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		Document Owner:	Engineering Manager
	LIGHT VEHICLE PROCEDURE	Revision:	03
		Approval Date	07 th May 2024


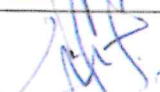

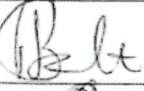

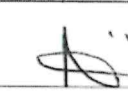


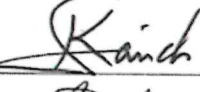

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1. INTRODUCTION

- a) The purpose of this procedure is to standardize vehicle operation within the project area and public roads.
- b) All drivers must follow Tanzanian road regulations as well as project policies, procedures, and safe working practices both onsite and offsite.
- c) All drivers must be aware that the issuing of site [permits](#) is a privilege and carries certain responsibilities that are associated with driving company vehicles or contractor vehicles on site. Site licenses are issued at the discretion of TNCL Management.
- d) The purpose of this procedure is also to put a system in place for identifying high-risk drivers, correcting their behaviors through further training / disciplinary actions, removing their driving privileges to ensure the safety of personnel and the Community, and taking further action if these interventions do not solve the at-risk behavior.

2. APPLICATION


Applicable to all Tembo Nickel Corporation Limited (TNCL) employees and Contractor personnel working on the TNCL project.

3. PRE-REQUISITES FOR LIGHT VEHICLE LICENSE

- a) [Valid Tanzanian](#) driving license holder.
- b) [Expatriates will have a grace period of six months to obtain a Tanzanian driving license.](#)
- c) Passed Driver's eye test.
- d) Deemed fit on pre-employment medical examination.
- e) Authorization from the Head of Department.
- f) Complete the full training program – General site induction, [driving induction](#), theory, and practical assessment.

4. PROCEDURES

- [TNCL-OHS-SOP-0002](#), Incident / Injury Reporting and Investigation Procedure.
- [TNCL-OHS-FRM-0008](#), Incident Report Form.

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- [TNCL-OHS-REP-0002](#), Investigation Report Form.


5. DRIVER PERMIT

All site permits are issued through the TNCL Training Department. Only permanent TNCL employees and permanent Contractor employees will be eligible to apply for a site driving permit.

Before issuing a permit the TNCL Training Department will determine if the applicant is competent to drive a light vehicle by ensuring that:


- a) The application form of the applicant will be endorsed by the relevant department manager.
- b) The Department head/ Manager must be confident that the applicant is in the capacity to drive before sending the employee to the Training Department.
- c) The applicant will be medically examined (Driver's eye test).
- d) The applicant will complete a written knowledge test and verbal test and undergo a practical assessment test.
- e) Drivers must ensure that their site permit is in their possession and displayed whilst driving the vehicle on the project site.
- f) Records must be maintained to show all training, evaluations, and follow-up courses or observations done.
- g) Contractor personnel are responsible for conducting and recording all training for their division's Drivers prior to sending the person to the Training Department for assessment.
- h) The site driving permit may be withdrawn pending the investigation and disciplinary action/outcome for failure to adhere to the LV standard operating procedure.
- i) When a driver is required to do refresher training as part of corrective actions after investigation, the Training department will conduct the training and address the shortfalls.
- j) If an individual's Tanzanian license is withdrawn by external authorities (police or government officials) then their site driving permit will also be withdrawn.
- k) [The site driving permit shall be renewed every year.](#)

NOTE: No individual can drive or operate equipment off-site without a relevant Tanzanian or International License.


