

REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SAFCOL SOC LTD		
RFQ number:	RFQ/703/079/2025	
RFQ Issue Date	02 July 2025	
Closing date and Time	15 July 2025 At 12:00PM (Late submission will NOT be accepted)	
RFQ validity period:	60 days (commencing from the RFQ Closing Date)	
RFQ Description:	PROVISION OF STEEP AREA CLEARFELL AT BERLIN PLANTATION	
Contact person		Sibongiseni Mgushelo
		013 754 2700 ext 2870
		Cell: 0664790612
Enquiries for specification		For enquiries ONLY send email to sibongiseni.mgushelo@safcol.co.za
RFQ responses must be emailed to :		RFQHighveld@safcol.co.za Please use the RFQ Number on the subject of the email when responding to this RFQ.

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

CONDITIONS OF THIS RFQ

- Service providers must complete in full the RFQ document and ensure that quotation is on the **company letterhead**.
- Quotations must be e-mailed to the address provided herein All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affidavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.
- All SBD documents must be always signed and sent back with the quotation
- Service Providers bidding as a Joint Venture - Consolidated BEE certificate in cases of Joint Venture

SPECIAL CONDITIONS OF THIS RFQ

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent,
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain binding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.
- SAFCOL reserves the right not to make an appointment for this RFQ.

PROTECTION OF PERSONAL INFORMATION

- In responding to this RFQ , SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any process any personal information disclosed by SAFCOL in the bidding process in the same manner

REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;

4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification

I hereby accept the above-mentioned conditions

This RFQ is subject to the SAFCOL general conditions of the RFQ, and SAFCOL's general conditions of purchase , if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

TERMS OF REFERENCE/SCOPE OF WORK

PROVISION OF STEEP AREA CLEARFELL AT BERLIN PLANTATION

1. SCOPE OF WORK

Berlin plantation is situated in Kaapsehoop Area.

2. SPECIFICATIONS FOR CLEAR-FELLING SERVICES

2.1 VOLUMES

Volumes mentioned in the Terms of Reference are not guaranteed and will change with operational requirements during the panel period. RFQ volumes will depend on the market requirement for the plantation.

2.1.1 Clear-felling volumes

The Tactical Clear-felling Plan provides guidance to operations on the necessary services of the clear-felling system, taking the terrain of the compartments to be clear-felled over the next three to five years into consideration. Table 2 displays the approximate RFQ total volume from the plantation.

Table 2: Approximate and total volumes.

PLANTATION	VOLUMES
703 BERLIN PLANTATION	3500m³

2.2 NORMS AND STANDARDS

Steep area clear-felling is regarded as a dangerous occupation. All operations will be executed according to accepted industry norms, standards and guidelines. Bidder shall comply with the IOL code of practice on Safety and Health in Forestry, as well as the following Forest Engineering of South Africa guidelines and standards:

- South African Cable Yarding Safety and Operating Handbook,
- Guidelines for Forest Engineering Practices in South Africa,
- Requirements for Excavator based Machines used in Forestry Operations,
- Guidelines for difficult terrain ground based operations in South Africa,
- South African Ground Based Handbook and
- South African Chainsaw Handbook

The appointed bidder will be liable for compliance with the following:

- SAFCOL Best Operating Practices (BOPs) and Integrated Management System (IMS),
- SAFCOL SHEQ standards,
- SAFCOL SHEQ standard for motorised equipment,
- FSC principles,
- Relevant South African Laws – including but not limited to the Occupational Health and Safety Act and Basic Conditions of Employment Act and
- Safety System

2.3 STEEP AREA CAPACITY EQUIPMENT

Due to the various steep clear-felling systems that can be utilised, the type of equipment per method listed are the minimum requirement expected. The equipment to be used, must be in good working order and maintained as per manufacturers' requirements. Equipment supplied must be proficient to execute the work they will be doing. Equipment shall comply with the SAFCOL's Motorised equipment standard document - SHE-STD-4.4.6.19.

The equipment below stipulates the expected equipment that should make up systems to thin RFQ volumes.

2.3.1 Steep area clear-felling services

- Extraction equipment - Cable Yarder, Shovel Yarder, High Lead, Skyline or any other steep area clear-fell extraction solution that will not damage the remaining trees
- Loading and/or Stacking machines or any other approved loading/stacking equipment

Table 3: Clear-felling tree dimensions and type volume distribution

PLANTATION	TREE SIZE DIMENSIONS	
703 Berlin Plantation	0.70m ³ /tree(avg)	30cm avg dbh

2.4 MANAGEMENT

SAFCOL requires efficient and professional steep area clearfell services with the following:

- Relevant harvesting and/or thinning services and forestry experience
- Experience in the scope of work they are quoting for
- Manager/s with thinning/harvesting experience and training/qualifications

- Junior management (Supervisors) that are competent with relevant harvesting/thinning experience and training.
- Mechanical support for equipment maintenance and repairs.

