
	TUTUKA POWER STATION SHEQ CONTRACTOR FILE CHECKLIST	UNIQUE IDENTIFIER	RISK SRM/F225
		DOCUMENT TYPE	TUTUKA FM
		REVISIONS	8
		EFFECTIVE DATES	September 2021
		NEXT REVIEW DATE	September 2024

CONTRACT NUMBER			START & END DATES		__/__/__ to __/__/__	
ESKOM PROJECT MANAGER			CONTACT NUMBER			
PRINCIPAL CONTRACTOR			SUB-CONTRACTOR(S)			
PRINCIPAL CONTRACTOR SITE MANAGER			CONTACT No.			
NO	Legal Ref.	QUESTION	YES	NO	N/A	REMARKS
1.	PRINCIPAL CONTRACTOR & CONTRACTOR					
1.1	CR 3(6) CR 3(4)	Copy of construction work permit in place.(Where applicable) Work permit number displayed at main entrance of construction site.				Work permit number: Valid Until:
1.2	CR 4(1)	Notification of construction work to DOL. (Where applicable)				
1.3	CR 5(1) (b)	Client H&S specification				
1.4	CR 5(1)(j)	Letter of good standing with compensation fund/insurer.				Registration number: / / / / Expiry date:
1.5	CR 7(1)(a)	Health and Safety Plan based on client specs.				
1.6	CR 7(1)(b)	H&S File with necessary documentation available on site (Supplier induction to include Suppliers SHEQ Policy document and awareness)				
1.7	CR 7(1)(c) (i-x)	Subcontractor/s appointed in writing, in good standing with compensation fund, has necessary resources and competencies to perform safely, H&S plan and file checked and approved by principal contractor.				

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						<i>N.B:-Principal contractor is responsible for compliance of his/her subcontractors.</i>
1.8	CR 7(1)(g)	Valid medical certificate of fitness for all employees.				
1.9	37(2)	Health and Safety Agreement				

NO	Legal Ref.	QUESTION	YES	NO	N/A	REMARKS
2.	APPOINTMENTS AND COMPETENCY					
2.1	Sec. 16(2)	Designated Employer				
2.2	Sec. 17(1)	SHE Representatives (more than 20 employees)				
2.3	Sec. 19(1)	Chairperson of SHE committee				
2.4	GAR 9(2)(1)	Incident investigator				
2.5	GSR 3(4)	First aider				
2.6	GMR 2(1)	Competent person for machinery supervision				
	GMR 2(7)	Assistant machinery supervisor				
2.7	CR 5(1)k	Principal Contractor				
2.8	CR 7(1)(c)v	Subcontractors appointments				
2.9	CR 8(1)	Construction Manager (full-time)				
2.10	CR 8(2)	Assistant Construction Manager				
2.11	CR 8(5)	Construction Safety Officer				

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		Proof of registration with SACPCMP				
		Full time				
		Part time				
		If part time-what is the frequency of visits to site				
2.12	CR 8(7)	Construction Supervisor				
2.13	CR 8(8)	Assistant Construction supervisor				
2.14	CR 9(1)	Competent person to do Risk Assessment				
2.15	CR 10(1)(a)	Competent person to prepare the Fall Protection Plan				
2.16	CR 10(5)(b)	Competency of roof erectors				

NO	Legal Ref.	QUESTION	YES	NO	N/A	REMARKS
2.17	CR 12(1)	Temporary works designer				
2.18	CR 12(3)(f)	Temporary works inspector				
2.19	CR 13(1)(a)	Excavation work supervisor				
2.20	CR 13(2)(k)	Competent person in the use of explosives during excavation				
2.21	CR 14(1)	Demolition work supervisor				
	AR 21(a)	Demolition of asbestos contractor registration				
2.22	CR14(11)	Competent person in the use of explosives				

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		during demolition				
2.23	CR16(1)	Scaffold supervisor				
2.24	CR17(1)	Suspended platform supervisor				
2.25	CR 17(2)(ii)	Competency of suspended platform erectors, operators, inspectors				
2.26	CR 17(8)(a)(c)	Suspended platform inspector/tester				
2.27	CR 18(1)(a)	Rope access supervisor				
2.28	CR 18(1)(c)	Rope access operators competent and licensed				
2.29	CR 19(6)	Material hoist operator				
2.30	CR 8(a)	Material hoist inspector				
2.31	CR20(1)	Bulk mixing plant supervisor				
2.32	CR 20(2)	Bulk mixing plant operator				
2.33	CR 21(1)(b)	Explosive actuated fastening device user				
2.34	CR 22(a)	Tower crane supervisor				
2.35	CR 22(e),	Tower crane operators				
2.36	DMR18(11)	Lifting Machinery Operator				
2.37	DMR18(5) & 18(10)e	Lifting Machinery/tackle inspector				

NO	Legal Ref.	QUESTION	YES	NO	N/A	REMARKS
2.38	CR23(1)(d)	Construction vehicles & mobile plant operators (copy of drivers licence must be on file.)				

