

Contractor Management Requirements Procedure

AREA OF APPLICABILITY

ACROSS Airports Company South Africa SOC Limited & Its Subsidiaries

DIVISION OPERATIONS MANAGEMENT

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Public

Contractor Management Requirements Procedure

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1. Scope

This procedure outlines the Occupational Health & Safety and Environmental Management System requirements for all user departments embarking on appointment of contractors at all sites and at Corporate Office.

2. Objective

To assist the Company to effectively manage contractors and to ensure legal compliance is achieved and maintained when executing projects.

3. Definitions and Abbreviations

3.1 Definitions

Company/Business/Group/Organisation

Airports Company South Africa SOC Limited

Concessionaire

A person or company that has the right to sell a product or to run a business at the Company premises whether owned by the person or another company.

Construction Work

Any work in connection with:

- The construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- The construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work; Notes: Construction work' in these regulations is limited to building works and civil engineering works and shall be read with the definition of 'structure'

Contractor

An employer who performs work or services at the Company premises;

Employer

Any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him but excludes a labour broker.

Site

Refers to any Airport/Clusters and Corporate Office and can be used interchangeably.

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Stakeholder

Companies conducting business at the Company premises or within close proximity where there is an interaction with Company operations

Structure

- Any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- Any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or (c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

Emergency Work

Refers to activities that are to be performed by the Contractor who has been appointed under emergency conditions to attend to emergency or urgent situations such as spillages, incidents within a period of seven (7) days.

Contract owner

Refers to a person who is directly responsible and accountable for managing a contract between ACSA and the contracted service provider or contractor.

Project Manager

A competent person delegated by the Section 16.2 appointee under the OHS Act who is in overall management and control of the project.

Contractor Representative

A duly appointed competent person, i.e. Clerk of works, Engineer or other such person in whom the Agent vests authority to represent him on the project

3.2 Abbreviations

| Abbreviation | Description |
|--------------|--------------------------------------|
| OHS | Occupational Health and Safety |
| EIA | Environmental Impact Assessment |
| EMS | Environmental Management System |
| EPMO | Enterprise Project Management Office |
| SHE | Safety, Health & Environment |
| CR | Construction Regulation |
| CV | Curriculum Vitae |

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4. Procedure General

4.1 Onboarding Company Contractor

Below is the process to be followed for onboarding Company contractors:

- Prior to going out on tender for any works to be performed at Site, the contract owner is to liaise with the OHS and Environmental Compliance Departments to obtain the necessary paperwork to be included in the tender pack;
- The Company project manager shall complete the [Project Evaluation Form – OHS 044](#) to determine the applicable OHS requirements for the project / maintenance work to be included in the Specification, or whether the project trigger the definition of construction work, or a need for any environmental authorizations (e.g. EIA) or permits;
- Projects are also to be screened to determine significant environmental aspects, opportunities for green procurement, and consideration of lifecycle impacts of proposed works. The environmental manager for the specific airports shall review scope of works and ensure that relevant environmental requirements; and
- The OHS Manager shall ensure that OHS specification is specific to the works being performed and one document cannot be used for all works as per legislative requirements.

4.2 Pre-tender Stage

The following documents shall be included on all tender packs for the purpose of ensuring that the prospective contractor/service provider is aware of the Company's OHS and Environmental requirements and where applicable is in the position to submit all the required information with his/her tender proposal/submission.

- Signed [Section 37 \(2\) Mandatory Agreement – OHS 040](#);
- Baseline HIRA (Construction Regulation 5(a) and Environmental Aspects and Impact. This is to be Site specific. Each Airport to produce a Baseline HIRA and Environmental Aspects and Impact;
- [Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#). This document is to be included for all service and maintenance works. The guidelines in the [Environmental Principles for Projects, Planning and EIA - T050 010M](#) are to be included for all works;
- Should the works involve Construction, yet not trigger the need for Environmental Authorization (EIA), then the tender pack shall include the [Construction Environmental Management Plan – EMS 050](#) embedded in [Environmental Principles for Projects, Planning and EIA - T050 010M](#);
- OHS Specification as required as per CR 5(b) and (f):
 - Either include the [Specification Minor Works – OHS 034](#) or the Client Safety Specification for works not triggering the definition of construction works.
 - The OHS Specification for minor works is to be used if the intended activity is low risk and does not trigger the definition of construction works.

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- Even if the contractor does not trigger the definition of construction works they are still required to comply to the requirements of the OHS Act, General Administrative Regulations, General Safety Regulations etc. These requirements form the basis of the OHS Specification for minor works.
- The Client Safety Specification is to be used for all works triggering the definition of construction works. Where not applicable, it is to be stated as such on the specification. No items are to be removed from the specification. Projects evolve and what was previously not required, might become a requirement as the project scope changes. Safety plans are to be updated accordingly if there have been scope changes.

4.3 Tender Stage – Evaluation Process

- Supply Chain Management, OHS and Environmental hurdle requirements are to include the following requirements as pre-qualifying mandatory requirements for all tenders:
 - Valid letter of good standing;
 - Company CV / proof to be provided to demonstrate that tendering company has experience in performing such works;
 - Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048; and
 - Provision to be made in the tender for the cost of complying with health, safety and environmental management requirements.
- The project Manager shall ensure that an OHS and Environmental Compliance Department representative shall form part of the Cross Functional Sourcing team in order to ensure that the contractors meet the above-mentioned requirements.

4.4 Award Stage and Contractor On-boarding

4.4.1 Submission of SHE File

Contractors are to provide a complete SHE file to OHS Compliance Department, at least fourteen (14) days prior to commencement of works to ensure compliance to the Company and legislative requirements. The file shall be a hard copy and a soft copy. Documents to be submitted include the following but are not limited to the list below, a contractor SHE File index contains a complete list of requirements:

- Signed Section 37 (2) Mandatory Agreement – OHS 040;
- Valid Letter of Good Standing;
- Signed OHS Specification;
- Method Statement/s;
- Project Specific SHE Plan;
- Fall protection and rescue plan where applicable;
- Lifting plan where applicable;
- Valid Medical fitness certificates as per Annexure 3 of the CR 2014 regulations;

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- Activity specific risk assessment (Safety and environmental impacts and aspects);
- SHE Appointee structure (organogram);
- Applicable Letters of appointment;
- Proof of competencies (competency certificates);
- Notification of construction work or Construction Permit where applicable;
- Service & Maintenance Contractors Environmental [Terms and Conditions to Commence Work - EMS 048](#); and
- Airside Safety Plan.

4.4.2 SHE File Review

- Upon receipt of a SHE File, OHS department shall review contents to ensure compliance and give feedback about the status of SHE file compliance by recording findings on [SHE File Review Form – OHS 037](#). A completed form shall be sent to the Project Manager and the Contractor representative no later than seven (7) working days from the day of receipt of the file.
- No works may commence without safety file approval. A copy of the safety file is to be stored electronically on OHS SharePoint for record keeping purposes

4.5 Principal Contractor and Safety Agent Appointment

Appointment of the Principal Contractor and/or registered SACPCMP Safety Agent for Construction Work as defined in Construction Regulations.

- The Company's Enterprise Project Management Office shall appoint Principal Contractor and/or Safety Agent in writing as required by Construction Regulations 4(1)(c) and 4(5) (k) respectively based on the magnitude of the project at the inception stage of the project;
- These appointments shall be done in the prescribed format as outline on [Safety Agent Appointment Letter – OHS 003](#) and [Principal Contractor Appointment Letter – OHS042](#);
- The appointment letter (s) shall stipulate the contract scope, nature and duration of the contract work;
- This letter shall be kept in the contractor SHE files for the duration of the contractor;
- Should the contract be extended a new appointment letter shall be issued; and
- For any works that does not necessarily fall within the scope of "construction work" but below project value of below 40 million, below one hundred and eighty (180) days; and involve less than three thousand and six hundred (3600) person days of construction work; the project manager shall make provision for a construction safety resource registered with SACPCMP as Safety Manager.

4.6 Scope of Construction Health and Safety Agent

- Develop full Health and Safety Specification for the project;
- Assist the Company in facilitating application for Construction Permit with Department of Labour;

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- Identify applicable regulatory requirements regarding construction health and safety for this project; Ensure that these applicable regulatory requirements are included in the tender documentation;
- Perform project health and safety compliance auditing; Perform legal compliance inspections; Analyze the audit results and trends to input into continuous improvement; Prepare and present as required Health and Safety related reports monthly;
- Assisting the Client and Project Manager in assessing compliance throughout the execution of the project construction;
- Review and Approval of Contractors appointed to execute the project, both Principal and Sub Contractors; and
- Obtain necessary approvals and permits for designs from relevant authorities to ensure they are compliant.

4.7 Contractor Work Permits

- Upon approval of the SHE file, the OHS department representative shall coordinate a session to be held onsite where work is to be carried out to conduct an assessment in order to issue an [Permit to Work – M&E 070](#) to the Contractor;
- The issuer of the permit shall also facilitate necessary signatures required to authorize the contractor to commence with [Works on Aerodrome - V010 005M](#) prior to start of work;
- The Permit to Work (PTW) shall be issued per site and per scope of work. The Project Manager shall notify OHS Department if the scope of the Contractor is changing in order for the new permit to be issued; and
- For all fixed term contractors, a permit to work shall be issued to a contractor and the permit shall be valid for one (1) year from the date of issue. A new PTW can only be issued upon review of safety file.

4.8 Application for Construction Work Permit

Once the project has been classified as Construction Work as per Construction Regulation. The company shall apply for construction work permit to the department of labor in writing at least thirty (30) days before the work for a construction commence. The application of such permit shall be applied and administered by OHS department.

- Projects defined as Construction Work are projects that meet the following criteria:
 - Exceed one hundred and eighty (180) days;
 - Shall involve more than three thousand and six hundred (3600) person days of construction work;
 - The works is of a value equal to or exceeding forty million rand or
 - construction Industry Development Board (CIDB) grading level 7,8 and 9;
 - A written construction work permit with a site-specific number from Department of Labor prior to commencement of construction work on site;
 - The site-specific number shall be conspicuously displayed at the entrance to the construction site;

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- The Project Manager shall keep this written construction work permit safe and secure; and
- A copy shall be issued to the appointed Principal Contractor who shall then keep the copy of a construction work permit in the SHE file on site

4.9 Contract Work Execution

- Once the works have commenced, Company representatives as stated below shall perform audits on contractors on monthly basis to measure compliance with the requirements of section 5 (o) of the Construction Regulations and OHS Act.
- The audit team shall consist of the following members:
 - OHS Representative
 - Environmental Department Representative
 - Aviation Safety Representative (where applicable)
 - Project Manager
 - Contractor Supervisor
 - Contractor SHE Representative
- The audit date shall be agreed upon between the members involved and this shall be communicated formally to the contractor seven (7) days prior to the planned date.
- OHS Representative shall after the audit compile a report no later than fourteen (14) days from the date of the audit and distribute it to all relevant audit members. Where life threatening situations or major deviations are identified, the audit team shall take reasonable steps to ensure that work is stopped until such time that the contractor takes measures to correct the deviations identified.
- The audit report shall be shared with project team members during Project Meetings and resolutions taken where there is no progress with regards to correction of deviations identified.
- OHS Department and any Company member of the management team reserves a right to stop any work deemed to be unsafe or may put a life of any person in danger.
- The contractor shall develop a comprehensive action plan and communicate it to OHS Department within seven (7) days from the date a report is received.
- Progress on implementation of the action plans shall be monitored during project meetings

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4.10 High Risk Contractors

- All contractors who are on long term contracts triggering the definition of construction work or high-risk activities as listed below are to undergo monthly SHE File review audits or as per the duration of the project;
- The review of the SHE File ([SHE File Review Form – OHS 037](#)) shall be done by the OHS Representative and where the contractor fails to obtain a minimum score of 80%, a work permit shall be revoked until such time that the contractor takes necessary action to correct the identified deviations;
- The following activities are considered as high-risk and contractors performing these activities are classified as high-risk contractors:
 - Work at heights above two (2) meters
 - Lifting with mobile cranes
 - Work in high voltage area
 - Excavation works
 - Work in confined space
 - Hot work
 - Working on or with machinery
 - Work on the airside
- Any noted deviations are to be addressed with the relevant Contracts/Project Manager. Failure to comply shall result in notice being issued to the contractor via the Contracts Manager to highlight the need to comply within seven (7) days as per the contract. Legal Department is to be engaged where a contractor still fails to comply after the notice period has elapsed

4.11 Low Risk Contractors

- Low risk contractors are contractor workers or companies that do not perform high risk activities as listed on paragraph 4.10.
- All contractors under this category are to undergo audits on an annual basis

4.12 Site Establishment

- Where the contractor shall establish on site, an assessment of the location shall be conducted and approved by the Project Manager as part of Permit to Work requirements.
- It is the responsibility of the Contractor to ensure that the area where they have established is protected, demarcated appropriately, kept clean and neat at all times.
- In situations where the contractor requires access to Company facilities and utilities such as water, lights, compressed air and ablutions, a site Maintenance Engineering Department shall be notified, and approval obtained.
- The Contractor is not permitted to dwell or live inside the Company premises

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4.13 Access Control

- It is the responsibility of the Project Manager to ensure that a Contractor and its employees undergo necessary training required to obtain permits to access the Company premises prior to commencement with the works; and
- This can only be done once a Contractor Safety File has been approved by OHS, and OHS induction given by OHS Department as part of Contractor onboarding session.

