



Security Site Access Control

Document Number: RYP00002	Procedure – Administrative	Applies To: Base Plant, Fort Hills, Firebag, Mackay River
Revision Date: 2018/02/15 Revision: 2 Review Cycle: 3 years	Document Owner (Title): Manager, Security Operations Northern Alberta	

Purpose/Scope To identify access requirements for Suncor Energy Plant Sites.

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](#) – Base Plant, Firebag and Mackay River only.
 - [NCS0001A](#) - Vehicle Site Access
 - [FHCS-GL0035A](#) – Regulator Visits to Fort Hills.
 - [Positive Identity Confirmation Form](#)

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

AEP	Alberta Environment and Parks
AER	Alberta Energy Regulator
AHS	Alberta Health Services
OHS	Occupational Health & Safety
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.
RCMP	Royal Canadian Mounted Police
SCAC	Suncor Common Access Card or more commonly known as Suncor ID card.

Procedure

1. Photo Identification Cards

Item	Description
1.1	Suncor has a standardized single card used at all Suncor facilities. This is called the "Suncor Common Access Card" (SCAC) but is more commonly known as a "Suncor ID Card". The SCAC is used at all Suncor Sites in the RMWB.
1.2	There are four conditions that must be satisfied in order for a person to receive a Suncor ID card: <ul style="list-style-type: none"> • They have an active master data record within SAP, and; • They have a legitimate requirement to enter the site as well as the necessary safety training. • They produce government-issued photo identification for identity verification purposes. • They complete and sign a card access registration form.
1.3	All Suncor employees and contractors shall visibly wear their Suncor ID while on or entering Suncor Sites, Lodges, Facilities or Suncor-provided Transportation.

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Item	Description
1.4	<p>Persons are required to swipe their Suncor ID at an electronic card reader when entering and leaving sites. This includes turnstiles, vehicle lanes, bus swipe systems, and all other forms of electronic access control to plant sites. The following swipe behaviours must be adhered to by all persons:</p> <ul style="list-style-type: none"> • Cardholders to use only their own card, and not someone else's, to gain access. • Cardholders are not to lend their card to someone else to gain access. • Persons are not to tailgate others through gates or turnstiles for any reason. Every person is expected to swipe their own card when entering or leaving site. • Drivers entering sites through vehicle lanes have an additional duty to ensure that all passengers' cards are swiped and valid. The driver must inform security if any of the passengers' do not have a card, or if their card(s) are invalid. • All passengers must swipe when embarking a Suncor bus equipped with swipe access. This is a requirement for both entering and leaving site. Passengers without a valid ID card are required to inform the bus driver, who will alert site security. Bus drivers are required to monitor for compliance. <p>Non-compliance to card swiping will result in the creation of a security incident report that will result in corrective actions.</p>
1.5	<p>Access will be denied to all individuals that do not have a valid Suncor ID cards. Persons who have forgotten their card may report to security to obtain a temporary swipe card for that day. This card is to be returned to security when leaving site.</p>
1.6	<p>Terminated employees and contractors must surrender their Suncor ID cards to supervision or management. The employer is responsible to ensure the termination of their employees in SAP.</p>

2. Site Visitors

Item	Description
2.1	<p>Site Visitors fall in one of two categories: business visitors and legal visitors. All visitors must be accompanied by, and under the direct supervision of a Suncor-authorized person except when visiting administrative areas.</p>
2.2	<p>A business visitor is someone that visits the site for a business-related reason, such as sales calls and meetings. All business visitors must be approved by their on-site contact person.</p>
2.3	<p>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.</p>

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Item	Description
2.4	<p>The following information is required:</p> <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 3) <p>Note: 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>
2.5	<p>Suncor recognizes the following as legal visitors:</p> <ul style="list-style-type: none">• Government personnel, including but not limited to:<ul style="list-style-type: none">• AEP• AER• AHS• Environment Canada• OHS• RCMP• Business Agents / Union Representatives
2.6	<p>Government personnel are required to present government-issued identification cards to Security prior to entering the site. They will be issued a visitor pass, but they will not be required to sign a visitor release form. Security will notify the appropriate Suncor contact when granting access.</p> <p>Note: Uniformed RCMP and Fish and Wildlife Officers are not required to show Government issued identification. They are not required to be issued visitor passes, but must be escorted while on site.</p>
2.7	<p>Entry by Business Agents and Union Representatives must be authorized by the Suncor Labour Relations Department.</p>
2.8	<p>Visitors to Fort Hills are required to attend the Fort Hills Visitor Orientation.</p>
2.9	<p>Visitors are required to "swipe" their visitor passes both "IN" and "OUT" of the facility, no differently than a worker.</p> <p>Note: Visitor tags are returned to security upon departure.</p>

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3. Vehicle Pass for Site Visitors

Item	Description
3.1	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 their on-site contact.
3.2	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. Visitor's vehicle passes are required to be "swiped" both "IN" and "OUT" of the facility. Visitor's vehicle passes are to be returned to security upon departure.

