Delivery Gate Procedures

Purpose and Scope

This document will provide the requirements necessary to process inbound and outbound vehicles and trucks, as well as processing any outside contractor performing work on site.

Access Control

1. Security will control access to plant property 24 hours a day and 7 days a week. This will be accomplished by either automated systems (card readers) or by physically checking identifications and paper work of inbound and outbound vehicles and trucks.

2. There will be a designated "Commercial Delivery" entrance to the plant. This entrance will be equipped with the following:

   - Fully operational security post or an automated access control capability
   - Vehicle stop sign or stop light
   - Vehicle staging area for inspection (capable of staging two semi-trucks at one time)

3. Pedestrian traffic will not be allowed to enter or exit through the Commercial Delivery gate, as this creates an unnecessary risk.

4. Due to the volume of some deliveries and contracted services, access control cards or badges may be issued to those satisfying the following:

   - Access per Day   2 times per day
   - Access per Week   3 to 5 times per week
   - Ongoing Services   Hourly, Daily, or Weekly

   These cards may also be issued with the specific approval of the Material Control Manager.

5. On both inbound and outbound vehicles, all compartments, containers, or trailers that contain a security seal will not be opened for inspection. Under these conditions, the seal number or identification will be noted in the log and validated to all shipping documents. <u>When seal numbers or identification does not match the shipping document, the load will be detained and the Security Shift Supervisor notified.</u>

Inbound Vehicles and Trucks

1. All inbound vehicles and trucks without card reader authorization will be processed through the Commercial Delivery gate for authorization. The gate access will remain closed (red light, stop light, or gate in the closed position) at all times until authorized by Security.

2. A validation of the inbound delivery will include the following:

   - The delivery is at the right plant.
   - The delivery company has authorization to the plant (check access/parking permit; check transportation papers)
   - The driver knows where to make the delivery.
   - Request the driver to remain with the vehicle and not block any exits or driveways.
   - Authorize access by opening the gate, switching the light to green, or other action as appropriate.

3. If the inbound vehicle cannot produce a valid access permit, direct the vehicle to the Vehicle Staging area for resolution. Contact the intended recipient or others, as appropriate, to assist in resolution.

4. Some plants require trailers to be dropped off and retrieved at a later time. Processing a trailer drop-off will include:

- Validating the inbound truck as noted above
- Retaining a copy of the paper work
- Do not sign any paper work (this is the material handler's responsibility)
- Noting the drop-off location on the paper work and file in the appropriate location
- Providing directions to the drop-off location

Outbound Vehicles and Trucks

1. All outbound vehicles and trucks will be processed through the Commercial Delivery gate. The outbound Commercial Delivery gate will remain in the Inspection Mode (red light, stop light, or gate closed). In a random order, Security personnel will inspect the contents of the vehicle or truck for unauthorized possession or theft of company property.

2. Inspections of outbound vehicles and trucks will consist of the following:

   - Requesting the vehicle to return to the Vehicle Staging area
   - Requesting the driver to open any doors or trunks
   - Requesting the driver to move vehicle contents to make a visual inspection
   - Ensuring the vehicle or truck contents match the paper work
   - Inspecting the truck cab and vehicle/truck undercarriage upon exit

3. Security personnel will always request the driver to open, move or touch personal property of the driver.

4. During rainy or very cold days, theft attempts may increase due to minimized inspections. Under these conditions, Security personnel will maintain frequent and random checks of at least 5 inspections an hour at irregular intervals.

5. If a driver becomes evasive or is acting suspicious, Security personnel will summon the Security Shift Supervisor for assistance.

6. If unauthorized company property is found, the driver will be retained and processed for theft of company property.

7. All trailers leaving the plant must have at least one door open. If the trailer is empty, it will be released.

8. For trailers with contents, Security personnel will:

- Validate the paper work for trailer contents
- Request the driver to sign all exiting documents
- Retain at least two copies of all paper work (one for the material handlers and one for security log)
- Release the trailer (open the gate, switch the light to green)

Vehicle/Truck Breach

1. If a vehicle or truck breaches the Commercial Delivery gate inbound without stopping, Security will:

  - Note the description of the driver
  - Note the description, license and number of the vehicle or truck
  - Alert the Security Shift Supervisor
  - Via radio, alert all gates, plant vehicles, and material handling of the breach
  - Assess the situation for a behavioral emergency and contact local authorities, if necessary

2. If a vehicle or truck breaches the Commercial Delivery gate outbound without stopping, Security will:

  - Note the description of the driver
  - Note the description, license, and number of the vehicle or truck
  - Alert the Security Shift Supervisor
  - Alert the local authorities and prosecute, as necessary
  - Contact the transportation company of the vehicle or truck

Responsibility

1. The Security Department will maintain access control for the entire site. This will include maintaining a Commercial Delivery gate that will be staffed by trained Security personnel.

2. The Security Shift Supervisor will:

- Establish a schedule and ensure the Commercial Delivery gate is staffed
- Oversee the plant access control program
- Authorize access cards or badges
- Ensure that all staff members review this guideline