



## STANDARD PROCEDURE INSTRUCTION

Title		SPI
Pass Out and Receipt		#10-12
Department	Supersedes SPI Dated	Effective Date
Management	November 3, 2014	October 15, 2015

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Pass Out and Receipt

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## 1. PURPOSE

1.1 To control materials and equipment leaving the Company property.

## 2. SCOPE

2.1 This procedure shall apply to all materials and equipment which leaves company property, regardless of destination, with the following exceptions:

- a) Self-propelled vehicles in the performance of their duty, e.g. trucks, road graders, all emergency vehicles.
- b) Regular mail.

## 3. CONTROL

3.1 Control of materials leaving company properties will be under the scrutiny of security guards, who will check the pass out slip for authorized signature and will ensure that the items listed on the pass out slip, match the items leaving the Company property.

## 4. PROCEDURE

4.1 A form 0526 'Pass Out and Receipt' form (Commonly called a gate pass or pass out slip) shall be completed in triplicate for all material leaving the company property subject to exceptions listed in 2.1

4.2 After satisfying him or herself that the material described on this form is an accurate description, the reason for the material leaving the company property is valid, and the form is properly completed, a person authorized to release the material from the company's property shall sign the form 0526 and all three copies of the form shall accompany the material. Any unused lines on the form are to have lines drawn through them to prevent additions being made.

4.3 When leaving the company property, the white copy of the form shall be turned



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over to the security guard, who inspects the departing material and initials the white copy for identification and tracking purposes.

- 4.4 At the destination of inter-plant deliveries, the receiver of the goods shall check the shipment against the pink and yellow copies of the form and, if satisfied that they correspond, sign the yellow copy and mail it to the department head of the originating department. The receiver shall retain the yellow copy for his records.
- 4.5 The security guard shall provide the white copy of form 0526 to the Safety, Training, Health & Environment (STH&E) Manager.
- 4.6 The STH&E Manager shall cross reference the signature on the form against the approved list of Authorized Signers for the respective department. If there is any discrepancy, the STH&E Manager will notify the department head of such. All forms, whether there is a discrepancy or not, are to be provided to the department head by the STH&E Manager.
- 4.7 The department head of the originating department shall scrutinize the white and yellow copies of form 0526 and compare them for alterations – after which he/she will forward the white copy to the originator for his records. Should there be any discrepancy, they are to investigate and action the discrepancy.

## 5. **AUTHORIZED SIGNERS**

- 5.1 Authorized signers will be at the discretion of department heads but will not go below the supervision level. Numbers of authorized signers will be kept at the absolute minimum for efficient operation.
- 5.2 As the authority of any individual to sign form 0526 is given or deleted, the department head concerned shall:
  - a) When authorizing a signer, send a memorandum to that effect including a sample of the new authorizing signature to the Co-ordinator of Services of Finance and the STH&E Manager.



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b) When deleting a signer, send a memorandum to that effect to the Co-ordinator of Services of Finance and the STH&E Manager.

5.3 The Co-ordinator of Services of Finance and the STH&E Manager shall take appropriate action in either of the above instances to inform Security Personnel accordingly.

6. **EXEMPTIONS**

6.1 It is understood that there are items that are reasonably expected to be in a person's vehicle such as booster cables, first aid kits, snow brushes, spare tires and tire wrenches, as well as road flares for vehicles that are 1 ton or greater. These items do not require a Pass Out Receipt.

It is also understood that there may be exemptions to the requirement for a Pass Out Receipt where an employee routinely carries cargo in their vehicle over an extended period of time. Should an employee feel they have vehicle cargo that should be considered for an exemption, a detailed list of the cargo is to be provided to their Manager. Once approved, the list is to be provided to the Vale Representative responsible for security who will ensure that the list is available at all security gates for reference when the employee's vehicle is searched.

Approved By	Title
	Vice-President, Vale Manitoba Operations
Date	

