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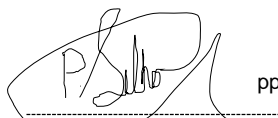
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1 INTRODUCTION

- 1.1. This document outlines the client's requirements for the hire of LDV's, sedans and busses.
- 1.2. This SHEQ specification is Logistic Services' minimum requirements which shall be met by the contractor including subcontractors under his/her control for the duration of the contract. The contractor shall develop a SHEQ Plan in line with this specification including applicable legislation they comply to.
- 1.3. Logistics Services in no way assume the contractors legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her SHEQ programme/plan, for his employees and appointed contractor's employees.
- 1.4. Where a contractor appoints a subcontractor/s, the subcontractor/s shall develop a SHEQ plan in line with this specification including applicable legislation they conform to.
- 1.5. No vehicles shall be supplied to ERI Fleet Department if the vehicles do not meet the requirements as prescribed in **ANNEXURE A**-Eskom Vehicle Safety Specification (32-345), and **ANNEXURE B**-Vehicle and Driver Safety Management (240-62946386) procedure.
- 1.6. This SHEQ specification reflects minimum requirements and should not be construed as all encompassing.

NOTE: All the requirements listed hereunder are in relation to the contract and project and do not supersede or replace any organisational SHEQ requirements.

2 SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

To provide a detailed SHEQ Specification for the provision of LDV's, sedans and busses.

2.1.2 Applicability

This SHEQ specification is applicable to contractors and their appointed subcontractors.

2.1.3 Effective Date

This document shall be effective once authorised by all designated signatories.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- a) Occupational Health and Safety Act 85 of 1993 and all applicable Regulations
- b) National Environmental Management Act 107 of 1998

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- c) ISO 9001: 2015, Quality Management System
- d) ISO 14001: 2015, Environmental Management System
- e) ISO 45001 of 2018 Health and Safety Management system.
- f) National Road Traffic Act
- g) Eskom Safety, Health, Environment and Quality Policy 32-727
- h) Applicable South African National Standards (SANS)

2.2.2 Informative

- a) Control of Documents and Records Work Instruction (240-94027247)
- b) Coding of Business Management System Documentation Work Instruction (240-94027233)
- c) Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment (240-94027465)
- d) Baseline Hazard Identification Risk Assessment (Form No.: 240-94026665)
- e) Issue Based (task specific) Risk Assessment (Form No.: 240-161309269)
- f) Environmental incident Management Procedure (240-133087117)
- g) Initial Notification of Occurrence (240-94026713)
- h) Safety Health & Environment Strategy – Strategy Plan (240-94027547)
- i) Compliance Obligations and Evaluation of Compliance for Safety, health and Environmental Procedure (240-94027489)
- j) SHEQ Communication, Participation and Consultation (240-111519336)
- k) Management Review (240-94027491)
- l) Eskom Procurement and Supply Management Procedure (32-1034)
- m) Emergency Evacuation Procedure (240-94027449)
- n) Business Management System Audit Work Instruction (240-94027195)
- o) Control of Non-Conforming Product Corrective and Preventive Action Work Instruction (240-103649507)
- p) SHEQ Statement of Commitment (240-56178527)
- q) Disciplinary Code and Procedure (E-136)
- r) SHEQ Policy (32-727)
- s) Supplier Contract Quality Requirements Specification (QM-58)
- t) SHEQ Recognition Guideline (240-94027171)
- u) Eskom Vehicle Safety Specification (32-345)
- v) Vehicle and Driver Safety Management (240-62946386)

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2.2.3 Definitions

Definition	Explanation
Contractor	Means an employer who performs work on behalf of ERI Logistics Services.
Duty of care to the environment	Anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law, or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment.
Employee	Means a person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.
Employer	Means any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a labour broker.
ERI Logistics Services requirements	Means requirements flowing from directives, policies, standards, specifications, work instructions & procedures
Environment	Environment means: <ul style="list-style-type: none"> • The land, water, and atmosphere of the earth; • Micro-organisms, plant and animal life; • Any part or combination of (i) and (ii) and the interrelationships among and between them; and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Hazard	Means a source of or exposure to danger.
Hazard identification	Means the identification and documenting of existing or expected hazards to the safety and health of persons, which hazards are normally associated with the type of activity/task being/to be executed.

