|  |  |  |
| --- | --- | --- |
| **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 AssessmentRisk Assessment Register Risk Assessment ProcedureApproved |  |
| 18 | Third Party Permits where applicable |  |
|  |  |  |