The bidder shall ensure that each operation is under the constant supervision of a competent supervisor on site.

2.5 LABOUR RESOURCES

SAFCOL requires that the appointed bidders comply with the following minimum requirements:

- Employees be sourced from local communities as far as practical possible,
- Employees be in the possession of a valid South African Identity document or work permit,
- Compliant with all labour legislation,
- Registered with the Workman's Compensation Fund, with a valid letter of good standing and Unemployment Insurance Fund,
- Employees shall be paid at least the minimum wage as per the sectoral determination or as gazette by government annually and their salaries be adjusted accordingly,
- Employees be in possession of a valid employment contract compliant to the minimum requirements on employment legislation,
- Employees are issued with Personal protective equipment (PPE) according to SAFCOL's SHE standard for PPE.
- Employees undergo required annual medical screenings as per legislation,
- Employees have been trained for the specific job and that current Certificates of Training be available,
- All Chainsaw Operators shall be trained by an accredited training institution and certified competent. No person shall operate a chainsaw unless he or she has been properly trained,
- Operators shall be retrained at such intervals as management may deem necessary from time to time. Refresher training shall be conducted at intervals not exceeding 12 months.

2.6 ANCILLARY EQUIPMENT

In addition to the major equipment, the following is also required to ensure an efficient operation:

- Harvesting signboards

- Chainsaws in working order
- Felling Aids available
- Demarcated safety areas with appropriate signage
- Drip or spill trays
- Oil spill kits
- Fire extinguisher and the minimum required fire protection equipment per operation (1x Wajax, 2x fire beaters and 2x rake hoes)
- Two way Radios or other means of communication i.e. cellphones
- Compliant First Aid kits as prescribed by SAFCOL Safety Standards
- Personal Protective Equipment (PPE) prescribed by SAFCOL Safety Standards
- Chainsaw operators to be issued with chainsaw trousers that comply with the Design B of the Standard EN 381-5 – B+20 as approved by SABS and SATRA Technology
- Chainsaw operators to be issued with gloves that supply sufficient protection for the back of the hand.

Above mentioned equipment shall comply with SAFCOL's SHE standards for Hand tools, Chainsaws and Brushcutters (Annexure 3).

2.7 MOTORISED EQUIPMENT

Appointed bidders shall ensure that:

- All drivers have a valid Driver's License and Public Driver Permit (PrDP) for drivers transporting people,
- All motorised equipment is in a in a roadworthy condition with current Certificates of Fitness and licenses are current/valid,
- Labour carriers comply with Traffic Legislation,
- Labour carriers have an enclosed canopy with roll over protection with preferably a three-point safety harness, but a minimum of a lap belt system to keep employees safe,
- No transportation of employees on the back of a LDV will be allowed,
- Chainsaw operators shall inspect and service their machines daily according to a prescribed checklist. A record of all such inspections and servicing shall be kept and
- Machines shall be serviced by an approved service provider or trained chainsaw mechanic at weekly and monthly intervals as required. Records shall be retained of all servicing, inspections and repairs

2.8 SAFETY, HEALTH, ENVIRONMENTAL & QUALITY REQUIREMENTS

Appointed bidder shall:

- Comply with the SAFCOL SHEQ Standard for Contractors and other relevant SAFCOL standards as prescribed in the IMS,
- Ensure that the following positions are in place and appointed:
 - At least 1x trained First Aider (level 2) with current valid certificate per operation per operation,
 - At least 1x trained SHE Rep with current valid certificate per operation
 - Safety Officer or Consultant,
- Comply with SAFCOL environmental practices and standards as prescribed in the IMS and
- Comply with SAFCOL's product specifications.
- Successful service providers will only commence with awarded RFQ volumes once a successful safety induction was completed.

2.9 LEGAL REQUIREMENTS

Appointed bidder shall:

- Comply with all relevant legislation that is specific to the scope of work and
- Ensure that they have Public Liability Cover with a Spread of Fire (Forestry and Plantation) extension with a minimum value of R5 million.

2.10 SPECIAL CONDITIONS

ADDITIONAL SPECIAL CONDITIONS TO THE RFQ TO BE EFFECTIVE UPON APPOINTMENT

Appointed service provider must take note that upon once appointment the following will be required:

- At least 4 trained chainsaw operators to be used for the RFQ with valid refresher chainsaw certificates not older than a year on the day of inspection
- Team transport with valid licence and certificate of fitness
- Team transport driver with valid driver licence and public drivers permit
- Supplied extraction and stacking equipment to be used for the RFQ for operational soundness – no major oil leaks

Service provider will not be allowed to commence with work without compliance to above

The appointed service Provider must adhere to the above requirements, prior to commencement of service.