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6. GENERAL PROCEDURE

- a) All safety items must be checked and proven to be operational before the use of any vehicle. A vehicle pre-start inspection must therefore be completed. If unusual damage is noted by the driver as he/she is carrying out his/her pre-start inspection he/she should notify his/her supervisor immediately so an intervention can be carried out – no vehicle should be used in an unsafe condition.
- b) All vehicles will undergo a quarterly inspection. This means that every vehicle will be inspected every three months.
- c) The inspections will be conducted by engineers appointed by TNCL. These engineers are responsible for evaluating the vehicles to ensure they meet certain standards or criteria.
- d) After the inspection has been concluded and the vehicle is found to meet the required standards, the engineering department will issue the vehicle with a valid vehicle permit sticker. This sticker will serve as proof that the vehicle has passed the inspection and is permitted for use.
- e) All service items such as fuel, oil levels, tire wear; and headlights must be inspected and corrected before proceeding as per the vehicle's pre-start checks.
- f) Before operating a specific vehicle, the operator is to ensure that s/he is familiar with all the vehicle controls.
- g) **The driver of a vehicle assumes full responsibility for the safe operation of that vehicle and must always remain in the care and control of the vehicle.** The driver must consider road conditions, visibility, and the general suitability of the vehicle for the conditions.
- h) Heads of Departments/ Managers are to ensure that all vehicles remain in a good & safe working condition and that proper key control measures are in place.
- i) All vehicles must be operated in such a manner as to minimize dust and noise, damage to vegetation and heritage sites and to minimize erosion.
- j) Driving on site must be kept to a minimum to reduce the risks associated with the interaction between light vehicles, heavy vehicles, and pedestrians.
- k) The number of offsite drivers will be limited and controlled. The Department shall evaluate the requirement to appoint a National driver or person holding a valid International Driving License for offsite trips.
- l) Before departing from the site, the driver must ensure that the vehicle is roadworthiness and fit for the purposes.


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- m) The driver must give his destination and the estimated time of return to Security Control who will note this in a register. If the driver is late in returning without any information, the section supervisor must inform Security Control who will initiate search proceedings after advising the Manager on duty.
- n) Due to the risk of fatigue, drivers are required to take a 10-15 minute rest break after every 2 hours of driving. This break should be taken at a safe location that has been pre-planned. Drivers must report their location to the Security Control Room in real time via phone call; while taking a break. Delays during transit or route changes should be reported to the Security Control Room.
- o) No person shall drive a TNCL vehicle off-site between 18:00 and 6:00HRS without approval from the GM. This shall exclude normal operations (security, emergency vehicles).
- p) Only TNCL, authorized Contractor personnel or Site-authorized passengers may be carried in vehicles; no hitchhikers may be carried in the vehicles.
- q) No alcohol or deleterious/illicit drugs will be permitted or consumed in TNCL or Contractor vehicles while on or off-site – this includes passengers.
- r) No person may drive a vehicle while under the influence of alcohol or drugs.
- s) All drivers will be subjected to random alcohol, drug, or substance use tests and will be addressed according to the Disciplinary process.
- t) The following horn signals will be strictly adhered to while driving on the TNCL Site:
 - i. 1- Starting the vehicle
 - ii. 2- Moving forward
 - iii. 3- Reverse
- u) Seat belts/restraints will be worn while driving a light vehicle onsite and offsite always. Passengers are also required to wear seat belts/restraints.
- v) At any time that a safety feature is noted as not operating properly, the vehicle must be parked in a safe place and the appropriate action taken.
- w) Driving while holding or using a hand-held wireless communication device, cell phone, or electronic entertainment device is prohibited. Stop in a safe position before answering or using these devices.
- x) Two-way radios may be used if familiar with the operation of the device. Programming or keypad dialing with these devices must be done while the vehicle is stopped in a safe position off the road.
- y) If any mechanical damage occurs to a vehicle the Maintenance Department is to be notified to inspect the vehicle. The driver is to decide (safety is the main concern) if the vehicle may be moved to the workshop or if the Maintenance personnel are required to inspect the vehicle before it is moved. If

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there is any doubt or concern that further use may be unsafe or cause additional damage the vehicle is not to be moved. Notify your supervisor immediately.

