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<b>Rev 2.1</b>	<b>Update the safety requirements for the equipment operations</b>		<b>2021-11-20</b>
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## **1. General Requirements**

- 1.1 Following free zone rules shall be applied to free zone companies, including its employees, labors, contractors and visitors as a client.
- 1.2 These Free Zone Rules are available on DIFTZ's Website and can also be obtained request from International Djibouti Industrial Parks Operation FZCO (hereinafter referred to as "IDIPO").
- 1.3 IDIPO may issue a notification in relation to any matter provided in these Free Zone Rules and may appoint an authorized representative, as it may deem necessary, for the implementation for any part of these Free Zone Rules.
- 1.4 A client shall have a valid lease to operate in the Free Zone.
- 1.5 A client shall have a valid license to operate in the Free Zone.
- 1.6 Violation of these free zone rules is subject to such procedures and penalties as prescribed in Rule 8 herein.

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## 2. Premises and Power Supply

2.1 A client shall obtain the approval from IDIPO in prior to proceed any construction on the land plot or modification on the ready built premises.

2.2 A client shall conduct its operations in an environmentally clean and safe manner, and to avoid nuisance to other clients.

2.3 Application for provision of electrical supply to a premises shall be submitted to IDIPO for the approval.

## 3. Goods and Products

3.1 Manufacturing, trading or marketing of contraband items is strictly forbidden. The following goods are forbidden from entry into the free zone:

- a) Flammable goods except for fuels necessary for operations as permitted by the concerned authority in supervision over the Free Zone markets, subject to the conditions specified by the competent authorities.
- b) Radioactive materials.
- c) Arms, ammunition and explosives, unless authorized by the competent authorities.
- d) Goods infringing the laws of protecting commercial and industrial property.
- e) Illicit drugs or similar substances.
- f) Goods originating in a country boycotted economically by Djibouti; and goods prohibited from entering the free zone or Djibouti.

3.2 Handling and warehousing dangerous goods (according to United Nations classification) in the free zone, clients must ensure that effective risk prevention measures are in place and certified by the recognized 3rd party certification body. Clients shall be responsible for the loss or damage caused thereby.

## 4. Insurance

4.1 A client shall be obligated to take all necessary measures to protect all personnel, goods and property in the Leased Premises, including but not limited to hanging or posting security identifiers; setting up safety protection facilities and equipment; buying full insurance for its personnel, property and liability and other necessary measures as required by the relevant laws and regulations of Djibouti and Lessor time from time. Any damages and losses to goods, property and personnel, not due to Lessor's responsibility,

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but incurred in the area used by Lessee shall be borne by Lessee. And Lessee shall make compensation for all losses caused to Lessor.

- 4.2 A client is obligated to procure the insurance for its goods and property inside the Leased Premises and other necessary insurances covering the operation and management in the Leased Premises. IDIPO will not be liable for loss or damage to clients' possessions, due to any reason, including theft or natural calamities.
- 4.3 A client shall procure working injury, accident, and the third-party liability insurance and other necessary insurances for its employees and labors working in the DIFTZ.

## **5. Health, Safety and Environment**

### **5.1 General**

- 5.1.1 All clients are required to provide written details of a contact person to IDIPO I security in order to facilitate fast responses in the event of fire, burglary or other incident.
- 5.1.2 Public Road, paved ground in front and behind warehouses and corridors, between offices of buildings and open areas, and between premises, are not to be used for placement or storage of equipment, waste, truck, container, or other items. (except for other arrangements by the written agreement)
- 5.1.3 Cooking is not permitted in the Premises. Warming up dishes and boiling water is allowed inside the enclosed room, but shall be kept the safe distance with other stuff.
- 5.1.4 All clients shall keep the good housekeeping of the premises. The waste is to be deposited in the designated area.
- 5.1.5 Smoke is forbidden outside the designated area, especially is forbidden in the operation area such as warehouse and yard. Violators may incur fines. Henceforth, if anyone found to smoke in such areas would be cancelled the access IC Card and is not allowed to enter DIFTZ anymore within one month.
- 5.1.6 In an emergency, IDIPO can enter into the clients' premises for inspection without prior notice to ensure compliance with these Free Zone Rules. The Client has an obligation to cooperate with IDIPO routine inspections and facility maintenance
- 5.1.7 Unstuffing operation (loading the truck directly from the container) is forbidden in the warehouse area. In case of violation a fine to be imposed.

