

Memorandum

To: LPHA Users (regular/new/3rd party/etc.)
From: Long Pond Harbour Authority Inc.

Date: February 28, 2024

Subject: Request for Certificate of Liability Insurance & Port Safety Action Plan

Dear ALL Port of Long Pond Users:

The Long Pond Harbour Authority Inc. (LPHAI) requests from ALL Users of the Port the following information:

- A copy of **Certificate of Liability Insurance that names the LPHA Inc. as an “Additional Insured”**.
- A copy of your specific **Port Safety Action Plan**.
 - Note: Any Users who utilizes 3rd Party Contractors are required to provide their insurance/safety plans on their behalf.
- Your agreement to conduct regular port safety checks of your vessel(s), personnel, equipment, vehicles, and property being utilized at the Port, which are a required regulatory compliance.

Please advise the Harbour Master of ALL scheduled work being planned at the Port, including (but not limited to): planned vessel docking, planned 3rd Party Contractors, any pre-work job safety analysis meetings, and any specific safety concerns.

Sincerely,

LONG POND AUTHORITY Inc.