

Service Provider Service Offering SHE Plan Checklist

- This checklist will be used to do a pre-registration SHE assessment on suppliers, before registration on the Sasol Vendor List, to verify compliance with the Sasol Generic & Sector Specific SHE Standards.
- This checklist will also be used on a risk-based, periodic basis by the SPSM team and service owner or end user during periodic SHE Management system assessments.

Name of Service Provider			
Approved scope of work			
Assessor		Date	

All elements are important and should be addressed if applicable to the Service Provider. A signature on the checklist constitutes acceptance thereof. Elements (1 - 12) are non - negotiable elements. Any item indicated as not applicable, must be supported by comments.

No	Element	Requirement	Y/N/NA	Comments
Critical aspects for approval				
1	SHE Management System Certification / Accreditation (Non-negotiable for T1 and T2 risk ranking)	Provide a valid certificate, issued by an accredited body.		
2	Risk Management (Non-negotiable for T1, T2 and T3 risk ranking)	Risk assessment procedure / methodology, risk matrix, risk profile, baseline risk assessment. Scope specific risk assessments & safe operating procedures. Pre-task risk assessment. Formal task observation schedule and examples.		
3	Training, competency, and induction arrangements (Non-negotiable for T1, T2 and T3 risk ranking)	Documented training and competency procedure. Training needs analysis and training matrix. (SHE and technical training requirements)		
4	Incident / Accident management (Reporting and investigation) (Non-negotiable for T1 and T2 risk ranking)	Incident management procedure. Up-to-date Incident register available. Record keeping and investigation of incidents. SHE Performance monitoring and trend analysis. Indicate how SHE performance is monitored		

		on site / project. Monthly SHE reporting.		
5	Control and maintenance of equipment. (Non-negotiable for T1, T2 and T3 risk ranking)	Documented control and maintenance process / procedure / strategy. Comprehensive equipment registers. Inspection and maintenance records.		
6	Fall protection plan. (Non-negotiable for T1 risk ranking)	Fall Protection Plan to eliminate or mitigate fall risks. Proof of employee competence and fitness to work at heights. Proof of fall protection equipment inspection and maintenance		
7	Selection, procurement & management of other contractors. (Non-negotiable for T1 risk ranking)	Documented procedure for selection, competency verification and management of subcontractors.		
8	Letter of good standing.	A valid letter of good standing issued by the compensation commissioner or mutual association.		
9	SHE plan approved by service provider's responsible manager.	Provide a documented SHE plan based on the client's specification. Approved with a signature on every page of this document.		
10	Government Work Permits, Notifications and Exemptions.	Provide completed documents with an acknowledgement from respective entity. Provide copies of exemptions obtained Permission to work document (where applicable)		
11	SHE legal register (Compliance risk management plan).	SHE legal register listing applicable legal requirements relevant to scope. (Generic, regional or sector specifications and contractual requirements in SHE file)		
12	Emergency preparedness and site establishment.	Provide a plot plan, approved by the BU and / or emergency department, that indicate your site establishment, lay down area and work area, indicating escape routes and assembly points. Provide a detailed emergency evacuation plan based on the specific BU plant conditions. Process to be implemented to account for persons and		

		demobilization.		
13	Environmental Management Plan and EIA (where applicable)	Environmental impact study complete and EA available before work is to be started. Process that will be followed to ensure compliance with the conditions attached to the EA. Environmental management plan must meet the requirements of the EIA.		
14	Safety, Health and Environmental Related Policies.	Provide a health and safety policy signed by company CEO. SHE objectives and targets indicated in SHE plan.		
15	Legal appointments and duties / responsibilities.	Provide copies of legal appointments as well as CV's of all legal appointees. Provide a detailed description for all appointed person's duties and responsibilities.		
16	Management of Change (Design and SHE).	Documented process for design and SHE changes. Registers and logbooks to be available request.		
17	Audits and internal inspections arrangements.	Documented process for audits and inspections. Non-conformance management. SHE assessment schedule & site walks (management).		
18	Personal protective equipment arrangements.	Documented process for management of personal protective equipment (risk based PPE, issue, acceptance standard, inspections and maintenance, training, return, replacement and disposal policy).		
19	Employees welfare facilities and health / hygiene.	Documented process to management and maintain employee welfare, health and hygiene facilities. What facilities does the service providers provide onsite for their employees. (Personnel strength). Lay out plan to indicate toilets, eating facilities, showers, changing facilities.		
20	SHE Meeting and Communication arrangements.	Documented process for SHE meetings and communication. Provide a schedule of SHE		