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Definition	Explanation
Occupational Health and Safety Act 85 of 1993 including regulations	To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety and safety arising out of or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.
Pollution	Refers to: <ul style="list-style-type: none"> • Substances radioactive or other waves; or • Noise, odours, dust, or heat, • Emitted from any activity, including the storage or treatment of waste or substances, construction, and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being or on the composition, resilience, and productivity of natural or managed ecosystems or on materials useful to people, or will have such an effect in the future.
Risk assessment	Means a programme to determine any hazard at a site and to identify the steps needed to remove, reduce, or control such hazard
Safety, health, and environmental (SHE) specification	Means a site, activity or project specific document prepared by the client pertaining to all health and safety requirement.
Safety, health, and environmental file	Means a permanent record containing information about the SHE management system in writing during the contract and all information relating to the post-contract phase after the handover to the client, so that the client can maintain the works in a healthy and safe way.
SHE Officer	Safety Health and Environmental Officer

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Definition	Explanation
Safety, Health, and Environmental Plan	Means a site, activity or project specific document plan in accordance with the client 's health and safety specification This plan must include any required method statements, safe work procedures to mitigate, reduce, or control the hazards identified, SHE rules, and monitoring procedures. It is specific to each project undertaken and site where work is done, is compiled by the contractor or subcontractor, and must be approved by the client or agent prior to the commencement of any activities. The contractor and the client (or agent, where applicable) must both be signatories to the SHE plan once negotiated, agreed, and accepted. This plan has to be regularly updated to take account of any changes in project scope and unanticipated conditions.
Site	Means a specific project site, or the site where the contractor does the work.
Vehicle inspection	Means a technical evaluation for determining the roadworthiness and fitness of a vehicle to operate in compliance to acceptable legislative standards.

2.2.4 Abbreviations

Abbreviation	Explanation
GAR	General Admin Regulations
GSR	General Safety Regulations
HIRA	Hazard Identification and Risk Assessment
ISO	International Standards Organisation
OHS Act	Occupational Health and Safety Act
PPE	Personal Protective Equipment
SANAS	South African National Accreditation System
SDR	System Deficiencies Report
SHEQ	Safety Health Environment and Quality

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2.2.5 Process for Monitoring

Monitoring of compliance will be done via evaluation of SHEQ files and vehicle inspections.

2.2.6 Related/Supporting Documents

Not Applicable

3 ROLES AND RESPONSIBILITIES

3.1 Operations

It is the responsibility of the Responsible Manager to ensure that the requirements of this SHEQ specification are implemented, monitored and continuously improved to remain relevant to the scope.

3.2 SHEQ Department: Logistics Services

It is the responsibility of Logistics Services SHEQ department to audit/evaluate the contractors SHEQ file to ensure compliance as set out under this specification before any work is performed by the contractor.

3.3 Contractor

It is the responsibility of the contractor to ensure that requirements listed in this specification are complied with before supplying any vehicles. This will be done by submitting all SHEQ returnable documents as provided at tender phase.

4 AGREEMENTS

4.1 Section 37(2) Agreement

4.1.1 Section 37(2) agreement will be issued to the contractor upon approval of the SHEQ file and will be signed between the client and the contractor.

4.1.2 The original copy of the Section 37(2) agreement shall be kept by the client on file.

4.1.3 A copy of the section 37(2) agreement must be kept by the contractor on the SHEQ file.

4.1.4 Where a contractor appoints a subcontractor, the contractor is required to sign a Section 32(7) agreement with the subcontractor and a copy of the agreement must be placed on the SHEQ file.

4.2 Contractor

It is the responsibility of the contractor to ensure that requirements listed in this specification are complied with by developing a SHEQ Plan before any work commences.

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4.3 Letter of Good Standing

4.3.1 The Letter of Good Standing ensures that a contractor / subcontractor is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the contractor / subcontractor. A valid copy of the Letter of Good Standing shall be placed in the SHEQ file.

NOTE: No proof of payment or deposit slips will be accepted as confirmation of having a valid Letter of Good Standing.

5 LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS

5.1.1. The following legislation is applicable for LS contractors but not limited to:

5.1.2 The Constitution of the Republic of South Africa

5.1.3 Occupational Health and Safety Act 85 of 1993 and Regulations

5.1.4 National Environmental Management Act 1998 (Act 107 of 1998)

5.1.5 Compensation for Occupational Injuries and Diseases Act

5.1.6 Applicable South African National Standards (SANS)

5.1.7 Applicable International Standards.

6 ACT AND POLICY STATEMENT

6.1 OHS Act Book

The contractor and appointed subcontractors shall have the latest copy of the OHS Act and Regulations which should be made available to all employees.

