

Document Code	OPD-GEN-0001
Revision No.	1
Date Effective	October 2022

ACCESS PASS

(OPERATIONS RELATED ACTIVITY ONLY)

I. **VISIT DETAILS** (to be filled-out by the Requesting Party)

1. DATE OF REQUEST: _____ START TIME: _____ END TIME: _____
2. COMPANY NAME: _____
3. VISIT DETAILS (check your requirement)

Purpose	Agency	Itinerary
Meeting	Bureau of Customs	Admin Building
Port Tour	Bureau of Quarantine	Container Freight Station (CFS)
Inspection	Subic Bay Metropolitan Authority	Yard
Stripping	Shipping Line / Agent	Berth Area
Stuffing	Client	Inspection Area
LCL pull out		

4. VISITOR DETAILS (nickname/alias is not allowed, use additional forms as needed)

No.	Full Name	Company and Position	Contact No.
1			
2			
3			
4			
5			
6			
7			
8			

5. VEHICLE DETAILS (limited to port tour and LCL pull out only)

No.	Type/Model	Color	Plate No.
1			
2			

6. CONTAINER DETAILS (required if purpose is inspection, stripping and/or stuffing)

No.	Container No.	Yard Position	Commodity
1			
2			
3			
4			
5			
6			
7			
8			

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II. GUIDELINES

Request via Email:

1. Fill out form with appropriate information.
2. Submit request to SBITC-Operations@sbitc.ph for approval.
3. Secure approved hardcopy before proceeding to Terminal.

Request On Site:

1. Fill out form with appropriate information.
2. Submit form to Admin Building duty security officer for Operations representative approval.

III. SECURITY AND SAFETY REGULATIONS

1. Present this form at SBITC Admin Gate Sentry.
2. Follow safety protocols before entering the facility.
3. Security verifications will be conducted at rendezvous points (Admin, East and West Gate).
4. Only those listed on the visitor's form will be allowed to enter unless new form is filled for that particular person who is not included in the list and endorsed by SBITC.
5. Security reserved the right to search the vehicle and adapt all other security responses as deemed necessary.
6. Nobody under the influence of liquor and/or drug will be permitted to enter the Terminal.
7. Carrying of deadly weapon is not allowed.
8. Visitor's own Security Vehicle Escort are not allowed inside the Terminal.
9. Wear the provided PPEs while inside the Terminal.
10. In case of delays on arrival or any changes on the requested visit, SBITC Management must be officially advise.

IV. CERTIFICATION *(to be signed by requesting party)*

THIS IS TO CERTIFY THAT THE REQUESTING PARTY IS DULY INFORMED OF THE ABOVE-CITED REGULATIONS AND HAS SIGNED HIS/HER COMMITMENT OF ADHERANCE BY AFFIXING HIS/HER SIGNATURE BELOW.

UNDERTAKING:

I hereby certify that the information I have given is true and correct. I shall comply with all the guidelines issued by the Department of Health (**DOH**) on **COVID-19** and SBITC HSE (Health Safety and Environment) protocol. I understand that my personal information is protected by **RA 10173, Data Privacy Act of 2012** and that this form will be destroyed after 30 days from the date of accomplishment, following the National Archives of the Philippines protocol.

Signature over Printed Name

V. APPROVAL AND ACKNOWLEDGMENT *(to be signed by concerned Departments)*

Approved by:

Signature over Printed Name

Date

"The applicable terms and conditions provided under Terminal Service Standard Trading Conditions are incorporated herewith by reference. Copy of which can be viewed at <https://sbitc.ph/terms-and-conditions> or available upon request. The terminal reserves the right to invoke appropriate clauses in the pertinent Bills of Lading."