

STANDARD PROCEDURE INSTRUCTION

Title		SPI
Plant Passes		10-9
Department	Supersedes SPI Dated	Effective Date
Administration	SPI 34-11 September 4th, 2009 November 15, 2013, July 30, 2014, January 16, 2018	August 29, 2018

Plant, Personal, and Vehicle Passes

1. PURPOSE

1.1 To provide procedures to manage the entry of people to Vale Manitoba Operations

2. SCOPE

2.1 Applies to all persons who require entrance to Vale Manitoba Operations in the Thompson Operations site.

2.2 The Standard Procedure Instruction (S.P.I.) Defines:

- Use of authorized passes
- Types of passes available
- How to obtain a personal employee picture pass
- Plant Drive in passes
- Authorization for passes

3. PROCEDURES

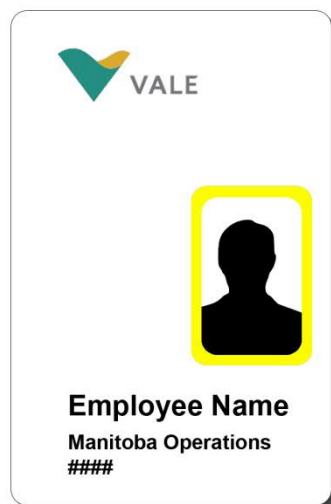
3.1 Use of authorized passes

- 3.1.1 All persons entering company properties must be in possession of an authorized pass, and must display this pass to security when present at the security gate(s). In addition to this requirement, all Persons shall produce their pass when requested by Security or Vale Management

Failure by an employee to produce a pass when called upon to do so, will result in a report being submitted to the Manager of Safety, Training, Health & Environment (STHE) and the matter brought to the attention of the employee's department Manager.

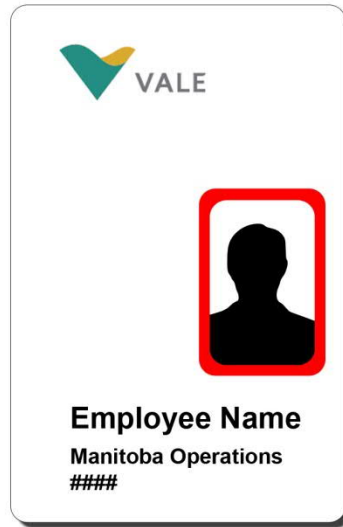
3.2 Types of passes available

3.2.1. **Personal Hourly Employee** Picture Pass, bordered in Yellow



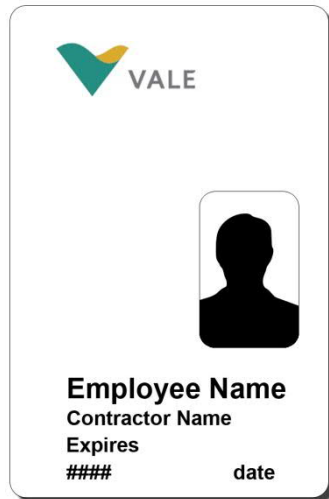
This pass allows an hourly employee to enter and leave company property without a vehicle.

Personal Staff Employee picture pass, bordered in Red



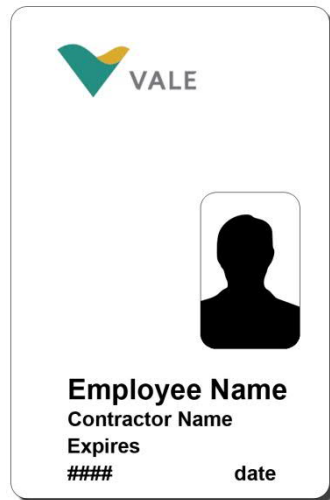
This pass allows a staff employee to enter and leave company property without a vehicle.

Security Personnel will have picture passes with no border.



This pass allows access to the plant property without a vehicle.
Pass is valid for 2 years – expiry date is on the pass.
This pass is authorized by the Manager of STHE.

Contractor / Vendor personal pass, will have picture passes with no border.



This pass allows access to the plant property without a vehicle. Pass is valid for 2 years – expiry date is on pass. This pass is to be authorized based on awarded contracts by the department manager.

3.2.2 Three part Special Pass and Release (Form #2016)

This pass is issued for temporary personal and vehicle entry of a short term nature. (For the purpose of this instruction, short term nature is defined as a period of less than 3 months) It is issued for Contractors and Vendors only.

The pass stipulates that in accepting the pass the holder assumes all risk of accident. These persons must be orientated or accompanied when deemed necessary. Passes must be approved by the department manager (or their designate in their absence).

