

CERTIFICATION PRE-AUDIT CHECKLIST

Completion of this form is a pre-requisite to SABITA HSE certification and on completion must be emailed to lewagner@sabita.co.za . 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

Activity category: Mark with X: (See category definitions below)		
Category A <input type="checkbox"/>	Category B <input type="checkbox"/>	Category C <input type="checkbox"/>
Category A - 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		
Category 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		
Category C - 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 Incident Management (<i>Notification, Investigation and Reporting</i>) process for SABITA Members)		
Has a reportable fatal incident occurred on site during the last 12 month period	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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 and H&S Communication Requirements

The Company must retain ON SITE the following documentation and appointments, and display the relevant notices/signs 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: GAR 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 GAR 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; &GAR 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: GAR 8	Records in the form of Annexure 1 of the GAR for recording and investigation of incidents reportable in terms of section 24(1)(a) of the Act			
OHS Act: GSR 3 (4) and (6)	1. Copies of valid certificate/s of competency of first aid persons on site; 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			
OHS Act: GMR 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: GMR 9 (2) (a) &(b)	Notices in respect of Boilers and Other Machinery displayed as applicable			
OHS Act: NIHLR 4 (6)	Records of training given to employees exposed to noise at or above the noise-rating limit (85 dBA)			
OHS Act: NIHLR 9 (b)	Noise zones clearly identified and demarcated			
OHS Act: NIHLR 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: RHCA 3 (1)	Records communication, instruction and training in connection with HCA			
OHS Act: RHCA 5 (1) & (2)	Records of consultation and Assessments of Exposure			
OHS Act: RHCA 8 (2)	Respirator Zones clearly demarcated as applicable			
OHS Act: RHCA 9 (a) & 12 (b)	Records of the reports of examinations, assessments, air monitoring, medical surveillance, examinations, tests as required			

Sabita HSE Certification pre-audit checklist. - Revised and updated March 2021

Reference	Requirement	Yes	No	N/A
OHS Act: RHCA 14A (1) (d)	Copies of SDS of all HCA used on site			
OHS Act: PER 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: DMR 18 (7) & (10) (e)	Records of inspection and testing of lifting machines and lifting tackle			
OHS Act: DMR 18 (11)	Certificates of training of lifting machine operators			
(OHS Act: EIR 7 (1)	Certificate of compliance for electrical installations			
OHS Act: GSR 2	Records of issue, training and maintenance of Personal Protective Equipment issued to employees			
OHS Act: ER 3 (1)	Records of information, instruction and training provided			
OHS Act: ER 6 (1) (a) and (b)	Records of consultation and risk assessment			
OHS Act: RHBA 6 (1); and Consolidated Direction on occupational health and safety measures in certain workplaces (1 October 2020) issued in terms of Regulation 4(10) of the National Disaster Regulations	A Covid-19 “Workplace Preparedness Plan) pursuant to the requirements of Annexure B of the Consolidated Direction is in place and a Compliance Officer has been appointed in writing			

Section 5 – Other General Legal, Best Practice and Bitumen Specific Requirements

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

Reference	Requirement	Yes	No	N/A
Recommended Best Practice	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			
SABITA HSE Charter	The Company does not use, sell or market Coal Tar Products			
OHS Act: Section 8	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	A documented process/procedure to ensure that all new employees receive induction (BitSafe)			
OHS Act: Section 13	A documented training plan/schedule to ensure that all employees in HSE Critical positions/jobs receive appropriate training and at least complete the BitSafe training program within ONE YEAR of employment. Records of all BitSafe training must be maintained			
NEM: Waste Act; and Waste Classification and Management Regulations	Bituminous waste is separated, classified and, as and where necessary, Hazardous Waste is disposed of via approved hazardous waste disposal contractors			
BitSafe “train-the-trainer” certification program	BitSafe trainers have valid/current “Certificate of Competence” (Not older than 2 years)			

OHS Act: GSR 3 (3) (a)	BitSafe First Aid Kits are used on sites and bulk transport vehicles that handle hot bituminous products			
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Section 6 – SABITA Specific Requirements

The Company/Site must (as applicable) at least have 1 copy of each of the following SABITA Publications:

Reference	Title/Description	Yes	No	N/A
Manual 23	Code of Practice: Loading bitumen at refineries			
Manual 25	Code of Practice: Transportation, off-loading and storage of bitumen and bituminous products			
Manual 29	Guide to the safe handling of solvents in a bituminous products laboratory			
Manual 34 (34a & 34b)	Guideline to legislation on the transportation of bitumen and Bitumen spill protocol			
Manual 37/TMH5	Sampling Methods for Road Construction Materials			
Manual 38	A Health & Safety Guide for Material Testing Laboratories in the Road Construction Industry			
DVD410	The safe handling of bitumen			
DVD420	Treatment of bitumen burns			
DVD440	Firefighting in the bituminous products industry			
DVD450	Safe loading and off-loading of Bitumen.			
SABITA PPE Posters:	<ul style="list-style-type: none"> • First Aid • Working with bitumen • Loading bitumen • Off-loading bitumen • Sampling bitumen • Spraying bitumen • Reporting incidents • Induction training 			

Additional requirements as and when applicable

Reference	Requirement	Yes	No	N/A
<p>OHS Act: Construction Regulations 2014 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.</p>	<p>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.</p>			

DECLARATION

I _____ confirm that:
(Name and Surname)

- 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