PROJECT TITLE	NAMIBIA DIAMOND TRADING COMPANY (NDTC) DIAMOND SORTING AND TRADING
LISTED ACTIVITY	Hazardous Substances Use and Disposal
DOCUMENT TYPE	ECC renewal review document
ECC APPLICATION NUMBER	250325005549
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EAP Signature	
Date	March 2025

Safety Officer in place	Yes, Contact: Lukas Kavela
General risk assessment and procedures in place	Appendix 1
NDTC Hazardous Substance Materials Management Procedure. (HSMMP)	Appendix 2
NDTC Safe operating Procedure (*SOP-MCU)*	Appendix 3
Develop a Public Chemical Spill Emergency procedure for any emergency during the movement of the chemicals from receiving the stock to the Acid Safe.	To be developed.
Install fume monitor equipment in the Acid Safe.	Installed
Add a record of hazardous effluent waste volumes and frequency disposed of to develop a human monitoring back-up procedure.	Appendix 4
Training of staff in accordance with above procedures	Appendix 5

APPENDIX 1

ENVIRONMENTAL PROCEDURE REVIEW OF NAMIBIA DIAMOND TRADING COMPANY HAZARDOUS MATERIALS LIFE CYCLE

Contents

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ENVIRO DYNAMICS
Environmental Management Consultants

Chemical description

The Namibia Diamond Trading Company (NDTC) requires the use of chemicals in their process of cleaning and sorting of the product.

The chemicals are:

CHEMICAL	FORMULA	USE
Hydrofluoric acid (70%).	HF	Cleaning of diamonds
Nitric acid (55%).	NHO_3	Degrease diamonds
Sodium Carbonate.	Na_2CO_3	Neutralising acid spills and disposed acid.

Process description

The table below describes the process flow of the chemicals through the production process.

STAGE	ACTIVITY	RISK
PROCUREMENT	Service provide delivers the product as building basement	Chemical spill. Skin, eye and ingestion contact Fumes
	Chemicals transferred via production lift to 13th floor. Only chemicals allowed in lift.	Chemical spill. Skin, eye and ingestion contact Fumes
	Chemicals transferred to the Chemical Safe in the Acid Laboratory	Chemical spill. Skin, eye and ingestion contact Fumes
STORAGE	Each chemical stored on a separate horizontal shelf. Each shelf is covered with Na_2Co_3 to neutralise seepage and spills.	No fume detection in Acid Safe but air is ventilated through he scrubber unit. The Acid Laboratory has air scrubbers and fume indicator alarms.
OPERATION - GENERAL	All chemical processes takes place in the Acid Laboratory	Chemical spill. Skin, eye and ingestion contact Fumes
OPERATION – OCEAN SOURCED DIAMONDS	Degrease diamonds with soap.	Skin, eye and ingestion contact
	Boil in NHO_3 at 120˚C Diamond are rinsed with water.	Skin, eye and ingestion contact Fumes
	Recycle NHO_3 until brown colour. (NHO_3 each time re-bottled after cooling)	Chemical spill. Skin, eye and ingestion contact Fumes
OPERATION – ALL DIAMONDS	Load diamonds into HF and place overnight in Acid Strong-room	Chemical spill. Skin, eye and ingestion contact Fumes
	Remove diamonds from HF and rinse with water.	Chemical spill. Skin, eye and ingestion contact Fumes
	Recycle HF until brown colour. (HF each time re-bottled after cooling)	Chemical spill. Skin, eye and ingestion contact Fumes

	Final wash in ultrasonic bath with Extran soap and rinsed with water.	Skin contact
DISPOSAL OF CHEMICALS	Disposed each type of acid separately into special zinc under fume cupboard with sufficient amount of Na_2CO_3 to correct the PH to 7.	Chemical spill. Skin, eye and ingestion contact Fumes
	Zinc content drained to sealed holding tank on 12th floor.	Chemical spill. Skin, eye and inhalation contact Fumes
	Disposed mix kept in holding tank that is remotely monitored for PH balance of 7 and volume.	Defective equipment.
	Disposed of into sealed building effluent plant when PH is 7.	Defective equipment.
	Service provider remove effluent plant content and certify correct disposal at municipal facility.	Effluent spill. Skin, eye and ingestion contact Fumes
HAZARDOUS SOLID WASTE DISPOSAL	Hazardous solid waste from the Acid Laboratory is placed in designated and marked bin.	Skin, eye and ingestion contact Fumes Fire
	Bin is stored in a secure area with limited access.	Skin, eye and ingestion contact Fire
	Service provider remove solid waste and certify correct disposal at municipal facility.	Skin, eye and ingestion contact Fire

Risk assessment

RISK TYPE	RISK DESCRIPTION	MITIGATION MEASURE
PERSONAL	Skin, eye and ingestion contact	PPE equipment for relevant personnel. Acid contact emergency treatment kit. Off-site personal emergency treatment kits for relevant personnel.
	Fumes and inhalation	Ventilation extraction system in Acid Laboratory. Fume monitor equipment in Acid Laboratory. Specialist medical treatment facility procedure.
PUBLIC	Skin, eye and internal contact	Public chemical emergency procedure. Acid contact emergency treatment kit.
	Fumes and inhalation	Specialist medical treatment facility procedure.
	Fire	Fire emergency procedure. Chemical firefighting equipment.
TECHNICAL	Chemical spill.	PPE equipment for relevant personnel. Emergency spill containment and disposal kit.
	Defective equipment.	Periodic calibration check of equipment.
	Effluent spill	PPE equipment for relevant personnel. Emergency spill containment and disposal kit.
	Fire	Fire emergency procedure. Chemical firefighting equipment.
	Illegal disposal	Disposal records and record the volume/frequency of disposal.

Mitigation measures in place

MITIGATION REQUIRED	IN PLACE	PROCEDURE DESCRIPTION
PERSONAL		
PPE equipment for relevant personnel.	Yes	HSMMP / SOP-CMU
Acid contact emergency treatment kit.	Yes	HSMMP / SOP-CMU
Off-site/home personal emergency treatment kits for relevant personnel.	Yes	HSMMP / SOP-CMU
Specialist medical treatment facility procedure.	Yes	HSMMP / SOP-CMU
ACID LABORATORY		
Ventilation extraction system in Acid Laboratory.	Yes	HSMMP / SOP-CMU
Fume monitor equipment in Acid Laboratory.	Yes	HSMMP / SOP-CMU
DELIVERY AND OPERATION		
Spill/ fume monitoring equipment during delivery of chemicals.	No	Movement in lift not attended but materials are secured. Not required.
Public chemical spill emergency procedure.	No	Required
Fire emergency procedure.	Yes	HSMMP / SOP-CMU
Chemical firefighting equipment.	Yes	HSMMP / SOP-CMU
Emergency spill containment and disposal kit.	Yes	HSMMP / SOP-CMU
Periodic calibration check of equipment.	Yes	HSMMP / SOP-CMU
Disposal records and record the volume/frequency of disposal.	Yes/No	HSMMP / SOP-CMU Volumes/frequency of disposal should be recorded as a monitoring tool.

Note: Abbreviations used in the tables:

PPE	Personal Protection Equipment
HSMMP	NDTC Hazardous Substance Materials Management Procedure. Append. 1
SOP-CMU	NDTC Safe operating Procedure – Chemical Management and Usage. Append. 2

Environmental Review

The review has been conducted on the operations and procedures of the moving, storage, use and disposal hazardous materials and hazardous waste at the NDTC Acid Lab.

The lifecycle management of the hazardous materials under NDTC control is acceptable and clearly documented in:

- NDTC Hazardous Substance Materials Management Procedure. (See Append. 1)
- NDTC Safe operating Procedure – Chemical Management and Usage. (See Append. 2)

The Procedures serve effectively as an Environmental Management Plan

Potential management improvements are:

- Develop a Public Chemical Spill Emergency procedure for any emergency during the movement of the chemicals from receiving the stock to the Acid Safe.
- Install fume monitor equipment in the Acid Safe.
- Add a record of hazardous effluent waste volumes and frequency disposed of to develop a human monitoring back-up procedure.

Recommendations

The environmental consultant recommend that the NDTC procedures be approved for Environmental clearance.

APPENDIX 2

NDTC

A NAMIBIA DE BEERS PARTNERSHIP

INTERNAL

Category:	Hazardous Substance Materials Management		
Procedure:	Procedure		
Department/Division:	Safety & Sustainable Development (S&SD)	Procedure date:	April 2017
Procedure no.:	NDTC PR-S&SD-10_6	Date issued/effective:	April 2017
Notes:	New Procedure		

Prepare, Review and Approval

Action	Prepared by:	Reviewed by:	Approved by:
Name and Surname:	Lukas Kavela	Paulus Shituna	Shihaleni Ndjaba
Signature:			
Position:	Manager: Safety & Sustainable Development	Senior Manager: Operations	Chief Executive Officer
Date of action:	29/06/2017	29.06.2017	29/06/2017

Revision History

Version	Author	Remarks/Amendments	Date	Next Revision
01	L Kavela	New procedure	April 2017	April 2019

NDTC

A NAMIBIA DE BEERS PARTNERSHIP

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1. INTRODUCTION

Namibia Diamond Trading Company (NDTC) Pty Ltd is a 50/50 joint partnership between the Government of the Republic of Namibia and the De Beers Group of Companies. NDTC sorts, values, sells and markets the entire NAMDEB production.

NDTC purchases numerous substances that can be classified as hazardous. In order to minimise the risks of handling such substances it is necessary to establish a complete inventory with the relevant data pertaining to all hazardous substances used by NDTC. In order to fulfil the OHSE policies and objectives as well as conform to legal and other requirements e.g., the OHSAS 18001 and ISO 14001, NDTC will establish and maintain arrangement to ensure the effective and application of control measures with respect to the hazardous substances materials management.

2. PURPOSE

The purpose of this procedure is to ensure risk of fatalities, illnesses, injuries and incidents arising from the storage, handling, production, transport, recycling and disposal of hazardous materials are eliminated or minimised.

3. SCOPE

The hazardous substances material management policy will apply to all NDTC operations where hazardous substances are handled by the employees and contractors.

4. PROCEDURE

4.1 Measures for Safeguarding the Health and Safety of Employees

a) An inventory of all substances hazardous shall be kept and maintained on site *(Appendix 1),* that state the substance (solid, liquid, gas etc.) the quantities stored on site and the requirements to segregate incompatible substances *(Appendix 2).*
b) The Diamond Handling Services (DHS) and Technical Service Support (TSS) Sections will maintain a duplicate inventory as stated in (a).
c) Risk assessment shall be carried out by a competent persons regarding the exposure to hazardous substances and the controls to be implemented.
d) If there are changes introduced in the Material Safety Data Sheet (MSDS), or in case of accident or significant processes change, the assessments will be reviewed accordingly.
e) Engineering controls will be properly maintained and monitored by planned preventative maintenance and annual performance monitoring to ensure continued effectiveness.
f) At suitable intervals, any system of work, supervision system or any other similar measure will be reviewed, if necessary.
g) Personal Protective Equipment (PPE) will only be used as a last resort or as a further control measure during testing or modification of other controls.
h) The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions.

i) Health risk assessment will be carried out by an external qualified professionals. Employee will be informed accordingly about the results.
j) Employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years.
k) Training needs shall be determined and undertaken in line with the nature of the hazardous substances exposure.
l) No new substances will be introduced into the workplace without prior assessment.

