**SITE ENTRY PROCEDURE**

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| **Revision** | **Date** | **Prepared by** | **Approved by** |

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# INTRODUCTION

This procedure aims at ensuring that all personnel on site assigned with a task will meet specific requirements for HS Induction training, PPE provision, medical exams (where needed), vehicles and equipment, before starting work.

All personnel on site assigned a task have to undergo the Site Entry Procedure. All others (Visitors) will undergo a day entry procedure.

# SCOPE

This procedure applies to all personnel, but also to vehicles and equipment to be employed on site.

# OBJECTIVE

The main objective of this procedure is to define the structure of formal process for entering and working on site, ensuring that proper requirements are met for personnel and equipment.

# SITE ENTRY

All personnel working on site will follow this Procedure

* All Subcontractors before start work at site, should have arranged the medical examinations of their personnel and have available (& filled) for presentation to Contractor the **health reports** signed by a certified Occupational Physician[[1]](#footnote-1).
* If medical examinations permit the persons to work in the site, workers go to relevant Contractor’s HS department to arrange for the induction training. Then the subcontractors have to submit the PPE registry for their employees. (Relevant **Training list** / **PPE Registry** shall be signed by each worker).
* Contractor’s HSE Supervisor/Coordinator/Officer review all relevant papers (**Entry Card applications, training lists, PPE lists, Doctor’s Certificates if applicable**) and then submit them to Contractor’s Site Manager for final approval. .

Upon successful completion of the procedure and after approving the personnel lists, the Contractor hands out the site entry cards. The recipients sign for receipt of the card in the accepted personnel lists.

After the completion of this procedure Contractor will give permission for starting work.

Site entry cards are personal and not transferable and holders are obliged to carry them at all times. Failure to do so may lead to disciplinary action to the personnel that may include removal from the site.

If stolen or lost must be reported. If borrowed to another person, then both the borrower and the lender will not be again allowed on site.

**SITE ENTRY FOR VISITORS (Suppliers, Truck Drivers, etc.)**

All Visitors have to apply for a day site entry card in the Site’s Main Gate.

The security persons keep the ID Cards until visitor exits site and record all information in the **visitors book** (Name, ID Number, Company, Contractor/Subcontractor to visit, Date and Time).

**"Day Entry Form for Visitors"** (with information about basic site safety rules, required PPE, etc.) will be given to the visitors coming into the site, by the security guard. The visitor reads and signs the form and after the visit returns the form to the gate with the signature of the contact person.

Visitors have to keep visible the day site entry card at all times

* After entering the site, visitors shall not be left alone or unsupervised if they leave the safe areas at site.
* Visitors will use Personal Protection Equipment (helmet, reflection shirts, etc.), if they leave the safe areas at site.

# VEHICLES ENTRANCE PERMISSION

* Owner, Contractor and Subcontractors, make a **list of their Personnel’s cars**. The list includes information about car’s model, color, number and owner and subject to Site Manager’s approval.
* Contractor will send this signed list to the Security office for application.
* All vehicles with permission to enter site have to utilize Vehicle Pass on their cars windscreen.
* Vehicles for temporary site access have to obtain a Temporary Vehicle Pass.

# SITE EQUIPMENT ENTRY CARD

For the mechanized site equipment to be allowed on site an **equipment entry card** has to be issued by Contractor. To issue an equipment entry card the following procedure must be followed.

Subcontractor submits all necessary documents (operation license, operator license, insurance certificate, national check as applicable) to Contractor’s HSE Supervisor/Coordinator/officer for review.

If HS Supervisor is satisfied, then a visual check will be conducted by him at the gate. Then the equipment entry card is released by Contractor’s HSE Supervisor/Coordinator/Officer. If not, then Subcontractor has to arrange for any mishaps before a new request is made. To avoid delays Subcontractor should ensure that all documents arrived on time to the Contractor HS office (at least 24 hours before equipment arrival).

All Subcontractors must give an actual equipment list on weekly basis to Contractor for control of present equipment at site.

1. This provision applies to companies with more than 50 employees [↑](#footnote-ref-1)