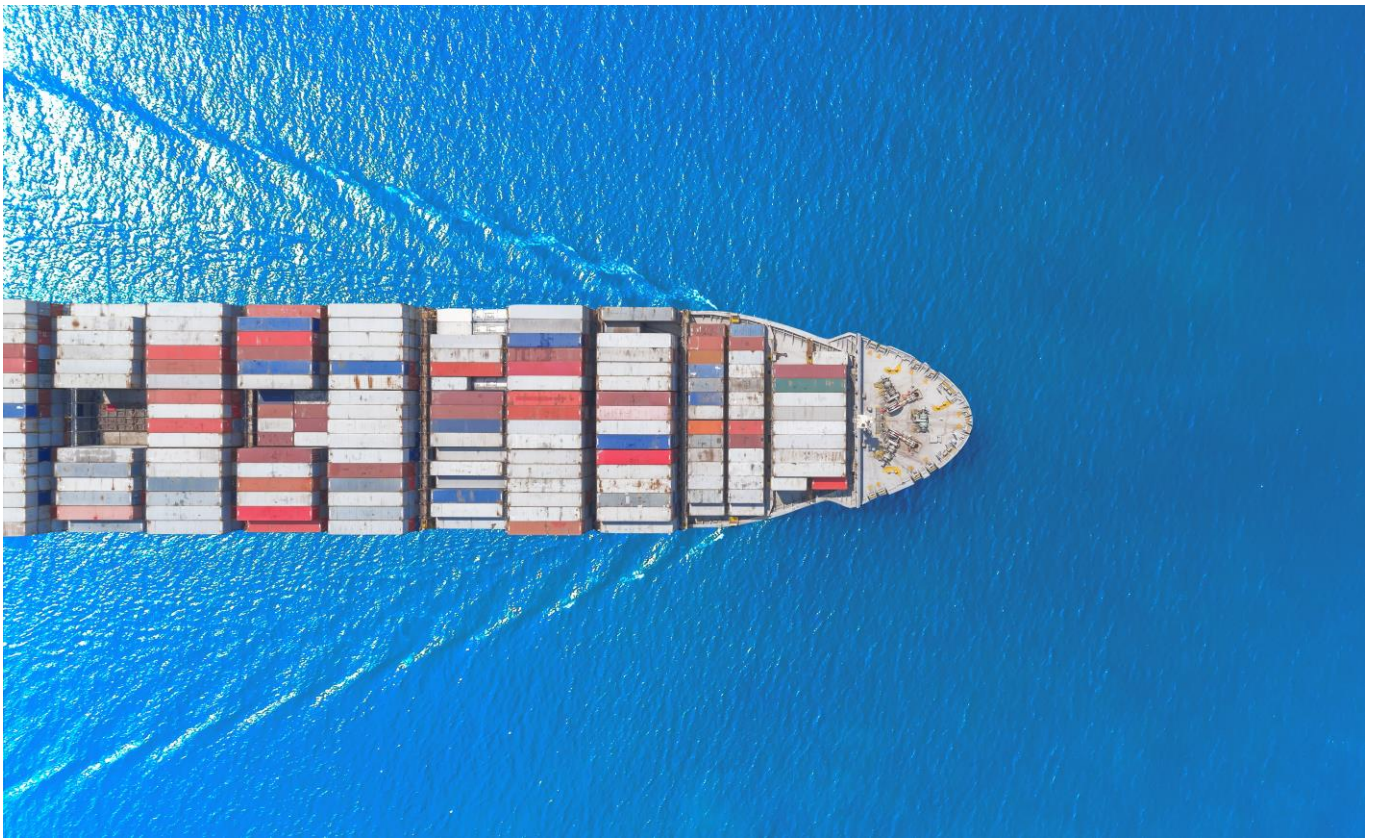




Conditions of Delivery and Reception of Cargo at the Logistics Operator's Branches

11 November 2021



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Introduction

The purpose of this document is to facilitate the preparation by the supplier and the reception by the logistics operator of all the cargo that needs to be transported to the mining sites in the first and second regions belonging to BHP, namely: Minera Cerro Colorado, Minera Spence and Minera Escondida.

In general, the great diversity of types of cargo, components, dimensions, weights, etc., makes it very difficult to specify in detail the correct conditions for transporting all the cargo. Therefore, suppliers must often use their knowledge and criteria to define the type of palletizing and packaging they will provide for their cargo, so that they can responsibly certify that the cargo is in safe conditions for transport and handling, that it can arrive at its final destination in the same condition as when it left the supplier's facilities. As a minimum, the packaging must comply with the necessary specifications stated in this document. This is to allow the contents to be handled safely during loading and unloading operations, ensuring that the cargo is secured.

General Background

In order for the supplier to deliver its cargo or wait for it to be picked up from its premises, the logistics operator has designed a Scheduling platform, in which the supplier must enter all the information required for the requested action to be carried out. Changes in the dates of the shifts and/or required extensions, which may be done after the supplier's scheduling and at the supplier's request, can only be done with the authorization of the competent personnel of the corresponding operation. The scheduling must be made for both delivery and pick-up according to the delivery conditions of the Purchase Order.

Sometimes it will be necessary for the Logistics Operator to go to the Supplier's premises to inspect the cargo, so that the correct equipment is assigned for its transportation and, moreover, to ensure that the cargo is correctly and safely packed and palletized.

The supplier must consider that only forklifts will be used for loading and unloading operations at the logistics operator's premises, and therefore the material must be mounted on pallets or pallet racks. Should the pallet stands include lifting lugs, they must come identified and with their respective calculation memory.

The Supplier shall deliver the cargo at the Logistics Operator's branches only in trucks with hinged gates on their sides. The delivery of palletized cargo in vans, vans or closed trucks, which hinder the maneuvering of the Forklift Crane, will be rejected. In any case, the vehicles used for delivery in the applicable logistic centers must comply with the regulation and be up to date.

Example of truck suitable for unloading:



All the pallets, pallet racks and metallic structures that support the cargo, must have, mandatorily in their base, the shims or covers for the entry of the forklift crane nails, since taking these structures without these guides, will cause a great risk of accident due to cargo falling, resulting from slipping when taking "iron with iron".

All the elements, materials, devices and supplies used for the palletizing and packing of the cargo are the responsibility of the Supplier; while the Logistics Operator is responsible for the necessary components to secure and fasten the cargo to the equipment (ramp or truck) during transportation, as well as the materials to prevent the cargo from sliding on the equipment (rubber bands or anti-slip material).

Delivery and Reception of Local and International Purchases

Scheduling platform for the delivery of goods purchased locally

This platform allows the Supplier to schedule or take the reservation of any available time of the day for the delivery of a product to any of the branches of the logistics operator or otherwise register for the withdrawal of the material from its premises.

In order for the supplier to access this platform, he must have an account, accessing it through a password issued by the logistics operator.

