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IT-SIG-040 **INSTRUCTIONS FOR ONLINE INDUCTION AND ACCESS TO PORT** **FACILITIES**

TERMINAL GRANELES DEL NORTE S.A.

Version	Reviewed by	Approved by	Date	Modifications
3	SSO	TGN Manager	07/07/2025	General review Removal of F-SIG-006-A format Inclusion of Letter of Responsibility in English Others detailed in change control

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1. Purpose

In order to protect the life, health, and integrity of all individuals, and in accordance with the provisions of **Supreme Decree N° 44** of the Ministry of Labor and Social Welfare, which approves the “**New Regulations on Preventive Management of Occupational Risks for a safe and healthy work environment**”.

2. Scope

These instructions have been prepared as part of the preventive measures implemented by Terminal Graneles del Norte S.A., hereinafter TGN, and are available to all workers, visitors, suppliers, among others who, with prior authorization and justification, must enter the facilities.

To ensure compliance with safety and operational protocols, an online induction and knowledge assessment process has been made available on the TGN website, which must be completed prior to entry.

3. Initial Online Safety Induction

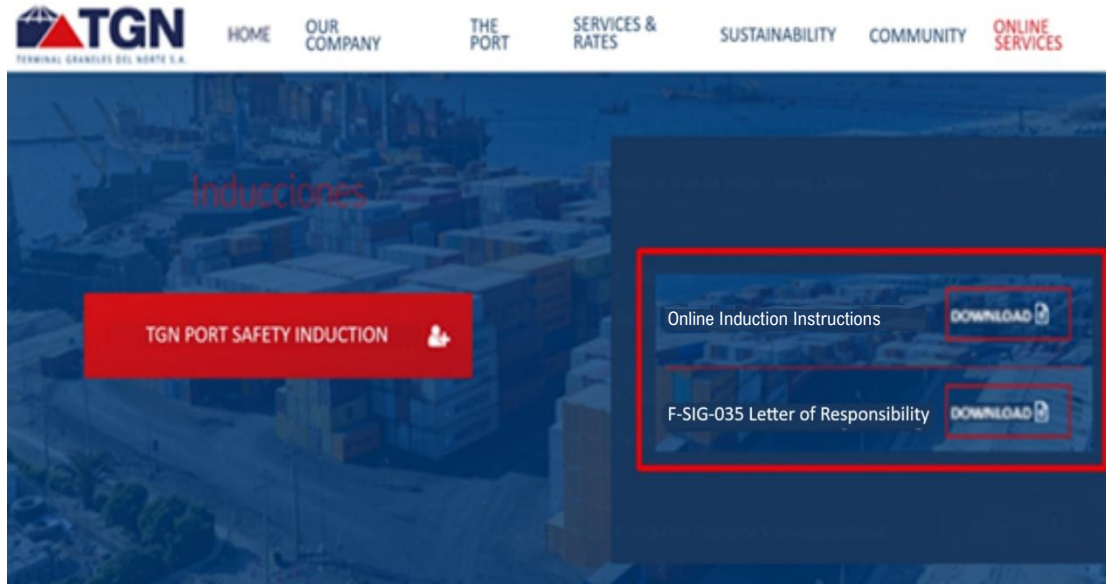
3.1 Access to online induction:

1. Go to www.puertotgn.cl
2. Go to the **Online Services** tab
3. Select **Inducciones**



4. You can also access the link directly at www.puertotgn.cl/inducciones/
5. The download files will be displayed immediately

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3.2 Viewing and downloading the following files:

