



STANDARD OPERATING PROCEDURE

Document ID

TNCL-OHS-SOP-0001

Document Owner

OHSS Manager

DOCUMENT CONTROL PROCEDURE

Revision

01

Approval Date



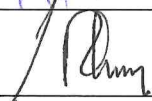
20th February 2026

DOCUMENT CONTROL PROCEDURE

TNCL-OHS-SOP-0001



APPROVALS:

Title	Name	Signature	Date
Author	Aneth Antidius		25 th Feb 2026
Chairperson Standard Committee	Dr Kudra Said		25 th Feb 2026
SHE Representative	Oscar Mtabuzi		25 th / 2 / 26
Workers Representative	George Mollel		26/2/2026
Environmental Manager	Tunzo Msuya		26/02/2026
IT Manager	Clever Mrema		25/02/2026
OHSS Manager	Dr Kudra Said		25/02/26
CR Manager	Moses Rusasa		25/02/2026.
Project Lead	Eng Michael Mhanuka	PP 	25 th Feb 2026
Ag General Manager	Tunzo Msuya	PP 	26 th / 2 / 2026

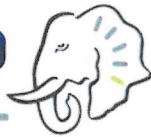


TABLE OF CONTENT

1. PURPOSE 5

2. SCOPE 5

3. DEFINITION OF TERMS AND ABBREVIATIONS 5

3.1 DEFINITION OF TERMS..... 5

3.2 ABBREVIATIONS AND MEANINGS 9

4. RESPONSIBILITIES 10

5. DOCUMENTATION HIERARCHY..... 11

6. DOCUMENT LIFE CYCLE MANAGEMENT..... 13

6.1 DOCUMENT CREATION 14

6.1.1 Document Templates..... 15

6.1.2 Document Naming and Formatting..... 16

6.1.3 Drawings..... 21

6.1.4 Letters..... 21

6.2 DOCUMENT REVIEW..... 21

6.3 DOCUMENT APPROVAL 22

6.4 DOCUMENT DISTRIBUTION AND TRAINING..... 23

6.4.1 Notification of Availability 23

6.5 DOCUMENT MAINTENANCE AND REVIEW 23

6.5.1 Review by Document Controller 26

6.5.2 Update of Master Copies in the central controlled document folder..... 27

6.5.3 Update of Controlled Documents Registers 27

6.5.4 Accessibility of Controlled Documents..... 27

6.5.5 Permissions..... 28

6.6 STORAGE AND ARCHIVE OF CONTROLLED DOCUMENTS..... 28

6.7 DISPOSAL OF CONTROLLED DOCUMENTS..... 29

6.8 CONTROL OF EXTERNAL ORIGINAL DOCUMENTS 29

7. RECORDS MANAGEMENT..... 30

7.1 RECORD 30

7.2 EXTERNAL OHS RECORDS AND INFORMATION..... 31

7.3 CONTROLLED OHS RECORDS 31

7.4 RECOVERY AND RETENTION OF CONTROLLED DOCUMENTS 31

7.5 RECORD RETENTION 32

7.6 RECORDS MANAGEMENT 33

8. RESOURCES 33

9. REFERENCES..... 33

10. SYSTEM EVALUATION 33

11. DISTRIBUTION..... 34


12. CONTRAVENTION 34

13. DOCUMENT CHANGE PROCESS 34

13.1 REASON FOR CHANGE..... 34

13.2 HISTORY OF CHANGE 35

14. RECORD CONTROL 35

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026


15. DECLARATION	35
16. APPENDIX 1: TNCL DOCUMENT CONTROL PROCESS FLOW CHART	37

List of Tables

Table 1: Definition and Meaning.....	5
Table 2: Abbreviations and Meaning.....	9
Table 3: Roles and Responsibilities.....	10
Table 4: History of Change.....	16
Table 5: Alpha-numeric code for departments and document number.....	17
Table 6: Alpha-numeric code for document types.....	18
Table 7: History of change.....	25
Table 8: Record Management table.....	32
Table 9: Records Destruction method.....	33
Table 10: Distribution.....	34

List of Figures

Figure 1: Documents Hierarchy.....	12
Figure 2: Overall Document Control Life Cycle.....	13
Figure 3: Document Request Form.....	15
Figure 4: Document Control Stamp.....	22
Figure 5: Light Blue review colour.....	24
Figure 6: Reason for change.....	26
Figure 7: Received Letter Stamp.....	30

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

1. PURPOSE

This procedure aims to outline the method for controlling documents to ensure that the appropriate revisions of the documents are available to the user. It provides a standard process for creating, **storing**, reviewing, authorizing, **publishing**, issuing, **distributing**, and **archiving** documents at Tembo Nickel Corporation, specifically those operational/ governance documents. It addresses responsibilities for approval and re-approval, revision and translations (**If required**). This document is to ensure a common format of documentation is followed, to eliminate duplication and to ensure accurate and current information is readily available to all employees on the **Tembo Nickel Intranet** and Next-cloud server. It is a principle that ensures Tembo Nickel Corporation documents are readily identifiable and available to all people and locations where relevant activities are performed, dated and authorised by a designated person, legible, maintained under version control, promptly withdrawn when obsolete and retained where required for legal or knowledge preservation purposes.

2. SCOPE

This procedure is to be applied to all facilities and activities within TNC, including project development. All TNC employees and contractors are to abide by the document control system.

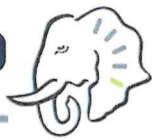
The applicability of this procedure begins once a decision is made to develop or review a document that falls under the definition of a controlled document.

This procedure applies to all electronic and hard copies of the following operational/governance documents generated at Tembo Nickel Corporation.

