



NOTICE 46 – 2020: Implementation of PLIPDECO's Electronic Access Control System effective November 16th, 2020

November 5th, 2020

Please be advised that PLIPDECO will be implementing a new Electronic Access Control System effective **November 16th 2020**. As such, all Port Users should be guided by the following:

1. ID badges issued to users must be worn at all times in order to gain access to the facility.
2. All visitors/infrequent users will be issued visitor badges. To gain entry into PLIPDECO's facility, the visitor is required to provide a valid reason for entry. The Security Department will retain the visitor's National ID or Driver's Permit. The visitor will then be issued a visitor's badge.
3. Upon exiting the facility, the visitor returns the visitor's badge to the Security Charge Room. Their National ID or Driver's Permit will then be returned.
4. All persons are reminded to use the ID badges assigned to them. This will ensure that their access to the facility is not negatively impacted.
5. Lost, stolen or defaced access ID badges must be immediately reported to PLIPDECO's Security Department. There will be a replacement cost of Fifty Dollars (TT\$50.00) per ID badge.
6. The names of persons who were issued badges and subsequently leave your company must be immediately communicated to the PLIPDECO's Security Department at the following email addresses:
 - Security Charge Room, Port ph_charge_room@plipdeco.com
 - Manager, Security Operations kdouglas@plipdeco.com

Please note that these ID Badges must be returned to PLIPDECO's Security Department.

Should you have any questions regarding the above, please contact the Port Charge Room at Tel: 636-2201 Ext. 2285; E-mail: ph_charge_room@plipdeco.com or Mr. Kevin Douglas, Manager – Security Operations at Tel: 636-2201 Ext. 2245 or Email: douglas@plipdeco.com

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