



## SHE MANAGEMENT SYSTEM

Minimum SHE Document Requirements for  
Emergency / Other Projects

Form No : SAM SHE 00813 Spec  
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<b>Date:</b>	<b>System:</b>
<b>RW Program Manager: Welheminah Nthangeni</b>	<b>RW Project Manager: Namhla Rulumeni</b>
<b>RW SHEQ Officer: Fortunate Skhosana</b>	<b>Site: Rietvlei</b>
<b>Date of commencement of work: TBC</b>	<b>Estimated duration of Project /Activity: 1month</b>
<b>Contractor Name:</b>	<b>Estimated Number of Staff:</b>
<b>Project / Activity Description: Supply, Deliver and Installation of the Eikenhof Site Offices</b>	

<b>A. Internal Requirements</b> <i>(indicate all internal and site document requirements that need to be in place)</i> **NON-NEGOTIABLE	
1) Pre-medical examinations (Annexure 3 Construction Regulations 2014)	9) Staff list with ID Copies / Valid Passports with work permits
2) Applicable permits and licences	10) Risk Assessment
3) Notification of construction work (if applicable)	11) OHS Act Section 37.2 Written Agreement
4) Letter of Good Standing	12) COVID-19 Plan
5) Method Statements	13) Other (specify): (e.g. Critical appointments and supporting competence certificates)
6) Appointment of the contractor (CR 5k)	
7) SHE Plan	
8) Tools and equipment inventory	
<b>B. External Requirements</b> <i>(indicate all legal documents and permits)</i> **NON-NEGOTIABLE	
1)	4)
2)	5)
3)	6)

**NB: Contractor to submit all documents indicated above in a SHE File that is to be submitted to SAM SHERQ immediately for discussion, negotiation and approval. Completed tools and equipment inventory as well as staff list (as per attachments) accompanied by copies of IDs and valid passports and work permits are to be included in the file.**

<b>Compiled by:</b>			
<b>Name and Surname: (SHEQO)</b>		<b>Sign:</b>	<b>Date:</b>

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