



Business Management System
Transformer and Switchgear Services
SHE Audit Check Sheet

Document Identifier	240-143768931	Rev	2
Effective Date	30/08/2021		
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Name of Supervisor/Contractor								
Name of Contractor's Representative								
Signature of Supervisor/Contractor's Representative								
Scope of Work								
Critical Task				Machinery/Equipment		Working at Heights		Other
Date of Audit				Date of File Approval				
File Approved				Y	N	Comments on outstanding items:		
ERI/T&SS Inspector's Name						Signature of ERI Inspector's		
Number of Employees								

No.	Requirements Description	Compliance (Yes(Y) No(No) Not Applicable (N/A))	Comments
1	Principal Contractor		
	Signed 37.2 Agreements between Client & ERI		
	Acknowledgement of (32-726) SHE requirements for Tender enquires		
	<ul style="list-style-type: none"> • Letter of Good Standing; • Registration No.; and • Expiry Date. 		
	Written contract between client and principal contractor(PO/ 5(1)K)		
	SHE plan reviewed and accepted by client		

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No.	Requirements Description	Compliance (Yes(Y) No(No) Not Applicable (N/A))	Comments
2	SHE Plan		
	Signed 37.2 Agreements between ERI and Contractor		
	<ul style="list-style-type: none"> • Letter of Good Standing; • Registration No.; and • Expiry Date. 		
	Written contracts in place with Contractors e.g. PO		
	Certification		
	ISO 9001: 2015		
	ISO 45001: 2018		
3	SHEQ Policy & Procedures		
	SHEQ Policy and proof of communication		
	Work Instructions Method statements		
	PQP		
4	Legal Appointments		
	Designated employer assigned by CEO (16.2 appointment)		
	Responsible Managers(If applicable)		
	Responsible Supervisor appointment and competency		
5	Emergency Preparedness		
	Appointment for fire equipment inspector - CR 29(h)		
	Appointment for competent first aider - GSR 3(1)		

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No.	Requirements Description	Compliance (Yes(Y) No(No) Not Applicable (N/A))	Comments
	Emergency preparedness plan		
	Fire Equipment inspection checklist		
	First Aid Register & Inspection checklist		
	Operational Documents		
6	Tools and Equipment inventory list for all on Project site		
	Relevant checklist for tools and equipment as per inventory list <ul style="list-style-type: none"> • Hand tool • Portable electrical 		
	PPE inspector appointment		
	Issued PPE register		
	PPE inspection		
	Housekeeping checklist		
	Planned Job Observation		
	Incident Management		
7	Appointment for Incident Investigator - GAR 9(2)		
	Incident management procedure		
	Initial Notification/Incident reporting		
	Incident statistics		
	Tool box talk/SHE committee meeting (what committee meeting)		
	WCL2. & Annexure 1		

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No.	Requirements Description	Compliance (Yes(Y) No(No) Not Applicable (N/A))	Comments
8	Risk Assessment		
	Employees trained to conduct HIRA(Appointment if applicable)		
	Baseline Risk Assessment from the client		
	Contractor Risk Assessment		
	Monitoring and Review Plan		
	Risk Matrix		
9	Cranes/Lifting Machinery		
	LMO/LMO Machinery or equipment is used currently on Site		
	Training Operations Certificates etc.		
	Risk Assessment - Hazards identified & recorded		
	Load Test Certificates of LMO		
	Check list for Lifting Machines and Tackles.		
10	Rigging Operation		
	Appointment for Inspector of lifting machines and tackles - DMR 18(5)		
	Training for Riggers		
	Rigging Procedure		
11	Fall Risk Position		
	Appointment for Competent Fall protection implementer - CR 10(1) (a)		
	Fall protection plan and rescue		
	Risk associated with fall risk position identified & recorded		
	Working at Heights Training Certificates		

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No.	Requirements Description	Compliance (Yes(Y) No(No) Not Applicable (N/A))	Comments
	Ladder inspector appointment - GSR 13(a)		
	Ladder inspection checklist		
	Procedure for inspection, testing and maintenance of fall protection equipment		
	Safety Harness inspection		
12	Employees Competencies		
	Full Names; Surnames and Identity Numbers, Home Address and Contract Numbers		
	Annual Medical Fitness Certificate with ORP		
	Proof of criminal record clearance		
13	Grid HV Requirement		
	ORHVS Certificate		
	Authorization per Grid		
14	Induction		
	Training matrix of company		
	Induction training syllabus		
	Induction Training Attendance Register		
	Life Saving Rules acknowledgement		
	Contractor Induction		
15	Vehicle Management		
	Driver Management Plan		

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No.	Requirements Description	Compliance (Yes(Y) No(No) Not Applicable (N/A))	Comments
	Appointment for Vehicle Inspector		
	Driver's License and Eskom Driver Permit		
	Vehicle Inspection Checklist		
16	Team Competencies		
	Training certificates		
Environmental Documents			
17	ISO 14001: 2015 Certificate		
18	EMP		
19	Environmental rep appointment <ul style="list-style-type: none"> • Proof of Training and Skills 		
20	Waste Management Plan		
21	Relevant Permits (e.g. Waste Generation, Waste Transportation and Waste Facility).		
22	List of SDS <ul style="list-style-type: none"> • SDS as per list 		
23	SHEQ Policy 32-727 SHE Requirements for Eskom Commercial Process (32-726)		
24	Copies of the following Documents <ul style="list-style-type: none"> • Signed copy of Contractor Environmental Compliance Proforma (TRMFM-0038). • Copy of Bio-Remediates Register (TRM-FM-0067) - if applicable. • Waste Disposal Control Register (TRM-FM-0086) - If applicable. • Hazardous Waste SANS Classes (TRM-FM-0088). 		

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	<ul style="list-style-type: none"> Environmental Incident Notification/ Flash/Report (TRM-FM-0084). 		
	<ul style="list-style-type: none"> Soil Erosion Assessment Table (TRM-FM-0088). 		
	<ul style="list-style-type: none"> Chemical Spill Assessment Table. 		
OBSERVATIONS/RECOMMENDATIONS			

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