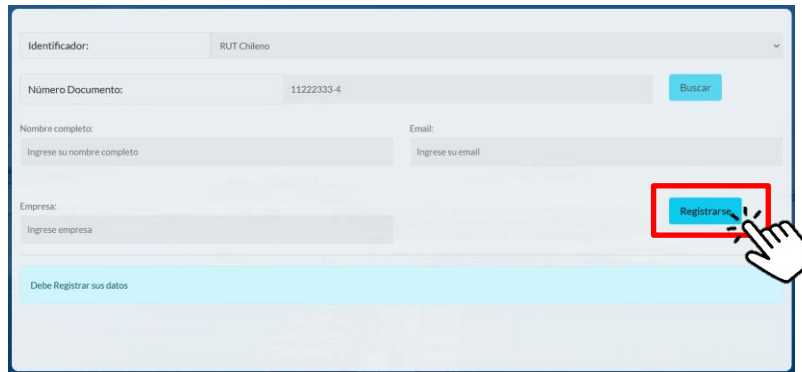
1. **F-SIG-035 Letter of responsibility in Spanish (ESP):** This file is personal, so each employee or visitor must sign it individually.
2. **F-SIG-035 Letter of responsibility in English (ENG):** This file is personal, so each employee or visitor must sign it individually.

When clicking on each download file (PDF document), it will open in a new browser tab, from which you can proceed to download it.

3.3 Conducting the online induction

1. Once you have entered the “Inductions” tab, click on the **“TGN PORT SAFETY INDUCTION”** box. A window will then pop up with instructions on how to register on the platform using your RUT or other documents (passport).
2. In addition to your RUT or passport, the platform will request the following information: Full name (2 first names and 2 last names), email address, and company name.
This information is essential for the subsequent issuance of the **certificate of approval**, which is a necessary requirement to enable access and register in the system.

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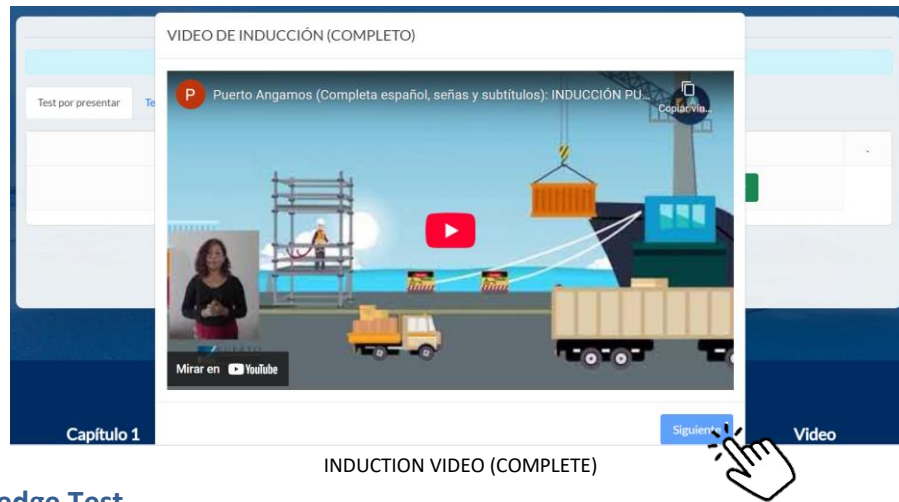



3. A window will then pop up allowing you to start viewing the induction video. In the “**Test to be submitted**” tab, click on the “**Submit**” button”.



4. The introductory video will immediately begin playing. Please watch it carefully so that you can answer the knowledge test correctly. When it is finished, press “**Next.**”
The video is available with Spanish subtitles and sign language, as well as English subtitles.

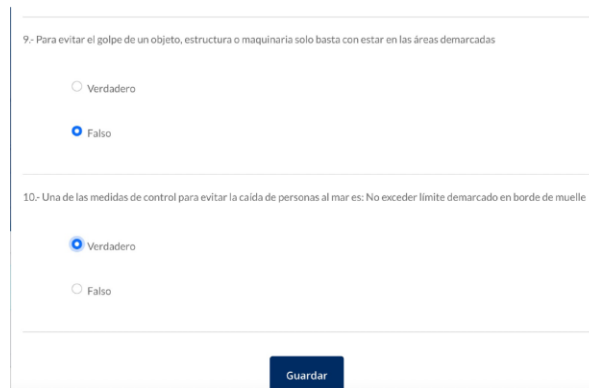
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3.4 Knowledge Test

Once you have finished watching the induction video, press **"Next"** to display the knowledge test, which consists of 10 single-choice questions. The questions will be different for each person who enters the induction.

