



**STANDARD OPERATING GUIDELINES AND PROCEDURES**  
**FOR TENANTS AND USERS OF THE POINT LISAS INDUSTRIAL ESTATE**

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VERSION: 2.0



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## 1.0 INTRODUCTION

Point Lisas Industrial Estate (**hereinafter referred to as “the Industrial Estate”**) is located on the western coast of central Trinidad and comprises a total land area of 860 hectares of land. It is considered the largest and most successful Petrochemical and Industrial Estate in the Caribbean region.

This world-class Industrial Estate is owned and operated by the Point Lisas Industrial Port Development Corporation Limited (**hereinafter referred to as “PLIPDECO”**). The Industrial Estate is home to over 103 international and national Tenants, which include most of the country’s natural gas based petrochemical plants. In addition to Tenants that lease land directly from PLIPDECO, there are over 50 smaller companies that lease office space from the major Tenants, as well as over 100 companies that are on the Industrial Estate on a daily basis generating trade with these companies.

The range of products manufactured on the Industrial Estate includes ammonia and urea, chlorine, methanol, iron and steel and numerous downstream products manufactured by the smaller industrial companies.

PLIPDECO also owns and operates the Port of Point Lisas, which houses five (5) berths and approximately ten (10) logistics companies, together with statutory agencies, such as, Customs and Excise Division, Immigration Division, Port Health, and the Trinidad and Tobago Bureau of Standards.

Each of the above is required to conduct business on the Industrial Estate from time to time, hence this document seeks to formalise the Operating Procedures for various business operations and related activities to be conducted therein.



## 2.0 TENANTS

### 2.1 Tenant Obligation

PLIPDECO, as landlord of the Point Lisas Industrial Estate is committed to ensuring the health, safety and security of all our Tenants, visitors and contractors on the Industrial Estate as well as ensuring that all activities are monitored and regulated to prevent any negative environmental impacts.

Tenants are required to co-operate with PLIPDECO in meeting their statutory/regulatory obligations and covenants contained in the various Deeds of Lease; and are encouraged to comply with these Standard Operating Guidelines and Procedures that are meant to assist PLIPDECO in better managing the Industrial Estate and attending to the needs of Tenants and visitors.

### 2.2 Change of Use

Tenants are required to notify PLIPDECO of any change in the designated use of their parcel of land to anything other than what is stated in their Deed of Lease.

For changes in the designated use of the land, prior written consent must be obtained from PLIPDECO through its Estate and Facilities Department. Once consent is requested, an environmental questionnaire must be completed and submitted to PLIPDECO's Health, Safety & Environment ("HSE") Department. Upon review of the Environmental Questionnaire, an HSE Officer will conduct a site visit at the relevant Tenant's facility to determine if an environmental clearance can be issued to allow the change in the use of the land to anything other than that stated in the relevant Deed of Lease.

Tenants are required to notify PLIPDECO in writing on a continuous basis of any changes to their operations including but not limited to the following:

- a) Storage capacity of products, raw materials and by products on site;
- b) Chemicals used in processes;
- c) Total number of individuals employed to work on the site; and
- d) Hazardous material stored on site.

### 2.3 Drainage

Tenants are required to, at their own expense, provide and maintain sufficient drains, culverts and passages consistent with the main drainage system of the Industrial Estate for the drainage of water from their Leased Property.

Tenants are further required to take all such steps that are necessary to ensure that the internal drainage system on the Leased Property is configured with containment equipment to treat and trap surface drainage water, oil and/or other floating debris leaving the Leased Property, in accordance with approvals by the competent government authority, before they are discharged from the Leased Property into the main drain.

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**2.4 Landscaping**

Tenants are required to keep such parts of the Leased Property as are from time to time underdeveloped and the grass, gardens and any trees, shrubs and hedges thereon in a proper and neat condition and to submit to PLIPDECO for approval copies of the Tenant's plans for planting trees around the perimeter of the Leased Property upon completion of their construction.

Tenants shall keep and maintain all fences on the boundaries of the Leased Property free from vegetation.

**2.5 Construction on the Estate**

Tenants are required to submit to PLIPDECO for prior written approval such details of its proposed plans (before presenting such plans to the competent authorities for approval) for the construction and erection of all buildings, plants and other structures on the Leased Property. This shall include plans for:

- Fencing;
- Parking;
- Off-loading;
- Pollution-control;
- Fire prevention;
- Sewerage; and
- Safety and drainage facilities (all of which proposed plans and copies of such approved plans have been submitted by the Tenant to PLIPDECO, as PLIPDECO hereby acknowledges) and to construct and erect them in accordance with the approved plans and not otherwise.

