



DTL-HSE-PRO-0010

Training & Competency Procedure

DTL Health & Safety Management System

Doc No: DTL-HSE-PRO-0010 **Version:** 1.0 — Apr 2026 **Review:** Apr 2027 **Owner:** Annelize Van Tonder
Linked Procedure: DTL-HSE-REG-0004

Purpose: Ensures workers and contractors are competent — trained, licensed and supervised — for the work they perform.

1 · Purpose & Scope

Ensures workers and contractors are competent — trained, licensed and supervised — for the work they perform.

2 · Establishing Competency

- identify the training, licences and tickets each role requires;
- verify qualifications and High Risk Work Licences before work begins;
- induct all workers and site visitors;
- provide task-specific and refresher training;
- record competencies and expiry dates on the Training & Competency Register.

3 · Responsibilities

- **Management** — provide resources, set expectations and review effectiveness.
- **Supervisors** — apply this procedure on site and verify controls.
- **Workers & contractors** — follow this procedure and report issues.

4 · References

- DTL-HSE-REG-0004 Training & Competency Register
- DTL-HSE-REG-0007 Licence & Ticket Register
- DTL-HSE-PRO-0008 H&S Induction

Approval

Approved for issue

Tyson Knight — Director
27 May 2026

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