



Security Access Control

Document Number: RYP00002	Procedure – Administrative	Applies To: Base Plant, Fort Hills, Firebag, Mackay River
Revision Date: 2017/09/22 Revision: 1 Review Cycle: 3 years	Document Owner (Title): Manager, Security Operations Northern Alberta	

Purpose/Scope To identify the requirements that must be met for Security to allow site access to a Suncor Energy Plant Site i.e., site visitors, vehicles, tours and new workers.

Compliance This document applies to work performed at Suncor Energy operating sites: Base Plant, Fort Hills, Firebag and Mackay River. Some exceptions apply, which are noted in this procedure.

Roles and Responsibilities The following individuals and groups have the following roles and responsibilities:

- Document Owner**
 - Ensures this document is reviewed according to the required revision cycle.
 - Ensures the document is updated to accommodate changes to Suncor, provincial, and federal regulation.
 - Ensures the document is updated to mitigate risks found as the result of an incident.
- Document Approver**
 - Ensures this procedure is necessary and that it aligns with management and company direction.
- Security Guards**
 - Ensures that only authorized personnel enter a Suncor operated Plant Site.
 - Ensures all applications for site entry are properly filled out and authorized.
 - Issues visitors passes, vehicle passes and Suncor ID cards to authorized persons.
- Area Cross Functional Management Team**
 - All areas will ensure implementation of the procedure.

- References**
- [LMS0027A](#) - Health and Safety Orientation
 - [CSP0001A](#) – Only applies to Base Plant, Firebag and Mackay River. Does not apply to Fort Hills.
 - [SES0002A](#) - Photo Identification Cards
 - [NCS0001A](#) - Vehicle Site Access

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Terms, Definitions and Acronyms The following terms, definitions and acronyms are used in this procedure:

Pre-Mobilized	The process of activating a contractor in SAP such that the contractor's name, company (vendor), service (craft), supervisor, start date, end date (and so forth) are accurate. This process is usually initiated by a contact person on the site that is requesting the contractor's services. Such a person completes a contractor activation form and sends it to the Contractor Mobilization Support Group for action.
VSAC	Vehicle Site Access Coordinator

Procedure

1. Site Visitors

Item	Description
1.1	Visitor Passes are intended for business-related visits to site for reasons such as sales calls and meetings.
1.2	The visitor's site contact must e-mail a completed visitor release form to Security prior to the visitor's arrival. Each site has its own visitor release form, all of which are available on the Core.
1.3	The following information is required: <ul style="list-style-type: none"> • Visitor's name • Visitor's company • On-site contact name and telephone number • Reason for visit and expected date of arrival • Any special instructions (e.g., call when person arrives, instruct visitor to take shuttle) • Vehicle pass requirements (see section 2) <p>Note: These business visitor passes are not to be used to allow access to site for individuals that are performing work. "Work" in this case includes (but is not limited to) manual labour, field work, office work, inspections, consulting, training delivery, or any kind of service.</p>

2. Vehicle Pass for Site Visitors

Item	Description
2.1	Visitors are not permitted to drive on site at Base Plant or Fort Hills. They are expected to either use the site shuttle, or be transported by the on-site contact.
2.2	All authorized visitors to the Firebag and Mackay River site are entitled to a vehicle pass upon their arrival. This is because there is no parking at Firebag and Mackay River Security Gates. Visitors are permitted to drive their vehicle from the Security Gate to Administrative Areas only.

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3. Plant Tours

Note: This section applies to Base Plant, Firebag and Mackay River only. It does not apply to Fort Hills. All visitors to Fort Hills will follow the Site Visitor process.

