



## NOTIFICATION OF VISITOR

PetraDiamonds

FINSCH DIAMOND MINE

TO: Access Control / Annemie Lewis

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

|                                  |           |  |          |    |        |  |       |  |
|----------------------------------|-----------|--|----------|----|--------|--|-------|--|
| Responsible Mine Employee        |           |  |          |    |        |  |       |  |
| VISITOR'S DETAILS                |           |  |          |    |        |  |       |  |
| Visitor's Full Names and Surname |           |  |          |    |        |  |       |  |
| Company Name                     |           |  |          |    |        |  |       |  |
| ID/Passport No                   |           |  |          |    |        |  |       |  |
| Job Title                        |           |  |          |    |        |  |       |  |
| Contact details                  |           |  |          |    |        |  |       |  |
| Gender                           | Male      |  |          |    | Female |  |       |  |
| Race                             | African   |  | Coloured |    | Indian |  | White |  |
| Duration of visit                | From:     |  | To:      |    |        |  |       |  |
| Purpose of visit                 |           |  |          |    |        |  |       |  |
| Physical Task (tick in the box)  | Yes       |  |          | No |        |  |       |  |
|                                  |           |  |          |    |        |  |       |  |
| Responsible Mine Employee        | Signature |  |          |    |        |  | Date  |  |

**Please attach a copy of the visitor's ID document and highest qualification**

| Time period               | Visit type            | Visitors induction | General induction | Departmental training | On-the-job induction | Pre-employment medical | Exit medical | Official to accompany |
|---------------------------|-----------------------|--------------------|-------------------|-----------------------|----------------------|------------------------|--------------|-----------------------|
| 1-5 Days ad hoc           | No physical task      | Yes                |                   |                       |                      |                        |              | Yes                   |
| 1-5 Days every two months | No physical task      |                    | Yes               | Yes                   | Yes                  |                        |              |                       |
| 1-5 Days                  | Perform physical task |                    | Yes               | Yes                   | Yes                  | Yes                    |              |                       |
| 6-30 Days                 | No physical task      |                    | Yes               | Yes                   | Yes                  | Yes                    |              |                       |
| 6-30 Days                 | Perform physical task |                    | Yes               | Yes                   | Yes                  | Yes                    | Yes          |                       |
| 31+ Days                  | Perform any task      |                    | Yes               | Yes                   | Yes                  | Yes                    | Yes          |                       |

(UNCONTROLLED IF PRINTED)

2026/09/04



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**Note:**

1. All inductions and medical examinations must be renewed annually unless otherwise specified if required to be done as shown above.
2. Where only pre-employment medical examinations are done it is only to ensure that the person is capable of performing the physical task and renewed annually.
3. All employees and contractors are informed and educated on the importance of exit medical examinations. It is the legal responsibility of the employee to ensure that they attend exit medical examinations. We bill all exit medical examinations on their first visit to the FMOHC to try and ensure compliance.

|                         |                                          |                      |                        |
|-------------------------|------------------------------------------|----------------------|------------------------|
| <b>No physical task</b> | Audits, inspections                      | <b>Physical task</b> | Working with any tools |
|                         | Training                                 |                      | Operating vehicles     |
|                         | Office visits                            |                      | Operating machinery    |
|                         | Working on computers (not repairs, etc.) |                      |                        |
|                         | Truck deliveries                         |                      |                        |

**Deviation from Visitor's process reason:**

***Person requesting access to provide a short explanation on why the process was not followed:***

3.1(A) Appointee: \_\_\_\_\_

3.1(A) Appointee: \_\_\_\_\_

Date: \_\_\_\_\_

