


## CERTIFICATION PRE-AUDIT CHECKLIST

Completion of this form is a pre-requisite to SABITA HSE certification and on completion must be emailed to [info@sabita.co.za](mailto:info@sabita.co.za) or faxed to 021 531 2606. A certification audit will be undertaken by an independent auditor (appointed by SABITA) once all the requirements indicated on the form are in place.



### Section 1 – Company Details

Company: _____ Company site: _____	
Site address: _____	
Contact person: _____	 E-mail: _____
Type of bitumen manufactured, processed or used:	_____
	_____
	_____
	_____
	_____
	_____
	_____

### Section 2 – Site Activity Profile

<b>Activity category:</b> Mark with X: (See category definitions below)		
Category A <input type="checkbox"/>	Category B <input type="checkbox"/>	Category C <input type="checkbox"/>
<b>Category A</b> - A fixed facility where storage, processing, testing and distribution of bitumen takes place; such as a refinery, depot, emulsion plant, blending plant or asphalt mixing plant		
<b>Category B</b> - A semi-fixed facility where bitumen is stored, processed, tested and distributed for road paving application for a specific project and usually for a set contract duration		
<b>Category C</b> - Premises from which vehicles involved in the transportation of bituminous materials operate		

### Section 3 – Site Staff and Injury Statistics

Number of staff employed on Site:					
Operational <input type="text"/>	Administrative <input type="text"/> Total staff on site <input type="text"/>				
Safety Statistics: (See <b>Incident Management (Notification, Investigation and Reporting) process for SABITA Members</b> )					
Has a reportable fatal incident occurred on site during the last 12 month period	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>				
Number of Total Reportable Cases recorded on site during the last 12 month period	<input type="text"/>				
Current Total Reportable Case Frequency for the Site	<input type="text"/>				

#### Section 4 – Minimum Statutory Documentation Requirements

The Company must retain **ON SITE** the following documentation and appointments as required by applicable legislation:

Reference	Requirement	Yes	No	N/A
COID Act: Section 80	Proof of registration and Letter of Good Standing with Compensation Fund and Unemployment Insurance Fund			
OHS Act: G.A.R. 4	An up-to-date copy of the Act and Regulations is readily available on site for perusal by employees			
OHS Act: Section 17 (1)	Designation in writing of Health and Safety Representatives, specifying the period and area of responsibility			
OHS Act: Section 19 (3)	Designation in writing of Health and Safety Committee members			
OHS Act: Section 20 (1) & (2); and G.A.R. 9	Record of each recommendation made in terms of subsection (1) (a) and incidents discussed in terms of subsection (1) (b). (Minutes of meetings)			
OHS Act: Section 24; &G.A.R. 8	Records (copies of WCL 1 or WCL 2 forms) of notification of incidents reportable in terms of section 24(1)(a) of the Act			
OHS Act: G.A.R. 8	Records in the form of Annexure 1 of the G.A.R. for recording and investigation of incidents reportable in terms of section 24(1)(a) of the Act			
OHS Act: G.S.R. 3 (4) and (6)	<ol style="list-style-type: none"> <li>1. Copies of valid certificate/s of competency of first aid persons on site;</li> <li>2. Notice or sign in a conspicuous place on site, indicating where the first aid box or boxes are kept as well as the name of the person in charge of such first aid box or boxes</li> </ol>			
OHS Act: G.M.R. 2 (1) Supervision of Machinery	Designation in writing of a person in a full-time capacity in respect of every site on or in which machinery is being used			
OHS Act: G.M.R. 9 (2) (a) &(b)	Notices in respect of Boilers and Other Machinery displayed as applicable			
OHS Act: N.I.H.L.R. 4 (6)	Records of training given to employees exposed to noise at or above the noise-rating limit (85 dBA)			
OHS Act: N.I.H.L.R. 11 (a)	Records of the results of all assessments, noise monitoring and medical surveillance reports and of maintenance of control measures required by regulation			
OHS Act: H.C.S.R. 5 (1) (2) & (3)	Records of Health Risk Assessments, to determine if any employee may be exposed to HCS			
OHS Act: H.C.S.R. 9 (1)	Records of the results of all assessments, air monitoring, and medical surveillance reports required			
OHS Act: H.C.S.R. 9A (1)	Copies of MSDS of all HCS used on site			