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2.39	CR24(c)(d)	Temporary electrical installation controller/inspector				
2.40	CR 28(a) / GSR 8	Stacking and storage supervisor				
2.41	CR 29(h)	Fire equipment inspector				
2.42	CR 29(i)	Fire equipment users				
2.43	HCSR	Hazardous Chemical Substances Co-coordinator				
2.44	ER 9, CR 29	Emergency co-ordinator				
3.	RISK ASSESSMENTS					
3.1	CR 5(1)(a)	Client Baseline Risk Assessment on file				
3.2	CR 9(1-2)	Contractor Risk Assessment on file (hazards & risk s identified, analysed & evaluated; control measure, monitoring & review plan) and approved				
3.3	CR 9(3)	Employees informed, instructed and trained on risk assessment (proof on file)				
3.4	CR 9(4)	Subcontractors informed on risk assessment (proof on file)				
3.5	GSR 2	Record of PPE issuing and inspections thereof, as determined by risk assessment.				
4.	WORK AT HEIGHTS					
4.1	CR 10(1-2)	Fall protection plan on file				
4.2	CR 10(2)(b)	Medical fitness of employees working at height				
4.3	CR 10(4)(c), 10(5)(e-f) CR 10(2)(d)	Fall prevention and or fall protection equipment provided and Inspection/maintenance records				
NO	Legal Ref.	QUESTION	Y E S	N O	N/ A	REMARKS

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4.4	CR 17(2)(b), (c)	Certificate of system design and operational compliance plan for suspended platforms.				
4.5	CR 17(8)(9)(10)(11)	Inspection and performance tests records of suspended platforms				
5.	LIFTING EQUIPMENTS					
5.1	DMR 18(5) CR 18(8)	Inspection and maintenance records of lifting machinery.				
5.2	CR 22(b)	Method statement for use of tower cranes.				
6.	CONSTRUCTION VEHICLES AND MOBILE PLANT					
6.1	CR 23(1)(k)	Inspection records of vehicles/mobile plant				
6.2	CR 23(2)(j)	Roadworthiness certificates for vehicles/plant travelling on public roads				
7.	STRUCTURES & TEMPORARY WORKS					
7.1	CR 11(1)(c), CR 12(c)	Structure design drawings available				
7.2	CR 12(3)(q)	Temporary works drawings pre-approved by temporary works designer				
7.3	CR 11(2)(a,d) CR 12(3)(e,f)	Structure inspection/examination records on file.				
8.	EXCAVATION & DEMOLITION					
8.1	CR 13(2)(h)	Records of excavation inspections				
8.2	CR 14(2)	Engineering survey and demolishing method statement of the structure to be demolished				
8.3	CR 14(3)	Structural integrity inspections during demolition				
8.4	CR 14(11)	Method statement for demolition using explosives				
8.5	CR 14(12)	Waste disposal certificates/records of safe disposal.				

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9.	ELECTRICAL INSTALLATION AND ELECTRICAL MACHINERY					
9.1	CR 24 (d)	Weekly Inspection records of electrical installations				
9.2	CR 24(e)	Daily pre-use inspection records of electrical machinery				
9.3	EMR 3	Certificate of approval for electrical machinery in hazardous locations.				
9.4	EMR 9(8,9)	Inspection and testing of electrical machinery in hazardous locations				
9.5	EMR 12(4)	Certificate for electric fence system				
9.6	EIR 3(1)	Proof of registration as an approved electrical installations inspection authority				
9.7	EIR 6(1,2)	Proof of annual registration as electrical contractor				
9.8	EIR 7(1)	Certificate of Compliance and a test report for electrical installation.				
10.	TOOLS/EQUIPMENTS					
10.1		List of tools/equipment to be used.				
10.2		Inspection records of tools/equipment				
10.3	EMR 10	Portable electrical equipment is in good condition and inspected.				
10.4	EMR 11	Portable electrical lights is in good condition and inspected				
11.	HAZARDOUS CHEMICAL SUBSTANCES					
11.1	HCSR 3(1), 3(3)	Proof of employee training on HCSR and HCS handling requirements				
11.2	HCSR 3(1)(k), 3(2)	Procedure in case of emergency involving HCS and proof of communication thereof.				
11.3	HCSR 5	HCS risk assessment				
11.4	HCSR 9A(1,2)	Materials Safety Data Sheets available				