4.2 Trainings

a) Relevant training to the hazardous substances shall be identified and provided to the personnel exposed to the substances to ensure fully understanding of the hazards to health posed in the workplace and the importance of the control measures provided.
b) Relevant information will be provided to contractors and visitors who may be affected by the hazardous substances, while on site.
c) Applicable formal training will be given to the Line Managers and Supervisors of areas where hazardous substances are handled to ensure the proper management of the risks.

4.3 Personal Protective Equipment (PPE)

Depending on the nature of the hazardous substances materials used, the following PPEs should be acquired, used and maintained when handling the hazardous substances:

a) Acid proof safety boots with steel tip
b) Acid resistant (green) overalls (one piece)
c) Face shields for eye protection
d) Jupiter hood with air propeller
e) A recommended first aid kit is required in the immediate area where chemical or potentially hazardous chemicals are being stored and handled.

4.4 Purchasing of Hazardous Substances Materials

4.4.1 Requisitions

a) All requisitions requiring purchase of hazardous substances must be made by the competent person before the order is placed on the supplier.
b) The raised Purchase Order (PO) will be approved by the Process Manager: Diamond Handling Services.
c) The Process Manager: Diamond Handling Services must obtain all relevant data pertaining to the hazardous substance from the supplier and update the hazardous substances inventory kept by him/her and the TSS Section, if such data is not yet recorded.
d) The orders may only be processed after all relevant data has been received from the supplier.

4.4.2 Stock items

a) All hazardous chemicals shall be stored in the accepted chemical storage facilities. The chemical store room must be locked at all times.
b) All new stock items should be procured as per requirements defined by DHS Section.
c) All hazardous substances must be stored, handled and disposed as per Group Hazardous Materials Management Standards (GTS 03).

d) All anomalies are experienced with their products, i.e., wrongly packaged and transported, etc, should be reported in line with the internal reporting requirements, and the supplier should be informed.

4.5 Transportation of Hazardous Substances Materials

a) NDTC personnel that have been trained on the handling of hazardous chemicals may transport hazardous chemicals from the delivery van (NAMDEB Centre basement) to the storage facilities (14th floor).
b) NDTC personnel that have been trained on the handling of hazardous chemicals may dispose of hazardous waste from Acid Lab to Basement.
c) A competent hazardous management company shall be appointed to transport hazardous waste from site to the designated site/landfill.
d) The personnel or supplier delivering hazardous chemicals to NDTC are required to wear the right PPEs.
e) All shipments delivered to NDTC shall be accompanied with chemical Material Data Safety Sheets (MSDS).

4.6 Safe System of Work

The following steps must also be taken to minimise the risk:

a) Employees and contractors should reports any defects/problems.
b) Ensure hazard information is kept up to date.
c) Ensure controls are maintained and monitored.
d) Ensure documentation is comprehensive and understandable.
e) Ensure assessments are reviewed annually and reassessed every three years or when changes are made.
f) Ensure employees are trained on the nature of the hazards and use of control measures.

5. RECORDS

The following records in Table 1 will be produced and should be held for the times indicated by this procedure.

Table 1: Applicable Records

Records	Retention Time	Location
Risk Assessment	3 years	DHS; S&SD Office; Isometrix
Hazardous Substances Inventory	At least one per year	DHS; S&SD Office
Employee Health Records	40 years	Wellness Office
MSDS	Indefinitely	DHS, S&SD; Isometrix
Anglo/De Beers Group of Companies applicable Documents	Indefinite	S&SD Office; Isometrix
NDTC SHE Legal Register	Indefinite	S&SD Office, Isometrix

6. RESPONSIBILITY

6.1 Manager: S&SD

a) Document, review, update and communicate this procedure to all employees.
b) Provide technical support to all Sections/Departments where hazardous substances are handled.

6.2 Process Manager: DHS & TSS Manager shall:

a) Keep all the Materials Safety Data Sheet (MSDS) for all hazardous substances are being handled. It should be prominently displayed where the substances are used and stored.
b) Ensure that the hazardous substances materials storage is maintained in accordance with the "Hazardous Chemical Storage Compatibility Study" which should be undertaken at each storage area.

6.3 Line Managers/Supervisors shall:

a) Ensure that their subordinates are fully conversant with all aspects regarding the applications of precautions to be taken with hazardous substances used.
b) Ensure that their subordinates are aware of the environmental impacts or effects that could be caused by the incorrect use or disposal of the hazardous substances with which they work.

6.4 All employees and contractors shall:

a) Ensure that the Personal Protective Equipment (PPE) that has been issued to him or her is worn at all times when handling hazardous chemicals.
b) Report all defects PPE immediately and replaced where necessary.
c) Report all incidents with respects to hazardous chemicals immediately to the Line Manager/Supervisor and the Manager: S&SD.

APPENDICES

Appendix 1: Inventory: Hazardous Substances Materials

Tradename	Hazardous Chemical UN Code	MSDS		Quantity >5 Litres	Storage Requirements & Precautions	FORM - Physical Property	Location	Inventory of Special Emergency Items	Approved Disposal Method
		Hardcopy	Year						

NDTC

A NAMIBIA DE BEERS PARTNERSHIP

Appendix 2: Segregate incompatible substances

CLASS		2.1	2.2	3.1	3.2 3.3 3.4	4.1	4.2	4.3	5.1	5.2	6.1	8	9
2.1	Flammable gases												
2.2	Non Flammable, Non Toxic gases												
3.1	Flammable liquid												
3.2 3.3 3.4	Flammable liquids												
4.1	Flammable solids												
4.2	Spontaneous flammable												
4.3	Flammable if wet												
5.1	Oxidizing substances												
5.2	Organic peroxides												
6.1	Poisonous												
8	Corrosive												
9	Miscellaneous dangerous goods												
	The two classes are prohibited in the same storage area. The two classes must not be stored in adjoining areas which are attached to each other. The two classes must be stored in separate areas at least 10 meters apart												
	The two classes must be fire separated												
	The two classes must be separated from each other by a distance of at least 3 meters												
	Separation or segregation is not applicable to the two classes, and they may be stored in the same area.												

APPENDIX 3

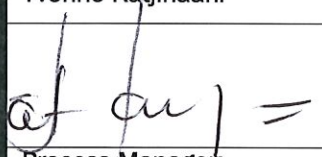
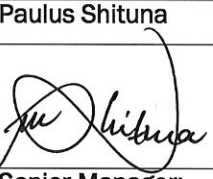
NDTC

A NAMIBIA DE BEERS PARTNERSHIP

INTERNAL

Category:	Safe Operating Procedure		
Procedure:	Chemical Management and Usage		
Department/Division:	Diamond Handling Services	**Procedure date:**	May 2017
Procedure no.:	CM01	**Date issued/effective:**	May 2017
Notes:			

Prepare, Review and Approval

Action	**Prepared by:**	**Reviewed by:**	**Approved by:**
Name and Surname:	Yvonne Katjinaani	Paulus Shituna	Shihaleni Ndjaba
Signature:			
Position:	Process Manager: Diamond Handling Services	Senior Manager: Operations	Chief Executive Officer
Date of action:	June 2017	29.06.2017	29/6/2017

Revision History

Version	Author	Remarks/Amendments	Date	Next Revision
02	L Kapitango	Amended Procedure	May 2017	May 2018

TABLE OF CONTENTS

1. INTRODUCTION

Namibia Diamond Trading Company (NDTC) Pty Ltd is a 50/50 joint partnership between the Government of the Republic of Namibia and the De Beers Group of Companies. NDTC sorts, values, sells and markets the entire NAMDEB rough diamond production.

Namibia Diamond Trading Company uses toxic chemicals (Hydrofluoric acid and Nitric acid) to clean diamonds as part of the process as a result the business is required to maintain certain group standards related to Hazardous Material Usage.

2. PURPOSE

The purpose of this procedure is to create and maintain Safety, Health and Environmental awareness among staff members, to ensure the safety of all employees who are exposed to hazardous materials.

3. SCOPE

This procedure applies to all Namibia Diamond Trading Company (NDTC) employees who are exposed to hazardous material particularly the Diamond Handling Service Department in its section of Import Export, Technical Support Services and Diamond Risk Management through delivery, transportation, storage, usage and disposal.

4. PROCEDURE

4.1 Repeat Procurement and Ordering of Chemicals

4.1.1 A request for a quotation will be send to Suppliers/Vendors via telephone or email. (Appendix 1 List of Suppliers/Vendors and Details)

4.1.2 Once the Quotation is received a Purchase Order Requisition will be raised, as follows:

a) Log on to Accpac using your Windows Password.
b) Click on Sage Accpac ERP icon on the Desktop.
c) Open Company Window will appear, Click on Ok.
d) Sage Accpac EPR – Namibia Diamond Trading Company window will open, Double click on Requisition Entry
e) NDTDAT – PW Requisition Entry Window will open.
f) Enter Date – Requisition date.
g) In the Description field type what the Requisition is for e.g. Nitrile Gloves.
h) Click on Item No- Select OPEX.
i) Under Item Description – Write the Name of the Item.
j) Click on Vendor – Select Name of the Vendor required from the list.
k) Quantity – Add the number of Items.
l) Click on GL Account – Select IMPT/EXPORT from the list.
m) Unit Cost – Cost per item to be purchased.
n) Copy the description in the Description field.
o) Click on the Optional Fields icon and then Paste under Value.
p) Click on Requisition and then on Submit.

4.1.3 The Requisition Order will be approved or declined by the Diamond Handling Services Process Manager.

4.1.4 Once the Purchase Order is approved, the applicant will receive a notification from Purchasing Workflow.

4.1.5 The approved Purchase Order will be forwarded to the Supplier/Vendor email or fax.

4.1.6 If NDTC has a credit agreement with the supplier/vendor, the supplier/vendor will deliver the good/services accompanied by an invoice.

4.1.7 If NDTC does not have a credit agreement with the supplier/vendor, a request for a Proforma invoice will be forwarded, detailing the description and quantity needed to the supplier/vendor via email or fax.

4.1.8 Upon receipt of the Proforma invoice from the supplier/vendor it will be signed by the applicant for correctly invoiced and forwarded to the accounts Department for payment.

4.1.9 When the Proforma invoice is paid; the goods will be delivered with a delivery note.

4.2 New Procurement and Ordering of Chemicals

4.2.1 In case of new procurement, the safety aspects need to be verified i.e., MSDS, PPE, disposal requirements. The responsibility lies with the Process Manager: Diamond Handling Services and verified with the Manager: Safety & Sustainable Development.

4.3 Receiving of Chemicals

4.3.1 All chemical deliveries are received in the basement (Namdeb Building). All access points to and from the basement will be deactivated to deny entry to other personnel not involve in the receiving of chemicals.

4.3.2 Receiving and escorting of chemicals will be done by four staff members, two from DRM and two from Import / Export.

4.3.3 Import Export staff members will arrange the day and time of the delivery in conjunction with the supplier / vendor.

4.3.4 Upon confirmation with supplier/vendor, the Import/Export staff member will arrange for the receiving of the purchased chemicals with DRM (Operations room) via telephone extension 3202, giving the day and time of the delivery.

