



RPYC – Policy & Procedures

Function:	Contractors Cards
Department:	Marina Administration
Completed By:	Marina Admin Coordinator
Task overview:	Issuing of Contractors Cards

TERMS AND CONDITIONS

Contractor cards are organized when particular contractor requests for employees of his/her company to be allowed access to marina (work related). All contractor companies must provide copies of their Worker's Compensation and Public Liability Insurance "Certificate of Currency" for our records. Contractors can be approved/not approved by the Marina Management Committee (MMC) prior to card issuance, at the next scheduled MMC meeting.

Contractor cards are being produced/printed by Marina Administration at the office. The Marina Administration is to advise contractor when cards are ready and that they are required to pay a fee prior to card being processed.

The cost of a contractor card is K59.50 incl. GST (Fees change yearly)

PROCEDURES

- Contractor must maintain a register which shows: -
 - i) employee using card
 - ii) date and time
- Contractor employee must wear the card where it is visible for the security personnel to allow access at main gate. Any contractor without a current year contractor card will not be allowed access.
- Strictly one contractor card to a person
- Contractor employee must wear the card at all times when in the marina.
- A contractor card does not allow the employee entry into the clubhouse, unless they are required to do a job.
- Contractor employees are restricted to the immediate area of the boat/area that they are working.
- Contractors are allowed on Marina from 0800hrs till 1700hrs from Monday to Friday & 0800hrs till 1300hrs on Saturday. All other times by arrangement with the RPYC Management.
- Contractors are not permitted on the marina on Public Holidays
- Contractor cards are to be renewed yearly.