Tenants are required to apply for and diligently use their reasonable endeavours to obtain all necessary licenses and approvals under the *Town and Country Planning Act* and under all other relevant legislation and the consents, licences or approvals of all relevant competent authorities.

**2.6 Issues of Plant Disruptions**

PLIPDECO, in an effort towards a more efficient management of the security and safety of the Industrial Estate, needs to coordinate with all its major Tenants during periods of planned shutdown.

In this regard, a schedule of proposed shutdowns must be submitted to PLIPDECO at least one (1) month prior to the actual planned date, where possible.

Parking during these shutdowns shall be strictly monitored and managed by the respective companies, since no parking will be allowed on the common areas of the Industrial Estate.

**2.7 Sublease**

Tenants must request and obtain PLIPDECO's formal consent prior to the sublease and/or assignment and/or mortgage and/or licence of the whole or portion of their Leased property. PLIPDECO will not approve after the fact, any transactions that are carried out without its prior written consent.



## 2.8 PLIPDECO's Environmental Questionnaire

Tenants are required to complete PLIPDECO's Environmental Questionnaire for the following:

- a) Renewal of the Deed of Lease;
- b) Changes to the use of the land;
- c) Deed of Lease;
- d) Deed of Sub-lease of parcel of land;
- e) Deed of Assignment of parcel of land;
- f) Licence of parcel of land;
- g) Wayleave; or
- h) Upon written request by PLIPDECO.

## 2.9 Garbage

Tenants shall remove not less frequently than once weekly, all used tins, cans, boxes, containers and garbage generally and all refuse, rubbish and scrap heap which may have accumulated on the Leased Properties and which is no longer required by the Tenant. Tenants shall not store any material, cargo, merchandise and/or any other items whatsoever outside the boundaries of their respective Leased Properties but they shall keep the Leased Properties, all buildings, plant, erections and other structures thereon clean and in a good and sanitary condition.

## 2.10 Evacuation

The Industrial Estate is home to numerous international and national Tenants, including the majority of the country's natural gas based petrochemical plants. The range of products manufactured includes ammonia, urea, chlorine, methanol, iron and steel, a desalination plant and numerous smaller industries.

The plethora of activities on the Industrial Estate introduces numerous scenarios which can lead to emergency incidents requiring quick and decisive actions if the incident severity is to be minimised. PLIPDECO has designated evacuation routes out of the Industrial Estate in the event of various emergency incidents which may arise. These will be communicated to Tenants at least twice per year via electronic mail (e-mail). To this end, Tenants must ensure that PLIPDECO is provided with a current e-mail address to facilitate quick communication in case of an emergency.

These evacuation routes tie in directly with the evacuation plan managed by PLIPDECO, and all routes can be found on the Corporation's website at [www.plipdeco.com](http://www.plipdeco.com). Tenants will be notified promptly via e-mail should there be any changes in the evacuation routes.

## 2.11 Height Restriction

Overhanging lines on the Industrial Estate starts from a height of fifteen (15) feet. No vehicle and/or its overhang must be in excess of fifteen (15) feet when driving through the Industrial Estate. Any lines damaged as a result of a higher overhang must be repaired by the relevant personnel involved in the incident.



### 2.12 Tenant Encroachment

Tenants are not allowed to encroach outside of their Leased Properties. This means, no operations must be conducted, buildings constructed, equipment and vehicles parked outside of the boundaries of their respective Leased Properties. Any contravention of this procedure shall constitute a breach of the respective formal lease terms and conditions and will be treated as such.

### 2.13 Illegal Dumping

Any person or persons found illegally dumping any material on the Industrial Estate without prior written approval will be penalised to the full extent of the law.

### 2.14 Traffic Lights

PLIPDECO has installed traffic lights for the safety of all users of the Industrial Estate at two areas; the intersection of Atlantic Avenue and Pacific Avenue and the intersection of Caribbean Drive and Pacific Avenue. All users of the Estate are expected to fully comply with these lights, and anyone found not adhering to them may be escorted from the Industrial Estate and barred from re-entering.

### 2.15 Fire Prevention

Tenants are required to provide and maintain on the Leased Property, adequate fire prevention facilities and to ensure at all times that all those facilities are adequate and are in good working order.

Tenants shall ensure that each site at which they conduct their business in the Industrial Estate is configured with a fire protection system which is suitable and sufficient to deal with the type of fire emergencies that can occur thereon.