4.14 Management of Sub-Contractors

- No sub-contractor may be brought to the Company premises without prior approval by the Principal Contractor and vetting by the Company;
- The principal contractor is directly responsible for all sub-contractors they bring into the Company premises and shall ensure that the sub-contractor has competencies and resources to work safely;
- The sub-contractor shall be subjected to SHE file approval process by the Principal Contractor according to Principal Contractor own OHS and Environmental requirements;
- Once the Principal Contractor (PC) has approved the Sub Contractor SHE File, a letter depicting vetting and approval done by the PC shall be submitted to OHS department prior to work commencing. Proof of audits conducted are to be included in the safety file for audits with the Company; and
- The Principal Contractor would be required to sign a Section (32) agreement with its contractors (sub-contractors) and a copy shall be kept on the Principal Contractor SHE File.

4.15 Reporting

- The contractor shall be responsible for reporting on the project OHS performance monthly, the report shall be sent to the Project Manager and OHS Department before the 4th of every month for the duration of the project until the sign off.
- The report shall be on the [Project Monthly Report Template – OHS 039](#); and
- The report shall be tabled on the project progress meeting to monitor OHS performance and to enable decision making on OHS aspects.

4.16 Contract Works Closure

- Once the works has been completed or contract ended, the project/contracts manager shall notify OHS Department in order to facilitate close out inspection, where necessary (major capital projects, etc).
- Final payments to the Contractor can only be made once the deviations identified on the close out inspection have been addressed by the Contractor.

4.17 Emergency Works

- Any work as a result of emergency situation shall be exempted from complying with full Occupational Health and Safety requirements. The following minimum requirements shall be met by the Contractor appointed:
 - Letter of good standing;

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- Section 37 (2) Mandatary Agreement – OHS 040 signed off between the Company and the Contractor;
 - Activity based risk assessment; and
 - Emergency contact details.
- The above-mentioned documents shall be submitted to OHS department prior to start of work; and
 - Approval of the works by OHS Department shall be done in writing and the conditions of approval shall be noted on the Permit to Work.

4.18 Contractors Employed by Stakeholders

Procedure for Contractors Employed by Stakeholders:

- Stakeholders making use of contractors to perform works are to ensure that their appointed contractors comply to the requirements of the OHS Act, Construction Regulations, environmental legislation, Company's Occupational Health & Safety Policy, and Environmental Policy;
- Stakeholders are to liaise with respective Company Key Accounts Managers when works are requested to take place at the Site;
- Company's OHS Compliance Department shall furnish the Key Account Agent with a baseline hazard identification risk assessment document specific to the Airport prior to works commencing;
- The stakeholder is to ensure that the contractor submits the following documents as a minimum for approval. It is the responsibility of the stakeholder to review and approve its contractor SHE Files and ensure that the contractor is compliant;
- A letter depicting SHE File vetting and approval done by the Stakeholder shall be submitted to ACSA OHS department 7 working days prior to work commencing:

Below are minimum documents to be included on the SHE File:

- Section 37 (2) Mandatary Agreement – OHS 040 between the Stakeholder and the Contractor (Stakeholder to provide its own template);
- Valid Letter of Good Standing;
- Stakeholder OHS Specification (stakeholder to provide its own specification);
- Method Statement;
- Risk Assessment;
- Letters of appointment;
- Proof of competencies;
- Medical fitness certificates;
- Notification of construction work or Construction Permit as required;
- Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048; and
- Emergency Response Procedure.

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- In cases where the stakeholder does not have in-house Safety Officers to approve the safety file, the stakeholder shall appoint a safety agent / safety consultant to act on their behalf;
- No work may commence without vetting of the SHE File by appointing Company's (Stakeholder) OHS Department; and
- Vetting is to be recoded on (SHE File Review Form – OHS 037) and signed off by the Key Account Agent.

