**8.1.4 PROCUREMENT**

**PURPOSE**

Titan Drilling needs to ensure that the processes for procurement should take into consideration the Occupational Health and Safety Management System requirements.

**SCOPE**

This procedure applies to all Titan Drilling procurement.

**PROCEDURE**

*Internal Procurement*

Each site will have a storeman who will be responsible for compiling a list of all required supplies and materials. The Project Manager will authorise if these items are required and shall then pass this onto the Head Office. The Head Office will check if they have any of these items in their stock and will then despatch these to the relevant site. Related documents or procedures of use will be forwarded to the respective sites to ensure that they have the information required for any training or handling purposes.

*External Procurement – Goods* Titan Drilling primarily processes its procurement through Minex Mining Services (Pty) Ltd in Johannesburg, South-Africa. Minex is a dedicated company set up in South-Africa that solely supplies to Titan Drilling. This ensures that we have a dedicated team to ensure that our supplies come with quality checks and equipment purchased will be controlled for any OH&S risks.

*and materials*

Titan Drilling Operations primarily processes its procurement through Minex Mining Services (Pty) Ltd in Johannesburg, South-Africa. Minex is a dedicated company set up in South-Africa that solely supplies to Titan Drilling. This ensures that we have a dedicated team to ensure that our supplies come with quality checks and equipment purchased will be controlled for any OH&S risks.

Other companies that supply within Zambia are vetted to ensure that they will provide the necessary documentation that will accompany their products.

No procurement will be made from companies that do not provide an MSDS.

The person requesting the items will indicate level of urgency of the required item(s) – High, Medium or Low). High priorities must indicate the date required and a solution if there is a supply issue and the date can’t be met.

The head of department will order according to the level of urgency.

Where the HOD does not agree with items required, a discussion will be had with the person requesting the items and a solution provided.

All departments have access to the Running List from Minex and are able to track orders.

For local Zambian orders, the order must cc the relevant departments on all quotations and orders made and communicate lead time if not indicated.

When receiving the goods or materials, a technical person must be available to receive delivery and check they are correct with the storeman. The Workshop Manager, in conjunction with the Drilling Managers on sites, must sign the delivery notes as proof they are aware of and have received the respective items.

*External Procurement – Services*

All external service provider’s employees shall undergo a Titan Drilling site induction. This is to ensure that they are aware of the hazards and risks associated with working in our environment. They will as well be able to contribute to the improvement of our OHSMS by identifying any hazards and assisting in their respective controls.

**IMPLEMENTATION**

This procedure takes immediate effect from date of issue.