

Black Mountain Mining

BMM-HSE-SAF-STD-0015 Legal Appointment Standard

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❖ **Change History**

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❖ Definitions and Abbreviations

Word / Phrase / Abbreviation	Definition
Statutory Reporting	Reporting that relates to statutory obligations the legislative activities in terms of which the appointment is made.
Functional Reporting	Reporting that relates to the day to day operational activities.
Periodic Review	Legal appointments should be reviewed when there is a change in the scope of responsibility, legislation or organisational structure.
MHSA	Mine Health and Safety Act, No. 29 of 1996
OMP	Occupational Medical Practitioner
EXCO	BMM Heads of Departments
HR	Human Resources
MRM	Mineral Resources Management
HSE	Ventilation, Hygiene, Safety and Environmental

1. PURPOSE

To The purpose of this Standard is to have at all times, the correct legal appointments in place that conform to a set standard.

2. SCOPE AND USERS

This Standard is applicable to all legal appointments made in terms of the Mine Health and Safety Act 29 of 1996 and the regulations promulgated in terms thereof (as amended from time to time). All employees and contractors must comply with this standard.

3. GENERAL REQUIREMENTS

Applicable managers and personnel are appointed by means of legal appointments related to the MHSA.

Legal appointments must be made in writing by making use of the Black Mountain Appointment templates, available only at the HSE Department, to ensure that all statutory approvals are monitored, maintained and approved.

The Black Mountain Mine Legal Appointment template must be used for all legal appointments and the legal appointment template content will be reviewed on a 3 yearly basis or when a change is made through the legal representative, to ensure the legal content is still valid.

It will be the responsibility of the HOD and legal appointee to inform HSE should the conditions of the appointment i.e. functional or geographical responsibilities/functions change.

Once a legal appointment was printed for signature, the original signed document must be submitted to HSE within 24hours as HSE needs to hand-deliver copies of the required legal appointments to the DMPR within 72hours.

This will also be applicable to acting appointments made.

Proof of submission of appointment letters to the DMPR will be filed with the cover letter by the HSE Department.

4. ACTING LEGAL APPOINTMENTS

All acting appointments must comply with the requirements in respect of permanent appointments taking the conditions/timeframe of those specified by legislation into consideration.

An acting / substitution appointment is only needed if the person is relieving in a position for more than 3 consecutive days.

No "Acting" text will be inserted or used when completing a legal appointment for a fixed duration. Therefore, all acting appointments must be appointed for a specific job title for a specific duration.

5. REQUESTING A LEGAL APPOINTMENT

When an appointment is required, the following steps must be followed to request a legal appointment:

1. Complete BMM-HSE-SAF-FRM-0015 LEGAL APPOINTMENT REQUEST FORM.
2. Submit the Request Form to the HSE Compliance Officer/Assistant who will review the details for accuracy and completeness.
 - a. The requester must submit a plan, obtained from the survey department, indicating the geographic area of legal appointment.
 - b. The requester must submit proof of relevant minimum required qualifications, as per Section 12 of this procedure.
 - i. A legal appointment may only be made for an individual who does not meet the minimum requirements, if authorized by the General Manager.
3. The Compliance Officer drafts the legal appointment letter using an approved legal appointment standard letter template, convert the letter into PDF version & send letter to requestor through email.
 - a. No editable versions will be shared outside of HSE.
4. The requestor prints the letter, review it for accuracy, obtain signatures from all authorised personnel and submits (hand deliver) the original letter to the Compliance Officer.
 - a. No legal appointment signed after the start of the effective date will be accepted and the appointment will be disregarded.
 - b. No legal appointment drafted outside the HSE Department will be accepted and the appointment will be disregarded.
5. As part of the sign off process, it is the responsibility of the manager appointing the appointee, to subject the employee to a legal appointment interview.
 - a. The purpose of the interview is for the manager to satisfy him/herself that the appointee is conversant with the legal and internal requirements pertaining to the appointment.
6. Compliance Office receives the letter and allocates a reference number to each and every legal appointment letter that has been finalised/completed.
7. The original letter of appointment details is recorded into the electronic Master Register (Spreadsheet) which is managed by the Compliance Officer for tracking purposes, using the unique reference number as described on step 5.
8. The Compliance Officer will scan the legal appointment letter and save it on the BMM T:Drive in a secure folder.
9. In cases where legal appointee falls within the category of legal appointments which requires DMPR notification/submission, then the Compliance officer makes a copy of the appointment letter (together with a cover letter), put these in an envelope and

sent to the DMPR. Proof of delivery kept by the Compliance Officer and recorded in the Master Register (Spreadsheet) as described in step 6.