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## 5.2 Reporting of Accidents or Serious Illnesses

5.2.1 In addition to contacting the relevant public emergency service, in the event of an employee suffering contagious / serious illness or emergency medical condition or an accident / incident / fire, it shall be the client's responsibility to immediately report the same to the security control center. The security control center shall then notify the relevant emergency services.

The following is the contact information of Djibouti's public emergency services:

NO.	Emergency Responder	Contact
1	Police	17
2	Fire Department	18
3	Ambulance( SMUR)	119

5.2.2 Within one day of an accident, a client must present a written report to IDIPO to provide the detailed information about when/why/how the accident happened and loss of this accident.

## 5.3 Waste Management Services

5.3.1 IDIPO will be responsible for the provision of waste management services (including but not limited to the collection and disposal of domestic waste generated at the premises of clients) directly or through any of its affiliates or an outsourced service provider to all clients in the free zone. Charges for provision of waste management services will be as announced from time to time.

5.3.2 It is the clients' responsibility to clean their own area waste, especially the warehouse operation area which is 17 meters area in front of the warehouse, and transport the waste to the garbage pool. And a client shall clean his own area within one day, otherwise IDIPO will clean the waste for the client and charge the service fee according to the workload.

## 5.4 Fire Protection, Fire Prevention and Fire / Emergency Control

5.4.1 A client shall cooperate and comply with fire protection, fire prevention and fire / emergency control preventive and fire control measures taken by IDIPO.

5.4.2 A client who has leased a ready built premises which have been modified or a plot whereupon the client has constructed, must ensure that effective fire protection systems, complying with local regulations, are installed.

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- 5.4.3 Djibouti fire department or any other competent authority is authorized to take full control of a fire-fighting situation. Where there is reasonable justification, firefighting personnel are authorized to make a forced entry into a premises. Such reasonable justification includes but is not limited to where firefighting personnel have reasonable suspicion of a fire and the Premises is unmanned, unguarded, closed or locked, or where failure to do so could result in significant loss. IDIPO shall not be liable for loss that may be caused to the premises of the client due to fire.
- 5.4.4 The access to fire prevention facilities and equipment e.g. the fire panel, fire extinguishers and emergency exits etc. shall never be blocked. Goods inside the warehouse should be stored in separate stacks. The distance between the goods and the walls is not less than 50cm.
- 5.4.5 The charging of vehicles or mobile equipment such as forklift trucks shall only be in the designated area.
- 5.4.6 Any electrical work is only to be carried out by a fully qualified and licensed electrician.

## 5.5 Personal Protection Equipment

People must wear safety footwear, high visibility clothing or vest before enter operation areas. Only shoes that fully cover the foot and toe and have a rigid structure that supports the foot are allowed to be worn in operation areas.

## 5.6 Equipment safety operation

- 5.6.1 A client shall be responsible for the safety management for the equipment operations, like the operations of reach stacker, forklift, truck, crane, etc. Any damages and losses to goods, property and personnel caused by the equipment operations shall be borne by the client.
- 5.6.2 A client shall provide full safety operation training to the equipment operator and submit the safety training record, operator qualified certificate and safety operation management manuals to IDIPO to apply for the access permit into DIFTZ.
- 5.6.3 When operating the equipment, the client should deploy a safety supervisor to be responsible for safety supervision and assist the operator, and ensure that there shall be no personnel within 8 meters of the equipment.
- 5.6.4 For the reach stacker operations, the client and operator shall comply with the following detailed requirements.

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- 1) It is not allowed to travel long distances with the container, and the longest distance cannot exceed 50 meters;
  - 2) When lifting the container, retract the telescopic boom, lift the container to about 3 meters above the ground, and observe the road under the container and in front of the truck.
  - 3) When driving the reach stacker to grab the container, only when the road is flat and straight forward, it is allowed to drive at the maximum speed. When stacking containers at a high place or when driving extending boom, the driving speed should not exceed 3km/h. It is forbidden to travel long distances with heavy container.
  - 4) When waiting for the truck with container, it shall not be suspended for a long time.
  - 5) A reach stacker with a radius of 8 meters is a dangerous area, and pedestrians cannot approach it.
  - 6) When pedestrians are found walking during operation, the operation should be stopped actively, and the operation should be performed after confirming that the pedestrian has left the operation area.
  - 7) When the reach stacker is reversing out of the container area, pay attention to look out, and the speed should be slow and the horn should be sounded .
  - 8) The reach stacker operation must be stopped when someone is walking in front of the operation direction.
- 5.6.5 For the forklift operations, the client and operator shall comply with the following detailed requirements.
- 1) It is forbidden to travel long distances after raising the goods.
  - 2) It is forbidden to use the inertia of the brake to release the cargo.
  - 3) It is forbidden to shovel combustibles directly with forks.
  - 4) It is forbidden to work on slopes with slopes greater than 15%.
  - 5) It is forbidden to carry people on pallets and forks.
  - 6) Glide in neutral is prohibited.
  - 7) It is forbidden to use two dispenser handles at the same time.
  - 8) Single fork operation is prohibited.
  - 9) It is forbidden to flip over the pallet with a fork.