- z) Drivers of vehicles that are towing trailers and portable units must ensure the tow hitch is attached correctly and that a safety chain is attached.
- aa) Drivers must obey road signage on and off-site and comply with the requirements.
- bb) Drivers should maintain a safe distance between themselves and any other vehicles, generally on a normal day this would be 1 meter for every 1km/h (e.g., 20km/h = 20m). This allows for more time to decide on any reaction required to an unforeseen situation.
- cc) Do not overtake another vehicle unless you have road markings or traffic signage permission to overtake, an unobstructed view of the road ahead, are sure there is no oncoming traffic or other obstruction, and it is safe to do so. The operator of the vehicle being overtaken should acknowledge your action.
- dd) All materials are to be contained and/or secured. Materials are not to protrude from a vehicle without special precautions (such as roof racks, red flags at the end of protrusion, and escort vehicle) being taken.
- ee) When a driver returns from leave or has not been on site for a long period, he/she should drive with extra caution to familiarise himself/herself with possible changes to roads/signs.
- ff) All vehicles will be washed and cleaned at the end of the shift.
- gg) Personnel limits have been set for various vehicles.
- hh) The number of persons riding in a closed vehicle (sedan type) shall generally not exceed five unless the vehicle is designed with suitable seat restraints for additional passengers.
- ii) The driver and two passengers will be allowed in the front of a Toyota Land Cruiser light vehicle driven onsite, ensuring 3 seatbelts are available & working.
- jj) **In-vehicle monitoring system (IVMS) will be installed in all vehicles traveling off-site and system warnings must be strictly adhered to.**
- kk) Following a significant incident (resulting in an injury or HPI), the driver's license will automatically be suspended until the investigation is completed. This suspension may be extended if the driver is found to have deliberately violated driving rules resulting in the incident.

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7. KEY CONTROL

The key control system must be in place on all light vehicles in every department. Designated permit holders will sign for keys from the security control room and take full responsibility while in possession of vehicle keys.

8. CARRYING PEOPLE


- a) Only the number of passengers equal to seats and seatbelts may travel in the vehicle.
- b) No loose material that can hurt people may be carried in the vehicle whilst transporting people.
- c) The driver shall ensure that any person being transported in a vehicle shall remain seated with seat belts always fastened, do not put any part of their body (arms, hand, legs, etc.) outside the vehicle, and do not board/alight from a moving vehicle. The driver must ensure that he limits his speed due to the additional risk of carrying passengers in an open-backed vehicle.
- d) No passengers are allowed to be transported on the back of any Pickup LV.

9. VEHICLE LIGHTING

- a) All vehicles must have functioning main headlights, rear lights, and indicators.
- b) Vehicle headlights and the rotating beacon will be always switched on while operational in the project area.

10. RIGHT OF WAY


- a) The right of way of vehicles is a guideline that may vary due to factors such as road layouts, construction work, haul roads, etc. Generally, pedestrians, emergency, and explosive vehicles have the right of way to other light vehicles.
- b) In all other cases haul trucks and other heavy equipment have the right of way over light-duty vehicles due to visibility restrictions.
- c) Emergency and explosives transport vehicles have red lights which must be switched on in case of an emergency or during explosives transport.

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- d) Keep as far to the left of the road as it is safe to do.
- e) It must be noted that although vehicles may have the right of way, it does not remove any responsibilities from the operator of the vehicle with the right of way. All vehicle operators are required to always exercise due caution.
- f) When driving offsite due caution must be exercised by drivers for other road users such as pedestrians, cyclists, and animals. Adjust your speed to the road conditions.
- g) Any vehicle that due to the abnormal type of load being moved or the intrinsic size abnormality of the vehicle itself has less than normal visibility is to have an escort vehicle.
- h) Always ensure you are visible to other vehicles. Care must always be taken to evaluate the other drivers' blind spots. If you can see the vehicle that doesn't mean the other driver can see you.
- i) When a vehicle meets a pedestrian and the pedestrian has no access to a safety bay or safe place to stand, the driver must stop and allow the pedestrian to pass the vehicle and take up a safe position before the vehicle continues.
- j) If a light vehicle needs to make way for a heavy vehicle or any other vehicle with the right of way and the roadway seems to be too narrow the light vehicle driver will search for an appropriate opening on the side of the roadway to allow for the safe passing of the other vehicle.
- k) If no access could be found in close vicinity to get out of the way of the vehicle with right of way the light vehicle will reverse up or down the roadway until a suitable access is found to get out of the way of the other vehicle.
- l) The driver of the light vehicle giving way will ensure that special care is taken to prevent any damage to the vehicle whilst in the process of getting out of the way of the other vehicle.
- m) The driver of the vehicle with the right of way will make certain that he keeps his vehicle under proper control whilst passing the light vehicle or any other vehicle for this matter which gives way to prevent any damage to any one of the vehicles.

