

	SHE MANAGEMENT SYSTEM Minimum SHE Document Requirements for Emergency / Other Projects	Form No : SAM SHE 00813 Spec Revision No : 03 Effective date: July 2020 Page 1 of 1
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Date:	System:
RW Program Manager: Welheminah Nthangeni	RW Project Manager: Namhla Rulumeni
RW SHEQ Officer: Fortunate Skhosana	Site: Carltonville E14 pipeline extension
Date of commencement of work: TBC	Estimated duration of Project /Activity:
Contractor Name:	Estimated Number of Staff:
Project / Activity Description: Supply, Delivery and Install the Impressed Current Cathodic Protection (ICCP) system for E14 pipeline	

A. Internal Requirements <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 Assessments (including COVID-19 Risks)
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): <i>(e.g. Critical appointments and supporting competence certificates)</i>
6) Appointment of the contractor (CR 5k)	
7) SHE Plan	
8) Tools and equipment inventory	
B. External Requirements <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.

Compiled by:			
Name and Surname: (SHEQO)		Sign:	Date:

	ENVIRONMENTAL AUTHORISATION AND COMPLIANCE ENVIRONMENTAL (ON SITE) FILE APPROVAL CHECKLIST		Form Number: SAM EAC 00008 F
			Revision No:02
			Effective Date: Jan 2020

Responsible Project/or Relevant Manager:	Name and Surname															
	Email address															
	Contact Details															
System	VG		ZB		Palmiet		Mapleton		Eikenoff		Raw		ZK		AWS	
	PES		EMS		Other											
Project No:																
Project Scope:																
Contractor:	Contractor Name															
	Name and Surname															
	Email address															
	Contact Details															
Date File submitted to EMS:																

ENVIRONMENTAL FILE – CONTENT CHECKLIST (To be completed by EAC-ECO)

Index No	Description	To be/or submitted (Yes/No/N/A)	Remarks
1.	Qualifications:		
	Site Environmental officer (EO) to have a relative recognised qualification (diploma/certificate) and experience (2 years) in managing environmental matters on a construction projects.		
2	Site camp information:		
a.	• Site layout plan- including no go areas and stockpile areas		
b.	• Emergency preparedness procedure (as per EMP)		
c.	• The agreement of the registered disposal site (General and Hazardous).		
3.	Appointment or agreement with the service providers for :		
	• hazardous waste disposal		
	• general waste disposal		
a.	• agreement with the service provider for company responsible for cleaning ablution facilities.		
b.	• Contractors Organogram		
c.	• Lease agreement of identified property for site camp establishment		
d.	• Location of a batching plants		
e.	• Water supply. (Where will the water on site be extracted from?)		
4.	Site/ activities method statements (as per the EMP and authorization)		
a.	• Waste management		
b.	• Dust suppression		
c.	• Soil management Programme		
d.	• Storm water and Erosion control measures(hay bales, sand bags and		
e.	• Batching plants		
f.	• Blasting/rock cracking/drilling		
g.	• Wash bay		
h.	• Storage of hazardous substance		
i.	• Spillage management		
j.	• Management of activities along wetlands		
k.	• Rehabilitation plan and Reinstatement plan (if applicable)		
l.	• Weeds and alien invasive plants control Programme		
m.	• Tree felling procedure		
n.	• Traffic management		
o.	• How will land owners be notified prior to commencement of work		

Environmental file specification not approved due to;

All outstanding documents listed above must be submitted within (1) week from the date communicated by the ECO Officer,

Approved

Not approved

Name:

Date:

Signed by ECO:

Name:

Date:

Signed by CEA:

Date: