
	<b>INTEGRATED MANAGEMENT SYSTEM</b>	<b>T-SM-PT-06</b>	
		Date	28/12/2023
	<b>VISITORS PROCEDURE</b>	Version	04
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# **VISITORS PROCEDURE**

**T-SM-PT-06**

Prepared by:	Reviewed by:	Approved by:
Head of Safety, Health, and Environment	Representative of the Control and Auditing Body	General Manager

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## 1. OBJECTIVE

Establish guidelines for the entry of visitors to the company's facilities under appropriate conditions to prevent accidents, environmental impacts and safeguard the company's information within the framework of our systems: Integrated Management System (Quality, Environment, Occupational Health, and Safety), Anti-bribery Management System, Information Security Management System.

## 2. SCOPE

The present visiting procedure is directed to different people who need to enter the TAMA INGENIEROS S.A.C. facilities (suppliers, clients, contractors, or others), within the visiting hours.

## 3. REQUIREMENTS ASSOCIATED WITH THE STANDARD

- Not applicable.

## 4. RESPONSIBILITIES

The application of the Visits Procedure is the responsibility of the RAD (Senior Management Representative) / Line Management/ Head of Safety, Health, and Environment, who must communicate, plan, and schedule such visits.

The RAD, through the surveillance personnel, must ensure the correct registration and receipt of documents required by the user area. and declaration of computer equipment and/or electronic equipment of the client and suppliers, and shall also check the tools, equipment and other items registered in the contractor's waybill at the entry and exit of the TAMA INGENIEROS S.A.C. facilities.

The RAD, through its surveillance personnel, shall communicate to the Head of Safety, Health, and Environment the access of personnel, machinery/equipment of the contractor to verify safety conditions for the performance of the service.

All visits to the plant must be guided by TAMA INGENIEROS S.A.C. personnel.


Regarding the scheduled visiting hours, TAMA INGENIEROS S.A.C. is not responsible for attending customers or suppliers who arrive 15 minutes late, over the scheduled time, except that the corresponding manager authorizes under responsibility.

## 5. DESCRIPTION OF ACTIVITIES

- 5.1. All external personnel (clients, suppliers, visitors, and contractors that provide services to TAMA INGENIEROS S.A.C.), must have an identification fotocheck of the color according to the areas to be visited of TAMA INGENIEROS S.A.C., which is non-transferable and must be placed in a visible place throughout the workday, which enables the entrance to the area where they will generally develop their work.
- 5.2. All visitors should contact the person in charge of the area to be visited one working day in advance to coordinate the time of the visit.

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**5.3.** Surveillance personnel will identify visitors with colored fotochecks according to areas visited, as established in Chart No. 01

**5.4.** Visitors' schedules are as follows:

DESCRIPTION	DAYS	SCHEDULE
Clients, client inspectors	Monday to Friday	Morning: 08:00 to 12:00 hr Afternoon: 14:00 to 16:00hr
Suppliers		
Visitors		

**5.5.** Before entering TAMA facilities, all visitors must present their valid identification document (ID card, passport, etc.) to the security guard at the time of entry. The security guard must record personal data and the company he/she is coming from, reporting it on his/her visitor's sheet or by means of a RAD report sheet. TAMA INGENIEROS S.A.C. security guards must comply with the guidelines established in requirement 6.0 of this document, according to the type of visit to be made.

**5.6.** Security guards will communicate to the personnel of TAMA INGENIEROS S.A.C. about the visitor's arrival, waiting for authorization for the visitor to enter and be attended by the person who communicated the visit.

**5.7.** All visitors must respect the safety regulations in force in the company when visiting the facilities, a summary of which are indicated at the entrance through the Booklet **"T-SM-CA-07 Safety regulations for visitors in TAMA INGENIEROS S.A.C."**.

**5.8.** It is forbidden for anyone outside the Company to take photographs and videos inside the facilities, special cases will be authorized and considered in due course by the corresponding Manager (Commercial Management, Administration and Finance Management, Operations Management and General Management) always copying the Leader of the Information Security Management System and the Representative of the Control and Auditing Body or ROCA).

