



REQUEST FOR ACCESS CARD AND RESTRICTED AREA PASS ZONES

NEW REQUEST	RENEWAL
--------------------	----------------

1. Personal information

Family name :		Given name :					
Gender :	F M	Date of birth (yyyy/mm/dd) :		Height in (m) :		Eye color :	
Driver's licence No. :			RAMQ No :				
Address :				City :			
Postal Code:		Home phone :			Cell phone :		

2. Professionnal informations

Occupation :						
Company name :						
Address :				City :		
Postal code :		Téléphone :				

3. Companies visited in the port

Desgagnés Transarctik Nunavut Eastern Arctic Shipping (NEAS) Les Entreprises Philippe Raymond Les Industries McAsphalt	Valport Maritime Services Société du Port de Valleyfield Trimac Transportation Valleytank Inc.
---	---

4. Required access level

Administration building :		
Access corridor 1 st floor	Access Cards	Access to gates :
Access door suite 10 Valport		Monday to Friday 6:00 a.m. to 6:00 p.m.
Access door suite 20 NEAS		Monday to Friday 24h /7
Access door suite 30 Valport		Every day 6:00 a.m. to 6:00 p.m.
Access door suite 40 Desgagnés	Restricted area pass zones	Always valid 24/7
Access 2 nd floor		Other : _____
None		

5. Applicant signature

I, the undersigned, acknowledge that I have read and understood the attached policy regarding the terms and conditions of access card use and agree to respect said terms and conditions.

Signature : _____ Date : _____
Year/month/day

6. Signature of applicant's employer

I, the undersigned, confirm that the applicant is employed by me and agree that an access card for the Port of Valleyfield be provided to him/her. I agree to inform the resident company at the port if and when said employee is no longer employed by me.

Signature : _____ Date : _____
Year/month/day

Full name (please print) : _____

Position : _____ Email : _____

7. Resident company at the port

Signature : _____ Compagnie : _____
Authorized person from the resident company at the port Resident company at the port

Full name (please print) : _____ Date : _____
Year/month/day

Billing: employee of resident company at the port

Billing : external worker

Cash:

Reserved for the port authority

9. Approbation

Niveau d'accès autorisé : _____ Numéro de la carte : _____

Demande vérifiée par : _____ Date d'émission : _____

Carte autorisée par : _____ Date d'expiration : _____

Photo prise: _____

Photos for access cards or restricted area passes must be taken at the Port of Valleyfield guard station.

Please return all 4 pages of the duly-signed form to : postedegarde@portvalleyfield.com



**POLICY REGARDING THE TERMS AND CONDITION OF USE FOR THE ACCESS CARD
AND RESTRICTED AREA PASS
Hereinafter referred to the "CARD"**

The present document was prepared in accordance with the *Marine Transportation Security Regulations (SOR/2004-144)*.

The access card holder acknowledges that he/she has read the present document and agrees to respect the following conditions:

1. Obligations of the CARD holder

- 1.1. The CARD is, and shall remain, the property of the Société du Port de Valleyfield and the latter reserves the right to request that it be returned at any time;
- 1.2. The CARD is reserved exclusively for the card holder to whom it was issued and is intended to be used for the purposes of carrying out his/her duties at the Port. It is strictly prohibited for the card holder to:
 - 1.2.1. lend the CARD to anyone whatsoever;
 - 1.2.2. use the CARD to provide another person with access to the site, even if the latter holds his/her own CARD;
 - 1.2.3. alter or modify the CARD in any manner whatsoever;
 - 1.2.4. possess or use a CARD that was issued to another person;
 - 1.2.5. use a counterfeit access CARD;
 - 1.2.6. reproduce or make a copy of an access CARD;
- 1.3. Each individual card holder must identify himself/herself when entering or exiting the site by scanning his/her CARD using one of the card readers provided for this purpose;
- 1.4. Any CARD holder who is driving a vehicle is under the obligation of ensuring that all passengers have correctly identified themselves by scanning their CARDS. Any passengers who do not have CARDS must register at the security control by showing a valid piece of government-issued photo identification (driver's license, health insurance card, or passport). In this particular situation, an access PIN will be provided to the visitors. When crossing the gate, CARDS must be scanned using the card reader and PINs must be entered on the keypad;
- 1.5. In situations where one or more passengers must register at the security control, the driver of the vehicle must ask his/her passengers to register before the vehicle enters the site. The driver of the vehicle must park in one of the designated areas and ensure he is not blocking traffic in any way.
- 1.6. Those who hold a restricted area pass must wear them and keep them visible at all times when they are on site;
- 1.7. Access cards, whether for restricted areas or not, are valid for a maximum of five (5) years. Card holders must file a new request upon expiration;
- 1.8. A CARD holder must immediately notify the resident company sponsoring him/her as well as the Société du Port de Valleyfield in the event that their CARD is lost or stolen;
- 1.9. Any CARD holder who fails to adhere to the terms and conditions of the present policy will be issued a notice of violation, a copy of which will automatically be forwarded to his/her employer or sponsor;

- 1.10. Any CARD holder caught fraudulently using his/her CARD or failing to respect applicable laws or the regulations of the Société du Port de Valleyfield will have his/her right of access suspended and be the subject of a complaint made to Transport Canada;
- 1.11. The Société du Port de Valleyfield reserves the right to either temporarily or permanently suspend a CARD holder's right to use his/her access card in the event that said CARD holder has violated the provisions of the present policy or any other existing policy;
- 1.12. If a CARD is lost or altered, the processing and fees applicable for the initial issuance of said CARD shall apply;
- 1.13. Any vehicle that enters the port can be subject to a search. If you refuse to comply to a search, access to the port will be denied;
- 1.14. Any CARD that has not been used for a period of six (6) months will automatically be suspended and the CARD holder will be required to prove that he/she still requires said card before it can be re-activated;
- 1.15. The official representative for the resident company at the port is responsible for taking possession of any CARD that is no longer required, for whatever reason, and returning it to the Société du Port de Valleyfield;
- 1.16. The official representative for the resident company at the port is responsible for informing the Société du Port de Valleyfield in the event that a CARD is lost, stolen, damaged or destroyed;
- 1.17. The official representative for the resident company at the port is responsible for notifying the Société du Port de Valleyfield when an employee or other sponsored individual has terminated their employment with them;
- 1.18. The speed limit is a maximum of 30 km/h on the Port's major access roads and 15 km/h in storage and handling areas;
- 1.19. Failure to respect traffic and road sign regulations could result in an access CARD being suspended or revoked;
- 1.20. Depending on the severity of the situation, the Société du Port de Valleyfield reserves the right to either temporarily or permanently prohibit access to the Port to CARD holder that has violated the provisions of the present policy or any other existing policy;

2. Using card readers at the entrance

- 2.1 When arriving at a gate, drivers must stop their vehicles beside the reader, scan their CARDS and **wait until the gate has completely opened before moving forward** in order to prevent their vehicle from hitting the gate;
- 2.2 The gate only opens long enough to allow **a single vehicle to go through at one time**. To prevent possible damage, drivers must wait until the gate closes again before moving ahead to the card reader;
- 2.3 Should a vehicle cause damage to an access gate, its mechanism, an adjacent gate or any other property belonging to the Société du Port de Valleyfield, the vehicle's driver will be required to cover ensuing replacement or repair costs;
- 2.4 An intercom is available to drivers at the two main gates so that they may communicate with a guard at the security control if needed.
- 2.5

I, the undersigned, acknowledge that I have read and understood the policy regarding the terms and conditions of access card use and agree to respect said terms and conditions.

Signature: _____
Card holder

Date: _____
Year/month/day