



REF. ADT-COM/12/2009

Date: 12-10-2009

**TO: ALL SHIPPING LINES, AGENTS,  
TRADERS AND PORT USERS**

### **Rules for Entering and Working in Abu Dhabi Terminals**

In our continued efforts toward creating a safe environment at Abu Dhabi Terminals, we earnestly request all our valued customers to comply with the following Rules:

All port users must be registered with ADT and ensure that their details are updated with any changes.

ADT reserves the right to refuse entry to any person, vehicle or company without prior notice or explanation.

It is a criminal offence to enter the port without the proper authorization. Any person found on the port facility without the correct authorization will be prosecuted.

#### ***Search Requirements:***

- All persons, packages and vehicles entering or leaving ADT may be subject to search by Security personnel.
- Any person or persons entering the premises who refuse; to be inspected will be denied access.
- Any person leaving the port facility that refuses to be searched will be detained and charged.

#### ***Speed Control:***

All persons on the premises will obey the speed limit at all times, main roads 40 km/h and work areas 30 km/h. Any person caught speeding or driving dangerously will be removed from ADT and their vehicle permit will be revoked. No debate on the reasons for speeding will be accepted.



### **Identification Procedures:**

All persons entering ADT should possess and show a valid ADT photo I.D. card. Security personnel will verify that the I.D. card matches the person presenting it.

#### **1.1 Employees and Sub-concession employees**

- All employees are required to show a Valid ADT employee photo I.D. prior to entry.
- While inside the port, personnel should have their valid ID visible at all times.
- Where safety is an issue, a high visibility vest with “see though” pockets should be worn displaying the ADT ID card.
- No employee will be given access without their ADT ID card.
- All Employees and Sub-concession employees must abide by ADT health and Safety regulations including the completion of the Health and Safety induction course.
- Minimum personal protective equipment, hi visibility vest, hardhat and safety boots an work areas.

#### **1.2 Regular Vendors/Contractors**

- All regular vendors/contractors are required to show a valid ADT photo ID prior to entry.
- While on the facility, all vendors/contractors should possess valid ADT ID which should be visible at all times.
- Where safety is an issue, a high visibility vest with “see though” pockets should be worn displaying the ADT ID card.
- All Vendors and Contractors must abide by ADT health and Safety regulations including the completion of the Health and Safety induction course.
- Minimum personal protective equipment, hi visibility vest, hardhat and safety boots an work areas.

#### **1.3 Truck Drivers/Passengers**

- Truck drivers and passengers (where authorized), must have valid documentation and are directed to customs before entering the port facility.
- ADT truck drivers/passengers should present this ID when requested by a security representative.
- All Truck Drivers must abide by ADT health and Safety regulations including the completion of the Health and Safety induction course.



- Minimum personal protective equipment, hi visibility vest, hardhat and safety boots in work areas.
- The driver and passenger must stay with the vehicle at all times. Unattended vehicles will be removed from the premises.

#### 1.4 Visitors (all persons not falling into other categories)

- All visitors are required to obtain a visitor ID prior to entry.
- While inside the port, all visitors are required to have a visitor ID and present it upon request by security representatives.
- All Visitors must abide by ADT health and Safety regulations including the completion of the Health and Safety induction course.
- Minimum personal protective equipment, hi visibility vest, hardhat and safety boots in work areas.

#### 1.5 Vessel and Personnel Access

- All Vessels wishing to enter the ADT need to complete the ISPS pre-arrival declaration and ensure that it is sent to the PFSO for approval.
- All passengers and crew (on passenger ships) are permitted to disembark the vessel in accordance with immigration laws. They should proceed directly to their place of work or out of the terminal.
- Passengers and crew not to leave designated safety area.

#### 1.6 Casual Labor

- All casual Labor must be registered with ADT. Each service that requires casual Labor must be pre-authorized and a list with the names of the Labor must be issued. The Labor will then need to use their Port ID cards in conjunction with the list to gain access to ADT.
- All Casual labors must abide by ADT health and Safety regulations including the completion of the Health and Safety induction course.

We look forward for your cooperation and support in achieving our objective of a safe and accident free operation.

Should you required any further clarification, please feel free to call our HSSE Dept. on Tel: 02 6734206 Fax: 02 6734232 E-mail: [HSSE@adterminals.ae](mailto:HSSE@adterminals.ae)