

NOTICE

INTERIM MEASURES OVERSIGHT AUDITS OF LICENSEE'S SAFETY, HEALTH & ENVIRONMENTAL ASPECTS FINANCIAL YEAR 2021/2022

In terms of the continuing **COVID-19 pandemic**, the Transnet National Ports Authority (TNPA) will proceed with its annual on-site audit program of Licensee's for the 2021/22 financial year, however due to the negative effect on operations, and issues related to potential contraction of the virus, and hence safety of Licensee's and Transnet employees, and other requirements in terms of the South African governments COVID 19 requirements a "virtual audit" will be conducted in this financial year.

This audit will be undertaken "virtually" by a TNPA Audit Team, the objectives of the audit will include an assessment of whether relevant and effective safety, health, and environmental management (SHE) practices have been sufficiently and effectively implemented by Licensee's, and whether criteria as set out in the respective Licence have been met, and to ensure the integrity of TNPA land and/or assets.

A description of how virtual audits will be conducted is listed below:

- **APPLICATION FOR NEW LICENSES**

- **Normal Audit Scenario**

- A Take on audit is conducted on site by TNPA

- **COVID 19 Interim Audit Solution**

- A Take on audit is submitted to the applicant via email in a modified format to complete.
- The completed Take on audit is then sent back by the applicant via email to TNPA with the applicable evidence.
- The applicant has **7 working** days to submit the completed Take on audit document and related evidence, if the applicant requires an extension to complete the submission this will be considered
- The Auditor at the Port will assess the documentation as a desktop audit, and make the necessary recommendations from a SHE perspective, this could include audit findings which will need to be addressed

- **LICENSE RENEWALS**

- **Normal Audit Scenario**

- Take on audit is conducted on site

- **COVID 19 Interim Audit Solution**

- The Annual audit will be assessed from the previous financial year, and if all the audit findings have been closed satisfactorily the licensee can be recommended for license renewal from a SHE perspective.
- If an audit was not conducted in the 2020/21 Financial Year, a Take On audit will be submitted by TNPA to the applicant via email to complete.
- The completed Take on audit is then to be sent back by the applicant via email to TNPA with the applicable evidence
- The applicant has **7 working** days to submit the completed Take on audit document and related evidence, if the applicant requires an extension to complete the submission this will be considered
- The TNPA Auditor at the relevant Port will assess the documentation received as a desktop audit, and make the necessary recommendations from a SHE perspective, this could include audit findings which will need to be addressed

- **ALL TERMINALS, DIVING, STEVEDORES, WASTE AND BUNKERING**

- **Normal Audit Scenario**

- Annual audit is conducted on site

- **COVID 19 Interim Audit Solution**

- A Virtual Audit is submitted by the Auditor to the applicant via email to complete
- On completion by the Licensee, the Virtual audit is to be sent back via email to TNPA with the applicable evidence
- The TNPA Auditor will assess the documentation received as a desktop audit, and make the necessary recommendations from a SHE perspective, this could include audit findings which will need to be addressed

NOTE: The Licensee has 30 working days (6 weeks) from the confirmed audit date to return the completed audit document.

The above interim approach is to be adopted by the TNPA in this financial year. Normal on site Oversight auditing by TNPA will potentially resume in Financial Year 2022/23, after a detailed re-assessment of the risks posed by the COVID 19 pandemic, and in alignment with all Government regulations.

QUERIES

If you have any further queries regarding this correspondence, you are welcome to contact your local Port SHE Manager, or Port License Representative. We trust that we can count on your co-operation.

Please be assured of our best attention at all times.