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		Document Owner	OHS Manager
	CONTRACTOR MANAGEMENT PROCEDURE	Revision	02
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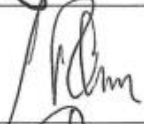


CONTRACTOR MANAGEMENT STANDARD OPERATING PROCEDURE

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APPROVALS

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1. PURPOSE

To provide a procedure for Contractor Management to ensure that all risks are minimized and the operation is conducted safely and effectively to achieve our goal of ZERO HARM.


2. SCOPE

This procedure applies to all Contractors and Subcontractors, as well as their employees, performing work at TNCL as a minimum standard to render a service and sharing relevant information that will assist the contractor in complying with TNCL Labour, Safety, and HR Policies and Procedures. This procedure excludes deliveries and visitors which are being addressed [under](#) the Access Control Procedure.

3. DEFINITIONS AND ACRONYMS

Table 1: Definitions

TERM	DEFINITION
Contract Owner/ Manager	TNCL appointed the head of the department responsible for the work done by the contractor.
Contractor	An external organization providing services to the TNCL in accordance with agreed specifications, terms, and conditions.
CR	Community Relations.
FLRAs	Field Level Risk Assessment.
General Manager	A person appointed in terms of the Mining (Safety, Occupational Health and Environment Protection) Regulation, 2010.
HR	Human Resources.
KPIs	Key Performance Indicators.
LMI	Lifting Machinery Inspection.
OHSS	Occupational Health and Safety and Security
Procedure	Approved document with detailed sequential steps describing how a specific task is performed. The procedure should either contain the content of the Standard supporting document or refer to the Standard.
Risk	A combination of the consequences of an event (including changes in circumstances) and the associated “likelihood”, or an effect of uncertainty.

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Risk Assessment	A process of evaluating the risks arising from hazards, considering the adequacy of any existing controls, and deciding whether the risks are acceptable. This is dependent on the correct identification of the hazards and an appropriate estimation of the risks arising from them with a view to comparing them with acceptable risk criteria or goals for the purpose of controlling the avoidance of such risks.
Safety	The condition of being protected from or unlikely to cause danger, risk, or injury.
Safety Representative	A person appointed in terms of the Occupational Health and Safety Act, 2003. No 5.
TNCL	Tembo Nickel Corporation Limited

4. RESPONSIBILITY

Contract Managers/Leads must ensure that all employees, including contractors and consultants, comply with this procedure.

5. GENERAL

5.1. Contravention


Any breach of this procedure shall be regarded as refusal/failure to conduct the lawful instructions of TNCL and will be dealt with as per the TNCL disciplinary procedure.

5.2. Special Requirements


- a) All contractors are required to meet with the Procurement Department prior to finalizing the Site establishment. The discussion will vary depending on the nature and duration of the contract.
- b) The contractor approval route form shall be signed off by the contractor representative and TNCL respective departments, (refer to TNCL-OHS-FRM-0064).
- c) Each department has a responsibility regarding the contractor's requirements and ensures that all required documents mentioned in the checklist are valid.

5.3. General Requirements

- a) Each contractor shall be issued with a unique filing number starting from 0001. All documents belonging to a contractor will be filed in that specific contractor's number, whether it be filing in the training centre, safety department, human resources, etc; the contractor filing number shall remain the same and shall be complied with. A number may only be issued once.

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- b) All contractor's pack forms and checklists are to be signed off by all relevant departments before any work may commence and **be approved by the TNCL management**. If the principal contractor sources the service of a sub-contractor, it is the responsibility of the principal contractor to source approval for the appointment of a sub-contractor and ensure compliance with this procedure.
- c) The contractor company must give the details of a representative who will be given access to enter the site and attend a kick-off meeting with the contract owner and the safety department.
- d) The security department must ensure that the contractor' name is clearly displayed on the access cards; and must also ensure that all access cards of the contractor are retained at the end of the contract period. Short-term / duration contractors shall be using specific temporary cards to gain access to the site.
- e) Expatriate requirements – the contractor is to provide the work permit/residence permit, Business pass / Visa, and Succession plan to the Human Resources Department.
- f) Employees requirements – the contractor is to provide the NSSF remittance proof, WCF remittance proof, and Salary slips to the Human Resources department.
- g) A stop-and-fix note will be issued to all contractors for non-compliance; contractors must rectify all non-conformances. A stop-and-fix upliftment notice will be issued by the TNCL contract manager or safety department before work commences.
- h) The Finance department is responsible for the contractor's payment.
- i) The Contract owner is to set up a kick-off meeting directly with all parties involved as soon as the awarding takes place.
- j) The contractor must have a valid medical cover for all of the employees. NOTE: In case of a medical emergency, i.e. evacuation, the TNCL will manage the contractor's employee with the TNCL standards, and then TNCL will back charge the contractor.
- k) No final payments will be made to the contractor until all exit medicals are done and submitted to the onsite Doctors and communicated to the Human Resources Manager and Finance Manager. For construction contractors, this will go along with a construction completion certificate.
- l) Contract owners should fill in and sign off the TNCL-OHS-FRM-0033, Handover Note form once they rent or lease out service or assets to another department or contractor and then submit a copy of the signed handover to their current contract owners, the OHS department, and the leasing party.