All Tenants shall obtain a Fire Certificate issued by the local Fire Service Division for all occupied property within six (6) months of the commencement of their operations on the Industrial Estate. Upon receipt of the Fire Certificate, copies must be submitted to PLIPDECO's Health, Safety and Environmental Department.

The Couva South Fire Station is the first responder to any fire emergency on the Industrial Estate and, as such, all Tenants are requested to ensure that the fire officers attached to the said station are informed of the following:

- a) Nature of operations on the site;
- b) Number of personnel on the site;
- c) Potential Threats;
- d) Fire Apparatus on site;
- e) Layout of site;
- f) Emergency Response Plan;
- g) Emergency Contact Information; and
- h) Other information that they may require.



## 2.16 Nuisances

The following will be generally considered to be and treated as a nuisance to neighbouring Tenants and as such, should be avoided unless prior formal notice of same is issued to PLIPDECO at least within four (4) hours before:

- a) Smoke, including soot, grit or ash emitted from Leasehold Properties;
- b) Fumes or gases emitted from Leasehold Properties;
- c) Any dust, steam or smell arising from the leasehold Properties;
- d) Any accumulation or deposit, which is known to be hazardous to health or a nuisance based on local laws and/or established World Health Guidelines that govern the relevant industry;
- e) Any animal kept in any Leasehold Properties or in such a manner so as to be hazardous to health or to create a nuisance;
- f) Noise (including vibration) emitted from Leasehold Properties or noise emitted from or caused by a vehicle, machinery or equipment; and
- g) Any insects emanating from relevant industrial, trade or business premises and being hazardous to health or a nuisance.

## 2.17 Pest Extermination

Tenants shall at their own cost and expense and at such intervals as may be reasonably required by PLIPDECO to carry out pest extermination on the Leased Property.

Tenants are advised to implement a pest control programme for their site/operation upon occupation of the site. This programme should be executed as per frequency stated in the plan. PLIPDECO may enter the Leasehold Properties in order to witness the execution of this programme and ensure the adequacy and efficiency of the said programme.

Tenants should inform PLIPDECO of cases where the pest control programme is not working and the pest problem has escalated on the site and could become a threat to neighbouring Tenants.

## 2.18 Excavation on the Industrial Estate

There shall be no excavation on the Industrial Estate, particularly the common areas outside Tenants Leased property, without the prior written approval of PLIPDECO.

All requests for approval for excavation should be sent to the Manager, Estate and Facilities, PLIPDECO, together with details of the request for excavation and complete drawings so that the request can be processed.

If approved, excavation approval will be granted in writing and submitted to the requesting party.

Due to the network of underground lines, Tenants are advised to seek written permission from PLIPDECO for any excavation works outside their fence line.

The following documents must be provided when seeking approval:

- a) Proposed plan of work;
- b) Layout of work;

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- c) Depth of excavation; and
- d) Size of area excavated.

**2.19 Environmental Reporting Obligations**

Environmental monitoring reports shall be submitted to PLIPDECO within the timeframe specified in the relevant Deed of Lease or such other documents as identified by PLIPDECO.

Reports shall include the following information:

- a) Name of agency employed to conduct testing/monitoring and accreditation certificate;
- b) Name and contact information of agency preparing report and signature of the person issuing report;
- c) Date and sampling period;
- d) Location of sampling points;
- e) Sampling methodology and Quality Assurance/ Quality Control (QA/QC) documentation;
- f) Results should be in a tabular format illustrating parameter tested and results obtained;
- g) Comparison of test results with the limits set forth in the Deed of Lease;
- h) Mitigation plan for addressing non-compliance;
- i) Conclusion explaining results obtained; and
- j) Attachment with supporting documents.

**2.20 Hazardous Materials Management**

Hazardous material is defined as materials that represent a risk to human health, property, or the environment due to their physical or chemical characteristics. When a hazardous material is no longer usable for its original purpose and is intended for disposal, but still has hazardous properties, it is considered a hazardous waste.

Hazardous waste should always be segregated from non-hazardous waste and stored in a manner so as to prevent or control accidental releases to air, soil and water resources.

Where there is risk of a spill of uncontrolled hazardous materials, plants/facilities should prepare a spill control, prevention and countermeasure plan and include same in their Emergency Response Plan.

PLIPDECO requires immediate notification of all hazardous material brought, generated or kept on site and this shall be done via written correspondence to the Manager, Health, Safety and Environment (HSE), PLIPDECO.