For oversized cargo, the supplier must contact the following address:

EMAIL: agendamiento@emfe.cl

Phone: +56 55 2894277 Celular: +56 982933980

WWW: <http://opera.emfe.cl/agenda>

For general cargo, please access the following page:

<https://gts.sitrans.cl/gts/login.seam>

Some important considerations that the supplier must keep in mind to book an hour on the platform and at the time of delivery:

- The time reservation can only be taken in the same month to which the date of the Delivery Date (committed delivery date) corresponds.
- The supplier must always present the Printed Scheduling Shift, at the time of delivery of the material.
- The data and information fields requested in the scheduling platform must be completed in full, otherwise the logistics operator will NOT be entitled to receive or pick up the scheduled material.
- The same case will occur in situations in which the data of the dimensions or weight of the load is not correctly registered or is not the real one, verified at the time of delivery or withdrawal. The data entered therein must correspond to the actual data, otherwise it can give rise to Non-Conformity. The same will happen in case the dimensions and weights indicated for the removal of the cargo do not correspond.
- During delivery, the printed agenda must be a true reflection of the Dispatch Guide, as far as the material is concerned and the date of the dispatch guide must coincide with the date of the schedule.
- During delivery, the Supplier must present himself with the PO and the items identified in the schedule.
- A photograph of the cargo must be uploaded to the platform once it is ready in its delivery packaging.
- If the supplier decides not to deliver the material on the reserved date and time, he must cancel the appointment or reschedule for another date, at least by noon of the previous day. This will free up the time slot for another supplier to book that free time.
- The Supplier shall avoid reserving an appointment for each Purchase Order and, otherwise, may incorporate in the schedule all the POs that are ready for delivery.
- The supplier must inform no later than 5:00 p.m. the day before the registered schedule in order to eliminate the corresponding shift.
- In the event that the contractor is obliged to deliver goods under multiple Purchase Orders, the contractor shall pack and label each of the goods separately according to each Purchase Order.

Purchases from any BHP Company in Chile to suppliers not established in Chile

Suppliers not established in Chile that accept a Purchase Order for goods issued by any of the BHP Companies in Chile must take into consideration the following:

- For FCL (Full Container Load) shipments with Incoterms EXW, FCA, FAS and FOB, BHP Maritime and Supply Excellence will be responsible for coordinating shipments. Suppliers should contact the Maritime team at inboundcontaineroperation@bhp.com
- For FCL shipments and FOB trade terms, the supplier must follow the document "Maritime Requirements for Containerized Cargo Purchased FOB".
- For FCL cargo the supplier shall submit the preliminary packing list at least 45 days in advance.
- For LCL (Less Container Load) or air cargo shipments with Incoterms EXW, FCA, FAS and FOB the shipper is the freight forwarder DEUGRO who will contact the supplier to make the arrangements within 7 days once the purchase order is created.
- When the supplier has more than one purchase order item or several purchase orders to be delivered in the same period of time and for the same operation (MEL, Spence, CMCC or BHP INC), the supplier must consolidate the cargo per operation and depending on the type of container to be used, it will be coordinated by the Maritime team or the Freight forwarder. It is important to keep the BHP Purchasing team informed of changes in delivery dates. If the supplier is enrolled by Ariba, request an update of the delivery date through the Ariba portal (manual for Ariba use can be found at BHP Supplier Information Portal - LATAM (ariba.com)); if the supplier is not enrolled in Ariba, send an email to mineralsamericaexpediting@bhp.com.
- For consolidated cargo shipments, regardless of the container to be used, a preliminary packing list must be submitted at least 45 days in advance, including the purchase orders to be delivered, as well as the dimensions, weight, volume, in order to manage the booking.

Mandatory documentation to be provided by the supplier for LCL, FCL or airfreight is as follows:

- Packing list
- Invoice
- Certificate of origin
- BL
- Final photograph of the cargo packaging. This must be sent prior to shipment.
- Photograph of the IPPC graphic mark shown on the pallet or wooden box of the final packaging.
- Safety data sheet format NCH 2245: 2015. In Spanish, when applicable.
- Technical information on chemicals or battery included, when applicable.
- Harmonized System (HS) material code, when applicable.

In the case of oversized loads, the supplier shall submit the following documentation:

- Hoisting plan, identifying points and centers of gravity

- Lashing, loading and unloading instructions
- Any special instructions specific to the load
- Scanned documentation such as commercial invoice, packing list, BL and certificate of origin must be sent by the supplier to Maritime (inboundcontaineroperation@bhp.com) or Deugro as appropriate to the type of cargo and freight, no later than 5 days after the vessel sails. The above is mandatory for the import process of the goods.
- For all LCL air and ocean shipments, with the exception of USA origin, the supplier must send the original documentation via certified mail to the following address:

ATT: Marisa Castillo, Ejecutiva de Importaciones SESNICH
Santa Beatriz 100 oficina 204, Providencia, Santiago
Region Metropolitana
Chile
Postal code 7500515
Tel: 56940431349

- For FCL shipments, the supplier must send the original documentation via certified mail to the following address:

ATT: Marisa Castillo, Ejecutiva de Importaciones SESNICH
Santa Beatriz 100 oficina 204, Providencia, Santiago
Region Metropolitana
Chile
Postal code 7500515
Tel: 56940431349

All original documentation for LCL or FCL cargo must arrive at least 10 days before the cargo arrives at destination.

- For those clauses other than EXW, FOB, FCA and FAS, arrangements must be made directly with the shipper designated by the Contractor, who must send the documentation to the International Freight team in advance, to maria.mj.ventura@bhp.com and then send the original documentation to the address: Av. Cerro El Plomo 6000, 15th floor parts office, Las Condes, Santiago.
- The packages must have the identification of the stock code if it is a material catalogued by our companies.
- The package must specify by means of a supplier's label the following information:
 - Purchase Order and Items;
 - BL Number
 - Final destination of the goods
 - Description of the material associated with the purchase order;
 - Contractor's invoice number;
 - Material stock code (if applicable);
 - Quantity of material;
 - Final destination of the cargo
 - IMO cargo classification labeling if applicable.
- In the case of an import of Hazardous substances, it is necessary to have a Material Safety Data Sheet (MSDS) clearly indicating the CAS number, for maritime shipments an IMO declaration and for air shipments a DGR declaration. The packaging must be clearly marked with the respective label indicating its classification.
- All documentation must be sent to the freight forwarder in advance to review the feasibility of being imported into Chile and not ship until confirmation is received

- Wooden packaging used for international trade must undergo phytosanitary treatment to prevent the harboring of pests. After fumigation, the packages must be marked with an internationally recognized brand to certify that the treatment has been carried out correctly (SAG). The supplier must send a photograph of this activity.
- To manage the import of radioactive cargo, a specialist company must be available to manage the permits and transfer at both origin and destination.
- With respect to the national scheduling of international purchases, the customs agency with which the company works is responsible for this activity.
- Shipping documentation must be issued as indicated below:

Minera Escondida	Consignee Minera Escondida Ltda. Rut: 79.587.210-8 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile	Notify Party Minera Escondida Ltda. Rut: 79.587.210-8 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile ATT: Comex Minerals Americas caprices.cg.vergara@bhp.com
Minera Spence	Consignee Minera Spence S.A. Rut: 86.542.100-1 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile	Notify Party Minera Spence S.A. Rut: 86.542.100-1 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile ATT: Comex Minerals Americas caprices.cg.vergara@bhp.com
Compañía Minera Cerro Colorado	Consignee Compañía Minera Cerro Colorado Ltda. Rut: 94.621.000-5 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile	Notify Party Compañía Minera Cerro Colorado Ltda. Rut: 94.621.000-5 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile ATT: Comex Minerals Americas caprices.cg.vergara@bhp.com
BHP Chile	Consignee BHP Chile Inc. Rut: 86.160.300-8 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile	Notify Party BHP Chile Inc. Rut: 86.160.300-8 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile ATT: Comex Minerals Americas caprices.cg.vergara@bhp.com
Tamakaya Energia SpA	Consignee Tamakaya Energía SpA Rut: 76.349.223-0 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile	Notify Party Tamakaya Energía SpA Rut: 76.349.223-0 Cerro El Plomo 6000, piso 15 Las Condes, Santiago – Chile ATT: Comex Minerals Americas caprices.cg.vergara@bhp.com

Temporary Admission Exit

For purchase orders issued by Compañía Minera Cerro Colorado Ltda, which have an associated SAT (Temporary Admission Exit) from Customs to leave the region for repair, the Contractor must comply with the following:

The Contractor, once he receives the equipment accompanied with the SAT, must scan the copies with the stamp of the Customs advance and send it to the Comex team at maria.mj.ventura@bhp.com

The term of the SAT is 90 days from the date of departure from the region for the return of the repaired equipment to CMCC. Therefore, if on the 60th day the Contractor needs to request an extension for a longer period, he must send a technical report to the Comex team.

If the established deadlines are not met or the documents are lost, Customs will generate a fine to CMCC that will be passed on to the Contractor for non-compliance.

Process of Receipt of Goods

- The Logistics Operator will NOT receive merchandise without the corresponding Purchase Order and which has been previously accepted by the Supplier.
- The Purchase Order must be active and of the current month.
- At the time of delivery, a Waybill must be attached for each Purchase Order to be delivered.
- The Supplier must deliver the shipment sealed with Plastic Film (minimum 3 full wraps) and with a seal (scotch tape with logo and / or company name) that identifies it.
- The shipment/cargo/component being delivered must have an Identification Tag with the following information:
 - Purchase Order Number.
 - Purchase Order Item Number.
 - Bill of Lading number.
 - Shipment/Cargo destination
 - Material code (for Stock material)



Seal



Identification Label

CARGO IDENTIFICATION LABEL

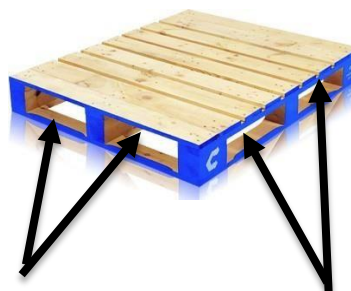
1. Purchase Order Number.....:
2. PO Item Number.....:
3. Waybill Number.....:
4. Material Code Number.....:
5. Final destination of the cargo.....:

- If the cargo is of a "Hazardous" or "Chemical" condition, a Safety Data Sheet (SDS) file and a photograph must be attached to all schedules.
- For all materials delivered in closed crates, it is imperative that at least two days before delivery, a photograph of the material inside the crate is sent to the Logistics Operator clearly specifying the type of anchorage installed and securing the cargo, to prevent it from moving and losing its location during transport and handling.
- The supplier/carrier, in addition to presenting his printed scheduling number, must do so with the Dispatch Guide, which indicates the detail of the cargo.

General Loading and Securing Conditions

The supplier needs to consider the following:

- Cargo transported from Santiago is handled with cargo equipment in the branches of Lampa, La Negra in Antofagasta, Pozo Almonte de Iquique and at the site of each operation. From Santiago the cargo will travel more than 1,200 kms to its final destination, through roads and highways that will produce vibration in the packaging, so it is mandatory to consider the packaging requirements described in this document.
- The cargo must be properly palletized, with an American-type wooden pallet, which must have 4 entrances, that is, it must have "shims" for the entrance of the forklift nails, on all four sides. The minimum height and width of the shims should be 15 cm. high and 25 cm. wide. (see Annex A)



- The design, type, thickness and hardness of the wood used in the manufacture of the pallet will be the responsibility of the supplier, who must ensure that the pallet can withstand the conditions of static and dynamic forces that it is subjected to during transport.
- The load with the pallet must form a single piece united and fastened together. For this purpose, plastic film should be used, with a minimum of three complete wraps around the load, making sure that the beginning of the film is tied to the pallet and the end of the film is sealed with tape or heat. This action prevents the film from peeling off due to heat, humidity and/or wind. In case of damage to the packaging, the Logistics Operator may refuse to accept the cargo.
- To make the packaging more compact and secure, the load should be strapped, making sure that the strips pass over the film and that they are well stretched. On each side of the load, two straps should be placed, i.e. four strips in total, using the plastic material only for packaging in cardboard boxes and that do not have edges that could cut the material. Plastic strapping will not be accepted for loads of metallic material.
- Any material must have a pallet or lectern for handling with a forklift.
- The load (iron, nails, bolts, among others) should not be packed in cardboard boxes. With the movement of the equipment, the load is disassembled during the journey.
- Cargo classified as "spare parts" and with dimensions and weight that warrant it, such as engines, tracks, chains, pumps, etc., must be packed in a metal lectern, with an anchoring bolt system, stops and metal straps, in order to prevent the cargo from shifting on the lectern and causing an incident along the route. The metallic lecterns must have the calculation memory that guarantees the adequate support for the transported

Examples of compliance with the standard:



Material 100% dentro del pallet



Zunchos sujetan material al pallet



Material frágil en jaba y con film plástico



Tambores con zunchos, protección superior y pallets



Material irregular con sujeción al pallet



Carga peligrosa debidamente rotulado con rombo



Soporte para manipular con grúa horquilla



Material bien rotulado



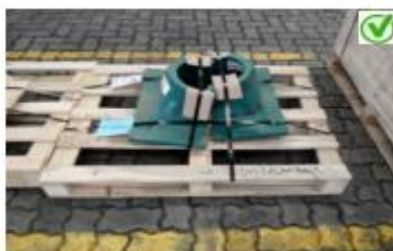
Material frágil apernado a pallet



Entrega de tubos: Instalar travesaños entre los pisos, mejora considerablemente la estabilidad como la agrupación total de tubos al



Material frágil en jaba



Material con zuncho y esquinero



Atril para entrega de vidrios o placas delicadas

Examples of non-compliance with the standard:



Material fuera de pallet y sin sujeción con zunchos



Estructura frágil sin jaba y sin rotulo



Material no rotulado y no informa el centro de carga, frágil o peso de carga.



