
	STANDARD OPERATING PROCEDURE	Document ID:	TNCL-SEC-SOP-0012
		Document Owner:	Security Manager
	SECURITY MONITORING PROCEDURE	Revision:	00
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SECURITY MONITORING PROCEDURE

TNCL- SEC-SOP-0012



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1. INTRODUCTION

1.1 Purpose

This document describes the security monitoring practices implemented by the Security Contractor in the Project area. Its purpose is to guarantee the safety and security of the project site, personnel, and assets. One advantage of security monitoring is detecting misconduct or new security weaknesses early. Early detection can help prevent misconduct or vulnerabilities before they can cause harm. Other benefits include ensuring audit compliance, monitoring service levels and performance, reducing liability, and planning for capacity.

1.2 Objectives

The main objective of this procedure is to ensure that.

- Maintain a secure environment at the Tembo Nickel Project.
- Monitor and respond to security incidents promptly and effectively.
- Protect personnel, assets, and information from security threats.

1.3 Scope

This procedure applies to all security personnel, employees, contractors, and visitors at the Tembo Nickel Project site.


2. ROLES AND RESPONSIBILITY

2.1 Contractor Security Manager

Role: The primary role is to oversee all security operations and protect assets, personnel, and property.

Responsibilities

- a) Develop and implement security policies, protocols, and procedures.
- b) Conduct risk assessments and ensure compliance with security standards.
- c) Coordinate with law enforcement and emergency services.
- d) Manage and supervise security staff.
- e) Oversee incident response and investigations.

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- f) Prepare and manage the security workforce.
- g) Ensure regular security audits and inspections are conducted.
- h) Monitor security operations and ensure adherence to protocols.
- i) Ensure effective deployment around the project area.
- j) Report and document security incidents and actions taken.

2.2 Security Lead

Role: Oversee on-site security operations and ensure contractors perform their duties effectively.


Responsibilities

- Ensure Tembo Nickel and all partners, including contractors and consultants, comply with international Voluntary Human Rights principles standards.
- Review and maintain comprehensive strategic plans for all aspects of security TNCL, including the Emergency Response manual.
- Participate in operational planning and implementation, including all security management aspects. Your strategic planning and risk management skills are vital in ensuring the safety and security of the Project, underscoring the importance of your contribution to the project's success—staff, from hiring and training to scheduling and policy and procedures compliance audits.
- Develop a comprehensive risk management program with OHS, HR, and security contractors that aligns with TNCL policies and procedures.
- Oversee the management of the integrated security system, including all hardware and software applications, the development of and adherence to appropriate protocols, and the upkeep of all equipment.
- Routine administration, specific tasks such as [patrols, inspections, incident reporting, etc.] as detailed below, and additional tasks that may be detailed occasionally.
- Must be conversant with all policies, standards, guidelines, and rules about guards and camp, meaning you should have a comprehensive understanding and be able to apply them in your daily duties.
- Responsible for the Security Guard's efficiency. Suppose there are any discipline matters beyond your control. In that case, the duty manager will be informed through a formal

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report or direct communication, ensuring that all necessary information is relayed accurately and promptly.

- Responsible for the physical security of all property, assets, and personnel at the site.
- Ensuring the correct procedures, such as logging vehicle movement, visitors, and vehicle searches and all security measures are implemented effectively.
- Ensure that the security post, gate, and building access are inspected daily and maintained at a high standard of cleanliness, meaning that they should have [specific cleanliness standards], ensuring a safe and professional environment.
- Responsible for all administrative matters regarding the Site Security Guards. Good administration will ensure high morale and efficiency.
- Responsible for correctly processing visitors using Access Control Procedures and accurately recording all visitors entering and leaving the sites on the appropriate form.
- Ensure that Security duty personnel maintain a current and detailed knowledge of all persons working on the Site.
- Ensure accurate recording the appropriate form of all material/packages entering and leaving the site.
- Must ensure that VHF and UHF Communications are always manned per Standing Orders.
- Prepare a brief Report daily to be submitted to the OHS&S Manager.
- Must ensure that all Security Guards are familiar with site Fire Orders and Emergency Procedures.
- Ensure random searches will be conducted periodically on all personnel departing and entering the site. Standing Orders will determine search procedures.
- Must ensure that all vehicles are thoroughly checked and searched before departing and that only authorised items leave the site.
- Ensure security patrols must be conducted daily to cover the entire site.
- Ensure all Security Guards are briefed in detail on procedures for raising the alarm and responding and be knowledgeable of all emergency lighting systems.
- Must ensure that all security guards and visitors adhere to the safety rules and that adequate PPE are available.