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11.5	HCSR 12(b)	2 yearly examination and tests of engineering controls for HCS, by AIA.				
11.6	HCSR 15(d)	Safe disposal certificates of HCS waste				
11.7	CR29(b), GSR 4(10)	Safe storage facilities for HCS in place.				
12.	OHS TRAINING AND INDUCTION					
12.1	CR 7(5)	Contractor Induction syllabus and proof of induction				
12.2		Eskom Induction proof				
12.3		Relevant OHS training records				
13.	OTHER RECORDS					
13.1		Scope of work clearly defined				
13.2		PPE Issuing records				
13.3		Incident records				
13.4		Toolbox talks (SHEQ)				
13.5		First aid box inspection				
13.6		Copy of the OHS Act				
13.7		OHS policy				
14.	ENVIRONMENTAL REQUIREMENTS (REFER TO 3.31 FOR DETAIL)					
14.1		Tutuka Environmental Management System (EMS) Requirements				
14.2		<ul style="list-style-type: none"> SHEQ Policy 				
14.3		<ul style="list-style-type: none"> Aspects & Impacts 				
14.4		Environmental Management Plan				
14.5		<ul style="list-style-type: none"> Approach to ensuring compliance with environmental compliance obligations. 				

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14.6		<ul style="list-style-type: none"> Waste Management 				
14.7		<ul style="list-style-type: none"> Water Management and Conservation 				
14.8		<ul style="list-style-type: none"> Spill Prevention Methods 				
14.9		<ul style="list-style-type: none"> Dust Suppression 				
14.10		<ul style="list-style-type: none"> Environmental Awareness and Communication 				
14.11		<ul style="list-style-type: none"> Animal and Pest Control 				
14.12		Incident Management Process				
15.		QUALITY REQUIREMENTS				
15.1		SCOPE OF WORK (Full description of the Works Information)				
15.2		ORGANOGRAM				
15.3		INDEX OF DOCUMENTS /RECORDS THAT SHALL BE SUBMITTED TO ESKOM DURING PROJECT (e.g. Quality Manual, Quality Policy, QCP/ITP, COC, Procedures)				
15.4		PROOF THAT SUPPLIERS, SUB-SUPPLIERS WORK TO SPECIFIED QUALITY STANDARDS (e.g. Description of Sub-Supplier Surveillance method/procedure)				
15.5		INDEX OF ITEMS TO BE MANUFACTURED, REFURBISHED AND NEWLY PURCHASED (Description of all products/processes which will be monitored by an approved QCP)				
15.6		AREAS AND PROCESSES REQUIRING SPECIAL CONTROLS (Description of all products/processes/services which will require special controls, i.e. welding, NDT/NDE)				
15.7		INDEX OF ALL STANDARDS & SPECIFICATIONS (For all processes, products, materials and plant applicable to the works/contract)				
15.8		HOW QUALITY RECORDS WILL BE CONTROLLED AND RETAINED (Description of how all quality records shall be controlled (e.g. identified, completed, retained and disposition)				

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15.9		LIST OF PURCHASE ORDERS FOR QUALITY CRITICAL ITEMS (Indicate purchase order number and scope of supply)				
15.10		Tutuka Audit Procedure				
15.11		Tutuka Calibration Procedure (if applicable to SOW)				
15.12		Tutuka Incident Management procedure				
15.13		DATABOOK INDEX				
SEEN AND ACCEPTED						
Eskom Project/Contract Manager			Signature		Date	
Eskom Environmental Department			Signature		Date	
Eskom Quality Officer			Signature		Date	
Eskom Safety Officer			Signature		Date	
Eskom Safety Manager			Signature		Date	
<i>NB: Obligation to keep the file up to date at all times during the duration of the contract.</i>						
Contractor Representative			Signature		Date	

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