



**SUBIC BAY DEVELOPMENT
and
MANAGEMENT CORPORATION,
INC.**

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Revision Code: Draft Page 1 of 7

Issue Date: September 26, 2012

**STANDARD OPERATING PROCEDURE AND GUIDELINES FOR RFID
ISSUANCE**

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1. INTRODUCTION

This procedure prescribes the procedure and mechanics for RFID pass acquisition.

2. SCOPE OF THIS PROCEDURE

This procedure is applicable to all SBGP Locators, their sub-lessees, employees, service providers, suppliers, and SBGP By-passers.

3. RESPONSIBILITIES

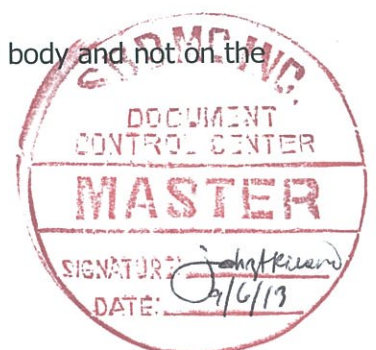
3.1 **MIS/Security** – Responsible for the RFID Issuance and Technical Support

3.2 **ISD** – Responsible for the Evaluation and Approval of RFID Applications

3.3 **FAD** – Responsible for the RFID Payment Collection

4. GENERAL GUIDELINES

- SBGP is a private area where access and movement are regulated in order to protect and preserve the security, safety and general welfare of the SBGP Locators.
- SBGP RFID is a shared operation between 3 departments: ISD (Evaluation and Approval), MIS/Security (Issuance and Technical Support) and FAD (Payment Collection).
- Vehicles of SBGP Locators and their employees, sub-lessees, service providers and suppliers shall bear the most recent and valid SBGP RFID sticker. The SBGP RFID sticker pass should be placed on the underside center part of the vehicle's windshield (4-Wheel); for 2-Wheel vehicles sticker should be placed on top of the headlights or handle assembly respectively.
- The RFID Stickers is valid only for 1 year from issuance.
- No RFID Cards shall be issued, only sticker type RFIDs. All issued RFID cards for renewal should be replaced with sticker type RFID.
- The registered owner of the vehicle has the full responsibility over his/her authorized driver.
- For Motorcycle vehicles, the RFID sticker should be mounted on the body and not on the driver's helmet.





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5. REQUIREMENTS IN APPLYING OR RENEWING RFID ACCESS

- 5.1 Certification from the locator that the vehicle is a company-owned vehicle, owned by its permanent employees or, vehicle-providing shuttle service to its employees or registered to its suppliers or service providers.
- 5.2 Photocopies of vehicle's Certification of Registration and Official Receipt.
- 5.3 Valid Company ID for SBGP Locator's employees
- 5.4 Photocopy of Driver's License
- 5.5 For sub-lessees, copy of the sublease contract and consent by SBDMC
- 5.6 Copies of Contracts of Contractors, Suppliers and Concessionaires of SBGP Locators.

6. EVALUATING DEPARTMENT

- ISD Department shall evaluate and verify all the submitted requirements before issuance of the RFID Sticker. Original copy of the above-mentioned documents should be presented as well for authentication.

7. ISSUING DEPARTMENT

- MIS/Security shall issue the RFID upon approval and assessment of ISD. MIS/Security will be responsible for orientation to users regarding proper usage of RFID Access.

8. VEHICLE PASS APPLICATION COLOR-CODED FORM

Pass Type	Form Color
Employees (Direct Locators and Sub lessees)	Cherry
Locator Company Car (Sub lessees)	Yellow
Gate Passers	Blue
Company Vehicle – Direct Locators	White
Complimentary	Peach





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9. PROCEDURES FOR RFID APPLICATION AND RENEWAL

Step 1	Proceed to the ISD Front Desk and get Vehicle Pass Application Form	Fill up the form completely with vehicle and owner's information
Step 2	ISD personnel will check and verify the type of application and exact fee.	MIS/Security personnel will encode the information to the RFID Database
Step 3	Applicant will pay the corresponding amount	A receipt from FAD will be given to the Applicant
Step 4	Applicant will present the copy of OR to claim the RFID Sticker to the MIS/Security Personnel	MIS/Security personnel will assist the applicant to attach the RFID Sticker on the windshield of the vehicle. For motorcycle: mounting is on the body. Orientation on usage will be given to new applicants