## **6. ADMISSION REQUIREMENTS TO VISIT TAMA INGENIEROS S.A.C**

The requirements for the admission of visitors have been established by type of visit, as indicated below:


### **6.1. General considerations**

These general considerations apply to the different types of visitors accessing TAMA INGENIEROS S.A.C.

- Security personnel will deliver fotocheck of the corresponding color according to the area of visit.
- Security personnel will deliver the Booklet: T-SM-CA-07 Safety provisions for visitors to TAMA INGENIEROS S.A.C.
- Security personnel will provide a visit control form, which must be signed by the person authorizing the visit.

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- d) Security personnel will give precise directions to the visitor to access the corresponding training area/office/room.
- e) At the end of the visit, Security personnel will receive the fotocheck, the T-SM- CA-07 booklet and the visit report, handing over the visitor's identity document. f) It is forbidden to take photos, audio, and video recordings inside the facilities.

## 6.2. Safety considerations for office visitors

This kind of visit applies to access to all Plant 01 and Plant 02 offices, training rooms, meeting rooms. No PPE (Personal protective equipment) or SCTR (complementary risk work insurance) is required. The visitor must follow the following recommendations:

- a) Do not use the cell phone when passing through stairways and pedestrian walkways.
- b) Use the handrail when walking on access stairs.

## 6.3. General considerations for visitors to the plant (including customer visits to the facilities), the following considerations should be considered)

- a) Use PPE, such as: safety helmet, chinstrap, ear protection, safety glasses, safety shoes, long sleeve shirt and pants (made from non-flammable material), send the SCTR one working day before the visit.
- b) For visitors with long hair, they must secure their hair and place it inside the safety helmet.
- c) Walk inside the plant with the person in charge assigned during the visit.

## 6.4. Considerations for visits by supervisory personnel/suppliers.


- a) Use PPE, such as: safety helmet, chinstrap, ear protection, safety glasses, safety shoes, long-sleeved shirt, and pants (made from non-flammable material), vest with reflective tape and specific PPE according to the job.
- b) Send the SCTR (covering health and pension) in force one working day before the visit.
- c) In case of work at heights, send the certificate of training for work at heights and the certificate of aptitude for structural height.
- d) In case of suppliers, send the IPERC matrix (Hazard Identification, Risk Assessment and Control Measures) of the activity to be carried out one working day before the visit.
- e) Fill out the Safe Work Analysis (ATS), Written Permit for High-Risk Work (PETAR), tool inspections log, and request the release signature by the person in charge of the area and head of Head of Safety, Health, and Environment (SM) before the start of the work, these documents must be filled out by each activity and daily.
- f) Execute the works according to TAMA INGENIEROS S.A.C. safety standards.
- g) Submit the safety records of TAMA INGENIEROS S.A.C. when requested.
- h) Communicate to the Head of Safety, Health, and Environment any accident/incident event during the development of activities in TAMA INGENIEROS S.A.C.

## 6.5. Considerations for supplier visits to offices or warehouses:

- a) Use PPE, such as: safety helmet, chinstrap, ear protection, safety glasses, safety shoes, long-sleeved shirt, and pants (made from non-flammable material), vest with reflective tape.

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- b) Send in advance the SCTR (covering health and pension) in force, one working day before the visit.
- c) Show at the entrance: ID card, vehicle insurance, vehicle property card, and Peruvian technical inspection (for suppliers entering in vehicles).
- d) Execute the works according to TAMA INGENIEROS S.A.C. safety standards.
- e) Communicate to the Head of Safety, Health, and Environment any accident/incident event during the development of activities in TAMA INGENIEROS S.A.C.

## 7. WORKS IN SENSITIVE AREAS:


- a) Third party access to sensitive areas (Sales Dpt., Engineering Dpt. , Data Center), must be authorized, supervised and only when required.
- b) Unsupervised work is not allowed, and no audio and/or video recordings nor pictures (video, audio, or camera gadgets) are allowed in sensitive areas.