11. INCOMING TRAFFIC

- a) When vehicles are approaching the driver must slow down, evaluate the conditions, and proceed in the safest manner possible.
- b) The driver is to ensure there is enough room to safely pass.

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- c) General road conditions and ditches must be evaluated before pulling off the road.
- d) The speed, size, and driving behavior of the oncoming vehicle should be assessed and the necessary precautionary action taken.


12. VEHICLE SPEED

- a) The driver must govern his speed for the general driving conditions at the time.
- b) The maximum speed limit on roads around the project site is 50km/hr for all LVs.
- c) The driver must govern his speed for the general driving conditions at the time.
 - i. Offsite public gravel and rough roads maximum 80km/hr. or less if so indicated.
 - ii. Offsite public tarmac road maximum 100km/hr. or less if so indicated.
 - iii. Inside the camp & any other applicable accommodation areas 15km/hr or below depending on the road condition.
 - iv. Traveling through villages' maximum speed is 30km/hr or below depending on the road conditions.
- d) Slow down when:
 - i. Other vehicles are passing you.
 - ii. In areas of reduced visibility such as corners, fog, dusty and rainy conditions, etc.
 - iii. Intersections, unless indicated by a stop sign.
 - iv. Congested areas.
 - v. Unknown conditions may be present.
 - vi. When pedestrians, cyclists, or animals are present.
 - vii. Poor road conditions.
 - viii. Drivers should always reduce their speed to be able to maintain safe control of their vehicles.

13. PROJECT SITE DRIVING PERMITS

Driving permits will be issued to qualified drivers and they will be categorized on the back of the driving permit.

- a) Plain white permits shall be issued to drivers restricted to driving within the project area.

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- b) Driving permits shall be issued to offsite drivers.

14. ELECTRONIC MONITORING SYSTEM


- a) All light vehicles must be fitted with an in-vehicle monitoring system to monitor movement and speed among other aspects. The owner of the vehicle shall be responsible for installing the system and such vehicle shall not be cleared for use until such system has been installed and the report filed accordingly to the OHS department.
- b) Every contractor working for TNCL must have the system installed.
- c) There will be a screen installed in the security control room which will be monitored, and a daily report will be produced showing exceptions and drivers' behaviors.

15. SEAT BELTS

Seat belts must be worn by **ALL VEHICLE OCCUPANTS** while operated onsite and offsite. The driver is responsible for enforcing this ruling with all passengers.

16. REFUELLING

- a) Only one vehicle will be allowed in the refueling area at a time.
- b) No passenger is allowed to enter the refueling bay whilst refueling is in progress – only the driver.
- c) The vehicle must be switched off while refueling is taking place.
- d) The driver must get out of the vehicle while refueling.
- e) The refueling will be done by the fuel bay attendant/security officer or both who will keep a record of all transactions.

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17. UNATTENDED VEHICLES & PARKING

17.1 Unattended Vehicles

- a) Any vehicle left unattended must have the engine switched off and the vehicle properly and safely parked.
- b) All unattended vehicles offsite must have the keys removed and all doors locked. Ensure no valuable property is left in the vehicle.

17.2 Parking

- a) Light vehicles are to be parked in a manner that will not obstruct the flow of traffic or cause a hazard to other road users or pedestrians.
- b) Onsite and offsite the keys must not be left in the ignition.
- c) All vehicles must be parked with the parking brake fully applied and in gear.
- d) All vehicles shall be reverse parked on site.
- e) Light vehicles should be parked at a safe distance from heavy equipment/vehicles, bearing in mind the blind spots of such equipment.
- f) All parked vehicles must have one wheel chocked on both sides unless a parking trench is provided, and the vehicle is parked with the rear wheel inside the trench.