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- Plan and coordinate security operations for specific events
- Analyse data and information revealed from day-to-day security monitoring and proposal improvement and implement strategies.

3. ABBREVIATIONS AND MEANING


Table 1: Abbreviations and Meaning

Abbreviation	Meaning
CCTV	Closed-circuit Television.
DVR	Digital Video Recording System.
GM	General Manager.
HAP	Henderson Asset Protection.
HGV	Heavy Goods Vehicle.
HoD	Head of Department.
ID card	Identity card.
POPE	Personal Protective Equipment.
TNCL	Tembo Nickel Corporation Limited.
TPF	Tanzanian Police Force.
VRN	Vehicle Registration Number.

4. SECURITY MONITORING

4.1 Security Patrols

- The security contractors shall conduct regular patrols of the entire project area, including low and high-risk areas such as fence perimeter, access points, accommodation, and operations areas, and ensure no organisation property is unpatrolled
- For high-risk areas and access control, a fixed post-security Officer will be allocated, and barriers and cameras shall also be used together with fixed post officers in these areas, such as the TNCL main gate, Water sources, and Ndovu Camp

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- c) The regular patrol shall be conducted in a defined area and route, and security patrol officers will regularly visit those areas.
- d) Random patrol shall be conducted in a selected area frequency from one round to another
- e) The sensitive areas shall be made visible by the CCTV camera; the camera patrol will function around checkpoints, and the CCTV control room operator will always observe this area.
- f) Security patrol will ensure the TNCL campsite's safety and security measures are in good working order. The security patrol officer must ensure that the internal and external controls, such as perimeter fencing, CCTV, barriers, access, lighting, fire extinguishers, and fire alarms, are in good order.
- g) The Contractor Security Manager will use a patrol schedule plan to ensure coverage of all patrolled areas at various times, day and night.
- h) All patrol activities shall be recorded in a logbook

4.2 Surveillance Systems

4.2.1 CCTV Surveillance

The CCTV system is to be monitored by a qualified CCTV operator at the TNCL Control Room. Images from cameras are recorded 24x7 in real-time and will be retained preferably for one month (30 days) in all DVRs (Digital Video Recording systems). Essential images are recorded and backed up through the server and stored in the secured/lockable cabinet in the IT office.

- a) The CCTV cameras are installed as proactive surveillance at an ideal location around the campsite to continually monitor, assess, and detect any safety and security threats.
- b) The Security Lead shall ensure the CCTV cameras are installed correctly and functionally at an ideal location.
- c) The Control Room Operator is responsible for monitoring CCTV cameras and associated equipment in the security Control Room, managing other associated alarms, and monitoring calls.
- d) The Control Room Operator is responsible for the safety and security of the CCTV Surveillance.
- e) The Control Room Operator: A Diligent Guardian of the Surveillance Security.


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- f) The Control Room Operator shall always be present when the surveillance equipment is used. If the control room operator has left for a short break, another person may monitor the CCTV surveillance continuously.
- g) Continuous Monitoring: A Key Practice in Security Surveillance

4.2.2 Dash Cameras Surveillance

Dash Cameras (Dash-cams) will be installed on all TNCL vehicles and contractors when appropriate to ensure safety and security surveillance monitoring.