Reference	Requirement	Yes	No	N/A
OHS Act: P.E.R. 14 (1) Pressure Equipment	A register in which the certificate of manufacture , and the results of all inspections, tests, modifications and repairs have been recorded			
OHS Act: D.M.R. 18 (7) & (10) (e)	Records of inspection and testing of lifting machines and lifting tackle			
OHS Act: D.M.R. 18 (11)	Certificates of training of lifting machine operators			
(OHS Act: E.I.R. 7 (1)	Certificate of compliance for electrical installations			

## Section 5 – General Legal and Operational HSE Requirements

The Company/Site must demonstrate full compliance with the following:

Reference	Requirement	Yes	No	N/A
SABITA HSE-MS: 4.2.1	A written Health Safety and Environmental Policy is prominently displayed			
SABITA HSE Charter	The current version of the SABITA HSE Charter Poster is prominently displayed			
OHS Act: Section 8 SABITA HSE-MS: 4.4.1	Application of a Hazards and Effects Management Process to identify hazards; assess the associated risks and develop controls to manage the risks to As Low as Reasonably Practicable (A Risk/Hazard Register)			
OHS Act: Section 13 SABITA HSE-MS: 4.4.5	A documented process/procedure to ensure that all new employees receive <b>BitSafe</b> induction			
OHS Act: Section 13 SABITA HSE-MS: 4.4.5	A documented training plan/schedule to ensure that all employees in HSE Critical positions/jobs receive appropriate training and at least complete the <b>BitSafe</b> training program within two years of employment. Records of all training must be maintained			
<b>BitSafe</b> “train-the-trainer” certification program	<b>BitSafe</b> trainers have valid/current “Certificate of Competence” (Not older than 2 years)			
OHS Act: G.S.R. 2	Records of issue, training and maintenance of Personal Protective Equipment issued to employees			
OHS Act: G.S.R. 3 (3) (a)	<b>BitSafe</b> First Aid Kits are used on sites and bulk transport vehicles that handle hot bituminous products			
OHS Act: G.S.R. 5 & 9 SABITA HSE-MS: 4.4.1	A written procedure (Permit To Work system) to control Confined Space and Hot Work			
SABITA HSE Charter	The Company does not use, sell or market Coal Tar Products			
OHS Act: H.C.S.R. 15 (d)	A written procedure for the disposal of hazardous waste			
OHS Act: H.C.S.R. 15 (f)	The Company uses approved hazardous waste disposal contractors and keeps records of disposal certificates			
SABITA Manual 23	Loading, off-loading and transport of Bitumen is conducted in accordance with the SABITA code of practice “Loading of Bitumen at Refineries” and other SABITA endorsed codes of practice			

Reference	Requirement	Yes	No	N/A
SANS 10089-1:2008, Edition 4.3	Bulk flammable liquid storage areas have adequate bund walls to confine product spillage to the bunded area			
SABITA Manual 8	Bitumen storage tanks are numbered and clearly marked to identify product content			
	Drip trays are provided and used for on-site testing of sprayers prior to spraying			
	All hot bitumen transfer lines are adequately lagged			
<b>OHS Act:</b> <b>Construction Regulations</b> <b>Note: This section does not have to be completed for pre-audit review. The auditee must however be aware that construction activities will be assessed for compliance and must ensure that arrangements are in place to assure compliance.</b>	<b>Where 'Construction work' (as defined) is performed on site at the time of the audit the auditor shall assess compliance as applicable. All legal requirements in connection with construction activities involving contractors shall, by default, be included in the audit scope at the time of audit.</b>			

## DECLARATION

I \_\_\_\_\_ (Name) confirm that:

- I am authorised to provide this information and sign this form;
- The information provided in this form is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HSE Manager/CEO/MD**