3. DEFINITION OF TERMS AND ABBREVIATIONS


3.1 Definition of Terms

Term	Meaning
Archived	A document that has been replaced or withdrawn and is stored in the archive area for a specified archive length before destruction.
Author	A person responsible for creating a document and managing effects or characters within a document.
Authorizer	A person listed as having the designated authority to authorize issue of the controlled document.
Controlled Copy	Indicates that the copy of the document is one held by an official copy holder and is the most recent version available. A red "Document




	Control" stamp will be visible on the front cover.
Controlled Documents	Those documents which stay in circulation and are used continuously for reference. They require regular review to capture improvements to the material contained within it for use in the workplace. Only the master copy or the PDF version contained on the Intranet will be guaranteed as current. Uncontrolled copies of the documents are not guaranteed to be current.
Controlled Documents Folder	A folder designated to each department to hold 'controlled copies' of procedures relevant to company needs.
Document	A collection of written and/or diagrammatic information. Documents are normally intended to be used as a reference over a period of time in order to establish boundaries and guidance for decision-making. Documents may be paper-based or use an electronic format.
Document controller	A person designated to maintain the TNCL document control database and system.
Documented Information	Information required to be controlled and maintained by an organisation and the medium on which it is contained.
Document Owner	A person responsible for issuing and maintaining the document. The Head of Department is the document owner who ensures the creation, review and maintenance of all relevant operational documents.
Document Life cycle	The stages a document goes through as it is issued, distributed and used in an organisation, from its creation to the moment it is archived or deleted.
Draft	A document under development and discussion i.e., it has not been approved.
Final	A document following approval and release into the live work environment.
Forms	Document that requires information to be recorded. The forms may be paper-based or defined by the software used. Forms are created to fill a business need. This may be to ensure that process steps are completed, for legal reasons, or to collect data for analysis.
Guidelines	A general statement, recommendation or administrative instruction designed to achieve or provide additional recommended guidance on the implementation of a standard, policy objectives or procedure.

	Overview of how to perform a task. A piece of advice on how to act in a given situation. A general rule, principle, direction, or suggestion
Issued	The document has been reviewed, authorised and issued to copyholders and on SharePoint for use in the workplace
Inspection Checklist	A document that lists the items or tasks that need to be checked or verified when conducting an inspection.
Letterhead	A heading on top of the document that contains information about the company being represented on it.
Management Plan	These documents describe the management of a work system, process or hazard, and refer to or contain a collection of, the procedures relating to the system, process or hazard. It may cover: (e.g.: Emergency and Crisis Management Plans).
Management of Change	A systematic approach to dealing with organisational change whether short-term or long-term change. The management of change document entails the strategies and procedures in place for dealing with the changes in an organisation.
Memo	A short-written message for workplace communication
Organisational Charts	How an organisation is structured, and how the positions in the organisation are related to each other.
Planned Task Observation	This is a document detailing job risks and management of those risks usually listed during a job task observation between the supervisor and the subordinates
Policy	This is a high-level statement with rules and requirements, uniform across organisations protecting information across the business. Business rules for fair and consistent staff treatment and to ensure compliance.
Standard	A document that provides requirements, specifications, guidelines, describes what is required? The lowest level of control that can NOT be changed. Acceptable level of quality or attainment. Used and accepted as minimum expectations.
Procedure	A document that describes the sequence of steps and specifies for each what needs to be done, often including when the procedure should be executed and by whom. Describes how I do it. Describes a process.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026


	Step-by-step instructions for implementation. Who does what and when and how often.
Process Owners	The person who is accountable for maintaining and improving a particular process and is responsible for the outcomes of the process. Includes Heads of Departments.
Register	A document that contains a record or list of entries that is used for certain purpose.
Report	A document representing information on a particular matter or issue in an organised format and is intended for a specific audience or purpose.
Reviewer	Person designated to periodically review the contents of the controlled document.
Scope of Work	A document that defines the work necessary to complete a project. It may entail responsibilities, timelines and expectations.
Superseded/ documents	Obsolete Documents in soft or hard copies that are no longer used by a department.
Terms & Conditions	A document that legally binds the service provider and the customer and outlines the rights and responsibilities of both parties.
Top Management	The person or group of people who has the power to delegate authority and provide resources within the organisation. This refers to the site GM, and C-suite.
Uncontrolled copy	Indicates that the copy of the document is not one held by an official copy holder and a date of more than 3 months should be validated against the electronic copy on the system.
Uncontrolled document	This is a document that is accurate at the time it is printed but is not reviewed or updated. They include maps, mine plans,
Work Instruction	A document that contains a precise short summary on how to perform a certain task.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

3.2 Abbreviations and Meanings

Table 2: Abbreviations and Meanings

ACRONYM	MEANING
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CHRO	Chief Human Resources Officer
COO	Chief Operating Officer
CPO	Chief Procurement Officer
CSO	Chief Sustainability Officer
GM	General Manager
HOD	Head of Department
ID	Identification
MOC	Management of Change
OHSS	Occupational Health Safety and Security
PTO	Planned Task Observation
PDF	Portable Document Format
SOP	Standard Operating Procedure
SOW	Scope of Work
TNCL	Tembo Nickel Corporation Ltd
TRCL	Tembo Nickel Refinery Company Ltd
WI	Work Instruction
WPI	Workplace Inspection
VFL	Visible Felt Leadership


	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

4. RESPONSIBILITIES

Responsibilities with respect to this procedure are shown in the table below:

Table 3: Roles and Responsibilities

ROLES	RESPONSIBILITIES
Document Approval	<ul style="list-style-type: none"> ▪ Responsible for approving documents.
Document Author	<ul style="list-style-type: none"> ▪ Generate documents. ▪ Review or revise documents
Document Controller	<ul style="list-style-type: none"> ▪ Coordinate or administer document control activities site wide. ▪ Ensure that revision and approval of the documents are done under the same function that performed the original review and approval. ▪ Performs document audits across departments to monitor compliance with the document control system. ▪ Maintain and update the Master List of Documents.
Document Owner-HOD	<ul style="list-style-type: none"> ▪ Ensure document control; activities are well coordinated and implemented within a department. ▪ Draft, review and update the documents applicable to their areas of expertise and process ownership in compliance with the document control system. ▪ Communicates the site documents control flow chart with his/her team members. ▪ Shall have overall responsibility of ensuring the document control information under their uses is revised accordingly and is relevant in terms of the current revision. ▪ Ensure that superseded uncontrolled document formats e.g., forms, checklists; registers, etc. are

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

not in use.

