


<p align="center"><b>GUAM POWER AUTHORITY</b> Standard Operating Procedure</p>	No.: *SOP-145	Issued: 8/10/2007
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<p><b>Title:</b> Cabras Remote Gate &amp; Pedestrian Turnstile Entry/Exit System</p>	<p><b>Approved By:</b>  8/2/07 Joaquin C. Flores, P.E., General Manager</p>	
<p>Effective Date: 8/2/2007      Supersedes No. None</p>		
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### 1. PURPOSE:

To establish guidelines for the Cabras Remote Gate & Pedestrian Turnstile Entry and Exit System to ensure the safety of all personnel security of Authority property, equipment and facilities at the Cabras compound.

### 2. SCOPE:

The guideline shall apply to all GPA Employees and others who are authorized access to the GPA Cabras Facilities that include employees from Generation Administration, Cabras Power Plants 1&2, 3&4, Central Maintenance, Cabras Warehouse, Power Systems Control Center (PSCC), Water System Diesel (WSD), Fuel Management and the Performance Management Contractors (PMC).

### 3. DEFINITIONS

- 3.1. - PMC – Performance Management Consultant.
- 3.2. - POV - Privately owned vehicle.
- 3.3. - POC - Point of Contact
- 3.4. - PSCC- Power Systems Control Center
- 3.5. - HR - Human Resources
- 3.6. - AGMO - Assistant General Manager, Operations

### 4. RESPONSIBILITIES

- 4.1- Computer Services Division shall be responsible for the Software and Systems Administration. Computer Services Operations Supervisor and Computer Services Computer Technician Supervisor is the contact persons.
- 4.1.1 - Computer Services: is responsible for Software and Systems Administration that Includes: System Installation, Maintenance, Updating, User Training and Software Management.
- 4.2. - PSCC Division shall be responsible for the On Site Operations that includes System Monitoring, Recording, system problem reporting and training of gate operators. PSCC Programmer/Analyst Supervisor and PSCC Chief Dispatcher are the contact persons.
- 4.2.1 - PSCC is responsible for reporting and all gate operational problems to Safety Division.

- 4.3. - Human Resource shall be responsible for issuing the Access Card to authorized personnel. HR Administrative Officer is the contact person.
- 4.3.1 - A written authorization requested by the Division Manager and signed by the AGMO must be obtained prior to the issuance of an access card. A copy of the Approved authorization must be submitted to HR for filing. An Access Card will be issued with a control number.
- 4.4. - All personnel issued an Access Card are responsible for ensuring Access Cards are kept in good condition.
- 4.5. - All personnel issued Access Card are responsible for reporting any problems encountered with the Remote Gate & Pedestrian Entry/Exit Turnstile System. Problems or comments shall be reported to PSCC, Computer Services or HR.

## 5. ACCESS AUTHORIZATION

- 5.1. - All GPA employees assigned to the Cabras Facilities shall be given 24/7 access.
- 5.2. - All PMC personnel assigned to the Cabras Facilities shall be given 24/7 access.
- 5.3. - All other GPA employees or outside personnel (contractors/vendors) are required the AGMO's authorization for 24/7 access.

## 6. ACCESS CARD

- 6.1. - **Card Issuance** - HR Division shall issue Access Card to authorized personnel.
- 6.2. - **Card Ownership** - Access cards are sole property of GPA.
- 6.3. - **Lost, Stolen or Damaged Cards** - Lost, stolen or damaged cards must be reported to Computer Services, HR or PSCC immediately.
- 6.3.1 - Damaged/Defective cards are defined as:
  - 6.3.1. a Physical damage (cracked, bent or kinked card),
  - 6.3.1. b System not responding to a particular Access Card. (no physical sign of damage), defective card.
  - 6.3.1. c Unable to program Access Card. (no physical sign of damage), defective card.
- 6.4. - **Re-issuance for Lost/Stolen or Damaged Cards** - HR shall replace all lost, stolen or damaged cards. A ten dollar (\$10.00) fee shall be charged to the card holder for a new replacement access card.
- 6.5 - **Deactivation of cards** - Cards reported lost or stolen shall be deactivated and the sequence number must be removed from the system. Damaged cards must be turned in for exchange of a new replacement card. Damaged card sequence number will be deactivated and removed from the system database.
- 6.6. - **Misuse of Access Card** - Access cards are for Official Use Only. Any misuse or handling of cards shall not be tolerated and shall be dealt with the GPA Code of Conduct, accordingly.

## 7. VEHICLE ACCESS

- 7.1. - Only GPA official vehicles are authorized to be on/inside the Cabras Compound.
- 7.1.1 - Only single vehicle entry or exit is allowed at a time. The operator of each vehicle must swipe his/her Access Card to enter or exit the Cabras Compound.

- 7.1.2 - If more than one person is in the vehicle, (another Employee, Guest, Contractor, PMC Contractor), PSCC Dispatcher shall be notified in advance or via remote intercom, name of person(s) in the vehicle, purpose and duration for the visit.
- 7.1.3 - Failure to comply shall result in termination of vehicle access capability and disciplinary action in accordance with the Personnel Rules and Regulations.
- 7.1.4 - No Employee, Contractor or PMC Contractor, or vendor POVs' are allowed on/inside the Cabras Compound without the General Manager's or AGMO's authorization. All other vehicles must obtain authorization from the PSCC Dispatcher or Designee to enter or exit the Cabras Compound via remote intercom.
- 7.2 - PSCC Dispatcher or designee shall record the purpose for the entry, the vehicle license plate number, the drivers name and the names of any other individual(s) in the vehicle and their intended duration.
- 7.2.1 - In the event of an Emergency, Natural Disaster or Act of God all emergency and safety vehicles and personnel (Guam Police Department, Port Authority Police, Guam Fire Department, Military Fire Department, and/or Guam Homeland Security) shall be allowed entry.

## **8. ACCESS VIA PEDESTRIAN TURNSTILE**

- 8.1. - Each Employee must individually swipe his/her Access Card to enter into the Cabras Compound.
- 8.1.1. - In the event an Employee fails to bring his/her issued access card, the Employee shall contact the PSCC Dispatcher or designee via remote intercom for authorization to enter.
- 8.1.2. - PSCC shall verify that the requesting Employee is a bona fide GPA Employee. If in doubt PSCC shall contact HR for verification purposes.
- 8.1.3. - Only Single Entry is authorized through the turnstile.
- 8.1.3.1 - Multiple entries prohibited (Piggy backing).
- 8.1.3.2 - Failure to comply will result in with disciplinary actions in accordance with the Personnel Rules and Regulations.
- 8.2. - Contractors, Guest and/or Visitors shall obtain authorization from PSCC prior to entry.
- 8.3. - PSCC Dispatcher or designee shall record the purpose for the entry, the POC, and the intended duration.
- 8.4. - PSCC Dispatcher or designee shall record the time the authorized individuals exits the Cabras Compound.
- 8.5. - POC shall escort and be responsible for his/her Contractor, Guest and/or Visitor while on the premises.
- 8.6. - Written notification shall be given to PSCC Dispatcher or designee for scheduled activities such as Cabras Warehouse Inventory, group tours, and/or VIP visitors.
- 8.7. - PSCC Dispatcher or designee shall be given notification for unscheduled visits by the responsible division Manager.

## **9. SYSTEM / DATA BACKUP**

- 9.1. - PSCC shall be responsible for a monthly backup, and shall be stored in Monthly and shall be stored in a DVD type storage media.