4.3.5 On the day and time of the delivery, two staff members from DRM will escort the two Import / Export staff members from the 13th floor (Import / Export) to the basement where the receiving of chemicals will take place.

4.3.6 DRM staff members will be dressed in the following PPE:

a) Acid resistant green overall
b) Nitrile glove
c) Gumboots
d) Face Shield

4.3.7 Import / Export staff members will be dressed in the following PPE:

a) Acid resistant green overall
b) Chemical suit
c) Gumboots
d) Inner Chemical Nitrile gloves
e) Outer black elbow length gloves
f) Jupiter respiratory system

4.3.8 Import / Export staff members will take the basement trolley key and a set of the Jupiter Respiratory System with to the basement that will only be worn during emergencies.

4.3.9 All staff members involved in the receiving of chemicals will move from the 13th floor (Import/Export) to the basement, using the production lift.

4.3.10 The lift will be isolated to restrict its use by other staff members not involved in the process of receiving chemicals.

4.3.11 Chemicals will be received in the following manner:

a) The flat bed that carries the squared plastic container with a lid, used during receiving of chemicals is kept next to the entrance of the production lift in the basement. It must be taken to the receiving area close to the delivery van as all the bottles received are packed into the container.
b) Move the basement emergency trolley from its designated area to about two steps away from the receiving point and open the trolley to have it ready for any emergency situation.
c) The supplier/vendor's delivery man will provide the Import/Export staff members with an invoice or delivery note. A Material Safety Data Sheet (MSDS) will also be provided if available. The Import/Export Staff will inspect the goods for damages and check whether the quantity indicated on the invoice/delivery note corresponds with the physical goods received.
d) The Import/Export staff member will sign the Invoice/delivery note for goods received.
e) Chemicals received (Hydrofluoric acid, Nitric acid, Ethanol and Acetone) must be packed in the squared container with a lid, carried on the flat bed. De-ionised water, Sodium Hydroxide and Lemsolv can be transported openly on top of the flat bed.

4.4 Transportation

(Hydrofluoric Acid, Nitric Acid, Washing soda, Ethanol and Acetone)

4.4.1 When all chemicals are safely secured in the squared container with a lid, carried on the flat bed, and the delivery vehicle has left the basement, all staff members can now move to the production lift. The basement emergency trolley must be locked and returned to its storing place.

4.4.2 Chemicals will be transported in the following manner:

a) One DRM staff member together with one Import / Export staff member will go with the production lift to the 13th floor and wait in the transfer lobby in front of the production lift.
b) The two staff members that are left in the basement will sent the trolley with chemicals to the 13th floor making sure that the trolley wheels are locked and in a secure position.
c) Once the lift has reached the 13th floor, the Import / Export staff member will safely push out the trolley.
d) The staff members left in the basement can use the empty lift to go to the 13th floor.

4.4.3 All staff members can proceed to the Acid Lab, where the chemicals will be unpacked and stored.

4.4.4 The trolley will be taken back to the basement by the DRM Staff members, for storage on the right hand side, in the corner as you walk out of the production lift.

4.4.5 If all the lifts are out of order, no chemical(s) will be received.

(Sodium Hydrochloride, Sodium Hypochlorite, Lemsolve, De-ionized water)

a) When all chemicals are safely secured onto the flat bed, and the delivery vehicle has left the basement, all staff members will move to the A-lift.
b) The two Import/Export and two DRM staff members with the loaded flat bed will proceed to the 14th floor store room via the A-lift.
c) On the 14th floor the chemicals will be carried by Import/Export and DRM staff members by hand from the lift to the 14th floor store room where they will be packed and stored neatly.
d) Each Chemical will be stored on a designated shelve or space.

4.5 Storage (Hydrofluoric acid, Nitric Acid, Washing soda, Ethanol and Acetone)

a) The Hydrofluoric and Nitric Acids are stored in the Acid Store Room in the Acid Laboratory, Import/Export area that is under 24hours fume extraction.
b) The Acid Store Room key is kept in the keypress in Import/Export ADC area.
c) Each chemical will be stored on a designated shelf or space as per the requirements of the De Beers Hazardous Material Management Procedure.
d) The Acid Store Room will remain locked at all times if not in use.
e) Washing Soda will be emptied into the two plastic black drums found in the Acid Laboratory that are labeled accordingly.
f) Ethanol and Acetone will be stored in the cupboard under the fume cupboards in the Acid Laboratory.

4.6 Usage of Chemicals/The Diamond Cleaning process (Acidising Process)

4.6.1 Acid Lab pre-use inspection will be done every time, prior to any work commencing in the Lab.

4.6.2 The inspection will be done using Appendix 2 (Acid Lab check list)

a) Scrubber Fan Speed
The scrubber fans are switched off when the Acid Lab is not in use, therefore before any Acid Lab work to commence. TSS needs to be notified to switch on the fans again to create sufficient air suction in the Lab. The operator should telephonically notify TSS using the following short dial numbers (5060 - Eddy Holder) or (5061- Norbert Angula) alternatively calling extensions 3244 or 3247. TSS will notify the operators after the speed has been adjusted.

b) Diamond Risk Management (DRM)
Diamond Assurance (Surveillance) and Operations (DRM Control room) both sections of DRM will be notified when any work is being done in the Acid Lab. The operator must give information as to which shipment and week is being processed in the Lab i.e. Series 59 Week A. The operator will inform Diamond Assurance (Surveillance) telephonically via extension 3248 and DRM (Ops) via 3202 respectively.

c) pH / Holding tank
During pre-use inspection the operator must confirm with TSS using the contact numbers in 4.6.2 (a) whether the effluent holding tank is empty. This will ensure that there is enough space within the tank to accommodate the effluent to be created. Similarly TSS will confirm the tank's pH post use before draining, so that it is left empty and ready for the next use.

d) Pyrex Glass Beakers
Pyrex Glass Beakers are used for the boiling of Nitric Acid; the operator will perform a visual inspection for any cracked or broken beakers before any use to avoid Nitric Acid filled beakers to break while on the hot plate.

e) Emergency Shower
The emergency shower is used during emergencies and PPE Decontamination, its functionality must be tested by physically stepping into the shower until water start coming out of the overhead shower as well as the eye rinsing spray showers.

4.6.3 Upon completion of the inspection, the operators will complete the Acid Lab Checklist (Appendix 2) that is kept in a file in Import / Export, cupboard 4 as follows:
a) Operator Name (Names of the operators performing the work in the Acid Lab)
b) Date (The date when the inspections is performed)

c) Person Informed (Name of the person, telephonically informed)
d) Signature (Signature of the operator doing the inspection)
e) Remarks (Any comments respective to the inspections)
f) Supervisor / Coordinator Signature (Signature of the supervisor or coordinator after making sure that the checklist was completed)

4.6.4 If for one or other reason the scrubber or the emergency shower fails to operate, no acid work will be done in the Acid Lab and TSS will be notified.

4.6.5 It is the responsibility of the Import / Export supervisor to make sure that all completed checklist are filed for record keeping.

4.6.6 It is important that sufficient time is set aside for thorough pre-use PPE check to be conducted before every HAZMAT Operation.

4.6.7 It is the responsibility of each and every operator to inspect, check and sign for checking for their own PPE.

4.6.8 All PPE that are to be donned will be checked and inspected using the following guidelines. (See Figure 1)

a. Jupiter air flow check

To ensure that the Jupiter Unit is providing adequate airflow an airflow test must be performed prior to every use following the steps below.

Step 1 : Place the Jupiter Unit on a flat surface.
Step 2 : Ensure that the filters are fitted prior to testing airflow.
Step 3 : Insert a fully charged battery into the Unit. The batteries will be charged the night before use. The battery should be fully charged the night before use. It is the responsibility of the Acid Lab (Import/Export) Supervisor.
Step 4 : Ensure that the breathing tube is not connected to the Unit.
Step 5 : Insert the airflow indicator tube (without blue bottom) into the Unit.
Step 6 : Switch the Unit on and hold vertically.
Step 7 : Check that the airflow indicator ball is floating above the pass level marked on the tube. If the ball falls below the pass mark, airflow is insufficient. This may be as a result of a battery with low charge, a clogged filter or other malfunctions. In such a situation, the user should ascertain and rectify the cause.

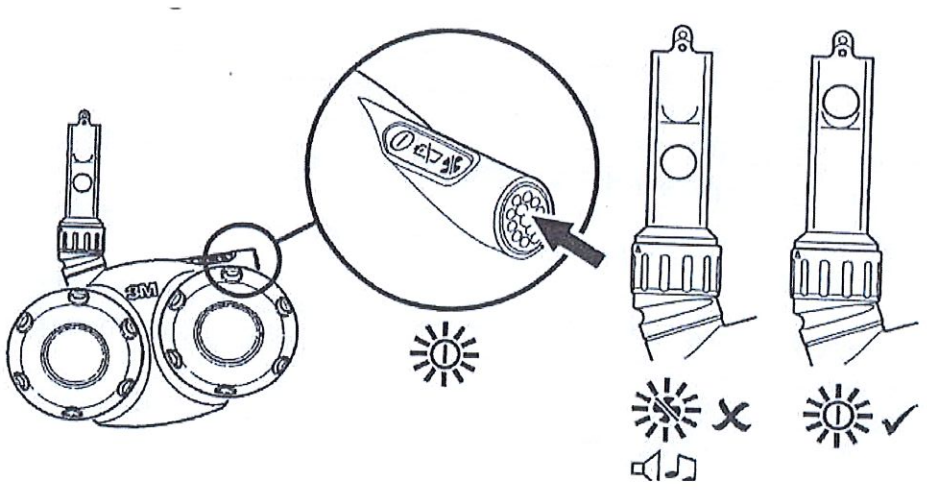


Figure1. Jupiter System Unit with air flow check tubes

b. Jupiter Hoods

To ensure utmost protection of the face from potential hazards such as fumes, the following inspection needs to be done prior to every use.

Step 1 : Outline the Jupiter hood fully so it look as if donned (See Figure 2)
Step 2 : Perform a visual inspection for wear and tear of the hood.
Step 3 : Inspect for any holes on the hood especially along the binding lines.
Step 4 : If any of the above (step 2 and 3) is visible, the hoods is not fit for use and it should be discarded and replaced.

Figure2. Outlined Jupiter Hood

c. Gloves

Both the inner (Green, Chemical Nitrile Gloves) and outer (Black Elbow Length, Latex Industrial Chemical Resistant Gloves) must be inspected in the following manner.

Step 1 : Carefully check for tear, thermal damage (burn).
Step 2 : Inflate gloves and force the air out, to check for air escape through tear or any unusual route.
Step 3 : Stretch the gloves to test the strength as old rubber gloves may easily tear if handled in such a manner.
Step 4 : If uncertainty arise such gloves must be discarded.

d. Green Acid Resistant Boiler Suit

For hygienic reasons, the suit should be clean at all times and must be inspected as follows.

Step 1 : Carefully inspect for wear and tear. Inspect for any holes especially along the binding lines.
Step 2 : Look for broken or missing stiches.
Step 3 : If any of the above is visible, such suit is not fit for use and must be discarded and replaced.

e. Acid Proof Chemical Suit

All suits, new and old must be inspected as follows.