## 8. ACCESS TO TAMA INGENIEROS S.A.C:














- a) Visitors and/or external personnel must show a valid ID card and must have a formal authorization prior to entering TAMA facilities.
- b) All visitors and/or external personnel must declare to the Security guards, at the moment of entering the facilities and/or offices of TAMA INGENIEROS S.A.C. any personal computer, computer equipment or other valuable goods with which they are going to enter.
- c) The movement of visitors and/or external personnel within the facilities must be restricted only to the areas that are involved in their visit, and the head of the visited area must permanently monitor their activity. If an employee identifies an unknown person without a visitor's pass, he/she must immediately inform the security personnel.
- d) The Security personnel area shall issue the following visitor passes for access to each area according to the codification shown in Chart N° 01.
- e) Visitors and/or external personnel must keep the visitor's pass in a visible manner during the entrance and displacement to the offices and/or authorized environments of TAMA INGENIEROS S.A.C. Under no circumstances, shall lend and/or exchange the visitor's pass provided by TAMA INGENIEROS S.A.C. f) Visitors and/or external personnel must return the visitor's pass provided at the end of their activities at the facilities and/or offices of TAMA INGENIEROS S.A.C.
- f) In case of loss of the visitor's pass, you must notify the security personnel of TAMA INGENIEROS S.A.C., which will have a cost of 2% Peruvian current tax unit.
- g) External personnel who extend their stay in TAMA facilities after working hours must request permission from the respective management and/or head, with a copy to the ROCA and RAD team. Security personnel will only allow the stay and/or entry to the offices to those persons who are duly authorized by the corresponding management and the ROCA and RAD team. The maximum stay in the facilities from Monday to Friday will be until 20:00 hr and on weekends / holidays until 16:45 hr.
- h) For contractor work, in the event of any work accident or incident, you must inform the SM Supervisor or SM Head for investigation.
- i) Security personnel must check with the metal detector all visitors, as well as their backpacks/ bags/ briefcases/ other items, and vehicles at the end of each visit.

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**Chart No. 01 Visitor passes color by access area**


Code	Color	Area
1	Blue 	Planta 1 (PR1)
2	Gray 	Planta 2 (PR2)
3	Green 	ISO Office: <ul style="list-style-type: none"> <li>• ROCA</li> <li>• Seguridad, Salud en el Trabajo y Medio Ambiente (SM)</li> </ul>
4	Brown 	Sales Offices: <ul style="list-style-type: none"> <li>• Gerencia Comercial (GC)</li> <li>• Ingeniería (IG)</li> <li>• Ventas (VE)</li> <li>• Presupuestos (PP)</li> <li>• Proyectos (PY)</li> </ul>
5	Orange 	General Manager Office (GG)
6	Yellow 	RAD & Administración Offices: <ul style="list-style-type: none"> <li>• RAD</li> <li>• Gestión de Personas (GP)</li> <li>• Bienestar Social (BS)</li> <li>• Gerencia Administración y Finanzas (AD)</li> <li>• Tesorería, Facturación y Cobranzas (TS)</li> <li>• Contabilidad General (CB)</li> <li>• Contabilidad de Costos (CT)</li> </ul>
7	Light blue 	Surveillance Office
8	Purple 	Operations Management Offices: <ul style="list-style-type: none"> <li>• Gerencia de Operaciones (GO)</li> <li>• Producción (PR)</li> <li>• Aseguramiento y Control de la Calidad (AC)</li> <li>• Planeamiento y Control de la Producción (PCP)</li> <li>• Logística (LG)</li> <li>• Acabados (AB)</li> <li>• Mantenimiento (MT)</li> <li>• Sistemas (TI)</li> </ul>
9	White 	Meeting room
10	Red 	Data center
11	Turquoise 	Warehouse office
12	Black 	Supervisors and customer visitors Office (Entrance to Plant 1 and/or 2 accompanied by TAMA employee)
13	Pink 	Unrestricted access to all areas (only with authorization from General Manager).

