	Post contract award SHEQ requirement	Document Identifier	559-343110581	Rev	1	
		Effective Date	August 2025			
		Review Date	August 2028			

Project: Optimal high voltage technology for renewable energy integration comprehensive study on grid forming technology.

The provision of consultancy services to conduct a comprehensive study including assessments, modelling and recommendation for Grid Forming Technology.

*Contract /Number:

I, in my capacity as SHEQ Officer, have reviewed the SHE file/SHE Plan presented for approval by:

Details of Contractor

Trading Name	
Company Registration Number	
Contact Person	
Contact Number	
Address	

The review is for compliance with the requirements of the Occupational Health and Safety Act No 85 of 1993, relevant regulations thereof and Eskom requirements as listed in the SHE Specification.

Note: Assessor to ✓ requirements that are project specific

Date of Assessment:


Minimum Requirements for SHE File:

Note: Assessor to ✓ requirements that are project specific

Requirement	Project Requirement ✓	Compliance ✓ ✗	Comments
1. OHS policy signed by CEO/Director	✓		
2. Issued tender SHE Specification	✓		
3. Issued tender Annexure B	✓		
4. Copy Letter of Good Standing	✓		

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5. SHE Plan signed by CEO/Director (specifically covering: site access, measurement procedures, protection testing, data security, and emergency contacts)	✓		
6. Signed 37 (2) Agreement	✓		
7. CVs and Competency records for key personnel competency matrix (roles, qualifications, training records)	✓		
8. Risk assessment monitoring and review Plan	✓		
9. Base Line Risk Assessment as per issued scope of work and proof of communications (specifically covering HV/EHV substation access, Live yard exposure, Interface with inverter-based resources, HVDC and BESS hazards & Travel and remote site access)	✓		
10. Appointment Letters			
• Appointment letter: Appointment 16 (2) with Legal liability and incident management competency	✓		
• Principal contractor appointment	✓		
• Appointment letter: Site manager/ Responsible manager OHS Act Sec 8 with Legal liability and incident investigation competency	✓		
• Appointment letter: Supervisor OHS Act Sec 8(2) with Legal liability, supervisory training, incident investigation and HIRA competency	✓		
• Appointment letter: Risk assessor and competency	✓		
• Appointment letter: Incident investigator GAR 9 (2) including Section 24 and 25 Incident and competency	✓		
• Appointment letter: First Aider attendant (Level 2) and competency	✓		

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11. Registers/checklists			
• Company's Safety induction attendance register and training contents	✓		
• PPE issue register	✓		
• PPE Matrix	✓		
• PPE Awareness Attendance Register	✓		
• Toolbox talk register	✓		
• First aid register	✓		
• Vehicle checklist	✓		
12. Head count/total manpower	✓		
13. Training Matrix	✓		
14. OHS Site Specific organogram	✓		
15. Incident management procedure	✓		
16. Method Statement for any Site inspections, Data collection at substations & Interface with testing or commissioning teams (if applicable)	✓		
17. OHN Medical Fitness for Duty Certificate and Annexure 3	✓		
18. Emergency Management Plan	✓		
19. Job description/ job profile and proof of communication	✓		
20. SHE Communication System	✓		
21. Pre start job assessment / talk process	✓		
22. Permit-to-Work (PTW) Required for any activity inside HV/EHV substations , All work coordinated through: Eskom Responsible Person, Control Room / System Operator (where applicable)			
QUALITY MANAGEMENT REQUIREMENTS			
23. Quality Method statement based on scope.(Method Statement Template-Ref 240-126469599)	✓		
24. Quality Policy Approved by top management.	✓		
25. Quality Objectives Approved by top management.	✓		

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26. Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015)	✓		
27. Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015)	✓		
28. Form A is completed and signed.	✓		
29. Proof of Previous work done as per the scope of work and/ or specification	✓		

Additional issues/concerns

Safety file Approved (Y/N)

Name: Signed.....

Designation.....

Date of Approval.....

Quality File Approved (Y/N)

Name: Signed.....

Designation.....

Date of Approval.....

Note: All safety files shall be approved by means of issuing a formal work authorisation letter; that authorises the contractor to commence with work

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