10. All legal appointment letters and supporting documents are saved in the Head of HSE's office.

6. VERIFYING LEGAL APPOINTMENT VALIDITY

On a monthly basis, the compliance officer will engage with each Head of Department to verify whether the legal appointments in place are still accurate.

The Compliance Officer will then update the Legal Appointment Organogram and circulate it to the EXCO team.

The Compliance Officer will ensure that the online register is updated with each appointment change and audited on a monthly basis.

7. LEGAL APPOINTMENT REPLACEMENTS

Written notification in the form of an email must be submitted to the Compliance Officer as notification that a legal appointment needs to be replaced by a new legal appointment.

The process for a new legal appointment is then followed.

Once the new appointment letter is signed off the old appointment letter will be superseded.

The original old legal appointment will be archived in an archive file both in hard copy and on the T:Drive, and will be physically stored for a period of 3 years from date of withdrawal.

8. LEGAL APPOINTMENT CANCELLATIONS

Written notification in the form of an email must be submitted to the Compliance Officer as notification that a legal appointment needs to be cancelled.

The reason for cancellation must be provided.

If the reason is that the person is vacating the position in which the legal appointee is, then the details of the new legal appointee should be provided before proceeding to the next step.

A formal legal appointment cancellation notification will be drafted by the Compliance Officer and signed off by the original legal appointee and the statutory reporting line appointee. (BMM-HSE-SAF-FRM-0022 Legal Appointment Withdrawal)

The original document will be archived and kept for a period of 3 years from date of cancellation.

9. LEGAL APPOINTMENT STRUCTURE REPORTING LINE

Legal appointments must be drawn up so that the reporting lines of appointment are done in line with the Legal Appointment structure of Black Mountain Mine.

The following legal appointments must always be in place, as mandated by the MHSA:

9.1 Legal appointments made by the legally appointed 2A.1 (1)

- The legally appointed 2A.1 (1), CEO Black Mountain Mine, must appoint the Employer Representative, General Manager, in terms Sec. 4(1) of the MHSA.
- The General Manager may also be appointed in terms of section 2A (2) of the MHSA read with section 4(1) of the MHSA.

9.2 Legal appointments made by the legally appointed 4(1)

Section 3(1)(a) Appointment

The legally appointed 4 (1) must appoint the Metallurgical and Mining Manager in terms of Sec. 3(1)(a) read with Section 7(2) of the MHSA. The only exception to this rule is where projects are ring-fenced, in which case the Manager of projects will be appointed as the Sec. 3(1)(a) Manager (Projects) by the legally appointed 4(1) of projects.

Occupational Medical Practitioner

The Employer Representative appointed in terms of Sec. 4(1) must appoint only one Occupational Medical Practitioner appointed in terms of Sec. 13(3)(a) read with Sec. 7(2). There will be a Statutory reporting line to the Employer Representative and a Functional Reporting line to the Head of SHE.

Occupational Hygienist

The Employer Representative appointed in terms of Sec. 4(1) must appoint only one Occupational Hygienist appointed in terms of Sec. 12(1) read with Sec. 7(2). There will be a Statutory reporting line to the Employer Representative and a Functional Reporting line to the Head of SHE.

Chief Surveyor

The Employer Representative appointed in terms of Sec. 4(1) must appoint only one Chief Surveyor in terms of Reg.17(2) read with Sec. 7(2). There will be a Statutory reporting line to the Employer Representative and a Functional Reporting line to the Mining Manager.

Geotechnical Engineer

The Employer Representative appointed in terms of Sec. 4(1) must appoint only one Geotechnical Engineer in terms of Reg.14.1(8) read with Sec. 7(2). There will be a Statutory reporting line to the Employer Representative and a Functional Reporting line to the Mining Manager.

