

**LotteChemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 7.07-01	Page 1 of 6
TITLE	Control and Protection of Visitors	
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ISSUE DATE	April 2022	

Changes w.r.t organizations & designations.

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1. PURPOSE

To provide guidelines for:

- The control and protection of visitors at the Lotte Chemical Pakistan Limited (LCPL) premises (Site and City Office).
- The prevention of access of unauthorized persons to Site and City Office.

2. SCOPE

This procedure applies to all visitors at Site and City Office.

3. DEFINITIONS

3.1 Visitor

Visitors are individuals who come for a shorter duration and do not include LCPL employees or Contractors.

3.2 Host

The LCPL Employee/ person responsible for introducing/ conducting a visitor to the Site, City Office and for their conduct and safety whilst on the Site, City Office.

3.3 Authorizing Manager

The manager responsible for authorizing a visit to the Site, City Office. Normally authorization will be by a member of management staff.

3.4 Site

In the context of this procedure, Site is taken to mean the LCPL Site, the Raw Water Pumping Station, and the adjacent 50 Acre Plot.

4. REQUIREMENTS

4.1 Principles

4.1.1 The visitors are not allowed free access to Site. All persons present within Site must be identifiable and accountable.

4.1.2 Personal visits shall be discouraged.

4.1.3 Respective Area Manager's permission is required for visits to Plant Areas, Workshop Area, 50 Acre, Camp Area or the Laboratory, AAM Block and City Office.

- 4.1.4 Visitors shall not be exposed to hazards and shall be made aware of emergency procedures by the host manager immediately on arrival.
- 4.1.5 Visitors to Site shall be accompanied by host staff at all times.
- 4.1.6 Local regulatory requirements shall be complied with.
- 4.2 All persons arranging for a visitor to visit the site shall ensure that visitors are aware of what to do on arrival and ensure that the visit has been authorized. Prior intimation in case of pre-arranged visits is provided to Security at entry points as per intimation slip attached as Appendix-3 or electronically via Database- Visitor Management System (VMS) available on workspace as Appendix-4.
- 4.3 The security staff shall maintain a separate Visitor's record manually at the Main Gate Security Office & in the City Office or through electronically operated VMS available at the both locations at reception areas. The General Affairs & Security Manager shall ensure that the visitor's register and VMS includes all required information listed in (Appendix-1).
- 4.4 Upon arrival, visitors shall report to Site Security:
 - 4.4.1 Site Security shall ensure that visitors are manually registered with host name and other essential details as required per register or electronically through VMS, all visitors must be given a visitor's badge (Appendix-2) which shall be worn at all times. The staff arranging visits shall ensure that the visitor is wearing the minimum standard of dress (shirt, pants / shalwar kameez & shoes and socks) for plant area access.
 - 4.4.2 Site Security shall ensure that visitors are 'De-matched' and are given basic safety instructions to allow them to drive safely to the Business Offices, Control Room Building or Workshop if visiting the LCPL Site. The instructions shall include a briefing regarding the speed limits, use of mobile phones, limits of petrol driven vehicles, location of car parking and the smoking policy.
 - 4.4.3 Site Security shall contact the visitor's host in case of making manual entry to ensure that he is able to receive his/her visitor. In case the entry is being made electronically through VMS, a system generated SMS will go the cell of the host automatically. Under no circumstances shall visitors be allowed on Site unless a host is ready to receive them. This is particularly important when visitors arrive unplanned.
 - 4.4.4 Site Security shall inspect the visitor's vehicles to see if they appear to be roadworthy and suitable for travel on Site. Where there is any doubt about a vehicle's roadworthiness, visitors shall be moved on Site on Security vehicle or a car to be provided by Admin.

