

SHEQ MANAGEMENT SYTEM MANUAL			
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SHEQ MANAGEMENT SYSTEM PLAN

GEOSEARCH GROUP

This manual describes the Safety, Health, Environment and Quality Management System elements of the Integrated Management System and related documentation of the Geosearch Group.
(Operations in South Africa, Mozambique, Malawi, Botswana and other Countries)

SCOPE OF SERVICES:

AguaTerra Lda Mozambique		Drilling Services, Plant Hire, Earthmoving Services, Rehabilitation Services including Land Filling and Clearing, Mining Services and Forestry Services supplied to the Mining, Natural Resources, Environmental, Construction and Industrial Markets.
Buenti Drilling (Pty) Ltd South Africa		Drilling Services supplied to the Mining, Natural Resources, Environmental, Construction and Industrial Markets
Myna Projects (Pty) Ltd t/a Geosearch Botswana		Drilling Services supplied to the Mining, Natural Resources, Environmental, Construction and Industrial Markets.
Thyssen-Myna Drilling JV Botswana		Drilling Services supplied to the Mining, Natural Resources, Environmental, Construction and Industrial Markets.





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1. PURPOSE

The purpose of developing, implementing and maintaining the Safety, Health, Environmental and Quality Management System is to ensure that SHEQ performances are conducted and assessed within a structured management system to ensure that the performance not only meets but shall continue to meet and improve **GEOSEARCH** Management System, legal and policy requirements.

2. OBJECTIVE

The objective of this document is to define the SHEQ Management System for **GEOSEARCH's** Operations within South Africa, Mozambique, Malawi, Botswana and other countries of operations. The operations include provision of **Drilling Services, Plant Hire, Earthmoving Services, Land Filling and Clearing, Mining Services and Forestry Services** supplied to the Mining, Natural Resources, Environmental, Construction and Industrial markets

3. SCOPE

This manual is applicable to all **GEOSEARCH's** Operations within South Africa, Mozambique, Malawi, Botswana and other countries of operations.

4. SHEQ SYSTEM REQUIREMENTS

Management shall develop an effective SHEQ management system to assist **GEOSEARCH** to achieve the documented SHEQ Policy as well as SHEQ objectives and goals. The scope of this SHEQ Management System is applicable to all of **GEOSEARCH's** Operations

It is **GEOSEARCH** policy to establish and practice a SHEQMS which shall comply with all the requirements of ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 as well as internal policies, procedures and standards.

4.1. SHEQ –Management System Description

The SHEQ Management System is implemented, maintained and continuously improved on all the elements of ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 Standards with regards to the quality requirements and environmental aspects which **GEOSEARCH** can control and over which it is expected to have an influence.

GEOSEARCH is divided into various operations such as **Drilling Services, Plant Hire, Earthmoving Services, Land Filling and Clearing, Mining Services and Forestry Services**. The overall monitoring of the effective application of the SHEQ Management System is done by the SHEQ Manager in conjunction with the relevant Department Managers and area specific employees.

The business view and interaction between processes is depicted within the integrated SHEQ Management System software.



4.2 SHEQ Policy

GEOSEARCH shall develop, implement, maintain and continually improve, on a regular basis, a SHEQ Policy, which shall be aligned to the requirements. This SHEQ Policy shall provide the basis for developing Objectives and Targets to implement, maintain and continually improve on the Operation's SHEQ Management System.

GEOSEARCH GROUP



SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY POLICY

GEOSEARCH GROUP is a leading supplier for the provision of Drilling Services to the Mining, Natural Resources, Environmental, Construction and Industrial markets in Africa.

GEOSEARCH GROUP aims to maximize the benefit that its services offer our customers, employees and partners. Therefore, it strives to do its daily tasks in a way that conforms to the requirements of relevant standards, regulations, legislation and other applicable requirements.

GEOSEARCH GROUP will implement and maintain an Integrated Safety, Health, Environmental and Quality (SHEQ) Management system that complies with the requirements of international standards.

In an ever changing business environment, GEOSEARCH GROUP is committed to continual improvement in the SHEQ performance of our operations.