Failing to above will result in their appointment to be withdrawn. The second highest scoring service provider will be considered.

The appointed service provider will comply at all times with Annexure 1, 2 and 3 attached

Delivery Address:

South African Forestry Company SOC Limited (SAFCOL)

Berlin Plantation

Kaapschehoop road

Ngodwana

1209

RETURNABLE DOCUMENTS

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Clearance
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- CSD Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....
Name (print)

.....
Signature

.....
Capacity

.....
Date

Evaluation Criteria

Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Mandatory Evaluation

Phase 3: Functionality Evaluation

Phase 4: Price and Specific Goals Evaluation

Phase 1: Administrative Compliance requirements

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms(Declaration Forms)
3. Proof that tax matters with SARS are in order(SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents(e.g Pty;Trust; CC etc)
5. Original or copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non- allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award
7. ID copies of company directors

Phase 2: Mandatory Requirements

Description	Comply	Non-Comply
Attach a valid letter of good standing with COIDA (Agriculture, Forestry)		

Bidder who has failed to submit the above document will not be evaluated further

Phase 3: Functionality Evaluation

No	Description	Metho of evaluation
1	Experience 40	
	Service providers must demonstrate that they have past experience in conducting Clearfell and/or thinning operations in Forestry. Provide contactable references letters on company official letterhead with relevant client's contract owner signature. The reference letters must indicate the number of years (duration) appointed to provide service.	One reference letter with 1 year and more experience = 30 Two reference letters with 1 year and more experience = 35 Three reference letters and more with 1 year and more experience = 40

2	Equipment 50	
	Service providers need to display their ability to perform the requested service in steep area. They need to supply steep area extraction capacity in the form of: • Shovel yarder and/or • Hi - leads, logger hi - lead or • Skylines Service providers must attach a photo/s as proof of the available capacity to execute the requested steep area service	No extraction units - 0 points One extraction unit - 45 points Two extraction unit- 50 points
3	Safety 10	
	The bidder must illustrate its understanding and experience in implementing a safety management system that is compliant with the Occupational Health and Safety Act. Attached a current certificate for: •	A trained first aider - 5 points A trained she rep - 5 points No trained persons with certificates - 0 points
	Total	100

A bidder who scored a minimum of 60 points on functionality evaluation will further be evaluated on 80/20 preference points system

Phase 4: Price and Specific Goals Evaluation

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

DOCUMENTS REQUIREMENT FOR VERIFICATION OF POINTS ALLOCATION

No.	Procurement Requirement	Required Proof Documents
2.1	51% and above Black Ownership	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.2	30% and above Black Women Owned	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.3	Atleast 51% Owned By People With Disabilities	• Letter from the Doctor confirming Disability • South African Identification Document
2.4	Atleast 51% Black Youth Owned	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.5	Implementation of RDP goals (Locality) Points	• Proof of residence in a form of a Municipal Bill or letter from recognized council confirming business address of the bidder • South African Identification Document

SPECIFIC GOALS FOR THIS RFQ AND POINTS THAT MAY BE CLAIMED ARE INDICATED AS PER TABLE BELOW:

Criteria	Points (80/20 system)
51% and above Black Ownership	20
Total Points	20

SAFCOL SUPPLIER CODE OF CONDUCT

Click on the following link to access the SAFCOL Supplier Code of Conduct and confirm as indicated below:

https://www.safcol.co.za/?page_id=2339#:~:text=https%3A//www.safcol.co.za/wp%2Dcontent/uploads/2025/02/SCM%2DDOC%2D001%2DSUPPLIER%2DCODE%2DOF%2DCONDUCT.pdf

I confirm that I have read and understood SAFCOL supplier code conduct and that I will adhere to all the conditions contained therein.

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting
the accompanying bid, do hereby make the following statements that I certify to be
true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the

SBD4

bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total Points for PRICE and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system;
or

(b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% and above Black Ownership	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name _____ of
company/firm.....

4.4. Company _____ registration _____ number:
.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

1 PURPOSE

To ensure that the risks associated with motorised equipment are identified, assessed, and adequately managed.

2 SCOPE

This Standard applies to all operations and activities of the South African Forestry Company Limited (SAFCOL) and its subsidiaries including Komatiland Forests (Pty) Limited (KLF) and Indústrias Florestais de Manica, SARL (IFLOMA) and all Contractors.

3 REFERENCES

- Occupational Health and Safety Act, (85 of 1993) Driven Machinery Regulations
- National Road Traffic Act and Regulations (93 of 1996)

4 DEFINITIONS & ABBREVIATIONS

- 4.1 The following definitions are provided to ensure a uniform understanding of this procedure.

