



INTER-OFFICE COMMUNICATION

DATE : **May 25, 2024**
TO : All Concerned
FROM : Mill Management
SUBJECT : **Restricted Areas inside the Mill**

Effective **May 29, 2024**, the following Security Protocols in every Restricted Area will be strictly implemented:

Restricted Area	Operators	Maintenance Personnel
Grinding Cyclone and Grinding Pump Floor	Only Grinding Operators are allowed to enter but to be escorted by Grinding Roving Guard .	Mechanics and Electricians must present a Permit to Enter approved by Foreman on duty . To be escorted by roving guard upon entry.
Falcon Building	Only Falcon Operator on duty is allowed to enter the Falcon Area. To be checked by Mill Roving or Gate 6 Guard from time to time .	Mechanics and Electricians must present a Permit to Enter approved by Mill Manager or OIC . To be escorted by security personnel for the duration of the repair.
ILR Building	Only ILR Operators on duty are allowed to enter the ILR Building. To be checked by CIP Roving Security from time to time .	Mechanics and Electricians must present a Permit to Enter approved by Foreman on duty . To be escorted by roving guard for the duration of the repair.
Stripping Building, Barren & Pregnant Tanks	Only CIP Operators are allowed to enter Stripping Bldg, Barren and Pregnant Tanks area. To be checked by CIP Roving Security from time to time .	Mechanics and Electricians must present a Permit to Enter approved by Foreman on Duty . To be escorted by security personnel for the duration of the repair.
Flotation Plant (abandoned area)	CIP operators entering the area must secure a Permit to Enter approved by the Mill Manager or OIC. To be checked by CIP Roving Security from time to time .	Mechanics and Electricians must present a Permit to Enter approved by Mill Manager or OIC . To be escorted by security personnel for the duration of the repair.
Refinery Building	Only Refinerymen on duty are allowed to enter the area, and will be monitored by the Refinery Security Guard at all times .	Mechanics and Electricians must present a Permit to Enter approved by Mill Manager or OIC . To be escorted by security personnel for the duration of the repair.
Metallurgical Laboratory, Sample Preparation Room	Only personnel under the Metallurgy Department are allowed to enter the area.	Mechanics and Electricians will be allowed to enter the building with a Work Requests from the Department. They must log their entrance and exit in the building.
Assay Laboratory	Only personnel under the Assay Department are allowed to enter the area.	Mechanics and Electricians will be allowed to enter the building with a Work Requests from the Department.





		They must log their entrance and exit in the building.
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Aside from the Permit to Enter, a **duly approved “Permit to Bring In/Out Item”** is required when bringing in and bring out tools or other work-related items from the Restricted Areas. **Personal Belongings are not allowed in all restricted areas.**

Failure to comply with these protocols will be subject to Security Interrogation and Disciplinary Action.

Alaine Milfred Villegas
Mill Manager

