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Indorama Ventures Portugal (hereinafter referred to as INDORAMA) being a SEVESO Company of Higher Level of Hazard, with several ATEX classified zones, all persons entering their premises must comply with the stipulated rules. Therefore, in order to have knowledge of the rules, as well as the necessary documentation to be sent before starting the work, follows a list of all the rules / documentation to be taken into account.


1. Conditions for people movement:

- Respect and comply with all company rules and procedures;
- Safety induction is mandatory. Regarding all services, Contractors will have a General Induction that will take 15-20 minutes at the Gate/ Building C and a specific Safety Induction that will last approximately one and a half hour.

Safety Induction must be held before starting any service/work. General Induction happens every day and Safety Induction will be held every Monday and Thursday previously scheduled.

Services can be held without Specific Safety Induction only in situations where it is not possible to deliver Specified Induction because it may, for the time consumed, endanger the safety or normal operation of the installation. In that case, every worker must have a Work Permit and always be accompanied by an INDORAMA element while the work is being performed. Safety Induction must be performed as soon as possible.

- Induction is valid for 1 year and after that date it must be renewed;
- Any work can only be executed after issuance and approval of the respective work permit, and only this one gives authorization of access to the plant;
- Normal working hours at INDORAMA's premises are from 9 am to 6 pm Monday to Friday unless otherwise noted;
- The exchange of workers for the same work must be communicated in advance to the person responsible for the work;
- It is the responsibility of the service providers to ensure the housekeeping of the workplace;
- Workers under 18 years of age are not allowed;
- Must carry the access card in a visible place;
- The overhaul must be clearly marked with the company name;
- All Suppliers that execute services in Laboratory building, must preserve confidentiality through the signature of Confidentiality Declaration (LAB.261) that will be presented on the time of the


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visit. When carrying out all maintenance work, the worker must wear at least the following individual protection equipment: overhaul (with long sleeves), protective boots, protective glasses, suitable protective gloves and helmet (except explicit indication to the contrary, by warning or written instruction);

- In addition to the PPE indicated in the previous paragraph, for factory access it's mandatory the use of goggles and fireproof and antistatic overhaul, with long sleeves that fully cover the arms and tight at the wrists. With photoluminescent bands on the arms, legs and body;
- Every time that the worker don't bring necessary PPE, INDORAMA will invoice to the contractor the cost of them, as below table:

	Price to invoice (2021)
Overhaul	100 €
Goggles	25 €
Protective boots	100 €
ABEK Mask	110 €
Helmet	50 €
Protective Gloves	10 €

- It is the responsibility of the contractor to ensure the good state of conservation of PPE's;
- It is not allowed to roll the sleeves in the upper or lower limbs - they should cover the entire arm up to the wrist, as well as the legs to the ankles;
- Under normal operating conditions it is not allowed to run;
- Is prohibited to bring or consume alcoholic beverages, drugs or other psychoactive substances;
- Any employee, whether internal or external, within the INDORAMA site, is subject to random testing for alcohol or drug. The limit value for alcohol in the blood is 0.00 g / liter; Every week alcohol tests will occur twice a week and a drug test on one of the days of the alcohol tests. The test days will be randomly determined. On the days of the alcohol tests, 6% of the card numbers present in the facility will be selected to carry out the test. On the day of drug testing, the last two card numbers obtained correspond to the elements selected for carrying out the drug test;
- All workers who carry out work/activities at height and/or in confined spaces, maneuvering crane machines and/or other handling risk lifting machines, will be subject to a clinical evaluation that includes an identification/assessment of relevant diseases, active medication, health level at the


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time of observation (Fatigue, Dizziness, Imbalance other alert), assessment of vital parameters (Blood Pressure, Pulse Assessment, and Assessment of Capillary Glycemia and Body Temperature, if applicable), and alcohol control. Evaluation will take place at morning and after lunch, before starting work, or whenever deemed necessary.

- Must report any anomaly or unsafe condition that witnesses and proceed to its immediate correction whenever possible, or protection as appropriate;
- Circulate along footpaths duly identified for this purpose;
- When requested, it must identify yourself;
- Smoking is strictly prohibited outside the designated places;
- Is prohibited the entry of firearms or white weapons, or similar instruments that are not part of the working tools;
- In case of accident or emergency, act according with procedures and means available;
- It's forbidden the use of mobile phones at plant;
- It's forbidden to take photographs without previous authorization from INDORAMA;

2. Vehicles driving conditions:

- It is not allowed to drive any car if the driver is not properly qualified and authorized;
- The maximum speed is 20 km/h;
- Drivers of vehicles must obey all traffic and warning signs, as well as the indications given by the Security guards, INDORAMA's Security Operators and Indorama's Operators;
- Drivers or operators are responsible for vehicles safety conditions;
- Vehicles entering and leaving plant may be inspected or reviewed by the gatehouse security;
- Due to employees circulation in their activities, a preventive and attentive driving should be carried out, in particular at intersections and places of reduced visibility, priority should be given to pedestrians' movement;
- Ambulances and emergency vehicles have priority of movement;
- The vehicles circulation on the asphalted streets of access to plant zones, is conditioned to vehicles with diesel engine, only for loads and discharges as stipulated, with knowledge of the person in charge of the work and authorized by the Supervisor of Production, PTA Shift Assistant Supervisor, Water Cycle Assistant Supervisor (UP), Energy Cycle Assistant Supervisor (UP) or Technical of Operation of Security;

