

SITE SECURITY
OF
SAPL Inland Water Container Terminal (SAPL-IWCT)



Introduction

Summit Alliance Port Limited is committed to the security of all Company activities, personnel, infrastructure, information, equipment or other resources, as well as all of those of our clients in our charge. Our security policy is designed to achieve the following four core goals:

- Ensuring the physical security of controlled goods in our charge to protect from accidental or malicious damage or removal, including terrorism, piracy, theft, misadventure or sabotage.
- Ensuring the physical security and safety of all personnel and equipment in our care, including our own.
- Ensuring the security of the supply chain that supports all of our activity.
- Ensuring the security of Company and client information entrusted to us.

We are committed to comply in all respects with all relevant legislation, regulations and standards that apply to all elements of our service. All security procedures are documented and we have put in place a system (periodic security checks) that ensures that all of these responsibilities of security procedures are fully understood and complied by all of our employees and subcontractors who provide services to support our activities. We will also ensure that these requirements are fully resourced as necessary.

The following elements are addressed within the facility:

- Physical security
- Personnel Security
- Records and Documentation
- Storage and Distribution
- Information Access control
- Contractor Control
- Shipment Information Controls
- Export Logistics
- Risk Assessment

1.1 The important assets and infrastructure which must be protected are identified and evaluated, including:

- Accesses, entrances and approaches
- Cargo facilities, storage areas and cargo handling equipment
- Systems such as electrical distribution, telecommunication and computer systems and networks
- Power supply and water supplies
- Security and surveillance equipment and systems

DETAILS OF THE FACILITY

2.1 Description

The facility is a freehold land measuring 15.25 acres consisting of covered warehouses, container stacking yards, jetty, covered yards for handling jute and other baled cargoes and import delivery. Total 45000 sft 3 storied covered warehouse is used for export cargo processing and 10000 sft hangar shed used for handling jute and other baled cargoes and import delivery.

2.2 Location of the Facility and neighbouring area

The Facility is located on the bank of river Dhaleswary and north western side of the 6th China-Bangladesh Friendship Bridge popularly known as Muktarpur Bridge in Muktarpur under Munshiganj district.



Birds Eye View of SAPL-IWCT

2.3 FACILITY SECURITY MANAGER

2.3.1 The Security Manager is Mr. Mohammad Ruhul Amin, Asst. Manager- Administration. His contact details are:

Address: West Muktarpur, Panchashar, Munshiganj 1500
Telephone:
Mobile: +880 1938 883 566
E-mail: admin.iwct@saplbld.com

2.3.2 The Deputy Security Manager is Mr. Mahbub Alam, Executive, Administration. His contact details are:

Address: West Muktarpur, Panchashar, Munshiganj 1500
Mobile: +880 1999 932 244

PHYSICAL SECURITY, ASSETS AND INFRASTRUCTURE

3.1 BOUNDARY

3 side of the facility is surrounded by a brick wall of 12 feet height which is again topped with barbed wire fencing measuring 3 feet and the southern side which is river side comprises 80m length Jetty and around 100m length 6 feet high steel fence again topped with 2.5 feet barbed wire. The perimeter wall and fence is of strong construction and well maintained.



3.2 ACCESS

Access to the facility is through the main gate (sliding), separate labour/worker entry, and another access is through the jetty side for vessel staff and crews. These entrance(s) are manned by Armed Security Personnel (Ansar) 24/7, attendance controlled by Biometric Device/registers and all monitored under CCTV surveillance.



3.3 CARGO FACILITIES

3.3.1 CFS

The facility has 45000 sft of covered warehouse designed for export cargo receiving and loading from individual bays (cross docking). The warehouse is built with prefabricated steel material and is designed to withstand wind force up to 184 km/hour (approx.). The warehouse floors are raised from the ground by 4'.



3.3.2 Cargo and Container Handling Areas

Export cargo is handled in the warehouse. Import cargo is delivered in a covered area protected from the weather. Container stacking is done at the yards.