Pallet no adecuado al material



Carga sobresale del pallet



Material sin pallet para manipulación, no es segura la manipulación "fierro con fierro"



Cajón dañado



Film dañado y altura super 1,20 mts



Pallet en mal estado



Cajón quebrado



Tubos travesaños que unen los pilares de madera o los tacos intermedios



Tubos sin soporte para manipular con grúa horquilla

Examples:



The lecterns or pallet must include punctual supports

- The cargo must be contained entirely on the surface of the pallet, and must not leave its structure.
- Lectern must have manufacturer's or supplier's calculation memory.
- In piping, the timbers, quarters, and wedges used to support and separate the pipes will be provided by the supplier. The slings for Membranes and Geomembranes will likewise be provided by the supplier.
- The fastening belts will be provided by the Logistics Operator in the event of load removal.
- For materials and components of round structure or shapes that make it difficult to fasten with the strap bands, wood must be used so that the strap can meet its pressure effect for a better fastening of the material on the pallet.
- Adequate bracing should be added to the edge of the object on pallets to help prevent it from moving.



- If it is not possible to arrange palletizing or packaging for each type of cargo, the Supplier will have to consider each and every one of the defined recommendations, leaving the decision to receive or reject the material to the Logistics Operator, who on all conditions will be ensuring the safe delivery of the cargo and always under an environment of safety of people and material.

Specific Loading and Securing Conditions

The following is a detailed explanation for palletizing and packing of easily identifiable cargo. Additionally, Annex B shows examples of correct practices and others that do not comply with safety standards:

All oversized cargo must have:

1. Hoisting plan, identifying points and centers of gravity
2. Lashing, loading and unloading instructions.
3. Cualquier instrucción especial propia de la carga

1. Pipes of different diameter and extension, Fittings and Membranes:

The following is a detailed explanation for palletizing and packing of easily identifiable cargo. Additionally, Annex B shows examples of correct practices and others that do not comply with safety standards:

- The HDPE corrugated PIPE, which due to its diameter and length of 6 meters, can be transported in packages or racks, must have at least four rings of resistant wood, nailed or bolted and on it a metal strap that provides consistency and resistance to the racks for handling and transport.
- The wood used at the base of the rings must be thicker so that the tubes are no less than 15 cms. from the ground, to allow the entry of the forklift nails without risk of causing damage to the material.



- Racks may not be transported upside down, in such a way that they do not exceed the side doors of the ramps and must have a locking system at the ends to prevent forward or backward displacement.
- Pipes of greater diameter, which are not delivered in racks must have wooden separator systems (quarters) with wedges to avoid displacements during transportation. For better adherence, a base barrack will be used to avoid direct contact with the surface of the ramp and an intermediate barrack for the assembled pipes, in order to avoid damage during transport.

- The ramp used must consider the pillars and their corresponding lifelines to avoid lateral displacement of the pipes. Additionally, the pipes should be fixed with their respective straps independently, in order to avoid falls when unloading any other pipe.



Base Quarter



Intermediate Quarter



Parapet

Base Quarter

Intermediate Quarter

- In no case should the tubes be lifted above the parapet of the ramp, in case the tubes slide forward.
- The girdle should be placed in the area where the dividing wood is located, in order to tighten the girdle without damaging the load.
- Small Fittings should be packed in wooden cages or with several layers of plastic film (more than three layers, as shown in the photo), in such a way as to avoid displacements and misalignments of the load with the pallet.



Several wraps of film ensure firmness and stability of the material.

- Other smaller sizes can be placed on a wooden pallet, secured with at least three wraps of film and strapped with two straps in each direction to prevent the package from disassembling, including cross straps to secure the load.
- Larger fittings should be individually palletized and secured with sufficient strapping to provide a secure load condition.
- Each one of the rolls of Membranes and/or Geomembranes, soft and flexible material, must be loaded by supplier with two slings each, must have the capacity to resist the weight of the material and allow lifting them for unloading. It is also possible to take them with the Fork Crane, provided that the nails are covered with HDPE, which avoids damaging the material. The slings must be non-metallic, for example, nylon slings to ensure that the membranes are not broken.
- These rolls can only be lifted up to one floor above the one in contact with the surface of the ramp. It must be lifted in a pyramidal shape, without going over the height of the parapet of the ramp.



Slings



Raised Pyramidally to one level

2. Breastplates

- There are breastplates and coatings of different sizes and shapes, however all this material must be delivered on pallets, which often must be adapted to give security to the packaging, depending on the shape of the shell or coating.
- The wooden pallets must be robust enough, either with hardwood or metallic lectern, to support the weight of the piece. Only metallic straps must be used as fasteners, with a resistance and quantity that guarantee that the pieces will not be displaced from their original position.
- The pieces of breastplates will not be received as long as they are mounted on the pallets. Here are examples of bad packaging:
- All material must have a pallet or lectern for handling with a forklift.
- The pallet must adequately cover the entire section of the material, therefore it cannot be a part of the piece that protrudes outside the pallet or lectern.



Pallet adjusted to the shape of the breastplate



Non-palletized Breastplates



Imported coatings without pallet



Import lining with insufficient pallet to withstand weight of the material

3. Canoes

- Canoe transport lecterns must have clamping stops or protective mesh at each end to avoid the displacement of these pieces in case of a sudden brake.
- The lectern must have the manufacturer's calculation memory.
- Each profile of the structure must be properly welded or secured by bolts and nuts and must have a review of the structure at least once a month.
- As a metal support structure for handling by means of Forklift Crane, it is essential that each Lectern is equipped with shims for the crane nails. Otherwise, it will not be possible to handle this load.
- The canoes to be transported must be clean, and must not contain residues that contaminate the structure of the ramp. Example:



The wire mesh can be observed at the ends of the structure (correct). However, it does not have the shims for the forklift nails. It must have shims to be able to position the Forklift.



Lectern with shims for Forklift Crane (correct)

4. Droppers

- The droppers must be mounted on the pallet with 4 droppers towers, thus, giving greater stability to the pallet, preventing them from tilting and ending up collapsing, with vibration during transport and in handling with the unloading equipment.
- Each dropper tower must have a maximum of 4 rolls in height, ideal condition for the package to be well secured and without risk of disarming with the vibrations of transport and handling.
- Each package must have no less than 5 turns of plastic film, which must be taped to its end with wide scotch tape.
- The straps allow to make the package of the droppers more compact with the pallet, having to two straps of straps on each side, that is, 4 strips in total. At the top of the rolls, there should be a piece of wood

(perpendicular to the entrance of nails to the pallet) to increase the tension zone of the straps, preventing them from moving and losing tension.

- Droppers must not protrude from the surface of the pallet.



Palletized droppers with 5 rolls and with two towers on the pallet, which destabilizes the palletizing for transport and handling. Also, the few rolls of film are not taken from the pallet.

5. Conveyors Belts

Depending on its weight and dimensions, the strap must be installed in a metal lectern, resistant to the respective lifting maneuvers for its transfer. All metal lecterns must contain a hole in the central axis and their respective calculation memories.

- In the case of smaller straps the bases can be made of wood, however, these must have wedges according to the size of the strap belt so that it fulfills its purpose of avoiding possible displacement on the pallet.
- The supplier shall be responsible for ensuring that the metal straps are of adequate dimensions to withstand the pressure of the strap during transport.
- The lectern must have a calculation memory.
- The lectern must have stowage and fastening points.
- The lectern must identify the stowage and fastening points.

- The Strap must always be loaded in a low ramp or low bed, to lower its center of gravity and give it more balance during transport.



Structures that have the standard for the transport and handling of conveyor belts.

