Purpose
This procedure is intended to ensure the safety of all visitors to Matte Processing. All Non-Matte Processing personnel are required to sign in and obtain proper permits from their Matte Processing (Plant) Contact prior to entering the plant area. This will enable plant personnel to account for all people in the area in the event of an emergency. Contractor personnel will receive the required information to perform work safely in the plant from their Plant Contact person.

Scope
This document describes the method by which all Non-Matte Processing personnel will sign in.

The following exceptions apply:
- Truck Drivers in the bulk loading, MYN, and FEN loading areas of Matte Processing, who will not be entering any other parts of Matte Processing, are not required to sign in.

Procedure
1. All Non-Matte Processing personnel must proceed to the Matte Processing Main Office to sign in. (Door 234A)

2. Once at the sign in/out station, call your Matte Processing Contact. A list of contacts and their numbers is posted above the sign in/out podium.
   If you are unable to reach your Contact by phone call the FBR Control Room @ 6252, and ask the operator to call your Plant Contact by radio to inform them that you are at the sign in/out station.

3. All visitors are to sign in by filling in the sign in/out form, located at the sign in/out podium. Each visitor must be accounted for on the sign in/out form by name. The Supervisor of a group can fill in the sign in/out form on behalf of their crew, but each crew members name must be recorded in the sign in/out form. This form must be completed by all non-Matte Processing personnel, even if the visit does not involve work on equipment.

4. Your Plant Contact or designate will complete a Work Permit Checklist for contractors who will be performing work in the Plant. This checklist is not required for Vale shift maintenance crews or visitors who will not be performing work on the equipment.

5. As required, your Plant Contact or designate will meet you at the sign in/out station and will provide you with the following documentation, as required:
   - Work Permit
   - Confined space documentation and permits

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6. Your Plant Contact or designate will inform the Shift Supervisor and FBR Control Room Operator, via the FBR Control Room (ext 6252), of any Non-Matte Processing personnel entering their area. Your Plant contact or designate will also make the required arrangements with Operations to have equipment released or available to proceed with work. Your Plant Contact is also responsible for advising Operations if any of your activities could affect the operation of the Plant. If work will occur outside the Plant Contact’s working hours, a Work Plan containing specific safety, quality, scope, schedule, contact and cost information (as required) must be left with a designate.

7. If required, your Plant Contact or designate will escort you to your work area and advise you of any hazards in the immediate work area.

8. You must sign out when leaving the Matte Processing area, including if leaving for a short period of time. Supervisors are to ensure that all their employees sign in and out.

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