



PROCEDURE FOR TEMPORARY ORIENTATION FOR NEW OUTSIDE TRUCK DRIVERS

Document Code:
PU-HSE-011
Revision No: 1
Date Effective:
April 28, 2020

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| TITLE | Procedure for Temporary Orientation for New Outside Truck Drivers |
| OBJECTIVE | <ul style="list-style-type: none">▪ This procedure aims to provide standard requirements and guidelines for the induction new outside truck drivers when:<ol style="list-style-type: none">1. Actual face-to-face induction is prohibited due to emergencies, epidemic, pandemics or other national and local crisis.2. Transactions of outside trucks are still ongoing and transport of cargoes and containers are still operational▪ This procedure shall only apply when the normal induction process is not feasible and with the approval of the HSE Team. |
| SCOPE | All ICTSI-MICT Employees regardless of status of employment, all project and service contractors and other third-party personnel performing tasks mentioned above. |

Procedure Requirements:

1. This procedure shall be followed after the HSE Department issues a memo reflecting the start and end date of implementation.
2. HSE Department shall provide a soft copy of the orientation materials to CRM - to be used for the temporary induction
 - a) The orientation material must reflect the following minimum details:
 - Gate in Process
 - Security Protocols
 - Safety Protocols
 - Emergency numbers within the terminal
 - Commonly asked questions pertaining to: mismounting, missing containers, damaged contains, broken and missing seals and incidents/accidents
 - b) An attendance sheets must be provided, together with the orientation materials – this will be sent back to HSE
 - c) Personnel from trucking associations shall be responsible in cascading the contents of the orientation materials to their new drivers. They may delegate the responsibility to any personnel from the trucking companies.
3. CRM should send the orientation materials from HSE to the trucking associations prior to the starting date of implementation.



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| Activity | Persons Responsible/ Activity Details/ Interface/ References/ Control Points |
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| <p>1. Trucking associations to send to HSE (via email) the accomplished orientation attendance sheet for their new drivers</p> <p>Email address: MICTHSETeam@ictsi.com</p> <p>Attention to: Bryan Friginal and Stephanie Tan</p> | <p>The attendance sheets should be submitted from Monday – Friday only</p> <p>Persons involved/responsible</p> <ul style="list-style-type: none"> • Applicant • Trucking Associations • CRM • HSE |
| <p>2. Trucking associations to send (via email) the complete requirements of their new drivers to MICT ID System</p> <p>Email address: OPSpecial_Services@ictsi.com</p> <p>Attention to: Gilbert Escosora and Julian Rago Jr</p> | <p>The requirements are as follows:</p> <ol style="list-style-type: none"> 1. Copy of valid driver’s license 2. Endorsement letter from trucking association 3. Clear copy of the applicant’s 2x2 picture – white background (If the applicant can’t secure photos on his own, the trucking association can take the pictures using the cameras they have) 4. Personal information of the driver <p>Submission of requirements is from Monday – Friday only</p> <p>Persons involved/responsible:</p> <ul style="list-style-type: none"> • Applicant • Trucking Associations • ID System • CRM |
| <p>3. MICT ID system will process the requirements of the new drivers and encode it in an Excel sheet.</p> <p>ID system will send the Excel file to HSE to verify if the new driver was oriented by the trucking association.</p> | <p>Verification is from Mondays - Fridays</p> <p>Persons involved/responsible</p> <ul style="list-style-type: none"> • ID system • HSE Team |
| <p>4. Once verified, ID system will send the list of driver’s who can be issued with ID to trucking association.</p> | <ul style="list-style-type: none"> ➤ Email will be sent to the trucking associations daily. ➤ ID will be valid for 90 days from the date of orientation ➤ After 90 days or when normal operations resumes (whichever comes first) the new drivers will be scheduled for an actual orientation ➤ HSE Department will send the schedule to CRM and ID system |



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| | <p>Persons involved/responsible</p> <ul style="list-style-type: none"> • ID system • CRM • Trucking Associations • HSE Department |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>5. The trucking association will advise the new drivers to go to the ID system for biometric and to pick-up their ID</p> </div> | <p>Schedule for biometric and ID pick-up is from Mondays - Fridays</p> <p>Persons involved/responsible</p> <ul style="list-style-type: none"> • ID system • CRM • Trucking Associations |

Terms and Definitions: (Enumerate the Terms or Acronyms used in the Procedures)

1. CRM – Customer Relationship Management
2. HSE – Health, Safety and Environment

Records: (List all the records that will be generated within the procedure)

1. New Truck Driver’s Orientation List
2. Truck Driver’s Orientation Records at ID system

General References: (Indicate the general references used as a guide within the process)

1. SG_HSE_001 Guidelines on Outside Truck Drivers Orientation

| Prepared by | Reviewed by | Approved by |
|--|--|---|
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