**2.21 Reportable Environmental Incidents on the Estate**

All Tenants on the Industrial Estate are obligated to implement all reasonable precautions to protect the health and safety of workers, visitors and occupiers in the area and co-operate with PLIPDECO in order to observe the covenants contained in their Deeds of Lease and statutory/regulatory obligations.



The plethora of activities on the Industrial Estate introduces numerous scenarios which can lead to emergency incidents requiring quick, decisive actions if the incident severity is to be minimised.

All Tenants of the Industrial Estate are required to notify PLIPDECO of the following occurrences on their Leasehold Properties:

- a) Fire;
- b) Explosion;
- c) Chemical releases – ammonia, chlorine, methanol, carbon-monoxide and sulphur-oxides and nitrogen-oxides;
- d) Fatality;
- e) Severe/Critical Injury;
- f) Diseases- Cholera, Dengue Fever and Tuberculosis and or any other communicable diseases;
- g) Civil Disturbance;
- h) Building/Structural Collapse; and
- i) Environmental Spillages on Industrial Estate roadways and in drainage systems

If any of the above mentioned occurrences take place on Leasehold Properties, Tenants are requested to immediately contact PLIPDECO's Health, Safety and Environment Department at 636-2201 extension 2286 and/or send an e-mail to [hse-support@plipdeco.com](mailto:hse-support@plipdeco.com) to provide an initial notification of the incident.

### 2.22 Emergency Sirens

All Tenants shall install an emergency siren to alert others of potential or actual emergency situations arising either on or outside their compound. This siren can be detected by a loud wailing sound and only activated when a response action is required. Emergency sirens shall be tested on the Industrial Estate every Tuesday at 12:00 noon.

With respect to emergency sirens, Tenants are hereby advised to do the following:

- a) Formally notify PLIPDECO and neighbouring Tenants at least 24 hours in advance of testing of emergency sirens; and
- b) Immediately notify PLIPDECO if their emergency sirens have been activated due to unforeseen emergency arising from either within or outside of their compound.

### 2.23 Tenant's Responsibilities and General Safety Precautions

- a) To know and keep themselves informed on the location of the major petrochemical plants on the Industrial Estate and equip their plant with safety systems to ensure safe evacuation in the event of a chemical release;
- b) All employees on the compound of Leasehold Properties shall be made aware of the Emergency Response Plan ("ERP") for their site and operation;
- c) All compounds of Leasehold Properties should have stationed a wind sock to determine wind direction; and
- d) There shall be a functional notification system to warn employees of emergency situations.



### 2.24 Responsibilities of Tenants with Petrochemical Plants on the Industrial Estate

- a) Advance notification on plant operational upsets shall be sent to PLIPDECO via written correspondence within 24 hours of the incident;
- b) In the event of an emergency situation at any site, PLIPDECO's Manager, HSE shall be immediately contacted;
- c) In the event that a siren is sounded intentionally or unintentionally, PLIPDECO's HSE Manager shall be notified;
- d) Ensure that there is proper communication with neighbouring Tenants to ensure that they are aware of the emergency response procedure should an emergency occur at any site; and
- e) Ensure that audible warning devices are functional at all times and tested every Tuesday at 12:00 noon.

### 2.25 Sewerage

Tenants are required to maintain adequate sewerage facilities on the Leased Property and to ensure at all times that those facilities are adequate and in good working order. When those facilities are no longer adequate or are not in good working order, Tenants are to replace and repair them in a proper manner.

### 2.26 Smoking

Smoking is not allowed anywhere on the Industrial Estate except for areas designated by individual Tenants inside their Leased Properties provided that such areas are safe for smoking, subject to their internal HSE clearance and in keeping with the local laws on tobacco control for the time being in force. However, smoking is strictly prohibited in all the open spaces on the Industrial Estate.

### 2.27 Access Roads

Tenants are reminded that they shall not construct on the Leased Property any access roadways linking the Leased Property with the adjoining roads of PLIPDECO on the Industrial Estate unless such roadways have been previously approved in writing by the relevant governmental authorities and by PLIPDECO.

### 2.28 Signs and Advertising

Tenants shall not paint, affix, attach, display or exhibit or cause to be painted, affixed, attached, displayed or exhibited any sign, picture, advertisement, notice, placard, lettering or decoration whatsoever on any part of the exterior of the Leased Property (except the name of the Tenant, its business and the nature of its trade) without, in each instance, the prior written consent of PLIPDECO.