- a) Dash Cams are set up to ensure minimal privacy intrusion and that any intrusion is fully justified.
- b) All employees must be trained, reviewed, and sign off the acknowledgement sheet for this policy before operating or entering a company vehicle. Employees may come across multiple situations and cars with dash cameras installed. They should be aware that an event or violation can occur at any time while in/around any piece of equipment.
- c) No images or information except for a relevant incident (event) will be used. Dash Cams typically only retain up to 12 seconds of the incident (event). However, it is possible to review up to 100 hours of video if necessary to determine fault in the case of a complaint, citation, or incident that did not get saved as an event. This is an outside view only.
- d) Drivers are responsible for their actions and the actions or violations of any passengers in the vehicle while they are operating. Therefore, it is the driver's responsibility to ensure the passenger abides by laws (such as wearing a seatbelt). Violations can occur anytime while operating a company vehicle, even after hours or while not on duty. Drivers and passengers in company vehicles must adhere to and always abide by all traffic procedures while operating company vehicles.
- e) TNCL will not continuously monitor the dash cam, and it will usually remain automatically "ready to record." However, each camera has a Live View feature. This feature will only be used and activated in exceptional circumstances or at the driver's request.
- f) The Dash Cam will not be accessed covertly to monitor the quality and amount of work employees complete. However, where an incident is captured that reveals inappropriate conduct that cannot be ignored in good conscience, TNCL reserves the right to use

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corrective/disciplinary action in the business interests. This may include grievance, disciplinary proceedings, defence, or litigation of a legal claim, and driver training.


- g) Employees can receive the manufacturer's overview sheet and an explanation of the camera's work upon written request.

4.3 Access Control

The following outlines the standard operating procedure for all access control measures when entering or exiting Tembo Nickel campsites for personnel checks, vehicle checks, and immediate actions to be carried out in the event of theft or refusal of search by staff or contractors.


4.3.1 Personnel

- a) All personnel entering or exiting TNCL sites will be recorded on the Person In/Out log.
- b) At any TNCL access control points, a valid TNCL or Contractor ID card must be presented to the security officer on duty. Entry to the site may be refused without this.
- c) Everyone must always wear identification badges while on the project site. The security team can stop and question any individual without a visible ID card.
- d) No daily hire or staff/contractor residing at a local private residence is allowed to stay in the camp beyond the regular duty hours unless otherwise properly authorised
- e) Employees and contractors are not allowed to reside in the campsite during their rostered leaves without prior authorisation from their head of the department and TNCL Human Resources.
- f) No weapons (firearm, knife, cutlass, etc.) are allowed on the Camp. Anyone wishing to bring a knife or a cutlass into the Camp for work must submit a written registration request to the TNCL Camp Manager and the Site Security Manager.
- g) The security team has the right to request a search of an individual's property, including personal bags.
- h) Any persons entering or exiting the site may required to complete an alcohol breathalyser test. Refusal to complete the test will result in denied access, and a report will be submitted to the relevant HoDs.

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4.3.2 Vehicles

- a) Security officers will monitor and log all incoming and exiting vehicles.
- b) All entering vehicles must be stopped and their reason for entry questioned. The driver's site license must be displayed at all times.
- c) A visual check of the vehicle and passengers will be given. A visual check of all vehicle passenger ID cards must be carried out, and then all names noted on the person in/out log.4.
- d) Security officers are to ensure the vehicle and person logs are filled in accurately
- e) Vehicles leaving the site on Sunday must be approved by the General manager.
- f) All private company visitors and staff are liable for search. Should there be a refusal, the security shift commander 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 site through the security checkpoints must be accompanied by an authorised and proper material gate pass signed by TNCL-authorized personnel.
- 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.
- j) All drivers entering or exiting Tembo Nickel facilities will be tested for alcohol by the security team through a breathalyser test. Refusal to complete the test will result in denied access, and a report will be submitted to the relevant Head of Department (HoD).
- k) Any driver found to be over the unacceptable limit of alcohol will be denied access/egress from the site, and the clinic and HoD will be notified through the Security chain of command.

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- l) Heavy 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 the main entrance and enter or exit the site.

