

## Security Rules & Regulations for External Providers

### 1. Entry Requirement

- 1.1 Any workman or personnel ("Contractor Personnel") from an external provider ("Contractor") who supplies any goods and/or services to the Company must produce his/her ID documents with photograph together with any relevant passes for the trade to the Security Officer at the Guard Room before being allowed entry to any of the Company's yards, premises or to go onboard a vessel (collectively referred to as the "Yard"). The term 'Company' refers to any of the following companies: Baker Engineering Pte. Ltd., Sea Deep Shipyard Pte. Ltd., Sea Hercules Cranes Pte. Ltd. and BT Titanium Pte. Ltd. including its parent and their respective affiliated companies, directors, officers, agents, representatives, employees, assignees and subrogees.
- 1.2 Any Contractor Personnel who plans to work in the Yard after 18:00hr is required to submit, through his/her supervisor, a Night Work Form to the Guard Room before 17.00 hr.
- 1.3 Any Contractor Personnel who wishes to leave the Yard during working hours must obtain a Sub-Contractor Gate Pass issued by an authorised personnel of the Company. No Contractor Personnel is permitted to leave the Yard without a Sub-Contractor Gate Pass and the same must be surrendered to the Guard Room upon returning to the Yard.

### 2. Contractor's Vehicles

- 2.1 Contractor's vehicles can only enter the Yard to load and unload goods, equipment or material while vehicles to transport workers should be parked outside the Yard without obstructing traffic.
- 2.2 No Contractor Personnel is permitted to park his/her motorcycle in the Yard.
- 2.3 Where Contractor's vehicle is permitted entry to the Yard, Contractor must not leave or park his/her vehicle in any way that may obstruct traffic.
- 2.4 Notwithstanding any approval given by the Company for entry of any Contractor's vehicle to the Yard, the Company assumes no responsibility or liability for any loss or damage that may occur to the vehicle and that such vehicle is entering strictly at the sole risk of Contractor or the owner of such vehicle, as the case may be.

### 3. Daily Subcontractor Declaration Form

- 3.1 Contractor must declare the particulars of all its foreign Contractor Personnel working in the Yard using the Daily Subcontractor Declaration Form. Contractor shall be held fully accountable for such declaration, which must be signed by Contractor and submitted to the Security Officer at the Guard Room before entering the Yard on each occasion.

### 4. Tools and Equipment

- 4.1 All personal tools and/or equipment must be declared to the Security Officer at the Guard Room before entering the Yard. The original declaration form must be obtained from the Security Officer on duty. Contractor shall be responsible for the safekeeping of this form which must be produced when such tools and/or equipment are being taken out of the Yard.
- 4.2 All lifting appliances and pressure vessels must be accompanied by a valid certificate issued by the Ministry of Manpower. Manufacturers' certificate will not be recognised or accepted by the Yard even for new equipment.
- 4.3 All portable equipment and hand tools must be removed from the working area after use. To avoid loss or theft of such tools and portable equipment, Contractor is advised to have a good and proper secured locker.
- 4.4 Contractor and Contractor Personnel must comply with the Company's HSE Rules and Regulations relating to the use of tools and equipment.

### 5. Breaks

- 5.1 All Contractor Personnel shall consume their food and/or drinks at designated eating area for breaks or lunch after the siren has sounded.
- 5.2 No food and/or drinks shall be allowed to be consumed on board any vessel or in any work areas.

### 6. HSE Rules and Regulations and Disciplinary Action

- 6.1 Contractor must comply with the Company's HSE Rules and Regulations including those pertaining to Contractor's vehicles and use of tools and equipment.
- 6.2 Any Contractor or Contractor Personnel who commits any breach of these Security Rules and Regulations or the Company's HSE Rules and Regulations or commits any unsafe act will be subject to, among other things, disciplinary actions being taken against such Contractor and/or Contractor Personnel which may include fine or removal from the Yard as may be determined at the sole discretion of the Company depending on the nature and gravity of the offence committed.

**7. Cameras**

- 7.1 Use of any camera in the Yard is strictly prohibited.
- 7.2 For the avoidance of doubt, such prohibitions include the use of cameras on mobile phones, watches or any other devices or equipment.
- 7.3 Written authorisation must be obtained from the Company's management before any camera or photograph can be taken in the Yard subject always to such conditions being complied with if approval is granted.

**8. Changes to the Security Rules and Regulations**

- 8.1 Contractor remains obligated to comply with any new or amended Security Rules and Regulations which may be issued from time to time by the Company. These Security Rules and Regulations are in addition to the Company's HSE Rules and Regulations with which the Contractor and Contractor Personnel must comply.