Make sure you have answered all 10 questions and when you have finished, press **"Save"**.



9.- Para evitar el golpe de un objeto, estructura o maquinaria solo basta con estar en las áreas demarcadas

☐ Verdadero

☒ Falso

10.- Una de las medidas de control para evitar la caída de personas al mar es: No exceder límite demarcado en borde de muelle

☒ Verdadero

☐ Falso

Guardar

- Once you have submitted your answers by clicking the "Save" button, the system will display your test results, where you can review your final status (Pass or Fail) and the correct and incorrect answers.

The knowledge test is passed with a minimum of 70% correct answers (7 out of 10 correct).

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Ultimo resultado

Resultado: Aprobado

Respuestas correctas: 9

Respuestas incorrectas: 1

Respuestas

Para que un vehículo menor y taxibus pueda ingresar al Terminal necesita: ☹

Baliza destellante operativa color ámbar y luces encendidas y circular a una velocidad máxima de 25 km/h. -

Luces encendidas ☹

Sin Balizas y circular a una velocidad máxima de 25 km/h. -

Seleccione los elementos básicos para transitar en el Terminal son: ✓

Todas las anteriores ☹

Ultimo resultado

Resultado: Reprobado

Respuestas correctas: 4

Respuestas incorrectas: 6

Respuestas

Debe utilizar las vías de tránsito peatonal autorizadas ☹

Verdadero -

Falso ☹

En los lugares donde es obligatorio el uso de mascarilla como los centros asistenciales (Ej. Policlínico de Mutualidad), puedo ingresar con pañuelos y bandanas que cubran la nariz y boca, sin importar su certificación ✓

Verdadero -

Falso ☹

3.5 Certificate download:

The system will allow you to download a certificate of approval. To do so, you must click on the "Certificate" button in the "Submitted Tests" tab."

This certificate must be downloaded and attached together with the documents in item 3.2 File Viewing and Downloading. This certificate will be available for downloading at any time by accessing our website

Test por presentar		Test presentados					
Nombre del Quiz	Idioma	Respuestas	Valor porcentual	Fecha	Resultado	Certificado	
Video de Inducción (Completo)	Español	9 / 10	90%	18/04/2023	Aprobado	Certificado	



Certificado de Evaluación

ESTE DOCUMENTO CERTIFICA QUE

NOMBRE COMPLETO

RUT

Por haber aprobado el test de Video de Inducción (Completo) en lenguaje "Español" con un porcentaje de 90%.

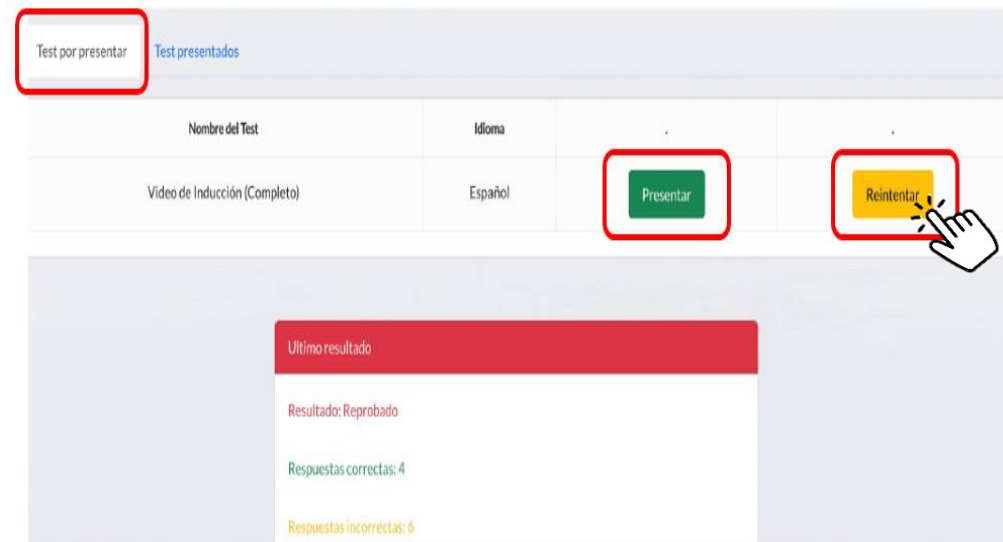
Evaluation Certificate (this document is to certify approval of Induction Video test at 90%)