Item	Description
3.1	<p>Suncor recognizes three types of tours:</p> <ul style="list-style-type: none"> • Special Tours – Held for individuals or groups that have a commercial, technical, governmental, or educational interest in Suncor. • Public Tours – Conducted by Fort McMurray Tourism in conjunction with the Communications department. Any member of the general public over the age of twelve years may take this tour by contacting Fort McMurray Tourism. These are summer tours only, and certain screening procedures apply. • Employee Tours – Conducted by employees for their relatives or friends. No children under the age of twelve years are allowed on plant site. Tour request forms are available on the Core, or from area management. <p>Note: For more information on plant tours, refer to the Suncor Plant Tours Procedure, CSP0001A.</p>

4. New Workers

Item	Description
4.1	All new workers must hold an appropriate valid Suncor ID card for the site in question.
4.2	If the worker is a contractor, his/her Suncor ID card must bear the name of his/her current active employer.
4.3	Suncor Employees receive their Suncor ID cards as part of the new-hire sign-on process.
4.4	Contractor new hires must be pre-mobilized in the SAP system before receiving their Suncor ID card and being permitted onto site to work. If the contractor new hires have been successfully pre-mobilized upon arrival, and they have completed the pre-access orientation for the site in question, they will be issued a Suncor ID card.

5. Security Gate Orientation

Item	Description
5.1	<p>There are two forms of Security Gate Orientation:</p> <ul style="list-style-type: none"> • Gate Orientation for First Time Drivers – This is applicable to Base Plant, Firebag and Mackay River only. This is not applicable to Fort Hills. • Fort Hills Visitor Orientation – This is applicable to Fort Hills only. This is not applicable to Base Plant, Firebag and Mackay River.

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Item	Description
5.2	The Gate Orientation for First Time Drivers is an orientation that is delivered on demand by security. Its intended audience is one time (non-routine) delivery drivers. Repeat drivers are expected to complete that site's pre-access orientation requirements.
5.3	The Fort Hills Visitor Orientation is an orientation that is delivered on demand by security at Fort Hills. It is also available as web-based training through www.forthills.com . Its intended audience is non-routine delivery drivers as well as all site visitors. The orientation is valid for 6 months.

6. Safety Training Exceptions

Item	Description
6.1	If a contractor arrives at a Plant site, and does not possess the required pre-access training, he/she may be formally excused from that requirement. At Base Plant, Firebag and Fort Hills, this process is known as a "Safety Exception". At Mackay River, this process is known as a "Waiver Request to Deviate from Orientation".
6.2	The Safety Exception must be approved by a Suncor Manager (or higher) and is permissible for a maximum of three consecutive days. It can be implemented only once for the lifetime of a specific contractor, so repeated entry by safety exception is not possible.
6.3	The "Waiver Request to Deviate from Orientation" must be approved by a Mackay River Director. It is valid only for the date that it is issued, unless otherwise stated by the Mackay River Director.
6.4	Individuals following a safety training exception will be issued temporary ID cards. They must remain under the direct supervision of a Suncor authorized and trained individual.
6.5	Safety Training Exceptions does not bypass premobilization. Individuals that enter site under a safety training exception must still be pre-mobilized.

7. Contractor Vehicle Access

Item	Description
7.1	Contractor vehicle passes are issued by security. Passes can only be issued to contract employees that have a valid Suncor ID card bearing the same company name as the vehicle pass.
7.2	Contractors wishing to have vehicular access to a Plant site will make an application to their contract coordinator or relationship manager by completing and submitted "Part I" of the Vehicle Site Access Application Form.

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| 7.3 | On the strength of the application, the coordinator or relationship manager will approve or deny the request. If approved, the coordinator or relationship manager will forward the application on for further approvals. |
| 7.4 | At Base Plant, the next level of approval is the "Vehicle Site Access Coordinator" (VSAC). VSAC will vet all applications to ensure they meet the criteria to be granted a vehicle pass. If approved, VSAC will forward the application to a Suncor Director, for approval. |
| 7.5 | There is no VSAC at Firebag, Fort Hills and Mackay River. Instead, the coordinator or relationship manager will forward the approved application to someone on the list of "authorized approvers", which can be found on the Core. |

End of Procedure

Summary of Changes

Rev No.	Section Changed	Revisions Made
1		Regionalizing document. Previously numbered SEP0008A

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Approved By: Ivan McClelland, Director, Corporate Security



The following individuals have approved and signed this document.

UserName: Ivan McClelland (imcclelland)

Title: Dir Corporate Security

Date: Friday, 22 September 2017, 09:58 AM Mountain Time

Meaning: Approver 1 Signed

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