4.3.3 Visitors

- a) Any company or individual receiving visitors or vendors on the site must announce and submit the visitors' names to TNCL Camp Administration and General Manager via a visitor request form, stating the purpose of the visit before the visitor's arrival.
- b) Visitor Request Forms must be submitted at least 24 hours before the day of arrival.
- c) Once the visit is approved by TNCL 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 their arrival. Any unannounced visitors must expect a delay at the site entrance whilst their visit is verified with the relevant Heads of Department and visitor request forms are sent and approved as described above.
- e) Personal visitors are prohibited from visiting TNCL Sites.
- f) Security will record all TNCL site visitors on a visitor access log.
- g) Unannounced government visitors will be provided access (after initial verification) and escorted to the administration building for visit confirmations. The General Manager, Camp and Facilities Coordinator, and Site Security Manager must all be informed of the visit.

4.3.4 Searching

- a) The security team may request that all vehicles entering or exiting TNCL sites go through vehicle and baggage searching.
- b) Searches will be completed at random using a lottery method. Five white balls and one coloured ball will be placed in an opaque bag, and drivers will randomly draw one.
- c) If a coloured ball is drawn, the vehicle will be instructed to move to the vehicle-searching area to systematically search cars and baggage.

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- d) All searches will be recorded on the HAP vehicle search log, and the records will be stored in the security control room.
- e) A security officer of the same gender will search any luggage of staff or contractors.
- f) An access control security officer will search all bags of pedestrians entering or exiting TNCL sites.
- g) Refusal from any driver or person to allow search will result in the vehicle being denied access/egress from TNCL sites and will be escalated to the senior security personnel on site for further instruction.
- h) Except for Executives, Government Officials, General Managers, and OHS&S Managers, all other personnel must be searched according to this Procedure. The General Manager or OHS&S may exempt/approve no searching for a particular person.

4.3.5 Material Control

A material gate pass is required to accompany any company items leaving the Kabanga or Drill sites. Failure to produce a valid TNCL gate pass, signed by an approved authorised person, will result in the security officers not allowing egress off the TNCL site.

4.3.6 Material Access Control

- a) Any staff member wishing to remove company property from the site is required to complete a Material Gate Pass.
- b) The completed Material Gate Pass must be checked, approved, and signed by a designated Authorised Person.
- c) The Site Security Manager then approves material removal and signs gate pass
- d) The staff member loads and packs the material to be removed from the site. Staff members must note that security needs to check the item and quantity on egress. Should the material not be easy to check at an access control point (i.e. inside a locked ISO container), inform the Site Security Manager, who will provide a security officer to countercheck the items whilst they are being loaded.
- e) The staff member must make three copies of the signed Material Gate Pass. The copies will be used as follows:
 - To remain with the staff member for personal records.


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- To be left with security at the site for security records.
 - To be provided at the material final location.
- f) Staff member now proceeds to the Security Gate.
 - g) Security checkpoint to review Material Gate Pass for correct approvals and signature specimen.
 - h) Security to countercheck items being removed to match those listed on the Material Gate Pass.
 - i) Security will approve it and file the Material Gate Pass at the location.
 - j) The security officer at the destination will receive the Material Gate Pass and confirm that the material matches the gate pass.
 - k) Security checks twice daily for previous gate passes for 'Returnable Items' and the return date.
 - l) The Material Gate Passes will be collected by the Security Control Room every week and stored correctly for record keeping.

4.4 Alarm System

4.4.1 Accommodation and Office Panic Alarms


- a) The Security Lead will ensure the security alarm system is operational and regularly tested to ensure its integrity.
- b) The control room operator shall promptly respond to any alarm activation according to the response protocol.
- c) The TNCL site is currently fitted with several panic alarms in the accommodation and office areas, which can be pushed to notify the security control room quickly in an emergency.
- d) During the site safety induction, all staff, contractors, casual labourers, and visitors will be provided information on panic alarm buttons and their use.
- e) The activated panic button set off an audible alarm within the control room, providing a visual display of the alarm location for the control room operator.
- f) When receiving an alarm, the control room operator immediately notifies the on-duty security shift commander, who immediately visits the alarm location to confirm the reason for activation.