### 2.29 Waste

Tenants shall not commit or suffer any waste, spoil or destruction in or upon the Leased Property nor build on, injure, maim or alter any part of the Leased Property nor without the previous written consent of the Landlord which consent shall not be unreasonably withheld, make any alterations to the external areas of the Leased Property.

### 2.30 Use of the Common Areas and Facilities

Tenants and other users shall not do any act or thing in or about the Common Areas and Facilities, where it is reasonably foreseeable either on their part and/or PLIPDECO that such



act or thing may hinder or interrupt or obstruct the flow of the traffic or the free movement of any person to, in and from the Industrial Estate.

No one is allowed to permit any motor or other vehicle or equipment (including Trailer) to stand or be parked on the main roads of the Industrial Estate including any access roadways and road reserves for longer than shall be considered reasonable in all circumstances.

Storage of any materials on the verges of any main roads, access roadways or road reserves on the Industrial Estate is also not permitted and Tenants shall be held liable for the removal of same at their expense.

### **2.31 Operations Outside of Leased Properties**

Tenants are not allowed to conduct operations outside of the boundaries of their Leased Properties. Any instance of this without prior approval by PLIPDECO would constitute a breach of their lease agreement and legal action may be taken against offending Tenants accordingly.

### **2.32 Residential restrictions**

Tenants shall not sleep nor allow any person to sleep on the Leased Property and shall not to use the Leased Property for residential purposes nor keep any animals including: fish, reptile or bird thereon, save for any canine deemed necessary for better securing the Leased Property.



### 3.0 SECURITY

Users of the Industrial Estate shall recognise PLIPDECO's Estate Police as the agency whose jurisdiction on the Industrial Estate and Port is authorised by the Commissioner of Police under the Supplemental Police Act, Chapter 15:02 of the Laws of the Republic of Trinidad and Tobago.

Whilst in the execution of their duties, PLIPDECO's Estate Police shall have the same rights, powers, authorities, privileges and immunities and be liable to the same duties and responsibilities as the members of the Trinidad and Tobago Police Service in keeping with the law.

PLIPDECO's Estate Police comprises two divisions, namely, the Tactical Response Unit and Operations.

Tenants engaging the services of private security agencies therefore ensure that the Minister of National Security approves these agencies to operate as protective security agencies on the Industrial Estate. Tenants shall notify PLIPDECO's Estate Police promptly of the engagement of these agencies.

Vehicles accessing the Industrial Estate may be subject to security searches by PLIPDECO's Estate Police and may be asked during the process, to produce Driver's Permits and Motor Vehicle Insurance Certificates.

Any person found on the Industrial Estate and requested by PLIPDECO's Estate Police to produce positive personal identification must do so forthwith. Failure to produce such identification upon request may result in forcible removal by PLIPDECO's Estate Police from the Industrial Estate.

#### 3.1 Traffic Management Plan

The vehicle speed limit on the Industrial Estate is 30 km/h and the vehicle speed limit on the Port of Point Lisas is 15 km/h. Speed traps may be mounted on the Industrial Estate to prevent violations of these speed limits.

Prior approval must be obtained from PLIPDECO's Estate Police in order that crawler cranes, extra heavy equipment and wide loads obtain access to the Industrial Estate.

In cases of emergency and/or evacuation exercises on the Industrial Estate, traffic shall always yield to emergency and state agencies providing services.

Tenants are reminded that a Traffic Management Plan ("TMP") is in force on the Industrial Estate and the Port. A copy of the TMP may be sourced online at PLIPDECO's web-site at [www.plipdeco.com](http://www.plipdeco.com).

The following roadways on the Industrial Estate are private and upon violation of the traffic laws of the Republic of Trinidad and Tobago for the time being in force, PLIPDECO's Estate Police may prevent the re-entry of violators found on the Industrial Estate in, but not limited to the following streets:

- Atlantic Avenue
- Orinoco Drive

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- Pacific Avenue
- Caspian Drive
- Rhine Drive
- Paria Drive
- Amazon Drive
- Demerara Drive
- Mediterranean Drive
- Greenland Drive
- St. Lawrence Drive
- North Sea Drive
- Caribbean Drive
- Rio Grande Drive
- Guaracara Drive

**3.2 Transport of Hazardous Material on Estate Roadway**

PLIPDECO shall be notified at least 24 hours in advance of all hazardous material transportation on the roadway within the Estate.

Official correspondence should be sent to PLIPDECO's Manager, Security Services notifying of the time and date of transportation, the quantity of hazardous materials to be transported and the spill response plan.