6. Glass and/or Windshield

- The glass and / or windshield (regardless of their weight and dimensions) must always be delivered in wooden crates and arranged on a pallet in an upright position (sometimes with a small angle of inclination). If they are not delivered in this position, they cannot be received.
- They should always be loaded in a low ramp or low bed, to lower their center of gravity and give it more balance during transport.
- The inside must be surrounded and protected with special materials to avoid direct friction with the packaging and absorb vibrations during transport.
- The outside of the pallet must be marked on both sides to indicate that it is a fragile material and that the pallet must be marked in a permanent vertical position.



Correct positioning of the pallet with glass (windows, windshield, mirrors, etc.). For greater load firmness in its vertical position, it is required to fix wooden winds to both sides of the pallet.

7. Drums

- The drums must be palletized and have a top cover to avoid damaging the drums during stowage and fastening. This is done in order to give firmness to the packaging, as shown in the figure.
- These should be secured to the pallet with plastic film, which should be wrapped no less than 3 times around the load, holding the pallet to make a single piece with the drums. The final end of the film should be glued with wide scotch tape to prevent the film from unrolling during transport and the package from losing its consistency.
- To install the 4 straps so they do not slip on the contact circumference of the drum, a wooden plate or a wooden board must be placed on the drums, in such a way that the strap exerts pressure on it and squeezes the drums on the pallet.
- Pallet used must be American type with 4 entries.
- These drums will be positioned on the pallet and must be strapped together in such a way that only one package is formed and that they do not hit each other during transport. Each pallet should have only four drums.
- The strapping should be metallic, two of them surrounding the 4 drums and 2 strapping the load to the pallet by the middle of the drum.

In no case may drum pallets be reassembled.

- All pallets must be of sufficient size to ensure that the drums do not protrude from the pallets, either at the top or bottom. As a result, this will ensure that the pallets are the buffer and not the drums when placed side by side.



Wooden structures on the upper part of the drums, which facilitates the tightening of the straps, preventing them from slipping out of position and losing the tension of the pressure on the pallet. In addition, it also allows the belt to be crossed over the ramp for transport.

8. Engines

- Any component or motor that is transferred in lecterns or metal pallets, must be fixed to the structure through fastening bolts. In addition, you must have metal straps that reinforce this fixation.
- In case these are transferred for repair, they must have total drainage of oils and / or fluids, covering all the spaces where they could drain. In addition, it must have a label that clearly indicates that the component is drained and without fluids inside.
- The supplier is responsible for ensuring that the pallets and/or metal structure to be used as a transfer base, are sufficiently resistant to support the component, have firm bases and are in good condition.
- Pallet or base structure to move the loads must have the shims to be handled by the forklifts.
- The lectern must have the manufacturer's calculation memory.
- The stand must have a label indicating center of gravity.
- The supplier must send the certificate of purge and drainage of the motor.

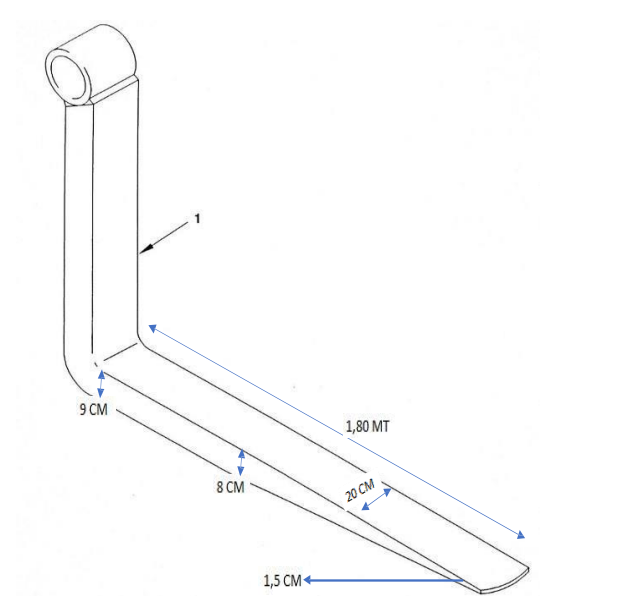


Two types of fasteners are shown in the photos, for different bases, depending on the weight of the component. Tape or metal strip bolted to the wood base and another bolted directly to the metal base.

