
 Subic Bay International Terminal Corporation <small>An ICTSI Group Company</small>	Health Safety Security and Environment	Initial Issue Date:	22/01/2018
		Revision Date:	28/09/2020
	SBITC Visitor's Guidelines	Revision No.	1
		Page/s:	Page 1 of 3

I. Introduction

The Subic Bay International Terminal Corporation is a secured and ISPS compliant Port Facility which the safety of our staff, clients, visitors and operations is of paramount importance.

The terminal is open for visitors given that a request with approval from SBITC Management and/or Master of the Vessel or the concerned requesting authority is submitted.



II. Purpose of Visits

Visitors are non- SBITC personnel who wish to visit the terminal with the following purpose:

1. Terminal Port Tour
2. Client Meeting/s
3. Contractor
4. Supplier
5. SBMA/BOC/BOQ or other authorities' terminal visit
6. Others (terminal service-related activities like examination, stripping, stuffing, etc.)

III. Guidelines



1. All requests must be in writing and emailed to specific department concerned:
 - Operations: randy_iglesia@sbitc.ph; sbitc-opdox@sbitc.ph
 - Engineering: rkhraino@ictsi.com; ace_vistan@sbitc.ph
 - Commercial: ecleofe@ictsi.com; tocampo@sbitc.ph
 - HSSE Department: mechell_madriaga@sbitc.ph; sbitc-HSSE@sbitc.ph
 - IT Section: marlon_manamtam@sbitc.ph
 - HR Department: olga_ureta@sbitc.ph
 - Accounting: rubylet_bayno@sbitc.ph
2. Emails and requests must be copied to SBITC Terminal Manager Henry Dungca at email address: hdungca@ictsi.com and SBITC HSSE Department at sbitc-HSSE@sbitc.ph.
3. All requests must be submitted at least two (2) days before the date of requested visit.
4. All requests must include a COMPLETE filled out copy of the SBITC Visitor's Form. ([click here](#)). *Or see attached enclosure.*
5. Confirmation to the request will be provided within twenty four (24) hours via email.

 Subic Bay International Terminal Corporation <small>An ICTSI Group Company</small>	Health Safety Security and Environment	Initial Issue Date:	22/01/2018
		Revision Date:	28/09/2020
	SBITC Visitor's Guidelines	Revision No.	1
		Page/s:	Page 2 of 3

6. Upon arrival visitors, as well as their vehicles shall undergo standard security inspection by the security personnel before entering.
7. Visitors must present a printed copy of the list of names of the visitors. Only the names listed in the form will be allowed to enter the terminal vicinity. No approved access pass, no entry.
8. Visitors must follow all safety protocols in conjunction with the recommended measures by DOH, WHO, DOLE and other related agencies.
9. Visitors must register to Contact Tracing Form through scanning below QR Code in support to the government's effort in stopping the spread of Covid19 through community-driven contact tracing:



10. Visitors must also surrender an official ID to be replaced with the SBITC Visitor's ID. No ID, No Entry. If in group, the Lead person or representative will surrender his ID in the group's behalf and replaced with SBITC Visitor's ID.
11. Security reserves the right to determine the parking area, search the vehicle and adapt all other security responses in a professional and courteous manner.
12. Once necessary security procedures are done, visitors will then proceed to the New Administration Lobby and wait for the host or HSSE Staff.
13. Visitors are required to wear face mask and face shield on top of the regular PPE (hard hat, visibility vest and safety shoes). Sandos, slippers/open toe shoes, sandals and shorts are strictly prohibited.
14. Visitors shall be escorted by a Security personnel and/or Safety personnel while on route inside the terminal. Walking port tour is temporary prohibited, only rolling port tour with their own vehicle used is allowed.
15. Nobody under the influence of liquor and/or drug will be permitted to enter the terminal.
16. No smoking.
17. Carrying of deadly weapons is not allowed;
18. Visitor's own Security Vehicle Escorts are not allowed inside the terminal.
19. Visitors are not allowed to bring food and drinks into the terminal.

 Subic Bay International Terminal Corporation <small>An ICTSI Group Company</small>	Health Safety Security and Environment	Initial Issue Date:	22/01/2018
		Revision Date:	28/09/2020
	SBITC Visitor's Guidelines	Revision No.	1
		Page/s:	Page 3 of 3

20. Visitors are not allowed to take photographs or video recordings of the terminal. However, souvenir photos are allowed at the designated parking area at NCT1 and NCT2 and rooftop of New Administration building.

IV. Other Safety Measures and Protocols

For more information, please proceed to this link. [\(SBITC Measures\)](#)

Prepared by:

Noted by:

Mechell C. Madriaga
 HSSE Head

Henry V. Dungca
 Terminal Manager

Approved by:

Roberto Locsin
 President and General Manager