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 Personne

Only Grinding Operators are allowed to enter but to be escorted by Grinding Roving Guard. Falcon Building 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. 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. Stripping Building, Barren & Pregnant Tanks area. To be checked by CIP Roving Security from time to time. Flotation Plant (abandoned area) Refinery Building 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. 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. Mechanics and Electricians must present a Permit to Enter approved by Foreman on duty. To be escorted by revoling guard for the duration of the repair. Flotation Plant (abandoned area) Refinery Building Only Refinerymen on duty are allowed to enter the area, and will be monitored by the Refinery Security from time to time. 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. 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. 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. Mechanics and Electricians must present a Permit to Enter approved by Mill Manager or OIC. To be esco	Restricted Area	Operators	Maintenance Personnel
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	They must log their entrance and exit in
	the building.

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



