

## Air-Conditioner Installation: SHE file requirements

### Important:

1. Bidders must mark the compliance column and sign on the last page as a declaration of having made adequate financial and competency provisions to comply with SHE requirements (returnable at the bidding stage).
2. Only a successful bidder will be required to comply with SHE file requirements.
3. The first submission of the safety file **MUST** be a soft copy (via email or Google folder sharing).
4. Line items **MUST** be organized in folders for ease of retrieval.
5. Submit **ONLY** documentation relevant to the scope of work and nothing more.
6. Contact [l.mafhungo@sarao.nrf.ac.za](mailto:l.mafhungo@sarao.nrf.ac.za) for queries relating to the SHE requirements.

Nr.	Item Description	Compliance Yes/No
1.	Service Provider Appointment (SARAO will issue to the Principal Contractor)	N/A
2.	37(2) Mandatory Agreement (SARAO will issue to the Principal Contractor)	N/A
3.	COVID Act Letter of Good Standing	
4.	Method Statement	
5.	Risk Assessment and Review Plan	
6.	Organogram including management team (and subcontractors where applicable)	
7.	SHE Policy	
8.	SHE management plan	
9.	Air-Conditioning/Refrigeration and Electrical Trade competency (Certificates), including the competency of the resource responsible for issuance of CoCs	
10.	Appointments; Relevant Competencies & CV's; <ol style="list-style-type: none"> <li>1. Work Supervisor (appointment and proof of competence)</li> <li>2. First Aider (appointment, certificate, Inspection checklist, incident register, and incident reporting forms wcl1 &amp; wcl2)</li> <li>3. Basic Fire Fighter (appointment, certificate, Inspection checklist, incident register)</li> <li>4. Incident Investigator (appointment, certificate, incident investigation procedure)</li> <li>5. Risk Assessor (appointment, certificate, and security risk assessment procedure)</li> <li>6. SHEP Representative (appointment, certificate)</li> </ol> Add any other relevant appointment that the risk assessment will identify.	
11.	Site Rules	
12.	Inductions (with register as proof of training)	
13.	Scope of work (SARAO will issue)	
14.	Safety Data Sheets with proof of training (for use of chemical, i.e., detergents, brazing, etc.)	

15.	Accident and Incident Procedures	
16.	Additional Plans and Procedures (if any)	
17.	PPE, Equipment list, and custodianship (add register for each personnel)	
18.	Facilities & Environmental Checklists/Inspection	
19.	Toolbox talks and awareness campaigns (Topics with attendance register)	
20.	List of Employees with Next of Kin Details; Occ. Medical Certificates	
21.	Copy of the Occupational Health and Safety Act no.85 of 1993 act and regulations (booklet recommended) Copy of Compensation of Injuries and Diseases Act no.130 of 1993	
22.	Project Close-out Report	

By completing and signing this document, the bidder confirms that they will comply fully with these minimum requirements, that these requirements are not exhaustive, and that the services provider (if appointed) has the legal obligation to identify any relevant legal requirements, comply with them, and maintain them.

Signed: Bidder representative (full names)	
Date:	
Signature:	