4.19 Contractors Appointed Concessionaires

Procedure for Contractors Appointed Concessionaires

- Concessionaires making use of contractors to perform works are to ensure that their appointed contractors comply to the requirements of the OHS Act, Construction Regulations, environmental legislation, Company's Occupational Health & Safety Policy, and Environmental Policy;
- A representative from the Concessionaires shall liaise with respective Company Key Accounts Managers when works are requested to take place on Site;
- Company's OHS Compliance Department shall furnish the Key Account agent with a baseline hazard identification risk assessment document specific to the Airport prior to works commencing;
- A Concessionaires is to ensure that the contractor submits the following documents as a minimum for approval. A Concessionaires is an employer and is to approve the safety file;
- A letter depicting vetting and approval done by the Concessionaire shall be submitted to OHS department prior to work commencing;
- In case where the Concessionaire does not have in-house Safety Officers to approve the safety file, the Concessionaire shall appoint a safety agent/ safety consultant to act on their behalf;
- When the scope of work changes, the contractor shall submit a reviewed safety file for approval by the Concessionaire Safety Department. Below are basic minimum documents to be reviewed by the Concessionaire on its Contractor SHE File
Below are basic minimum documents to be included on the SHE File:
 - Section 37 (2) Mandatary Agreement – OHS 040 between the Stakeholder and the Contractor (Concessionaire to provide its own template);
 - Valid Letter of Good Standing;
 - Stakeholder OHS Specification (Concessionaire to provide its own specification);
 - Method Statement;
 - Risk Assessment;
 - Letters of appointment;
 - Proof of competencies;
 - Medical fitness certificates (where applicable);
 - Notification of construction work or Construction Permit as required;

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- Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048; and
- Emergency Response procedure.
- In cases where the stakeholder does not have in-house Safety Officers to approve the safety file, the stakeholder shall appoint a safety agent / safety consultant to act on their behalf;
- No work may commence without vetting of the SHE File by Concessionaires OHS Department.

4.20 Management of Non-Conformances

- Failure to comply with the content of this procedure shall result in disciplinary action being taken against the responsible Company person; and
- Any deviations noted against the contractor are to be addressed with the relevant Project/Contracts manager. The Project Manager is shall ensure that deviations to Health and Safety requirements are addressed within seven (7) days as per relevant clause on the main contract.

4.21 Implementation Plan

This procedure shall be implemented across the Business with support from OHS Compliance Department, Maintenance Engineering, Enterprise Project Management Office, Information Technology, Commercial & Regional Integration, Advertising and Supply Chain Management.

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5. Process for Monitoring

| MONITORING CONTROLS | PURPOSE | RESPONSIBLE | FREQUENCY |
|------------------------------|---|------------------------------|------------------|
| Internal Review (Level 1) | To provide assurance the procedure is implemented. | Quality Control & Governance | Planned interval |
| Internal Audits (Level 3) | Determine the effectiveness of the procedure and test the outcome of the procedure. | Internal Audit | Planned interval |

6. Accountabilities and Responsibilities

The overall accountability for development and implementation of this procedure lies with the Group Executive: Operations Management with the support of the Group Manager: Aviation Regulatory Standards as a responsible person for actual development of this procedure and the Regional General Managers and Local Airport Managers as responsible persons for actual implementation of this procedure. However, in his or her absence a designated person shall assume responsibility

| Authorities | Senior Managers | OHS Managers | Local Airport Manager/ Regional Airport Manager | Group Executive: Operations Management |
|---|--------------------|--------------------|--|---|
| Has overall accountability for development and implementation of this procedure | <i>Consulted</i> | <i>Responsible</i> | <i>Consulted</i> | <i>Accountable</i> |
| Has overall responsibility for implementation and adherence of this procedure | <i>Responsible</i> | <i>Responsible</i> | <i>Responsible</i> | <i>Accountable</i> |
| Consulted at the time of an exception and adherence of this procedure. | <i>Consulted</i> | <i>Consulted</i> | <i>Consulted</i> | <i>Accountable</i> |
| Has overall responsibility for adherence, implementation and performance of a given task. | <i>Responsible</i> | <i>Informed</i> | <i>Accountable</i> | <i>Accountable</i> |
| Has responsibility for | | | | |

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| Authorities | Senior Managers | OHS Managers | Local Manager/ Airport Manager | Airport Regional | Group Executive: Operations Management |
|---|--------------------|--------------------|-----------------------------------|------------------|---|
| approval and authorisation | - | - | <i>Responsible</i> | | <i>Accountable</i> |
| Communicate the policy to all impacted stakeholders or employees. | <i>Responsible</i> | <i>Responsible</i> | <i>Accountable</i> | | <i>Accountable</i> |

7. Reporting of Non-Conformance

Any deviation from this procedure shall be identified and registered with corrective and preventative measures for continual improvement in accordance with [Reporting of Non-Conformances Procedure Documents - Z001 001M](#).