Miner

The legally appointed 4(1) must appoint an appropriate number, of Miners in terms of Sec. 7(4) of the MHSA read with Reg. 4.4(1), unless the 3(1)(a) Mining Manager was given authority to make this appointment on behalf of the 4(1) appointee. There will be a statutory reporting line to the 3(1)(a) Mining Manager and a functional reporting line to the relevant Shift Boss.

Blasting Assistant

The legally appointed 4(1) must appoint an appropriate number, of Blasting Assistants in terms of Sec. 7(4) of the MHSA read with 4.4(3), unless the 3(1)(a) Mining Manager was given authority to make this appointment on behalf of the 4(1) appointee. There will be a statutory reporting line to the 4(1) legal appointee or the 3(1)(a) Mining Manager, depending on who made the appointment, and a functional reporting line to the relevant Miner.

9.3 Legal appointments made by the legally appointed 3(1)(a)

Engineer

The legally appointed 3(1)(a) for the Plant and Mining must appoint the Engineering Manager in terms of Section 7(4) of the MHSA read with Regulation 2.13.1. There will be a statutory reporting line to the relevant 3(1)(a) manager and a functional reporting line to the General Manager.

The responsibilities over machinery according to Reg. 2.13.4.1 will always have priority and the instruction given by the Engineer will supersede that of the Managers appointed in terms of Sec. 3(1)(a) if the instruction relates to the responsibilities as contained in Reg. 2.13.4.1.

Sub-Ordinate Engineer

The legally appointed 3(1)(a), in whose geographical area the Subordinate Engineer is going to be working, must appoint an appropriate number, of Sub-Ordinate Engineers in terms of Sec. 7(4) of the MHSA read with Reg. 2.13.3.1. There will be a statutory reporting line to the relevant 3(1)(a) manager and a functional reporting line to the legally appointed Reg. 2.13.1 Engineer. These appointments are carried by the Engineering Section Managers.

Chief Safety Officer

The legally appointed 3(1)(a), in whose geographical area the Chief Safety Officer is going to be working, must appoint an appropriate number, of Chief Safety Officers in terms of Sec. 7(4) of the MHSA read with Reg. 2.17.4. There will be a statutory reporting line to the relevant 3(1)(a) manager and a functional reporting line to the Head of HSE.

Safety Officer

The legally appointed 3(1)(a), in whose geographical area the Safety Officer is going to be working, must appoint an appropriate number, of Safety Officers in terms of Sec. 7(4) of the MHSA read with Reg. 2.17.1. There will be a statutory

reporting line to the relevant 3(1)(a) manager and a functional reporting line to the Chief Safety Officer.

Shift Boss

The legally appointed 3(1)(a) – Manager Mining, must appoint an appropriate number, of Shift Bosses in terms of Sec. 7(4) of the MHSA read with Reg. 2.15.1. There will be a statutory reporting line to the 3(1)(a) Mining Manager and a functional reporting line to the relevant Mine Overseer.

Mine Overseers 2.14.1

The legally appointed 3(1)(a) – Mining Manager, may appoint an appropriate number of Mine Overseers in terms of Sec. 7(4) of the MHSA read with Reg. 2.14.1. There will be a statutory reporting line to the relevant 3(1)(a) Manager and a functional reporting line to the Section Manager Mining.

Engineering Supervisors or Engineering Foremen

The relevant legally appointed 3.1(a) Manager, shall appoint an appropriate number of Engineering Supervisors in terms of Sec. 7(4) of the MHSA read with Reg. 2.9.2. There will be a statutory reporting line to the relevant 3(1)(a) Manager and a functional reporting line to General Engineering Supervisor

Plant Shift Supervisors

The relevant legally appointed 3.1(a) Manager, shall appoint an appropriate number of Mining and Plant Supervisors in terms of Sec. 7(4) of the MHSA read with Reg. 2.9.2. There will be a statutory reporting line to the relevant 3(1)(a) Manager and a functional reporting line to Section Managers.

