

Change Management

I PURPOSE

This procedure establishes the process for managing change management applied to all new projects and significant modifications that address regulatory requirements, as well as the COMPANY HSLP and ESR requirements.

2 SCOPE

This procedure applies to all COMPANY activities within the scope of the IMS.

3 DEFINITIONS AND ACRONYMS

Definitions

Stage Gate Process is a disciplined, step-by-step system to move projects through the development pipeline. It provides the work to develop and support the creation of a business case as well as approval for expenditure.

Acronyms

AFE	Authorization for Expenditure
EMR	ESR Management Representative
ESR	Environmental and Social Responsibility
HMR	Integrated Management System
HSLP	Health, Safety and Loss Prevention
IMS	Integrated Management System
KPI	Key Performance Indicators

4 ROLES AND RESPONSIBILITIES

Document Owner

The EMR and HMR

Responsible Roles and Position-Holders

- **Change Initiator** is the person requiring the change.
- **Change Assessor** is the person(s) reviewing and evaluating the change.
- **Change Authorizer** is the person approving the change.
- **Change Verifier** is the person(s) confirming all requirements for the change have been addressed.

5 DIRECTION

Change can be planned or unplanned, sudden or gradual, at any COMPANY site and any personnel at any COMPANY site, including emergency change. Types of change include (but are not limited to):

- Facilities and Equipment
- Processes
- Operating procedures
- Design and construction
- Maintenance procedures
- Materials used, their composition and properties
- Consumables used and by-products/wastes generated
- Organization structures and responsibilities
- Personnel changes, training or competency requirements.
- Programmable Electronic System software
- Layout/Design of mines/pits
- Individual roles and responsibilities
- Mine planning and ground control
- Departure of contractors and hand over to Newmont North America
- Regulatory and statutory requirements
- Multiple Area/Site/Functional/Departmental Impacts.

Initiating Change Project

The Change Initiator shall perform the following.

For a complete project, initiate a change by completing the relevant Change form.

- a** Identify the location or locations where the change is to occur.
- b** Identify the change
- c** Provide all the necessary details in the proposal for change, and include all required drawings, photos, etc. as attachments when the form is submitted.

Note: All proposals for change which require an AFE must also be included.

For a change to parts of a project which is already approved, initiate by performing the following:

- a** Document the project name, project manager, and the date the approval is needed.
- b** Provide a detailed Description of the Change Requested.
- c** Describe the Reasons and Justification for the Change.

- d** Provide an analysis of the Impacts of the Proposed Changes based on the categories listed.
- e** Obtain the necessary approvals for submission.

Submit to the Change Authorizer the completed Project Change Management form.

Assessing the Change Project

The Change Assessor shall assess the change request by conducting a risk assessment of the change, by determining the following.

- a** The required risk assessment and control mechanisms to eliminate or minimize the risks.
- b** The standards and procedures to be used.
- c** The operational controls which are required.
- d** The continued or future evaluations to be performed, (hazard evaluations, etc).
- e** The regulatory requirements that must be met.
- f** If a change is subject to test/trial and the duration and measures for the test/trial.
- g** The authorization of the change that is required which shall be at least the same level of authority that authorized the current status.
- h** The highest risk rating from the risk assessment.

Authorizing the Change Project

The Change Authorizer shall authorize the change project by performing the following.

Complete the necessary information and obtain all signatures required.

Ensure the Change Assessor(s) and the Change Initiator complete all necessary information

Ensure appropriate information on the change will be released and training related to the change provided for all those affected.

Verification of Change

The Change Verifier shall conduct or confirm the following:

Appropriate information on the change has been released and training related to the change provided for all those affected.

Prior to a physical change being handed over for normal use, ensure:

- a** The changes have been carried out in accordance with the authorized change proposal.
- b** All actions from the review process, including any evaluations called for have been satisfactorily completed and all outcomes included.

- c The physical change has not introduced any unforeseen risks.

A formal review is completed in order to assess the actual impact of the change against the intended impact and the reasons for any deviation.

A system exists which allows for the revision of as-built drawings, operating procedures, maintenance and emergency procedures.

The Project Manager has completed the commissioning form, and all sign-offs are completed, and any identified corrective actions have been addressed.

New Products

Personnel with appropriate HSLP and ESR knowledge, shall conduct a review and approve the acquisition of equipment, materials, chemicals, and other materials with potential environmental, social, safety and health impacts prior to their purchase.