4. Plant Tours

Item	Description
4.1	<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. CSP0001A does not apply to Fort Hills and employee tours at Fort Hills are not permitted.</p>

5. Visitor / Truck Driver Orientation

Item	Description
5.1	<p>There are two forms of orientation for visitors and truck drivers:</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 only for truck drivers; visitors are not required to attend any safety orientation at these sites. • Fort Hills visitor orientation – Fort Hills only, for both truck drivers and visitors.
5.2	The gate orientation for first time drivers is a video orientation that is delivered on demand by security. Its intended audience is first time (non-routine) delivery drivers. Repeat drivers are expected to complete that site's pre-access orientation requirements.

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Item	Description
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 (which must be swiped). They must remain under the direct supervision of a Suncor authorized and trained individual.
6.5	Safety Training Exceptions do not bypass premobilization. Individuals that enter site under a safety training exception must still be pre-mobilized.

7. Vehicle Access

Item	Description
7.1	Vehicle passes at Suncor sites in the RMWB region are electronic swipe cards, similar to Suncor ID Cards. Vehicle passes must be swiped by the driver while entering and leaving Suncor sites. The swipe of a valid electronic vehicle pass combined with at least one valid Suncor ID card will automatically open vehicle gate barriers. These two swipes must occur within five (5) seconds of each other. However, the driver must still ensure that all passengers' cards are swiped and valid. The driver must inform security if any of the passengers' do not have a card, or if their card(s) are invalid.
7.2	Authorized vehicle passes are issued by security to personnel who possess valid Suncor ID cards.
7.3	To apply for a vehicle pass, refer to the " Vehicle Site Access Application Form "

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8. Positive Identification

Item	Description
8.1	Persons must be positively identified whenever receiving Suncor credentials (new hires, visitors, tourists, etc.) This means verifying the persons' identity via checking government-issued photo identification cards. Credentials and access are denied whenever this requirement cannot be met.
8.2	<p>Acceptable identification shall consist of:</p> <ul style="list-style-type: none">• One piece of valid government-issued identification that includes a photograph and the person's name, date of birth and gender, or;• Two pieces of valid government-issued ID without photographs showing the person's name, date of birth and gender. <p>The following are some examples of valid government-issued identification documents that may be used to meet positive identification requirements:</p> <ul style="list-style-type: none">• passport• citizenship card• permanent-resident card• driver's license• provincial health card• provincial or territorial government identification cards (GICs)• birth certificate• record of landing form/confirmation of permanent residence• immigration documents issued to foreign nationals (e.g., Work Permit, Study Permit, Visitor Record, Temporary Resident Permit, Refugee Approved Status)• Canadian military identification• federal police identification• federal, provincial or municipal government employee identification cards• old age security (OAS) identification card• certificate of Indian status (status card) issued by Indian and Northern Affairs Canada (INAC)• Canada Border Services Agency NEXUS card• firearms license• Alberta WIN card
8.3	For the most part, Security Guards perform the positive identification. In the case of public and special tours, this function is performed by the authorized Suncor tour guide.

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Item	Description
8.4	A Positive Identity Confirmation Form can be used in situations where a person is unable to produce acceptable identification. This process means that someone confirms or vouches for the identity of the subject, similar to the role of guarantor on a passport application. This form is not acceptable for members of public tours.

End of Procedure

Summary of Changes

Rev No.	Section Changed	Revisions Made
1		Regionalizing document. Previously numbered SEP0008A
2	ALL	Added reference document, expanded "Terms, Definitions and Acronyms", expanded content to include content that was in archived procedures SES0007A, SES0002A and SEP0010A. Added details on swipe card requirements.

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The following individuals have approved and signed this document.

UserName: Ivan McClelland (imcclelland)

Title: Dir Corporate Security

Date: Tuesday, 20 February 2018, 08:12 AM Mountain Time

Meaning: Approver 1 Signed

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