Management is committed to ensure the availability of the required finance, resources and skills to achieve defined SHEQ objectives.

GEOSEARCH GROUP undertakes to ensure that its management system is developed, documented, implemented, communicated and maintained in a manner that is both understood and effective at all levels in its business to enable it to:

- *identify, assess and manage the significant business risks;*
- *prevent injuries and ill health;*
- *strive to achieve leading industry practice and recognition;*
- *meet, and where applicable exceed, applicable legislation;*
- *define its SHEQ objectives and targets and continually measure and monitor its activities and progress against its objectives;*
- *lead and develop its people and provide resources to achieve its targets;*
- *support the fundamental human rights of employees, contractors and communities in which it operates and safeguard them from exposure to unacceptable risks;*
- *minimize the impact of its operations on the environment through control of pollution, waste, hazardous materials and the conservation of natural resources;*
- *design processes that ensure cost effective and quality services provision;*
- *advise on the responsible use of its services;*
- *ensure that all activities are directed to meet and exceed customer expectations;*
- *review its progress and communicate with all stakeholders.*

This will enable a relationship based on honesty, openness and mutual trust. In engaging them, it shall share with its stakeholders the responsibility of meeting the requirements of this policy.

E. THOMPSON
CHIEF EXECUTIVE OFFICER
GEOSEARCH GROUP

SIGNED AT GEOSEARCH THIS 15th DAY OF FEBRUARY 2017 (SHEQ-POL-001 REVIEWED FEB 17)



4.3 PLANNING

4.3.1 SHEQ Hazard/Aspect Identification, Risk assessment and determining controls

GEOSEARCH shall engage the services of an adequately qualified, competent and experienced employee to lead the Significant Aspect/Risk Assessment process.

See system procedure for the identification and prioritisation of Significant Aspects/Risks ([SHEQ-SP-001](#))

Once the hazards/aspects have been identified and rated, the SHEQ Manager, in conjunction with the Department Managers and other relevant personnel shall develop Objectives and Targets to mitigate the identified significant Aspects/Risks. Objectives and Targets are developed to control the potential risks/impacts of the Operation's activities, processes, and services.

Following the development of Objectives and Targets, Safety, Health, Environmental and Quality Management Programmes (MP's) shall be developed to clearly describe the actions that need to be implemented in order to achieve the objectives and targets to minimise the associated Significant Aspect/Risk.

See **Objectives & Targets** within the Integrated Management System software.

4.3.2 Legal and other requirements

This Procedure describes the process of identifying applicable Legal and Other Requirements, ensuring awareness and understanding of these legislative requirements and updating applicable Legal Requirements.

See **Legal Register** and procedure [SHEQ-SP-002](#) within the Integrated Management System software.

4.4 IMPLEMENTATION AND OPERATION

The implementation and operation of the SHEQ Management System and MP's is in line with the ISO 9001:2008, ISO14001:2004 and OHSAS 18001:2007 standards.

4.4.1. Resources, Roles and Responsibility

The overall responsibility for the SHEQ Management System rests with the Chief Executive Officer of **GEOSEARCH** but he has delegated responsibilities to **GEOSEARCH's** SHEQ Management Representative and applicable resources at operational level which is responsible to manage, monitor, evaluate and coordinate the SHEQ Management System.