## 6. Traffic Affairs

### 6.1 General

- 6.1.1 The roads in the Free Zone are treated as public roads. A driver or operator of a vehicle or equipment must be in possession of a valid license issued by the authority and any other competent authority, and suitable for the class of vehicle or equipment being driven or operated. Vehicles shall only be parked in designated public parking or in the Leased area; violators may incur fines.

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- 6.1.2 Vehicles and mobile equipment such as forklift trucks, including those whose operations are confined to the Client's Premises, need to be properly licensed by the authority before they are put into use. Operators and drivers of such vehicles and equipment must be in possession of a valid driving license issued by the authority suitable for the class of vehicles being driven.
- 6.1.3 No roads, walkways or pathways (or any part thereof) within the Free Zone may be sealed off, obstructed, restricted or excavated without the express written authorization of the Authority. Any person found to be in violation of this Rule 7 will be subject to a penalty as set out in the Tariff and will also be liable to pay all costs and expenses incurred by the Authority in rectifying any damage sustained due to such violation.

## **6.2 Traffic Safety**

- 6.2.1 Pedestrians shall travel on walkways.
- 6.2.2 Vehicles shall travel on driveways.
- 6.2.3 Vehicles **MUST** give way to pedestrians within areas that have been designated for pedestrians e.g., pedestrian walkways.
- 6.2.4 Pedestrians **MUST** give way to vehicles and other traffic within areas that have been designated for vehicles and other traffic e.g. driveways.
- 6.2.5 Designated tasks and areas **MUST** use barricading as required to prevent interaction between vehicles and pedestrians.
- 6.2.6 **DO NOT** exceed safe driving speed limits that have been put in place.
- 6.2.7 All drivers or operators of vehicles or mobile equipment must wear their seatbelts at all times where fitted.
- 6.2.8 Sleeping or rest under/near the truck is forbidden.

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## 7. Security

### 7.1 General

- 7.1.1 Djibouti Port Secure is tasked with providing security in the Free Zone and for authorizing movement of passenger vehicles and personnel into and out of the Free Zone. In the event of fire, theft, or other violations of security coming to the notice of a client, the client shall notify security. Where required security may notify or involve the Police.
- 7.1.2 Vehicles and personnel moving in and out of the free zone are required to have the appropriate pass or permit.
- 7.1.3 For security reasons, a client must inform security about any shift working arrangements.
- 7.1.4 Vehicles entering and leaving the Free Zone, shall be subject to search / security check, at the various entry / exit gates.
- 7.1.5 For a serious traffic violation occurring within the free zone, security shall notify the police for them to take appropriate action.
- 7.1.6 Firearms will not be allowed in the free zone. Any violation will be notified to the appropriate authority.
- 7.1.7 Photography or video recording within free zone is strictly prohibited. A client who may require to carry out photography or a filming session must approach IDIPO customer service for authorization.
- 7.1.8 Traffic accidents, incidents or violations shall be reported to security control center.

### 7.2 Security Guards

- 7.2.1 IDIPO may provide security guards at designated areas throughout the free zone but has no obligation or liability with respect to client premises.

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7.2.2 The Djibouti Ports and Free Zones Authority has designated Port Secure Djibouti FZCO as the exclusive Recognized Security Organization responsible for the provision of all security services within the designated maritime facilities and free zones in the Republic of Djibouti.

7.2.3 The client may have the own watchman who has an employment contract registered at DPFZA one-stop shop.

### 7.3 Drug, Alcohol and Khat Policy

IDIPO is concerned about the possibility of alcohol, drug or khat abuse in or around the free zone, which may adversely affect persons while on duty. Therefore, it is the policy of the free zone to make every effort to maintain a zero tolerance policy regarding drugs, alcohol and khat. For the sake of a client's own safety and the safety of all others who work in the free zone as well as the working environment, please report any suspected abuse of drugs, alcohol or khat to the security control center.