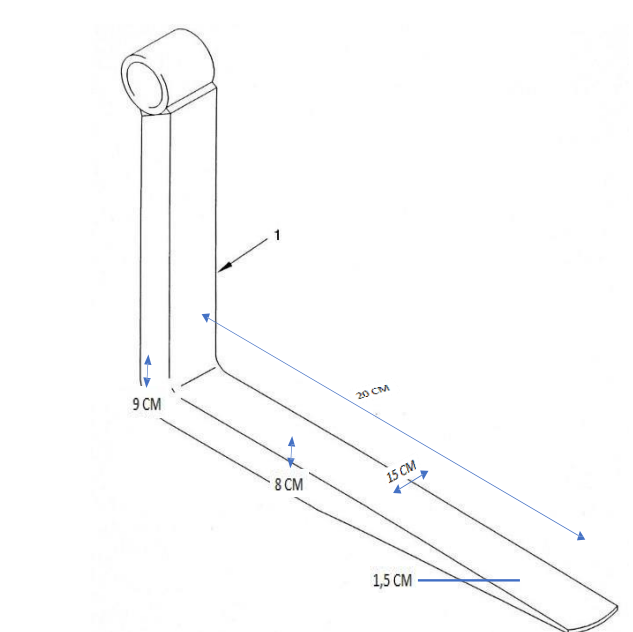
Annex A

Measurements of Forklift Crane Nails

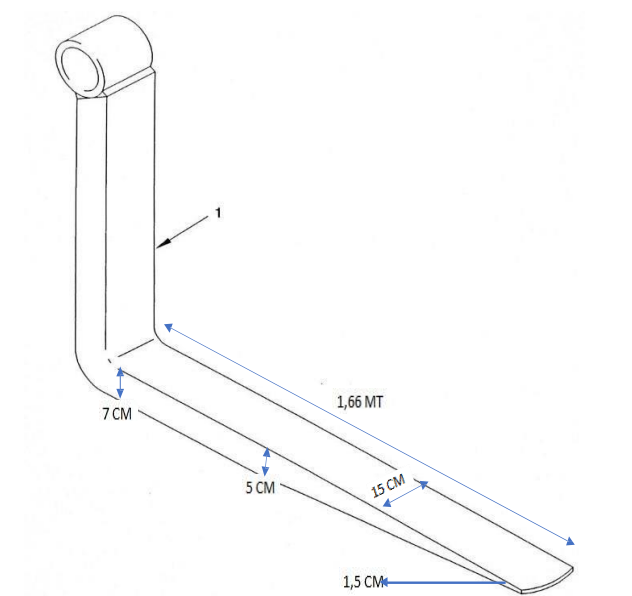
Model: Hyster 230 Capacity: 10 Ton



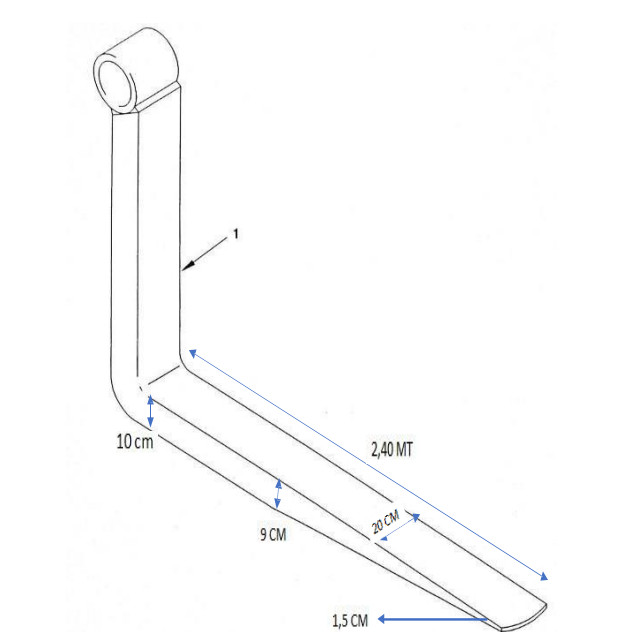
Model: Hyster 230 Capacity: 05 Ton



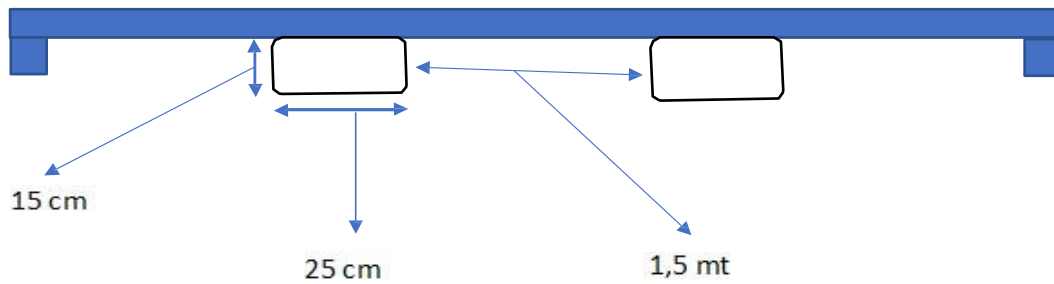
Model: Komatsu 70 Capacity: 6,3 Ton



Model: Komatsu 70 Capacity: 16 Ton



Dimensions of socks for metal lecterns



The maximum nail opening of all Forklift Cranes, regardless of their load capacity, is 1.5 meters. This indicates the separation that the stockings should have on the metal lecterns.

Annex B Images and Graphs

This annex will present examples, which show different types of packaging and palletizing of cargo delivered by suppliers that show correct and other erroneous forms of packaging presentation, providing a better safety condition for handling and transport to final destinations. These recommendations will prevent rejections and returns of the load, ensuring a correct process, initiated by the supplier.

The palletized products are examples to follow, where the supplier's concern to deliver a load that can be transported and handled by the equipment safely is evident. On the other hand, some were rejected and that it was necessary to reinforce or improve their packaging for safe transport.

Rim Rings:



Photo 1



Photo 2



Photo 3



Photo 4

Metallic material held in place only by plastic film and 4 metal straps. Correct packaging is visible (Photo 1). However, due to the movement and vibrations during transport, the packaging is dismantled, with a high risk of causing a serious incident, with the material falling from the ramp (Photos 2 and 3). Photo 4 shows the same material with a metallic structure bolted at its ends to a metallic profile and wooden base, providing greater safety in transportation and handling.

Structures and metal lecterns with and without shims for forklift nails:



Photo 5



Photo 6



Photo 7



Photo 8

Photos 5 and 6 show spare parts and materials without the shims, allowing the Component to be taken for loading and unloading. In Photos 6 and 7, you can clearly see the correct shims

Vehicles not qualified. Examples of rejections in delivery:



Excess height of the load:

Considering the height of the ramp gates, these components present a serious risk of falling on the route. Reason for rejection of the load.



Packaging of Idlers:

Poor packaging

Correct packaging

Correct packaging



Lighting Carts and Solar Panels:



It presents a serious difficulty and risk of falling when handling it and risk of travel during transport.



Correct palletizing. No direct contact with the ramp, there is no risk of displacement. Correct Forklift Crane Shims.



Correct wooden pallet.



Correct metal pallet.

Other examples:



Both photographs show the correct location of wooden frame on the circular-edged component load. This facilitates the placement of crossed straps and prevents them from shifting off center.



Incorrect. Metal lectern does not have shims in its structure.



Incorrect. Poor placement of plastic film, with only one wrap.



Drawer with weak woods to support loose boxes, the weight of the load inside.





Component (Dart) whose lectern does not have the shims of the Forklift Crane. The straps are not sufficient, due to the weight, to hold the component on the lectern. Vibrations during transport can pull the component out of its shim.



Drawer does not meet the palletizing standard. The cavity does not allow to take with the two nails of the Fork. When taken with only one nail there is an obvious risk of falling from the drawer.



Incorrect. Remounted pallet and plastic straps, which is insufficient restraint to support the weight and pressure of the cinches. There is a risk that cargo will come loose and fall off the ramp.



Poor packaging. High risk of idlers falling from the ramp.



Consequence of taking metal lectern without the shims. In braking action, structure can slip on the nails, causing damage to the load.

Examples of compliance with the standard:



Material 100% dentro del pallet



Zunchos sujetan material al pallet



Material frágil en jaba y con film plástico



Tambores con zunchos, protección superior y pallets



Material irregular con sujeción al pallet



Carga peligrosa debidamente rotulado con rombo



Soporte para manipular con grúa horquilla



Material bien rotulado



Material frágil apernado a pallet



Entrega de tubos: Instalar travesaños entre los pisos, mejora considerablemente la estabilidad como la agrupación total de tubos al



Material frágil en jaba



Material con zunchos y esquinero



Atril para entrega de vidrios o placas delicadas

Examples of non-compliance with the standard:



Material fuera de pallet y sin sujeción con zunchos



Estructura frágil sin jaba y sin rotulo



Material no rotulado y no informa el centro de carga, frágil o peso de carga.



Pallet no adecuado al material



Carga sobresale del pallet



Material sin pallet para manipulación, no es segura la manipulación "fierro con fierro"



Cajón dañado



Film dañado y altura super 1,20 mts



Pallet en mal estado



Cajón quebrado



Tubos travesaños que unen los pilares de madera o los tacos intermedios



Tubos sin soporte para manipular con grúa horquilla

Annex C: Maritime Requirements for Containerized Cargo Purchased FOB Incoterms 2022 – Minerals America

BHP Maritime & Supply Chain Excellence

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1. Overview

1.1. Introduction

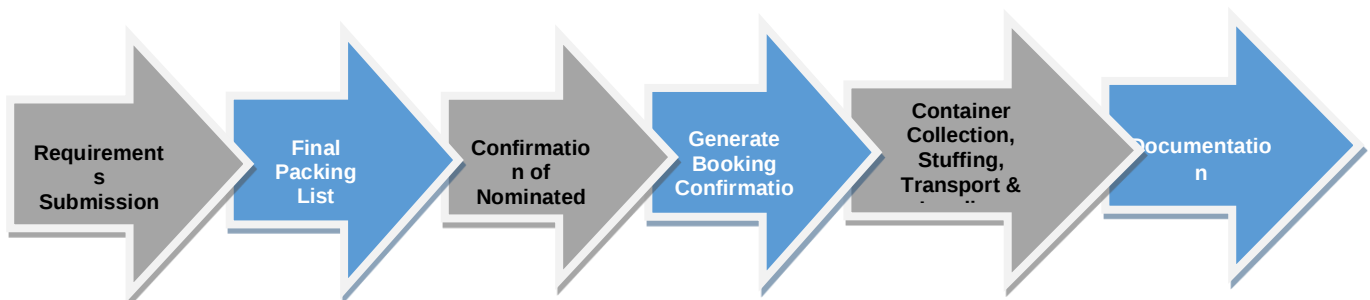
Free on Board (FOB) Incoterms 2022 is a transportation term that indicates that the price for goods includes delivery of the goods at the Sellers expense to a specified agreed point including loading of the cargo onto the selected vessel.