3.3.3 Cargo and Container Handling Equipment

The HED has following cargo handling equipment:

Fixed Column Crane (FCC)..... 2 (40 ton Capacity)
 Laden Reach Stackers..... 2 (40 ton Capacity)
 Forklifts..... 4 (Diesel Operated- 3 MT, 5 MT, 10 MT, and Electric operated- 3 MT)

Prime Mover..... 7 nos
 Chassis..... 17 nos

3.4 COMMUNICATIONS

3.4.1 Radio/Telephone

The facility uses Mobile phones for communication and is widely used by the operational/security staffs. Various departments and personnel of SAPL-RT are connected by PABX extensions.



3.4.2 Computer Systems

SAPL-IWCT has a total of 22 PCs and 6 laptops and all PCs and laptops are connected to the main server.

3.5 ELECTRICAL POWER SUPPLY

3.5.1 Main

SAPL-IWCT is connected to the National grid. 1250 KVA of High Tension is supplied from the National Grid. SAPL-RT has its own substation.



3.5.2 Back-up

SAPL-RT has three backup generators of 1355 KVA and these backup generators are used to support entire facility to keep the operations functional.



3.6 SERVICES

3.6.1 Workshop

SAPL-IWCT has a workshop which is equipped to repair and maintain the fleet of heavy equipment. Heavy repairs are carried out through outside workshops. Workshop is equipped for carrying out repairs of minor nature.

3.6.2 Overhead water tank and pump

There is a central overhead tank of 50000 litres capacity situated at the eastern side of the facility and two other water tank capacity of 1000 litre capacity situated on top of the security building and workers/public toilet. Deep tube well is used to pump water into the overhead tank. Water is supplied from this tank to all the buildings.

3.6.3 Fire main and hydrants

No fire mains or hydrants are in use. A total number of 108 hands held fire extinguishers are installed at various locations of the facility. Dry powder, Foam and CO2 type extinguishers are in use.

3.6.4 Weighbridge

There is one weighbridge situated beside/western side of the CFS of SAPL-IWCT for weighing export load containers and trucks carrying export or import cargoes.

3.7 ADMINISTRATIVE & OTHER BUILDINGS

There is an 7 storied office building in SAPL-IWCT of which up to 2nd floor is in use, namely Admin building located near the main entrance gate which is used by staff related to the Administration, ICD activities, Documentation, IT, Compliance, HR, Engr. Civil and for Customs function and related activities and other building is situated in the workshop area which is 3 storied comprising powerhouse, panel room and rest room.

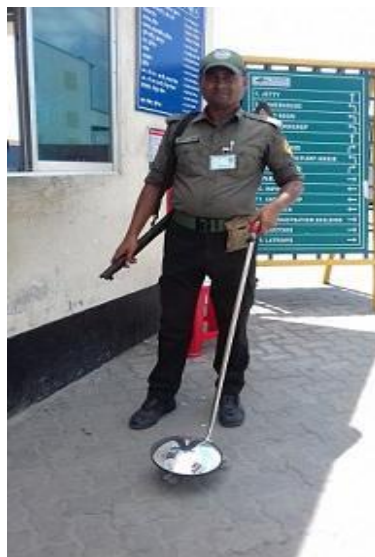


3.8 SECURITY & SURVEILLANCE EQUIPMENT & SYSTEMS

3.8.1 Screening Equipment

Following equipments are provided in the Facility for security & surveillance:

- Hand metal detectors
- Under vehicle mirror detectors



3.8.2 Alarms (system of raising alarm/awareness)

The alarm system consists of 4 Fire bells, are manually operated and used for Security, Fire Drills and for raising awareness of any emergency situation.

3.8.3 CCTV

SAPL-RT has a total 39 CCTVs placed inside the warehouse, gate, perimeters, security posts, admin building and yards. The cameras cover the entrances, inner side of the perimeters and jetty area. The warehouses are fully covered by the CCTVs including Night vision cameras. A team monitors the cameras round the clock. Recordings of the cameras are kept for a minimum 90 days.



