
	STANDARD OPERATING PROCEDURE	Document No:	TNCL-SEC-SOP-0001
		Document Owner:	Security Manager
	ACCESS AND MATERIAL CONTROL PROCEDURE	Revision:	03
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ACCESS AND MATERIAL CONTROL PROCEDURE

TNCL- SEC-SOP-0001



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1. PURPOSE

The purpose of this procedure is to ensure that;

- a) Access and material control are maintained at the Kabanga campsite.
- b) Security personnel understand the standards expected and the duties they perform.
- c) All employees, contractors, and visitors are informed of access and material control procedures.
- d) Immediate actions are to be carried out during a security incident and emergencies.
- e) The control and management of personnel entry and exit on site.

2. SCOPE


This procedure covers static guarding at perimeter checkpoints entering and exiting the Kabanga campsite and NDOVU Drill Camp including:

- a) Personnel Checks.
- b) Vehicle Checks.
- c) Visitor Procedure.
- d) Casual Workers Procedure.
- e) Material checks.
- f) Theft and,
- g) During an emergency.

3. RESPONSIBILITY AND KEY PERSONNEL INVOLVED IN THE PROCEDURE

Table 1: Responsibility and Key Personnel

Role	Responsibility
Authorized person	An approved list of TNCL Leads or Managers that can authorize and sign material gate passes. The signature Specimen should be at the Security office and a new authorized Person's signature must also updated in the list.
Contractor Security Manager	Responsible for the implementation of this procedure, following approval and signatory from the Site General Manager.
Security Officer	Responsible for enforcing the procedure at the control points.

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Staff Member	That is all TNCL/Contractor Staff that must follow this procedure.
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4. ABBREVIATIONS AND ACRONYMS

Table 2: Abbreviation and Meaning

Abbreviation	Meaning
GM	General Manager
HGV	Heavy Goods Vehicle
HoD	Head of Department
ID	Identity card
IT	Information technology
PPE	Personal Protective Equipment
Tablets	A mobile device, with a mobile operation system that is used to collect and process data at the security main gate.
TNCL	Tembo Nickel Company Limited
TPF	Tanzanian Police Force
VRN	Vehicle Registration Number


5. SITE ACCESS CONTROL PROCEDURE

The following outlines the standard operating procedures for all access control measures when entering or exiting Tembo Nickel sites for personnel checks, vehicle checks, and immediate actions to be carried out in the event of theft and emergencies. It also provides guidance in case of a personal refusal of search by staff or contractors.

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6. PERSONNEL

- a) All personnel entering or exiting the Kabanga campsite will be required to use the QR barcode or a link through their personnel device to register during the incoming or outgoing movement.
- b) Personnel who enter or exit the Kabanga campsite without having a personal device to register themselves will be helped by the security officers using the company Tablets which are located at the security main gate.
- c) A valid TNCL or Contractor ID card must be presented to the security officer on duty at the security access control points for personal identification. Entry to the site may be refused without a personal ID card.
- d) Employees, contractors, and visitors without the company ID will be using different types of identification such as National ID (NIDA cards) driver's Licenses, and voting cards for verification to gain access to the campsite.
- e) Identification cards must be worn by everyone at all times while in the campsite or project areas. The security team has the right to stop and question any individual without a visible ID card.
- f) No daily hire or staff/contractor residing at a local private residence is allowed to stay in the camp beyond the normal duty hours unless otherwise properly authorized is granted by the site General Manager.
- g) No weapons (firearm, knife, cutlass, etc.) are allowed on the Campsite. Any person wishing to bring a knife or a cutlass into the Campsite for work must submit a written request to the Security Manager for registration and approval.
- h) All personnel entering the site to execute work should have the correct PPE for their designated role.
- i) The security team has the right to request a search of an individual's property including personal bags.
- j) Personnel entering the campsite may be subject to the random alcohol test. Refusal to complete the test will result in access being denied and a report will be submitted to the relevant Head of Department.

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7. VEHICLES


- a) Security officers at the main entrance gate will monitor and record all incoming and exiting vehicles.
- b) All entering vehicles will be checked, inspected, and questioned as the reason for entry. The Security team will request drivers to show their TNCL site driving permits as part of the entry inspection.
- c) A visual check of the vehicle and passengers will be carried out and then all names of the passengers and drivers will be logged in through a QR code and recorded into Microsoft forms-365.
- d) Security officers will ensure that the vehicle and person are logged in accurately through their personnel devices or by using the tablets at the security entrance gate.
- e) The vehicles that leave the campsite should be accompanied by the off-site vehicle approval form, which must be signed by the TNCL-authorized personnel. Government official's vehicles have an exemption.
- f) Staff private vehicles, contractors' and visitors' vehicles are liable for search, should there be a refusal then the Security Manager should be informed. The vehicle should be held inside/outside the site until the situation has been resolved through the security chain of command.
- g) All materials leaving the campsite through the security checkpoints must be accompanied by an authorized and proper material gate pass signed by a TNCL Authorized Person.
- h) Security should receive pre-notification for any containers leaving the site so that a physical check can be completed before loading. Containers that arrive at the exit gate that have not been checked will require an internal search.
- i) Government official vehicles should be given courtesy from searching and immediate vehicle logging unless requested by TNCL Management. Vehicle logs should be completed with as much information as possible after the vehicle has been provided access. Government vehicles should be escorted by security to the camp administration office.