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3.6 Failed Tests:

If you fail, the system will give you the option to retry. To do so, you will have to repeat the whole process, which includes watching the induction videos again. To do so, click on the **"Test to be submitted"** tab and then click on **"Retry"**.

To watch the video again, click on **"Submit"**.



Important: The induction video graphically and thoroughly explains the preventive measures within port facilities. Therefore, paying attention to its instructions, which are solely intended to protect the life, health, and integrity of individuals, will enable passing this simple knowledge test without inconveniences.

Remember to watch/listen to the video in a controlled environment that will allow paying attention to its content.

3.7 Online Induction Validation:

To make the online induction effective, the user company must send the indicated records, **scanned in PDF format**, to the following e-mail address: induccionesTGN@puertoangamos.cl (TGN inductions) at least 24 hours in advance:

1. **F-SIG-035 (ESP):** Letter of responsibility in Spanish
2. **F-SIG-035 (ENG):** Letter of responsibility in English
3. **Test approval Certificate:** File automatically generated by the platform when the induction is passed

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Additionally, all companies that perform online induction must send, in the same email as the induction backups, the following data:

- i. Company name (business name and trade name)
- ii. Company tax ID number
- iii. Company address
- iv. Contact telephone number
- v. Reason for visit or job description
- vi. Length of stay inside the facilities
- vii. Name of internal contact at Puerto (this point does not apply to transport companies)

Important: Internal contact at TGN must be included in the email recipient field. This contact will be responsible for validating the corresponding access.

In the case of **contractors** and **subcontractors**, induction records must be uploaded via Workmate, the accreditation and work control platform.

3.8 Validity of the online induction system

All online inductions will be valid for a period of **12 months (one year)**. However, any modification to the preventive measures may consider a shorter period of validity than indicated, which will be duly notified through the official channels of the website www.puertotgn.cl or official communications via e-mail.

The response time for the induction system enablement is within 24 hours after receiving the induction records and induction approval certificates online via e-mail.

The knowledge test is performed only the first time, renewals (induction extension) must be requested directly to Security in the inductions box (induccionesTGN@puertoangamos.cl), by sending the registration form F-SIG-035 Letter of Responsibility, duly signed.

