

	CONTRACTOR SHE FILE / SHE PLAN EVALUATION	Document Identifier	240-76755675	Rev	8
		Authorisation Date	01 March 2014		
		Review Date	30 November 2028		

Evaluation expires on the: Signature:

*Contract:

*Contract Number:

Details of Contractor

Trading Name	
Company Registration Number	
Contact Person	
Contact Number	
Address	

zva

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.

The SHE File & SHE Plan* is found to be:

A	B
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A (100% requirements met)- The file is FULLY compliant in all respects and the contractor may access the site and commence work.

B The file is non-compliant – The contractor may not have access to site or commence work. The contractor must rectify the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

Note: A new form must be completed per assessment.

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Minimum Requirements for the SHE File:

NB: Accreditation letter to be provided by Service Providers for all certificates.

Note: Assessor to ✓ requirement for project specific

No.	Requirement	Reference	Project Requirement ✓	Available ✓ ✕	Score
1	Signed Principal Contractor Safety Pledge	Compliance Requirements			
2	Construction Regulation	OHS Act			
3	Copy SHE policy	Sect. 7			
4	Letter of Good Standing	CR 5(1)(j)	Expiry date		
5	Relevant SHE Plan	CR 7(1)(a)			
6	37(2) Agreement	Sect. 37(2)	PM	PM+Cont	
7	Contractor Appointment	CR 5(1)(k)	PM	PM+Cont	
8	SHE Specification	CR 5(1)(b)	PM	PM+Cont	
9	Notification of Construction Work	CR 4(1)	PM	PM+Cont	
10	Principal Contractor Organogram	CR 5(1)(h)			
11	16(2) Appointment (If available)	Sect. 16(2)			
12	Electrical Contractor registration letter (Electrical Installation Regulation)	EIR 6(1)	Expiry date		
13	SHE Officer Appoint & Competency (SACPCMP professional registration)	CR 8(4)	Expiry date		
14	H & S Rep appoint & Competency	Sect 17(1)	Accreditation		
15	First Aider Appoint & Competency	GSR 3(4)	Accreditation		
16	Incident investigator Appoint & Competency	GAR 9(2)	Accreditation		
17	Fire Fighter Appoint & Competency	CR 29(h)	Accreditation		
18	Construction Sup. & Ass. Sup Appoint & Compet. (MV/LV Line + Supervision)	CR 8(3)(a) & CR 8(3)(b)	Expiry date		
19	Risk Assessor Appoint & Competency	CR 9(1)	Accreditation		
20	Excavation Supervisor Appoint & Competency	CR 13(1)	Accreditation		
21	Fall protection plan developer appoint & Competency	CR 10	Accreditation		
22	Crane Operator Appoint. & Competency	DMR 18 & CR 23(1)(d)	Accreditation		
23	Medical Certificates (issued by Occupational Health Practitioner) In the form of Annexure 3	CR 7(1)(g) & CR 7(8)			
24	Fall Protection Plan including Rescue Plan	CR 10			

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25	Working at height Certificate	SANS 229998	Accreditation		
26	Fall Rescuer Certificate	SANS 229995	Accreditation		
27	Have Task Manuals for Critical Tasks & Procedures (Scope Related) for significance OHS Risks been identified?	CR 9(1)(c)			
28	Public Safety Plan				
29	Emergency Preparedness Plan	CR 29; 32-123 & 32-124			
30	Baseline Risk Assessment (Issue base risk assessment)	CR 5(1)(a) & CR 9			
31	Training Matrix				
32	PPE Matrix				
33	Costing for SHE	CR 5(1)(g)			
34	Excel list with expiry dates for the following documents: (i) COID – 2026.04.30 (ii) Electrical Contractor Reg- 04.02.2028 (iii) SHE Officer (SACPCMP)- 2026.03.31 (iv) MV/LV Line Construction (v) ORHVS -17.01.2027 (vi) Medical Certificates – March 2027 (vii) Training Certificates				
35	Name & Surname, contact details of all employees including their relative contact details.				

SHE Assessor Details (SHE Practitioner):

SHE File fully Compliant Yes ☐ No ☐

Name: _____ Signature: _____

Date of Assessment: _____

Project Custodian Details (PM):

File fully Approved Yes ☐ No ☐

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Name: _____ Signature: _____

Date of Approval: _____

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