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- m) The content of the operational pack will be determined by the Scope of Work/Method Statement and the classification of the contractor as mentioned in the TNCL-OHS-POL-0004, Healthy and Safety Requirements for Contractors Policy.
- n) In case of an emergency or breakdown, the site General Manager or Acting will be the only person who can permit contractors via the managerial instruction form to enter and perform work without the final approval of their contractor's pack.
- o) When contractors adopt TNCL policies and procedures, they should acknowledge them in writing and submit them with the contractor's pack on the acknowledgement form provided by TNCL.

6. PROCEDURE

6.1. Contractor Classification

All Contractors shall be classed under two categories short-term and long-term contractors. The categories will be further grouped into the following classes:


- a) Active Contractors – any Contractor who is having work at a particular moment in time.
- b) Passive Contractors – The Contractor in the TNCL database who is not having work at a particular moment in time / demobilized.

6.2. Short Term Contractor

- a) Short-term contractors will render a service to TNCL on a once-off basis per annum, where the contract will not exceed ninety working days.
- b) Should the contractor fail to complete the task within thirty days due to unforeseen circumstances, permission should be obtained by the contractor from the General Manager. Permission granted will not exceed ten working days.

6.3. Long Term Contractors


- a) Long-term contractors will be contractors that will be rendering a service to TNCL on a more permanent basis with services that will either exceed ninety days or be a prolonged service that will be carried out over several months.
- b) All contractors that will be providing a service to TNCL for a one-day or few days per month in a year scenario will also be classified as long-term contractors.
- c) No contracting company will be allowed to come and perform any work before the relevant documentation is approved and the General Manager grants permission.

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6.4. Documentation Required by Contractors

- a) All contractors shall have a Contractor's Pack, which can be made up of one or more hardcopy or softcopy files depending on the scope of the contractor. The contractor's pack shall be divided into two parts, i.e., the Contractor Onboarding File and the Contractor Operational File. The index of the files shall be aligned with the sub-sections stipulated in the pre- and Post establishment parts of the file. **No Contractor shall commence work until both files have been approved by the departmental Managers and the final approval from the General Manager.**
- b) The onboarding file will refer to all documents required for approval before the contractor establishes or comes to the site. The Contractor Operational File will be all the documentation that is required after the contractor has been granted a contract before commencing the work on site.
- c) Procurement will, as part of the tendering process, provide the contractor with the following documentation:

SN	Document ID Number	Document
1	TNCL-OHS-POL-0001	Occupational Health and Safety Policy
2	TNCL-ENV-POL-0001	Environmental Policy
3	TNCL-OHS-POL-0001	Stop Work Policy
4	TNCL-OHS-POL-0002	Alcohol and Drug Policy
5	TNCL-OHS-POL-0003	HIV/AIDS Policy
6	TNCL-HRE-POL-0001	Human Rights Policy
7	TNCL-HRE-POL-0002	Anti-Bribery and Anti Corruption Policy
8	TNCL-HRE-POL-0004	Sexual Harrassment and Discrimination Policy
9	TNCL-IMT-POL-0001	Information Technology Policy
10	TNCL-IMT-POL-0002	TNCL Information and Cyber Security Policy
12	TNCL-ENG-PLN-0001	Traffic Management Plan
13	TNCL-OHS-PLN-0004	Fatigue Management Plan
14	TNCL-OHS-PLN-0005	Journey Management Plan
15	TNCL-OHS-GDL-0001	Contractors Social Compliance Guideline
16	TNCL-OHS-GDL-0006	Health & Safety Requirement for Contractors Guideline
17	TNCL-ENV-GDL-0001	Environmental Guideline for Contractors
18	TNCL-PRO-FRM-0002	Supplier Onboarding Information Form
19	TNCL-OHS-FRM-0026	Vehicle Safety Compliance Form
18	TNCL-OHS-FRM-0064	Contractor Approval Route Form
20	TNCL-OHS-SOP-0005	Contractor Management Procedure
21	TNCL-OHS-STD-0013	Requirement for High Occupancy Vehicle Standard
22	TNCL-CRE-STD-0001	Stakeholders Engagement Standards
23	TNCL-OHS-SOP-0011	SHE Committee SOP Procedure
24	TNCL-OHS-SOP-0015	Stop Work Authority Procedure
25	TNCL-OHS-SOP-0016	Medical Surveillance Program
26	TNCL-OHS-SOP-0020	Personal Protective Equipment Procedure
27	TNCL-OHS-SOP-0022	Management of First Aid Procedure
28	TNCL-OHS-SOP-0026	Planned Task Observation Procedure
29	TNCL-OHS-SOP-0030	Legal and Other Requirements Procedure

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30	TNCL-OHS-SOP-0031	Internal and External Communication Procedure
31	TNCL-OHS-SOP-0032	Risk Assessment Procedure
32	TNCL-HRE-SOP-0001	Kabanga site Accomodation Procedure
33	TNCL-HRE-SOP-0004	Casual Labour Procedure
34	TNCL-SEC-SOP-0001	Site Access and Material Control
35	TNCL-ENG-SOP-0002	Equipment Maintainance Procedure
36	TNCL-ENG-SOP-0004	Vehicle Dashcam Procedure
37	TNCL-ENG-SOP-0009	Traffic Management Procedure
38	TNCL-ENG-SOP-0012	Light Vehicle Procedure
39	TNCL-CRE-SOP-0001	Grievance Mechanism Procedure
40	TNCL-ENV-SOP-0001	Biodirvesity Management Procedure
41	TNCL-ENV-SOP-0002	Intergrated Waste Management Prodecure
42	TNCL-ENV-SOP-0003	Chance Find Procedure
43	TNCL-ENV-SOP-0004	Chemical and Hazardous Materials Procedure
44	TNCL-ENV-SOP-0007	Management of Hydrocarbon
45	TNCL-OHS-CHK-0004	Light Vehicle Pre-start check
46	TNCL-OHS-CHK-0008	Contractor Management Pre-Index Checklist
47	TNCL-OHS-CHK-0009	Index Operational File Checklist
58	TNCL-OHS-CHK-0010	Review of hazards (Both existing hazards and those that the Contractor may introduce
49	TNCL-OHS-CHK-0011	Pre-qualification summary checklist
50	TNCL-OHS-CHK-0014	Contractor OHS Assessment Checklist
51	TNCL-OHS-CHK-0017	TARP Daiy Checklist
52	TNCL-OHS-CHK-0012	List of documents to be provided by the contractor checklist
53		Contractors Compliance Handbook
54		Access Logistic Road Map to Project Area
55		Mining Regualation 2018
56		COVID 19-TARP
57		Contractors Compliance Handbook


Suppliers who are only delivering goods to the TNCL project shall be exempted from providing a Contractor Onboarding File and Contractor Operational File; however, they shall comply with the TNCL site rules and requirements as per the TNCL Visitors induction, e.g. PPE-wearing, No alcohol, No photographing, etc.

Sections of the Contactor's Pack are generic to cater to the majority of the contractors. However, if there is an item on the list that is not relevant to the contractor's business, then the information required by that subsection must be excluded from the pack with a comment that it is not applicable.

6.5. Onboarding File

6.5.1. Section 1: Contract Manager

This section covers all the Job requirements aspects that must be checked and verified by the Contract/Project owner or his representative. Once checked and verified, he will sign the portion of

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this part of the document. This section must always be up to date with the activities on site, meaning if the scope changes; then this section must be updated (Refer to Table 1).