Tenants are strongly advised to have procedures in place to ensure compliance with local laws and international requirements applicable to the transport of hazardous materials.

**3.3 Transportation of Feed and Other Material on Estate Roadway**

Trucks transporting materials should not be overloaded and all loads shall be covered at all times. Drivers shall drive at 15 km/hr or less to prevent spillage on roadways. In the event of spillages, the company responsible shall immediately clean up spillage.

Loads and/or equipment being transported on vehicles using the Point Lisas Industrial Estate shall be well secured and shall not present nuisances to, or endanger other users and/or visitors to the Industrial Estate.

**3.4 Parking on Estate**

Vehicles parked in unauthorised areas of the Industrial Estate are subject to clamping and towage by PLIPDECO's Estate Police at the expense of their owners or operators. All common areas shall be considered unauthorised areas for parking. Parking is not allowed on any of the roadways throughout the Estate and is clearly identified via "NO PARKING" signage.

**3.5 Jogging**

Jogging on the Industrial Estate is not permitted. Similarly, the use of bicycles on the Industrial Estate is not allowed.

**3.6 Game**

Fishing and hunting is not permitted on the Industrial Estate and anyone caught in either of these practices will be prosecuted to the full extent of the law.



### 3.7 Loitering

Loitering on the Industrial Estate is strictly prohibited. At the discretion of PLIPDECO's Estate Police, persons found loitering will be cautioned and escorted off the Industrial Estate. If they fail to comply, they may be arrested and charged.

### 3.8 Port Access Control

When attempting to access the Port of Point Lisas, persons are required to visit the PLIPDECO Police Charge Room (Port), which is situated at the Port Administration Building, where all relevant documents will be examined prior to one being granted access to the port.

The Security Department will advise of the various documentation required to conduct business on the Port. Personal protective equipment ("PPE") (steel toe shoe, reflective vest, and a hard hat) is a mandatory requirement.

Requisite documentation includes but is not limited to the following: a picture identification, a letter of authorisation from the respective Corporate entity which will identify the nature of your business, the vehicle make/model and registration number, valid insurance certification for said vehicle and customs documentation where necessary. In some cases, an e-mail can be sent to the PLIPDECO House Charge Room ([ph\\_charge\\_room@plipdeco.com](mailto:ph_charge_room@plipdeco.com)) seeking entrance to the port for a minimum period of twenty-four (24) hours prior to arrival.

The Security Department reserves the right to refuse access to the Port.

### 3.9 Security Threat- Industrial Estate

If there is an imminent threat to the Industrial Estate, the Security Services Manager, will communicate same with all designated representatives on the Industrial Estate. Should the need arise, there will also be a request to all Tenants to raise their security levels. At the material time, any anomalies across the Industrial Estate shall be brought to the immediate attention of PLIPDECO's Charge Room at 679-7233 and/or the Tactical Response Unit at 775-8545.

### 3.10 Emergency Incident Levels

Emergency incidents are classified according to their severity and potential impact, so that the response is commensurate with actual conditions.

Companies operating on the Industrial Estate are required to notify PLIPDECO of all level of incidents. Emergency Levels are colour coded with Green being the lowest level and Red being the highest level.

#### Level 1 Minor

A Level 1 incident is one of limited threat to a confined area with a none critical outcome and can be managed effectively by personnel on the spot, using available on-site plant resources.

#### Level 2 Serious

A Level 2 incident requires additional resources than those needed for a minor incident, but can still be dealt with successfully by the resident emergency crew and in-plant personnel.



### Level 3 Crisis

A Level 3 incident is recognised immediately as being beyond the capacity of the in-plant personnel and resident emergency crew; external assistance is required, such as the emergency crews from neighbouring plants, Trinidad and Tobago Mutual Aid Scheme ("TTEMAS") and the Trinidad and Tobago Fire Service.

### Level 4 National Emergency

A Level 4 incident is classified as a National Emergency.

#### 3.11 Security Threat- Port

The Port of Point Lisas, being an International Shipping Port Security ("ISPS") compliant Port, is governed by the Designated Authority ("DA"), that falls under the Purview of the Trinidad and Tobago Coast Guard. Only the DA can raise the security levels on any ISPS compliant port throughout Trinidad and Tobago.

#### 3.12 Estate Security Council- Point Lisas

Within the Industrial Estate, there is an Estate Security Council which meets bi-monthly. Through this medium, issues affecting the Port and Industrial Estate are discussed and consensus towards corrective action found. All Tenants are invited to have a representative on this Council.

