	ANKERLIG CONTRACTOR SAFETY FILE EVALUATION CHECKLIST	Document Identifier	32-726-06T	Rev	1
		Effective Date	May 2022		


Contractor CEO or MD		Cell/Tel		E-mail		
Contractor Site Manager		Cell/Tel		E-mail		
Contractor Safety Manager/Officer		Cell/Tel		E-mail		
Contract/Order number		Duration of the contract				
Type of contract e.g. as and when/ full time: SHORT TERM						
Eskom Contract Manager/End User		Cell/Tel		E-mail		
SCOPE OF WORKS	Ankerlig DC Inverters					
Contractors Staff Complement						
Criteria			Yes	No	N/A	Remarks
1	Legal and other Reference	PRINCIPAL CONTRACTOR & CONTRACTOR/S				
	OHSACT 32	Is the 37(2)-agreement signed by both parties				
	COIDA	Is the valid letter of good standing in the file				
		<ul style="list-style-type: none"> Registration number: 				
		<ul style="list-style-type: none"> Expiry date: 				
	GAR 4	Updated copy of OHS Act and Regulations available in the Safety File				
	SHE Specification	Method Statement / Safe Working Procedures for all activities				
	SHE Specification	Is the Clients SHE/OHS requirements in the file				
	32-520	Is the Client's Baseline Risk Assessment in the file				
	SHE Specification	Is the Safety, Health and Environmental Plan (SHE) in the file				
	32-726	SHE Plan approved and signed				
	Internal standard	Signed project organogram by the contractor CE/MD				
	SHE Specification	Appointment of a Contractor				
2	Legal and other Reference	APPOINTMENTS: - (a competent person)	Yes	No	N/A	Remarks
	Sec. 16(2)	Designated Employer				
	GAR 8,9	Competent person to conduct Incident investigations				
	OHS Act 8	Contractor supervisor				
	32-520	Competent person to do Risk Assessment				
		Competent person to operate materials hoist (checklist)				
		Competent person to inspect materials hoist				
		Competent forklift operators and certified				
		Competent crane operators and certified				
		Competent person for inspection of fire equipment				
	GSR 3.4	Competent first aider				

	Legal and other Reference	INCIDENT MANAGEMENT	Yes	No	N/A	Remarks
	COIDA	Contractors incident management procedure aligned with 32-95				

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	COIDA & OHSACT 14(e) & 24	Incident initial notification and investigation templates available				
	GAR	Incident register available (Appendix 2 register)				
	GAR 9	Incident investigation Annexure 1 template & WCL forms available				
3	Legal and other Reference	RISK ASSESSMENT (will include)	Yes	No	N/A	Remarks
	OHSACT 8	Risk Identification				
	32-520	Risk Analysis				
	32-520	Method statement				
	32-520	Risk Matrix and Rating				
	32-520	Monitoring Plan				
	32-520	Review Plan				

4	Legal and other Reference	INDUCTION TRAINING	Yes	No	N/A	Remarks
	32-726	1. Was the induction done by the Contractor				
	SHE Specification	<ul style="list-style-type: none"> The Contractor training syllabus / programme 				
	SHE Specification	<ul style="list-style-type: none"> Attendance register of the induction course (to be provided before work commences) 				
	32-726	2. Was induction done by the Client (Eskom)				
	SHE Specification	<ul style="list-style-type: none"> Proof of induction of person done by Eskom 				
	SHE Specification	<ul style="list-style-type: none"> ID Copies 				
6	Legal and other Reference	CERTIFICATION OF MEDICAL FITNESS/ SECURITY CLEARANCE	Yes	No	N/A	Remarks
	32-136	Are contractor employees in possession of the valid medical fitness certificates issued by the registered Occupational Medical Practitioners/Occupational Health Nurse				
	32-136	ID copies				
	NKP	Security Clearance certificates				
	Legal and other Reference	PERSONAL PROTECTION EQUIPMENT	Yes	No	N/A	Remarks
	GSR2 & OHSACT 8(2)(b)	The risk-based PPE matrix in place				
	GSR2 & 8(b)	Register of PPE issued on site (risk based)				
	SHE Specification	Monthly inspections records of PPE checklist				

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7	Legal and other Reference	PLANNED MAINTENANCE INSPECTION, REGISTERED RECORDS (CHECKLISTS AND SIGNATURE)	Yes	No	N/A	Remarks
	DMR 18 (5)	Lifting machines and lifting tackle inspections checklist, load test certificates				
	GSR 3 (4)	First Aid box inspection and treatment register checklist (proof if available)				
	PER (6)2c	Inspection and service of Pressure equipment and fire extinguishers checklist (proof if available)				
	EMR 9	Inspection of Portable electrical equipment checklist (proof if available)				
	EMR 10	Inspection of Portable electrical lights checklist (proof if available)				
		Contractors daily inspection checklist				
		Toolbox talk register (Template)				
	GSR 2	Contractor Induction programme				
		Contractor training Matrix				
		Contractor vehicle inspection checklist				
	HCAR 3	Contractor workers timesheet/ daily attendance register				

Contractor's Representative		Signature:		Date	
Eskom SHE Practitioner		Signature:		Date	
Eskom Contract Manager		Signature:		Date	

Evaluation outcome		Approved		Not approved	
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