3.8.4 Lighting

The warehouse, perimeters yards, and the jetty are very well lit.



3.8.5 Keys

Keys to the office buildings, warehouses & light post are kept with the security personnel posted at the gate and they will maintain a log book at the gate to record keys handover and take back. Admin department will maintain stock inventory separately on the keys to monitor. In case, lost or stolen key should be reported immediately to the facility management for replacement and recorded as missing.

PROCEDURES FOR PHYSICAL SECURITY

- 4.1 **Gates, Access controls, Visitor control, Mail deliveries:** The gates are manned at all hours and entry and exit of personnel, visitors, customers, and vendors shall be verified. Advance information of visitor/vendor or pre-visit notification shall be reconciled. Photo Identity of each and every person including ship crews and conveyance drivers shall be verified. Conveyances shall be checked for signs of tampering. Records of visitors, escorts, Prime Movers, Trucks/vans including the container numbers and drivers' names shall be maintained. Visitors shall be escorted to SAPL-RT staff by security guards. As for ship crews and staff reconciled with the list provided to SAPL-RT management prior issuing temporary ID badge. Labour should collect and wear SAPL Loader/Unloader ID badge from gate security showing their company provided photo ID (which should be verified by the security guard with the list kept at gate) while entering the facility. Labour should keep their company provided photo ID badge available in their pocket or wear. All persons entering the facility shall display Identity cards at all times. Visitors and vendors registers shall be reconciled at the end of every shift to monitor their exit. Such checks shall be logged in those registers. All mails shall be received by security guards at the gate, records of such mails shall be kept and deliveries to recipients acknowledged in the register. Suspicious mails, packages shall be separated and thoroughly checked for any abnormalities and if necessary, Law enforcement agencies notified for quick disposal of the same. All employees and staff shall enter the facility showing their photo ID badge at the gate and ensure biometrics attendance immediately after entering the facility. And no personal items (such as lunch box, backpack etc.) are allowed in the loading and shipping areas except exception.

The facility shall communicate and publicize security procedures through posters, signage, bulletin boards & safety and security pamphlets etc. Visitors are given safety and security pamphlet which lists:

- Company's general safety and security rules that need to be followed while on the premises,
- Warning messages being displayed,
- Personnel are encouraged to report irregularities e.g. attempt to pilfer, suspicious activities, internal conspiracies, suspicious behavior, carrying illegal materials, dangerous substance etc., through Complain/suggestion box and hotline number and the hotline number shall be posted various places of the facility,
- Visitors are required to declare all electronic equipment taken with them while entering the facility.

- 4.2 **Perimeter Walls and Fencing:** Perimeter walls and fence shall be kept free of overhanging foliage and other structures. Regular inspection of the perimeter walls and barbed wire fencing shall be conducted by Administration Department to ensure the structures are in good shape. Any deficiencies shall be reported to the facility management (Manager-Admin) immediately for repair or rectify same.



4.3 **Facility Lighting:** The yards shall be kept well lit during hours of darkness. Lighting are arranged for outside the perimeter. The warehouses are kept well lit during hours of darkness. Back-up generators are used to ensure lighting of warehouses, gates, inside and outside of perimeters, Yards and the jetty.

4.4 **Container Storage Yard:** The container yard is designed to stack empty, export laden and import laden containers. The full yard is guarded to ensure no unauthorized person can tamper with the containers. Any unauthorized person shall be challenged and apprehended. Admin department shall take legal measures including handing over to law enforcement agencies against such unauthorized person(s).



