

Congratulations on purchasing your Exploration Management Manual.

This manual is expressly developed for Exploration Managers and is designed to encompass all aspects of managing exploration in a company. Importantly, this manual can be viewed as providing the 'structure and direction' towards achieving exploration compliance and to ensuring projects and tasks run smoothly.

To help you make the most of this product and get the results you want from it, please familiarise yourself with the following points.

1 AN INTRODUCTION TO SYSTEMS

In general, a series of well thought out and compliant systems and procedures helps ensure that repeatable, quality outcomes are obtained each time a process is undertaken. Such systems also aid in the reduction of accidents and incidents, not only in terms of occupational health and safety but also to the environment and culture and community.

This manual is designed to provide a framework for administering systems relevant to exploration by identifying applicable systems and putting them together in one place. Applicable systems are identified as areas that an exploration manager must have or would reasonably be expected to have control over. This includes:

- Occupational Health and Safety;
- The environment (where it applies to exploration activities);
- Community and culture (where it applies to exploration activities);
- Corporate, such as finances and presentations; and
- Project management, including; targeting and evaluation, reporting and data management etc.

Although this manual cannot possibly cover all the possible systems applicable to exploration, it covers the basics and the individual exploration manager must add additional areas as and when they become relevant.

1.1 Document Hierarchy

There are several types of documents listed in the EMM, each with different functions. The document hierarchy below outlines the document types, layout and relationships that support typical management systems.

The document hierarchy pyramid illustrates:

- The hierarchy of documents within a company and within each management system, for example the Occupational Health and Safety Management System (OHSMS);
- The level of detail covered by each document type, starting with the broad topic coverage and descending to detailed topic analysis; and
- Who is responsible for creating, implementing and review of each document.

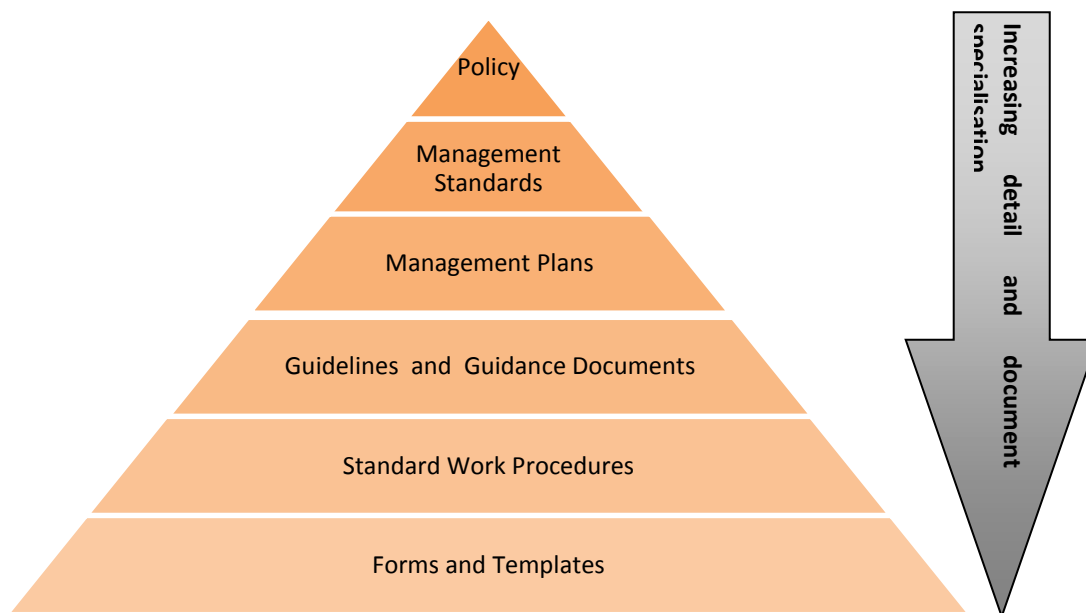


Figure 1. Example document hierarchy.

Table 1. Summary of document properties.

Document	Created by	Has Rules and Consequences	Must be Followed Exactly	Content
Policy	Senior Management, Company MD	N/A	N/A	Broad coverage of a topic
Management Standard	Senior Management	Yes	Yes	Broad coverage of a topic
Management Plan	Exploration Manager +/- experts	Yes	Yes	Covers one area or topic only
Guidelines and Guidance Documents	Senior Geologist and Personnel	Yes	No, limited flexibility in doing tasks	Covers one process (or series of processes). More info and gives guidance
Standard Work Procedure	Field Personnel, Personnel	Yes	Yes	Covers only one process. Step-by-step instructions
Forms and Templates	Field Personnel	Yes	Yes	Covers only one area. Collect and store information

2 IMPLEMENTATION

The Exploration Management Manual (EMM) is different from other manuals in that it may be used in two ways:

- Firstly, as a convenient place to store key management information in one easily accessible location; and
- Secondly, as a compliance and audit tool.

2.1 Manual Layout

The EMM is configured into five separate parts, each covering a series of systems and procedures that is the responsibility of the Exploration Manager (Please refer the EMM Index document). Under each heading we have gathered or suggested the key documents that are required for the company to possess a complete management system. The documents in the EMM have been chosen as they are tasks or roles often administered by the Exploration Manager, That is, these are the 'management documents' that will more often be used by the exploration manager, as opposed to more field based operations documents that would be used by personnel in the field.

We have also included some helpful lists of documents that would go to complete a system, such as an OHS system.


2.1.1 Customising Your Manual

If you look at the supplied manual index, you will notice there are several instances where documents are 'supplied by company'. You should ensure a copy of these documents, or the company equivalent is placed into the space allocated in the manual.

As you complete each section of the manual, ensure that the supporting documents to the system are also in place in the company.

2.1.2 The Manual as an Audit Tool

The EMM may also be used as an auditing tool. By simply checking off the known company documents against the EMM Index and the supplied OHS, Environmental and other 'system document lists', you will quickly be aware of any system or document deficiencies.

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