Table 2: Contract / Project Owner

SN	Requirements	Contract Manager	
		Short-term	Long-term
1	Scope of Work and/or Method Statement.	√	√

6.5.2. Section 2: Procurement Department Information

The following documentation, as per Table 3, must be provided to the Procurement department for approval before an order is approved. If a certificate cannot be produced at the time of approval or file updating, alternative proof must be provided. Should the requested information not be provided, then it would be assumed that it does not exist.

Table 3: Procurement Requirements

	Requirements	Procurement	
		Short-term	Long-term
1	Company Registration Certificates. e.g. Certificate Incorporation, Business License, etc.	√	√
2	Workplace Registration (OSHA, WCF, TRA, CRB).	√	√
3	Compliance certificate (OSHA, TRA, Tax Clearance).	√	√
4	ISO Accreditation Certificate(s).		√
5	Local Content Plan.		√
6	Management Organogram.	√	√
7	Vehicle & Equipment Insurance (where applicable).	√	√
8	TNCL Suppliers Code of Ethics.	√	√
9	TNCL Supplier Onboarding Information Form.	√	√

6.5.3. Section 3: Human Resources and HRD

This section covers all the HR and/or people requirements and will be verified by the HR representative. Once checked and verified, he/she will sign the portion off, and this part of the document must be updated and kept current with all the employees/contractors/subcontractors on site (Refer to Table 4).


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Table 4: Human Resources Requirements

Requirements		HR	
		Short-term	Long-term
1	Drug and Alcohol Policy (TNCL policy	√	√
2	Recruitment Policy (if not in place, adopt TNCL procedure).	√	√
3	Sexual Harassment Policy (if not in place adopt TNCL procedure).	√	√
4	Human Rights Policy		
5	Proof of Medical Cover.	√	√
6	HIV/TB Policy/Programme.	√	√
7	Work permits/residence permits. Business Pass / Visa Succession plan. (for Expat).	√	√
8	NSSF registration	√	√
9	Proposed Work Schedule (work roster)	√	√

6.5.4. Section 4: Engineering


This section will involve the checking and certification of all tools and equipment, vehicles, plans, etc., that should be required to perform tasks (Refer to Table 5). This section of the document will be signed off by the Mechanical Engineer or his delegate in the various disciplines. All vehicles must have a copy of their valid insurance; plant and equipment will be inspected prior to offloading and utilization on site unless approval has been granted by the Mechanical Engineer to inspect on site. A permit to work will be issued to the contractor once all inspections and authorization are in place.

Table 5: Engineering Requirements

Requirements		Engineering	
		Short-term	Long-term
1	Inventory of equipment and vehicles (where applicable).	√	√
2	Inventory of Equipment registers, supporting certificates, and calibration (where applicable).	√	√
3	Valid Insurance	√	√
4	Lifting Machinery Inspection (LMI) certificates.	√	√
5	Vehicle / Equipment Inspection (Vehicle Safety Compliance form).	√	√

6.5.5. Section 5: Environmental

This section covers all the environmental requirements and will be checked and verified by the environmental department representative (Refer to Table 6). Once checked and verified, he/she will

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sign the portion off, and the contractor must also ensure that it is fully conversant with the TNCL EMP and what it may require.

Table 6: Environmental Requirements


Requirements		Environmental	
		Short-term	Long-term
1	Inventory of all chemicals (where applicable).	√	√
2	Safety Data Sheets for all Chemicals (where applicable).	√	√
3	Environmental policy.	√	√
4	Environmental Management Plan.	√	√
5	Environmental permits.	√	√

6.5.6. Section 6: OHS Department

This section covers all the Health, Fire, and Emergency preparedness requirements and will be checked and verified by the OHS Manager or his/her representative. Once checked and verified, he/she will sign the portion off (Refer to Table 7).

