


Department:	SHEQ	Document number:	AIDC-SHEQ-TMP-029	 Automotive Industry Development Centre Your partner in becoming globally competitive
Document Classification	RESTRICTED			
Name of Document:	SHE FILE REQUIREMENTS FOR SMALL WORKS			

CONTRACTORS SHE FILE REQUIREMENTS: SERVICING OF HT CABLES AT AUTOMOTIVE SUPPLIER PARK

1. Valid Letter of Good Standing (COIDA)
2. Public Liability Insurance (minimum value of 10 million rands)
3. Medical certificates of all employees (CR 7 (g) with annexure 3)
4. List of all employees and ID copies. (Passport to include valid works permits).
5. Site specific SHE Plan
6. SHE Policy
7. Organogram with names and roles
8. Legal Appointments and proof of competencies
9. CEO/Managing director/ Deputy- 16.1/16.2
 - 9.1 Supervisor
 - 9.2 First Aider and Firefighter
 - 9.3 Competency certificated (Electrician, Fitter etc)
 - 9.4 Risk assessor
 - 9.5 SHE representative/ SHE Officer
 - 9.6 Incident Investigator
 - 9.7 Step ladder inspector (if applicable)
10. Certificate of Competency as issued by ECSA and ECB.
11. Ris Assessments and Safe Working Procedures.
12. List of tools and equipment including calibration certificates
13. Inspection checklist and registers of all tools and equipment.
14. Detailed method statement.
15. Incident management procedures including incident report forms (WCL1 & WCL2).
16. Emergency response plan and including emergency contact details.
17. Lockout and Tagout procedure

Additional requirements

- Principal Contractor shall comply with OHSA requirements to provide PPE.
- Fully stocked first Aid box
- Fire extinguisher
- Signage and Demarcation net/Cones

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Date: 21/02/2024

Signature _____



Approved by SHEQ Manager: Sharon Mashala

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