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- Car access to plant areas (outside paved streets) is allowed only with a work permit. In this case, the vehicle must be equipped with a warning light or, alternatively, with four blinkers on. Note: for access to ATEX classified areas, the vehicle must comply with the requirements of the equipment to be used in those areas or additional safety measures must be taken during its movement (which must be indicated explicitly in the work permit);
- Vehicles stopped outside the car parks, for loading/unloading or authorized for longer stopping, should be switched off, key in the ignition key and the four blinkers on;
- The use of damaged vehicles that could jeopardize the safety of other vehicles, pedestrians or installations, such as split optics, broken glass or mirrors, oil or fuel leaks, damaged tires or rims, structural damages or malfunction (eg reversing light, turn signals, brake light, etc.), among others;
- Only allowed to park the vehicles identified parking places;
- The vehicles circulation in the access to the car park and buildings ("public" zone) does not require special authorization - once authorized in the gatehouse, there is no other condition;
- As indicated in the gatehouse information sign, the 8 parking spaces next to the gatehouse is for VISITORS. This parking should be reserved for the suppliers and customers who visit us and who normally have short residence times. Given the limited space in this parking space, Contractors with entry clearance for the car, should park their vehicles in the parking space next to the Administrative building. The vehicles of the Contractors that do not have authorization to park next to the Administrative building, should look for parking in the public areas destined to that end. The gatehouse security should identify these situations and indicate the driver to the correct parking place;

3. Conditions for chemicals entry

Only after Security Department approval, all chemicals covered by the REACH Regulation (Regulation (EC 1907/2006)) which are expected to enter the premises of the INDORAMA, may enter. Therefore, all safety data sheets in Portuguese, quantities, packaging and the intended use, must be previously delivered or sent.

4. Documentation and inspection requirements for equipments and tools

To all Service Contractors that will work on site by Indorama's responsibility:

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- a) Non-Production Area – 48 hours before the entrance at Indorama, should be send to portaria@pt.indorama.net all documentation listed on 4.1 point, with exception of the Certificate of ATEX Training;
- b) Production Area - 48 hours before the entrance at Indorama, should be send to portaria@pt.indorama.net all documentation listed at 4.1 point.
- c) Production Area – In an emergency situation, and in case that the time needed for sending the documentation, can put in cause Safety and Normal progress of work of the installation, company may send after conclusion of the service, all needed documentation listed at 4.1 point, with the commitment of send it as soon as possible.

In case that is not possible to provide immediately ATEX, SEVESO or Fire extinguishers Training Certificate, the elements must work under a work permit, as usual, and be accompanied by elements of INDORAMA. Commercial service providers, non-manufacturing equipment maintenance companies, including substations, distribution, consultancy, training and audit are excluded from the submission of the documentation indicated in point 4.1, being treated as visits. They are, however, obliged to comply with the other established rules.

To carriers and freight distribution companies, when they come to make deliveries or collections of materials and equipment, the documentation requirements listed in this instruction is not applied, being all persons obligated to comply with the Safety Rules of INDORAMA, including the negative alcohol test.


Take into account that the entry of people, equipment and tools in INDORAMA plant is conditioned to the delivery of all the requested information, as established requirements.

In particular, the contractor should present at INDORAMA gatehouse, a list of all the tools and materials that he / she will bring to the maintenance intervention, filling in the SHE.104 form that will follow along with the Order Note. All machines, equipment and vehicles will be pre-inspected by the INDORAMA's security.

Thus, follows the list of documents that need to be delivered.

4.1. Company documents


- Licence/Registration Title or Commercial Registration Certificate
- Copy of tax identification card (taxpayer card)
- Declaration proving the tax situation regularized before the finances
- Declaration proving the tax situation regularized before the Social Security

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- Remunerations sheet made to Social Security, referring to the previous month, with a summary and proof of payment, stating the name of the employees who render services within the INDORAMA;
- Insurance policy for civil liability and proof of payment updated (receipt);
- Work Accident Insurance Policy, current list of covered workers (must include workers present on plant) and proof of payment updated;
- Declaration regarding compliance with the legislation in force regarding foreign workers / emigrants - Law nº23 / 2007;
- Declaration of acceptance of the PSS of the Work, whenever applicable;
- Work schedule, mentioning the project, work place address, the contract that will integrate and proof of delivery in the ACT;