Subject matter experts such as Head of the Office of Disaster Preparedness and Management ("ODPM"), the Designated Authority ("DA"), the National Operations Centre ("NOC"), Fire Service etcetera are invited to speak at these sessions and bring value to the security operations of the Port and Industrial Estate.

At this forum, security incidents are discussed and ideas are shared with a view to corrective actions, in order to safeguard the Industrial Estate against criminal activity.

Should there be any breach of security at any of the Leasehold Properties throughout the Industrial Estate, it is mandatory to make a formal report to PLIPDECO's Port Charge Room. This does not preclude a Tenant from making a formal complaint to the Couva Police Station.

#### 3.13 Transporting of Heavy Liff and Wide Loads on the Point Lisas Industrial Estate

In an effort to alleviate the traffic congestion resulting from the removal of heavy lift cargo during peak traffic hours on the Industrial Estate, the following procedure is in place.

- a) All heavy lift cargo/wide cargo will be moved during the following scheduled times:
  - Mondays to Fridays
  - 9:00 a.m. to 10:15 a.m.
  - 1:00 p.m. to 2:15 p.m. and
  - 5:00 p.m. to 6:00 p.m.
  
- b) Weekends and Public Holidays as per applicant's request.



In addition to the above, please be advised of the following requirements for the movement of heavy lift and/or wide cargo.

- Approval shall be obtained from PLIPDECO's Security Department prior to transporting heavy/wide loads on the Industrial Estate;
- All such loads will only be allowed on the Industrial Estate's roads if escorted by PLIPDECO's security officers, the cost for which shall be paid by the Applicant prior to the movement of cargo;
- Prior to transport, the Applicant must obtain approval from both the Telecommunications Services of Trinidad and Tobago (TSTT) and the Trinidad and Tobago Electricity Commission (T&TEC) for all cargo over 15 feet in height; and
- The Applicant will be responsible for co-coordinating with any Tenants of the Industrial Estate who would be affected by the move. There must also be minimum disruption to any operations on the Industrial Estate.

The entire route and any affected structures shall be re-instated to their original or better condition upon completion of the move and any claims resulting from non-completion of the necessary re-instatement shall be settled by the Applicant.

Extra care should be exercised by the cargo owners during movement to avoid disruption of any service lines or other structures, on the Industrial Estate, and any claims due to damages caused by the owners of the cargo in carrying out the move shall be settled by Applicant.

All roads shall remain open to vehicular traffic at all times during movement of heavy/wide loads on the roads. Failure to do same will result in immediate termination of the relevant move.



## 4.0 HEALTH, SAFETY AND ENVIRONMENT

### 4.1 Fire Certificates

Tenants are required to apply to the Trinidad and Tobago Fire Service for a Fire Certificate for their Leasehold Properties in order to comply with Fire/Life Safety requirements. A Fire Certificate is required when the design and construction of a new building has been completed; when alteration (addition/extension) to an existing building has been done and when the occupancy of the building (change of use) takes place.

### 4.2 Water Pollution

Reference is made to the Water Pollution Rules, 2001 (as amended) created under Sections 26, 48 and 52-54 of the Environmental Management Act, Chapter 35:05 (EM Act). All Tenants operating on the Industrial Estate are required to register as a "source of water pollution" to comply with the 1st phase of the implementation of the Water Pollution Rules, 2001 (as amended). Once the Source Registration Certificate is obtained, a copy shall be submitted to the Office of the Health and Safety Department at PLIPDECO.

### 4.3 Noise Pollution

Reference is made to the Noise Pollution Rules, 2001 which sets a noise limit for the zone Industrial Area, under which the Industrial Estate is categorised. Accordingly, all operations/activities taking place on the Industrial Estate shall be conducted in such a manner which conforms to the limits as outlined below.

Zone	Prescribed Standards		
	Duration of Sound	Daytime 8:00 a.m. to 8:00 p.m.	Night-time 8:00 p.m. to 8:00 a.m.
Industrial Area	Continuous	75 dBA	
	Instantaneous	130 dB (peak)	

### 4.4 Air Pollution

Reference is made to the Air Pollution Rules, 2014 which sets an air limit for the zone Industrial Area, under which the Industrial Estate is categorised. Tenants are also required to follow the environmental covenants in their leases as well as best practice. All operations/activities taking place on the Industrial Estate shall be conducted in such a manner which conforms to the limits as outlined in the Air Pollution Rules, 2014 and/or the relevant environmental provisions in their respective leases.

