

Section E – Opérations

DIRECTIVE RELATED TO THE MANAGEMENT FOR VIOLATIONS TO THE SECURITY AND SAFETY REGULATIONS

E-04

SUBJECT

In accordance with articles 61 and 62 of the Canada Marine Act, article 10.1 of the Port Authorities Operations Regulations, and article 391 of Marine Transportation Security Regulations of Canada, the TRPA implements the following control measures to ensure the safety of goods and people by the respect of the safety and security rules throughout the territory under its responsibility.

RECIPIENTS

Direction of Operations
Security Officers

CONTENT

- 1.0 Security violation
- 2.0 Safety violation
- 3.0 Aggravating behaviors
- 4.0 Fail to contact TRPA
- 5.0 Other dispositions

RESPONSIBLE FOR THE ENFORCEMENT

The director of Operations is responsible for the enforcement of this directive.

ADOPTION

This procedure has been deposit to the Board of Directors on the 23rd day of October 2013.

(The masculine gender is used without discrimination and solely for the purpose of brevity.)

1.0 Security Violation

- 1.1 In case of lending an access pass and/or failing to pass one's card under the readers at the gates or refusal to identify oneself to a security guard or port officer.

Security Violation		
Number of Violations	Actions	Consequences
1 st	The officer deactivates the pass	<p>A «Notice of Pass Suspension » is given to the offender, who must then contact the assistant operations manager within 5 working days of receiving the notice.</p> <p>A notice of violation letter forwarded to the employer.</p> <p>A notice of violation forwarded to Transport Canada for file review and record.</p> <p>Reactivation administrative monetary penalty: \$25</p>
2 nd	The officer deactivates the pass	<p>A 2nd «Notice of Pass Suspension » is given to the offender, who must then contact the assistant operations manager within 5 working days of receiving the notice.</p> <p>2nd notice of violation letter forwarded to the employer.</p> <p>A notice of violation forwarded to Transport Canada for file review.</p> <p>Reactivation administrative monetary penalty: \$50</p>
3 rd	The officer withdraws the pass. Access right to the Port of Trois-Rivières is immediately suspended.	<p>A 3rd «Notice of Pass Suspension » is given to the offender.</p> <p>Immediate suspension of access right to the port.</p> <p>File forwarded to Transport Canada for a case study, possibility of temporary or permanent suspension depending on the severity of the offense.</p> <p>3rd notice of violation letter forwarded to the employer.</p> <p>Reactivation administrative monetary penalty: \$100</p>

2.0 Safety Violation

2.1 In the case of a traffic violation for all vehicles throughout the territory under TRPA's jurisdiction.

Safety Violation		
Number of Violations	Actions	Consequences
1 st	Offender is given a verbal notice of infraction.	"Traffic Violation Letter" is sent to the employer.
2 nd	Offender is given a verbal and a written notice of infraction.	"Traffic Violation Letter" which includes the next consequence is forwarded to the employee. 2 nd "Traffic Violation Letter" forwarded to the employer.
3 rd	The officer deactivates the access pass	Deactivation of the access pass without suspension of the access right the port. The offender must then contact the assistant operations manager within 5 working days following the deactivation. 3 rd notice of violation letter forwarded to the employer. Reactivation administrative monetary penalty: \$25
4 th	The officer deactivates the access pass.	Deactivation of the access pass and suspension of the access right the port with a vehicle for 30 days. The offender must then contact the assistant operations manager within 5 working days following the deactivation. 4 th notice of violation letter forwarded to the employer Reactivation administrative monetary penalty: \$50
5 th	Supplier/Visitor The officer withdraws the access pass and immediate suspension from the Port of Trois-Rivières.	The offender's access right to the Port of Trois-Rivières is definitely suspended. Notice of violation letter sent to the employer.
	Employees The officer withdraws the access pass	Sanction in collaboration with the employer and the Trois-Rivières Port Authority The suspension may be temporary or permanent, according to the severity and/or the repetitive nature of the violations. 5 th notice of violation letter sent to the employer. Reactivation administrative monetary penalty: \$50

3.0 Aggravating behaviors

Certain behaviours may immediately lead to the higher steps, such as failure to respect railway crossings, dangerous driving, impaired driving, road rage, verbal aggression, disrespectful language and/or attitude, etc.

4.0 Fail to contact TRPA

Any person who fails to contact, as requested, the assistant operations manager, within 5 working days of receiving the notice of pass suspension, may have their access to the Port of Trois-Rivières suspended for a period of 90 days and receive a reactivation administrative monetary penalty of \$100.

5.0 Other dispositions

- 5.1 In accordance with the laws and regulations in effect, the Trois-Rivières Port Authority may refuse access at the port's facilities to any person refusing to submit to its regulations. The TRPA may withdraw the access right at any time and for any reason whatsoever.
- 5.2 Every violation recorded in a driver's file shall become void 2 years after the violation.
- 5.3 These measures take effect on February 1st, 2013.