17.3 Disabled Vehicles

At any time, a vehicle is disabled it should be moved out of the traffic flow as much as possible. Hazard (warning) triangles should be placed back and front of the vehicle to warn oncoming traffic of the hazard.


17.4 Changing of wheels on a light vehicle

17.4.1 Planning the job

When planning for maintenance that will incorporate the changing of wheels on Light vehicles, the following should be considered.

17.4.2 Correct equipment to be used

- a) All required PPE such as Coverall, Hard Hat, Safety Boots, and gloves
- b) Hydraulic jack.
- c) Wheel spanner.
- d) Wheel chocks.
- e) Spare wheel.

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17.4.3 Considerations prior to commencing with the work

All equipment used must be inspected for any defects, if any defects are detected replace immediately.

17.4.4 General safe work considerations and procedure

- a) The Light vehicle must be parked on a level surface, before commencing with any work.
- b) Do not drive the Light vehicle for long distances with a flat tire to prevent further damage to the wheel rim and tire.
- c) Ensure parking Light vehicles are out of the way of traffic in a safe place.
- d) The working area must be safe, if an uncertain worker must get the Responsible Person to declare the area safe before commencing with work.
- e) Switch the Light vehicle off, ensure the parking brake is on remove the key, and follow the Parking Procedure.
- f) Isolate light vehicle at the source.
- g) Place stop wheel chocks behind or in front of wheels on the non-defective side of the Light vehicle.
- h) Place the jack on a secure spot underneath the axle.
- i) Jack the light vehicle until the jack reaches the underside of the light vehicle.
- j) Loosen wheel nuts and jack Light the vehicle high enough to remove the wheel.
- k) Remove nuts from the wheel.
- l) Remove the wheel and place the new wheel onto the hub assembly.
- m) Replace wheel nuts and tighten nuts. (To keep the wheel in position).
- n) Release the jack until the tire is secure on the ground.
- o) Re-tighten wheel nuts (Ensure the wheel nuts are tightened properly)
- p) Remove the jack from underneath the light vehicle.
- q) Remove stop wheel chocks behind the wheels.
- r) Place the damaged wheel on the back of the LV and take it to the tire workshop for repair.

17.4.5 Considerations after work has been completed

- a) Record tire changes in the pre-start checklist.
- b) Record breakdown hours on the pre-start checklist; and
- c) Ensure tire pressures are correct before utilizing a light vehicle.


17.5 Towing

In the event the vehicle breaks down and towing is required then the following need to be done.

- a) JSA (Job Safety Analysis) must be in place and well-defined, on who/how to do the task safely.

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- b) The project security control room must be notified by the towing vehicle of its direction and that is non-reversible.
- c) The security control room will communicate this to other drivers.
- d) A broken-down vehicle may only be towed by the Maintenance Department using approved towing equipment. Towing of light vehicles that have working steering and brakes may be undertaken with a tow bar and a sling. If the light vehicle does not have steering and brakes, then a tow truck or an approved towing bar must be used.
- e) Put out warning signs in the front and the rear of the vehicles at a 20-meter distance on both sides.
- f) The operation/task is only allowed for persons with specific training on these operations and drivers with valid site driving licenses.
- g) Special care will be taken to safeguard yourself and your assistants from dangers in the vicinity as well as from other vehicles during the preparation for towing.
- h) The assistant will direct the tow vehicle driver using hand signals as per procedure to guide the driver to the correct position to couple the vehicles.
- i) Ensure that the tow vehicle is stationed with the hand brake active, and the engine switched off and in gear whilst connecting the two vehicles.
- j) Connect the tow bar between the two vehicles before disengaging the hand brake of the vehicle to be towed or before shifting out of gear.
- k) The tow vehicle must be as heavy or heavier than the one which is towed. For the purpose of this procedure, any LV is allowed to tow another LV.
- l) Connect the two vehicles with a stiff tow bar from the left side of the towing vehicle to the right side of the vehicle to be towed and a safety chain or sling of adequate strength, minimum three tons breaking strength between the two vehicles, properly secured to the towing hooks on the vehicles.
- m) Warning lights, orange revolving lights as well as hazard lights will be switched on for both vehicles whilst towing. If the towed vehicle hazard lights and or revolving beacon light are not working, special care will be taken to warn pedestrians and other vehicle drivers of the towing.
- n) Towing speed will not exceed 15 kilometers per hour.
- o) The same procedure as in `right of way` will be followed for towing of vehicles.
- p) Carefully choose a safe place to park the vehicle after towing. Do not leave the vehicle on a slope.

