

[POGS MEMORANDUM, September 26, 2000]

PROCEDURES IN THE ENTRY/WITHDRAWAL OF EMPTY CONTAINER VANS

To preclude the entry/withdrawal of articles/goods dubious in nature, protect the financial interest of the Authority, and in general safeguard the security of the port area, the following guidelines in the entry/withdrawal of empty container vans are hereby issued for observance of all concerned.

1. Inspection of Empty Container Vans - All empty container vans to be withdrawn from and or entered into the port area shall be subject to inspection, in this regard, the following procedures are prescribed:

- 1.1 A single unit container van should be loaded such that its front end faces the tail of the chassis;

- 1.2 Dual units should be loaded in such manner that their placement is in back-to back position,

- 1.3 Multiple units should follow similar position as in Item 1.2 above;

- 1.4 Prior to entry/exit of the carrying vehicle, the doors of the empty container van(s) should be left unlocked for the expeditious inspection of the container van. The unit should be closed and locked thereafter;

- 1.5 Carrying vehicles should, before entry/exit, line up in a designated area so that a free flow of traffic is obtained.

2. Responsibility of Security Guard

- 2.1 Inspection of empty container vans shall be conducted by personnel or hired security guards of either the South Cotabato Integrated Port Services, Inc. or this Authority;

- 2.2 Inspection shall be carried with utmost courtesy.

3. Supervisory Function of the Authority's Port Police - The Authority's Port Police shall:

- 3.1 See to it that the private security guards who keep the Gates are physically and mentally fit to discharge their duties and shall take proper action whenever deficiency to render efficient service is noted;

- 3.2 See to it that the private security guards are in their proper and complete uniform and properly equipped with their basic security guard equipment and