6.2 SHEQ Policy

6.2.1 A SHEQ policy is a statement of intent and a commitment by the organisation's Chief Executive Officer and senior management in relation to the relevant SHEQ roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

6.2.2 The contractor shall have an approved SHEQ policy signed by the Chief Executive Officer and the policy shall be displayed in prominent areas within the workplace and also be kept in SHEQ files.

6.2.3 The contractor shall ensure that their company SHEQ policy is communicated to all employee and proof of communication available on the SHEQ file.

7 APPOINTMENTS

7.1 Dedicated Employer Section (16)(1)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. The appointment is for the Chief Executive Officer of the company.

7.2 Dedicated Employer Section (16)(2)

This appointment is made in terms of Section 16 of the Occupational Health and

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Safety Act 85 of 1993. A 16(2) Appointment does not alleviate the 16(1) from his/her responsibilities with regards to Occupational Health and Safety issues but allows a 16(2) to assist the 16(1) in his/her responsibilities.

7.3 Contractor Appointment

This appointment shall be signed by the client and contractor. Where a contractor contracts work to a subcontractor, the contractor shall appoint the subcontractor formally. The appointment shall be signed if the contractor meets the requirements as listed under this specification.

7.4 Incident Investigator GAR 9(2)

This appointment shall be made in terms of General Administrative Regulation 9. The appointed person shall have a Root Cause Analysis (RCAT) or Incident Investigation competency training certificate to support the appointment.

8 ORGANOGRAM

8.1 Contractor Organogram

8.1.1 The contractor shall provide an organisational organogram related to this contract, listing all the levels of responsibility from the employer Section 16(1) down to the supervisors responsible for the contract.

8.1.2 The contractor must ensure that all appointed subcontractors comply with this requirement. The contractor is responsible for keeping copies of all of the organograms. All organograms shall be updated timeously when appointments are changed and filed in the SHEQ files.

8.1.3 All appointees shall be made conversant of their roles and responsibilities, through training and awareness. In addition, copies of the role profiles shall be made available in the SHEQ file for review - the role profile provides a detailed list of responsibilities for the contract team.

9 ROLES AND RESPONSIBILITIES

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day operations, in particular the SHEQ of any contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it management down to the lowest level employee.

9.1 Appointed Contractors

9.1.1 Carry out applicable duties as listed in section 8, 9 and 10 of the OHS Act.

9.1.2 Carry accountability and responsibility for the safety and health of their employees and their appointed subcontractors within their working area, as contemplated by Section 37(2) of the OHS Act.

9.2 Employees

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All contractors are required to list employee's roles and responsibilities pertaining to the contract

10 COMPLIANCE REQUIREMENTS

10.1 Induction Training

10.1.1 Every contractor shall provide Logistics Services SHEQ with proof of their company induction.

10.1.2 Where the contractor will have visitors on site, ensure every visitor is inducted prior to entering the site.

10.1.3 Every contractor shall attend the Logistics Services SHEQ Induction prior to the commencement of the contract.

NOTE: *Logistics Services SHEQ shall induct suppliers upon approval of the SHEQ file.*

10.2 Reporting of Incidents

All incidents occurring at work must be reported immediately or within twenty-four (24) hours on an Initial Notification or similar document to the Logistics Services SHEQ department. In addition, the supplier shall immediately report incidents by telephone/personally to the Logistics Services responsible manager and SHEQ Department. The incident must be investigated by the suppliers incident investigator and the investigation report shall to be handed to Logistics Services SHEQ Department within seven (7) working days of the incident occurring. The investigation report shall cover the following aspects:

- a) Scope of Work;
- b) Contract Reporting Structure;
- c) Investigation Team;
- d) Interviewees and Statements;
- e) Dates when Investigation Took Place;
- f) Sequence of Initial Events;
- g) Root and Contributory Causes;
- h) Management and System Shortcomings;
- i) Immediate Corrective Action;
- j) Preventive Action;
- k) Conclusion;
- l) Appendices; and
- m) Photographs of Incident.

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NOTE: Please ensure the Occupational Health and Safety Incident Management Procedure (32-95) is followed for incident management.