Table 7: Safety and Health Requirements

Requirements		OHS	
		Short-term	Long-term
1	Health and Safety Management System Documentation.	√	√
2	OHS Policy.	√	√
3	Safety Performance (Incident Statistics), 3 years of history.		√
4	HSE Plan (Project specific).	√	√
5	Safety Leadership Training for Supervisors.	√	√
6	Safety Inspections and Equipment Register Example.	√	√
7	PPE Policy, including PPE register.	√	√
8	Safe Working Procedures (SOPs).	√	√
9	Safety Personnel CV.	√	√
10	Skills Training, Competence, and Training Matrix.	√	√
11	Audit / Inspection System.		√
12	Staff Medical Examination (Pre-and periodical reports).	√	√
13	Incident Management, Investigation Procedure.	√	√
14	Baseline Risk Assessment (BRA).	√	√

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15	Work Rosters.	√	√
16	Fitness for the Work Program.	√	√
17	Emergency Procedures.	√	√
18	“Stop” Work Authority Policy & Procedure.	√	√
19	Personal Proctive Equipment Procedure	√	√
21	Permit-to-Work Procedure (LOTOTO, Hot work, Height, etc.).	√	√
22	Sub-contractor Management Procedure (where applicable).		√
23	Motor Vehicle Safety (Registration, Insurance, Inspection, etc).	√	√
24	Management of Change Procedure.	√	√
25	Emergency Contact Numbers.	√	√
26	Incident Management Procedure (TNCL).	√	√

6.5.7. Documentation Index

The documentation must be submitted in accordance with the index. Once a contractor has obtained all the relevant signatures on the route form, he/she will present the contractor's pack and completed route form to the Safety personnel responsible for contractor management for final inspection and submit the inspected file to the OHS Manager: Systems for pre-approval.


The OHS Manager or his representative will take the pre-approved file and route the form to the General Manager, who will give the final approval and permission for the contractor to start with their recruitment.

6.5.8. Medical Assessment and Induction

The contractor's employees must undergo a medical assessment at TNCL's Clinic and induction training at the site. No contractor employee shall be allowed to commence work if they do not meet the minimum Standard of fitness to perform work at the mine.

6.6. Part 2: Contractor Operational File


The operational file of the contractor's pack must be created within the first five working days following the site establishment. This time will allow the contractor to collect all the necessary documents listed in the onboarding file checklist below. This part of the contractor's pack must be kept up to date on an ongoing basis. If changes are occurring in the activities of the contractor, the contractor shall have five working days to update this part of the file.

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If any of the items listed in the operational file establishment checklist do not apply to the contractor, then such a contractor shall indicate in their files as such (Refer to Table 8).

Table 8: Contractor Operational File

COMPLIANCE SECTION		OHS/Contract Manager	
		Short-Term	Long-Term
1.	ORGANOGRAM FOR CONTRACTOR		
	• Organogram / Team Structure	√	√
2.	Completed site establishment checklist		
3.	Complete the Contractor Safety Assessment Checklist		
4.	LEGAL COMPLIANCE / APPOINTMENTS		
	• Manager/s (If applicable)	√	√
	• Supervisors (If applicable)	√	√
	• Safety Officer (If applicable)		√
	• Health and Safety Representative (If the Contractor has twenty or more people) (If applicable)	√	√
	• Any other Legal Appointments (depending on the scope of work) (If applicable)	√	√
5.	HUMAN RESOURCES		
	• Training Matrix	Documents to be kept with HR	
	• Personnel Information		
	• Proof of training as per the training matrix (records)		
6.	RISK ASSESSMENTS		
	• Baseline Risk Assessment	√	√
	• Issue-Based Risk Assessment (specific)	√	√
	• JSA, Take 5, Safety declaration	√	√
7.	INSPECTIONS		
	• Managers Inspections	√	√
	• Supervisor inspections	√	√
	• Safety Officer inspections	√	√
	• Health and Safety representative inspection	√	√
	• Pre-use inspection checklists (machinery, excavations, and scaffolding)	√	√
8.	TOOLBOX TALKS & PTO		
	• Toolbox Talk Relevant to their Task	√	√
	• Procedure to be Communicated & Signed	√	√
	• Plan Task Observations	√	√
9.	SYSTEMS AUDITS		
	• External & Internal	√	√
10.	VFL		
	• One VFL per supervisor and Manager per TNCL requirement	√	√
11.	EMERGENCY DRILLS		