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4. Access to the facilities

4.1 Entrance route

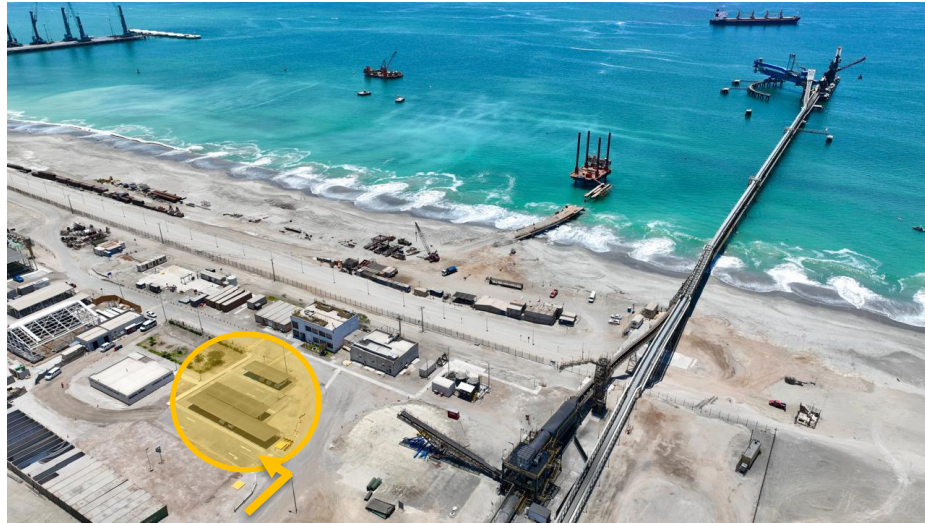
1. The entrance to the facilities must be by vehicle, using the access from Gate N°9 (TGN Main Access). All persons entering the facilities must carry a **valid identity card or passport in the case of foreign visitors**, where, if you are a visitor, you must wait for the access control guard to verify that your entry pass and clearance (induction) are up to date before you can enter.



Vehicular route from the main access to the administration building

2. The access of small private vehicles is restricted; therefore, any exceptional entry must be authorized by Management..
3. Visitors who are duly authorized may use the parking lot of the Administrative Building within the facilities.

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Car-parking spaces in front of the administration building

4. TGN is certified under the International Ship and Port Security (ISPS) Code, known in Spanish as the Código Internacional para la Protección de los Buques y de las Instalaciones Portuarias (PBIP). For this reason, **identification is mandatory for all persons entering the facility, including public officials and inspectors** (IMO Resolution No. 1156).

4.2 Driver requirements:

1. Carry a valid identity card (this requirement also applies to passengers in the vehicle)
2. Carry a valid driver's license

4.3 Vehicle requirements:

All vehicles transporting personnel entering the facilities shall:

- Carry a properly-working amber flashing or strobe light
- Access with lights on at all times, without exception
- Observe a maximum speed of **25 km/h**, which may be lower depending on the operational area, environmental conditions, and specific signage in each sector

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5. Obligations and Emergency Numbers

5.1 Use of basic Personal Protective Equipment:



Important:

The items listed above are the basic requirements for working in port facilities, which includes limbs fully covered. Additionally, specific personal protective equipment may be used depending on the nature of each operation, such as safety harnesses, hearing protection, respiratory protection, specialized work clothing, among others.

5.2 Other Obligations:

1. The use of cell phones or distracting items in operational areas is prohibited
2. Respect the prohibition on entering restricted areas
3. Pedestrian paths will only be allowed in areas designated for that purpose
4. All waste must be disposed of in the containers provided and marked for this purpose

5.3 Emergency Numbers:

Name	Place	Number
Security Supervisor	Puerto Angamos & TGN	+569 6142 0496
Main Entrance (Gate No. 9)	TGN	+569 74678915
Occupational Safety Institute (IST)	Puerto Angamos	+569 64684816
Fire Department (Central)	Mejillones	55-2-621591 / 132
Mejillones Hospital	Mejillones	55-2-621575 / 131
Port Authority	Mejillones	55-2-623295 / 137 / VHF 16
Police	Mejillones	55-2-755132 / 133

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6. Evacuation Plan



TGN TERMINAL EVACUATION PLAN

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7. Change Control and Reviews

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0	SSO	Graneles Assistant Manager	21/11/2019	Initial Version
1	SSO	Graneles Assistant Manager	19/02/2020	Update of contact emails and evacuation plans
2	SSO	TGN Manager	25/05/2023	General review and inclusion of online test for induction
3	SSO	TGN Manager	07/07/2025	General review Visual update from website Update of access route from Gate No. 9 Elimination of format F-SIG-006-A Update of emergency contacts (TGN access) Inclusion of Letter of Responsibility in English Clarification added regarding induction renewal (knowledge test) Letter of Responsibility code updated to F-SIG-035 (former F-SIG-059)

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8. Appendices

Below is the documentation that users must send in PDF format to the email address induccionesTGN@puertoangamos.cl.

