



Sabita's HSE Certification Scheme

1 Background

Following the landmark paper presented by the CEO of Sabita, Trevor Distin, at CAPSA 2007 entitled '***A time frame for the bituminous products industry in South Africa to meet global norms and standards on worker wellness and sustainable practices***', a certification scheme has been devised to assist the bituminous products industry to become self-regulated and legally compliant in the field of worker health and safety and environmental conservation.

The main intention of the certification system is to encourage members to build upon their own HSE initiatives by adopting the tools developed by Sabita to ensure a greater level of safety awareness within the bituminous products industry.

The benefits to the members of becoming self-regulated will be:

- Certification through an independent audit process;
- Certification will assist in being legally compliant in order to participate in government tenders;
- Benchmarking and sharing of valuable information from incident reports;
- Offering 'peace of mind' for management and shareholders by ensuring legal compliance;
- Ensuring the future sustainability of the industry by protecting our people and preserving our environment whilst in pursuit of corporate objectives.

2 Overview of the certification scheme

In brief the process work as follows:

- On request, members are sent a ***Pre-Audit Checklist*** to complete;
- Members are to complete the ***Pre-Audit Checklist***, one per established site/facility;
- Members' to address any non-compliance issues and return the completed ***Pre Audit Checklist*** to Sabita;
- Once the pre-audit checklist has been successfully completed, Sabita notifies an auditor to conduct an audit of the member's site;
- Site allowed up to 3 months to correct any identified non-conformances following the first audit;
- After the second audit, member is deemed either compliant or non-compliant.
- If the site does not meet all the requirements after the second audit, then the site would need to wait until the next audit cycle to re-apply.

Certification will be awarded to each site which meets all the requirements as specified in the ***Pre Audit Checklist*** for the type of operations in which the site is involved. Where members have more than one site, each site will have to apply for certification and be audited separately.

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3 Measurable criteria

To be certified, the site will need to fully comply with the criteria which have been selected, depending on the nature of the member's activities to:

- Measure conformance against the requirements of the HSE Charter; and
- Ensure minimum standards are met in terms of the laws of the country.

The criteria are dynamic and will change with time given changes in circumstances and legislation. This way the members will be kept informed and up to date with the latest legal and best practice requirements in HSE.

Sabita has developed appropriate tools and guidelines to assist members to achieve compliance. These are available on the Sabita website www.sabita.co.za for downloading or ordering.

4 Validity period

The certificate will be valid for a period of 24 months from the date of full compliance. The renewal of a certificate must be completed within 3 months of the anniversary date of the previous certificate issue date.

5 Auditors

Sabita will appoint independent auditors who will be responsible for conducting the site audits within the respective regions. Audits will be co-ordinated by Sabita, once the **Pre Audit Checklists** have been successfully completed. The cost* of an audit will be per site and this includes travel costs to the various locations.

6 Acknowledgement of certification

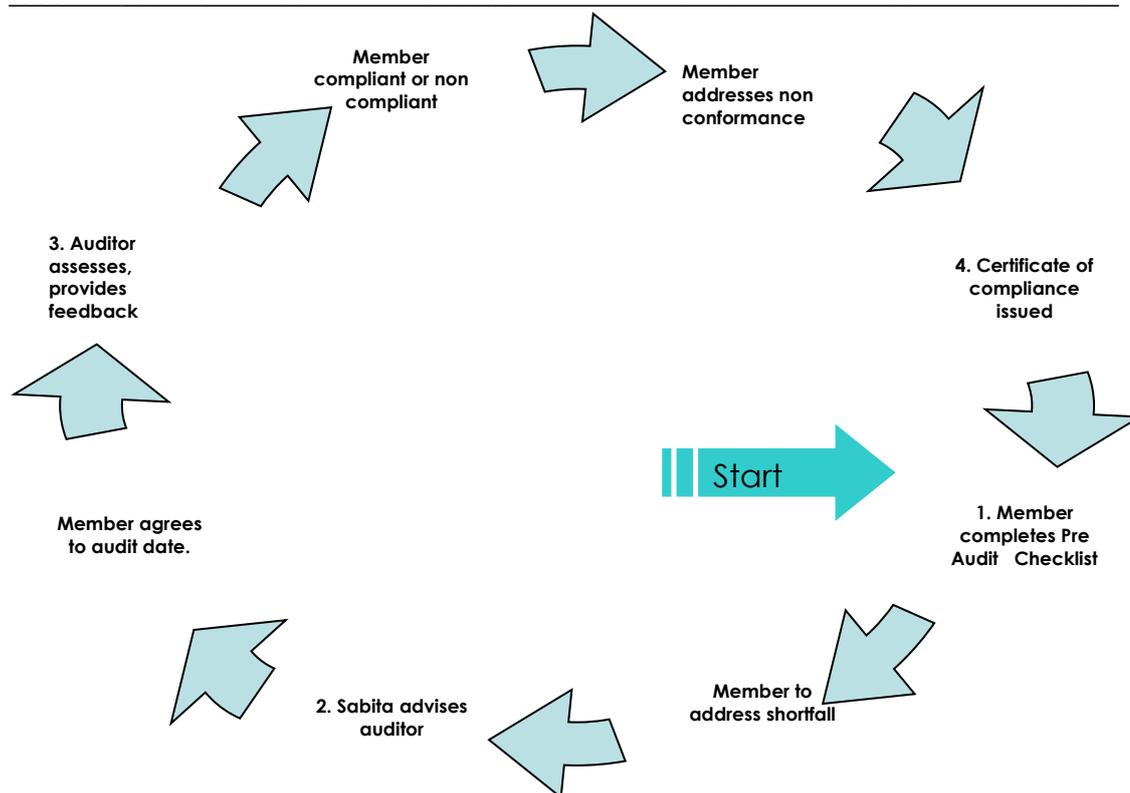
Any member's site which fully meets all the requirements will be:

- Issued with a certificate of compliance;
- Allowed to use the Sabita HSE logo on the company stationary;
- Issued with a Sabita HSE flag; and
- Published on the Sabita website.

7 Detailed explanations of the process

Members will be required to complete the following steps to obtain final certification.

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Step 1 – Pre audit

Each site completes the **Pre-Audit Checklist** to assess their level of compliance. A site constitutes a fixed facility where:

- Processing or storage of bitumen takes place – such as a refinery, depot, emulsion plant, blending plant or asphalt mixing plant; or
- Premises from which vehicles involved in the transportation or application of bituminous materials operate.

All the requirements identified for the activity in which the site is involved need to be met. If this is not the case then action needs to be taken to rectify non-compliances.

Step 2 – Review

On the successful meeting of all the **Pre-Audit Checklist** requirements, the form is signed off by the site manager and submitted to Sabita. Sabita will review the checklist to ensure that all the requirements applicable for the site have been met. Sabita will inform an independent auditor accordingly so that a suitable date for a full site audit can be agreed.

Step 3 – On site assessment

Sabita's independent auditor will visit the member's site on the agreed date to carry out the first audit. The auditor will assess the compliance of the site against all the requirements which are relevant to the type of activities being conducted relating to bitumen. The auditor will advise the site accordingly in writing the same day of any non-compliances.

The site will be allowed up to 3 months to correct any non-compliances. The auditor will then inspect the site a second time to verify that the appropriate corrective action has been taken on all the identified non-compliance items.

Failure to meet the outstanding requirements within this 3 month period will result in the site not qualifying for certification. After 6 months from the initial site audit, the member can re-apply, and the process will commence as per Step 1.