- Shall be responsible for approving some of the documented information prepared by their subordinates and ensuring the document control system is used within the Department.

Document reviewer

- Reviews documents

IT Department

- Work hand in hand with the document controller to ensure that documented information is available as necessary through the [Tembo Intranet](#) and next-cloud server.
- Assist the document controller in setting up appropriate network and file security features, as well as maintaining necessary data inputs.

TNCL Personnel

- All TNCL Personnel are responsible for adhering to this procedure to ensure that controlled documents are appropriately used, updated, Reviewed and distributed in accordance with this procedure.

Standard Committee

- Coordinating the review of operational/governance documents in the respective functional areas of the operation.

5. DOCUMENTATION HIERARCHY

Documentation hierarchy can be described as a framework to map out your documents and content so that it can be easily found and used efficiently. The purpose is to separate documentation into tiers, based on the type of information and the intended audience. The top tier of your documents contains the manuals and broad policies that must be adhered to company-wide and move into more detailed and specific content with each consecutive tier.


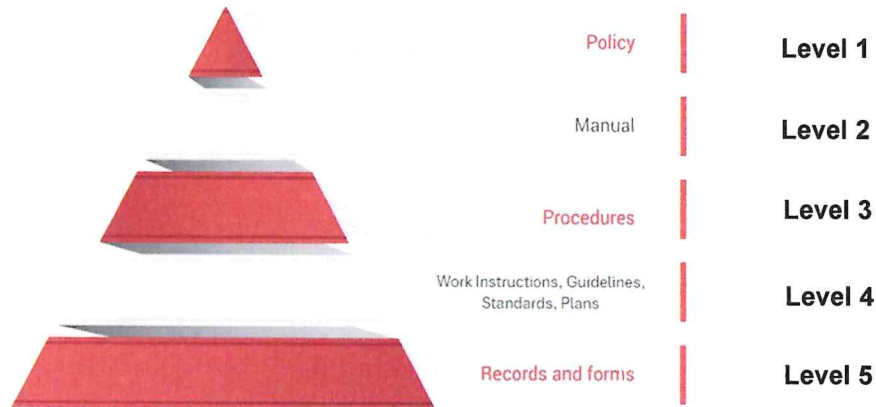
	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

Figure 1: Documents Hierarchy




Level 1: Policy which represents a declarative statement by the organisations, usually something like a constitution of the system and other documents arising from it. Most of the time, the policy is written by the top management and its purpose is to define the direction and aim of the company. A policy provides a framework for establishing and achieving the organisation’s objectives.

Level 2: Manual which outlines the structure of the organisation management systems such as the OHSM, EMS and QMS. The structure and the context of the manual can vary depending on the complexity of its operations. This level may not apply to all departments within the organisation. However, for the OHSM and ESM, this document describes the scope, main elements and interactions of the company’s management systems. For departments that do not have a manual, their scope of work document will be termed as their level 2.

Level 3: Procedures which outline step-by-step instruction(s) for carrying out specific tasks or activities usually in line with the policy. They provide detailed guidance on how to implement the policies effectively. They can be more structured, more illustrative, narrative as well as combined. In most cases, the procedure should include a title, purpose, scope, responsibilities, authorities and description of activities.

Level 4: This level entails documents such as managerial/work instructions, standards, guidelines, plans, specifications, terms & conditions, frameworks, MOCs, and Strategies. Documents in this tier are created to provide detailed information on how to carry out certain activities. They are written for the activities that have the highest probability of occurrence of non-conformities. They can also

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

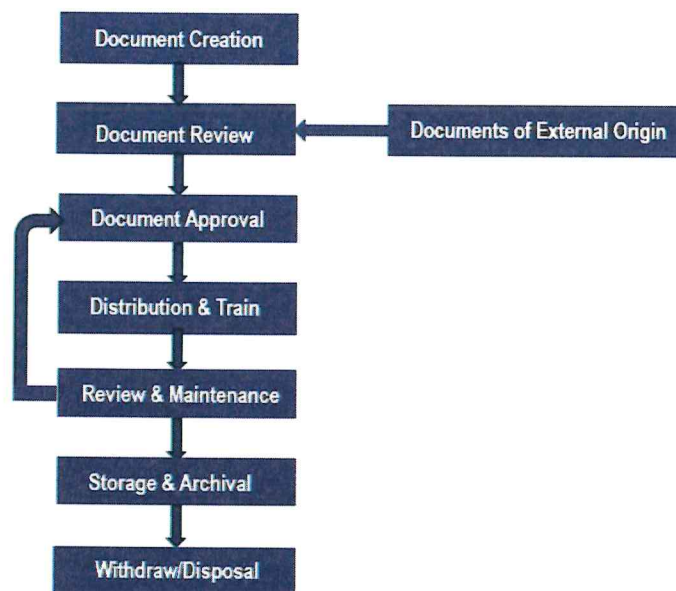
be part of the procedure or referenced in a procedure.

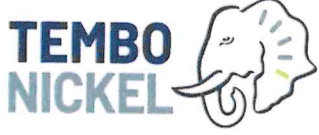
Level 5: A record is what has been chosen by the process owner to demonstrate that the process and activities have been conducted in the way prescribed in the policy, manual, procedures and work instructions. Records may consist of forms, work permits, reports, drawings/maps, checklists, registers, PTO, memos, appointment letters, letters and training assessments. Most of the documents in this tier capture evidence of compliance and other relevant information related to the company's operations or engagements. They serve as a historical record and support continuous improvement efforts.

6. DOCUMENT LIFE CYCLE MANAGEMENT

The document lifecycle describes the various processing phases of a document - from generation and processing to legally compliant archiving and deletion. Defining the document lifecycle in document control ensures that documents are managed systematically and consistently, minimizing errors, enhancing document security, and facilitating compliance with industry standards and regulations. It also helps organisations maintain a clear record of document history and access for auditing purposes.

