

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: Waste Management Services

1. Vaid letter of Good Standing (COIDA)
2. Public Liability
3. List of employees and their IDs
4. Medical Assessment certificates for all employees on site
5. Risk Assessments
6. Communication registers
7. Safe Working Procedures
8. Cleaning Plan
9. List of tools and Equipment to be used on site
10. Checklist and registers for all tools and equipment
11. Incident management procedure including WCL forms (WCL2, WCL 1, WCL 4)
12. Emergency contact details.

Principal contractor shall comply with OHSA requirements:

- a. PPE

Compiled By: Concilia Mogale

Date: 04 September 2026

Signature 

Approved by SHEQ Manager: Sharon Mashala

Date: 04 September 2026

Signature 

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