10. NON-STATUTORY LEGAL APPOINTMENTS

10.1 Assistants to the 3(1)(a) Manager

The relevant 3(1)(a) Manager may appoint an appropriate number of Assistants to the Manager in terms of Sec. 7(4) of the MHSA to perform certain of the functions of the 3(1)(a) Manager, but only if the 3(1)(a) Manager has been given authority to make this appointment on behalf of the 4.1 appointee. This can be between any levels of appointments in the legal appointment structure. There will be a Statutory and Functional reporting line to the relevant 3.1(a) Manager. These appointments are carried by Contract Managers and General Engineering Supervisors.

10.2 General Engineering Specialists (GES)

The relevant legally appointed 3.1(a) may appoint an appropriate number of Engineering Specialists in terms of Sec. 7(4). There will be a statutory reporting line to the 3(1)(a) Manager and a functional reporting line to the relevant appointed 2.13.3.1 Engineer.

10.3 Sub-Ordinate Managers

The legally appointed 3.1(a) may appoint an appropriate number of Sub-Ordinate Managers in terms of Sec. 7(4) of the MHSA read with Reg. 2.6.1. There will be a

statutory reporting line to the 3(1)(a) Manager and a functional reporting line to the Sec. 7(4) "Assistant to the Manager", if there is one appointed. In the situation where there is no "Assistant to the Manager" then the functional reporting line would be to the relevant 3.1(a) Manager.

11. NOTIFICATION OF APPOINTMENT LETTERS TO THE DMRE

The notifications of legal appointments must reach the DMPR within the number of days as stipulated in the tables below, from the date in which the legal appointment was made and the date of cancellation of legal appointment. The notifications stipulated below are legally required as per the MHSA.

11.1 Notifications to Chief Inspector:

Section and Regulation	Designation	Days within which to be submitted
4.1 Appointee	General Manager	7 days
Regulation 17(2), Section 7(2)	Chief Surveyor	7 days
Regulation 14.1 (8)	Rock Engineering Manager	7 days
Regulation 12.1	Occupational Hygiene Manager	7 days

11.2 Notifications to the Principal Inspector:

Section and Regulation	Designation	Days within which to be submitted
Section 3.1 (a)	Manager Mining, Metallurgical Manager	3 days
Section 13(4A) &(4B)	Occupational Medical Practitioner (OMP) (Ensure practice number reflects on notification to DMRE)	7 days
Section 7.4, Regulation 2.17.4	Chief Safety Officer	5 days
Section 7.4, Regulation 2.17.1	Safety Officer	5 days
Section 7.4, Regulation 2.6.1	Sub-Ordinate Manager	3 days
Section 7.4, Regulation 2.13.1 and 2.13.3.1	Engineer and Sub-ordinate Engineer	3 days

12. QUALIFICATIONS REQUIRED FOR LEGAL APPOINTMENTS

Aside from the relevant legal liability training (Legal Liability for Supervisors\Legal Liability for Managers) and risk management training, the following specific qualifications are mandatory as per the MHSA:

Legal Appointment	Designation	Required Qualifications	Remarks
S4(1)	General Manager	No qualifications / competencies specified - must be a "competent person".	Appointed by 2A(3) / 2A(1) Appointee. Note: Appointment must be sent to the DMPR within 7 days

S3(1)(a) read with Section 7(2)	Mining Manager	Mine Manager's Certificate of Competency; Mine Manager's Certificate of Competency; in the case of any Mine where the Manager is not the holder of an MMC, the Chief Inspector may, by notice in writing, served on the owner of such Mine or Works, require the appointment of a person who is the holder of an MMC; where such person is not available for a period of not more than 60 days in any period of six consecutive months, the owner shall appoint a competent person with a Mine Overseer's Certificate (number of employees exceeds 300) / Permanent Blasting Certificate (at any one time, less than 300), valid for the class of Mine, without relieving the certificate holder of any personal responsibility	Appointed by Employer 4(1) Appointee
S3(1)(a) read with Section 7(2)	Met Plant Manager	Metallurgy; MMC not required as it does not require underground operations and/or blasting (Not ideal to make appointment of Mine Manager as defined in Section 102 of the MHSA for Plant Manager)	Appointed by Employer 4(1) Appointee
S12(1) read with Section 7(2)	Occupational Hygienist	Underground: There the competent persons performs the obligations underground, a certificate in Mine Environmental Control issued by the Chamber of Mines South Africa Surface: 1) Intermediate Certificate in Mine Environmental Control issued by the Chamber of Mines of South Africa and be certified as an Occupational Hygienist by the Southern African Institute for Occupational Hygiene; or 2) Certificate in Mine Environmental Control issued by the Chamber of Mines of South Africa	Appointed by Employer 4(1) Appointee
S13(3)(a)	Occupational Medical Practitioner	MBCHB Post Graduate Diploma in Occupational Health. A medical practitioner who holds a qualification in occupational medicine or an equivalent qualification recognised by the Health Professions Council of South Africa	Appointed by Employer 4(1) Appointee
R6.9(a) read with Section 29(4)	Full Time Health & Safety Rep	Full time employment at the Mine; any other qualification as agreed by a Health and Safety Committee or contained in Collective Agreement on Health and Safety issues. A safety representative in general shall have training in and knowledge and experience of the application of the safety and health requirements applicable to, and be conversant with the conditions at, the working place or group of working places where he or she is to be appointed	Appointed by Manager 3(1)(a)