Figure 2: Overall Document Control Life Cycle



	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

The document's lifespan is divided into 7 distinct stages:

1. Document Creation
2. Document Review
3. Document Approval
4. Distribution and Train
5. Review and Maintenance
6. Archival
7. Disposal

6.1 Document Creation


The document lifecycle begins when a document is initiated or created. This is often triggered by a specific need(s) such as:

- Result of Incidents
- Findings from VFL, WPI, PTOs'
- Findings from audits
- Result of risk assessments
- Changes in legislation
- Changes in technology
- New/Changes in governance documents
- New document format
- Change in training requirements.
- Integrate special instructions into the document control system.
- Change due to spelling or grammatical errors.

During this stage, the responsible individuals, or teams develop the document's content. This may involve writing, designing, or compiling information. During the documentation design, the organisation should focus on efficiency and creating relevant and applicable documents.


The Document author is required to complete the document request form (TNCL-OHS-FRM-0012, Document Request Form) indicating the need to create a document (This is applicable for level 1 to level 4 documents). The document request form shall be approved by the HOD (Document owner) and the Document controller.

The document author shall ensure that he/she is using the correct approved template for the document being generated. If there is any ambiguity, he/she shall consult the Head of Department or the Site document controller. The Document author shall fully comply with the content, layout and

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

format prescribed by the template, together with any associated instructions or guidance notes and shall not make unauthorized changes to the format of the document.

Figure 3: Document Request Form

	STANDARD FORM	Document ID	TNCL-OHS-FRM-0012
		Document Owner	OHS Manager
	DOCUMENT REQUEST FORM	Revision	01
		Approval Date	22 nd March 2024

DOCUMENT REQUEST FORM				
Originator name:		Date:		
Document Title:				
Document ID:		Dept:		
Revision:		Version:		
Document status: New <input type="checkbox"/> Reviewed <input type="checkbox"/> Approved <input type="checkbox"/> Deleted <input type="checkbox"/>				
NAME <small>(Members participating in creating or reviewing the document)</small>	JOB TITLE	DEPT	SIGNATURE	
1.				
2.				
3.				
4.				
5.				
6.				
Reason for creation/review of document:				
1.				
2.				
3.				
4.				
5.				
Reason for document deletion (if Delete requests only):				
Approvals:	NAME	JOB TITLE	DATE	SIGNATURE
Document Owner				
Document Controller				


Version No: 01 Page 1 of 1

This document is uncontrolled when printed or downloaded.
You are responsible for ensuring that you use the most recent version of this document.

6.1.1 Document Templates

The TNCL document controller shall coordinate the preparation and maintenance of templates for all types of controlled documents, which shall specify the content, layout, and format of the controlled document. Templates shall be protected so unauthorised persons cannot alter their content, layout and format.

- a) As a minimum template shall require the following information (metadata) to be displayed in a conspicuous position in the document:
- Document ID
 - Document Owner
 - Current Revision Number
 - Last Approval or Revision Date
 - Document Title
 - Document Type
 - Current Version Number

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

- Page Number
- b) Names, roles, and signatures of persons who drafted, reviewed and approved the document shall be listed under the approval page for all documents with the exception of level 5 documents whose approval will be stated within the document request form.
- c) The below-listed sections will form part of controlled documents such as SOP, Guidelines, Manuals, Standards, Policies and Plans.
 - System Evaluation
 - Distribution
 - Contravention
 - Document Change process.
 - Reason for Change
 - History of Change
 - Record Control
 - Declaration

Document templates shall be made available in the Tembo Nickel Intranet for all employees to access.

The Document author for Level 1 to Level 4 documents is required to complete the History of Change table on the document (as shown on table 3 indicating the date of creation, revision number and reason for document creation).

Table 4: History of Change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
01.01.2026	00	New document	G	J.Doe


6.1.2 Document Naming and Formatting

Once the Document Author is done creating the document, he/she will share the document with the Document Controller for naming and formatting.

The document controller will review the format of the document, and assign a document number, revision and version number.

Each controlled document shall have a unique 'alpha-numeric code' or 'document ID number' which shall comply with the following format:

- A three-letter code unique to each department
- A code representing the document type

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

- Four-digit number, being a unique identity number

All [Tembo Nickel Corporation Limited \(Kabanga site and Dar office\)](#) controlled documents are prefaced with **TNCL** while [Tembo Refinery Company Ltd](#) controlled documents are prefaced **TRCL** and followed by the Department name, Document type and unique number.

For example, **TNCL-CRE-SOP-0000**, **TRCL-SEC-PLN-0000**

The document naming within the folder and [referencing of any controlled document](#) will observe the below format:

TNCL-OHS-SOP-0001, Document Control Procedure.

(Document ID) (Document Title)

Table 5: Alpha-numeric code for departments and document number

Department Name	Department Code	Unique Document ID Number	
		From	To
Community Relations	CRE	0001	1000
Communications	COM	0001	1000
Engineering- Electrical, Maintenance, Project construction, Mechanics	ENG	0001	1000
Environment	ENV	0001	1000
Finance	FIN	0001	1000
Geology	GEO	0001	1000
Human Resources- Camp & Travel	HRE	0001	1000
Human Resources-Training			
Human Resource			
Information Management Technology	IMT	0001	1000
Management- General	MGT	0001	1000
Mining	MIN	0001	1000
Occupational, Health, Safety and Security	OHSS	0001	1000
Process Plant	PRP	0001	1000
Procurement	PRO	0001	1000
Security	SEC	0001	1000


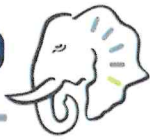
	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