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17.6 Material Transport


- a) No material that exceeds the size of the loading bin may be carried. (No material may overlap the sides of the loading bin.
- b) Any material longer than the loading bin may only overlap by 1.5 m in length and must have chevron tape attached and material securely fastened.
- c) No material may be loaded, protruding the top of the LV Drivers Cab or bin cage.
- d) All material transported on the back of the LV will be secured properly to prevent falling or moving around in the loading bin.

18. DRIVER DISCIPLINE

- a) Project site driving permits are issued to individuals on the assumption that they will maintain a high standard of self-discipline to ensure that safety is maintained on the roads.
- b) The following driving-related violations may lead to TNCL Management withdrawing site driving privileges.
- c) Contractor Companies are not exempt from disciplinary actions or processes. Failure to comply with the TNCL road rules and policies may result in the Contractor employee, or further still, the Contractor Company, being removed from the site.
- d) Please note that damage to a vehicle caused by unsafe driving behavior is mandated and deemed a dismissal offense.
- e) All drivers of any type of vehicle will always practice the rules for defensive driving to prevent damage to vehicles.
- f) Driving disciplinary penalty will be aligned with TNCL disciplinary procedure, some of the serious driving offenses are listed in the table below.

Table 1: Driving Offences

Offenses	1st Offence	2nd Offence	3rd Offence
Driving or boarding and riding a vehicle on -site without fastening a safety belt	Written Warning (Revoking Permit – 3 Months)	Final written Warning – Permit Revoked Permanently.	Termination

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Failure to observe prescribed driving speed limits as per below; i. Within 10km/hr of the prescribed speed limit ii. Above 10km/hr of the prescribed speed limit	Final Written Warning Termination		
Driving without following prescribed Traffic Regulations and road signs.	Final Warning	Termination	
Driving or operating equipment without relevant permit/license/training or authorization	Termination		
Failure to report vehicle accident or damage within 24hrs	Final written	Termination	
Reckless/Negligent driving which endangers property or life	Termination		
Abuse and/or vandalism of vehicle safety systems/devices	Termination		
Willful damage to vehicle or company Property.	Termination		

Note: All offenses are cumulative and remain in effect for their maximum period and records will be maintained on the TNCL employee's individual file or contractor site records.

19. VEHICLE ACCIDENTS

When involved in a vehicle accident the driver must:

- a) Immediately stop the vehicle.
- b) Ascertain the nature and extent of injuries sustained by any person.
- c) Ensure the vehicle is left in position with hazard lights on and warning triangles (or other warning symbols) positioned in both directions at 20 meters away from the vehicle to warn other road users of the hazard.