Important: The documents, in accordance with the risks and control measures, may be updated in terms of their content. Therefore, it is extremely important to download them directly from the website at the time of induction and to send the records.

8.1 Appendix 1: Letter of responsibility

This document contains a summary of the safety guidelines mentioned in the induction video. It is a personal document, i.e. one for each user.

SISTEMA INTEGRADO DE GESTIÓN		Referencia	F-SIG-059
Carta Responsabilidad Inducción Inicial de Seguridad y Código ISPS		Versión	2
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**CARTA DE RESPONSABILIDAD INDUCCIÓN DE SEGURIDAD E INGRESO A
TERMINAL GRANELES DEL NORTE (TGN)**

Principales Instrucciones:

- Cumplir a cabalidad con las medidas preventivas establecidas en los estándares de riesgos críticos:
 - Estándares de Prevención 4 A+C:** 1) Altura, 2) Atropello, 3) Aplastamiento, 4) Atrapamiento y 5) Contacto con energías, incluyendo en este último la prohibición de transitar en las cercanías o exponerse a las bitas con espías amarradas (liberación de gran energía al romperse la espía / riesgo de golpe a las personas).
 - Estándares de Prevención +5C:** 1) Caída de personas al mar, 2) Caída de objetos desde altura, 3) Trabajos en Caliente, 4) Espacios confinados y atmósferas peligrosas y 5) Contacto con sustancias peligrosas.
- Cumplir con las reglas cardinales (Caminos para llegar a casa) establecidas por la Compañía.
- Está estrictamente prohibido ejecutar labores bajo la influencia o efectos del alcohol, drogas o estupefacientes; así como tampoco se podrá ingresar o comercializar estas sustancias al interior de nuestras instalaciones.
- Uso correcto y obligatorio de los Elementos de Protección Personal (EPP) en zonas operativas o aquellas zonas donde se indique: Casco de seguridad, anteojos de seguridad, chaleco reflectante, calzado de seguridad, guantes de seguridad para manipular herramientas u objetos, bloqueador solar F-50 y vestimenta adecuada que proteja y cubra la totalidad de sus brazos y piernas. Recuerde que cada área y actividad tiene requerimientos específicos de uso de EPP, dependiendo de la labor que se realice.
- No ingresar a zonas restringidas o distintas a las autorizadas en su ingreso, salvo en el caso particular de las autoridades fiscalizadoras del Estado, cuyo ingreso a las áreas de acceso restringido deberá ser asistido por personal responsable de TGN por motivos de seguridad, tomando todas las medidas preventivas necesarias.
- Avisar al Supervisor que lo acompañe o personal interno de la compañía que se encuentre más cercano para que informen, a quien corresponda, de cualquier desviación que detecte durante su estadía en las instalaciones.
- Ante la ocurrencia de cualquier emergencia, mantener la calma y seguir las instrucciones que se indiquen, y en particular, de quien tenga la responsabilidad en esos momentos. En las instalaciones se encuentran planos de evacuación con las rutas por las cuales debe dirigirse.
- Dirigirse a zona de seguridad "PEE" (Punto de Encuentro de Emergencia) en caso de sismo, tsunami, incendio u otra emergencia que amerite evacuación. Si el sismo no le permite mantenerse en pie, debe evacuar. **Antes, debe esperar a que éste cese y luego evaluar las condiciones del entorno y de la ruta.**
Importante: Si el sismo no le permite mantenerse en pie, no debe esperar una señal de alarma sonora u otro aviso para iniciar la evacuación.
- Prohibido fumar, ejecutar trabajos en caliente o con proyección de partículas incandescentes cuando se encuentren almacenadas o se estén manipulando sustancias o mercancías peligrosas inflamables, comburentes, explosivos o con cualquier otra categoría de peligrosidad incompatibles con fuentes de calor.
- La velocidad máxima de circulación es de 25 km/h, la que podrá ser inferior dependiendo de la zona operativa. El conductor siempre debe portar su licencia de conducir vigente y acorde al vehículo que conduce.
- Todos los ocupantes del vehículo deben utilizar cinturón de seguridad.
- Respete toda la normativa y señalización de tránsito (legal e interna) y de seguridad de la compañía.
- Los equipos y maquinarias portuarias tienen preferencia por sobre los vehículos; éstos (maquinarias y vehículos), a su vez, tienen preferencia de paso por sobre los peatones. Lo anterior, para resguardar la integridad de las personas.