R6.9 read with Section 25 and Regulation 2.18.1	Health and Safety Representative	Every mine with 20 or more employees must have a health and safety representative for each shift at each designated working place at the mine. The manager must within 7 days of election, appoint in writing every employee elected as a health and safety representative. To qualify to serve as a health and safety representative referred to in Section 25(1), an employee must – (a) be employed in a full-time capacity in the designated working place; and (b) be acquainted with conditions and activities at the designated working place	Appointed by Manager 3(1)(a)
Section 34(4) read with MHSA Reg 6.10	Employee representatives on the Health and Safety Committee	The employee representatives must be (a) broadly representative of the working places at the mine and (b) employee at the mine. No more than two of the employee representatives may be appointed from full-time employees who are not health and safety representatives unless all of the health and safety representatives have been appointed to the committee and there are still employee committee positions to be filled	The health and safety representatives must appoint the employee representatives on the health and safety committee Every employee representative on a health and safety committee at a mine must be appointed by a majority of the health and safety representatives at the mine
Section 34(6)	Employer representatives on the Health and Safety Committee	The employer must appoint the employer representatives on the health and safety committee. The persons appointed must include persons who have authority to develop and implement health and safety policies at the mine	Appointed by Employer 4(1) Appointee
R14.1(8) read with Section 7(2)	Mine Rock Engineer	Chamber of Mine Rock Engineering Certificate of Competency; Chamber of Mine Certificate in Rock Mechanics (COMCRM), for the class of mine either Metalliferous or Coal mines. Note: A Coal qualified Rock Engineer cannot be appointed for Metalliferous mines, unless the employer has obtained permission from the PI (exemption application)	Appointed by Employer 4(1) Appointee

R17.2(a) read with Section 7(2)	Surveyor	Mine Surveying Certificate of Competency; Mine Surveyor's Certificate of Competency (in the case of an underground or surface mine where blasting takes place); in case of a surface mine where blasting does not take place, a Mine Surveyor's Certificate of Competency and who is in possession of an Advanced Certificate in Mine Surveying and who has at least 3 years' practical experience in Mine surveying; or a National Diploma in Mine Surveying issued by a tertiary institution accredited by the Department of Education; or a person who has been assessed competent against a qualification recognised by the Mining Qualification Authority for this purpose (at every mine with 200 or less employees in the workings, in the absence of a certified Mine Surveyor, the Mine Manager may take charge for a period not exceeding 60 days in any consecutive period of 6 months). Any certified Mine Surveyor at any Mine shall not in addition be appointed as Mine Surveyor at any other Mine except with the written permission of the Principal Inspector of Mines.	Appointed by Employer 4(1) Appointee
R2.6.1	Section Manager Swartberg and Deeps	(Underground Mine) - Mine Manager's Certificate of Competency	Appointed by Manager 3 (1)(a). Note -Appointment must be sent to the DMPR within 3 days
R2.6.1	Sub-Ordinate Manager	Surface Operations - No qualifications prescribed. Appointee must be a competent person	Appointed by Manager 3(1)(a)
R2.9.2 read with Section 7(4)	Supervisor / Foreman	The manager shall appoint such persons as may be necessary, to assist him in enforcing such observation of the regulations. No qualifications prescribed. Supervisors must, however, be competent persons who have been trained to understand the hazards associated with work and who has the authority to ensure that the precautionary measures laid down by the employer are implemented.	Appointed by Manager 3(1)(a)
S7(2)	Head of HSE	The employer may appoint any person with qualifications as may be prescribed to perform any functions of the employer in terms of this Act. Note- This is a discretionary appointment	Appointed by Employer 4(1) Appointee
S7(4)	Lampsman	Lampsroom certificate	Appointed by Manager 3(1)(a)