When BHP's goods procurement contract terms includes Free On Board at Port of Origin, the expectations are for the Seller to coordinate maritime freight requirements with BHP's Maritime & Supply Chain Excellence team (M&SCE).

The following document describes the booking process to coordinate maritime requirements with M&SCE. Compliance with the process would ensure procured goods are timely delivered to the BHP's Assets and BHP's Sellers meet delivery KPIs included in the procurement contract.

1.2. Booking Process

- **Seller:** In addition to quantity and frequency, Seller to submit preliminary packing list, *safety data sheet (if required) & Harmonised code (HS code) 30 days prior to PO expected delivery date at load port*
- **Seller:** Submission of final packing list 15 days prior to PO expected delivery date at load port
- **M&SCE:** Confirmation of nominated Liner
- **Seller:** Generate booking confirmation *with Liner*
- **Seller:** Container collection, stuffing, transport and loading
- **Seller:** Documentation preparation and courier



2. Booking Process Description

2.1. Definitions

Free on Board Incoterms 2022 (FOB) is a transportation term that indicates that the price for goods includes delivery of the cargo at the Seller's expense to the Port of Origin including cost for loading of cargo onto the vessel.

The FOB term is used with an identified physical location to determine the responsibility and basis for payment of freight charges.

Expected Sailing Date is the date when seller expects their goods to be shipped from Origin (load port).

Packing List is a document that expresses the contents of a package, along with details on the quantity, description, dimensions and weight of these contents. It serves to inform all parties involved with shipping, including transport agencies, government authorities, and customers, about the contents of the package. It helps them deal with the package accordingly. The list will be sent alongside with the goods after it has been tallied and packed.

Safety Data Sheet (SDS) is the product specification document that describes the characteristics of the cargo, and specifically calls out the cargo class (if categorised as hazardous by the International Maritime Organisation), only to be provided if necessary.

Harmonized System (HS) is an international nomenclature for the classification of products. It allows participating countries to classify traded goods on a common basis for customs purposes. At the international level, the Harmonized System (HS) for classifying goods is a six-digit code system.

Business Days refer to days that are not Saturday, Sunday, public holiday at the port of origin, nor 27, 28, 29, 30 or 31 of December.

Expected Time of Departure (ETD) is the date and time at which ship is expected to depart from a certain port/terminal. ETD is informed by Nominated Liner at the time of confirming booking. ETD would be the date to take into account at the time of evaluating Seller Delivery Performance in the Procurement Contract.

2.2 Booking Process

2.2.1 Maritime Service Request

To request maritime services from M&SCE, the Seller should email inboundcontaineroperation@bhp.com and include the following information ('Maritime Requirements'):

- Preliminary packing list
- Expected Sailing Date
- Proposed number and type of containers
- Harmonized System (HS) code for each product included in the order
- Safety Data Sheet (SDS), or another other Dangerous Goods documents, if any

On a standard basis, the Seller needs to provide maritime requirements to M&SCE at least **thirty (30) days** in advance of the targeted sailing date.

Seller needs to provide Final Packing List no later than **fifteen (15) days** prior PO delivery date at load port. Minor adjustments of weight and dimensions could be observed between the Preliminary Packing List and the Final Packing List. However, they would refer to a similar quantity and type of material.

It is important to clarify that if there is any impact in the booking confirmation process due to the differences between Preliminary and Final Packing List, Seller would be responsible for those changes and would bear any cost associated to them including but not restricted to warehouse charges, penalties applied by shipping company and charges associated to delay in delivery date for affected Purchase Order (PO).

M&SCE team will send Transport booking Request form (see below screenshot- Single & multiple PO) with liner and booking details which are required to make bookings with shipping line.

Case 1: Multiple PO

TRANSPORT BOOKING REQUEST



Vendor : SHERLOCK META PO Box 63105 CLAYTON MO 63105 USA	BHP Purchase Order Number : 4508883867; 4508883868; 4508883866
---	--

Freight Booking Quantity & UoM	: 4100 EA
---	-----------

20 ft Bulk Cont, 20x8	1
-----------------------	---

BOLT,M16,60MM LG,GDE 10.9,C/W WASHER	1000 EA
NUT,CAPTIVE,JAQUES MOTP19016	500 EA
NUT,HEXAGON,M16,LAROX 1613	600 EA

20 ft Insulated Cont, 20x8.6	1
------------------------------	---

BOLT,M16,60MM LG,GDE 10.9,C/W WASHER	1000 EA
NUT,HEXAGON,M16,LAROX 1613	1000 EA

Total No. of Containers	2
--------------------------------	---

Transport Instructions:

Case 2: Single PO

TRANSPORT BOOKING REQUEST



Vendor :
 HEBEI TIEEC MACHINERY CO.,
 LTD.
 201 TAIHANG STREET
 050030 SHIJIAZHUANG-
 Phone No: 655400002

BHP Purchase Order Number :
 4508883484

Freight Booking Quantity & UoM : 500 EA

20 ft Dry Cont, 20x8 1

FILTER ELEMENT, HYD, CAT 1432849 500 EA

Total No. of Containers 1

2.2.2 Confirmation of Nominated Liner

Once maritime requirements are submitted by the Seller, M&SCE would need to respond to the Seller within the next **5** business days. The response would include name of the nominated liner to confirm booking, liner contact details, an indicative sailing date, and types of containers to use. A booking quotation reference code will be provided by M&SCE to Seller for the booking of containers and space on the vessel. If M&SCE requires further clarification on a particular maritime requirement, it will contact Seller directly.

If Seller does not receive confirmation from M&SCE within agreed timeline (except in the instance where further clarification is required), Seller to escalate to BHP Procurement.

2.2.3 Seller to Generate Booking Confirmation

Seller would need to get in contact with nominated liner and request booking confirmation on recommended Sailing Date with the booking quotation reference code provided by M&SCE. As soon as the booking quote is provided by M&SCE, booking is to be made within a week. For shipments that are standard and using of the same quote, there is no need for M&SCE to reach out to liners for a quote. Hence in such cases, seller is to book for space according to their own schedule and inform M&SCE once booking confirmation is made.

