEM REQUIREMENTS

#	IT system module name	Summary of IT system module use
1	SharePoint	QAPCO Security Services Application
2	SharePoint	Vehicle Gate Pass Application
3	Lenel Onguard System	Access Control System Application

12. ABBREVIATIONS / DEFINITIONS

#	Abbreviation / Key word	Definition summary
1.	HSEQ	Health, Safety, Environment & Quality Division
2.	QAPCO Contact Section / Person	QAPCO Section / employee who hosts the visitor(s) or supervises the works of the concerned contractor(s) on site.
3.	DC	Director, Industrial Cities
4.	MIC	Mesaieed Industrial City
5.	ISM	Industrial Security, Mesaieed.
6.	GDIS	General Directorate of Industrial Security

7.	PID	Personal Identification Document. (Passport, Qatari ID Card and Photograph)
8.	Gate pass	A document or card issued by QAPCO Security Section followed by the approval of Security Division of Mesaieed Industrial City Management entitling the holder to access QAPCO premises in Mesaieed Industrial Area.
9.	QAPCO Security Services Application	A workflow application on SharePoint for requesting and processing the gate pass consents. This application involves hierarchical approval system and it helps users send request by mentioning the person's details, attaching the list of personnel in a prescribed excel sheet and scanned copies of personal identification documents.
10.	Access Control System (ACS)	<ul style="list-style-type: none"> A system to facilitate issuing access badges and assigning access levels to certain locations for designated personnel. It keeps track of access time of persons to specific locations and allows monitoring the access log. 24 Hours manned security points at Gate-1 covering QAPCO premise including Administration Area and Gate-2 that covers the plant area, Gate-3 at Jetty area for loading operations and Gate-4 covering access from employees' parking area.
11.	Access Control	The practice of restricting entrance to QAPCO complex to authorized persons and vehicles
12.	Turnstile	A form of gate that allow one person to pass at a time to enforce one-way traffic of people and to restrict passage only to the authorized persons
13.	Employee	QAPCO staff
14.	Electronic barrier	A barrier that is operated by an electronic switch, remote control or a proximity card
15.	Permanent Contractors	Staff of QAPCO contractors who hold a contract valid for minimum 1 year, such as civil maintenance, A/C Maintenance, stuffing contract etc.
16.	Special project contractors	Staff of QAPCO contractors who hold a contract valid for completion of a specific job such as expansion projects, construction of new facilities etc.
17.	Contractor	A person other than QAPCO employee, hired by QAPCO to perform a specific work for a limited period of time.
18.	Visitor	A person visiting QAPCO for a limited period and the visit is not intended to perform any work.
19.	Organized visits	Visits of official delegates and students arranged through QAPCO Public Relations Department
20.	Visitor Safety Induction	A brief awareness video for visitors about the major safety hazards involved in the operation of the plants and emergency evacuation procedures in case of fire or gas leak
21.	Driver Safety Induction	A brief awareness video for drivers consisting added precautions they should take while driving inside QAPCO complex and emergency evacuation procedures in case of fire or gas leak
22.	TAS	Time Attendance System
23.	GOF Area	The zone between the main entrance (Gate 1) and Gate 2, where the Administration facilities, are situated
24.	Plant Area	The zone that is marked with a technical fence beyond Gate 2 where the production and process units are situated. There are 2 access points to this area:

		<ul style="list-style-type: none"> ◆ Gate 2 ◆ Gate 3 (loading & forwarding gate).
25.	Vehicle Entry Pass	A prescribed document that authorizes the holder to access QAPCO premises by a vehicle.
26.	Vehicle Inspection Form	A form used in QAPCO to record the technical inspection findings of a vehicle
27.	Major Technical fault	Any fault with a high potential risk. Eg: Oversize loads / low bed trailers (may need road permit), chemical / gas leakage, unstable weight, unstable vehicle / truck, unsecured load, heavy oil leak, heavy smoke from exhaust, damaged body parts affecting safety (front/rear light, indicator lights, etc.)
28.	Minor technical fault	Any fault with low risk, such as worn out tires, minor oil leak, absence of fire extinguisher, faulty lights etc.
29.	Emergency Gates	Gates located in different locations which are designed for use in emergency situation as evacuation route. In addition, it can be also used for the following purposes as and when necessary: <ul style="list-style-type: none"> ➤ Delivery of oversize loads or equipment. ➤ Contractor access point during new projects
30.	QVC	Qatar Vinyl Company
31.	Buddy punching	When an employee clocks in for another employee, so it appears the employee they are clocking in for arrived earlier or left later than they actually did.
32.	QAPCO	QAPCO means QAPCO, QATOFIN & QVC

13. REVISION HISTORY

Rev #	Date	Section No.	Reason for revision / modification
0	10/08/2017	All	Aligned and revised as per new organization & BT-4 documents. Procedure Number change from PR-254-SC-11 to PR-QSS-134
		Appendix	Old formats replaced with new & Violation Sticker newly added
01	22-11-2021	All	Complete procedure changed as per new template requirement. Procedure number changed from PR-QSS-134 to PR-ST-01. Added general rules for Buddy punching & Physical Access Control Committee.