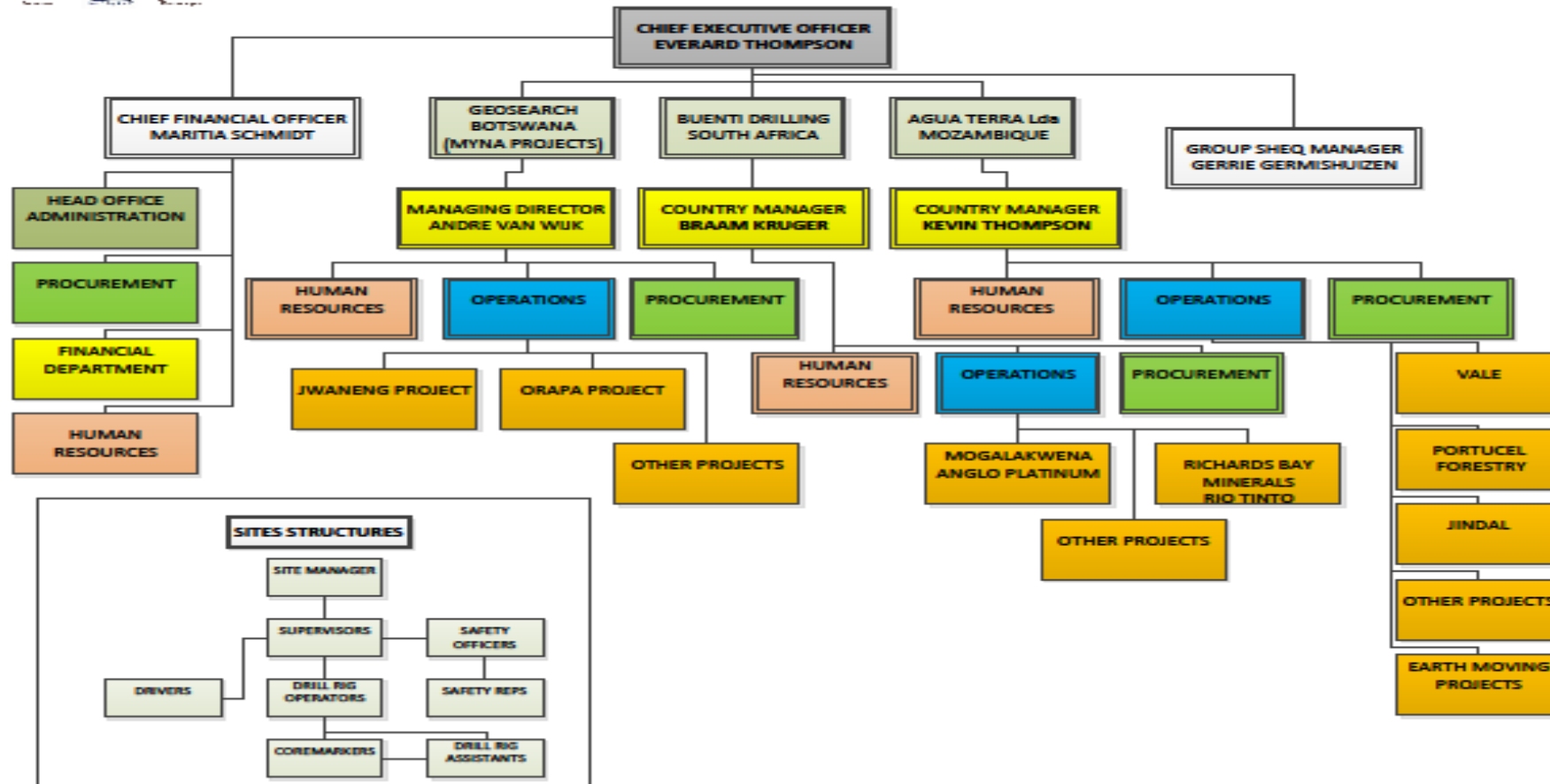
Any improvements and/or changes to the system shall be done in conjunction with **GEOSEARCH's** SHEQ Management Representative. The management representative shall be appointed in writing, reporting to the Chief Executive Officer. The appointment letter shall define the responsibilities regarding the SHEQ Management System and the reporting of performances there off.

Managers appointed as Head of Operations and Departments have been given the responsibilities and authority to enable them to contribute to the achievement of the SHEQ Management objectives in their operations and departments.

Senior Management shall ensure that all resources are determined and provided in terms of both finance and human resources. See **organisational structure** within the Integrated Management System software.



GEOSEARCH GROUP
(a Division of Sentula Mining Services)





4.4.2. Training, Awareness and Competence

All personnel whose work may interact and can influence the processes and environment of the services that **GEOSEARCH** provide shall be identified and adequately trained to ensure that they understand the potential risks associated with deviation from procedures and understand the potential impact that such deviation may have on the product/service and environment.