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- d) Render assistance to the injured as required using the DRABC (Danger, Response, Airway, Breathing, and Circulation) principle.
- e) Report the incident to the Security Control room if there has been an accident.
- f) The Security Control room will contact the Clinic, OHS Department (also the local police if off-site), and respective Department heads. Remain with your vehicle until assistance arrives and the Security/OHS Department/Police has taken statements and photographs of the accident scene.
- g) If you are off-site and cannot immediately report to the security control room, you must take the names of the persons involved in the accident and relevant details such as:
 - i. Names and work area/addresses of persons involved – statements if possible.
 - ii. Names and work area/addresses of witnesses – statements if possible.
 - iii. Make and model of vehicles.
 - iv. Sketch the area.
 - v. Write down a statement for yourself describing what happened; this should be submitted to the OHS Department as soon as possible.
- h) If more than one vehicle is involved and the other vehicle does not stop, get as much as possible information about the vehicle for further investigation.
- i) Report to your Supervisor and complete the accident notification form within 24 hours.
- j) Vehicle drivers involved in vehicle accidents site license will be suspended until completion of the accident investigation. The site driver's permit will be kept by the OHS Department pending the investigation outcome.
- k) A post-incident alcohol and or illicit drug test may be performed depending on the circumstances surrounding the accident.

Actions in the event of a minor accident

- a) Immediately stop the vehicle.
- b) Ascertain the nature and extent of injuries sustained by any person.
- c) Ensure the vehicle is left in position with hazard lights on and warning triangles (or other warning symbols) positioned in both directions at 20 meters away from the vehicle to warn other road users of the hazard.
- d) Report to your Supervisor and complete the accident notification form within 24 hours.

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Actions in the event of a major accident

- a) Immediately stop the vehicle.
- b) Ensure the vehicle is left in position with hazard lights on and warning triangles (or other warning symbols) positioned in both directions at 20 meters away from the vehicle to warn other road users of the hazard.
- c) Help the injured as required using the DRABC principle.
- d) Report the incident to the Security Control room if there has been an accident.
- e) Serious incidents resulting in injuries or major damage must be reported immediately for investigation. The incident scene must be barricaded and not disturbed to preserve evidence.
- f) Any injured person must be treated and sent to the Clinic for specialist treatment.
- g) The Security Control room will contact the Clinic, OHS Department (also the local police if off-site), and Department Head. Remain with your vehicle until assistance arrives and the Security/OHS Department/Police has taken statements and photographs of the accident scene.
- h) If you are offsite and cannot immediately report to the security control room, you must take the names of the persons involved in the accident and relevant details such as:
 - i. Names and work area/addresses of persons involved – statements if possible.
 - ii. Names and work area/addresses of witnesses – statements if possible
 - iii. Make and model of vehicles.
 - iv. Make a sketch of the area.
 - v. Write down a statement for yourself describing what happened; this should be submitted to the OHS Department as soon as possible.

20. HIGH-RISK DRIVERS

20.1 Reporting of Incidents

- a) All incidents involving vehicles and equipment must be reported before the end of the shift.
- b) Serious incidents resulting in injuries or major damage must be reported immediately for investigation. The incident scene must be barricaded and not disturbed to preserve evidence.
- c) Any injured person must be sent to the clinic for treatment. If a Paramedic or Emergency Response Personnel is required, the call must be made as soon as possible through the normal channels.

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- d) Failure to report incidents involving vehicles/equipment may lead to disciplinary action being taken.
- e) The OHS Department will enroll the driver in the refresher training course. This will only happen if there is still a need for the driver to have a site license. If there is no business need for the driver to have a site license this will be communicated to the employee and a note made on his/her record to reflect this fact for future reference.
- f) After completion of the refresher driving course, the employee concerned will have to re-apply for his/her site license through the normal channels.
- g) On successful completion of his/her site license, a follow-up assessment will be done by the OHS Department a month afterward and again after 3 months to assess the driver's skill and behavior. The driver and his supervisor will be involved in this assessment.
- h) A repeat of the previous offense or any other "High Risk" action/behavior within a six-month period will result in more severe disciplinary action following the "TNCL Disciplinary Procedure" taken, which may include termination and permanent suspension of site driving privileges.

20.2 Investigation of Incidents/Accidents

- a) After an incident/accident involving a vehicle/equipment, an investigation must be conducted by the Supervisor and the OHS Department to determine the root causes of the incident and prevention of future re-occurrences.
- b) Statements from all involved in the incident, as well as any witnesses, must be obtained as soon as practical after the incident.
- c) The investigation team must consist of the Supervisor, persons involved, and witnesses. In more serious cases the OHS department and expert witnesses may participate.
- d) The investigation must commence within 24 hours.
- e) The guidelines in the vehicle use procedure and the disciplinary procedure need to be applied consistently.
- f) The signed investigation report must be handed to the OHS Department for inclusion on the action tracker and proper filing/record keeping.