Table 6: Alpha-numeric code for document types

Document Type	Code
Appointments	APP
Aspects	ASP
Baseline Risk Assessment	BRA
Checklist	CKL
Context of Analysis	COA
Drawing	DWG
Formal Risk Assessment	FRA
Forms	FRM
Frameworks	FWK
Guidelines	GDL
Job Safety Analysis	JSA
Leadership and Commitment	L&C
Management of Change	MOC
Managerial Instructions	MI
Manual	MAN
Matrix	MAT
Objectives	OBJ
Organogram/Organisational Chart	ORG
Plan	PLN
Planned Task Observations	PTO
Policy	POL
Register	REG
Reports	REP
Schedule	SCH
Scope of Works	SOW
Specification	SPC
Standard	STD
Standard Operating Procedure	SOP
Strategy	STR
Templates	TPL
Terms and Conditions	T&C
Terms of Reference	TOR
Training Practical Assessment	TPA
Training Theory Assessment	TTA
Work Instruction	WOI
Workflow	WOF



6.1.2.1 Document Formatting

6.1.2.1.1 Company Colours

Primary colours



C95/M80/Y0/K55

R7 G33 B91
#07215B

Dark Blue



C45/M0/Y100/K0

R152 G201 B60
#98C93C

Lime Green



C65/M55/Y60/K40

R81 G81 B74
#51514A

Dark Gray

Secondary Colours



C95/M60/Y0/K30

R0 G74 B133
#004A85

Blue



C30/M0/Y35/K0

R193 G222 B196
#C1DEBA

Light Green



C20/M15/Y20/K5

R205 G203 B197
#CDCBC5

Light Gray



C60/M20/Y0/K10

R98 G160 B207
#62A0CF

Blue



C25/M0/Y45/K0

R207 G225 B166
#CFE1A6


Light Green



C25/M15/Y20/K10

R188 G192 B189
#BCC0BD

Light Gray

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

6.1.2.1.2 Logo

The below Logo will be used on all documents pertaining to Tembo Nickel Company exclusively. Minimize size of the Logo is 25mm.




6.1.2.1.3 Font and Weights

The Tembo Nickel Standard fonts are Arial and Barlow. Arial font family is the typeface selected for Official use and operational documents.

All controlled documents shall use Arial font size 9, 10, 11, font size 12 and line spacing shall be 1.5 while the footer & header shall use font type **Arial** and font size 8'. The main heading of the procedure, Manual, Standards etc. shall be in '**Arial Bold**' with a maximum font size of 20.

Arial Light	abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789
Arial Regular	abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789
Arial Bold	abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789
Arial Black	abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789

The font size for letters shall be Arial font size 11 and 12. All presentations (power points) shall be presented in Arial Font.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

The print typeface family is Barlow that is all printed as business cards, elements, posters, magazines etc.

Barlow Light	abcdefghijklmnopqrstuvwxy ABCDEFGHIJKLMNPOQRSTUVWXYZ 0123456789
Barlow Regular	abcdefghijklmnopqrstuvwxy ABCDEFGHIJKLMNPOQRSTUVWXYZ 0123456789
Barlow Semi-Bold	abcdefghijklmnopqrstuvwxy ABCDEFGHIJKLMNPOQRSTUVWXYZ 0123456789
Barlow Bold	abcdefghijklmnopqrstuvwxy ABCDEFGHIJKLMNPOQRSTUVWXYZ 0123456789

6.1.2.1.4 Format (e.g., language, software, version, graphics) Media (e.g., paper, electronic)

Within TNCL all documented information shall be in either English or Swahili (United Kingdom English Language) and they will be prepared using the appropriate software depending on the need. The software that shall be used shall not be limited to the following MS Office, Auto CAD etc. The documented information shall be supported in paper (hard copy) or electronic system (soft copy).

6.1.3 Drawings

Drawings software used are Auto CAD, ArcMap, ArcGIS pro, Pix4D Matic. Maps are printed at scale range of A3 to A0. The font size for the drawings header and details is


6.1.4 Letters

Internal Originating Letters shall be written using the agreed TNCL and TRCL letterhead templates. The author of the letter shall share the letter with the document control who will assign a reference number for the letters. This process applies to all letters originating from TNCL-Kabanga site and TRCL- Kahama site. The document controller is required to register the outgoing letter unto the Outgoing letters register and save the soft copy of the native and signed pdf copy of the letter on the Letters folder.

6.2 Document Review

The second stage in the document lifecycle is the review of the document. After the document author has created the document, he/she is to submit the draft document for review to:

- The Document controller for review and formatting.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

- The HOD if the author is not the HOD. The Head of the Department shall review the document to determine whether it complies with the Document control procedure and with the applicable template before addressing the document to the Standard Committee members. If there are any deviations, he/she shall either return the document to the Document author for further attention or may elect to make corrections himself/herself.
- The members of Standard committee (as mentioned in the TNCL-OHS-SOP-0010, Standard Committee Procedure) for review and approval except for level 5 documents.
- Respective approval roles as listed in the approval section of the document.

6.3 Document Approval

The draft document will then go through the approval process. Following the satisfactory completion of the Document compiler's review, the final reviewed MS Word version should be sent to the Document controller. The TNCL Document controller shall create a clean PDF format version of the document from the native format version and share it for sign-off.

The document will be signed off by the approval roles listed under the approval section on the document. In the absence of an approval role, the one acting on behalf, or one that holds similar role may sign. The members of the Standard Committee who sign off the document might differ depending on the content and application of the document.


The approval for Policy documents shall be done by the **Chief Executive Officer, Chief Operating Officer, Chief Human Resource Officer, Chief Finance Officer, Chief Sustainability Officer, Chief Procurement Officer, General Manager, the Standard Committee's Chairperson and respective document owner.**

The approval signatures will remain valid for a period of two years until the next review. When any of the listed document approvers resigns from the company or is terminated, his/her approval will remain valid until the document expires or if needed be reviewed by the existing Standard committee members or required personnel.

The signed-off document is submitted to the document controller who will stamp the document with the TNCL Document control stamp as shown in the figure below:

Figure 4: Document Control Stamp



	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

All original signed and approved documents are kept at the document controller Central Filing System.

