



Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
STANDARDS)

PROCEDURE FOR VISITOR CONTROL



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-037

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Revision Date: 01-11-2021

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1. Purpose

This procedure only covers such persons who will not be carrying out any physical work and who are not regularly employed at a site of Bangladesh Power Development Board (BPDB).

2. Scope

This procedure provides sufficient information to ensure that the visitor(s) are aware of the hazards that may exist within the site and to assist them in avoiding such hazards and possible injury. BPDB employees are responsible for the implementation of such requirements as necessary to safeguard personnel. This procedure applies to employees and its contractors of BPDB.

3. Terms and Definition

None

Abbreviations

BPDB – Bangladesh Power Development Board

4. Roles and responsibility

N/A

5. Procedure

Any person not employed by BPDB shall be considered as a site or plant visitor. In general, all visits to site/plant should be pre-arranged, and all visitors should comply with the following guidelines:

- A visitor's logbook shall be maintained at Main Gate. The logbook shall contain the visitor's name, company name, time of check-in, time of checkout and name of employee whom visitor intends to meet.
- Every visitor must register In and Out at Main Gate.
- All visitors shall receive induction training either at Main Gate or at the reception. They shall sign a Visitor Check-in Sheet and the Visitor Safety Rules upon their initial visit to the plant (See Appendix 1). The copy of signed sheets shall be retained for a minimum of three years. Refresher frequency of induction training will be annual.
- Before any visitor can have access to the site/plant, they must be briefed on the actions required of them in case of an emergency. As a minimum, the visitors shall be instructed on the audible "warning horn" or other emergency signals used by the site/plant and the Muster area to report to in case of an emergency or abnormal condition.

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- Visitors shall be met by the responsible employee of the site at the Reception Area.
- Visitors are not authorized to move within site operational areas without approval and accompanied by a designated BPDB employee.
- Plant Management has the authority to refuse/restrict the movement of the visitor(s) inside the plant.
- Visitors shall be required to wear a yellow hard hat, which will identify the visitors.
- Possession of firearms is prohibited on plant property.

Appendix - 1

WARNING

The site contains the following potential hazards: Electricity, Steam, Heat, Pressurized Lines, High Noise Areas, Fire, Chemicals and Rotating Equipment

For Your Safety, BPDB Sites requires all visitors to obey the following rules:

- I. Unauthorized persons coming into a Power Station, S&D or a similar site, are to be met by the operator-in-charge or someone delegated by him and politely referred to the proper person for permission to visit the station. In all cases, visitors, whether BPDB employees or not, must be asked to sign the visitor's book.
- II. Visitors are to be treated as guests BPDB and every courtesy is to be shown by all employees who may come into contact with them.
- III. Except in special cases, visiting hours will be from 10:00 A. M. to 2:00 P.M. (Daily) Saturday to Thursday.
- IV. It is the duty of the operator-in-charge to see that visitors, whether BPDB employees or not, are not allowed in the control room or in dangerous sections during trouble or times of stress. It will further be his duty to see that visitors are not allowed to approach dangerous areas, or in any way interfere with operation, and he must take such steps as may be necessary in his judgment to carry out these instructions. Before occurrence of emergencies visitors already inside should be escorted to the visitor room and be requested to wait till the emergency is over.
- V. During emergencies such as wartime, riots serious plant troubles, epidemics and periods of labor unrest, all usual visitors' privileges shall be cancelled for an indefinite period. Under such conditions no person is to be admitted without first producing a valid pass or proving his identity, as an employee. Any special instructions issued on such occasions must be strictly observed.
- VI. Personal protection equipment will be provided. Hard hats must be worn at all times in the plant area. Hearing protection such as earmuffs or earplugs must be worn in designated high-noise level areas. Safety type glasses must also be worn when in plant areas.

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- VII. For site visits that involve a visit to the plant area, clothing appropriate for an industrial type plant should be worn. Shoes should be of the sturdy type - no high heels/open type shoes.
- VIII. Clothes should be of the type that has no flapping/trailing edges that may catch on rotating equipment or other items of plant. Long sleeve apparel must be worn in areas where there is a danger of contact with hot surfaces.
- IX. Long hair must be tied back, covered by hairnet or similarly protected to ensure that it cannot be trapped in equipment.
- X. Smoking is not permitted except in designated areas.
- XI. Do not restrict or block access to emergency equipment i.e. fire extinguishers, safety showers, stairways, escape routes etc.
- XII. Possession or use of alcoholic beverages and/or drugs on the plant property is strictly forbidden at all times.
- XIII. Horseplay or practical jokes are strictly prohibited within the plant confines.
- XIV. Vehicles shall be parked only in designated areas. Visitor parking is provided in front of the Administration building.
- XV. In case of emergencies, announced by the sounding of a horn, immediately leave the area and report to the nearest designated assembly point.
- XVI. Maximum speed limits on site is 20 MPH. Drive carefully and never overtake any moving vehicle, be watchful for site equipment/personnel moving around site.

6. References

ISO 45001 : 2018 Standard

7. Appendix

Register for interested parties

8. Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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