Motorised Equipment: means any self-propelled vehicle or machine, including company owned motor cars.

Motor vehicle: means any motor vehicle for which a Drivers Licence can be obtained in terms of road traffic legislation.

“A” Hazard defect: means any defect related to the braking mechanisms, steering mechanisms, tyres with less than 2mm of tread or major oil or water leaks from the engine.

Off-Highway Production Vehicle: means any **Motorised Equipment** not normally registered or intended for use on a public road in terms of existing legislation (e.g. Skidder, Forwarder, Logger, Feller-Buncher, Harvester, Bulldozer, Grader, or similar vehicle.)

Public road: means any road other than a plantation road maintained exclusively by the Company.

4.2 The following abbreviations are used in this procedure.

OHPV - Off-Highway Production Vehicle

LDV – Light Delivery Vehicle (bakkie)

FESA – Forestry Engineering South Africa

5 RESPONSIBILITY

Business Unit/Centre managers are responsible to ensure compliance with all provisions of this Standard.

Senior Manager: Learning and Development is responsible to ensure that Drivers Licences are verified as required prior to the issuing of any Competency Certificate.

6 PROCESS

7 General

7.1 All motorised equipment shall be maintained in a safe and, where applicable, roadworthy condition.

7.2 All motorised equipment shall be kept clean both inside and out.

7.3 All motorised equipment shall be included in planned maintenance systems. Where applicable, motorised equipment shall be serviced in accordance with the Original Equipment Manufacturers recommendations.

7.4 All motorised equipment shall be inspected using a prescribed checklist at the commencement of each shift. Defects shall be recorded and reported immediately and shall be rectified at the earliest possible opportunity.

7.5 Where motorised equipment is used by more than one individual (e.g. pool vehicles), appropriate individuals shall be appointed in writing by the Business Unit/Centre Manager as Vehicle Skippers and shall be responsible to ensure that the vehicle/machine for which they are appointed complies with the above requirements.

7.5.1 No person shall use, or be required or permitted to use, any motorised equipment on which an "A" Hazard defect is known to exist.

7.5.2 No person shall operate ANY motorised equipment unless he/she is in possession of a valid Driver's Licence for that class of motor vehicle, OR

Certificate of Training for that specific type of machine issued by a person or organisation accredited and approved for such training in terms of Driven Machinery Regulation 18 (11).

- 1.1.1 All persons who are trained and/or authorised to operate motorised equipment shall be tested and issued with an internal Competency Certificate clearly indicating the specific type of vehicle or machine for which such authority has been granted. Drivers and Operators are to carry their Permit on their person at all times whilst on duty.
- 1.2 All fulltime drivers/operators shall be subjected to medical evaluation at intervals not exceeding 12 months and a Certificate of Fitness obtained.
- 1.3 The validity of all Drivers Licences shall be checked on assessment and prior to the issuing or renewal of any Competency Certificate. Competency Certificates for drivers of motor vehicles shall be valid for a period of 5 years.
- 1.4 The Company shall not be liable for traffic offences committed by users of company motor vehicles on any public road. All fines and other penalties shall
be to the user's account.
- 1.5 No person shall operate or be required or permitted to operate any motorised equipment if he or she is or appears to be under the influence of alcohol and/or intoxicating drugs.
- 1.6 No person shall talk, text, or otherwise make use of a handheld cellular telephone whilst driving any Company owned, hired, or leased motorised equipment.
- 1.7 No person shall leave any motorised equipment unattended with the engine running. Engines shall be switched off and keys removed from the ignition when motorised equipment is not in use or is temporarily unattended.
- 1.8 Where fitted, seat belts shall be worn at all times whilst the motorised equipment is in motion.
- 1.9 No person shall climb on or off any motorised equipment whilst such equipment is in motion. No person shall remain within 15 metres of any off- highway production vehicle/machine whilst such equipment is in motion.
- 1.10 Motorised equipment shall have headlights switched ON at all times whilst in motion.
- 1.10.1 All loads shall be adequately and properly secured prior to the motorised equipment moving off.

1.10.2 All motorised equipment shall be equipped with a fire extinguisher and other emergency equipment as appropriate. Emergency equipment may include

first aid kit, jack, wheel spanner, spare wheel, and reflective triangles as required.

7.6 A general speed limit of 60 km/h shall be signposted and enforced on all plantation roads. Lower limits may be set and signposted according to identified risks at specific areas, e.g. stream crossings, sharp bends, etc.

7.7 Specific speed limits may be set for certain types and classes of vehicles/equipment according to identified risks. Where appropriate, these limits shall be clearly stated in the applicable BOPs and other Operating Procedures for the type or class of vehicle/equipment affected.