Tomo conocimiento y me comprometo a cumplir fielmente todas las disposiciones y normativas de ingreso, seguridad y prevención de riesgos de TGN.

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Carta Responsabilidad Inducción Inicial de Seguridad y Código ISPS		Versión	2
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- Al transitar (caminar) o conducir está estrictamente prohibido utilizar elementos de distracción como audífonos, celulares u otros artefactos electrónicos que alteren la concentración de las personas respecto al entorno.
- Está estrictamente prohibido realizar labores de mantenimiento y limpieza de equipos, o cualquier actividad que involucre generación de residuos industriales y peligrosos en nuestras instalaciones. En caso de que el equipo presente algún tipo de falla mecánica mayor, el conductor deberá dar aviso a personal de su empresa y coordinar con TGN las autorizaciones pertinentes para la reparación de la falla o retiro del vehículo mediante equipos de apoyo.
- Los camiones y maquinaria pesada podrán ingresar únicamente con el conductor de éste en su interior. NO se permite el ingreso con pasajeros o acompañantes al interior del vehículo. Los conductores deberán estar debidamente anunciados y registrados previamente a su ingreso.
- Prohibido contaminar, dañar o afectar el medio ambiente. Cumplir con la segregación de residuos establecida. Al detectar una oportunidad de mejora, una desviación o afectación al medio ambiente, dar aviso inmediato a la línea de supervisión para activar los protocolos ambientales.
- TGN, se encuentra certificada bajo el código internacional ISPS (International Ship and Port Security), en español, Código Internacional para la Protección de los Buques y de las Instalaciones Portuarias (PBIP). Es por ello que la identificación es obligatoria (cédula identidad vigente o pasaporte en caso de visitas extranjeras).

En consecuencia, bajo mi nombre y firma, declaro lo siguiente:

Al ingresar voluntariamente a las instalaciones de TGN, he sido informado e instruido de los peligros y riesgos a los que estará expuesto y sus medidas preventivas y de control mediante la Inducción Inicial de Seguridad y Código ISPS; es por ello que manifiesto que he comprendido las principales instrucciones de seguridad.

Conozco y comprendo la obligación e importancia del uso correcto de los elementos de protección personal.

Respetaré toda la normativa interna de seguridad que se me ha indicado, o que se me pueda indicar durante mi estadía al interior de las instalaciones portuarias.

No ingresaré a áreas operativas y áreas no autorizadas, sin autorización de personal responsable de la compañía.

(dd) / (mm) / (aaaa)

Nombres y Apellidos : _____

Cédula Identidad N° : _____ Cargo : _____

Empresa : _____

Firma : _____

Tomo conocimiento y me comprometo a cumplir fielmente todas las disposiciones y normativas de ingreso, seguridad y prevención de riesgos de TGN.

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8.2 Appendix 2: Certificate of knowledge test approval

This document is proof of passing the online induction knowledge test. Without this document, which is provided on the induction page of the website, the induction will not be allowed to be entered into the Access Control System.



Certificado de Evaluación

ESTE DOCUMENTO CERTIFICA QUE

NOMBRE COMPLETO

RUT

Por haber aprobado el test de Video de Inducción (Completo) en
lenguaje “Español” con un porcentaje de 90%.

Evaluation Certificate (this document is to certify approval of Induction Video test at 90%)