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Morenci Safe Production Standard	Standard # 3.1.1 <i>Supersedes FMMOP - 0011</i>	
	OHSAS 18001:2007	4.4.6
	Revision #	04
	Revision Date	06/24/2013
	Effective Date	4/2011
	Document Owner	Mine Organization
Approvals:		
<i>General Manager, Mine: 8/31/2012</i>		

1.0 PURPOSE:

Establish a formal procedure at FMMO for Pit Driving Authorization.

2.0 SCOPE:

This procedure applies to all FMMO employees who do not work for the Mine Organization and all contractor employees.

3.0 TERMS, DEFINITIONS AND ABBREVIATIONS

3.1 Pit Driving Authorization LVA:

Authorization, yellow in color, which only permits an employee to drive on the LVA; an employee who has this authorization is not authorized to drive in any other areas of the Mine for any reason. ***Emergency response vehicles are exempt from this Standard.***

3.2 Pit Driving Authorization PDA:

Authorization, green in color, which permits an employee to drive on the LVA and in all other areas of the pit. There are no restrictions associated with this authorization.

3.3 Pit Area Orientation Confirmation:

Form used to verify that employees have received proper orientation prior to attending any Pit-Driving course.

4.0 RESPONSIBILITIES:

4.1. Employees & Contractors with Pit Driving Authorization:

- Complete the requirements for Pit Driving Authorization.
- Drive only in authorized areas.
- Drive or operate only vehicles or equipment for which the employee is authorized.
- Keep Pit Driving Authorization in possession at all times.
- Keep Authorization stickers in good condition.

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All employees & contractors whose work activities require them to drive on public roadways must have a current and approved state driver's license for the vehicle or equipment that will be operated. International driver's licenses will be approved for use on public roadways by the safety department.

4.2. OH&S Department:

Create the training material and test for Pit Driving Authorization.

Maintain the records for Pit Driving Authorization.

Prepare and deliver Internal Pit Driving Authorizations.

Work with Contractor Management or Area Managers, to determine the number of Pit Driving Authorizations required for each contractor.

4.3. Contractor Management.

Work with the Sr. OH&S Specialist to determine the number of Pit Driving Authorizations required for each contractor.

Sign the Pit Driving Authorization applications for Contractor Employees.

4.4 Area Manager.

Sign the Pit Driving Authorization applications for employees in their area.

4.5 Mine Operations or Mine Maintenance Superintendent.

Sign the Pit Driving Authorization applications for FMMO employees or contract employees that do not work for the Mine Organization and are required to drive in the Pit.

5.0 STANDARDS OF PERFORMANCE

Any employee whose job requires them to drive in the Mine must meet the following requirements:

5.1. Driving only for Light Vehicle Access (LVA).

5.1.1. FMMO employee

- Complete a minimum of one (1) week of familiarization/orientation in the mine (*Appendix 3 HS-SPS-3.1.1-003*)
- Complete the LVA Driving authorization application (*Appendix 1 HS-SPS-3.1.1-001 - LVA Authorization*)
- Get the approval of the Area Manager.
- Complete In-Pit Driving Training
- Pass written test (80% minimum)

5.1.2. Contractor employee.

- Complete a minimum of one (1) week of familiarization/orientation in the mine (*Appendix 3 HS-SPS-3.1.1-003*)
- Complete the LVA Driving authorization application (*Appendix 1 HS-SPS-3.1.1-001 - LVA Authorization*)
- Get the approval of Contractor Management.
- Get the approval of a Mine Superintendent.
- Complete In-Pit Driving Training
- Pass written test (80% minimum)

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5.2. Driving in the PIT (PDA).

5.2.1. FMMO employee.

- Complete a minimum of one (1) week of familiarization/orientation in the mine (*Appendix 3 HS-SPS-3.1.1-003*)
- Complete the PIT driving authorization application (*Appendix 2 HS-SPS-3.1.1-002 - PDA Authorization*)
- Get the approval of the Area Manager.
- Get the approval of the Mine Operations Superintendent or Maintenance Mine Superintendent.
- Complete In-Pit Driving Training
- Pass written test (80% minimum)

5.2.2. Contractor employee.

- Complete a minimum of one (1) week of familiarization/orientation in the mine (*Appendix 3 HS-SPS-3.1.1-003*)
- Complete the PIT driving authorization application (*Appendix 2 HS-SPS-3.1.1-002 - PDA Authorization*)
- Get the approval of Contractor Management
- Get the approval of the Mine Operations Superintendent or Mine Maintenance Superintendent.
- Complete In-Pit Driving Training
- Pass written test (80% minimum)