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- j) All drivers entering or exiting the campsite will be alcohol tested by the security team through a breathalyzer test. Refusal to complete the test will result in access being denied and a report will be submitted to the relevant Head of the department.
- k) Any driver found to be over the legal limit of alcohol will be denied access/egress from or to the site. The incident will be escalated and reported as per the TNCL's Alcohol and Other Drugs Policy.
- l) Heavy Goods Vehicles will be inspected and searched before entry and exit to the site, in a flat area identified on the internal or external areas of the site. Once inspections have been completed security officers will direct HGVs to approach the main entrance and enter or exit the site.

8. VISITORS

- a) Any company, or individual receiving visitors or vendors on the site must announce and submit the names of the visitor to TNCL Camp Administration and General Manager via a visitor request form, stating the purpose for the visit before the arrival of the visitor.
- b) Visitor Request Forms must be submitted at least 24 hours before the day of arrival.
- c) Once the visit is approved by the respective department host Manager and camp management, the security control room should be notified so that a daily visitor list can be prepared and provided to the security officers at the main gate.
- d) No visitor will be allowed on the premises without proper notification before his/her arrival. Any unannounced visitors must expect a delay at the site entrance whilst their visit is verified with the relevant Heads of the Department and visitor request forms are sent and approved as described above.
- e) Personal visitors are prohibited on TNCL Sites unless for the approval of the Site General Manager.
- f) All visitors entering the TNCL campsites will be also recorded on Microsoft Forms using their own devices or getting help from the security officers at the Security main gate.

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- g) Unannounced government visitors will be provided access (after initial verification) and escorted to the administration building for visit confirmations. The Site General Manager, Camp Coordinator, and Security Manager must all be informed of the visit.
- h) Whenever possible the host shall be required to register the names of his/her visitors before they arrive on the campsite and or share the QR bar code with visitor(s) for themselves to register in the Microsoft forms system.

9. SEARCHING POLICY


- a) All vehicles entering or exiting the campsites will be requested to go through vehicle and baggage searching by the security team.
- b) The security officer at the main gate will record all searches of the vehicle in the search register with the use of the main gate security tablets.
- c) The luggage of the TNCL staff or contractors will be searched by a security officer of the same gender.
- d) All bags of pedestrians entering or exiting TNCL sites will be searched by an access control security officer.
- e) Refusal from any driver or person to allow a search will result in the vehicle being denied access/egress from TNCL sites and will be escalated to the Security Manager for further instruction.

10. MATERIAL CONTROL

A material gate pass (Annex C) is required to accompany any company items leaving the Kabanga campsite or Drill Camp. Failure to produce a valid TNCL gate pass, signed by an approved authorized person, will result in the security officers not allowing egress of the TNCL site.

11. MATERIAL ACCESS CONTROL PROCEDURE


- a) Any staff member wishing to remove company property from the site is required to complete a Material Removal Gate Pass form.

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- b) The completed Material Gate Pass must be checked, approved, and signed by a designated Authorised Person.
- c) TNCL-authorized personnel can approve material removal and sign gate passes.
- d) Staff members must note that security needs to check the item and quantity on egress. Should the person realize that the material is not easy to check at an access control point (i.e. inside a locked ISO container), inform the Security Manager who will provide a security officer to countercheck the items whilst being loaded.
- e) The staff member must make three (3) copies of the signed Material Gate Pass. The copies will be used as follows:
 - To remain with the staff member for personal records.
 - To be left with security at the site egress point for security records.
 - To be provided at the material final location.
 - Staff member now proceeds to the Security Gate.
 - Security checkpoint to review Material Gate Pass for correct approvals and signature specimen.
 - Security to countercheck items being removed match the items listed on the Material Gate Pass.
 - Security to approve if appropriate and will then file the Material Gate Pass at the location.
 - The security officer at the final destination will receive the Material Gate Pass and confirm that the material matches the gate pass.
 - Security makes twice daily checks of previous gate passes for 'Returnable Items' and date of return.
 - The Material Gate Passes will be collected by the Security Control Room every week and stored correctly for record keeping.