4.5 **Security Guards:** SAPL employs third party security Company (Ansar) to ensure full security of the facility. The security guards are deployed at the gates, warehouse, yards, close to perimeters and jetty. Guard posts have been established at strategic locations which are manned round the clock. Communication between the central security room and the Guard posts shall be by means of Cell phones or intercom telephones. The security company will conduct orientation and training programme of its guard forces ensuring that the guards are aware of:

- a) Any employee and/or worker found to be conspiring to tamper with cargo
- b) Attempt to pilfer cargo
- c) Carrying illegal materials
- d) Unauthorized access (Entering any area is not allowed for employees/workers)
- e) Suspicious behaviors
- f) Cargo integrity
- g) Smuggling trend
- h) Human trafficking
- i) Internal conspiracy
- j) Current terrorist threat
- k) Movement of trucks/vans with cargo.
- l) Movement of trucks/vans with supplies, building materials etc.
- m) Mail deliveries



ON-SITE TRAFFIC MANAGEMENT PLAN

Introduction

The safe operation of vehicles and equipment at Summit Alliance Port Limited – River Terminal (SAPL-RT) achieved by compliance with this Traffic Management Plan.

Purpose and Scope

The purpose of this On-Site Traffic Management Plan is to minimize vehicles interactions with people within the SAPL-RT and to establish efficient controls to minimize the risk of personal injury and damage to property due to those interactions. This Traffic Management Plan aims to outline traffic rules for all personnel (employees, contractors, truck/ trailer's driver, ship's crew and other site visitors).

The plan considers the risks associated with the identified hazards including but not limited to:

- Segregation of pedestrians from heavy and light vehicles

- Workplace layout
- Trailers and associated loads
- Signage
- Lighting and visibility
- Speed limits
- Parking area

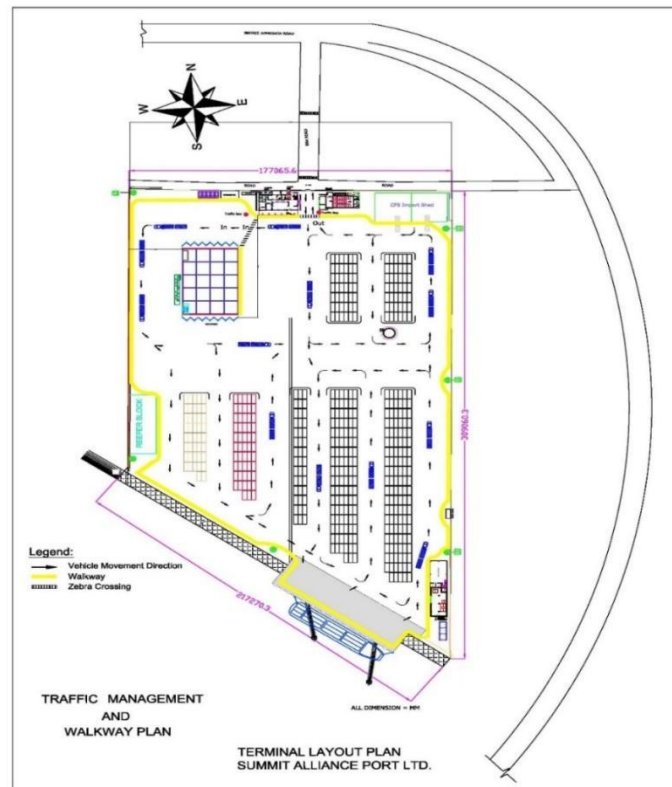
Objectives

- To ensure the safety and security of all employees, visitors, customers/clients, contractors, and other port users on the site.
- To manage traffic movement within the Site so as to prevent any incidents or accidents that can result in injury to people and damage to equipment, property and vehicles on site.
- To coordinate a timely emergency evacuation response in event of any emergencies within the Site.

Detailed Procedure

- Adequate personnel for physical checks and record keeping
- Traffic Controllers under Administration would be stationed at designated checkpoints to monitor traffic movement on site.
- Roadway markings to clarify the direction of traffic and pedestrians crossings.
- Signage indicating speed limit of 10 km/h. posted strategically along the roadways.
- Enforcement of site traffic regulations by security patrol officers.
- Timely evacuation out of the compound in event of any emergencies by directives from both safety and security officers on site.
- Clearly demarcated area for traffic movement of export/import operation, general operation, parking zones, etc.
- Procedure upon entry on to the port & procedure for exiting the port.