Container types and sizes are to be strictly followed as per agreed when nominated liner is being confirmed. There should not be any changes in the container dimensions upon receiving booking quotation reference from M&SCE for booking with the nominated liner.

If Nominated Liner does not confirm space within the **2** business days, Seller should escalate with M&SCE to assist with the generation of the booking confirmation. Dangerous Goods (DG) products could expect longer time for confirmation to be received.

Once a booking confirmation is generated, Seller should email containeroperations@bhp.com including booking confirmation pdf provided by the liner and confirm planned date of inspection (where applicable). If inspection is required, the final packing list should be provided at this point of time.

If Seller does not provide booking confirmation to M&SCE in **4** business days, M&SCE to escalate this with BHP procurement & Global Sourcing China (if applicable).

Note: Any changes in the PO (i.e. changes in expected delivery at load port due to Supplier constraints) needs to be informed and agreed with relevant BHP Purchasing representative before informing M&SCE at inboundcontaineroperation@bhp.com

2.2.4 Container Collection, Stuffing, Inspection, Transport and Loading

Seller is responsible in coordinating container collection from Nominated Liner facilities and ensure compliance with Container Stuffing/ Lashing protocols and cut-off dates provided by Nominated Liner.

Note: Seller to inform M&SCE if the confirmed shipping space is cancelled or changed by shipping liner.

Seller is fully accountable and responsible of any issues and/or charges related but not limited to container stuffing, lashing, damage during transport that arise prior or during container loading into the booked vessel.

Where applicable, the inspection coordinated by M&SCE would confirm that containers provided by liner are in optimal conditions and goods packing complies with BHP's packaging requirement. Inspectors have been instructed not to provide feedback to Seller's personnel on site whilst proceeding with inspection. If feedback is provided by inspector, please communicate the situation to inboundcontaineroperation@bhp.com

Seller shall ensure that any and all Goods to be carried have been properly packed, and that they are loaded and stowed and discharged in strict accordance with any applicable rules, requirements, guidelines, codes or conventions of the International Maritime Organisation (IMO) current at the time the relevant action is performed, including but not limited to The International Convention for the Safety of Life at Sea (SOLAS).

In the event of a breach of this condition by Seller, its agents, affiliates, sub-contractors or any other person or entity through whom Seller performs its obligations under this Agreement to claim damages in respect of all loss, costs, expenses and damage and Seller agrees to indemnify BHP in respect of any liability whatsoever which may be adjudged due or in respect of any claim reasonably compromised including under statute or to any third party arising as a result of a breach of this condition.

*Note: Seller to confirm inspection date to M&SCE **within 24 hours** of being requested by M&SCE.*

If Seller doesn't confirm inspection date within 48 hours, M&SCE to escalate to BHP Procurement.

Seller to provide photos of packaging goods to M&SCE for packaging confirmation.

2.2.5 Documentation

Seller would be responsible to provide scanned and originals to be sent to BHPs nominated customs agency (which could also be a freight forwarder). Scanned documents to be sent via email while originals will be couriered to customs agency. The required documentation is important to carry out custom clearance at destination country.

Seller to send draft Bill of Lading within 24 hours of vessel sailing, or next available day if vessel sailed on non-business days to inboundcontaineroperation@bhp.com . BHP will validate the details before Seller releases the final Bill of Lading.

No later than **5 days** post departure, Seller should provide via email the following documentation:

- Scanned Original Bill of Lading (*not Draft Bill of Lading*)
- Certificate of Analysis / Certificate of Origin
- Commercial Invoice Issued by the Supplier
- Final Packing List Issued by the Supplier
- Any Dangerous Goods certification (if required)
- Tracking number of the couriered of the original documents

Seller should send original documents above by certified mail in order for BHP to perform custom clearance. It is a legal requirement in Chile to submit original copies of the documentation. Original documents need to be received by BHPs nominated customs agency (which could also be a freight forwarder) at least **10 days prior** expected time of arrival of the shipment.

Note: Please refer to Annex for the relevant details to be on the documents

3. Annex

3.1. Bill of Lading Consignee and Notify Party

For Minera Escondida

Consignee:

Minera Escondida Ltda.
Tax ID number: 79.587.210-8
Cerro El Plomo 6000, piso 15,
Las Condes, Santiago, Chile

Notify Party:

Minera Escondida Ltda.
Tax ID number: 79.587.210-8
Cerro El Plomo 6000, piso 15,
Las Condes, Santiago, Chile
Att: Maria Jose Ventura
maria.mj.ventura@bhp.com

For Minera Spence

Consignee:

Minera Spence S.A.
Tax ID number: 86.542.100-1
Cerro El Plomo 6000, piso 15,
Las Condes, Santiago, Chile

Notify Party:

Minera Spence S.A.
Tax ID number: 86.542.100-1
Cerro El Plomo 6000, piso 15,
Las Condes, Santiago, Chile
Att: Maria Jose Ventura
maria.mj.ventura@bhp.com

For Compañía Minera Cerro Colorado

Consignee:

Compañía Minera Cerro Colorado Ltda
Tax ID number: 94.621.000-5
Cerro El Plomo 6000, piso 15,
Las Condes, Santiago, Chile

Notify Party:

Compañía Minera Cerro Colorado Ltda
Tax ID number: 94.621.000-5
Cerro El Plomo 6000, piso 15,
Las Condes, Santiago, Chile
Att: Maria Jose Ventura
maria.mj.ventura@bhp.com

3.2. Bill of Lading Payment Terms

For Hamburg Sud

Correct example as shown:

FREIGHT PAYABLE AT HONG KONG

Freight/Charge	Basis	Rated as	Prepaid	Collect	Exchange-Rate
OCEANFREIGHT	LUMPSUM	2128.000 USD	2128.00 USD		
IMO ADDITION	LUMPSUM	200.000 USD	200.00 USD		
CARRIER SEC.	LUMPSUM	16.000 USD	16.00 USD		
THC DESTINAT	LUMPSUM	125.000 USD	125.00 USD		
CONT. RELEAS	LUMPSUM	45.000 CNY	45.00 CNY		
			2469.00 USD		
			45.00 CNY		

Freight Payable or Freight Prepaid ***DO NOT PUT FREIGHT COLLECT***

BL Payment terms- **Freight Collect**

Note: Please ensure BLs must be freighted BL.

FX19806184 Tare Weight: 2,230 kgs. Marks and Numbers: N/M			
	Total Items: 1	Total :	5,030.000 kgs. 7.280 cu. m.
	Freight Collect		

BHP

DATE:

9

Annex E Enviromental regulations / International Standards For Phytosanitary Measures N° 15 (ISPM N° 15)

Accordance with Supreme Decree N° 133/2005 that regulates the entry of wood packaging into Chile, all suppliers will be required to provide a visible photo of the IPPC mark displayed on the pallet or crate wood of the final packing. This proves that the wood has been properly heat treated, is free of pests and complies with the environmental regulations of the SAG (Agricultural and Livestock Service of Chile).

Mode of verification

To prove compliance, the following must be provided:

- Photo of the officially graphic IPPC mark.

(IPPC: International Plant Protection Convention. They developed a standard for wood packaging in international business, called ISPM-15)

