

## CONTRACTOR COMPLIANCE FILE ASSESSMENT CHECKLIST

Date of inspection/ Evaluation:	
Client	
Employer (Principal contractor)	
Registered name of the enterprise	
Trade name of the Enterprise	
Company Registration No	
SARS registration No(PAYE)	
UIF registration No	
COIDA registration no	
Relevant SETA for EEA purpose	
Industry sector	
Bargaining Council	
Contact person & position	
Contact number	
Site Address	
Postal Address	
Chief Executive Officer	
Chief Executive officer's email and	
contact number	
Construction Manager	
Health and Safety Representative	
Activities/ Service rendered	
Commencement date	
Completion date	
Site Phone	
Total number of employees on site:	
Female	
Male	
People with disabilities	



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CONTRA	ACTOR	Complying	Not Complying (i.e. Comments)	Not Applicable
1.	Site Specific Organogram of reporting structure.			
	This document must provide all persons appointed in terms			
	of			
	OHS Act No. 85 of 1993 including contact details. (rev, date,			
	approval)			
2.	Contractor scope of work information (Company Profile)			
3.	Notification of Construction Work to the Department of			
	Labour: Document to display required information as per			
	OHS Act No.85 of 1993 – Construction Regulations			
	Annexure A, Must carry the stamp of acceptance from the			
	Department of Labour (if applicable)			
4.	Application for a permit to do construction work (if			
	applicable)			
5.	Valid Letter of Good Standing with FEM/WCA:			
DAANAC	And proof of relevant insurances to carry out work.			
	Copy of reference documents:			
6.	Health & Safety, Security, Quality, Environmental, and other			
	applicable Specifications			
	Including a signed register of communication to Managers,			
	Supervisors & Safety Officers			
7.	Approved Contractor Execution Plan correlating with			
	Specification provided by Transnet (i.e. Approved health			
	and safety plan, environmental plan, security plan etc.)			
8.	Contractors Health and Safety Policy			
9.	Site Specific Emergency Plan			
10.	Contractors Traffic Management Plan (if applicable)			
11.	Procedure for handling Hazardous Chemical Substance's			
	and Applicable Safety Data Sheet (if applicable).			
	ITMENTS			
12.	Fully completed appointments of the following (depends on			
	the scope of work) but not limited to:			
	• Sec. 16(2) – Delegated Authority (Assistant to the			
	CEO)			
	CR 8(1) – Construction Manager			
	CR 8(7) – Construction Supervisor			
	CR 8(8) – Assistant Construction Supervisor			
	CR 8(5) – Construction Safety Officer			
	• CR 9(1) – Risk assessment			
	• CR 10. (1)(a) – Fall Prevention Planner (if			
	<ul><li>applicable)</li><li>CR 10.(2)(b) (fall risk) Physical &amp; Psychological</li></ul>			
	fitness			
	CR 23.(d)(k) – Vehicle operator and Inspector			
	GSR 3.4 – First aider			
	• CR 29 (h) – Fire Fighter			
	Sec 24, GAR 9(2) – Incident Investigator			
	CR 13(1)(a) – Excavation Supervisor			
	CR 28(a) – Stacking and Storage Supervisor			
	CR 12(1) – Temporary works designer			
	CR 14(1) – Demolition work supervisor			
	CV TH(T) - DEMONITION MOLK Subervisor		l	

CR 16(1) – Scaffolding work supervisor	
CR 17 (1) – Suspended platform work supervisor	
CR 18(1)(a) – Rope access supervisor	
CR 19(8)(a) – Material host Inspector	
CR 20(1) – Bulk mixing plant supervisor	
CR 21(2) – Explosive actuated fastening devices	
inspector	
Sec 17(1) – SHE Rep (more than 20 employees)	
GSR 13(a) – Ladder Inspector	
An abbreviated CV of the above appointed persons shall be	
attached to the appointment.	
Competency certificates will also be attached as required in	
specifications	
<ol><li>Elevated work training (Rescue/ Safety harnesses) –</li></ol>	
accredited Training (If applicable)	
14. Fall Protection Plan by competent person / Rescue Plan (If	
applicable)	
<b>15.</b> Contract/Project Specific Risk Assessment indicating the full	
scope of work and risk profile – High risk task inventory	
registers to be attached.  16. Risk Assessment (HIRA), Method Statement, Safe Work	
Procedure to be generated for each specific task to be	
performed on the contract/project i.e. Site establishment,	
confined spaces, working at heights, working near water,	
excavations etc. Note: before establishment they can supply	
what they will start with – site establishment, fencing, clear	
& grubso only request what is relevant at the time.	
17. PPE Policy and most recent issue register.	
INDUCTION	
<b>18.</b> Induction application forms completed for every employee	
of the contractor performing work on site; The following	
shall be attached:	
Employee Dossier with applicable documentation;	
Proof of site specific induction;	
Copy of ID Document;	
Legal Letter of Appointment;	
Proof of competence i.e.: Artisans, drivers,	
operators etc.;	
Valid medical certificate of fitness done by an	
Occupational Health Practitioner (i.e. Annexure 3 for construction work)	
REGISTERS	
19. Copy of equipment registers to be used with copy of each	
item's inspection checklist. The registers are not limited to	
the following, depends on the scope of work:	
Site visitors register	
Excavation Inspection Register	
Hand tools Inspection register	
Barricading Inspection Register	
Traffic Inspection Register	
Mobile Toilet Inspection Register	
Daily Risk Assessment and Toolbox Talk	
PPE Inspection Register	
First Aid kit Inspection Register	

Fire Fighting Equipment Register	
Portable electrical Equipment Register	
Pneumatic Tool Register	
Compressor Checklist	
Ladder Inspection Register	
Vehicle Inspection Register	
Working at Height Equipment Register	
INCIDENT/ACCIDENT MANAGEMENT	
20. Incident /Accident Management Procedure includin reporting, recording and investigation of incidents a accidents	=
21. Register of first aid injuries	
22. Register of reportable injuries to the Provincial Direct	ctor
OTHERS	
<b>23.</b> Section 37(2) mandatory agreement between client contractor and contractor - sub contractor. As well a	
<ul> <li>CR 5.1(k) Principal Contractor appointment</li> </ul>	
CR 7(1)(c)(v) Sub Contractor appointment	
24. Training Matrix (Management, Supervisors and Emp	ployees)
25. Copy of the OHS act and its Regulations , COID Act	

Date	Print Full Name	Designation	Signature
		Status	
	Approved		
	Not Approved		
	ποτηριστέα		

Regulations