Step 1 : Perform a visual inspection for any defects missing stiches, holes especially along the binding lines.
Step 2 : Test the zip and make sure of closure.

f. When all inspections are done a Personal Protective Equipment Checklist (Appendix 3) must be completed as follows.
Step 1: Operator name (name of the operator inspecting the PPE)
Step 2: Date 1 when loading and 2 when rinsing (the dates when the inspections of PPE was done)
Step 3: Signature (individual operator / user to sign next to all PPE items inspected respectively)
Step 4: Time in (the time of going into the acid laboratory to start work)
Step 5: Time out (the time of exiting the acid laboratory after work has been completed)
Step 6: Exposure period (the difference between time in and time out)
Step 7: Remarks (Any comments in regards to the PPE condition)
Step 8: Supervisor / Coordinator Signature (Signature of supervisor after ensuring the completion of the checklist)
Step 9: It shall be the responsibility of the Import Export supervisor to make sure that all completed and signed PPE checklists are filed.

4.7 DE - Greasing with LEMSOLVE (Only Marine/Atlantic 1 Goods)

a) Operations using Lemsolv will be carried out in the fume cupboards with the scrubber unit at full speed.
b) Place Atlantic 1 canisters in the container and carefully fill the container with Lemsolv until all diamonds are submerged in the solution.
c) Lemsolv process takes 20min, after an interval of 5min the operator will have to agitate by shaking and turning the soaked canisters.
d) Due to the fairly low nature of the hazards involved with Lemsolv, the operators can soak and agitate the canisters with Nitrile gloved hands as this process is done prior to the actual acid work.
e) After 20 minutes smoothly transfer the canisters to the empty sink and thoroughly rinse the outside of the canister with running water. The operator will be fully donned with PPE (Green acid resistant overall and nitrile gloves).
f) Place the tap hose adapter on top of the canister and thoroughly rinse the inside of the canister and agitate at the same time until all Lemsolve is cleansed as indicated by the absence of foam.
g) Re-rinse the outside of the canister and shake off as much excess water as possible to prevent dilution of acid in the next phase.

4.8 Nitric Acid Boiling (Only Marine/Atlantic 1 Goods)

a) Carefully pour the Nitric Acid in the glass beakers.
b) Hotplates should be switched on well in advance (an hour before use) so they can reach the desired maximum temperature of 300 °C.
c) The beaker with acid can be placed on the hotplate in advance to minimize heating up time.
d) Once hot remove the glass beaker from the hotplate.
e) Gently and carefully put the canisters in the beaker with Nitric Acid, the diamonds in the canisters should be submerged under nitric acid.
f) Carefully place the glass beakers on the hotplate.
g) Take care not to place wet beakers on the hotplate as any liquid will boil rapidly and be expelled onto immediate surroundings including the operator.
h) The canisters are left to boil for 30 minutes.
i) After 30 minutes carefully lift the canister above the surface of the acid using a hook. Do not use your hands to take the canister out of the acid and always avoid touching the acid.
j) Allow the excess acid to drain into the beaker and when the drips ceases, transfer smoothly to the sink.

k) Using the tap hose, while still holding the canister with the hook, rinse the hook and the outside of the canister thoroughly.
l) Holding the rinsed exterior of the canister with the hook, use the adapter to thoroughly rinse the inside of the canister. Use the hook to rotate while rinsing.
m) Ensure that the water pressure on top of the canister is not too great to avoid back-spray from the top of the canister.
n) Make sure that gloves are kept free from acid by frequent rinsing and always rinse gloves thoroughly each time when moving away from the fume cupboard.
o) Avoid all drips as much as possible as they might contaminate other areas outside the fume cupboard.
p) Allow excess water to drain from canisters to prevent dilution of acid in the next phase.
q) When boiling of process is complete, turn off the hotplate and allow nitric acid to cool.

4.9 Recycling Nitric Acid

a) Any acid not badly contaminated can be re-used. This is indicated by the color of the acid. A pale to mid-yellow color if clear is acceptable for re-use. Dark yellow, opaque or brown acid should be discarded as per disposal procedure in 4.6.
b) Cooled Nitric acid should carefully be poured back into their respective labeled containers under fume cupboard.
c) Thoroughly rinse the containers before removing from fume cupboard for storage in the ventilated Acid Store Room.

4.10 Hydrofluoric (HF) Acid (Overnight Acidising)

a) Remove soak containers from the laboratory strong room and place them in the fume cupboard.
b) Carefully unscrew the lid taking care not to damage the plastic gloves (acid resistant).
c) Using the hook provided lift the canister above the surface of the HF and allow to drain until drips cease.
d) Still using the hook, transfer the canister into the sink and rinse the hook and the outside of the canister with water.
e) Still with a hook, hold the canister and use the adapter to thoroughly rinse the inside of the canister. Agitate and rotate for thorough rinsing.
f) Ensure that the water pressure on top of the canister is not too great to avoid back-spray from the top of the canister.
g) Make sure that gloves are kept free of acid by frequent rinsing and always rinse gloves thoroughly each time when moving away from the fume cupboard.
h) Avoid all drips as much as possible as they might contaminate other areas outside the fume cupboard.
i) Rinsed canisters are tested with litmus blue paper for any acid, before being moved out of the fume cupboard, ready for ultrasonic. Wet the litmus blue with moisture from the canister, it will change color immediately. Blue indicates absence of acid whereas Red to Orange will indicate the presence of acid.
j) Should the litmus blue change immediately to red/orange color; the canister must be rinsed again.
k) The litmus paper should remain blue which means that all acid has been properly rinsed off.
l) The used acid from the HF soak containers is poured into a container with a lid to trap escaping fumes.
m) All used HF soak containers should be properly rinsed before being moved back into the Acid Safe.
n) Excess drips during movement from the fume cupboard to the Acid Safe should be avoided as this can contaminate areas outside the fume cupboard.

4.11 Recycling HF

a) Any acid not badly contaminated can be re-used, this is indicated by the color of the acid, a pale to mid-yellow color if clear is acceptable for re-use, dark yellow, opaque or brown acid should be discarded.
b) Recycled acid should carefully be poured back into their respective labeled containers under a fume cupboard.
c) Thoroughly rinse the containers before removing from fume cupboard for storage in the vented Acid Store Room.

4.12 Ultrasonic cleaning and de-ionise treatment

a) When the water level button shows low: open the door of the ultrasonic bath that is on the left side of the machine.
b) Press in and twist anticlockwise the black handle on the ultrasonic machine.
c) Open the tap marked V 1, turn it anticlockwise.
d) Watch the water level of the ultrasonic bath and should not exceed the line marked in the ultrasonic bath.
e) When the normal level of water is reached, close the tap and the door.
f) When the water level is normal: press the 'ON' button well in advance (an hour before). This will enable the ultrasonic bath to warm up and reach the required temperature.
g) The operator will wears acid resistant elbow length gloves when placing the canisters in the ultrasonic bath, the water contains Contra 70 an alkaline that ensure no acid remains on the goods.
h) Press the 'Cycle' button on the left side of the ultrasonic machine.
i) When the canisters has been cycled and the machine stops automatically, remove the canisters, place canisters on a tray and take to the sink for rinsing.
j) Holding the exterior of the canister with gloved hands, rinse the outside properly, use the adapter to rinse the inside till there is no foam present, an indication of a thorough rinse.
k) Pour de-ionized water into a container found in the laboratory and place it under the fume cupboard.
l) De-ionized water is found in the laboratory in a clear 5Lt container.
m) The foam free rinsed canisters from the ultrasonic, will be submerged into de-ionized water.
n) Shake off excess water from the canisters to minimize drying time.
o) Place the canisters in the drying ovens.
p) After all canisters have been treated; de-ionized water can be disposed off directly down the drain as it is not reusable.

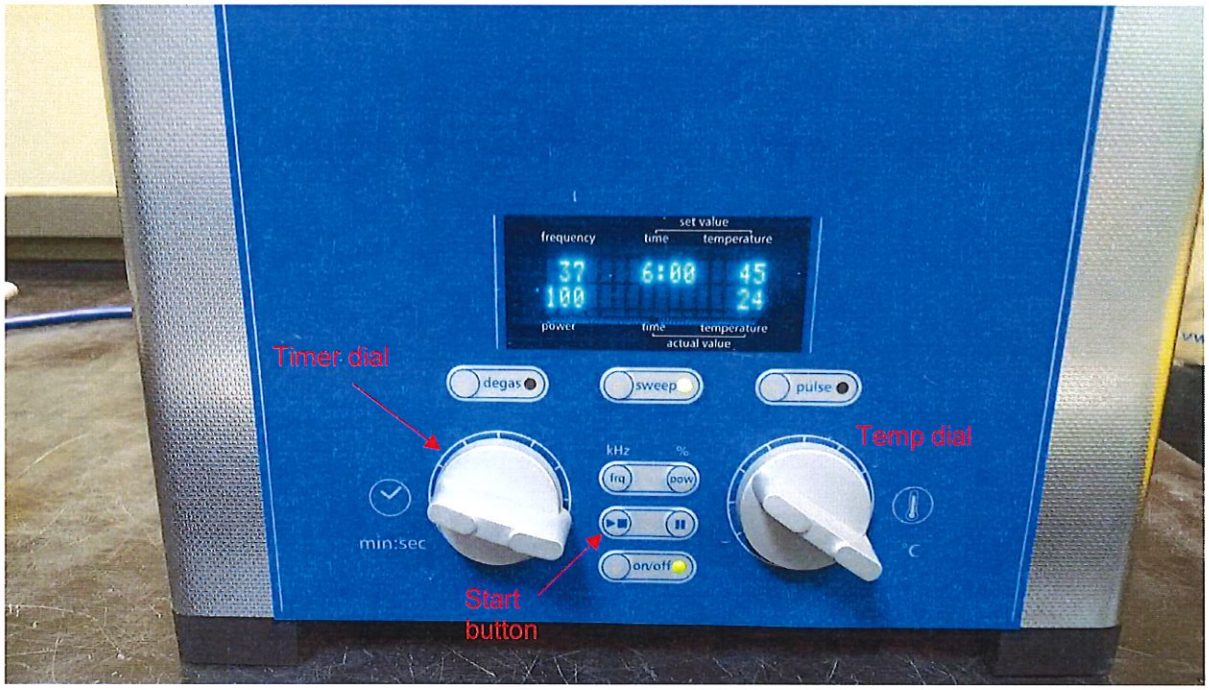
4.13 Benchtop Ultrasonic Cleaning For Ink and Sarin Fluid Removal

Sufficient time should be set aside prior to commencement of the process, to ensure that all necessary equipment and consumables are available and in working condition. This should include:

a) Elmasonic P30H benchtop ultrasonics unit, including carrier basket.
b) Sufficient quantity of 50ml conical flasks (glass). Suggested minimum number of 32, based on a machine capacity of 8 conical flasks per batch. All flasks to be numbered.
c) Acetone (2 litre minimum, to allow for ink contamination and replacement).
d) Dishwasher rinse aid (500ml minimum). Recommended brands: Mr Muscle/ Finish/
e) Measuring cylinder with 20ml gradations (for dilution of rinse aid).
f) Functioning fume hood or other suitable extraction method, with valid service record.
g) Appropriate PPE: gloves and safety specs.
h) Adequate supply of demineralised water for filling the tank and rinsing the goods.