20.3 Identification of High-Risk Drivers

- a) After an incident the Department Head together with the OHS, Department will decide whether the incident falls in the "High-Risk Driver" category.
- b) A reasonable cause alcohol/drug test may be performed post-incident.
- c) The driver's license will be suspended pending the outcome of an investigation if found guilty of an offense the incumbent is penalized in line with the TNCL Disciplinary Procedure.

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- d) The driver concerned will then be put on the “High-Risk Driver” record by the OHS and Security Department and recorded on the personal file at the HR Department.

21. POTENTIAL HAZARDS

- a) Fire to Light Vehicle
- b) Runaway vehicle
- c) Accident, collision
- d) Explosion when transporting explosives

22. HIRED VEHICLES FOR SPECIAL ASSIGNMENT


The following protocol must be observed for all the hired vehicles on a special assignment such as visitors etc.

- a) All the drivers must be taken through the site Light vehicle procedure.
- b) All the drivers must be taken through the site’s Alcohol and drug policy.
- c) All the drivers must be taken through the site fatigue management procedure.
- d) All drivers must be checked on fitness for work before the commencement of the journey.
- e) Medical questionnaires must be completed by all the appointed drivers before they are confirmed and allowed to drive the guest.
- f) All vehicles must be inspected by the engineering department and declared fit for purpose.

23. CONTRACTORS VEHICLES

Contractors' vehicles shall have minimum safety requirements when mobilizing vehicles to the TNCL project:

- a) Seat belts for all occupants
- b) Cargo barriers and load restraints for all vehicles designed for carrying loads, or that are unable to have cargo separated from the vehicle’s occupant carrying space
- c) The driver-side airbag, if fitted by OEM
- d) First aid kit
- e) Positive Identification (ID) Signage - allowing for easy and positive vehicle identification from a reasonable distance on both sides of the vehicle

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- f) Reflective Side Stripes
- g) Emergency roadside triangles
- h) A minimum 2kg fire extinguisher for vehicles used on the surface areas of operations
- i) Automatic backup alarm
- j) Wheel chocks of appropriate size (properly secured to the vehicle structure when not in use)
- k) Wheel nuts indicators
- l) High Visibility Aerial flag
- m) Dash Camera
- n) Rotating Amber Beacon
- o) Two-way Radio
- p) Speed Limited Transmission 4WD

24. SYSTEMS EVALUATION

This procedure shall be reviewed at least two years by members of the Engineering department and presented to the Standard Committee for approval, or when organizational changes take place or are required as part of internal and external audits. The TNCL Document Controller will monitor compliance with the document control system on an ongoing basis.

25. DISTRIBUTION


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

Table 2: Distribution

Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System

26. CONTRAVENTION

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

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27. DOCUMENT CHANGE PROCESS

The process of document change starts when the document custodian identifies there is a need to make changes within the document. The document custodian/ 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 custodian/owner so that changes may be made. The document custodian/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.

27.1 Reason for Change

Table 3: 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

27.2 History of Change


Table 4: History of Change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
20.11.2023	02	All pages	E, A & I	G. Norval
07.05.2024	03	Page 7, Section 6(l),(n) Page 19, Section 23(a-p)	B,	Dr Kudra Said

28. RECORD CONTROL

Table 5: Record Control

Document Title:	Document ID:	Responsible for Maintenance:	Responsible for Filing:	Location of Storage:	Retention Period:	Method of Disposal:
Light Vehicle Procedure	TNCL-ENG-SOP-0012	Document Controller	Document Controller	OHS Department	Hard Copy two Years	Hard copy shared file electronic

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29. DECLARATION

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

	Name and Surname	Company Number	Designation / Role	Signature	Date Signed
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