

April 22, 2026

ADVISORY

Dear Valued Clients,

To support safe and efficient operations within Manila Multipurpose Terminal (MMT), this policy provides guidelines for the registration, safety induction, and compliance of all third-party contractors and subcontractors.

These measures are designed to ensure that all personnel working within the terminal are properly oriented and aligned with MMT's safety and security standards.

1. Definition

Third-Party Contractor – any external company, firm, or individual engaged by MMT or its clients to perform specific services, works, or activities within the port premises, who is not a direct employee of MMT. These third-party entities can be categorized into the following groups:

1.1 Logistics and Cargo Service Providers:

- 1.1.1 Third-party equipment providers (e.g. shore crane, hustling truck, forklift, etc.)
- 1.1.2 Third-party crane operators and riggers
- 1.1.3 Third-party integrated cargo handler (ICH)
- 1.1.4 Trucking companies

1.2 Vessel and Marine Service Providers:

- 1.2.1 Shipping agents
- 1.2.2 Tugboat providers
- 1.2.3 Pilotage services
- 1.2.4 Barge providers
- 1.2.5 Ship chandling

1.3 Technical, Maintenance, and Security Providers:

- 1.3.1 Equipment maintenance and repair contractors
- 1.3.2 Facilities maintenance and repair contractors
- 1.3.3 IT contractors
- 1.3.4 Security service providers
- 1.3.5 Construction & engineering firms (e.g. civil works, fabrication, dredging, etc.)

1.4 Regulatory and Specialized Services:

- 1.4.1 Customs brokers/agents
- 1.4.2 Surveyor and inspection services
- 1.4.3 Cargo checkering services

Subcontractor – any company or individual engaged by a third-party contractor to perform a portion of the contracted work or services within MMT premises. Subcontractors are subject to the same requirements and obligations as the main contractor.

2. Scope

This policy applies to all third-party contractors, subcontractors, and their personnel performing work within Manila Multipurpose Terminal (MMT), including but not limited to operational areas such as vessels, quay, yard, warehouses, GWEM (Gearlocker, Warehouse, Engineering, Motorpool), and other areas deemed necessary by MMT.

3. Objectives

All third-party contractors and subcontractors must register, and their personnel must complete the required Safety Induction prior to being allowed access to operational areas of MMT. Upon completion of the induction, a Safety Induction Card or Safety ID will be issued. This Safety ID serves as confirmation that the holder has been briefed on the safety requirements and is authorized to work within MMT.

Contractor personnel are required to carry and visibly display their Safety ID while inside the company premises.

4. Contractor Registration Requirements

All contractors must submit the following documents to the Health, Safety, Security, and Environment (HSSE) Department (safety@mmt.ictsi.com) **on or before 5:00pm of May 31, 2026**:

- 4.1 Company profile or business registration
- 4.2 Valid government business permit or licenses
- 4.3 Insurance coverage (if applicable)
- 4.4 List of personnel assigned to the project (full-time and part-time)
- 4.5 One (1) valid government ID and/or company ID of workers
- 4.6 Relevant competency certifications or licenses (e.g. TESDA National Certificates for heavy equipment operators and riggers, Professional Driver's License, etc.)
- 4.7 Safety documents related to the service rendered such as:
 - 4.7.1 Method Statement
 - 4.7.2 Risk Assessment
- 4.8 Company emergency contact details

MMT reserves the right to **deny registration if requirements are incomplete or non-compliant with safety standards**.

5. Safety Induction

All contractor personnel must attend the company's Safety Induction Program before starting work. The induction shall include, but not be limited to:

- 5.1 Company safety and security policies
- 5.2 Site-specific hazards
- 5.3 Personal protective equipment (PPE) requirement
- 5.4 Emergency procedures
- 5.5 Fire safety and evacuation procedures

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- 5.6 Incident reporting procedures
- 5.7 Environmental protection rules
- 5.8 Restricted areas and access control

6. Issuance of Safety ID

- 6.1 Contractor personnel must attend and complete the official Safety Induction conducted by the HSSE Department.
- 6.2 After successful completion of the orientation, HSSE shall issue a Safety ID to the contractor personnel. **First time issuance of Safety ID is for free.**
- 6.3 Safety IDs remain the property of MMT and may be inspected, suspended, or revoked when necessary to maintain safe operations within the port facility.

7. Validity and Renewal of Safety ID

The Safety ID shall remain valid only for a period of one (1) year or until the completion of the contractor's assigned scope of work.

Before the validity expires, contractor personnel must complete the renewal or revalidation of their Safety ID.

As part of the renewal process, all contractor personnel are required to undergo a mandatory Safety Re-Oriented to ensure continued awareness and compliance with current company safety and security policies, procedures, and site-specific hazards.

8. Safety and Security Violations and ID Marking System

To promote accountability and reinforce adherence to safety and security rules, a marking system shall be implemented for contractor personnel who commit safety and security violations.

- 8.1 Any personnel found committing a safety and security violation will have their Safety ID marked and recorded by HSSE.
- 8.2 Each recorded violation will be documented in the HSSE monitoring records.
- 8.3 The marking serves as an official notice that the individual has breached established safety and security procedures within the port facility.

9. Escalation of Violations

The following actions will apply when safety and security violations are recorded:

- 9.1 First Violation
 - 9.1.1 The contractor personnel will receive safety or security talk on the field, and the violation will be recorded.
 - 9.1.2 A first marking will be recorded on the Safety ID.
- 9.2 Second Violation
 - 9.2.1 The contractor employee and their supervisor will be required to attend a briefing in the HSSE office, and the violation will be recorded.
 - 9.2.2 A second marking will be recorded on the Safety ID.

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9.3 Third Violation

9.3.1 Upon the third recorded safety or security violation, the contractor employee's Safety ID will be revoked.

9.3.2 The individual will no longer be allowed to work within the port operational areas until the following requirements are met:

- ✓ Completion of a mandatory Safety & Security Re-Orientation,
- ✓ Payment of Php 2,000.00 to Billing Department for Safety ID re-issuance

Only after completing the re-orientation and settling the applicable re-issuance cost may a new Safety ID be issued.

10. Lost or Damaged Safety ID

Contractor personnel who have lost their Safety ID shall undergo verification against existing records to confirm the validity of the lost ID. Upon confirmation, a corresponding fee of Php 2,000.00 to be paid to Billing Department for ID re-issuance shall be imposed.

Your cooperation is expected to maintain a safe working environment for all personnel and stakeholders within the port terminal.

For questions or clarifications, please coordinate with the HSSE Department (safety@mmt.ictsi.com loc. 204)

For strict compliance.

Sincerely,

MMT Management