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| **DOC NO** | **DOCUMENT REQUIRED** | **COMPLIANT** |
| 1 | **SHE File Approval Form** |  |
| 2 | **Scope of Work (SOW) (Approved Activities)**   * SOW signed off by plant host (Mine 2.13.1 Engineer/Client or Client Representative) * Proof of order Number |  |
| 3 | **Generic Company Information**   * Company Registration, company profile and address * Contact details * Organogram * Name list of all employees |  |
| 4 | **Sub-Contractors**   * Company registration, profile and address * Contact details * Organogram * Name list of all employees |  |
| 5 | **Employee Details**   * Name and Surname * ID number and ID Document * Address and contact detail * Next of kin contact details * Certificate of Medical Fitness |  |
| 6 | **Employee route form (per employee)** |  |
| 7 | **Employee Training and Competence**   * Degrees/Diplomas (for mines include MIE Verification * Trade Test certificates (for mines include MIE Verification) * Proof of Competency Training Certificates * Legal Liability Training (where applicable) * First-Aid Training (where applicable) * Individual Registrations (ie – SAIOSH, SACPCMP, IOSH, SAQCC etc) |  |
| 8 | **Employee Site Induction**   * Copy of attendance register – Proof of Induction |  |
| 9 | **System Legal Appointments Document**   * Letter of Good Standing with Compensation Commissioner * Public Liability Insurance * Company Legal Registrations (e.g.Registers Engineers etc) * 37 (2) Agreement (OHS Act) * Declaration of Section 21 (MHSA) |  |
| 10 | **Legal Appointments**   * Subordinate Manager (2.6.1 MHSA and 16(2) OHS Act) * Supervisor (2.9.2 MHSA and 8.2 (i) (OHS Act) * SHE Rep * First Aider |  |
| 11 | **Authorizations**   * Vehicle authorisation * Lifting Equipment operators * Conveyor belts * TMM Operators * Driver authorisation * Scaffolding erectors * Rigging and Lifting |  |
| 12 | **Container approval/Mobile Office approval**   * Including COC |  |
| 13 | **Tools and Equipment Register** |  |
| 14 | **MSDS**  16 points and not older than 5 (five) years. |  |
| 15 | Method Statement |  |
| 16 | Safe Work Procedures |  |
| 17 | Risk Assessment  Risk Assessment Register  Risk Assessment Procedure  Approved |  |
| 18 | Third Party Permits where applicable |  |
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