

Black Mountain Mining

BMM-HSE-ENV-SOP-0048 Operating and Managing Salvage Yard

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BMM-HSE-ENV-SOP-007	BMM-HSE-ENV-SOP-0048	Standard Operating Procedure	Approved
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3.0	Internal (C3)	ISO 14001	Catharina Kotze

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1. POLICY STATEMENT

Black Mountain's Standard Procedures (SOP's) shall be written in a clear concise manner, communicated to all employees and applied accordingly.

2. OBJECTIVES

SSD-ENV-SOP 048: *Operating and Managing the Salvage Yard* Procedure specifies a Salvage Yard Management Program, to handle, contain, control, recycle and dispose of items (classified as scrap) generated from activities on Black Mountain Mine in order to prevent pollution and improve aesthetics of the environment.

3. SCOPE

This procedure is applicable to all salvage related activities at Black Mountain Mine.

4. DEFINITIONS AND ABBREVIATIONS

The following definitions and abbreviations are relevant to this procedure:

ENVOPR: Environmental Operating Procedure

CBP: Contract Business Partner

5. PROCEDURE CONTENT

5.1 Demarcated areas

The Salvage Yard is demarcated for salvageable items.

- Items brought into the Salvage Yard will be identified and placed into the suitable area demarcated for it.

5.2 Operating times

- Operation of the Salvage Yard will be during normal working hours (7h00 – 16h00)
- All salvageable waste, hazardous waste and wood have to be separated and stored in telecons and containers according to the procedure (*Handling, Storage and Disposal of Waste* — SSD-ENV-SOP-040) by all sections. The Salvage Yard contract business partner will then collect these telecons and transport the containers to the Salvage Yard, where it will be sorted further, accumulated and then recycled and disposed.
- Arrangements can be made through the Procurement Manager / stores standby person for access to the Salvage Yard after hours.

5.3 Decontamination of redundant/scrap material

- Salvageable material (due for repairs/sale/disposal) contaminated with lead or other hazardous substances must be decontaminated /cleaned by all sections before collection

by the Salvage Yard contract business partner. (Decontamination certificate SSD-ENV-BFM 055)

- It is the responsibility of each mine section to ensure decontamination and NOT the Salvage Yard contract business partner.
- Salvageable steel waste is disposed of in the blue telecon or drums, however, if salvageable material has been in contact with hazardous material, it must then be considered and handled as hazardous and will be disposed of in green telecons or the clearly labelled drums (Handling, Storage and Disposal of Waste – SSD-ENV-SOP-040).

5.4 Yard Control

- The gate of the Salvage Yard will be kept locked during business hours.
- The keys to the yard will be kept with the Salvage Yard contract business partner.
- Accurate records must be kept of all the materials that are stored at the Salvage Yard.
- Everybody entering the yard must sign in and indicate what type of material is dropped off and how much.

5.5 Yard Inspection / Audits

- The Procurement Manager or person appointed by him to conduct inspections will inspect the Salvage Yard on a weekly basis and record on the inspection checklist (SSD-ENV-BMF 044).
- Should the Procurement Manager / Contract Business Partner notice any spillage of hazardous materials he/she is to report it as an Environmental Incident according to procedure SSD-ENV-SOP 041-*Environmental Incidents and Non-conformances*.
- Clean-up of any oil spills occurring in the Salvage Yard to be conducted according to the requirement of SSD-ENV-SOP-038: *Hydrocarbon Management*.
- The Salvage Yard to be audited on a quarterly basis by the responsible commercial official, to determine scrap removal and sales.
- Internal audits detailing environmental performance must be conducted bi-annually and official reports must be prepared thereof.

5.6 Scrap / Item removal from Salvage Yard

- Items that are required in the mining boundaries to be used in mine related activities, can be removed under authorisation from the Section Head and Procurement Manager.
- An internal waybill will be made out signed by the Section Head

6. REVISION HISTORY

Revision 4 of SSD-ENV-SOP-048 – “Operating and Managing the Salvage Yard” dated 22 April 2014

- Update document to change new document numbering in relation to the document control in place at BMM
- Update document into new format

- Updated the yard control measures

Revision 5 of SSD-ENV-STD048 "Operating and Managing the Salvage Yard" dated 30 May 2019

- Updated the yard control measures
- Updated auditing intervals
- The custodian was changed to environmental manager
- Include inspection checklist (SSD-ENV-BMF 044).
- Changed eBMF's to SSD-ENV-BMF
- Changed contractor to contract business partner and add CBP on definition list.

Revision 6 of SSD-ENV-SOP-048 "Operating and Managing the Salvage Yard" dated May 2021

- Change STD abbreviation to SOP
- Updated BMC logo
- Updated section 5.3 decontamination certificate (SSD-ENV-BFM 055).
- Edit section 5.5 Yard inspection/Audits
- Update section 5.6 - Scrap / Item removal from Salvage Yard
- Include SSD-ENV-BMF 044 Salvage Yard inspection Checklist and SSD-ENV-BFM 055 Decontamination certificate under the section Associated documents.

Revision 7 of SSD-ENV-SOP-048 "Operating and Managing the Salvage Yard" dated August 2022

- Updated Section 5.6 internal waybill sign off
- Reference to blue drums was changed as not all drums are blue
- Owner updated

Please Note: Hard copies of old Procedures available in Environmental Procedures Archive file in Environmental Department.

7. RESPONSIBILITIES

- The designated environmental manager shall implement and maintain this Document.
- Department Heads shall ensure that this SOP is applied with due diligence.
- Deviations from this SOP shall be effected via approved "Deviations from Standard" documentation.
- Should additional precautions, due to special circumstances unique to that Department/Section, over-and-above the requirements of the Procedure be necessary, then the Department Head shall ensure that, in consultation with the relevant specialists, such requirements are specified in writing, conveyed over to the end users and recorded as such

8. ASSOCIATED DOCUMENTS

SSD-ENV-SOP-036- Environmental Document Control & Record Keeping

SSD-ENV-SOP-040- Handling, Storage and Disposal of waste

SSD-ENV-SOP-043- Management of Domestic & Garden Refuse Dump.

SSD-ENV-BMF 044– Salvage Yard inspection Checklist

SSD-ENV-BFM 055- Decontamination certificate

9. Review and Approval

Content Owner(s)

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This document was approved (in sequence) by the individuals above using electronic approval in our Document Control System.

Final approval status: **Approved**

Approvals were done electronically.