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- g) Should the shift commander be off-site, a designate will be sent to investigate, usually the mobile response unit 1 commander, the HAP Guard Force Commander, or the Operations and Training Commander.
- h) On arrival, the attending security officer will confirm the reason for alarm activation and the type of emergency or accidental alarm and return it to the security control room. The immediate response department (security, medical, safety, engineering, etc) will also be mentioned.
- i) Based on the information received, the Security Control Room operator will notify the correct person immediately. The Security Lead will also be informed, who will, in turn, notify the Site General Manager.
- j) The Security Control Room operator will begin compiling the emergency call form and documenting times and personnel involved in the incident.
- k) The Security Control Room operator will remain alert and available to provide further assistance until the incident is closed by the General Manager, OHS&S Manager, ERT coordinator, or the Security Lead.
- l) The emergency call form will be completed and sent to the security lead in addition to the incident report.

4.4.2 Electric Fence Alarms

- a) The TNCL site has a perimeter electric fence comprising six zones.
- b) All staff, contractors, casual labourers, and visitors will be provided information on the electric fence and associated hazards within the site safety induction.
- c) Activated fence alerts set off an audible alarm within the security control room, providing a visual display of the alarm location for the control room operator.
- d) Upon receiving an alarm, the control room operator will immediately notify the on-duty security shift commander, who will, in turn, immediately visit the alarm location to confirm the reason for activation or send the Mobile Response Unit 1 commander if it is advantageous for response time.
- e) On arrival, the attending security officer will confirm the reason for alarm activation and the type of emergency or accidental alarm back to the security control room. The

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immediate response department (security, medical, safety, engineering, etc) will also be mentioned.

- f) Based on the information received, the Security Control Room operator will coordinate the immediate notification to the correct person. The Security Lead will also be informed, who will, in turn, notify the OHS&S Manager.
- g) The Security Control Room operator will begin compiling the emergency call form and documenting times and personnel involved in the incident.
- h) The Security Control Room operator will remain alert and available to assist until the General Manager, OHS&S Manager, ERT Coordinator, or Security Lead closes the incident.
- i) The emergency call form will be completed and sent to the security lead in addition to the incident report.

4.5 Security Incident Management

TNCL will use its security monitoring systems to detect, analyse, manage, and respond to security threats within the project areas and minimise the damage caused by security incidents.

4.5.1 Reporting


- a) All security incidents will be immediately reported through TNCL incident reporting procedures.
- b) The incident report details the nature of the incident, actions taken, and follow-up required.

4.5.2 Responding

- a) An immediate response and critical decision shall be established, as well as a response protocol for different types of incidents (e.g., intrusion, fire, medical emergency, etc.).
- b) Coordinate with local law enforcement or emergency services if necessary.
- c) Ensure the safety and security of personnel and minimise the impact on operations.

4.5.3 Investigation

- a) TNCL will thoroughly investigate all security-related incidents.
- b) Collect and preserve evidence for further analysis.
- c) Provide a detailed incident investigation report to the TNCL Management.

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5. AUDIT CONTROL AND MANAGEMENT

On-demand documented procedures and evidence of practice should be in place for this monitoring procedure as part of the TNCL monitoring programs. Satisfactory examples of evidence and compliance include

- a) Spot user checks for appropriate security monitoring logs
- b) Archival documentation of annual reviews
- c) Historical communications on reviews and continuous improvement enhancements
- d) Historical data review of CCTV camera footage and Dash cameras for proactive monitoring.

6. 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

7. 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.

8. DOCUMENT CHANGE PROCESS

The document change process starts when the document custodian identifies 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 and ready for use by the end users.

8.1 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


8.2 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

9. RECORD CONTROL

Document Title:	Document ID:	Responsible for Maintenance:	Responsible for Filling:	Location of Storage:	Retention Period:	Method of Disposal:
Security Monitoring Procedure	TNCL-SEC-SOP-0012	Document Controller	Document Controller	OHS Department	Hard Copy two Years	Hard copy shared file electronic

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10. DECLARATION

I, at this moment, 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.					
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