Schematic Diagram:



OFF-SITE TRAFFIC MANAGEMENT PLAN

Purpose

To provide guidance on off-site traffic management at SAPL-RT with the aim of community, employee, workers and pedestrians safety, reducing road congestion, and ensuring a safe passage of travel improving efficiency of available road way and work zones.

Scope

The scope includes the provision for the safe movement of vehicular and pedestrian traffic, the protection of workers, employees and community people from passing traffic, the provision of traffic controllers, the installation of safety signs, road markings (Zebra Crossing).

Definition

- 1.1 **Pedestrian Traffic:** The people coming and going on foot in a street.
- 1.2 **Traffic Controller:** Personnel deployed alerting pedestrians of vehicular traffic movement.
- 1.3 **Road Markings:** Road markings are used as a means of controlling and guiding traffic.

Detailed Procedure

- Behavioural signs with direction, at the entrance have been put up to indicate the approach road to SAPL RT.
- Warning signs (Caution of Heavy Vehicle Movement and Speed Limit of 10 Km/h), in local & English language shall be put at 03 locations, where it is easily visible to pedestrians and vehicle operators. Location 01 at entrance of the approach road, Location 02 at the middle of the approach road and Location 03 near the Site entrance Main Gate.
- Zebra Crossings shall be painted on the approach road to control haphazard crossings of pedestrians, especially children and elders.
- 01 Traffic Guard, in 02 shifts for Day and Night, shall be deployed on the approach road to physically monitor, control traffic of pedestrians and vehicles. The Traffic Guard shall be equipped with necessary gear along with Hand Held Safety Light/Stop Signs and loudspeaker. A post for Traffic Guard shall be constructed conveniently on the approach road.
- Above all, Community people and Vehicle Operator (which are directly controlled by SAPL-RT) are invited to Site for Traffic Safety Meetings, on a quarterly basis, for Traffic Counseling by SAPL-RT Management
- Detailed procedure is described in the Figure-01.

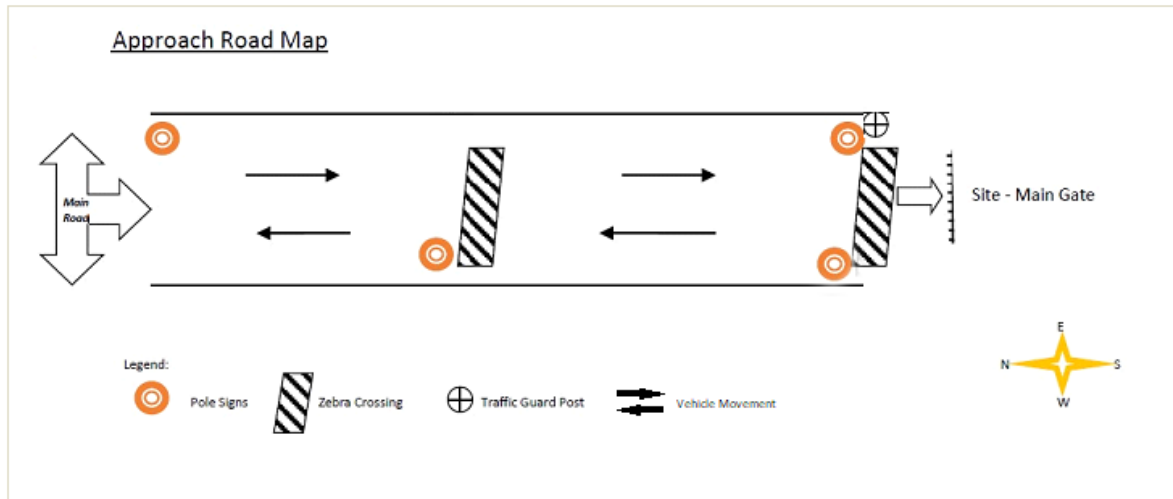


Figure 01: Offsite Traffic Management Plan for approach road to SAPL-RT