All personnel shall receive required training to ensure that they are adequate qualified to conduct their jobs and are aware of the potential risks associated with their job function.

See training procedure [SHEQ/SP/003](#) within the Integrated Management System software.

4.4.3 Communication, Participation and Consultation

Communication of the SHEQ Policy, SHEQ hazards/aspects and the SHEQ Management System is channelled through the respective induction training, meetings, e-mails, notice boards and one-on-one meetings. All employees working for **GEOSEARCH**, forms part of the internal communication process.

Relevant communication, regarding SHEQ matters, from and to, external parties shall be addressed by the Chief Executive Officer, SHEQ Manager and Business Manager, who shall consider the process for external communication.

Emergency incidents that could be harmful to the environment shall be reported to the relevant authorities as is required by applicable environmental legislation.

See communication procedure [SHEQ/SP/004](#) within the Integrated Management System software.

4.4.4 SHEQ Management System Documentation

This procedure describes the interrelation of the core elements of the SHEQ Management System. Related documentation is referred to per core element. Further reference to recent documentation shall be addressed in each procedure.

The core elements are the key areas of the SHEQ Management System and are documented through the following procedures and applicable processes:

- SHEQ Management System Manual;
- SHEQ Policy
- Risk/Aspect Assessment
- Legal and Other Requirements
- Objectives, targets and Management Plans (MP's)
- Implementation and Operation – including various Standard Operating Procedures (SOP's) per Department within the Operations
- Roles, Resources, and Responsibility
- Training and Awareness
- Communication
- Document Control
- Emergency Preparedness
- Monitoring and Measurement
- Non-conformance, Corrective and Preventive Action
- Record Control



- Evaluation of Compliance
- Internal Audits
- Management Review

4.4.5 Document Control

The purpose of the documentation and data control system is to ensure that all documentation within **GEOSEARCH's** SHEQ Management System is formalised, easily identifiable, easily located and that latest issue is available and on record within the integrated management system software.

See document control procedure [SHEQ/SP/005](#) within the Integrated Management System software.

4.4.6 Operational Control

All processes within operation's are identified and defined in the SHEQ Management System software, Operation's business overview and departmental or the process system descriptions. The standard operating procedures (SOP's) or plans defined to manage the processes include:

- Activities within the processes
- Identification, assessment and mitigation of risk/impacts (Risk/Aspect Assessment register)
- Corrective and preventative actions (MP's and corrective and preventative procedure refers)
- Opportunities and actions for process improvements
- Control of changes to processes, including maintenance

Documented standard operating procedures (SOP's) covering situations/actions which could lead to the deviation from the SHEQ Policy and objectives and targets are included in the SHEQ Management System as part of the standard operating procedures. See document process specific procedures by operation, numerous SOP's within the Integrated Management System software.

4.4.7. Emergency Preparedness and Response

SHEQ risks/impacts which could arise from potential emergency situations shall be, as far as reasonably possible, identified through previous experience in the Company Operation's Risk/Aspect Assessments.

These emergency situations have been documented and forms part of the Emergency Procedures. Procedures shall be reviewed after the occurrence of accident or emergency situation and revised, if required. All personnel shall be trained on the Emergency Procedure and this Procedure shall be periodically tested where practicable.

See **Emergency Response Plans** within the Integrated Management System software.

4.5 CHECKING

4.5.1 Checking and Corrective Action (Performance Measurement and Monitoring)

Significant Risks/Impacts on the safety and health of employees and on the environment, and other risks identified through the Risk Assessment, occupational hygiene survey or any statutory and regulatory requirements shall be monitored and measured as described in related standard operating procedures (SOP's).



Environmental objectives and targets progress and status are monitored through the SHEQ Management review meetings, and one-on-one meetings between the SHEQ Manager and Operation Managers/HOD's/responsible personnel.

Proactive monitoring of the Operation's compliance with the

- SHEQ Management System
- Operational criteria
- Legal requirements are defined in the system procedures

Calibration of equipment shall comply with the relevant Monitoring and Measurement Procedure.