The approval for level 5 documents shall be limited to the document request form.

6.4 Document Distribution and Training

The next step in the document lifecycle after document approval is document distribution and training.

The TNCL Document controller shall make sure the approved document is uploaded onto the Tembo Intranet server in PDF format. The document controller shall send out an email with the approved document attached to all TNCL personnels.

6.4.1 Notification of Availability

The Document controller shall:

- Ensures the link to the documents folder under Tembo next-cloud server is correct and posts the document to the server once approved by the document owner.
- Notify all personnel via email of the new / updated document once it has been posted on the server.

The Head of Department shall inform all relevant persons of the following

- Nature of the new documents or changes to an existing document.
- Location of the document on the TNCL Tembo next-cloud server.


If a new or updated controlled document is applicable to more than one TNCL department or contractors, the Head of Department shall ensure that the above information regarding the controlled document is disseminated to the relevant and respective personnels.

The Training department is responsible for ensuring that all members of TNCL and TRCL receive training on operational documents.

6.5 Document Maintenance and Review

To ensure relevance, currency and accuracy, the accountable manager and the head of the department shall ensure review and revision of controlled documents occur under the following circumstances:

- At scheduled intervals
- In response to identified needs, hazards or risks.
- In response to changes in legislation or other external requirements.
- Result of Incidents
- Findings from VFL, WPI, PTOs'

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

- Findings from audits
- Changes in technology
- New/Changes in governance documents
- New document format
- Change in training requirements.
- Integrate special instructions into the document control system.
- Change due to spelling or grammatical errors.
- Or any other reason voted to be a strong reason to review the document.

When the need to review the document arises, the document author/owner/any recommended delegate shall raise the issue with the document controller by filling out the document request form. The Document author may request [via email](#) a soft copy of the native format version of the existing document to use as the basis for the update.


The Document author shall write the changes using the font colour **Light Blue** to allow the reviewing team to easily identify the changes made [whilst maintaining the agreed document format](#).

Figure 5: Light Blue review colour



The minimum scheduled frequency of review of the TNCL-controlled document shall be two years. The head of departments shall ensure the department document register is up to date by ensuring the documents requiring review shortly are brought to the attention of his/her team. The Standard Committee shall participate in the review and approval of the document when the need arises.

If the document is due for revision, the document owner shall revise that document or delegate people to revise the document. Thereafter present the document with the changes to the Standard Committee for final review and approval. [For Level 1 documents, the document owner is required to share the document with the respective Top Management for review and approval.](#)

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

The Document Controller shall ensure that he/she receives an approved document request form from the respective persons before providing the word document (native format document) for change.

The Document Controller is responsible for updating the revision number and version number of the document. The revision status of all original documents shall commence from 'Rev no. 00' for the first issue followed by 'Rev no.01' up to 'Rev no. 10'.

Once the document reaches Revision 10 it is updated to the next version of the document.

All reviewed documents must be updated accordingly as per the history of change table on the document. [The author shall indicate the reason code for change which will be listed as well in a conspicuous position in the document in a standard table format for level 1, 2, 3, and 4 documents. See below:](#)

Table 7: History of change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
01.01.2026	00	New document	G	J.Doe
20.03.2026	01	Page 2, 4 and 5	A & B	J.Doe

Whereby:


Date of Change: The date when the change is made or the date when the document is created for new documents.

Revision No: Revision number of the document after being reviewed.

Revised item: The paragraph number or page that has been revised.

Reason Code: The reason for document change is listed as per the Reason for change box shown in Figure 5.

Name of the reviewer: The specific name of the person who revised the document and not a general name or title, if it's a group of people then mention their names and not their title. Only the document controller will appear in the document by its title and not anyone else.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

When the reviewer completes the review of the document before he/she signs it off, he/she needs to send back the document to the document controller. The document controller is to update the document in the system and makes sure the document and the review process are in order, thereafter the document controller will issue a PDF version of the document and send a hard copy to the end user for signature or send it as a soft copy to end user through email ready for sign off.

Figure 6: Reason for change

A	As a result of incidents	F	Change in training requirements
B	As a result of the audit findings	G	Results of risk assessments
C	New / changes in governance documents	H	Change due to spelling or grammatical error
D	Changes in legislation	I	New document format
E	Changes in technology	J	To integrate special instruction into the document control system

6.5.1 Review by Document Controller

The TNCL Document controller shall undertake the following review tasks:

- Briefly review the content, layout, format and metadata of the document to satisfy himself/herself that it complies with the Document control procedure.
- In case of a new document, verify that the Document ID
 - Has the correct format
 - Has not been previously used.
- Is numerically sequential to the last entry in the controlled document register for that department.


In case of a revised version of an existing controlled document, verify that:

- The version number has not been previously used.
- The version number is numerically sequential to the last version of the document in question.
- The revision history has been updated correctly.
- If there are any deviations, he/she shall return the document to the Head of the department for further attention.

All updates to controlled documents shall be processed and subjected to a level of approval before issue.

Documented information required by the OH&S management system and ISO 45001:2018 shall be controlled to ensure:

- It is available and suitable for use, where and when it is needed.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

- It is adequately protected (e.g., from loss of confidentiality, improper use or loss of integrity).

6.5.2 Update of Master Copies in the central controlled document folder

The TNCL Document controller shall place copies of both the native format document and the PDF format of the document in the central controlled document folder. These copies shall be adopted as the master document in each format. Access to the central controlled document folder shall be granted to the Document controller, Safety Lead, OHS Manager and General Manager.

In the case of an update to an existing document, the TNCL Document controller shall replace the existing version in the central controlled document folder with the updated master document and move the pre-existing version to the superseded documents folder.

6.5.3 Update of Controlled Documents Registers

The TNCL Document Controller shall maintain a register of all controlled documents at TNCL. Similarly, the Heads of Departments shall ensure their departments maintain a copy of the register with a list of controlled documents under their department.