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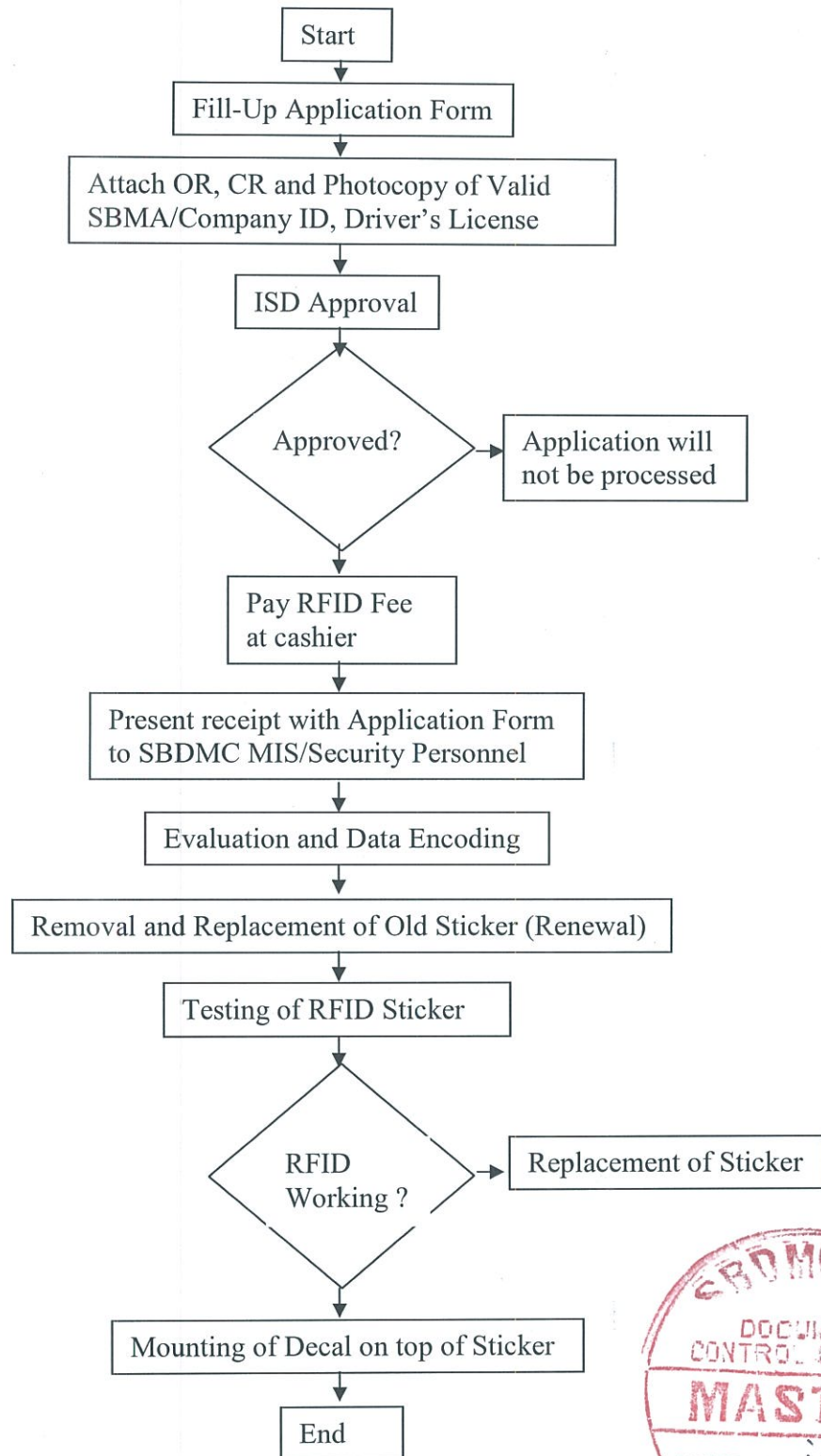
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RFID APPLICATION/RENEWAL FLOWCHART





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10. SPECIAL ISSUANCE OF RFIDS

Vehicle specifications / modifications, which results to poor reading of UHF readers:

**Vehicles with Heavy Tint / Thick
Windshields**

Naked Braided Wire Tag RFID will be issued.

Motorcycles: Naked Braided Wire Tag will
be mounted on top of the headlights

11. COMPLIMENTARY RFIDS

- A request form for complimentary RFID will be filled-up with the required information and stating the reason for the request. Issuance of complimentary RFIDs shall be subject to approval of the COO.

12. RFID RULES AND REGULATIONS

- 12.1 No Tail-gating, one vehicle apart
- 12.2 Proceed only when light turns green or security guard signals you to proceed
- 12.3 Wait for the vehicle in front to enter/exit and wait for you turn.
- 12.4 Slow down / Reduce speed when approaching automated barrier gate, observe speed limit.
- 12.5 After sunset, turn on headlights when entering/exiting SBGP vicinity
- 12.6 Observe FIRST STOP FIRST TO GO policy
- 12.7 Avoid misuse of UHF sticker, it may result to poor reading and malfunction
- 12.8 Replace worn-out, damaged, and expired stickers(with fee). Stickers are heat sensitive
- 12.9 SBDMC will not be held liable for any damages to vehicles as a result of disobedience of traffic procedures.
- 12.10 During rainy season, make sure to drive slowly when entering/exiting SBGP vicinity. Rain may affect the quality of reading capability of the UHF readers.
- 12.11 RFID users encountering accident in the sentry area will be held liable. Ex. Side swiping of any equipment etc.
- 12.12 Trailer trucks are not allowed to enter Gates 2, 3 and 4; Only at Main Gate
- 12.13 Inbound/Outbound vehicle towing another vehicle is not allowed to enter/exit Gates 2, 3 and 4 only at Main Gate Sentry
- 12.14 No sharing of RFID Access. Penalties will be applied for violators. See Miscellaneous-RFID Blocking





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13. MISCELLANEOUS

- SBDMC has the right to revoke RFID access of vehicles who are found to have repeated violations with SBDMC

Penalties:	
1 st Offense	Oral Warning
2 nd Offense	RFID Blocking with Penalty of P 1,000.00 to be paid prior to re-activation.
3 rd Offense	Revocation of RFID Access

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