### 4.5 PLEA HSEC

In 1997, the Point Lisas Energy Association of CEOs ("PLEA") (major petrochemical and energy based companies of Point Lisas) took a decision to develop and implement a community preparedness programme dubbed CAER, which is an acronym for Community Awareness and Emergency Response.

This project is an offshoot of the Responsible Care programme adopted by the chemical industry after the Bhopal and Piper Alpha incidents and the United Nations Development Programme (UNDP) Awareness and Preparedness for Emergencies at the Local Level (APELL). It was designed with the objectives of improving community interaction and relations on emergency preparedness and response.



The implementation of these two committees has had great success and achievements in both the community and the environment. As such, in 2008, the Point Lisas Energy Association of CEOs decided to merge the two committees to form one dubbed the Health, Safety, and Environment & Community Committee ("HSEC").

The HSEC Committee is committed to stakeholders of the Point Lisas Industrial Estate, with respect to ensuring that there is a two-way channel of communication. The HSEC Committee recognises the importance of good community relationships and the trust of all stakeholders especially that of communities neighbouring industrial facilities.

#### **4.6 Maintenance of Site**

Tenants shall provide and maintain on all buildings, plant, machinery and other structures on the Leased Property adequate safety devices and equipment and at all times, shall comply with all statutes in force in respect of same.

#### **4.7 Emergency Response Plans**

Tenants are required to prepare an Emergency Response Plan ("ERP") which shall include but not be limited to addressing offsite emergencies involving chemical releases, fires and natural disasters and to submit such ERP to PLIPDECO within two (2) months of the Lease Commencement Date or upon reasonable prior request by PLIPDECO.

These plans shall be submitted to PLIPDECO on an annual basis so that the overall ERP for the Industrial Estate can be kept up-to-date.



## 5.0 GENERAL INFORMATION

### 5.1 Aircraft flying over the Industrial Estate

The Industrial Estate is designated as a prohibited area within a circular area centred on 102400N/0612860W, within a 3KM radius from surface to 2500 feet. Except with permission of the Civil Aviation Authority ("CAA") and PLIPDECO, no aircraft, inclusive of drones, shall operate in the aforementioned prohibited area.

### 5.2 Erection of Structures on Common Areas

No structure shall be erected on the Common Areas and Facilities of the Industrial Estate and the Port without PLIPDECO's prior written approval. PLIPDECO shall remove any unauthorised structures erected contrary to this restriction.

### 5.3 Photography/Videography

PLIPDECO's prior written approval shall be obtained for any photographic, video and/or other recording of any scene on the Industrial Estate and Port.

### 5.4 Closure of Barriers

The gates at the entrances/egresses of the Industrial Estate are currently closed each night at 11:30 p.m. and reopened at 5:30 a.m. each morning. These gates will remain closed all weekend from Friday at 11:30 p.m. to Monday at 5:30 a.m.

The targeted gates are as follows:

- a) Gate # 3, located at Corner Caspian Drive and Carli Bay Road – South
- b) Gate #7, located at Caribbean Drive, West of the Southern Main Road
- c) Gate #8, located at Corner Pacific Avenue and Phoenix Park Road
- d) Gate # 9, located at Corner Pacific Avenue Extension and Southern Main Road

Access to the Industrial Estate during the closure of the barriers will only be via the Atlantic Avenue entrance (main entrance Brechin Castle ("BC") roundabout).

This measure is intended to continue to enhance the level of security on the Industrial Estate through effective management of access points. For further information, you may contact our Security Department at telephone number 636-2201 extension 3285 or 2285 should you need any clarification.

From time to time, this procedure may be temporarily changed to facilitate security or other operational arrangements. In this case, notice will be submitted to all Tenants advising of same.

### 5.5 Vending on the Industrial Estate

Vending in any of the common areas is strictly prohibited. Tenants may allow vending inside of their Leased Property only during a shutdown and construction.



## 6.0 EVACUATION ROUTES

The “Emergency Evacuation Routes for the Point Lisas Industrial Estate”, is continually circulated to all Tenants of the Industrial Estate as a reminder for Tenants and their staff to be fully aware of the proceedings to follow in the event of an emergency occurring while on Estate or at the Port of Point Lisas.

The said document outlines the required routes for evacuation out of the Industrial Estate in the event of emergency incidents.

These routes can also be found on the Corporation's website at [www.plipdeco.com](http://www.plipdeco.com).