Controlled Document registers shall be stored in native format in electronic files. Registers shall not be stored as hard copies with manual entries.

Controlled document registers shall be stored in the central controlled document folder and access to it is granted to the document controller who updates the register, the Safety lead, the OHS Manager and the General Manager.


The TNCL Document controller and Safety Lead shall ensure that access to the master-controlled document register is restricted to authorized persons only.

The Master List of the Documents is updated once the new document is issued or reviewed. The original document is filed by the Document Controller in a central filing cabinet in the document controller's office.

6.5.4 Accessibility of Controlled Documents

For ease of accessibility and usage, the TNCL Document controller shall ensure that all controlled documents can be accessed on the Tembo Nickel Intranet. There should be a link that allows the controlled documents to be accessed and downloaded.

Only the PDF versions of the controlled documents shall be accessible via the Tembo Nickel Intranet server. The Document controller shall group the controlled documents on the server by type and department to facilitate document searches.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

The TNCL personnel will be able to access the pdf version of the document from the communicated document folder in the server.

The word format of the controlled documents will be shared by the Document controller upon request and only shared for review purpose or in case of an update.

The TNCL Document Controller shall arrange for the PDF format of the new or updated controlled document to be made accessible on the Tembo Nickel Intranet server and shall personally verify whether the link works correctly. He /She shall thereafter send a notification to all personnel of the availability of the document.

6.5.5 Permissions

Restricted access to the Controlled Documents folder will be applied. The Document Controller, Safety Lead, OHS Manager and General Manager will have full access; however, all other personnel will only be able to view and download the pdf version of the documents via the Tembo Nickel Intranet server.

6.6 Storage and Archive of Controlled Documents

The most recent version of the controlled documents shall be stored in:

- The Document Control Central Filing folder.
- Controlled Documents Filing cabinets.


The TNCL Document controller shall create and maintain a central controlled document folder on the TNCL computer network, which shall be used to store the following classes of files:

- Approved master copies of controlled documents (native format and PDF versions)
- Superseded versions of documents
- Obsolete documents

The Purpose of the Central controlled documents folder is to ensure that master copies of controlled documents are held in only one secure Location. Controlled documents are only stored on the Tembo Nickel Intranet server in soft copies and document control filing cabinet in hard copies.

No copies shall be stored anywhere else to avoid out of date versions of documents in circulation.

As soon as a controlled document is printed or stored in a location other than a central controlled document on the Tembo Nickel Intranet server, it is guarantee as uncontrolled.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

Documented information in hard copies shall be stored in a document control filing cabinet where they will be locked in to protect them from loss of confidentiality, improper use or loss of integrity. All files used to store documented information shall be properly labelled and arranged in a manner for easy visibility.

Data shall be protected by providing passwords whenever needed, regular backup shall be taken to avoid data loss or damage/corruption. Data Shall be protected from viruses by using the latest anti-virus programs.

6.7 Disposal of Controlled Documents

Only the last three issues of a document will be kept in the document controller's filing cabinet that is found in the OHSS office. Previous superseded copies will be sent for archive and stored in the documents and records storage room. Only 5-year superseded issues (hard copies) of Level 1 to Level 4 documents shall be stored in the storage room, whilst years beyond that will be disposed of.


The Archive folder found in the document control central filing folder shall include 5 superseded versions of the level 1 to level 5 documents. Whilst versions before these shall be stored in the cloud and only retrieved upon request.

Anyone may propose the deletion of a document by discussion with the author, standard committee and document controller. To initiate the deletion of a document the document owner completes the document request form indicating the delete action and reasons for deletion, signs it off to the required personnel and submits it to the document controller for record keeping. The document controller will then proceed with the deletion of the document.

The document controller shall ensure that obsolete issues of documents are removed from the register location and destroyed.

6.8 Control of External Original Documents

All the External Originated Documents are received by the concerned Heads of Departments and kept by them for use as required. HODs shall be required to maintain the external document register, update it as required and store the soft copies of these documents in their departmental folders. The master list for external documents shall be maintained and controlled accordingly by ensuring relevant versions are used and maintained.

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

For external documents such as letters, they shall be submitted to the document controller who will confirm that the letter has been received by stamping the received letter stamp as shown in figure below.

Figure 7: Received Letter Stamp



The document controller shall keep record of all incoming letters by registering them in the Incoming letters register and communicate the letter with the respective personnels. The original copy of the letters shall be filed in the Incoming letter file stored in the document controller's cabinet while the copy of the letter will be shared and stored by the addressed recipient of the letter.

Training manuals received from manufacturers shall be reviewed by the Training department and once the need to incorporate them as part of TNCL and TRCL operations document arises, these documents shall undergo the process of document control.

7. RECORDS MANAGEMENT


It is the administration of records and documented information for the entirety of its lifecycle, which includes the creation, receipt, maintenance, use and disposal of records.

7.1 Record

A type of document (hard or soft) stating results achieved or providing evidence of activities performed.

Every TNCL department shall maintain its own record i.e.

- Engineering Services shall keep their records
- Environment shall keep their records
- OHS shall keep their records
- Finance shall keep their records
- Human Resources shall keep their records
- Geology shall keep their records
- Mining Operation shall keep their records
- Security shall keep their records
- Procurement shall keep their records

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

- Information Technology shall keep their records
- Community Relations shall keep their records

Records shall be maintained by the responsible person for the related activity at their offices and will be kept so that they are

- Easily retrievable and identifiable.
- Neatly organised
- and the contents clearly marked.
- Available to authorized personnel.
- Protected against damage, loss and deterioration.

No person will be allowed to remove an original hard copy record from the relevant files/offices where it is stored. In the event that a record is needed by another party for auditing or viewing purposes, a copy of the original record will be provided - the original record will remain on the relevant file.

7.2 External OHS Records and Information

The TNCL Document Controller shall develop and maintain the record management registers respectively to reflect the status of the OHS related records/information of the external origin. All records will be stored electronically in the Tembo Nickel Intranet and physically kept in hard copy files located in the document control filing cabinet.