7.8 Transporting of Passengers and Personnel

7.8.1 The transportation of personnel in the load bin of any vehicle is prohibited unless adequate seats, seat belts, and substantial roll-over protection are fitted.

7.8.2 The transportation of personnel in the open load box of any LDV is strictly prohibited.

7.8.3 No person shall be permitted to stand in the back of any vehicle whilst the vehicle is in motion.

7.8.4 The simultaneous transportation of personnel and unsecured tools or equipment in the same space is strictly prohibited.

7.8.5 Passengers who are not employees of the Company may only be carried with the express approval of the responsible manager.

6.2.1 Drivers are responsible and accountable for the behaviour, conduct, and safety of all passengers carried.

7.9 Cable extraction machinery and systems

7.9.1 All Operators, Chokermen and other members of cable extraction teams shall be fully and properly trained in the safe and proper use of the specific systems to which they are assigned, and Certificates issued.

7.9.2 Training certificates shall be valid for a period of two (2) years only.

No person shall be permitted to operate or work in any cable extraction system unless he or she is in possession of a valid training certificate.

- 7.9.3 Due to the inherently dangerous nature of these systems, untrained persons are not permitted to encroach within fifty (50) metres of any cable extraction system whilst such system is in operation.
- 7.9.4 All systems shall be operated in accordance with the requirements contained in the FESA Cable Safety and Operating Handbook and applicable Best Operating Practice documents H.E.06 and H.E.07.
- 7.9.5 Machinery and tackle shall be maintained in accordance with Company SHE Standard SHE-STD-4.4.6.16 Lifting Machines and Lifting Tackle.
- 7.9.6 A separate register shall be maintained for each cable extraction system and all inspections shall be carried out by a competent person or Approved Inspection Authority. Findings shall be recorded in the relevant register.
- 7.9.7 All cable extraction equipment shall be inspected immediately after erection/set up prior to use using a checklist specifically designed for the purpose.

7.10 Off-highway production vehicles (OHPV)

- 7.11 Where it is necessary to cross a public road, the following procedure shall be complied with:
 - 7.11.1 A flagman equipped with a Hi-Visibility vest and a large RED flag must accompany the OHPV and must position himself at the crossing point ahead of the machine;
 - 7.11.2 The OHPV shall have lights switched ON (where fitted) at all times;
 - 7.11.3 The flagman shall wave his flag in a steady up and down motion to warn motorists;
 - 7.11.4 The OHPV shall STOP at the crossing point;
 - 7.11.5 The flagman shall check right, left and right again to ensure that there is no oncoming traffic;
 - 7.11.6 When the road is clear the flagman shall signal to the OHPV operator that it is safe to proceed across the road:

7.11.7 The OHFPV shall cross the road ONLY on the signal of the flagman.

7.12 Where it is necessary to travel on a public road the following shall be complied with:

7.13 The OHPV shall be escorted throughout the journey by a light motor vehicle fitted with a rotating/flashing ORANGE beacon light;

7.13.1 The escorting vehicle shall have hazard lights and headlamps switched ON at all times;

The OHPV shall have lights switched ON (where fitted) at all times

7.13.1.1 The OHPV shall STOP before entering the public road and proceed only when instructed to do so by the escorting vehicle;

7.13.1.2 The OHPV shall drive on the left hand side of the road and shall keep as far to the left as possible to minimize any obstruction of normal traffic;

7.13.1.3 The escorting vehicle shall travel at a distance of 15 metres behind the OHPV and shall be alert to all traffic approaching from the rear;

7.13.1.4 The OHPV shall STOP before making any manoeuvre to leave the public road and shall only turn off (left or right) on the instructions of the escorting vehicle once it is safe to do so.

8 RECORDS

- Motorised Equipment Daily Inspection Checklists
- Training Records and Competency Certificates
- Training Records and Competency Certificates

PPE

1. Purpose

To ensure that employees are protected against all identified residual hazards remaining after all reasonable measures to avoid, eliminate or reduce such hazards have been taken, and to ensure proper control over the standard, issue, maintenance and use of Personal Protective Equipment.

2. Scope

This Standard applies to all operations and activities of the South African Forestry Company Limited (SAFCOL) and its subsidiaries including Komatiland Forests (Pty) Limited (KLF) and Indústrias Florestais de Manica, SARL (IFLOMA) and all Contractors.

