

Template Identifier	240-43921804	Rev	5
Document Identifier	240-110359036	Rev	2
Effective Date	May 2021		

This checklist must be kept and filed at Group Commercial /Procurement in the supplier(s) file(s) in order to be able to track the process for OHS commercial process.

Phase	Activity	Tick/ NA or Comment
Phase 1: Tender enquiry, evaluation and award OHS	<u>OHS INTEGRATION</u> <ul style="list-style-type: none"> OHS requirements have been established for the scope of work 	
	<u>Tender OHS evaluation</u> <ul style="list-style-type: none"> OHS functionaries conducted the evaluation A report compiled and submitted to the Commercial officer 	
	<u>Contract award</u> <ul style="list-style-type: none"> Contract and OHS Act 37.2 documents signed by contractor and contact manager Applicable OHS procedures and policies listed on Annexure B supplied to the contractor 	
	Permit has been obtained from DOL (Only applicable to Construction work that fall under Construction Regulation 3)	
Phase 2: Pre-qualification (GCD, OHS , End user)	Supplier has registered on portal	
Phase 3: Access to site (OHS , End user)	Eskom induction provide to contractor employees	
	OHS file submitted for evaluation (the file must be approved by OHS functionaries)	
	Eskom agent/contract manager /end user signed the OHS file.	
	Work authorization	
	Company specific risk induction	
	Access for contractor employees	
Phase 4: Continual monitoring (OHS , End user)	Audits conducted	
	Inspections conducted	
	Where there are any actions taken for transgression of OHS policies and procedures (e.g ,training and awareness, work stoppage, referral to the Deregistration committee)	
Phase 5: Post review	Handover OHS inspection conducted	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Annexure E: Contracts and Contractor OHS Management System Document Checklist	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-110359036	Rev	2
		Effective Date	May 2021		

(GCD, OHS , End user)	Post review assessment conducted by the end user and the OHS professional.	
	Post review report submitted to Commercial	

Supplier's name	
CORP NO	
Scope of work	
Name of Procurement Official	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.