**ITSCI mine site visit and risk assessment report – TEMPLATE FOR COMPANIES**

***General information, summary and conclusion of the visit***

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| Name of the processor/exporter carrying out the visit: {name\_of\_processor} | Name of the person conducting the visit and writing report, contacts (email/phone), and role/position within the processor/exporter (consultant or permanent staff?).  Name: {name\_of\_consultant}  **Email: {email\_of\_consultant}**  Did the person receive training/coaching from ITSCI in the past? If yes, indicate when.  {is\_person\_trained}  {when\_training} |
| Date of the report: {date\_of\_report} |
| Purpose of the visit: impamvu n’intego y’isura  {purpose\_of\_visit} | |
| Are you following-up on recommendations made to the visited company from a past visit? If so, describe the recommendations and date of past visit. Wakurikiranye inama/impanuro bari bahawe ubushize? Niba ari byo yavuge ndetse nigihe wabasuriye? | |

***Information about the mine company***

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| Name of the mine company: {**company\_visited**} | License number including type and issuance date:  {company\_license\_number} |
| Number of company sites: {number\_of\_minesites} | Number of sites visited: {number\_of\_minesites\_visited} |
| When was the last visit conducted to this company? Which sites did you visit? {date\_of\_last\_visit}.  {sites\_visited} | |
| List of persons interviewed during the visit and description/role in the company: vuga abo mwavuganye igihe wasuraga ndetse nicyo bashinzwe  {list\_of\_persons\_interviewed\_and\_role} | |

***Information per sites (please fill in for each additional site visited)[[1]](#footnote-1)***

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| Name of the site (as reported on the mine list):  {name\_of\_sites} | Code of the sites (as reported on the mine list):  {code\_of\_sites} |
| Location of the site (district, sector, cell): Aho site iherereye: **District: {sites\_district}, Sector: {sites\_sector}, Cell: {sites\_cell}** | |
| Date of the visit: {date\_of\_visit} | Time of the visit: {time\_of\_visit} |
| GPS coordinates:  {sites\_coordinates} | Was the RMB agent present? If yes, please state his/her name:  {rmb\_agent\_present}.  {rmb\_agent\_name}  If not, please specify:   * When was the latest visit by the RMB agent: * When was the latest tagging at the site: |
| Name, position/role and contact of the mine company representative met at the mine site: vuga izina n’icyo ashinzwe uwari ahagarariye site wahasanze  {name\_position\_of\_company\_representative} | |

***Information on level of activities at the mine site***

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|  | **Information based on own observations at the site** | **Information from the mine company representative** |
| Number of diggers (men, women): umubare wabacukuzi (abagabo, abagore) | {number\_of\_diggers\_observations} | {number\_of\_diggers\_representative} |
| Number of washers (men, women): umubare baa boza (abagabo, abagore) | {number\_of\_washers\_observations} | {number\_of\_washers\_representative} |
| Number of transporters (men, women): umubare w’abikorezi (abagabo, abagore) | {number\_of\_transporters \_observations} | {number\_of\_transporters \_representative} |
| Number of teams? Number of person per team? Indicate role of team members (x diggers, x washers, x transporters) umubare wamatsinda? Umubare wabagize itsinda? Icyo bakora (x abacukuzi, x aboza, x abakorera,) | Number of teams:  {number\_of\_teams\_observations}  Number of persons per team:  {number\_of\_persons\_per\_team\_observations}.  {number\_of\_washers\_per\_team\_observations} washers,  {number\_of\_transporters\_per\_team\_observations} transporters and  {number\_of\_diggers\_per\_team\_observations} diggers | Number of teams: {number\_of\_teams\_representative}  Number of persons per team:  {number\_of\_persons\_per\_team\_representative}.  {number\_of\_washers\_per\_team\_representative} washers,  {number\_of\_transporters\_per\_team\_representative} transporters and  {number\_of\_diggers \_per\_team\_representative} diggers |
| Do they sometimes use temporary workers? If yes, how many and how often? Bajya bakoresha abakozi badahoraho? Noba ari yego, bangahe kandi inshuri z’ingahe? | {do\_they\_use\_temporary\_workers\_observations}  {number\_of\_temporary\_workers\_observations}  {number\_of\_times\_observations} | {do\_they\_use\_temporary\_workers\_representative}  {number\_of\_temporary\_workers\_representative}  {number\_of\_times\_representative} |
| Equipment used: | {equipments\_used\_observations} | {equipment\_used\_representative} |

***Information on level of production at the mine site***

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| --- | --- | --- | --- |
|  | **Information collected from miners** | **Information from the mine company representative** | **Information from the company’s or cooperative’s own records** |
| Production per day per type of mineral umusaruro ku munsi kuri buri bwoko bw’amabuye | **{production\_per\_day\_observations}** | **{production\_per\_day\_representative}** | **{production\_per\_day\_records}** |
| How often do they wash minerals? Which day of the week? Ni kangahe mwoza amabuye? Ku yihe minsi y’icyumweru | **{number\_of\_washing\_times\_observations}**  **{days\_of\_mineral\_washing\_observations}** | **{number\_of\_washing\_times\_representative} {days\_of\_mineral\_washing\_representative}** | **{number\_of\_washing\_times\_records}**  **{days\_of\_mineral\_washing\_records}** |
| Type of minerals mined at the site: ubwoko bwamabuye bucukurwa muri Iyo site | **{type\_of\_minerals\_observations}** | {**type\_of\_minerals\_representative**} | {**type\_of\_minerals\_records**} |
| Does the mine cooperative/company have their own production records? Ese companyi yibikira amakuru yumusaruro?   * Yes: then provide a copy (picture) of the past months (as annex) and complete the above column. Niba ari byo tanga ifoto ibigaragaza (nk’umugereka) * Yes but the records were not available: explain why. Yego ariko ntabwo zihari, vuga impamvu? * No, the company does not have their own records: explain if they intend doing so niba ari oya, ese barategura kubikora? Sobanura   {does\_company\_records\_their\_production}  {comment} | | | |
| Did you conduct a washing test during the site visit to assess production plausibility? If yes, please explain how and what the results are. Ese warebye uko boza amabuye Niba bihura numusaruro wabonye? Niba ari yego, sobanura uburyo n’ibyo wabonye? | | | |
| Did you access the mine company’s depots? Indicate if there were any untagged minerals in the depots, the volume and mineral type. Indicate what explanations were given by the company regarding the presence of untagged minerals.  Warebye ububiko bwa companyi? Hari amabuye wabonye adafite ibiyatanga (tags), ingano n’ubwoko bwayo. Vuga ibisobanuro batanze ayo mabuye adafite ibiyaranga (tags).  {did\_you\_checked\_company\_depots}, {is\_there\_untagged\_minerals}, {reasons\_of\_untagged\_minerals}. | | | |

***Information on minerals from the site supplied to the processor/exporter/amakuru ku mabuye yagurushijwe na companyi***

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Volume of minerals (in kg) supplied to the processor/exporter per type of minerals, for the last nine months** | | | | | |
| **Month** | | **{mineral\_type1}** | **{mineral\_type2}** | **{mineral\_type3}** | **{mineral\_type4}** |
| {month\_1} | | {month1\_type1} | {month1\_type2} | {month1\_type3} | {month1\_type4} |
| {month\_2} | | {month2\_type1} | {month2\_type2} | {month2\_type3} | {month2\_type4} |
| {month\_3} | | {month3\_type1} | {month3\_type2} | {month3\_type3} | {month3\_type4} |
| {month\_4} | | {month4\_type1} | {month4\_type2} | {month4\_type3} | {month4\_type4} |
| {month\_5} | | {month5\_type1} | {month5\_type2} | {month5\_type3} | {month5\_type4} |
| {month\_6} | | {month6\_type1} | {month6\_type2} | {month6\_type3} | {month6\_type4} |

***Plausibility and risk analysis***

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| Was or is the cooperative or mining company listed on the Due Diligence list due to risk of production plausibility? If yes, since when? Ese companyi ari kuri lisite ya due diligence kubera impungenge ku musaruro? Niba ari yego, ni ryari?  {is\_this\_company\_listed\_on\_dd\_list}, {when\_is\_this\_company\_listed\_on\_dd\_list} |
| Is the level of production observed at the site and recorded plausible based on the number of miners present during the visit? Explain why.  Ese ugereranyije umusaruro wabonye, abacukuzi n’ibiri mu nyandiko birahura? |
| Is there any discrepancy between the production level based on miners’ testimonies, the production recorded by the mine company and your observation of the activities on site? If yes, provide comments. Ese hari ukunyuranya hagati y’ibyo wabwiwe n’abcukuzi, inyandiko za companyi ndetse nibyo wiboneye kuri site? |
| Is there any discrepancy between the production that you have purchased and your observations at the site (in terms of production level, number of miners, etc.)? If yes, provide comments. Ese hari ukunyurana hagati yibyo waguze nibyo wiboneye kuri site (umusaruro, umubare w’amacukuzi, n’ibindi). Niba ari yego, gira icyo uvuga. |
| Is there any discrepancy or issues between the type of minerals at the site and the type of minerals supplied to your company (for example, the site produces mixed cassiterite-tantalite but your company only receives/purchases cassiterite, or tantalite)? If yes, explain why.  Ese haari ukunyuranya hagati y’amabuye bacukura ndetse nibyo bakugemuriye? Niba ari yego, sobanura. |
| If you found any discrepancies in the above questions, please ask the company representative as well as the RMB officer (if present during the visit) for explanations. Provide their feedback and assess whether the provided explanations are plausible. Niba hari ukunyuranya kwabinetse hejuru, baza uhagarariye companyi ndetse nuwa RMB (niba ahari) ibisobanuro? Vuga icyo bagusubije, b´niba binashoboka. |

***Risk mitigation, recommendations, conclusions***

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| What are the biggest challenges faced by the cooperative or company with regard to mining activities? Is there a mine development plan to improve production (increase the number of miners, improve the equipment) and/or a plan to address these challenges? If yes, please describe: ni ibihe bibazo bahura nibyo mu bucukuzi? Ese hari gahunda badite yongera umusaruro (kongera abacukuzi, ibikoresho) na gahunda yo gukemura ibyo bibazo? |
| Describe the progress achieved by the mine company with regards to mine site management, level of production and plausibility, working conditions, traceability and due diligence procedures. If no progress was achieved, please comment why or what factors prevented it. Vuga ibyo kompanyi yagezeho mu kugenzura site, umusaruro, uko bakora, ndetse no gukurikirana. Niba ntabyo, vuga impamvu, n’icyabiteye. |
| Is your company planning to contribute, or has already contributed to the mine development plan? If yes, explain how (in kind, financial support, technical support etc.) ese hari icyo ikigo cyawe cyakoze cyangwa kiri guteganya kubafasha? Niba ari yego, vuga uburyo (ubwoko, amafaranga, ubufasha bwa tekinike) |
| What recommendations did you make to the cooperative/company with regard to organisation of activities (production record, supervision of miners, management of mineral depot)? List the key 5 recommendations. Vuga inama wagiriye Iyo kompanyi kubigendana na (kubika amakuru, kugenzura abacukuzi, kugenzura ububiko)? Tanga byubira ibintu bitanu.  1.  2.  3.  4.  5. |
| If you found a plausibility issue during your visit, describe what actions your will take (for instance: follow-up on recommendation no. 1,2 above; temporarily suspend purchase until activities have improved, stop purchasing minerals from that company, contact RMB leadership in Kigali if an issue related to RMB officer was raised, etc.) Niba hari ibibazo byo kudahuza wabonye, vuga ingamba wabafatiye (urugero, gukurukirana, kuba usubutse kubagurira, kurekera kubagurira burundu) |
| Conclusion of the visit: please include your recommendations to 1) ITSCI and 2) to RMB on how to assist more the cooperative/company.  Umwanzuro wawe, ndetse nibyo wabwira ITSCI cyangwa RMB bafasha companyi . |

***Annexes: Pictures taken during the site visit and pictures of production records.***

Please add a caption under each picture and date the picture was taken

1. NB: for one company, all sites mentioned on the due diligence list should be visited. Kuri company imwe, amasite yayo yose agomba gusurwa [↑](#footnote-ref-1)