- 4.5 In case of an emergency, the security personnel shall provide the details of visitors present at site to the respective assembly point in-charge.
- 4.6 Hosts shall receive their visitors at the Reception Area of the Main Gate and the Control Room Building on the LCPL Site & reception area of City Office. The Reception Area at the RWPS is the Control Room; all parking is outside the RWPS. Visitor's names shall be recorded in registers provided or VMS database. Visitors are not permitted to proceed to any Control Room unaccompanied.
- Hosts shall be responsible for the safety, health and welfare of their visitors at all times whilst on Site. They shall give their visitors relevant information on hazards they may encounter and procedures to be followed in an emergency.
- 4.7 Hosts shall be responsible for the arrangement of necessary PPE's for visits to PPE's designated areas.
- 4.8 Hosts need to be fully inducted by HSE Department before they are able to escort visitors around Plant Areas. In addition they need the permission of the relevant Plant Manager, or in his absence the Senior Shift Manager. Visitors to Plant Areas shall sign in the visitor's book provided in the Reception area of the Control Room Buildings.
- 4.9 Hosts shall accompany visitors at all times especially in Plant Areas.
- 4.10 In case of any accident involving a visitor, the hosts shall inform the Occupational Health Physician for arranging medical treatment/ transportation to the nearest hospital, if required.
- 4.11 On completion of their visit, hosts shall ensure that visitors have signed out of Control Room Building and have returned any borrowed equipment or PPE. Site Security shall record a visitor's arrival and departure time, and shall be aware at all times as to how many visitors are present on the site.
- 4.12 Site Security shall check out the visitor, which shall include a car search and taking over the visitor's badge.
- 4.13 At changeover of duty the supervisor taking over duty must take full account of all visitors present inside site.
- 4.14 Special Categories of Visitors:
- 4.14.1 In case of a visit by the representatives of the Regulatory Agencies the General Affairs & Security Manager shall be the contact person. In his absence the visitor shall be escorted to the Admin & IR Manager's Office. In the absence of both the above contact persons, Manager General Affairs shall receive all such visitors. In case the visit takes place during off-hours or public holidays the Senior Shift Manager on duty shall be the contact person.

- 4.14.2 The contact persons in 4.14.1 above shall establish credentials of the representatives of the Regulatory Agencies including the purpose of the visit and shall arrange necessary support from the relevant managers. The contact persons shall inform the Security Staff if a car search is to be done or not.

The General Affairs& Security Manager shall internally publicize all planned visits by the Regulatory Agencies to ensure availability of the relevant staff.

- 4.14.3 The General Manager HR & IT shall authorize visiting parties (e.g. schools, colleges, and other groups). Hosts shall meet them at the office reception and shall remain with them throughout their visit. They shall remain together as a party with their host(s) and they shall be provided any necessary induction training. All members of the group shall be issued with visitor badges by Site Security staff. Any visit to the Plant by visiting parties shall be authorized by the [Director Manufacturing](#).
- 4.14.4 Emergency Service (Police, Fire and Ambulance) is allowed free access to Site in pursuit of their civic duties. The General Affairs& Security Manager shall ensure that appropriate person receive the necessary induction training/ [awareness](#).
- 4.14.5 Contractors who are residents on Site and need to invite others onto Site shall nominate individuals for approval by their LCPL Contract Manager as an Authorizing Manager.
- 4.14.6 Special arrangements, not covered in this Procedure shall be required for e.g. Open Days, VIP Visits. The General Manager HR & IT shall delegate responsibility to the General Affairs& Security Manager and other appropriate managers for the development of specific procedures. He shall approve these procedures.
- 4.14.7 This Procedure also covers frequent visitors such as vendors / suppliers / couriers etc as the basic principles are applicable to them as well.
- 4.14.8 LCPL employees can only visit outside normal hours, for unofficial reasons with the specific permission of the Senior Shift Manager. However they shall report to the Control Room that they are on Site in case of emergency. Site Security shall record the names of all LCPL personnel visiting the Site Outside normal hours.

5. COMMUNICATIONS AND TRAINING

- 5.1 The General Manager HR & IT shall ensure that members of management staff are aware of the contents of this procedure.
- 5.2 Line Managers shall ensure their staff is aware of the need to seek management authorization to receive visitors.

- 5.3 Contract Managers shall ensure that resident Contractors are aware of the need to comply with this procedure.
- 5.4 The HSE & Technical Training Manager shall be responsible for arranging appropriate site safety induction training of all visitors.
- 5.5 The site safety induction training will be valid for three (3) months.

6. DOCUMENTATION

- 6.1 Appendix-1 Visitor's Register Information
- 6.2 Appendix-2 Visitor's Pass
- 6.3 Appendix-3 Prior Intimation of Visitors
- 6.4 Appendix-4 Visitor Management System (VMS) Database

7. AMENDMENTS

This is the **eight** revision.