## 9. AUTHORIZATION TO MOVE COMPUTER EQUIPMENT:

- a) Computers or other IT equipment, valuable goods, as well as equipment belonging to employees that have been brought to the offices of TAMA INGENIEROS S.A.C. by

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visitors and/or external personnel, must not leave the offices unless they are accompanied by an authorization signed by the manager of the area and/or by the designated responsible personnel for such purposes and by the ROCA and RAD equipment.

#### 10. APPENDIX:

- Appendix N°1: Tama Ingenieros S.A.C. Location Map.
- Appendix N°2: Location Map for Customers and Suppliers' Trucks
- Appendix N°3: Safety arrangements for visitors at TAMA INGENIEROS S.A.C. (T-SM-CA-07)


#### 11. CHANGE CONTROL:

VERSION	DESCRIPTION OF THE CHANGE
01	Document creation.
02	Update of 6.4 Considerations for supervisory staff/supplier visit.
03	Update of 4.0 Responsibilities
04	Updating due to change of location

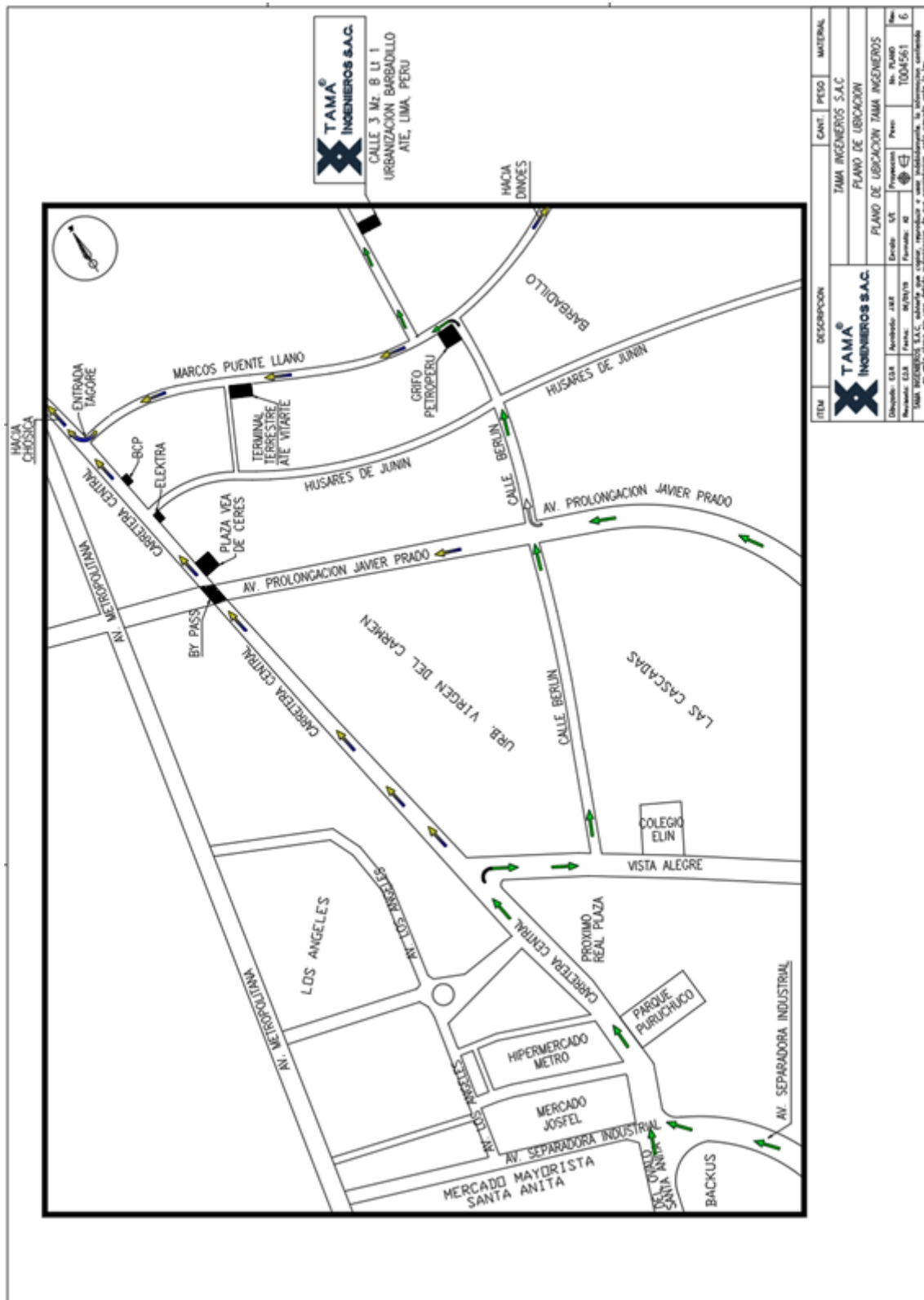
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# APPENDIX N°1: TAMA INGENIEROS S.A.C. LOCATION MAP.