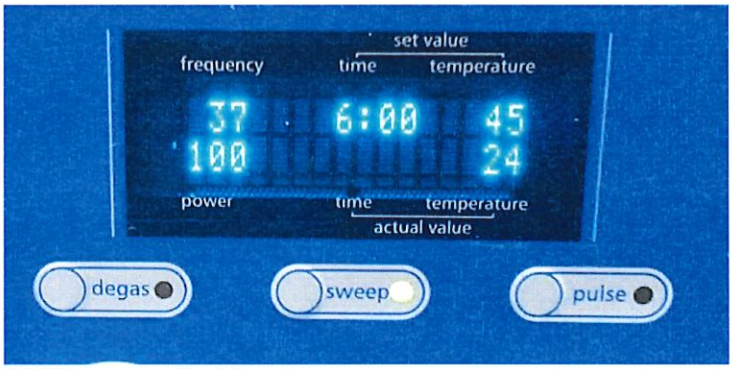
4.13.1 Methodology

a) Complete the appropriate booking procedure to ensure goods are located within the department, and all security and audit requirements are satisfied.
b) Fill the ultrasonics tank to the fill line (indicated by the ridge) with demineralised water, ensuring that the drain valve at the rear of the unit is fully closed.
c) Place unit inside a working fume hood with a minimum of 0.4m/s extraction. This process involves the use of acetone for prolonged periods, and therefore it is considered best practice to perform the process in a fume hood.
d) Plug in the unit and switch on the power supply.
e) Check the machine parameters are correct: Frequency 37 kHz/Power 100%. See picture below.



f) Set the temperature of the unit to 45˚C using the temperature dial on the left of the unit. The top number is the set-point temperature, and the bottom number is the actual measured temperature in the tank. It should take approximately 30 minutes to reach the set-point.
g) This process can be aided through activation of the 'mixing' function on the tank. Press and hold the start button for 2-3 seconds and the sonics will activate in a short burst. This promotes mixing of the contents, and will continue to activate intermittently, until the set-point temperature is reached.
h) The water must now be de-gassed prior to operation, to ensure that all the dissolved gas has been removed from the tank. This will allow more effective dissipation of the sound waves, and enable the desired level of ultrasonic attenuation.
i) Press the 'de-gas' button (see picture below), and set the timer to 10 minutes – which is adequate for a tank of this size. Then press the start button to commence the process.

j) Once the timer runs down, the tank is ready for use.
k) Select 'sweep' by pressing the button and ensuring the green light comes on (see picture below).



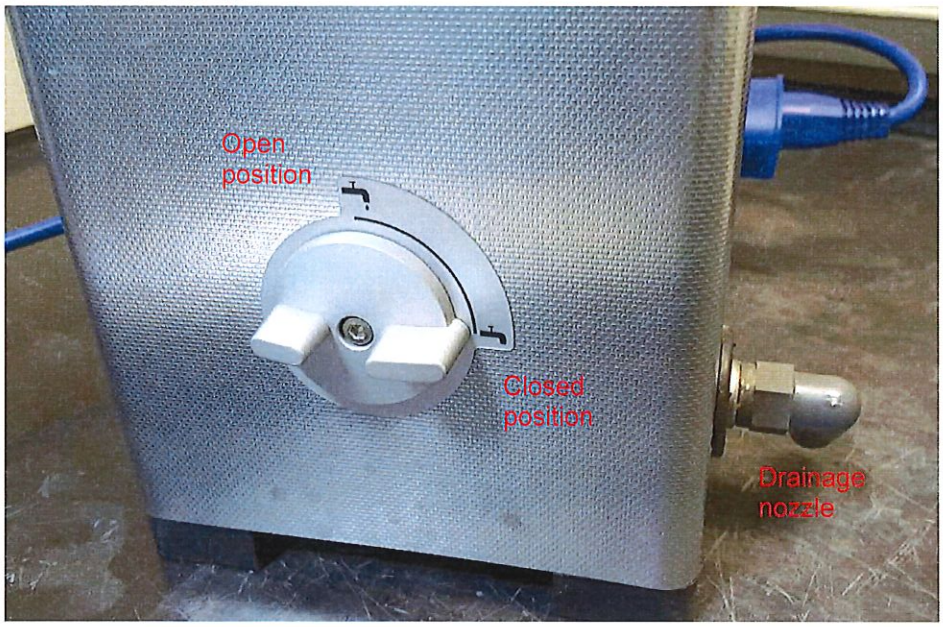
l) Prepare the goods by transferring lots into 50ml conical flasks, taking care not to overfill the container. Typically 10-12 stones is the ideal amount. Note the flask number on the back of the pot label for reference.
m) Pour acetone into each conical flask, ensuring that the stones are covered, and that the level of acetone is at least as high as the level of water in the tank. Despite acetone being a commonly used solvent with relatively low risks associated, it is still advisable to wear basic PPE, including lab gloves and safety specs.
n) Lower up to 8 conical flasks into the tank as a single batch. See picture below.

o) Set the timer on the front of the unit to 8 minutes, and press the start button.
p) When the 8 minutes have elapsed the sonics will automatically switch off. The flasks can then be removed from the tank and the acetone poured off.
q) Prepare in advance a 10% solution by volume, of dishwasher rinse aid (example: 200ml of rinse aid + 1800ml of demineralised water), and pour into the conical flasks immediately after the acetone has been poured off. This is a critical step to avoid leaving streaks on the surface of the goods, once the acetone evaporates.
r) Lower the conicals back into the tank and reset the timer to 4 minutes.
s) When complete, the conicals can be removed, the rinse aid poured off (for re-use), and the goods rinsed into a sieve using demineralised water.
t) The goods are then manually dried (a lint free cloth is best), before returning them to the tin.
u) It is advisable at this stage to perform an inspection of the cleaned goods to ensure that all traces of the Sarine/Tippex have been removed. On occasion, stones with worked, frosted surfaces and those with large crevices, can sometimes retain small amounts of this material. If this occurs, the cleaning process should be repeated. If this does not remove all the contamination, the process can be repeated a third time, with the setting in 'pulse' mode rather than 'sweep'. This provides a 20% boost in power and is usually sufficient to remove any final traces of tippex.
v) Once the goods are clean they can be placed back into the tin, and then the formal booking process can be performed to return the goods to the large stones department.

4.13.2 Clean up

a) Retain any acetone and rinse aid solution that has not become overly contaminated or discoloured. These solutions can be reused several times before they need to be discarded. If they are to be disposed of, the acetone can be evaporated by leaving it in an open beaker at the back of the fume hood overnight. The rinse aid can be poured straight down the sink.
b) Switch off the ultrasonics tank and remove the power cord. The contents of the tank (if not to be used again for a while) can be emptied down the sink. This can be done by

opening the drain valve at the side of the tank, and directing the rear nozzle over the sink (see picture below).



c) Once emptied, the lid can be placed over the tank, and the entire unit stored away until needed again.

4.14 Drying in the ovens and cooling

a) Ovens may be switched on in advance so they can reach the maximum temperature of 100°C.
b) For oven 1, turn the red and yellow button anticlockwise
c) For oven 2 and 3, press the red button in
d) Place the canisters in the drying oven upright and let dry for 1½ (one and a half) hours.
e) After 1½ (one and a half) hours, place the canisters in the cooler for 15 minutes before taking them to the ADC for weighing.
f) The cooler is stainless steel equipment that is kept in a corner on the right side of the fume cupboard
g) Remove the cooler and place it on top of the stainless steel cupboard.
h) Plug it into the socket of the fume cupboard and switch on.
i) Place Dry canisters to cool off.

4.15 Disposal of Chemicals

a) Do not dispose concentrated acid directly down the drain, any acid to be disposed of should be placed in a suitable container with a spout.
b) Fill the sink half full with water and add approx.1 kilogram of washing soda. Agitate or stir with spatula to dissolve. Do not worry if solids remain.
c) Carefully and slowly add the cooled nitric acid to the solution.
d) The solution will bubble and carbon dioxide will be evolved as the neutralization reaction takes place.
e) Lack of bubbles means that carbonate has been used up and more washing soda is required to be added to the sink
f) Do not add Acid rapidly as it will cause the sink content to be spill over the surroundings including the operator.
g) The holding tank pH level should be between 6 and 8 before draining.

h) When all work is completed, decontaminate the fume cupboard area by thoroughly rinsing with running tab water making sure all used containers are rinsed and free of acid before removing them from fume cupboard.

4.16 Planned Job/Task Observation

4.16.1 Process Manager: DHS or Import / Export Supervisor will ensure that a PJO is carried out on a quarterly basis during any given calendar year.

4.16.2 PJO will be carried out by a staff member from any department or section, who has an understanding of the cleaning process.

4.16.3 The frequency of each particular task being observed will be determined based on risk, i.e. task with the highest risk (safety, health, hygiene, quality, and environment) will be scheduled for observation more frequently.

4.16.4 Each employee that is required / expected to perform the particular task need to be scheduled for a PJO, at the identified frequency, i.e., twice a year / or when the procedure has changed.

4.16.5 The observer must use the most current version of the procedure for the particular task in question.

4.16.6 At any day of HAZMAT handling an observer is to choose from any HAZMAT procedure against which an observation will be done.

4.16.7 The observer will observe and compare step by step the physical task being executed with the steps as outlined by the procedure chosen in 4.16.6 including the appropriate Personal Protective Equipment (PPE) donned.

4.16.8 During task observation, the observer must complete a blank copy of the PJO (Appendix 5.7.8) from the Quarterly Checks File that is kept in Import / Export, cupboard 4 and complete it as follows:

a) Date (date of observation)
b) Operator name (name of the operator executing the task and being observed)
c) Operator designation (job title of the operator executing the task and being observed)
d) Observer name (name of the staff member doing the observation)
e) Observer designation (job title of the staff member doing the observation)
f) Procedure name (description of the actual procedure against which the observation is done)
g) Procedure reference no (reference number of the procedure)
h) PPE / Equipment required (list all PPE and equipment required to execute the task)
i) Task description (description of the task being performed and observed)
j) Procedure step (state the actual chosen steps as quoted from the procedure)
k) Procedure followed (indicate with a Yes or No if the procedure have been followed or not)
l) Reason for non-compliance (provide any reason that might have caused the non-compliance)
m) Corrective action (suggest any improvement or corrective measure if applicable)
n) Signature of operator (the operator must sign)
o) Signature of observer (the observer must sign)
p) Competent or not competent (the observer must circle one of the two options depending on the outcome of the observation)
q) Retraining or re-briefing (the observer must circle one of the options pending the conclusion of the observation)

4.16.9 If each step of the procedure has been followed and executed, the outcome will be that the employee is deemed to be competent and that opinion must be circled or highlighted at the bottom of the PJO sheet. If not, the employee is deemed not yet competed and retraining must be scheduled.

4.16.10 At the end, once the task has been completed, the observer must give feedback and the outcome of the employee and both parties sign at the bottom of the PJO sheet.

4.16.11 When an operator was observed to have skipped certain steps from the procedure but has executed the task skillfully, the operator will be marked competed but will need re-briefing that will explain procedurally how that task is executed.