3.3 How to obtain a personal employee picture pass

3.3.1 New employees are issued personal passes when the company hires them.

3.3.2 Vendor Passes are issued to vendors at the request of any of the department managers after the vendor's representative has been appropriately oriented.

3.3.3 The Contract Coordinator or Project Manager arranges the initial orientation. These vendors have a valid period shown on the pass and must be renewed on or before that date to remain valid. Contract employees are issued their personal pass upon completion of either contractor surface orientation or contractor underground orientation, whichever is applicable. This training is arranged with ASAP security by the contractor's employer or the appropriate Vale representative that is employing the contractor.

3.3.4. All employee passes lost or misplaced, must be replaced immediately.

Photograph passes may be obtained from the ASAP security main gate, between the hours of 7:00 A.M and 3:00 P.M, Monday to Friday, excluding statutory holidays.

3.4 Plant drive in passes for Vale Employees (Form #2362)

3.4.1 How to obtain a drive-in pass

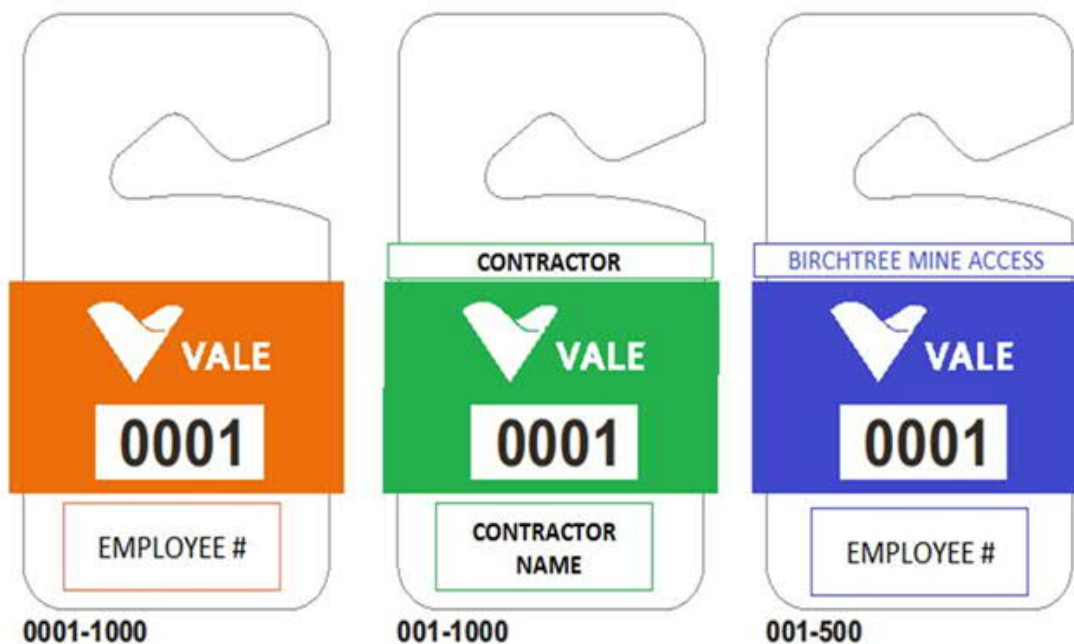
Vale employees can be provided a vehicle pass for site access of a short term nature. Examples of this include light duty, training, or relieving as a designated employee. Vale employees must fill out the application for vehicle pass located in this document (Form #2362). The application is then taken to the respective department Manager for their approval and signature. The department Manager will be final sign off. The document will then be processed after the Manager emails it to kirk.regular@vale.com. Drive in access will not be applied to a pass until the employee attends T1 Main Security Gate and is issued a red vehicle pass.

3.4.2 Employees who require and receive authorization to drive into the secured plant site will receive a Swipe Access Card for the Main plant site as well as a Red Vehicle Pass with Vale colors and logo. The vehicle pass will hang from the mirror. It is transferable between the pass bearers' vehicles. It is the employee's responsibility to maintain and transfer the pass from vehicle to vehicle as required. Lending out your pass will result in immediate forfeiture of the pass and permanent loss of drive in privileges. Designates will receive a swipe access card for short term vacation or training coverage requirements or a permanent pass for time in role greater than 2 months.

3.4.3 Permanent passes will be issued to the assigned Worker Safety Representative in each area. The assigned designate for holiday coverage for the Worker Safety Representative will have a short term swipe access card issued for the duration of the holiday coverage.