7.3 Controlled OHS Records

The following record types are defined as controlled OHS records

- Medical records
- Legal documents

OHS management may elect to identify additional record types as controlled records.

7.4 Recovery and Retention of Controlled Documents

The TNCL Information Technology team is responsible for developing and maintaining the Disaster recovery plan for electronic documents on site.

The TNCL Document controller, together with the Heads of Departments shall ensure that all controlled records generated by TNCL are retained in accordance with the criteria shown in the below table.


	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

Table 8: Record Management table

Record Type	Retention time	Reference
Medical Records	30 years	Under the Occupational Health and Safety Act 2003, medical records shall be kept for a period of 30 years after the date that they were recorded. A shorter period may be prescribed by the OSHA Chief Inspector.
Legal pleadings /litigation documentation	5 years after finalization of the case	No provision in law can be found stating the time of retention after a dispute has been concluded at the highest level. Therefore, retention and destruction of documents relating to disputes for litigation must be conducted as directed by the Company policy. The good practice among legal practitioners is to keep documents for 5 years after the finalization of a dispute.
Company registration certificates and related documents	5 years after the company is dissolved	Under Section 455(1) of the Companies Act Cap 22, the Registrar of Companies can keep original documents for 10 years after which they can be destroyed. He/she can also keep the documents for a further period of 2 years after the company has been dissolved. It is therefore proposed that such documents be kept for another 5 years after a company is dissolved or wind up.

The Heads of Departments shall ensure that records for their respective departments are filed in a logical system, whether hard or electronic copies and are readily retrievable.

7.5 Record Retention

The retention time for records is determined based on:

- Legal requirements.
- Customer requirements.
- Own requirements.

Only the last three revisions of the operational/governance documents shall be saved in the obsolete folder saved within the active company server whilst the remaining versions shall be saved in the archive folder in a separate server.

Obsolete records (hard copies) i.e., records older than the specified retention periods, will be destroyed via tearing, shredding or incineration as shown in the table below:


	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

Table 9: Records Destruction method

Record Medium	Method of Destruction
Hard copy- Sensitive information	<ul style="list-style-type: none"> • Shred
Hard copy- Insensitive information	<ul style="list-style-type: none"> • Recycle or landfill • Bulk disposal of large quantities in incinerator
Electronic data- Network storage	<ul style="list-style-type: none"> • Delete from the network and verify removal
Electronic data- Hard media, e.g. CDROM	<ul style="list-style-type: none"> • Destroy hard media

7.6 Records Management

Records generated in terms of this procedure are:

- Controlled document registers. These shall be managed and stored as specified in Section 5.5.
- Periodic system audit reports. These shall be stored in a suitable location on the TNCL computer network.
- Periodic document control audit reports. These shall be stored in a suitable location on the TNCL computer network.

8. RESOURCES

- Computer
- Printer
- Paper
- Software's
- Files
- Storage shelves

9. REFERENCES


- TNCL-OHS-SOP-0010, Standard Committee Procedure

10. SYSTEM EVALUATION

The document control system will be reviewed annually as part of internal and external audit.

The TNCL Document controller shall undertake an audit of the TNCL document control system every six month to:

- Review performance of the system

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

- Identify any non-compliance with the TNCL Document control procedure
- Confirm consistency of information recorded in site-wide and departmental controlled document registers
- Determine the department review status
- Consider complaints from users
- Identify opportunities for improvements

Based on his/her review the TNCL Document controller shall send a summary report with recommendations to the Safety Lead for consideration at the management level.

11. DISTRIBUTION

List physical locations which require a controlled copy of this document.

Table 10: Distribution

Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System
1	Electronically on the Tembo next cloud

12. CONTRAVENTION


Any breach of this procedure shall be regarded as refusal/failure to carry out a lawful instruction and will be dealt with as per the disciplinary procedure.

13. DOCUMENT CHANGE PROCESS

The process of document change starts when the document owner identifies there is need to make changes within the document. The document owner shall complete the document change request form, sign it off and submit it to the Document Controller. The Document controller shall issue the controlled word copy of the document to the respective document owner so that changes may be made. The document owner shall resubmit the updated document to the document controller so that the document can be controlled and updated within the Filing system ready for use by the end users.

13.1 Reason for Change

A	As a result of incidents	F	Change in training requirements
B	As a result of the audit findings	G	Results of risk assessments
C	New / changes in governance documents	H	Change due to spelling or grammatical error
D	Changes in legislation	I	New document format
E	Changes in technology	J	To integrate special instruction into the document control system

	STANDARD OPERATING PROCEDURE	Document ID	TNCL-OHS-SOP-0001
		Document Owner	OHSS Manager
	DOCUMENT CONTROL PROCEDURE	Revision	01
		Approval Date	20th February 2026

13.2 History of Change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
17.08.2023	01	All pages	I and J	Walterblanca Nshimah
20.02.2026	02	1,3.1,3.2,4,5,6,6.1,6.3,6.5,6.6,6.7	G,J	Aneth Antidius, Brenda Magai

14.RECORD CONTROL

Document Title:	Document ID:	Responsible for Maintenance:	Responsible for Filing:	Location of Storage:	Retention Period:	Method of Disposal:
Document Control Procedure	TNCL-OHS-SOP-0001	Document Controller	Document Controller	OHS Department	Hard Copy two Years	Hard copy shared file electronic

15.DECLARATION

I hereby declare that I have taken part in the discussion of this procedure, and I understand its contents and do commit that I shall ensure compliance hereto:

	Name and Surname	Company Number	Designation / Role	Signature	Date Signed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					



12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					



STANDARD OPERATING PROCEDURE

Document ID
TNCL-OHS-SOP-0001

DOCUMENT CONTROL PROCEDURE

Document Owner
OHSS Manager

Revision
01

Approval Date
20th February 2026

16. APPENDIX 1: TNCL DOCUMENT CONTROL PROCESS FLOW CHART