4.16.12 When an operator was observed to have skipped certain steps from the procedure and has executed the task unsatisfactory (unskilled level), such operator will be marked not competent and will require training.

4.16.13 The Process Manager: DHS will be responsible for acting on the outcomes of the PJO not later than a week (five working days) after the observation.

4.16.14 PJO's will be reviewed in conjunction with the Individuals' Development Programme.

4.16.15 It shall be the responsibility of the Import / Export supervisor to make sure that all completed and signed PJO's are filed.

4.17 SHE Meetings

4.17.1 SHE Meetings will be held every month, at any day of the month.

4.17.2 All staff members will on a rotational basis have an equal opportunity to present SHE topics of their choice.

4.17.3 Topics will be restricted to HAZMAT related only, especially on issues that has a high risk rating on the Risk Assessment.

4.18.4 The presenter will chair and be responsible for the minutes of such meeting.

4.18.5 An attendance register will be filled in as follows:

a) Date (The date, the meeting was held)
b) Topic (Topic that was discussed during the meeting)
c) Presenter (The individual who chaired and presented the topic)
d) Name (names of all present)
e) Signature (signatures of all present)

4.18.6 It is the responsibility of the presenter to ensure that completed attendance register together with the topic information is properly filed and kept in Import Export.

4.18 Annual Medical Check-ups

4.18.1 Import Export staff members who are exposed to hazardous chemicals are to undergo annual medical examination with the company arranged service provider.

4.18.2 Results of such examinations are kept on the employee's file by the Human Resource Department.

5. RECORDS

The Import Export Section will be responsible for keeping the following records for future reference:

Document	Location	Retention time
Quotations	Import/Export	Annually
Checklists	Import/Export	Annually
MSDS	Import/Export	Annually
Risk Assessment	Import/Export	Annually
pH/Holding records	TSS	2 Years
Waste disposal	DRM	2 Years
Calibration records	TSS/DHS	2 Years

6. RESPONSIBILITIES

It will be the responsibility of all NDTC staff members who are exposed to the hazardous chemicals including staff members from Import Export, TSS and DRM.

7. APPENDICES

Appendix 1: Import/Export Suppliers

No:	Name of Company:	Tel No:	Fax No:	E-Mail:	Contact Person:	Product/Service:
1	Luisen Pharmacy P.O Box 75 Windhoek Namibia	061 225 061	061 234 934	admin@intersana-na.com	Veronique Josef	Supplies for the Acid Burn-Home Kit
2	Medlab Services cc Windhoek	061 237 076	061 223 949	a.shaeffler@medlabservices.com.na	Angela Schaeffler	Hydrofluoric Acid Glass Beakers Washing Soda Deionised Water
3	Bio Dynamics (Pty) Ltd P.O Box 2191 Windhoek	061 268 717 081 451 9498 061 261 389	061 262 879	Bernadette@biodynamics.com.na roland@biodynamics.com.na	Bernadette Roland	Nitric Acid Deionised Water Plastic Beakers Golves
4	First Aid Supplies 824 Otjijange Str, Cimbebasia Windhoek	061 3050180	088 652 9700	cgous@iway.na	Charmine Gous	First Aid Boxes
5	Delta Health & Safety 60A Director Road Spartan Ext 24 1619 R.S.A	00 27 11 391 9080	00 81 11 391 6040	denis@deltahealth.co.za	Denis	Acid Resistant Coveralls Jupiter Turbo System Jupiter Woods Filters
6	Ray's Enviro-Chem-Tech 20 Boschendal	00 27 76 6816 805	00 27 86 270 7069	ray.envirotech@gmail.com	Ray	Lemsolve

	Street, Royaldene Kimberley					
7	Windhoek Maschinen Fabrik	061 445 500/26	088 643 062	t.leRoux@wmf.com.na	Trollip Le Roux	Acidizing Canisters
8	Waltons Windhoek	061 283 8000				Tags for mine trunks
9	Multi-Pac (Pty) Ltd P.O.Box 3283 Windhoek	061 229 003			Memory	Strapping Buccles Tools
10	TNT Express 88 Nickle Street, Unit 5 Drezma Platz Prosperita Windhoek	061 240 935	061 241 133	queen.bohitile@tnt.com	Queen Bohitile	Transportation
11	The Sign Shop P.O.Box 80643 27/29 Krupp str Windhoek	061 431 0500	061 226 359	sales2@thesignshop.com.na		Signs

NDTC

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Appendix 2: Pre-Checklist

CHECKLIST : ACID LABORATORY AREA : IMPORT EXPORT			
Operator Name (1) :		Operator Name (2) :	
Date 1:	Person Informed:	Signature:	Remarks
Scrubber Fan Speed			
SAU Informed			
OPS Informed			
PH / Holding tank			
Pyrex Glass Beakers			
Emergency Shower			

Operator Name (1) :		Operator Name (2) :	
Date 2:	Person Informed:	Signature:	Remarks
Scrubber Fan Speed			
SAU Informed			
OPS Informed			
PH / Holding tank			
Pyrex Glass Beakers			
Emergency Shower			

Supervisor /Coordinator Signature:

_____

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Appendix 3: Pre-Checklist for PPEs

CHECKLIST : PERSONAL PROTECTIVE EQUIPMENT (PPE)
AREA : IMPORT EXPORT / ACID LABORATORY

Operator Name (1):		Operator Name (2):	Remarks
Date 1:	Signature:	Signature:	
Jupiter Air Flow			
Jupiter Hood			
Gloves			
Green Acid Resistant Boiler Suit			
Acid Proof Chemical Suit			
Time In:	Time Out:	Exposure Period:	

Operator Name (1):		Operator Name (2):	Remarks
Date 2:	Signature:	Signature:	
Jupiter Air Flow			
Jupiter Hood			
Gloves			
Green Acid Resistant Boiler Suit			
Acid Proof Chemical Suit			
Time In:	Time Out:	Exposure Period:	

Supervisor / Coordinator Signature:_____ Date:_____

APPENDIX 4

KUPFERBERG WASTE DISPOSAL SITE
P.O. Box 41077, Ausspannplatz, Windhoek, Namibia
Cell: 081 144 3313 / 081 840 7012
E-mail: info@frontiernamibia.com
Website: www.capitecwaste.com

Frontier Multi Industries
t/a Capitec Waste Management Services

WASTE MANIFEST / SAFE DISPOSAL CERTIFICATE

Ref. No.: 2745

CONTRACTING FOR WINDHOEK MUNICIPALITY

Weighbridge Transaction No.: B.....

Weighbridge Transaction No.: B 1028 810

GENERATOR'S NAME AND ADDRESS	CONTACT PERSON
Namibia Diamond	Name: ..... Delivery Date: 2023/07/04
TRANSPORTER'S NAME	**CONTACT PERSON**
ZAO	Name: ..... Delivery Date: 2023/07/04
DISPOSAL SITE	**CONTACT PERSONS**
KUPFERBERG GENERAL & HAZARDOUS WASTE DISPOSAL SITE C 26 KUPFERBERG ROAD, WINDHOEK	Mr. S. Shilongo - Cell: +264 81 144 3313 Miss E. Weyulu - Cell: +264 81 840 7012

	WASTE DETAILS, TYPE & COMPOSITION							QTY (Kg/No.)
	Condemned/Off-Spec. Foods		Condemned Cosmetics		Seized Goods		Waste Outside WHK	
	Blood Waste		Animal Carcasses		Meat and Bone Meal		Film Effluent	
	Sewage Sludge		Tannery Effluent		Leather Trimmings		Petroleum Sludge	
	Waste Oils		Waste Oil Sludge		Contaminated Soil		Transformer Oils	
	Incineration Ash		Medical Waste		Pharmaceuticals		Histological (Lab)	
	Paints/Thinners		Carbide Lime		Asbestos		Bitumen	
~	Chemicals		Sulphuric Acid		Ferrous Sulphate		Fluorescent Tubes	80kg
	Plant Poisons		Chemical Containers		Flooring Adhesive		Carbon Dioxide Filters	

SPECIAL INSTRUCTIONS, TESTING & TREATMENT					
Trenching: Excluding pre-treatment		TRENCHING		Co-Disposal by Trenching	
Pre-treatment required		FLY-ASH		ENCAPSULATION	
Pre-treatment required	✓	LIME		Other (CHEMICALS)	

REMARKS:

CERTIFICATION	NAME (PRINTED)	SIGNATURE
GENERATOR: I hereby declare that the contents are properly described, packaged, marked and labelled prior to transportation according to all relevant legislation.		
TRANSPORTER: Acknowledgement of receipt of waste.		
FACILITIES/ OR OPERATOR: Acknowledgement of receipt of waste.	Paulina	
HEALTH INSPECTOR: Acknowledgement of Off-Spec Foodstuffs.		

THIS DOCUMENT FORMS PART OF A WASTE TRACKING MEASURE TO ENSURE A SAFE DISPOSAL SYSTEM. IF FOUND PLEASE RETURN TO THE GENERATOR AS LISTED ABOVE.

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RENT-A-DRUM (Pty) Ltd

The Leading Organization in Waste Management Since 1989.

Registration Number: 2014/0032

CERTIFICATE OF DESTRUCTION

COD 0606

ISSUE DATE: 05 December 2019

PASTEL INVOICE No.: _____

CLIENT DETAILS:

NAME : N.D.T.C.

BUSINESS ADDRESS : 9TH FLOOR, NAMDEB CENTRE, 10 DR FRANS INDONGO STR

POSTAL ADDRESS : 23316, WINDHOEK

DESCRIPTION OF PRODUCT DESTRUCT

DESCRIPTION OF PRODUCT	QUANTITY	VALUE (IF APPLICABLE)
1. ACID	80 KG	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Destruction site: KUPFERBERG

THIRD PARTY DESTRUCTION CERTIFICATION OR SAFE DISPOSAL CERTIFICATE (YES) / NO / N/A

PRODUCT DESTRUCTED USE AS RECYCLABLES YES / (NO) / N/A

STARTING DATE 05/07/2019 & TIME 09:05 OF DESTRUCTION

END DATE 05/07/2019 & TIME 12:00 OF DESTRUCTION

SIGNATURE: _____

NAME: Otto Klotz

POSITION: KEY ACCOUNT SUPERVISOR

DATE: 05/12/2019

RENT-A-DRUM REPRESENTATIVE DURING DESTRUCTION

SIGNATURE: _____

NAME: 05.12.19

POSITION: Ops Manager

DATE: Pieter de Klerk

RENT-A-DRUM MANAGER

Windhoek: Sam Nujoma Drive, next to Tony Rust Race Track | **P O Box:** 30735, Pionierspark, Windhoek, Namibia
Tel: +264 61 244 097 | **Fax 2 Email:** +264 88 623 797 | **Email:** reception@rent-a-drum.com.na
CEO: Gys J. Louw | COO: Riaan Liebenberg | Director: Rosa Louw

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CONDITIONS OF DESTRUCTION

1. This Destruction Certificate is a confirmation that Rent-A-Drum followed the destruction process that was agreed upon to destruct the products. These products will not be distributed in the market. Where a certain part product can be recycled and is approved by the client, that part will be recycled. No rebate for the part that can be recycled will be paid out or credited against the invoice. Any possible rebate should be discussed in advance.