12. COMPANY ISSUED/PERSONAL ITEMS AUTHORISE TO LEAVE SITE


Company-issued and personal electronic items must be registered on the TNCL Staff Asset Declaration Form (Appendix A) for record of entering the site and authorization to remove from the site. This form will be

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approved by department Managers and be also signed by the Security Manager. A copy of the Declaration Form will be required to be shown to the security officers at the main gate to allow the item to be removed from the site.

13. SUSPECTED THEFT

- a) If Theft is discovered or suspected the Security Officer should ensure the vehicle and suspect remain at the checkpoint.
- b) The Security Officer must contact the Security Control Room for support.
- c) The security guard must record the following details:
 - Time
 - Location
 - Vehicle type
 - VRN
 - Items Discovered
 - Name of the driver (if known)
- d) The Security Control Room should contact the Site Security Manager and TNCL Management about the theft.
- e) If theft is confirmed by the Site Security Manager and TNCL Management, The TPF should be officially informed, and the following should be recorded:
 - a) Time contacted
 - b) Name of receiving officer
 - c) Time of TPF arrival
 - d) Name of attending officer
 - e) Full list of suspected stolen items
- f) The Security Manager must then submit a report to the TNCL site General Manager.

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14. RECORDS, ACCESS, EMERGENCY AND DATA RETRIEVAL

14.1 Records

The daily to-day information on personal entry and exit will be registered, and recorded by the staff personnel devices, such as mobile phones, tablets, and or computers by using a QR code or its link which is posted in the different locations of the campsite. The security officers at the main gate will help to log and record information of all personnel without the personnel devices.

14.2 Access to the Information

The entry and exit data of the persons will be kept within the TNCL's file servers under the Microsoft Office forms-365 with appropriate security measures to safeguard against unauthorized access and use. Access to the entry and exit information of the persons is granted to the following;

- a) Security Control Room Operator
- b) OHSS Manager
- c) IT Personnel and System administrator
- d) The Site General Manager


Any other person with interest in reviewing or retrieving the personal information of the site entrance or access must obtain authority from the OHSS Manager or her/his designated representative.

14.3 Emergency and Data Retrieval

In case of emergencies on the campsite, the personnel entry and exit information shall be used to counter-check and verify those who are onsite and off-site at the time of the incident. The Security Control Room Officer shall automatically retrieve the information and send it to the OHSS Manager and or the ERT Coordinator who conducting roll-call without a written request being needed.

15. SYSTEM EVALUATION

This procedure shall be reviewed at least two years by members of the OHSS 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.

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16. DISTRIBUTION

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

Table 3: Distribution

Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System

17. 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.

18. 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.

18.1 Reason for Change

Table 4: 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

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18.2 History of Change


Table 5: History of Change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
01.04.2023	01	All pages	D & I	David Butler
22.11.2023	02	All pages, Pg 6 & 7	I & G	David Butler
18.11.2023	03	General review – all pages	B, E, G	Akida Waria

19. RECORD CONTROL

Table 6: Record Control


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

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20. 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.					
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17.					
18.					
19.					

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22.ANNEX B: VEHICLE AND MATERIAL GATE PASS FORM

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	VEHICLE & MATERIAL GATE PASS FORM	Revision	02
		Approve Date	07 th May 2024

PART A: VEHICLE PASS APPROVAL

Driver's Name	
Driver's mobile number	
Company	
Vehicle registration number	
Destination	
Departure date	

Pre-travel check

Driving license validity	
Vehicle Prestart check completed	
Motor vehicle insurance covers the expiration date	
Drivers' fitness for work confirmed	

Purpose of travel

Passengers carried in the vehicle.


SN	NAME	CONTACT

Approvals


Department Manager	Name:	
	Signature:	
	Date:	
Main Gate Security	Name:	
	Signature:	
	Date:	

NOTE:

1. This form will be handled at the security main gate.
2. All vehicles are not allowed to move before 0600hr and after 1800 hrs. unless approval has been granted by the site Manager or his delegate.
3. A security officer must check and verify the vehicle pre-start check is been completed before allowing the vehicle to depart the camp.

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23. ANNEX C: MATERIAL GATE PASS FORM

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PART B: MATERIAL GATE PASS APPROVAL

This form must be authorized by a TNCL Site Department Manager/ Lead or Duty Manager

Date: _____

Incoming or Outgoing Material (Circle One)

Name and Signature of Authorizer: _____ Title: _____

Name and Signature of Responsible person: _____ Company: _____

Title: _____ Destination of Materials: _____

Driver name & Vehicle number: _____ Company: _____

Description of Materials

SN	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	RETURNABLE NON-RETURNABLE	RETURN DATE	REMARKS

Security Officer Check/Name: _____ Signature: _____

Date: _____