

Portershoek Quarry	SAFETY HEALTH AND ENVIRONMENTAL MANAGEMENT SYSTEM (Doc No. 7.5.2.2)	Effective Date: 15 May 2021 Revision No. ISO 45001 Date Reviewed: Page: 1 of 2
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Procedure to Write a Procedure

1. Purpose

To provide a standard for writing procedures.

2. Scope

This procedure is applicable to administrators and custodians of documentation and those who are responsible for maintaining the Safety, Health and Environmental Management System.

3. Reference Documents

OHSAS 18001

4. Terms and Definitions

Custodian – the keeper and creator of a particular document.

5. Procedure

The format of the procedure will consist of a heading indicating the system name where this procedure will be used in the middle top block.

The name of the procedure will be in the bottom middle block.

The company logo will be in the block to the left.

The right-hand block will consist of the following:

- The Page numbering indicating Page x of y.
- The date the procedure was revised.
- The number of revisions with the creating revision starting at 0.
- The document number referring to the system reference.
- The terms "Construction, Operational and General" indicates where the procedure is applicable.

The procedure will consist of the following sections:

- **Section 1** - The purpose of the procedure.
- **Section 2** - The scope of the procedure
- **Section 3** - Reference Documents indicating to which documentation or standard this procedure applies or was derived from.
- **Section 4** – Description of the Definitions and Terms used in the procedure.

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- **Section 5** - The procedure.
- **Section 6** - Indicates who is responsible for the implementation and maintenance of the procedure.
- **Section 7** - will indicate what records must be kept to enforce the procedures.

Procedures must be revised when changes in the operation occur.

Procedures will be formulated using Arial font, size 11.

Headings of sections will be captured in bold.

6. Responsibility

The custodian of documentation.

System developer and system maintenance personnel.

7. Records

Revision lists of procedures and indexes of procedures.



Site Manager

14/10/23

Date