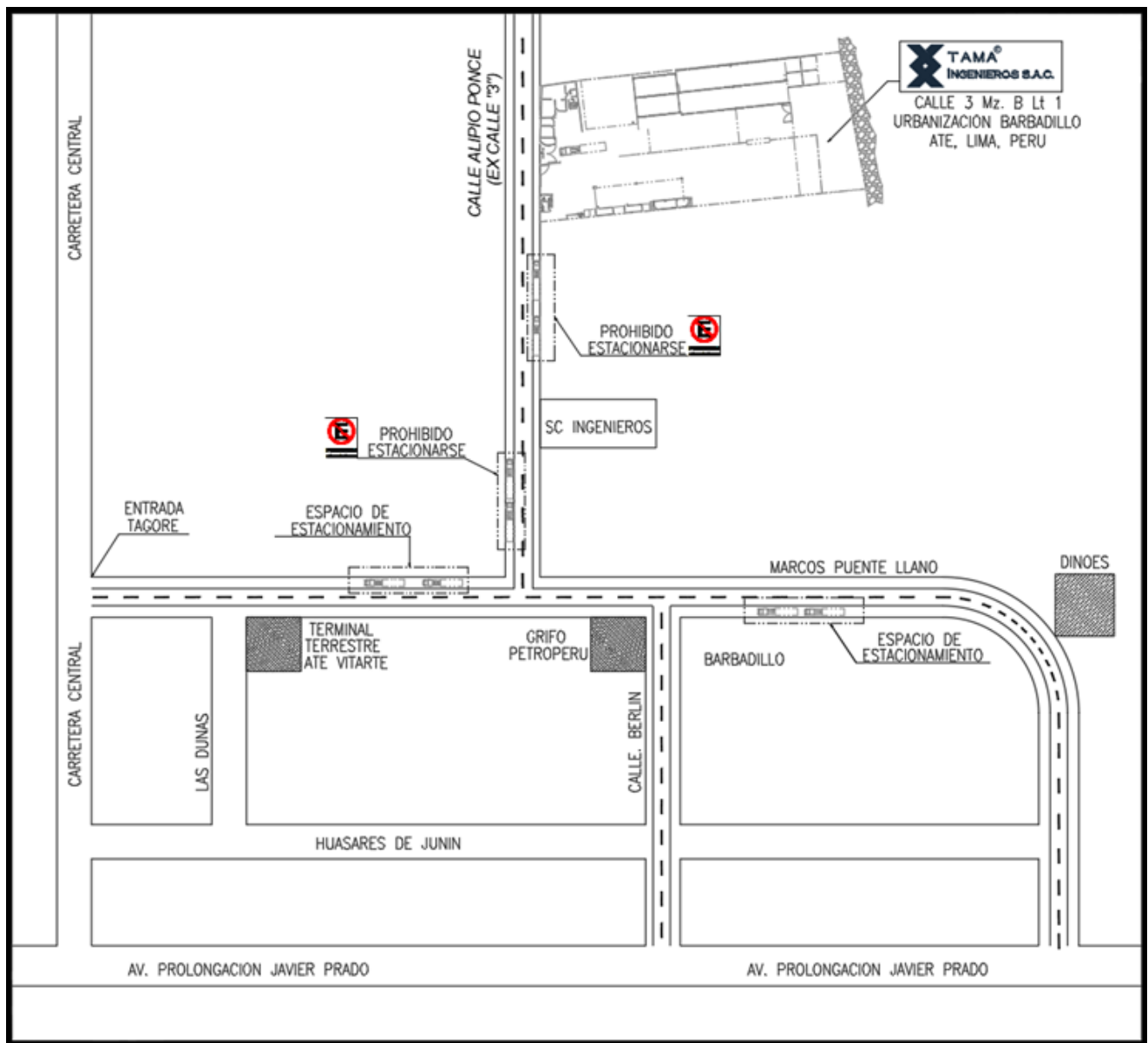
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## APPENDIX N°2: LOCATION MAP FOR CUSTOMERS AND SUPPLIERS' TRUCKS




