

	CONTRACTOR SHE FILE EVALUATION	Document Identifier	240-130287942	Rev	2
		Effective Date	March 2021		

Contract / Project: Security Services

Contract / Project Number: _____

I,in my capacity as Safety Risk Officer , have reviewed the SHE File / SHE Plan presented for approval by:

Details of Contractor

Trading Name	
Company Registration Number	
Contact Person	
Contact Number	
Address	

The review is for compliance with the requirements of the Occupational Health and Safety Act No 85 of 1993, relevant regulations thereof and Eskom requirements as listed in the SHE Specification.

The SHE File / SHE Plan* is found to be:

A	B	C
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A (100% requirements met) - The file is FULLY compliant in all respects and the contractor may access the site and commence work.

B (more that 80% requirements met) – The file is partially compliant – The contractor may access site solely for the purposes of planning and initial mobilization, with the agreement of the project manager. The contractor may only commence work after rectifying the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

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CONTRACTOR SHE FILE / SHE PLAN EVALUATION	Document Identifier	240-130287942	Rev	2
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C (less than 79% requirements met) - The file is non-compliant – The contractor may not have access to site or commence work. The contractor must rectify the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

Note: A new form must be completed per assessment

Minimum Requirements for SHE File:

Note: Assessor to ✓ requirement for project specific

Requirement	Minimum Requirement ✓	Project Requirement ✓	Available ✓ ✕	Score
Copy of the Act and regulations	✓	✓		
SHE policy	✓	✓		
Letter of Good Standing	✓	✓		
Sect 16(2) Appointment	✓	✓		
Project / Contract scope of work	✓	✓		
Project / Contract SHE plan	✓	✓		
Principal Contractor Appointment and Sec 37.2	✓	✓		
Safety Officer and H & S Representative Appointment	✓	✓		
Project Organisational Organogram	✓	✓		
Training Matrix and Competency Training records	✓	✓		
Supervisor Appointment	✓	✓		
Incident investigation plan/Procedure All WCL forms provided	✓	✓		
Base Line Risk Assessment	✓	✓		
Medical Certificates & ID Copies	✓	✓		
Emergency preparedness plan	✓	✓		
First Aid Management – First aider appointment GSR 3(4)	✓	✓		
Contractor Induction	✓	✓		
Signed Acknowledgement of Eskom rules (Annexure B)	✓	✓		
PPE Issuing register & Inspections.	✓	✓		
List of Tools and Inspection record	✓	✓		
Safe work Procedures	✓	✓		

- Assessor to add additional project / contract specific requirements

Scoring: Where a ✓ is indicated in the requirement and is available then 1 mark is scored. Where a ✕ is indicated in the available column, then no score.

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* * Place a ✖ in the block on Page 1 indicating achievement

SHE Professional Assessor Details:

Name: _____

Signature: _____

Date of Assessment: _____

Acknowledgement by the Eskom Project Manager /Responsible Manager:

Name: _____

Signature: _____

Date: _____

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