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COMPLIANCE SECTION	OHS/Contract Manager	
	Short-Term	Long-Term
<ul style="list-style-type: none"> Scheduled, drills communicated & Signed 	√	√
12. Safety Data Sheet (SDS)		
<ul style="list-style-type: none"> Available for all chemicals used and stored on site (Where applicable) 	√	√
<ul style="list-style-type: none"> Employees trained on the relevant SDSs & Records. 	√	√
13. LICENCES & PERMITS		
<ul style="list-style-type: none"> Where applicable (drivers, operators, etc.) 	√	√
14. MEDICAL FITNESS		
<ul style="list-style-type: none"> Copies for all employees (CR7(8)) 	Documents to be kept with Occ. Health Clinic	
15. CALIBRATION CERTIFICATES		
<ul style="list-style-type: none"> Copies for all equipment as per the register 	√	√
16. INCIDENT MANAGEMENT		
<ul style="list-style-type: none"> Procedure available 	√	√
<ul style="list-style-type: none"> Incident register available and up to date 	√	√
<ul style="list-style-type: none"> Incident flashes displayed and discussed 	√	√
<ul style="list-style-type: none"> Reportable incidents and compensable claims 	√	√

6.7. Auditing and Meeting

- All contractors' operational files will be audited monthly or on request, whichever is the most frequent. All deviations found need to be rectified to ensure continuous compliance.
- All active contractors are required to attend the contractor's meeting to be held monthly.
- Passive contractors will be required to attend the contractor's meeting, if necessary, based on audit results.
- The contractor's meeting shall be chaired by the Contract owner Manager.
- The TNCL OHS Department will keep an updated register that must be signed by the contractor representative monthly. Long-term contractors that are not full-time based on site will be required to sign the register upon arrival on site. In the weeks that they are not onsite, the Contract Owner will be required to confirm if the contractor is still active by signing on the same register. Any contractor that did not sign the monthly register will be deemed as "non-active", and access will not be given to the specific contractor company or his employees.

6.8. Deliveries

- The people arriving onsite to deliver material shall not be allowed to conduct any work on site except driving the vehicle that they came in with to deliver goods.

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- b) A delivery vehicle checklist shall be filled in each time there is a delivery on the mine prior to the delivery vehicle being allowed to enter the site.
- c) A pre-work risk assessment shall be filled in with each delivery prior to the delivery taking place as per the Risk Profile.
- d) Any delivery vehicle entering the mine shall be escorted to its destination by a person designated, a Supply chain person, and or a Contract owner.

7. SYSTEM EVALUATION

This procedure shall be reviewed at least two years by members of the Procurement and OHS department, 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

8. DISTRIBUTION

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

Table 9: Distribution


Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System

9. 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.

10. 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.

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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.

10.1. Reason for Change

Table 10: 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

10.2. History of Change


Table 11: History of Change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
17.08. 2024	01	Section: 3, 6.2, 7.4, 14	B, G, H, I	Akida Waria
18.10.2025	02	Section: 3,3,6.4	B, G , I	Dr Kudra Said

11. RECORD CONTROL

Table 12: Record Control


Document Title:	Document ID:	Responsible for Maintenance:	Responsible for Filing:	Location of Storage:	Retention Period:	Method of Disposal:
Contractor Management Procedure	TNCL-OHS-SOP-0005	Document Controller	Document Controller	OHS Department	Hard Copy two Years	Hard copy shared file electronic

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12. 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.					

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13. APPENDICES

Table 13: Contractor Approval Route For

1. COMPANY DETAILS

Name of Company /Contractor	Duration of contract	Starting Date	Ending Date
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2. FUNCTIONAL/DEPARTMENTAL APPROVAL

No	Department	Requirement	Name	Occupation	Approved		Signature	Date
					Yes	No		
1.	Procurement	Contractor						
		TNCL						
2.	Human Resources and Training	Contractor						
		TNCL						
3.	Engineering	Contractor						
		TNCL						
4.	Environmental	Contractor						
		TNCL						
5.	Emergency Preparedness	Contractor						
		TNCL						
6.	Pre-site and Post-site establishment	Contractor						
		Contractor Contract Owner						
		TNCL Contact Owner						

3. CONTRACT OWNER / MANAGER

No	Department	Name	Occupation	Signature	Date	Remarks
1.						

Comments by the Contractor Manager:

4. RECOMMENDATION FOR APPROVAL

No	Department	Signature	Date	Recommendation	
				Yes	No
1.	Safety Person: Contractor Management				
2.	OHS Manager: Systems and Governance				


Comments for the Contractor Manager By GM

5. APPROVAL BY THE MANAGER GM

I _____ hereby approve the Contractor's pack and the Contractor is given permission to start work.

Exemptions/Conditions:

Initials and Surname	Signature	Date
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