
	Instruction Conduct visitations	Instruction: I028-001
		Doc no: 2005-0050311

Conduct visitations

Location RWE Generation NL
Department Security
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Document information				
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Changes compared to previous version				
- Periodic review, no substantive changes				
Purpose instruction				
Achieve that the conduct of visitations is carefully recorded so that work is carried out within the frameworks of legislation and company rules with the ultimate aim of preventing theft, misappropriation of property and goods, bringing unwanted materials and products that may pose a threat.				
Related documents				
Type of document	Title			Code
input	Instruction Access and guard sites			I039
input	Process Access and monitoring sites			P039
input	Safety behaviour instruction			I101

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Terminology & abbreviations

Abbreviation/term	Meaning
Security officer	RWE Generation NL security officer or a hired employee of an external security service
Visitation	Examination of luggage, clothing and vehicles by asking persons to show the contents of, for example, coats, suitcases and bags or to open vehicles for inspection

Scope

All production sites of RWE Generation NL.

Introduction and procedure

Objectives visitation

- Check for goods not allowed on the premises, such as weapons, alcohol or drugs;
- Control of ownership of goods and documents;
- Checking for hazardous substances (potentially harmful to health and the environment) and whether they have the required safety data sheets.

The site instructions for each location on the supply and removal of materials regulate how these may be brought with you when entering the site and taken when leaving the site. Compliance with these site instructions can be checked by means of visitation.


Anyone wishing to enter or leave the premises is expected to cooperate with a visitation.

At the entrances to RWE's premises, it is indicated that when entering and leaving the RWE premises, clothing, luggage and vehicle may be subject to a search.

Visitation can be preventive and random or in case of suspected violation of the rules, such as theft. In this case, the Plant Manager or his deputy instructs the security service.

The visitation of persons and their luggage will have to be carried out by at least two persons. At least one of these will be a designated and authorised security officer. Optionally, a second person may be an employee of RWE.

This should take place in a restricted area where privacy and discretion should be guaranteed. When visiting a female employee, a female security officer should be present.

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Authorisations and instruction on visitation

During a visitation, the security officer is only authorised to:

- Request the person to be searched to open his or her luggage or the vehicle, or show the contents of clothing;
- When seeing RWE Generation (marked) goods ask for a valid disposal certificate or proof of user ownership (laptop/phone);
- If unable to produce a valid discharge certificate, request the person to voluntarily place the goods in temporary custody (max 1 (day) shift) under a receipt;
- On seeing goods for which no order or permission has been given to bring them onto the premises or have them in possession, inform the person that the goods will not be allowed on the premises. The goods may be left with the security department with proof of receipt.

A visitation report of each visitation is drawn up by the security service in case of discrepancies. This report is stored by the Security Department for 3 months. The Plant Manager or his/her deputy will be informed of the deviation by the Security Department.

In case of a serious suspicion of an offence or undesirable behaviour, an investigation will be launched by order of the Plant Manager or his deputy. Instruction I101 Security Behaviour may then apply.

In case of violations and deviations, RWE routinely calls in the Police after being instructed by the Plant Manager or his deputy.

Failure to cooperate with visitation may result in denial of access to the premises.

During visitations, the following data should be recorded:

- The starting time and duration of the review period;
- The criteria on which persons and vehicles are selected. In a scheduled visitation, this is random and random;
- The names of the security staff conducting the visitation.

Forms and tools

- Temporary proof of discharge document (Doc.no: 2003-0060981)
- Final proof of discharge document (Doc.no: 2003-0062962)