R2.13.1 read with Section 7(4)	Engineer	Government Certificate of Competency To assist the engineer referred to in regulation 2.13.1, the manager may appoint one or more sub-ordinate engineers, who shall 9a) subject to regulation 2.13.6.1 be a certificated engineer	Appointed by Manager 3(1)(a)
R2.13.3.1 read with Section 7(4)	Sub-ordinate Engineer	Government Certificate of Competency To assist the engineer referred to in regulation 2.13.1, the manager may appoint one or more sub-ordinate engineers, who shall a) subject to regulation 2.13.6.1 be a certificated engineer	Appointed by Manager 3(1)(a)
R2.14.1 read with Section 7(4)	Mine Overseer	Mine Overseer Certificate of Competency or MMC	Appointed by Manager 3(1)(a)
R2.15.1 read with Section 7(4)	Shift Boss	Blasting certificate, Legal liability	Appointed by Manager 3(1)(a)
R2.17.1 read with Section 7(4)	Safety Officer	COMSOC 1,2 OR SAMTRAC for Mining. ISO 45001:2018 and Accident Investigation. No person shall be appointed as safety officer unless he or she is, by virtue of training, knowledge and experience, able to identify any threat or potential threat to the safety or health of persons employed in or at the Mine or Works in question and/or be conversant with the applicable requirements relating to the safety and health of employees, whether or not those requirements have the force of law	Appointed by Manager 3(1)(a)
R2.17.4 read with Section 7(4)	Chief Safety Officer	National Diploma in Safety Management / Degree Safety Management, COMSOC 1,2 OR SAMTRAC for Mining. ISO 45001:2018 and Accident Investigation. Each Chief Safety Officer must be able to perform any function assigned to a Safety Officer by or under the MSHA Regulations, and he or she must be able to, by virtue of training, knowledge and experience, able to identify any threat or potential threat to the safety or health of persons employed in or at the Mine or Works in question and/or be conversant with the applicable requirements relating to the safety and health of employees, whether or not those requirements have the force of law	Appointed by Managers 3 (1)(a)
R4.4(1) read with Section 7(4)	Competent Person in charge of explosives	Appointment as explosives responsible person in accordance with the chief inspector of explosives' requirements for first time applications for licences, permits, certificates, authorisations or written permissions by explosives control clients in terms of the explosives act,	Appointed by Manager 3(1)(a)

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		1956 (act no 26 of 1996)	
R4.4(1) read with Section 7(4)	Competent Person in charge of explosives (Miner / Blaster)	Holder of the following certificates recognised by the Department for this purpose, valid for the class of mine to which the mine belongs - (a) Blasting certificate issued by the Department until 30 June 2009; or (b) Rock breaker or equivalent certificate issued by the Mining Qualifications Authority from 01 July 2009 to 31 May 2017; or (c) Blasting certificate issued by the Department with effect from 01 June 2017	Appointed by Manager 3(1)(a)
R4.4(1) read with Section 7(4)	Miner / Blasting Assistant	Competent A Certificate, Blasting certificate	Appointed by Manager 3(1)(a)
R4.1(2) read with Regulation 4.2(1)	Magazine Master	Only persons authorised by the employer to do so may: (a) gain access to or attempt to gain access to explosives; (b) be in possession of explosives, or (c) remove or attempt to remove explosives from a mine. The employer must ensure that explosives that are not being transported or prepared for use are stored in explosive stores, silos or containers which are securely locked or, as far as reasonably practicable, designed and located so as to facilitate the safe and secure receipt, storage and issuing of explosives by a competent person in Regulation 4.1(2).	Appointed by Manager 3 (1)(a) Note: two sets of appointments are required: 1)In terms of the MHSA and MHSA regulations 2)On the template of the Chief Inspector of explosives in accordance with the Explosives Act (Regulation 8 of the Explosives Regulations 1972)
R4.1(2) read with Regulation 4.2(1)	Deputy magazine master	The employer at any mine must take reasonable measures to ensure where primary or secondary blasting takes place that a competent person is appointed in writing	Appointed by Manager 3(1)(a)