10.3 Risk Assessments

- 10.3.1 Every contractor shall conduct a baseline risk assessment before the work is to be performed. Thereafter a task specific risk assessment shall be conducted and discussed daily or when there is a change in the task/risk/mitigation with all affected employees.
- 10.3.2 Every risk assessment conducted shall be discussed with employees performing the work and a register signed for verification purposes.
- 10.3.3 Environmental aspects and impacts shall be recorded as part of the baseline and task specific risk assessment.
- 10.3.4 Where any other person, other than the team performing the actual work may be impacted by the hazards and risks of the activity being performed, those other persons must also be aware of and sign the risk assessment.

10.4 Inspection and Audit Reports

- 10.4.1 Logistics Services SHEQ can at any such time inspect and audit any contractor under their control. Findings from the inspection or audit shall be closed out as per the report close out date. Where any deviations are found, a System Deficiency Report (SDR) will be issued to the contractor. A copy of the inspection or audit report must be kept in the SHEQ File together with a copy of any SDR's that were issued.

10.5 Emergency Preparedness

- 10.5.1 Supplier employees shall be made aware of the meaning of the client's emergency alarms, how to report an emergency, where to report it and what to do in case of an emergency, while delivering vehicles to ERI premises.

10.6 Environmental Management

- 10.6.1 The supplier shall ensure that vehicles are maintained and serviced; a maintenance plan shall be submitted upon contract award.
- 10.6.2 All vehicles shall be equipped with fire extinguishers.
- 10.6.3 All vehicles shall be inspected jointly with the supplier prior to being accepted by Eskom Rotek Industries.
- 10.6.4 All vehicles shall be free of leakages and excessive smoke.
- 10.6.5 Defective vehicles shall be returned to the supplier for fixing and maintenance.
- 10.6.6 All vehicles shall have an up-to-date maintenance history as per the requirements of the manufacturer.
- 10.6.7 All vehicles shall be cleaned prior to being delivered to Eskom Rotek Industries.

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10.7 Eskom Life Saving Rules

10.7.1 Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom adopt the same view.

10.7.2 Five Life Saving rules have been developed that will apply to all Eskom employees, agents, consultants, visitors and contractors. Failure to adhere to these rules will be considered a serious transgression which will lead to serious disciplinary action, which may include dismissal.

10.7.3 These rules are implemented to prevent serious injuries or death of any person in any area within the ERI. This is to ensure that every person who works on or visits ERI returns home safely to his or her family.

10.7.4 Compliance and adherence to Eskom Life Saving Rules, which consist of the following:

Rule	Description of Rule
Rule 1	<p>Open , Isolate, Test, Bond and/or Insulate Before Touch</p> <p>No person may work on any electrical network unless:</p> <ul style="list-style-type: none"> • He/she is trained and authorised as competent for the task to be done. • A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to any work commencing. • An equipotential zone is created for each worker on the job site by earthing, bonding and/or insulating according to approved procedures. • He/she follows the applicable Operating Regulations for High Voltage Systems (ORHVS) or Plant Safety Regulations (PSR) requirement or any other related standard, procedure and outcome of Risk Assessment fit for the type of work or task to be performed. • The authorised person (Team Leader) has certified and shown all Team Members that the apparatus is safe to work on.
Rule 2	<p>Hook Up at Heights</p> <ul style="list-style-type: none"> • Working at height is any work performed above a stable work surface, or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into. • No person may work at height where there is a risk of falling unless: <ul style="list-style-type: none"> ○ A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to commencing any work at height. ○ You are appropriately trained.
Rule 3	<p>Buckle Up</p> <ul style="list-style-type: none"> • No person may drive any vehicle on Eskom business and/or on Eskom premises: <ul style="list-style-type: none"> ○ Unless the driver and all passengers are wearing seat belts.

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Rule	Description of Rule
Rule 4	Be Sober <ul style="list-style-type: none">No person is allowed to work under the influence of drugs and/or alcohol.
Rule 5	Ensure you have a Permit to Work <ul style="list-style-type: none">Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by Plant Safety Regulations, Operating Regulations for High Voltage Systems (ORHVS), etc.No plant is to be returned to service without the cancellation of all permits on the plant in accordance with procedure.