3. Standard

3.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- a) The Company subscribes to the philosophy that Personal Protective Equipment is a measure of last resort and will do everything reasonably practicable to avoid, eliminate or reduce the risks associated with any task performed.
- b) Where risks cannot be eliminated, adequate and appropriate items of Personal Protective Equipment shall be issued to all affected employees.
- c) Every employee shall be fully instructed in the requirements for the correct wearing, use and maintenance of all Personal Protective Equipment issued to him / her as well as the limitations in the degree of protection afforded by each item.
- d) No person is permitted to modify or alter any item of Personal Protective Equipment issued to him/her. e.g. cutting sleeves off overalls.
- e) The Company does not provide Personal Protective Equipment to contractors. Contractors are required to supply their own Personal Protective Equipment. Under exceptional emergency circumstances and at the sole discretion of the Business Unit/Centre Manager KLF may provide Personal Protective Equipment to contractors subject to an agreement by the contractor to refund the costs thereof.
- f) As far as possible, all Personal Protective Equipment shall be of a type and quality certified to South African National Standards (SANS). Where no SANS mark exists for a specific item, an alternative International Standard (e.g. E mark; D mark; BS; etc.) or Department of Labour approval shall be deemed sufficient.

- g) All Personal Protective Equipment provided by the Company shall be of the same type and specification. Any person excluding Production Workers and Supervisors who wishes to wear Personal Protective Equipment of a different type or specification may do so at his or her own expense provided that the minimum quality requirements specified above are complied with.
- h) Specifications for Personal Protective Equipment shall be determined and reviewed by the Procurement Department in consultation with the SHEQ Department, Line Management and Employee Representatives taking into account operational needs, risk exposure and functionality.
- i) ***No person shall be required or permitted to enter or remain in any area, or to perform any task, for which Personal Protective Equipment is required unless such Personal Protective Equipment is available, in good condition and is correctly and properly worn / used.***

3.2 GENERAL RULES FOR PERSONAL PROTECTIVE EQUIPMENT (PPE)

- a) The entire Processing Plant facility (sawmill) excluding offices, and all active forestry operational areas are designated as Safety Footwear areas. Steel toe-capped safety footwear shall be worn.
- b) All Production Workers and Supervisors are required to wear their Basic Issue Personal Protective Equipment at all times whilst on duty.
- c) Approved Hearing Protectors shall be worn in all areas (including motorised equipment) where noise levels in excess of 85 decibels (dB) have been identified. All such "Noise Areas" shall be clearly and conspicuously demarcated and signposted. Where such zones are mobile (i.e. motorised equipment) the noise zone shall be defined in terms of a set radius from the machine location.
- d) Head protectors (hard hats) shall be worn by all persons in any active forestry area and/or sawmill production area and/or in the immediate vicinity of any suspended load where the load is raised more than two metres (2m) above floor level. No person shall walk or stand under any suspended load.
- e) Full Safety Harness shall be worn by all persons performing any task at a height of two metres (2m) or more above floor/platform level or where a clear risk of falling exists. Life lines and roof-boards shall be used in conjunction with Safety Harness for all roof work.
- f) Appropriate types of respiratory protection shall be worn by all persons engaged in any task which may result in the inhalation or ingestion of any dust, particles, fumes or vapours.

- g) Appropriate eye and/or face protection shall be worn by all persons engaged in any task requiring welding, brazing, soldering, grinding, cutting, chipping, digging, mixing, chemical handling or where any risk of particles, slivers or foreign bodies entering the eyes exists.
- h) Suitable and appropriate types of hand protection (gloves) shall be worn by all persons engaged in any task requiring manual handling of goods and products or the handling or use of any chemical or other substance.
- i) High visibility clothing shall be worn at all times in any active forest operations area.
- j) Additional items of Personal Protective Equipment shall be worn as required according to the identified risks associated with the tasks to be performed.
- k) Personal Protective Equipment shall be inspected MONTHLY and defective items repaired or replaced as required.

3.3 ISSUING PROCEDURES AND CONTROL

- a) Personal Protective Equipment shall be issued and replaced according to the following guidelines:
- b) Personal Protective Equipment shall be issued and replaced at the Company's expense EXCEPT where items are lost or damaged due to the negligence or carelessness of the employee.
- c) All employees shall be required to sign an acknowledgement of receipt for all Personal Protective Equipment issued to them together with an undertaking to properly wear / use such Personal Protective Equipment where required.
- d) Employees are required to take proper care of all items of Personal Protective Equipment issued to them and to maintain all such items in a clean and serviceable condition.
- e) Production employees and Supervisors shall be issued with his or her Personal Protective Equipment Basic Issues plus additional requirements according to the tasks he or she is required to perform on engagement and thereafter at such intervals as may be prescribed in this standard. All items excluding "Basic Issues" shall be replaced on an "old for new" basis as required. "Old" items shall be clearly marked/branded or destroyed to prevent them being used in future exchanges.
- f) Production employees and Supervisors shall receive the following Basic Issues on engagement and once per calendar year in April thereafter unless otherwise stated. Any additional Basic Issue items shall be for the employee's account:
- g) Managers and other field personnel who do not receive the above Basic Issues shall be issued with the following minimum items:

- Safety Shoes/Boots (1)
- High Visibility Vest (1)
- Hard Hat (1)
- Rainsuit (1)

h) Additional items of an appropriate type shall be issued according to the tasks to be performed using the following minimum requirements as a guide:

General Tasks	Gloves	Hard Hat	Glasses / Goggles	Face Shield	Spray	Hearing Protectors	Dust Mask	Cartridge Respirator	Welding Helmet	Leather Apron	Spats	Safety Harness	Steel T/C Gumboot	Hi Visibility
Planting														
• Manual	X	X												
• Mechanical		X				X								
Weeding/Cleaning														
• Manual	X	X	X											
• Slashing	X	X	X											
• Brushcutter	X	X		X		X								
• Chainsaw		X												
• Chemical	X	X		X	X			X					X	
Pruning														
• Hand saw	X	X	X											
Harvesting														
• Chainsaw	X	X		X		X								
• Mechanised		X				X								
Debarking														
• Manual	X	X												
Extraction														
• Skidder	X	X				X								
• Forewarder		X				X								
• Cable Systems	X	X				X								
• Animal	X	X												
Stacking/Loading														
• Manual	X	X												
• Mechanical	X	X				X	X							
Hoeing/Burning firebreaks	X	X												

Wet Conditions													X	
Hot Work														
• Welding	X								X	X	X			
• Flame cutting	X		X											
• Grinding			X											
Working at Height											X			
Spray painting	X		X					X						
Cold Conditions														X

Fire Response Teams	100% Cotton survivaire overall with reflector	Fire safe gloves	Flame resistant Balaclava	Fire Goggles	Leather boots	Winter Jacket with reflector	Fire fighter helmet with visor	Long sleeved crewneck Cotton T-shirt	Calved length cotton socks	Heavy duty Kit Bag	Water Bottle	Hard hats
----------------------------	---	------------------	---------------------------	--------------	---------------	------------------------------	--------------------------------	--------------------------------------	----------------------------	--------------------	--------------	-----------

Fire Tender crew	1	1	1		1	1		1	2	1	1	1
Nozzle men	1	1	1	1	1	1	1	1	2	1	1	
Ground crew	1	1	1	1	1	1		1	2	1	1	1
Aircraft Loading crew	1	1		1	1	1		1	2	1	1	1
Foresters and Managers	1	1	1	1	1	1		1	2	1	1	1

- a) Where items of Personal Protective Equipment are lost or damaged due to reasons other than normal wear and tear, or where an employee is unable to produce the “old” item for any reason whatsoever, the Company shall be entitled to recover the actual cost of replacement items from the employee’s salary or wages.
- b) Under normal operating conditions, and with proper care and maintenance by the employee, the expected life of Personal Protective Equipment is estimated as follows:

Item	Normal Life Expectancy
Overalls and/or Conti Suits	12 months.
Safety Shoes / Boots	6 months
T Shirts	12 months
Gum Boots	12 months
Hard Hat	3 years
Safety Glasses / Goggles / Face Shield	12 months
Ear Muffs	2 years
Ear Plugs	Consumable Item
Dust Mask	Consumable Item
Cartridge-type Respirator	12 months
Respirator Cartridge	Consumable Item
Welding Mask / Welding Goggles	12 months
Gloves - PVC	2 weeks
Gloves - Leather / Chrome-leather	2 months
Gloves - Rubber	3 weeks
Apron - PVC	2 months
Apron - Leather	12 months

Rain Suit PVC	12 months
100% Cotton survivafire coverall	24 months
Fire safe gloves	12 months
Flame resistant balaclava	12months
Fire goggles	24 months
Leather boots	12 months
Winter Jacket	24 months
Firefighting helmet with visor	24 months
Long sleeved crewneck cotton t-shirt	12 months
Calved length cotton socks	12 months
Water Bottle	24 months
Heavy duty Kit Bag	24 months

- i) Where employees request or require replacement of items before the end of the expected life period, the reasons for such request shall be investigated and the provisions of paragraphs 5 and 6 above shall apply. Items reflected in the above table as Consumable Items will be replaced as often as necessary subject to the “old for new” exchange requirement.

4. Responsibility

Business Unit/Centre managers are responsible to ensure that Personal Protective Equipment is issued, used, maintained and controlled in accordance with the requirements of this Standard.

Procurement Manager is responsible to ensure that specifications for personal protective Equipment are defined and agreed and that all Personal Protective Equipment purchased and supplied complies with those specifications.