- 3.4.4 Fire crew, Mine rescue, and Refinery rescue will receive a First Responder pass to access the plant in an emergency situation and training exercises only. This is not a daily drive in pass.
- 3.4.5 Contractor vehicles coming into the secured plant site will be required to get approval and obtain a green Vale logo contractor vehicle pass and can only be used on **company marked vehicles**. Exceptions may be approved by the Manager of Safety, Health and Environment of Manitoba Operations. The Contractor's Company Name will be on the bottom of the pass. Employees of the contractor will be required to carry their personal contractor id and may be checked at any time. Vehicles not marked with the contractor name on the vehicle will not be allowed through any gate. Security will be responsible for the management of this system.
- 3.4.6 Birchtree hourly employees will receive a Blue Vale pass. This pass will indicate that it is for "**Birchtree Mine Access**" only. In cases where employees at Birchtree will need full access at all plant sites a Swipe access card as well as a "Red" Vale access pass will be issued only, this need will be evaluated on a case by case basis.
- 3.4.7 Lost drive in passes will be dealt with on a case by case basis to determine whether they will be replaced.

Samples of what the passes will look like



ONLY ONE PASS WILL BE ISSUED TO EACH PERSON.

A list of all passes will be compiled annually and reviewed.

3.5 Authorization of passes

3.5.1 New Employees - authorized by Human Resources department.

3.5.2. Business Pass (Vendors Pass) and contractor pass (two years) will be authorized by Contracts or Engineering Department managers or designates. A business pass (Contractor Pass) also requires a personal photograph pass and must be signed by the Department Manager or designate.

3.5.3 Visitor Pass (Special Pass and Release)

This pass is issued after the individual has received permission from the Department Manager or his/her designate and is properly escorted while on the property. This pass may also be used to allow temporary access to the site by vehicle, if required.

3.5.4 Plant Access cards (Swipe cards)

These passes will be issued to the Vale employees that need access to the Vale Manitoba Operations Main Plant site on regular bases. ASAP Security will be the administrator of the cards and the Manager of STHE is responsible for the system as the holder of the Security contract.

4.1 Forms Used

4.1.1 Pass Out and Receipt	Form #0526 Refer to SPI 34.2 Pass out and receipt
4.1.2 Special Pass and Release (Visitor's Release)	Form #2016 Refer to SPI 19-2 Employee conducted surface tour
4.1.3 Employee Surface Tour Pass	Form #681 Refer to SPI 19-2 Employee conducted surface tour
4.1.4 Application for Vehicle Pass	Form #2362 On SH&E website



APPLICATION FOR VEHICLE PASS

This form is to be completed by the employee, signed by the supervisor and forwarded to Manager of area for final sign off. The application will then be forwarded to ASAP Security Main Gate for issuing of vehicle pass.

Type of pass: Permanent Vale Employee Temporary Vehicle Registration Only

Ore Dump Gate T3 Site Access (Parking in external parking lots only requires you to register your license and vehicle info with Security)

Propane Farm Gate Weigh Scale Gate

Birchtree Haulage Hwy #6

Vale Employees (Original or Additional Passes)

Temporary Access Expiry Date: _____

Name	Employee #	Department	Supervisor
Make	Model	Year	Color
License Plate No.			
Make	Model	Year	Color
License Plate No.			
Make	Model	Year	Color
License Plate No.			

Contractors/Vendors

Remote Card Reader Access: T1 Site Access T3 Site Access

Weigh Scale Gate North Scale Gate

* Do you require "Remote Gate Openers" ? Yes No Requested Quantity ?

Name	Employer	Contact Phone #	Vale assigned Employee #
Make	Model	Year	Color
License Plate No.			
Make	Model	Year	Color
License Plate No.			
Make	Model	Year	Color
License Plate No.			

Contractor/Vendor Owner/Manager

Vale Supervisor: _____ **Signature:** _____ **Date:** _____

(Please Print)

Vale Department Manager: _____ **Signature:** _____ **Date:** _____

2362 Rev 16 Feb 9, 2018 **Please Note: One Form per Employee**

NOTE: Drive in access will not be applied to a pass until employee attends TI Main Security Gate and is issued a red vehicle "Hangar" pass.

ALL PASSES REMAIN THE PROPERTY OF Vale Canada Limited AND MUST BE RETURNED TO THE ORIGINATING DEPARTMENT ON COMPLETION OF A VISIT, TERMINATION OR TRANSFER.

FOR RECORD PURPOSES, A REGISTRY MUST BE ESTABLISHED AND MAINTAINED BY DEPARTMENTS ISSUING BUSINESS, VISITORS OR SPECIAL PASSES.

Approved By	Title Manager Safety, Training, Health and Environment Manitoba Operations
Date	