4.2. Documents concerning workers

- Community Companies - Document containing Name and Civil Identification Number containing all workers who will perform the work (copies of documents are not allowed);
- Extra-Community Companies - Document containing Passport Number, Name, Date of Issue / Validity containing all workers who will perform the work (no copies of the documents are allowed);
- Medical aptitude sheet, duly completed, stamped, signed and dated (by the physician, human resources and worker) or medical aptitude declaration emitted by the employee;
- ATEX specific training certificate for all workers who perform work in the manufacturing area (must be completed less than five years from issue, on delivery date). In extraordinary situations, duly justified by the responsible for the Services Contractor and approved by SHE Manager, it may be accepted other certificates, where it is clear its programmatic content in relation to the ATEX module;
- SEVESO specific training certificate for all workers who perform work in the manufacturing area (must be completed less than five years from issue, on delivery date). In extraordinary situations, duly justified by the responsible for the Services Contractor and approved by SHE Manager, it may be accepted other certificates, where it is clear its programmatic content in relation to the SEVESO module;
- Extinguishers training certificate for all workers who perform work in the manufacturing area (must be completed less than five years from issue, on delivery date). In extraordinary situations, duly justified by the responsible for the Services Contractor and approved by SHE Manager, it may be accepted other certificates, where it is clear its programmatic content in relation to the Extinguishers module;

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- Specific training certificate / Professional license, where applicable (eg work at heights, mobile lifting equipment - scissors, lifting platforms, electrician, welder, etc.);
- Maneuver / Driver - Copy of the maneuverer Specific Training Certificate, declaration of the employer and / or driving license
- Drivers - Copy of driving license
- TSST – Copy of Specific Training Certificate
- Radiologist or Industrial Radiologist Assistant - Copy of Radiologist Specific Training Certificate;
- Foreign Worker - Proof of enrollment in Social Security and employment contract duly stamped by ACT; residence certificate or visa, Full Name, Nationality, Number and Validity date of passport
- Individual Protection Equipment (PPE) distribution sheet;
- Training registration form in their respective functions (including hygiene and safety at work);


4.3. Documents related to Automotive Vehicles and Machinery

For motor vehicles:

- Registration Certificate
- International Car Insurance Certificate (Green Card)
- Periodic Technical Inspection Certificate if applicable (IMTT)
- Certificate / License for the carriage of goods by road (Regulation (EEC) No 881/92 of the Council of 26 March)
- Certificate / Dangerous Goods Road Transport License (ADR)

For machinery:

- Authorization for machines movement (Ordinance nº472 / 2007, of 22 of June)
- Multi-hazard Insurance Machines (hull insurance or civil liability); Particular conditions of the Policy and proof of payment with reference to the equipment;
- Declaration / Certificate of Conformity (CE)
- Periodic inspection certificate (Article 6 and 7 of Decree Law 50/2005, February) - inspection by external entity, if not, then internal verification by competent person;
- Operator's Manual (first pages, including manual cover and index in Portuguese)
- Maintenance plan

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- Maintenance Booklet (Article 19 of Decree of Law nº50 / 2005, of February 25)
- Daily checklist to be completed by the operator;
- For cranes, CE certificates of load lifting accessories (including shackles, straps, etc.) and respective periodic inspection records by a competent authority / technician.

4.4. Tools and other documents

Document SHE.104 should be completed by the contractor, with all equipment's information, tools and other instruments that will enter the INDORAMA for the present work.

If the supplier has a file of his own that is identical to this one, for control of the equipment, tools and other instruments, you can send your document.


4.5. Execution of works in Liquid Bulk Terminal - TGLS

Every time that works must be done in TGLS, access to the Terminal must be ask for.

This request is Contractor responsibility and works cannot be carry on without this permission.

Contractor should access to the web page: <https://jul.nsw.pt/web/#/cup/public/create-request> and follow next steps:

- Place type of entity depending on the applicable one;
 - a. Service provider;
 - b. Carrier;
 - c. Visitor.
- Insert the period to which the request corresponds, with a maximum of 365 days; ~
- Add a port including the following information;
 - a. Reason in text;
 - b. Name of the Contact Person;
 - c. E-mail of the Contact Person;
 - d. Select port of Sines;
 - e. Select installation (Indorama)
 - f. Select area 1 (Non-IZ installations)
 - g. If you need road access;
- Add people by filling in all mandatory data;
 - a. Nationality;
 - b. Name;

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- c. Surname;
- d. Complete CC number (for foreigners, see applicable document);
- e. Date of birth;
- f. Validity of CC
- g. Job title;
- h. E-mail and telephone contact.

- Add the applicant's data (company) by filling in the mandatory fields;
- After adding all the data, you must enter a reason for the access request.
- Confirm at the end all data before submitting the order and wait for an order confirmation email.

In case of any doubt or question, should entry in contact with next email: suporte.cup@apsinesalgarve.pt.

Data de aprovação:	Elaborado por:	Verificado por:	Aprovado por:
22/09/2022	Celina Santos	Luís Ramalho	António Almeida