See document procedure [SHEQ/SP/006](#) within the Integrated Management System software.

4.5.2 Evaluation of Compliance

GEOSEARCH are committed to ensure that it complies with all applicable SHEQ legislation. Where relevant, the individual Operation's shall also comply with regulations made by designated government agencies. Operation's shall further comply with all applicable, legally enforceable policies and guidelines generated by governmental departments responsible for Safety, Health, Environmental and Quality management and control in the specific countries they operate.

See procedure Internal Audits and Legal Compliance Evaluation [SHEQ/SP/009](#) within the Integrated Management System software.

All legal requirements that require routine checks are identified through the legal register, risk register and integrated in the applicable operation's standard operating procedures. Monitoring and measurements is an integral part of the business environment and results are reported to Senior Management to ensure effectiveness and compliance to legal requirements.

Deviations from legal requirements and other standards are reported as a non-conformance and dealt with as per the Non-conformance, Corrective and Preventive Action Procedure.

4.5.3 Incident investigation, nonconformity, corrective action and preventive action

Non-conformances and incidents are managed in accordance with Non-conformance, Corrective and Preventive Action Procedure.

This procedure details the investigation of the incident, identification of direct and indirect causes, and development of the corrective and preventive actions, and the assignment of responsibility to relevant personnel to implement the actions.

All corrective and preventative actions are monitored by the SHEQ Department and reported to Senior Management to ensure progress and continual improvement of the SHEQMS, and also importantly to prevent repeat incidents/non-conformances.

See Non-conformance, Corrective and Preventive Actions procedure [SHEQ/SP/007](#) within the Integrated Management System software.



4.5.4 Control of Records

This procedure is developed to ensure records are identifiable, stored for easy retrieval, protected, adhere to retention periods and disposed of when obsolete as per the Record Control Procedure. Records shall be identified that is necessary to demonstrate conformity to the requirements of the ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 standards.

Records kept as part of the Operation's SHEQ include, but are not limited to:

- Waste records
- Calibration records
- Noise survey records
- Medical records
- Audit records
- Legal register
- Risk register
- Objectives, Targets and SHEQ Management Plans (MP's)
- Incident Investigations
- Communication internal and external
- Training Records
- Meeting Minutes etc.

See the Control of Records procedure [SHEQ/SP/008](#) as well as the Records Matrix related to each operation within the Integrated Management System software.

4.5.5 Safety, Health, Environmental and Quality Management System Internal Audits

SHEQ Audits shall be conducted as per the Internal Audit Procedure and applicable protocol. The results of these audits shall be reported to Senior Management for corrective and preventive action.

Findings shall be closed out as discussed and as per the agreed target dates.

The internal audits shall specifically review the conformity to the management plans (MP's) and the implementation and maintenance there off.

Priorities shall be based on the environmental importance of the activity concerned and the result of the process audits.

Routine audits are to be undertaken by individual operations.

Where inspections and monitoring highlights problems an internal audit shall be initiated and a report produced.

See procedure Internal Audits and Legal Compliance Evaluation [SHEQ/SP/009](#) within the Integrated Management System software.

4.6 Management Review

Management reviews shall be conducted on an annual basis to ensure continuing effectiveness, suitability, and adequacy and to ensure continual improvement of the SHEQ Management System

See Management Review procedure [SHEQ/SP/010](#) within the Integrated Management System software.



4.7 SYSTEM REFERENCES

SHEQ MANUAL PROCEDURES and DOCUMENTATIONS **- AVAILABE ON REQUEST**

SHEQ/SP/001	Risk Assessment Methodology
SHEQ/SP/002	Legal and Other Requirements
SHEQ/SP/003	Competence, Training and Awareness
SHEQ/SP/004	Communication, Participation and Consultation
SHEQ/SP/005	Management System Document Control
SHEQ/SP/006	Performance Monitoring and Measurement
SHEQ/SP/007	Incident, Non conformance, Corrective and Preventive Action
SHEQ/SP/008	Control of Records
SHEQ/SP/009	Internal Audits and Legal Compliance Evaluation
SHEQ/SP/010	Management Review