5. Records

Record	Responsibility	Where kept	Retention
PPE Issue Records and Acknowledgement	BU/Centre Manager	BU/Centre	5 years

1. References

IMS Manual	OHSAS 18001:2007	ISO 14001:2004	ISO 9001:2000
FSC	NOSA	Aspect /Impact/Hazard Register	Legal
	Element 4.4.6.25	Impacts Risks	OHS Act GSR 2

1. Definitions

Personal Protective Equipment (PPE): means any item of clothing or equipment, including ointments and barrier creams, designed to be worn on the person which is issued for the protection of the individual against injury or disease and includes but is not limited to overalls, dustcoats, head protectors, eye and face protectors, hearing protectors, respiratory protectors, hand protectors, foot protectors, fall protectors, rain and temperature protection etc.

Basic Issue: means Company issued overall/conti-suit, t-shirt, socks and steel toe-cap safety boots. Rainsuits to be worn in inclement weather.

2. Amendment Control

	Amendment details	Date
1	Para 3.3 (j) Hard Hat life expectancy changed from 5 to 3 years	20160826
2	Para 3.3 (f) insertion of “ <i>in April</i> ” at Operations request	20171108
3		
4		
5		

Hand Tools, Chainsaws and Brushcutters

1. Purpose

To ensure that all hand tools are maintained in good condition, safe for use and correctly used.

2. Scope

This Standard applies to all operations and activities of the South African Forestry Company Limited (SAFCOL) and its subsidiaries including Komatiland Forests (Pty) Limited (KLF) and Indústrias Florestais de Manica, SARL (IFLOMA) and all Contractors.

3. Standard

- a) ALL hand tools used on site shall be maintained in good condition and shall be safe for use. Personal hand tools and hand tools belonging to contractors shall be subject to the requirements and provisions of this Standard.
- b) Where required, hand tools shall be fitted with handles. Handles shall be fitted to each individual hand tool. The sharing of handles between tools (e.g. files) is not permitted. Only approved handles shall be used. Homemade handles are strictly prohibited.
- c) Appropriate hand tools shall be used according to the task performed. Hand tools shall only be used for the purposes for which they were designed. (e.g. Screw-drivers may not be sharpened and used as chisels and hacksaw blades may not be sharpened and used as knives.)
- d) Makeshift and homemade hand tools may not be used on Company premises. The right tools will be made available to enable the task to be performed safely.
- e) Chisels and punches shall be regularly ground down to prevent burring and mushrooming of the head.
- f) Hand tools shall be kept clean and shall be neatly stored in toolboxes or tool cupboards when not in use. Sharp edges and blades shall be suitably covered.
- g) All hand tools shall be inspected monthly according to a standard checklist and the findings recorded on the Checklist.
- h) Defective hand tools shall immediately be withdrawn from the workplace and repaired/replaced or destroyed as appropriate.
- i) Explosive powered tools (e.g. Hilti-guns) shall be identified by means of a number and entered into a register.

- j) Explosive powered tools and their accessories shall be stored in a secure facility under lock and key and shall not be issued to any person unless he/she is trained and competent to use such tools.
- k) A detailed record shall be kept of all explosive powered tool and accessory issues and returns.

3.1 CHAINSAWS AND BRUSHCUTTERS

- a) All Chainsaw and Brushcutter Operators shall be trained by an accredited training institution and certified competent. No person shall operate a chainsaw or brushcutter unless he or she has been properly trained.
- b) Operators shall be retrained at such intervals as management may deem necessary from time to time. Refresher training shall be conducted at intervals not exceeding 12 months.
- c) Operators shall inspect and service their machines daily according to a prescribed checklist. A record of all such inspections and servicing shall be kept.
- d) Machines shall be serviced by an approved service provider at weekly and monthly intervals as required.
- e) Records shall be retained of all servicing, inspections and repairs.

4. Responsibility

Business Unit/Centre Managers are responsible to ensure compliance with the requirements of this Standard.

5. Records

Record	Responsibility	Where kept	Retention
Hand Tool Inspection Checklists	BU/Centre Manager	IMS	12 months
Chainsaw/Brushcutter maintenance records	BU/Centre Manager	IMS	Indefinite
Operator Training Records	BU/Centre Manager	Platorand	Indefinite

1. References

IMS Manual	OHSAS 18001:2007	ISO 14001:2004	ISO 9001:2000
FSC	NOSA	Aspect /Impact/Hazard Register	Legal
	Element 4.4.6.23	Impacts Risks	

2. Definitions

Hand Tools: means any tools that are not powered by any means and are operated exclusively by hand, including but not limited to hammers, chisels, files, screwdrivers, hacksaws, brooms, wheelbarrows, trolleys, spanners, spades, pliers, Stanley-knives, etc.

3. Amendment Control

	Amendment details	Date
1		
2		
3		
4		
5		