13. VALIDITY AND DOCUMENT MANAGEMENT

13.1 Document Validity

This SOP is effective from 2024/07/12 and was last reviewed on 12-08-2025. This SOP will be reviewed every 2 Years.

13.2 Document Management

- 13.2.1 This SOP replaces any other SOP issued earlier by BMM to the extent specifically covered here. This SOP should be followed in letter and spirit.
- 13.2.2 BMM is committed to continuously reviewing and updating policies and procedures, based on the Entity's risk assessment and shall incorporate for any regulatory requirement which is required to do so.
- 13.2.3 Any amendment to this SOP or issue of any guidance or circular etc. under this procedure must be approved in writing by the approving authority as listed in this document.
- 13.2.4 BMM reserves the right to withdraw, modify or revise the SOP as a whole / partial without providing any justification for the same. On revision, it should be duly communicated to the personnel involved.
- 13.2.5 If compliance with this SOP ever conflicts with the applicable law, regulation, directives issued by the statutory and or regulatory authority, then compliance must be ensured with the law.
- 13.2.6 In order to ensure compliance or to address any known conflicts with the law or to address any specific local requirements, BMM may adopt local sub-procedures which shall be by way of addendum to this SOP and which shall be approved by the approver of this SOP. Proposing of such addendum shall be the responsibility of the respective Entity's competent authority who is at an equivalent level with the SOP owner as set out in this document.

13.3 Violation of Sop

- 13.3.1 BMM follow a "Zero Tolerance Policy" with respect to non-compliance with this SOP and/or any other SOP / guidance issued by BMM and its constituent Entities.
- 13.3.2 Violation of this SOP is subject to appropriate disciplinary actions which may include but not limited to termination of employment. This determination will be based on the facts and circumstances of each situation. Any accused of violation of this SOP will be given an opportunity to present their case prior to any determination of appropriate disciplinary actions. Violation of this SOP may also be subject to substantial civil damages, criminal fines and prison terms.
- 13.3.3 Each employee is responsible for ensuring that their conduct and the conduct of anyone reporting to them shall fully comply with this SOP. Compliances, both personal and by subordinates, will be a factor in periodic performance appraisals.

13.4 Disclaimer

- 13.4.1 This SOP issued by BMM is for internal compliance and does not create, nor shall it be construed to create, directly or implicitly, any rights, duties or obligations of BMM to any person, body or legal Entity.
- 13.4.2 This document and its contents are the copyright property of BMM. The release of this document to any third party outside BMM is strictly prohibited without prior consent.

14. REVIEW AND APPROVAL

Content Owner(s)

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Kotze (Head of HSE | BMM) TimeStamp: 2025/09/03 6:54:27 AM ||

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.

❖ Annexures / Appendix

BMM-HSE-SAF-FRM-0015 Appointment Information Request Form

Completed forms to be submitted to the HSE Compliance Officer with:

1. Copy of the ID
2. Copy of the relevant qualifications
3. Geographical scope of appointment map

No appointment will be done without these attachments.

Date of request			
Full name and surname			
ID / Passport number			
Employee Number			
Department			
Section			
Shift			
Job title to be appointed on			
If Contractor – Please provide the name of the Company			
MHSA – Section / Regulation			
Is this appointment:	Relieving (person sick or on leave - 60 days max)	Acting (vacant position- 60 Days max)	Permanent
If relieving or acting, Specify Start Date			
If relieving or acting, Specify End Date			
If Permanent, Specify start Date			
Certificate Number			
Cell phone number of the Appointee			
Statutory Reporting Line – Name & Designation			
Functional Reporting Line - Name & designation			
Functional Area of responsibility / scope of appointment			