2. It is the supplier's responsibility to indicate on the Destruction Authorisation form what type of supervision is required and what type of report should be submitted with the Destruction Certificate.

3. There can be costs related to the destruction of products and the issuing of a Destruction Certificate. A quote should be requested in advance.

4. No Destruction Certificate will be issued unless the payment is done for the destruction of such products or there is an alternative written agreement in place between the two parties.

KUPFERBERG WASTE DISPOSAL SITE
P.O. Box 41077, Ausspannplatz, Windhoek, Namibia
Cell: 081 144 3313 / 081 840 7012
E-mail: info@frontiernamibia.com
Website: www.capitecwaste.com

Frontier Multi Industries
t/a Capitec Waste Management Services

WASTE MANIFEST / SAFE DISPOSAL CERTIFICATE

Ref. No.: 3836

CONTRACTING FOR WINDHOEK MUNICIPALITY

Weighbridge Transaction No.: B .....

Weighbridge Transaction No.: B 1647 681

GENERATOR'S NAME AND ADDRESS	CONTACT PERSON
Nam Diamond	Name: ..... Delivery Date: 2023/11/07
TRANSPORTER'S NAME	**CONTACT PERSON**
RAD	Name: ..... Delivery Date: 2023/11/07
DISPOSAL SITE	**CONTACT PERSONS**
KUPFERBERG GENERAL & HAZARDOUS WASTE DISPOSAL SITE C 26 KUPFERBERG ROAD, WINDHOEK	Mr. S. Shilongo - Cell: +264 81 144 3313 Miss E. Weyulu - Cell: +264 81 840 7012

	WASTE DETAILS, TYPE & COMPOSITION							QTY (Kg/No.)
	Condemned/Off-Spec. Foods		Condemned Cosmetics		Seized Goods		Waste Outside WHK	
	Blood Waste		Animal Carcasses		Meat and Bone Meal		Film Effluent	
	Sewage Sludge		Tannery Effluent		Leather Trimmings		Petroleum Sludge	
	Waste Oils		Waste Oil Sludge		Contaminated Soil		Transformer Oils	
	Incineration Ash		Medical Waste		Pharmaceuticals		Histological (Lab)	
	Paints/Thinners		Carbide Lime		Asbestos		Bitumen	
	Chemicals		Sulphuric Acid		Ferrous Sulphate		Fluorescent Tubes	40kg
	Plant Poisons		Chemical Containers		Flooring Adhesive		Carbon Dioxide Filters	

SPECIAL INSTRUCTIONS, TESTING & TREATMENT

Trenching: Excluding pre-treatment		TRENCHING	Co-Disposal by Trenching
Pre-treatment required		FLY-ASH	ENCAPSULATION
Pre-treatment required	✓	LIME	Other (CHEMICALS)

REMARKS:

CERTIFICATION	NAME (PRINTED)	SIGNATURE
GENERATOR: I hereby declare that the contents are properly described, packaged, marked and labelled prior to transportation according to all relevant legislation.		
TRANSPORTER: Acknowledgement of receipt of waste.		
FACILITIES/ OR OPERATOR: Acknowledgement of receipt of waste.	[illegible]	for
HEALTH INSPECTOR: Acknowledgement of Off-Spec Foodstuffs.		

THIS DOCUMENT FORMS PART OF A WASTE TRACKING MEASURE TO ENSURE A SAFE DISPOSAL SYSTEM. IF FOUND PLEASE RETURN TO THE GENERATOR AS LISTED ABOVE.

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KUPFERBERG WASTE DISPOSAL SI
P.O. Box 41077, Ausspannplatz, Windhoek, Namib
Cell: 081 144 3313 / 081 840 701
E-mail: info@frontiernamibia.com
Website: www.capitecwaste.com

Frontier Multi Industries
t/a Capitec Waste Management Services

WASTE MANIFEST / SAFE DISPOSAL CERTIFICATE

Ref. No.: 1011

CONTRACTING FOR WINDHOEK MUNICIPALITY

Weighbridge Transaction No.: B.....

Weighbridge Transaction No.: B. 1005073

GENERATOR'S NAME AND ADDRESS	CONTACT PERSON
Namibia Diamond Company	Name: ..... Delivery Date: 2023/12/09
TRANSPORTER'S NAME	**CONTACT PERSON**
RAD	Name: ..... Delivery Date: 2023/12/09
DISPOSAL SITE	**CONTACT PERSONS**
KUPFERBERG GENERAL & HAZARDOUS WASTE DISPOSAL SITE C 26 KUPFERBERG ROAD, WINDHOEK	Mr. S. Shilongo - Cell: +264 81 144 3313 Miss E. Weyulu - Cell: +264 81 840 7012

	WASTE DETAILS, TYPE & COMPOSITION							QTY (Kg/No.)
	Condemned/Off-Spec. Foods		Condemned Cosmetics		Seized Goods		Waste Outside WHK	
	Blood Waste		Animal Carcasses		Meat and Bone Meal		Film Effluent	
	Sewage Sludge		Tannery Effluent		Leather Trimmings		Petroleum Sludge	
	Waste Oils		Waste Oil Sludge		Contaminated Soil		Transformer Oils	
	Incineration Ash		Medical Waste		Pharmaceuticals		Histological (Lab)	
	Paints/Thinners		Carbide Lime		Asbestos		Bitumen	
✓	Chemicals		Sulphuric Acid		Ferrous Sulphate		Fluorescent Tubes	1 80kg
	Plant Poisons		Chemical Containers		Flooring Adhesive		Carbon Dioxide Filters	

SPECIAL INSTRUCTIONS, TESTING & TREATMENT

Trenching: Excluding pre-treatment		TRENCHING	Co-Disposal by Trenching
Pre-treatment required		FLY-ASH	ENCAPSULATION
Pre-treatment required	✓	LIME	Other (CHEMICALS)

REMARKS:

CERTIFICATION	NAME (PRINTED)	SIGNATURE
GENERATOR: I hereby declare that the contents are properly described, packaged, marked and labelled prior to transportation according to all relevant legislation.		
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FACILITIES/ OR OPERATOR: Acknowledgement of receipt of waste.		
HEALTH INSPECTOR: Acknowledgement of Off-Spec Foodstuffs.		

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KUPFERBERG WASTE DISPOSAL SITE
P.O. Box 41077, Ausspannplatz, Windhoek, Namibia
Cell: 081 144 3313 / 081 840 7012
E-mail: info@frontiernamibia.com
Website: www.capitecwaste.com

Frontier Multi Industries
t/a Capitec Waste Management Services

WASTE MANIFEST / SAFE DISPOSAL CERTIFICATE

Ref. No.: 2502

CONTRACTING FOR WINDHOEK MUNICIPALITY

Weighbridge Transaction No.: B.....

Weighbridge Transaction No.: B 102567

GENERATOR'S NAME AND ADDRESS	CONTACT PERSON
Namibia Diamond Corp	Name: ..... Delivery Date: 2023/06/12
TRANSPORTER'S NAME	**CONTACT PERSON**
RAD	Name: ..... Delivery Date: 2023/06/12
DISPOSAL SITE	**CONTACT PERSONS**
KUPFERBERG GENERAL & HAZARDOUS WASTE DISPOSAL SITE C 26 KUPFERBERG ROAD, WINDHOEK	Mr. S. Shilongo - Cell: +264 81 144 3313 Miss E. Weyulu - Cell: +264 81 840 7012

	WASTE DETAILS, TYPE & COMPOSITION							QTY (Kg/No.)
	Condemned/Off-Spec. Foods		Condemned Cosmetics		Seized Goods		Waste Outside WHK	
	Blood Waste		Animal Carcasses		Meat and Bone Meal		Film Effluent	
	Sewage Sludge		Tannery Effluent		Leather Trimmings		Petroleum Sludge	
	Waste Oils		Waste Oil Sludge		Contaminated Soil		Transformer Oils	
	Incineration Ash		Medical Waste		Pharmaceuticals		Histological (Lab)	
	Paints/Thinners		Carbide Lime		Asbestos		Bitumen	
✓	Chemicals		Sulphuric Acid		Ferrous Sulphate		Fluorescent Tubes	1200kg
	Plant Poisons		Chemical Containers		Flooring Adhesive		Carbon Dioxide Filters	

SPECIAL INSTRUCTIONS, TESTING & TREATMENT					
Trenching: Excluding pre-treatment		TRENCHING		Co-Disposal by Trenching	
Pre-treatment required		FLY-ASH		ENCAPSULATION	
Pre-treatment required	✓	LIME		Other (CHEMICALS)	

REMARKS:

CERTIFICATION	NAME (PRINTED)	SIGNATURE
GENERATOR: I hereby declare that the contents are properly described, packaged, marked and labelled prior to transportation according to all relevant legislation.		
TRANSPORTER: Acknowledgement of receipt of waste.		
FACILITIES/ OR OPERATOR: Acknowledgement of receipt of waste.		
HEALTH INSPECTOR: Acknowledgement of Off-Spec Foodstuffs.		

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KUPFERBERG WASTE DISPOSAL SITE
P.O. Box 41077, Ausspannplatz, Windhoek, Namibia
Cell: 081 144 3313 / 081 840 7012
E-mail: info@frontiernamibia.com
Website: www.capitecwaste.com

Frontier Multi Industries
t/a Capitec Waste Management Services

WASTE MANIFEST / SAFE DISPOSAL CERTIFICATE

Ref. No.: 0817

CONTRACTING FOR WINDHOEK MUNICIPALITY

Weighbridge Transaction No.: B.....

Weighbridge Transaction No.: B 998356

GENERATOR'S NAME AND ADDRESS	CONTACT PERSON
Namibia diamond company	Name:
	Delivery Date: 2023/10/20
TRANSPORTER'S NAME	**CONTACT PERSON**
RAD	Name:
	Delivery Date: 2023/10/20
DISPOSAL SITE	**CONTACT PERSONS**
KUPFERBERG GENERAL & HAZARDOUS WASTE DISPOSAL SITE C 26 KUPFERBERG ROAD, WINDHOEK	Mr. S. Shilongo - Cell: +264 81 144 3313 Miss E. Weyulu - Cell: +264 81 840 7012

	WASTE DETAILS, TYPE & COMPOSITION							QTY (Kg/No.)
	Condemned/Off-Spec. Foods		Condemned Cosmetics		Seized Goods		Waste Outside WHK	
	Blood Waste		Animal Carcasses		Meat and Bone Meal		Film Effluent	
	Sewage Sludge		Tannery Effluent		Leather Trimmings		Petroleum Sludge	
	Waste Oils		Waste Oil Sludge		Contaminated Soil		Transformer Oils	
	Incineration Ash		Medical Waste		Pharmaceuticals		Histological (Lab)	
	Paints/Thinners		Carbide Lime		Asbestos		Bitumen	
✓	Chemicals		Sulphuric Acid		Ferrous Sulphate		Fluorescent Tubes	20kg
	Plant Poisons		Chemical Containers		Flooring Adhesive		Carbon Dioxide Filters	

SPECIAL INSTRUCTIONS, TESTING & TREATMENT					
Trenching: Excluding pre-treatment		TRENCHING		Co-Disposal by Trenching	
Pre-treatment required		FLY-ASH		ENCAPSULATION	
Pre-treatment required	✓	LIME		Other (CHEMICALS)	

REMARKS:

CERTIFICATION	NAME (PRINTED)	SIGNATURE
GENERATOR: I hereby declare that the contents are properly described, packaged, marked and labelled prior to transportation according to all relevant legislation.		
TRANSPORTER: Acknowledgement of receipt of waste.		
FACILITIES/ OR OPERATOR: Acknowledgement of receipt of waste.	Joachim	
HEALTH INSPECTOR: Acknowledgement of Off-Spec Foodstuffs.		

