

	<b>Pre-Task Planning Checklist</b> <b>–</b> <b>Line Construction;</b> <b>Substation Works and</b> <b>Telecommunication Projects</b>	<b>Document Identifier</b>	559-1432317009	<b>Rev</b>	1	
		<b>Effective Date</b>	August 2024			
		<b>Next Review Date</b>	August 2027			
		<b>Project Delivery</b>				

<b>Project / Site (full name)</b>					
<b>Description of Powerline Activities</b> (e.g. Bush clearing, foundations, assembly, erection, stringing & regulation, etc.)		<b>Description of Substation Activities</b> (e.g. Bush clearing, earthworks/civil works, electrical works, commissioning, etc.)		<b>Description of Telecommunication Projects:</b> (e.g. foundation, erection, commissioning etc.)	
<b>Administration &amp; Controls:</b>	<b>Yes</b>	<b>No</b>	<b>In case of Emergency/Supply Interruption Notify:</b>		
Daily Activity Record (Reference No, Date, Signed) – Contractor Construction Manager			Full Name:		
Daily Activity Record (Reference No, Date, Signed) - Client Site Manager			Contact (Land line and Cell No.):		
Change Management					
	<b>Yes</b>	<b>No</b>			
Any change of Scope of Work (Planned Work/Scheduled Work?)			Any change in the SWP/MS?		
Any change of key personnel on site (Construction Manager, Supervisors, OHS Officer etc)			Were the changes discussed with everyone?		
Comments					

Pre-task Planning							
<b>Resources (Employees):</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Documentation:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Correct no. of People Assigned for the Job				Authorized Construction designs / drawings			
Competence & Experience (certificates)				Method Statement & Safe Work Procedure			
Medical Certificate of Fitness				Fall Protect Plan & Rescue plan			
Valid Authorisations, Permits / Licences				Risk Assessments & Daily Site Task Instructions (DSTI)			
Plant, Machinery & Equipment:				Planned Task Observations (PTO's)			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>

File name: 20240812\_\_NTCSA\_TPD\_Pre-Task Planning Checklist Rev 1 TPDMAN-CS 101\_Rev 1

**CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30



**Pre-Task Planning Checklist**  
 –  
**Line Construction;  
 Substation Works and  
 Telecommunication Projects**

<b>Document Identifier</b>	559-1432317009	<b>Rev</b>	1
<b>Effective Date</b>	August 2024		
<b>Next Review Date</b>	August 2027		
<b>Project Delivery</b>			

Construction Vehicles (licences)				Environmental Authorisations			
Machinery (test certificates)				Environmental Management Plan (EMP)			
Lifting Machine & Tackle (cranes, slings, etc.)				Environmental Permits & Licences			
Tools & Equipment				Contract Quality Plan (QCP)			
Personal Protective Equipment (PPE)				Inspection & Test Plans (ITP's)			
Rescue Kit				Security Management Plan			
First Aid Equipment				<b>Registers:</b>			
					<b>Yes</b>	<b>No</b>	
Fire Equipment				Employees' breathylizer results			
Waste bins and Toilets				Issue based risk assessment in place?			
Drip trays and Spill kit				Risk Assessment (DSTI)			
<b>Emergency Preparedness and Response (EP&amp;R)</b>							
				<b>Yes</b>	<b>No</b>		
Emergency numbers displayed in strategic areas?						Emergency Preparedness and response Plan available and authorised?	
Were the employees made aware about the EP&R for the site and work area position?						Are drills being conducted as per schedule and record available and shared with respective committees?	
<b>Comments</b>							
<b>Authorised by:</b> Contractor – Construction Manager CR8(1) or/and {Supervisor CR8(7)/CR8(8)}				<b>Signature:</b>		<b>Acknowledged by:</b> Client Site Manager or {Client Site Representative}	
<b>Full Name:</b>				<b>Date:</b>		<b>Full Name:</b>	

File name: 20240812\_\_NTCSA\_TPD\_Pre-Task Planning Checklist Rev 1 TPDMAN-CS 101\_Rev 1

**CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30