5.3 Refresher Training

Refresher training must occur annually. An employee or contractor renewing their license must schedule attendance in (through the Technical Training Department) and successfully complete the Pit Driving or LVA Access course. The employee or contractor must then come to the Safety Department to obtain the refresher decal which will be applied to their original Morenci driving license

6.0 REFERENCE DOCUMENTS

Safe Production Standard 3.1 – In-Pit Driving

7.0 RECORDS

Name of the Document	Responsible for Control	Records Retention
Approved Copy of this Standard	Health & Safety	Permanent
In-Pit Driving Authorization Records	OH&S Manager	10 Years
Training Records	Technical Training Department	Duration of employment + 10 Years

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8.0 APPENDICES

- 8.1 Appendix 1: HS-SPS-3.1.1-001 LVA Authorization
- 8.2 Appendix 2: HS-SPS-3.1.1-002 PDA Authorization
- 8.3 Appendix 3: HS-SPS-3.1.1-003 Pit Area Orientation Confirmation
- 8.3 Appendix 3: Example Authorizations

9.0 REVIEW AND CHANGE

All changes, modifications and/or revisions must be documented on the table below:

<i>Description of Changes to this Document</i>
<i>1/17/2012 – format – s.a.</i>
<i>Removed requirement for ADOT Licenses from all sections Included requirements for familiarization/orientation Included form #s for LVA, PDA and Confirmation of Orientation Included Snapshot for Appendix 8.3 Replaced Snapshots for Appendices 8.1 and 8.2 Changed Example Authorizations from 8.3 to 8.4 Added Training Records to Table of Records Added paragraph regarding refresher training - S. Elias 06/22/2012</i>
<i>Section 3.1 – Included the statement “Emergency Response Vehicles are exempt from this Standard” Section 3.1 from “should never” to “is not authorized to” – S. Elias 08/24/2012</i>
<i>Updated records table – S. Elias 06/24/2013 Rev. 04</i>

APPENDIX No. 1

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LIGHT VEHICLE ACCESS AUTHORIZATION			
Employee	First Name	Last Name	Register #
Company			
Justification			
Requirements (To be Completed by Training Personnel.)			
Completed By		Date	
		Yes	No
In-Pit Driving Training Completed			
Passed written test (80% minimum)			
Approval from FMI Area Contact required		Yes	No
Name	Signature	Date	
Approval from Mine Manager required		Yes	No
Name	Signature	Date	

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PIT DRIVING AUTHORIZATION			
Employee	First Name	Last Name	Register #
	Company		
Justification			
Requirements (To be Completed by Training Personnel.)			
Completed By		Date	
		Yes	No
In-Pit Driving Training Completed			
Passed written test (80% minimum)			
Approval from FMI Area Contact required		Yes	No
Name	Signature	Date	
Approval from Mine Manager required		Yes	No
Name	Signature	Date	

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PIT AREA ORIENTATION CONFIRMATION

EMPLOYEE NAME: _____ PAYROLL # _____
(PLEASE PRINT) (FMI EMPLOYEES ONLY)

DIVISION: _____ DEPARTMENT: _____

COMPANY: _____ REGISTER # _____
(CONTRACTOR USE ONLY)

- NEW EMPLOYEE**
- EXPERIENCED EMPLOYEE

** Note: Newly hired or transferred employees must complete a minimum of one (1) week of familiarization/orientation with an area experienced employee within pit work areas **PRIOR** to eligibility to attend either LVA or Pit Driving instruction.

By signing below, supervisor acknowledges that above named employee has a minimum of one (1) week work/familiarization in assigned work areas within the Morenci open pit areas.

Supervisor Name: _____ Supervisor Signature: _____





By signing below, employee acknowledges that he/she has a minimum of one (1) week work/familiarization in assigned work areas within the Morenci open pit areas.





Employee Signature: _____ Date: _____

This form must be completed and presented to the instructor or the employee will not be allowed to attend the class.

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APPENDIX No. 4

 FREEMO COPPER & GOLD	LIGHT VEHICLE ACCESS AUTHORIZATION FMMO												
<p>Driving in the Morenci Pit is a privilege, NOT a right.</p>	<table border="0"> <tr> <td>First Name</td> <td>CHARLES</td> <td rowspan="4" style="text-align: center;">  </td> </tr> <tr> <td>Last Name</td> <td>JOHNSON</td> </tr> <tr> <td>Record #</td> <td>18751</td> </tr> <tr> <td>Expires</td> <td>Jan-12</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	First Name	CHARLES		Last Name	JOHNSON	Record #	18751	Expires	Jan-12			
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