11 NON COMPLIANCE

- 11.1.1 Any non-compliance to any health and safety requirements in the SHEQ specification is subjected to disciplinary action in terms of the Eskom Procurement and Supply Management Procedure.
- 11.1.2 The contractor is required to implement a non-conformance procedure for issuing to subcontractors for transgressions. Similarly, appointed subcontractors must implement a non-conformance procedure.
- 11.1.3 The procedure for the issuing of non-conformance reports shall be strictly adhered to.
- 11.1.4 The contractor shall close out non-conformances issued; this will ensure that recommendations have been implemented to address the non-conformance.

12 UNLAWFUL ORDERS

The OHS Act Section 14(c), specifies that an employee shall at work carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorised thereto by his/her employer in the interest of health or safety.

13 SECURITY

13.1 Site Access and Departure

All suppliers entering any ERI site shall adhere to the instructions and protocols of the security teams (vehicles search and thermal screening).

14 QUALITY MANAGEMENT SYSTEM

14.1 Leadership

The contractor shall demonstrate its commitment to the development and implementation of the business management system by:

- 14.1.1 Communicating the importance of meeting customer as well as statutory and regulatory requirements.
- 14.1.2 Ensuring there is a project plan in place with stipulated time frames to complete specific task.

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14.1.3 Ensuring there is resources available to perform the work (approved organogram in place).

14.1.4 Ensuring an employee's responsibility and authority for relevant roles are assigned, communicated and understood within the team.

14.1.5 Identifying risk and opportunities (both SHEQ and business risk) of the project during risk assessments. The risk and opportunities shall be documented in risk registers.

14.1.6 Promoting continual improvement.

14.2 Control of Non-Conforming Product, Corrective Action and Continual Improvement

14.2.1 The contractor shall ensure that the control of non-conforming products is managed as per their internal process.

14.2.2 Corrective and preventive actions shall be taken to eliminate the causes of non-conformances and potential non-conformances to prevent recurrence. Should it occur that the non-conformance cannot be remedied in any way, an application for concession (Template included in Clients Specification – QM58) shall be submitted to the client in accordance with the clients procedure. Records of the non-conformances and any subsequent actions taken including concessions obtained shall be maintained.

14.2.3 A System Deficiency Report (SDR) shall be a standard process that will be adopted to ensure that deficiencies within the contractor are rectified as they are identified.

14.3 Monitoring, Measurement, Analysis and Evaluation

14.3.1 Internal audits and inspections shall be conducted by both the client and the contractors to ensure continual improvement and conformance to the ISO requirements.

14.3.2 Processes monitoring and measurement shall include but not limited to:

- a) Customers Surveys
- b) Internal audit
- c) Management reviews
- d) Calibration records
- e) Job Observation of critical task
- f) Near Misses
- g) Behavioural Based Safety Observations
- h) Evaluation of compliance to life saving rules
- i) Data Management Verification
- j) Planned maintenance of tools and equipment

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k) Occupational Hygiene Surveys

14.4 Suppliers Evaluation

The contractor shall ensure that their suppliers are evaluated to ensure that product and service requirements are met.

14.5 Continual Improvements

The contractor shall ensure that a continual improvement is driven by the analysis of the SHEQ policy, objectives and targets, audit results, corrective and preventive action management.

14.6 Storage and Handling

14.6.1 The contractor shall ensure that all non-conforming products including those of appointed subcontractors on site are held in designated and identified hold areas until such time as the method of disposition has been decided (e.g. use as-is, repair, rework, scrap). Where it is not practical to move nonconforming products into a hold area, it shall be clearly identified.

14.6.2 It is the duty of the contractor to ensure that personnel using handling devices shall be suitably trained, qualified and certified to be competent to use the devices. They shall also be instructed and conversant in any safety rules and regulations to be applied in their use. Handling devices shall be inspected periodically for cleanliness and safety. In addition to the mandatory requirement that lifting devices are to be inspected and certified by authorised personnel.

Suitable records shall be maintained. Slings, hoists and cranes will be clearly marked with capacity limitations.

15 ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Bonisani Nzama	HOD Fleet management Services
Mbali Mkhize	Regional SHEQ Manager
Gerhard Spykerman	SHE Officer

16 REVISIONS

Date	Rev.	Compiler	Remarks
	1	G Spykerman	Incorrect numbering was changed.