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KUPFERBERG WASTE DISPOSAL SITE
P.O. Box 41077, Ausspannplatz, Windhoek, Namibia
Cell: 081 144 3313 / 081 840 7012
E-mail: info@frontiernamibia.com
Website: www.capitecwaste.com

Frontier Multi Industries
t/a Capitec Waste Management Services

WASTE MANIFEST / SAFE DISPOSAL CERTIFICATE

Ref. No.: 3102

CONTRACTING FOR WINDHOEK MUNICIPALITY

Weighbridge Transaction No.: B

Weighbridge Transaction No.: B 1036505

GENERATOR'S NAME AND ADDRESS	CONTACT PERSON
Namibia Diamond Company	Name: Delivery Date: 2023/08/28
TRANSPORTER'S NAME	**CONTACT PERSON**
RAN	Name: Delivery Date: 2023/08/28
DISPOSAL SITE	**CONTACT PERSONS**
KUPFERBERG GENERAL & HAZARDOUS WASTE DISPOSAL SITE C 26 KUPFERBERG ROAD, WINDHOEK	Mr. S. Shilongo - Cell: +264 81 144 3313 Miss E. Weyulu - Cell: +264 81 840 7012

	WASTE DETAILS, TYPE & COMPOSITION							QTY (Kg/No.)
	Condemned/Off-Spec. Foods		Condemned Cosmetics		Seized Goods		Waste Outside WHK	
	Blood Waste		Animal Carcasses		Meat and Bone Meal		Film Effluent	
	Sewage Sludge		Tannery Effluent		Leather Trimmings		Petroleum Sludge	
	Waste Oils		Waste Oil Sludge		Contaminated Soil		Transformer Oils	
	Incineration Ash		Medical Waste		Pharmaceuticals		Histological (Lab)	
	Paints/Thinners		Carbide Lime		Asbestos		Bitumen	
✓	Chemicals		Sulphuric Acid		Ferrous Sulphate		Fluorescent Tubes	60kg
	Plant Poisons		Chemical Containers		Flooring Adhesive		Carbon Dioxide Filters	

SPECIAL INSTRUCTIONS, TESTING & TREATMENT					
Trenching: Excluding pre-treatment		TRENCHING		Co-Disposal by Trenching	
Pre-treatment required		FLY-ASH		ENCAPSULATION	
Pre-treatment required	✓	LIME		Other (CHEMICALS)	

REMARKS:

CERTIFICATION	NAME (PRINTED)	SIGNATURE
GENERATOR: I hereby declare that the contents are properly described, packaged, marked and labelled prior to transportation according to all relevant legislation.		
TRANSPORTER: Acknowledgement of receipt of waste.		
FACILITIES/ OR OPERATOR: Acknowledgement of receipt of waste.		
HEALTH INSPECTOR: Acknowledgement of Off-Spec Foodstuffs.		

THIS DOCUMENT FORMS PART OF A WASTE TRACKING MEASURE TO ENSURE A SAFE DISPOSAL SYSTEM. IF FOUND PLEASE RETURN TO THE GENERATOR AS LISTED ABOVE.

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RENT-A-DRUM

CERTIFICATE OF DESTRUCTION

COD 1232

ISSUE DATE: 30.04.2021

PASTEL INVOICE No.: IN271980

CLIENT DETAILS:

NAME : N.D.T.C

BUSINESS ADDRESS : 9th Floor, Namdeb Centre, 10 Frans Indongo str.

POSTAL ADDRESS : Box 23316 Windhoek

DESCRIPTION OF PRODUCT DESTRUCT

DESCRIPTION OF PRODUCT	QUANTITY	VALUE (IF APPLICABLE)
1. Acid Waste	3x	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Destruction site: Kupferberg

THIRD PARTY DESTRUCTION CERTIFICATION OR SAFE DISPOSAL CERTIFICATE (YES) / NO / N/A

PRODUCT DESTRUCTED USE AS RECYCLABLES YES / (NO) / N/A

STARTING DATE 30.04.2021 & TIME 11:31 OF DESTRUCTION

END DATE 30.04.2021 & TIME 11:35 OF DESTRUCTION

SIGNATURE: Snyders

NAME: Sigrid Snyders

POSITION: Logistics Superisor

DATE: 30.04.2021

RENT-A-DRUM REPRESENTATIVE DURING DESTRUCTION

SIGNATURE: vanzyl

NAME: S van Zyl

POSITION: Logistics Manager

DATE: 30-04-2021

RENT-A-DRUM MANAGER

Windhoek: Sam Nujoma Drive, next to Tony Rust Race Track | **P O Box:** 30735, Pionierspark, Windhoek, Namibia
Tel: +264 61 244 097 | **Fax 2 Email:** +264 88 623 797 | **Email:** reception@rent-a-drum.com.na
CEO: Gys J. Louw | **Director:** Rosa Louw

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RENT-A-DRUM

CERTIFICATE OF DESTRUCTION

COD 1233

ISSUE DATE: 12.07.2021

PASTEL INVOICE No.: _____

CLIENT DETAILS:

NAME : N.D.T.C.

BUSINESS ADDRESS : 9th Floor, Namdeb Centre, 10 Frans Indongo str.

POSTAL ADDRESS : Box 23316, Windhoek

DESCRIPTION OF PRODUCT DESTRUCT

DESCRIPTION OF PRODUCT	QUANTITY	VALUE (IF APPLICABLE)
1. Acid waste	4x	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Destruction site: _____

THIRD PARTY DESTRUCTION CERTIFICATION OR SAFE DISPOSAL CERTIFICATE YES / NO / N/A

PRODUCT DESTRUCTED USE AS RECYCLABLES YES / NO / N/A

STARTING DATE 12.07.2021 & TIME 11:28 OF DESTRUCTION

END DATE 12.07.2021 & TIME 11:36 OF DESTRUCTION

SIGNATURE: Snyders

NAME: Sigrid Snyders

POSITION: Logistics Supervisor

DATE: 12/07/2021

RENT-A-DRUM REPRESENTATIVE DURING DESTRUCTION

SIGNATURE: Vanzyl

NAME: S Vanzyl

POSITION: Logistics Manager

DATE: 12/07/2021.

RENT-A-DRUM MANAGER

Windhoek: Sam Nujoma Drive, next to Tony Rust Race Track | **P O Box:** 30735, Pionierspark, Windhoek, Namibia
Tel: +264 61 244 097 | **Fax 2 Email:** +264 88 623 797 | **Email:** reception@rent-a-drum.com.na
CEO: Gys J. Louw | **Director:** Rosa Louw

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APPENDIX 5

HAZARDOUS MATERIALS / SUBSTANCES / CHEMICALS MANAGEMENT TRAINING

No.	Name	Surname	Training / Course Attended	Year	Service Provider
1	Anna	Uutoni	Hazardous Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
2	Nantos	Oaseb	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
3	Ruwellin	Cloete	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
4	Terence	Kandjii	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
5	Deliverance	Gorabeb	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
6	Chantell	Isaaks	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
7	Augustus	Muteka	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
8	Yvonne	Katjinaani	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
9	Frans	Hamukwaya	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia
10	Norbert	Angula	Hazardouys Sustances / Chemical Management	2024	Business Risk Solutions, Namibia

Course Content:

1. Relevent hazardous substances clauses as per the Labour Act, 2007 (Act No 11 of 2007), Chapter 4, Part A, Section 39.
2. Relevant hazardous substances clauses as per the Government Notice No 156 of Labour Act, 1992 (Ac No 6 of 1992): Regulations relating to the health and safety of employees at work, Chapter 3, Regulation 44.
3. Relevant hazardous substances clauses as per the Goverrnment Notice No 156 of Labour Act, 1992 (Act No 6 of 1992): Regulations relating to the health and safety of employees at work, Chapter 5, Regulations 176 - 1994.
4. Hazardous substances risk assessment.

PROCESS SAFETY MANAGEMENT (PSM) TRAINING

No.	Name	Surname	Training / Course Attended	Year	Service Provider
1	Anna	Uutoni	Process Safety Management (PSM) Awareness	2023	Anglo American / De Beers Group
2	Ndeshi	Nashidengo	Process Safety Management (PSM) Awareness	2023	Anglo American / De Beers Group
3	Norbert	Angula	Process Safety Management (PSM) Awareness	2024	Anglo American / De Beers Group
4	Romeo	Kambinda	Process Safety Management (PSM) Awareness	2024	Anglo American / De Beers Group

The Process Safety Management Standard defines the framework and minimum mandatory requirements to eliminate and manage potentially fatal process safety risks in Anglo American, arising from:

- The design, construction, operation, maintenance, and modification of technological processing systems
- Related operational activities that involve handling of, or exposure to, flammable, combustible, toxic, corrosive, or high pressure/high temperature materials.

The following modules are covered during the PSM training:

Module 1: Process Safety Managemetn Framework
Module 2: Process Safety Hazard Identification and Risk Management
Module 3: Process Safety Risk Management
Module 4: Process Safety in Design

OPERATIONAL RISK MANAGEMENT (ORM) TRAINING

Name	Surname	Training / Course Attended	Year	Service Provider
Anna	Uutoni	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Ndeshi	Nashidengo	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Gottlieb	Nangolo	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Debbie	Gertze	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Lionel	Kapitango	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Patricia	Kaura	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Mirjiam	Tuvadimbwa	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Joyce	Katusuva	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Ornethe	Kavendjii	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Goliath	Kock	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Connely	Meyer	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Romeo	Kambinda	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Agnes	Kasiana	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Elizabeth	Nepembe	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Yvonne	Katjinaani	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Norbert	Angula	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Terence	Kandjii	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group
Augustus	Muteka	Operational Risk Management (ORM) Process	2023	Anglo American / De Beers Group

Course Objectives:

1. To initiate a radical change in risk management, safety and production implications in particular, within operations and disciplines through improving all employees' understanding, capability and practice leading to improved Work Task and Execution planning and decisions regarding control implementation.
2. Understand accountability for effective implementation of Continuous Risk Management in work execution as well as the Frontline Management role of Control Owner, accounmtable for the ongoing effectiveness and performance of the identified control.

Learning Objectives:

1. Conduct an Individual Risk Assessment using the 'Stop-Look-Assess-Manage' technique (SLAM)
2. Conduct the SLAM in a team
3. Be able to coach fellow colleagues in the SLAM process
4. Explain operational risk management concepts and terminology.
5. Facilitate a Job Risk Assessment (JRA) for a task with the team.
6. Explain the role of a Frontline Management (FLM) in the operational risk management process and its role in Work Management.
7. Describe the actions and mindset to implement operational management at the appropriate levels in a team.

Target Audience:

1. General employees
2. Frontline Line Supervisors