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### APPENDIX N°3: SAFETY PROVISIONS FOR VISITORS AT TAMA INGENIEROS S.A.C. (T-SM-CA-07)

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Dear Visitor: In order to safeguard your safety in the facilities of TAMA INGENIEROS S.A.C. the following provisions have been established which apply to all types of visits:

**DISPOSICIONES GENERALES**

- Hand in your valid ID card to security.
- Carry the photocheck in a visible place according to the access area.
- Follow the instructions of the security personnel to enter the requested destination.
- Respect the signs in the visiting areas.
- Not to run inside TAMA INGENIEROS S.A.C. facilities.
- It is forbidden to take photographs or videos inside the facilities.
- Return photocheck when you leave the facilities and request your ID.
- Inform the security personnel about the loss of the photocheck in case it happens.
- For visitors with long hair, they must secure their hair and place it inside the safety helmet.

- SAFETY PROVISIONS FOR VISITORS TO OFFICES, TRAINING AND MEETING ROOMS.**
  - Do not use cell phones when passing through stairways and pedestrian walkways.
  - Use the handrail when passing through access stairways.
- SAFETY PROVISIONS FOR PLANT VISITORS**
  - Use PPE's, such as: safety helmet, chin mask, ear protection, safety glasses, safety shoes, long-sleeved shirt or polo shirt and pants (made from non-flammable material), send the SCTR one working day before the visit.
  - Transit inside the plant with the assigned person in charge during the visit.
- SAFETY PROVISIONS FOR VISITS BY SUPERVISORY PERSONNEL/SUPPLIERS**
  - Use PPE's, such as: safety helmet, chin mask, ear protection, safety glasses, safety shoes, long-sleeved shirt or polo shirt and pants (made from non-flammable material), vest with reflective tape and specific PPE according to the job to be done.
  - Be sure to send your insurance policy for health and pension one working day before the visit.
  - In case of work at height, send the certificate of training for work at height and the certificate of aptitude for structural height.
  - In case of suppliers, send the Hazard Identification and Risk Assessment matrix related the activity to be performed one working day before the visit.
  - Fill out the Job Safety Analysis form, Written permission for high risk work form and tool inspections form then request the release signature by the person in charge of the area and head of HSE before starting the work. These documents must be filled out by each activity and on a daily basis.
  - Execute the work according to TAMA INGENIEROS S.A.C. safety standards.
  - Submit the safety records of TAMA INGENIEROS S.A.C. when requested.
  - Communicate to the Head of Safety, Health and Environment any accident/incident event during the development of activities in TAMA INGENIEROS S.A.C.
- SAFETY PROVISIONS FOR SUPPLIERS' VISITS TO WAREHOUSES OR OFFICES**
  - Use PPE's, such as: safety helmet, chin mask, ear protection, safety glasses, safety shoes, long-sleeved shirt or polo shirt and pants (made from non-flammable material), and vest with reflective tape.
  - Be sure to send your insurance policy for health and pension one working day before the visit.
  - Present at the entrance gate your ID card, car insurance policy, car property card, valid technical inspection (for suppliers entering with vehicles).
  - Execute the work according to TAMA INGENIEROS S.A.C. safety standards.
  - Communicate to the Head of Safety, Health and Environment any accident/incident during the development of their activities in TAMA INGENIEROS S.A.C.

***TAMA INGENIEROS S.A.C. thanks you for your cooperation!***

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