8. Related Policy Documents

Document Control Procedure – Z001 006M
Record Keeping Requirements Procedure - Z001 008M
Service & Maintenance Contractors - T050 009M
Environmental Principles for Projects, Planning, EIA - T050 010M
Works on Aerodrome - V010 005M
Safety Policy Statement – B020P
Environmental Policy – T010 001P

9. Related Legislation and Standard

Occupational Health and Safety Act, Act 85 of 1993 inclusive of the Regulations as amended.
National Environmental Management Act
SACAA Technical Standards and Regulations
Quality Management System ISO 9001: 2015
Environmental Management System ISO 14001:2015
Construction Regulation, 2014
ISO 45001: 2018
South African Council for the Project and Construction Management Professions Act No. 48 of 2000

10. Change Control and Verification

This procedure shall only be changed with the authorization of the Group Executive: Operations Management and in accordance with [Change Control and Verification Procedure- Z001 003M](#).

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11. Records

Each Process Owner and managers as identified are responsible for maintaining, storage and protection of their respective documents/ information. Records shall be identifiable, easily retrievable and maintained as per the [Retention schedule](#) as regulated or required by the organisation, statutory or regulatory requirements. Refer [Record Keeping Requirements Procedure - Z001 008M](#).

| Record Name | Storage Location | Record Number | Responsible Person | Retention Time |
|--|-------------------------------------|------------------|--|----------------|
| Safety Agent Appointment Letter | OHS Department Office (SharePoint) | OHS 003 | Project Manager | Five (5) Years |
| Specification Minor Works | OHS Department Office (SharePoint) | OHS 034 | Senior OHS Specialist | Five (5) Years |
| OHS Specification | OHS Department Office (SharePoint) | Not yet numbered | Senior OHS Specialist | Five (5) Years |
| Completed SHE File Review form | OHS Department Office (SharePoint) | OHS 037 | OHS Quality Manager | Five (5) Years |
| Contractor SHE Files | Hard Copies in the OHS Office | N/A | OHS Quality Manager | Five (5) Years |
| Contractor Project Monthly Report Template | OHS Department Office (SharePoint) | OHS 039 | OHS Quality Manager | Five (5) Years |
| Mandatory Agreement Template | OHS Department Office (SharePoint) | OHS 040 | Senior OHS Specialist | Five (5) Years |
| Service & Maintenance Contractors Environmental Terms and Conditions to Commence | Environmental Compliance Department | EMS 048 | AEMR/Senior Manager Site Maintenance/Manager | Five (5) Years |

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| Record Name | Storage Location | Record Number | Responsible Person | Retention Time |
|--|--|---------------|--|----------------|
| Work | | | | |
| Permit to Work | M&E Department Office (SharePoint) | OHS 043 | M&E Manager OHS Quality Manager | Five (5) Years |
| Principal Contractor Appointment Letter | OHS Department Office (SharePoint) | OHS 042 | Project Manager | Five (5) Years |
| Project Evaluation Form | OHS Department Office (SharePoint) | OHS 044 | Project Manager | Five (5) Years |
| Construction Environmental Management Plan | Environmental Compliance Department | EMS 050 | AEMR/Senior Manager Site Maintenance/Manager | Five (5) Years |
| Contractor Management Requirements Procedure | Master in Policy Management Storage Room | S010 011M | Policy Assurance Officer | Five (5) Years |

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12. Revision History

| Date last revised | Revision Status | Compiler | Summary of changes |
|------------------------------|-----------------|---|--|
| 10 th August 2021 | Version 1 | Senior Manager: Occupational Health & Safety Name and Surname Zolelwa Mbobo | New Issue |
| 8 March 2023 | Version 2 | Specialist: Occupational Health & Safety Name and Surname Nkululeko Ngwenya | Updating of document to comply with GFOM titles and responsibilities |

13. Endorsement (See Master in Policy Management Storage Room)

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