### 7.4 Security Control Center Contact

Address	Room 101, Service Center
Tel	2127 0701

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## **8. Violations of Free Zone Rules**

### **8.1 General**

- 8.1.1 Ignorance of the free zone rules shall not be a defence for lack of compliance thereof.
- 8.1.2 Serious violations will be subject to a fine as specified in the tariff.
- 8.1.3 The payment of any fine or penalty shall be in addition to and not in substitution of any the level of loss, damage and / or inconvenience caused by the offence.
- 8.1.4 IDIPO reserves its right to refer any violation to a court of law.
- 8.1.5 IDIPO reserves the right to ban the entry or exit of the staff or goods of clients who fail to remedy violations of free zone rules.
- 8.1.6 The intention to impose a ban will be notified to the client in writing and a period to remedy the breach may be allowed. Once imposed, the ban will not be lifted until the violation has been rectified.
- 8.1.7 IDIPO reserves the right to disconnect electricity supply to the premises in the event that any accounts payable to IDIPO are not paid within the prescribed period. A re-connection charge will be payable before the supply is restored.
- 8.1.8 In the event of failing to remedy the violation, following any additional warnings, the Free Zone reserves the right to re-possess the Premises, or take any action it deems necessary.

### **8.2 Health, Safety and Environment**

- 8.2.1 A Client shall comply with HSE regulations. IDIPO may take necessary action in the event of non-compliance including the actions in the scenarios below:
- a) Immediate danger to environment, health and safety:

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In such situations, IDIPO will issue a “Prohibition Notice”, which requires an immediate cessation of operations until such time as the required remedial action has been implemented to the satisfaction of IDIPO.

- b) Potential danger to health and safety and environment:  
For such situations IDIPO will issue a “Correction Notice”, specifying the necessary corrective action and the required completion date. This will however be discussed with the concerned client and IDIPO will approve the completion date. IDIPO will then monitor implementation to ensure a positive response.
  - c) Minor violations:  
For these situations IDIPO will notify the client of the violation. However, if there is a persistent failure to remedy these, then IDIPO will issue a “Warning Notice”, defining the necessary corrective action and appropriate completion date.
- 8.2.2 Unauthorized dumping within the Free Zone is an offence and IDIPO may impose appropriate financial penalties and non-financial sanctions on the offenders as per the current HSE regulations and schedule of tariffs and penalties or fines. In all cases the dumped material must be cleared, either by the offending client or by IDIPO who will charge the client accordingly.
- 8.2.3 IDIPO may impose a maximum financial penalty and non-financial sanctions as per the current HSE regulations and schedule of tariffs and penalties or fines for serious violations of HSE requirements.
- Some examples of serious violations are:
- a) Negligence leading to death or serious injury.
  - b) Discharge of untreated, industrial waste or hazardous materials without IDIPO approvals.
  - c) Mishandling, abandonment or unsafe storage of dangerous goods or materials.
  - d) Construction site violations with potential risk.
  - e) Operating equipment or machinery, or conducting activity without IDIPO approvals.
- 8.2.4 IDIPO may investigate the circumstances leading to a violation and the client shall cooperate with IDIPO for such investigation.
- 8.2.5 If the Client abandons goods on the premises or in the free zone then in addition to financial penalties IDIPO may take such measures as necessary to remove the

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abandoned goods, including disposing or auctioning the abandoned goods. The client shall lose claim of ownership over the goods once they are abandoned.

### 8.3 Unauthorized Entry / Exit

In the event of an individual entering the free zone without the appropriate authorization (pass, company employment card etc.), and where such entry is as a result of a client aiding and abetting such an entry, then the client shall be warned in the first instance. Subsequent violations shall result in a fine per unauthorized person entry / exit and IDIPO shall take action as deemed necessary.

### 8.4 Drug, Alcohol or Khat Abuse

The unlawful use of controlled drugs or substances, or the use of alcohol, or the use of khat in the free zone shall result in a fine per person.

### 8.5 Tariff

No.	Violation	Fine	Currency	UoM
1	Unauthorized occupying of public area within the free zone	500	USD	day
2	Unauthorized excavating within the free zone	1,500	USD	occasion
3	Unauthorized dumping within the free zone	3,000	USD	occasion
4	Smoke outside the designated area	2,500	USD	person
5	Khat abuse within the free zone	2,000	DJF	person
6	Unstuffing operation in the warehouse area	100	USD	occasion