17 DEVELOPMENT TEAM

The following people were involved in the development of this document:

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- Mbali Mkhize
- Gerhard Spykerman

18 ACKNOWLEDGEMENTS

- None

19 ANNEXURE A - SHEQ CHECK SHEET

Name of Contractor\Supplier		
Name of Supplier's Representative		
Signature of Supplier's Representative		
Contract No.		
Scope of Work		
Date of Submission		
File Approved	Y	N
Name of Logistics Services SHE Officer		
Signature of Logistics Services SHE Officer		

No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
1	AGREEMENTS		
1.1	Section 37(2) Agreement		
1.2	Copy of contractor agreement		
1.3	Valid Letter of Good Standing		
2	LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS		
2.1	Policies and Procedures listed received		
2.2	Signed SHEQ Policy		
2.3	Copy of OHS Act		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
3	APPOINTMENTS		
3.1	Employer Section16(1)		
3.2	Dedicated Employer Section16(2)		
3.3	Contractor Appointment		
3.4	Responsible Manager		
3.5	Site Supervisor / Controller		
3.6	Assistant Site Supervisor / Assistant Controller		
3.7	SHE Officer		
3.8	Risk Assessor		
3.9	Competent Person for Vehicle and Mobile Plant		
3.10	Competent Person for Fire Fighting		
3.11	Incident Investigator GAR 9(2)		
3.12	Competent Person for First Aid GSR 3(4)		
3.13	SHE Representative Section 17		
4	ORGANISATIONAL STRUCTURE		
4.1	Contractor Organogram		
4.2	Appointed Subcontractor's Organogram		
5	COMPLIANCE REQUIREMENTS		
5.1	Induction training (Contractors induction)		
5.2	Medical Surveillance		
5.3	Toolbox Talk		
5.4	Monthly Reporting		
5.5	Issuing of PPE GSR 2		
5.6	Fire Extinguisher Inspections/Certificate		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
5.7	First Aid Box Inspections		
5.8	Reporting of Incidents Document		
5.9	Certificates of Competency for Contractors		
5.10	Lifting Activities and Associated Equipment		
5.11	Risk Assessments - Baseline risk assessment - Task specific risk assessment		
5.12	Inventory list of HCS on site		
5.13	MSDS / SDS for chemicals listed on inventory list		
5.14	Contractor Facilities		
5.15	Portable Electrical Equipment Inventory List and Inspections		
5.16	Electrical Protection (PTW issued)		
5.17	Earth Leakage Relays Inspections		
5.18	Pressure Equipment Certificate/s		
5.19	Ladder Inspections		
5.20	Scaffolding Inspections		
5.21	Compressed Gas Cylinders Storage		
5.22	Notices and Sign GSR 2B		
5.23	Health and Safety Meeting (Minutes)		
5.24	Safe Work Procedure (SWP)		
5.25	Planned Job Observations - Previous Projects		
5.26	Behavioural Based Safety Observations - Previous Projects		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
5.27	Inspections and Audit Reports - ERI		
5.28	Permit to Work, Lock-Out, Procedures, Safe Work Procedures - Supplier Access Form (SAF) - Permit To Work (PTW)		
5.29	Walkways and Storage Demarcation Area designated		
5.30	Fire Alarm - Emergency Evacuation Procedure		
5.31	Occupational Hygiene Monitoring Programme		
5.32	Dust/Asbestos - SWP - PPE		
5.33	Environmental Management		
5.34	Life Saving Rules Acknowledgment		
5.35	SHE Plan submitted		
5.36	SHE/Q File submitted		
6	QUALITY MANAGEMENT		
6.1	Valid copy of ISO 9001 certificate (if certified)		
<i>If not certified to ISO 9001, the following documents must be submitted to demonstrate compliance to ISO 9001</i>			
6.2	SHEQ/Quality Manual (Signed)		
6.3	SHE/Q Policy (Signed)		
6.4	Procedure for the Control Of Documents		
6.5	Procedure for the Control Of Records		
6.6	Procedure for Internal Audits		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
6.7	Procedure for the Control Of Non-Conforming Products		
6.8	Procedure for Corrective Action		
6.9	Procedure for Preventive Action		
COMPLIANCE FEEDBACK			

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments

20 ANNEXURE B – 32-345 ESKOM VEHICLE SAFETY SPECIFICATION



32-345 Eskom
Vehicle Safety Specifi

**21 ANNEXURE C – 240-62946386 ESKOM VEHICLE AND DRIVER SAFETY
MANAGEMENT PROCEDURE**



Vehicle and Driver
Safety Management.

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