



SAFETY FILE CHECKLIST

Document number	SSA-0008D-035
Revision	01
Classification	Public
Released by	H. Human
Release Date	02 August 2024

Organisation	:	NRF (National Research Foundation)
Facility	:	SARAO (South African Radio Astronomy Observatory)
Project	:	N/A
Document Type	:	Permit
Function/Discipline	:	Health and Safety (0008)

SAFETY FILE CHECKLIST
Doc No: SSA-0008D-035

Rev No: 01

DOCUMENT APPROVALS

	Name	Designation	Affiliation	Date	Signature
Released by	H.Human	QA/QC Technician	SARAO	2 August 2024	
Approved by	S.Mnukwa	SHEQ Manager	SARAO	20 November 2025	

DOCUMENT HISTORY

Revision	Date of issue	Prepared by	Comments (e.g. ECN Number or changes to document)
01	02 August 2024	H. Human	First Release –Approved and Issued for Use

DOCUMENT DISTRIBUTION

Publish:	Please publish documents once Approved in Key360 and the Internal Comms Portal were applicable.
Distribute:	Approved Record to be distributed to all signatories, relevant line managers and Internal staff were applicable.

DOCUMENT SOFTWARE

Package	Version	Filename	
Word Processor	Ms Word	Word 2019	SSA-0008D-035 SAFETY FILE CHECKLIST.doc
Adobe Acrobat	Adobe	Adobe	SSA-0008D-035 SAFETY FILE CHECKLIST.pdf

COMPANY DETAILS

Name	SARAO, Johannesburg Office (Observatory, Gauteng)	SARAO, Cape Town (Observatory, Cape Town)	SARAO, HartRAO (Hartebeesthoek, Gauteng)	SARAO, Karoo Astronomy Reserve (Northern Cape)
Physical / Postal Address	118A Gill Street, Observatory, Johannesburg, 2183	2 Fir Street, Black River Park, Observatory, Cape Town, 7925	P.O. Box 443, Krugersdorp, 1740, South Africa	Posbus 69, Carnarvon, 8925, South Africa
Tel	+27 11 268 3400	+27 21 506 7300	+27 12 301 3100	+27 21 506 7300
Fax	+27 11 442 2454	+27 21 506 7375	+27 12 301 3300	+27 86 538 6836
Website	www.sarao.ac.za	www.sarao.ac.za	www.hartrao.ac.za	www.sarao.ac.za

ABBREVIATIONS

ATC	Air Traffic Control
CTN	Cape Town
ETA	Expected Time of Arrival
FMEA	Failure Modes and Effects Analysis
DME	Direction Measuring Equipment
GHz	GigaHertz
HartRAO	Hartbeeshoek Radio Astronomy Observatory
Hrs	Hours
IFF	Identification Friend or Foe
KAPB	Karoo Array Processor Building
km	Kilometre
NW	North West
MHz	MegaHertz
RF	Radio Frequency
RFI	Radio Frequency Interference
SARAO	South African Radio Astronomy Observatory
SE	South East
SKA	Square Kilometre Array
TBD	To Be Determined
TCAS	Traffic Collision Avoidance System
T/O	Take off
VHF	Very High Frequency
vs	Versus



SAFETY FILE CHECKLIST	Doc No:	SSA-0008D-035
	Rev No:	01

Contractor:		Date:	
Audit Team			
Auditor:			
Attendance/Notes:			

Safety File Checklist:

SAFETY FILE CHECKLIST

Doc No: SSA-0008D-035

Rev No: 01

Nr.	Item Description	Yes, No or N/A	Comments
1	Notification of Construction Work		
-	a. Contractor Appointments i. Written mandatory appointments combos(First aider, working at heights, firefighting, SHE reps)		
-	b. 37.2 Mandatory Agreements		
2	Construction permit		
3	COVID Act Letter of Good standing		
	a. Tax Clearance Certificate		
	b. Public Liability Insurance		
4	Client Health and Safety Specification		
5	SHE Policy		
6	SHE Plan		
7	Environmental Policy		
8	Environmental Management Plan		
6	Organogram including management team and sub- contractors		
7	Appointments; Relevant Competencies & CV's		
8	Site Rules		

SAFETY FILE CHECKLIST

Doc No: SSA-0008D-035

Rev No: 01

9	Inductions with proof of training		
10	List of Employees: Next of Kin Details; Annex 3 & Occ. Medical Certificates		
-	a. Next of Kin Details		
-	b. Annex 3		
-	c. Medical Certificates		
11	Method Statements with proof of training		
12	Relevant Risk Assessments with proof of training		
13	Appointment letter from SARAO		
14	Scope of work		
15	Task specific risk assessments		
16	Risk Assessment Review Plan		
17	Safe Working and Operating Procedures with proof of training		
19	Fall Protection Plan with proof of training.		
20	Demolition Plan with proof of training		
21	Safety Data Sheets with proof of training		
22	Emergency Tel List Site Specific Emergency Procedures and Emergency Escape Procedures with proof of training		
23	Accident and Incident Procedures		

SAFETY FILE CHECKLIST

Doc No:	SSA-0008D-035
Rev No:	01

24	First Aid Dressing Register:		
-	Annexure 1		
-	WCL 1 Forms		
-	WCL 2 Forms		
25	Accident and Incident Investigations		
26	Additional Plans and Procedures		
-	a. <i>Severe Weather Plan</i>		
-	b. <i>Fatigue Management Plan</i>		
-	c. <i>Heat Stress Procedure</i>		
-	d. <i>Lock Out Procedure</i>		
-	e. <i>COVID19 Plan</i>		
27	Equipment list and AIA Test Certifications		
28	Works Permits for Hot works; Lockouts; Excavations; etc.		
29	Equipment & Machinery Checklists		
30	Facilities & Environmental Checklists		
31	Client Audits and Notifications		
32	List of Contractors		
-	Contractors OHS Plan		
-	Contractors Fall Protection Plan		

SAFETY FILE CHECKLIST

Doc No:	SSA-0008D-035
Rev No:	01

33	Contractors Audits and Notifications		
34	Minutes of Safety Meetings		
35	Toolbox Talks & Awareness Campaigns		
36	Copy of the Act and Copy of Construction Regulations 2014		
37	Risk assessment		
38	PPE issue register		
39	Portable electric equipment to have dead man switch		
40	Hazardous chemicals		
41	Appointment Mandatory Combinations(First aider, working at heights, firefighting, she reps)		
42	Permission to work on site		
43	5.1.k Principal contractor		
44	Mandatory appointments to add(16.1 delegation, 16.2, 8.2.i, 8.7)		
45	Contractor container checklist		
46	Electrical tools to be inspected by SARAO electrical person		
47	Lifting equipment checklist (sling, chain blocks, coffin hoist, forklift, mobile crane)		
48	Hydraulic equipment (test certificate valid for 12 months, performance test, test certificates on		



SAFETY FILE CHECKLIST	Doc No: SSA-0008D-035
	Rev No: 01

Auditor:	Safety file approved: <i>(Mark with X)</i>	Signature:		
	<table border="1"><tr><td style="padding: 5px;">YES</td><td style="padding: 5px;">NO</td></tr></table>	YES	NO	
YES	NO			