



SHEQOMSPEC (PTY) LTD

GENERAL OVERVIEW – PROFESSIONAL CONSULTING SERVICES

Technical review and approval

Name & Surname	Position	Signature	Date
Vicky Landman	Managing Director Sheqomspec (Pty) Ltd		17-07-2025

Document control

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VISION & MISSION STATEMENT

Sheqomspec (Pty) Ltd strives to model the way in offering a variety of high-quality Safety, Health, Environmental & Quality (SHEQ) Management services that continually improve while maintaining socially conscious business practices governed by the ethics & integrity on which we were built.

OUR VALUES

At Sheqomspec (Pty) Ltd, we believe that true success is built on the foundation of hard work, creativity, and continuous innovation. Guided by unwavering faith in Jesus Christ, we integrate honesty, integrity, and ethical business practices into every aspect of our operations.

From humble beginnings to industry excellence, our journey has been defined by hands-on experience, deep-rooted knowledge, and a commitment to professional growth. Established in 2018 by Vicky Landman, Sheqomspec started as a visionary endeavor—an ambitious five-year plan to provide essential health and safety consulting services. Today, we have evolved into a powerhouse of specialized SHEQ & Compliance solutions, backed by a highly skilled professional team and an unwavering dedication to client satisfaction.

With expertise spanning multiple disciplines, our dynamic team delivers more than just advertised services—we offer insight, passion, and perseverance, ensuring each client receives tailored solutions designed for lasting impact.

We believe that *“the only way around compliance, is through.”* Let us show you how.

1. DEFINITIONS

-
- **SHEQ:** Safety, Health, Environment and Quality
- **SHEQMS:** Safety, Health, Environment and Quality Management System
- **SHE:** Safety, Health & Environment
- **SHEMS:** Safety, Health & Environmental Management System
- **ISO 45001:** ISO 45001:2018 Occupational health and safety management systems — Requirements
- **ISO 14001:** ISO 14001:2015 Environmental management systems — Requirements
- **ISO 9001:** ISO 9001:2015 Quality management systems — Requirements
- **OHSA:** Occupational Health & Safety Act 85 of 1993
- **IMS:** Integrated Management System
- **POPIA:** Protection of Personal Information Act 4 of 2013
- **CHS:** Construction Health & Safety
- **DoEL:** Department of Employment and Labour
- **SACPCMP:** The South African Council for the Project and Construction Management Professions

2. INTRODUCTION

As part of our specialized SHEQ services, Sheqomspec (Pty) Ltd excels in risk management processes, assessments, auditing, and developing frameworks based on international best practices. All services provided by Sheqomspec (Pty) Ltd, adhere to international best practice guidelines. This ensures the ongoing integrity of our services and seamless integration with clients' organizational contexts and management systems.

Our team brings over 35 years of collective experience across various industries, including the public sector. We have successfully completed numerous projects related to the development, implementation, and maintenance of formal Management Systems, as well as other specialized services such as risk profiling, analysis, and specifications. We proactively manage our projects from inception to completion, addressing client deliverables and objectives at all levels. By leveraging our in-house paralegal services and ISO implementation expertise, we combine international best practices with a deep understanding of compliance obligations and practical implementation measures.

3. SCOPE OF THIS GENERAL PROPOSAL

This comprehensive proposal outlines our diverse range of consulting services, providing detailed explanations of each service and how they are conducted. It describes the processes involved in service delivery and offers insights into our past service deliveries. The aim is to give prospective clients a clear understanding of our offerings and the extensive variety of compliance consulting services available.

While this proposal is thorough, we encourage prospective clients to meet with us in person to address any questions they may have. Most of our services are tailored to the client's specific context and requirements. Therefore, it is important to note that although the services listed in this proposal are presented in a certain format, they are fully customizable to meet the client's unique needs.

4. OUR SPECIALISED CONSULTING SERVICES

Compliance and robust management systems are essential for organizational success, risk mitigation, and long-term sustainability. They promote a holistic approach to organizational well-being and achievement.

At Sheqomspec (Pty) Ltd, we offer tailored solutions to meet clients' compliance and management system needs. Our effective, customized approaches are supported by a highly competent team.

We provide a wide range of compliance and specialized consulting services. The list below highlights some of these services, with this proposal detailing the main ones. However, most of our services are customized to the client's specific requirements. Therefore, clients should not feel limited by the services listed here. We encourage you to contact us for more details and information on your specific needs, so we can provide a free quotation and/or proposal.

Some of our services include (but are not limited to):

- SACPCMP registered Construction Health & Safety Agent services (As provided for in Construction Regulation 5)
- Legal Compliance Audits (Safety, Health, Environmental, POPIA, Food Safety)
- SHEQ Management System Audits (based on various compliance criteria including legal and ISO-based)
- ISO 45001, ISO 14001, ISO 9001 Management system audits (including IMS auditing, 1st or 2nd Party Audits)
- ISO 45001, ISO 14001, ISO 9001 Management system development, implementation, monitoring and management review facilitation and certification support (the extent of involvement and scope is tailored to the client's needs)
- SHEQ Management system development, implementation and monitoring (the extent of involvement and scope is tailored to the client's needs)
- Development & Implementation of Food Safety Management Systems
- SHEQ Risk Assessments, Risk Profiling, Aspects and Impacts Assessments and Lifecycle Analysis
- Ergonomic Risk Assessments
- SHEQ Management & Implementation Plans
- Facilitation of SHEQ Management reviews (often combined with ISO auditing services)
- Food Safety Management Services

The sections below provide more information on some of the listed services above.

4.1. Legal Compliance Audits (Safety, Health, Environmental, Food Safety, POPIA)

Sheqomspec offers formal Safety, Health, Environmental, Food Safety and POPIA legal compliance audits tailored to each client's specific legislative, regulatory, and other compliance requirements. This thorough process is meticulously structured to ensure that all audit objectives are met.

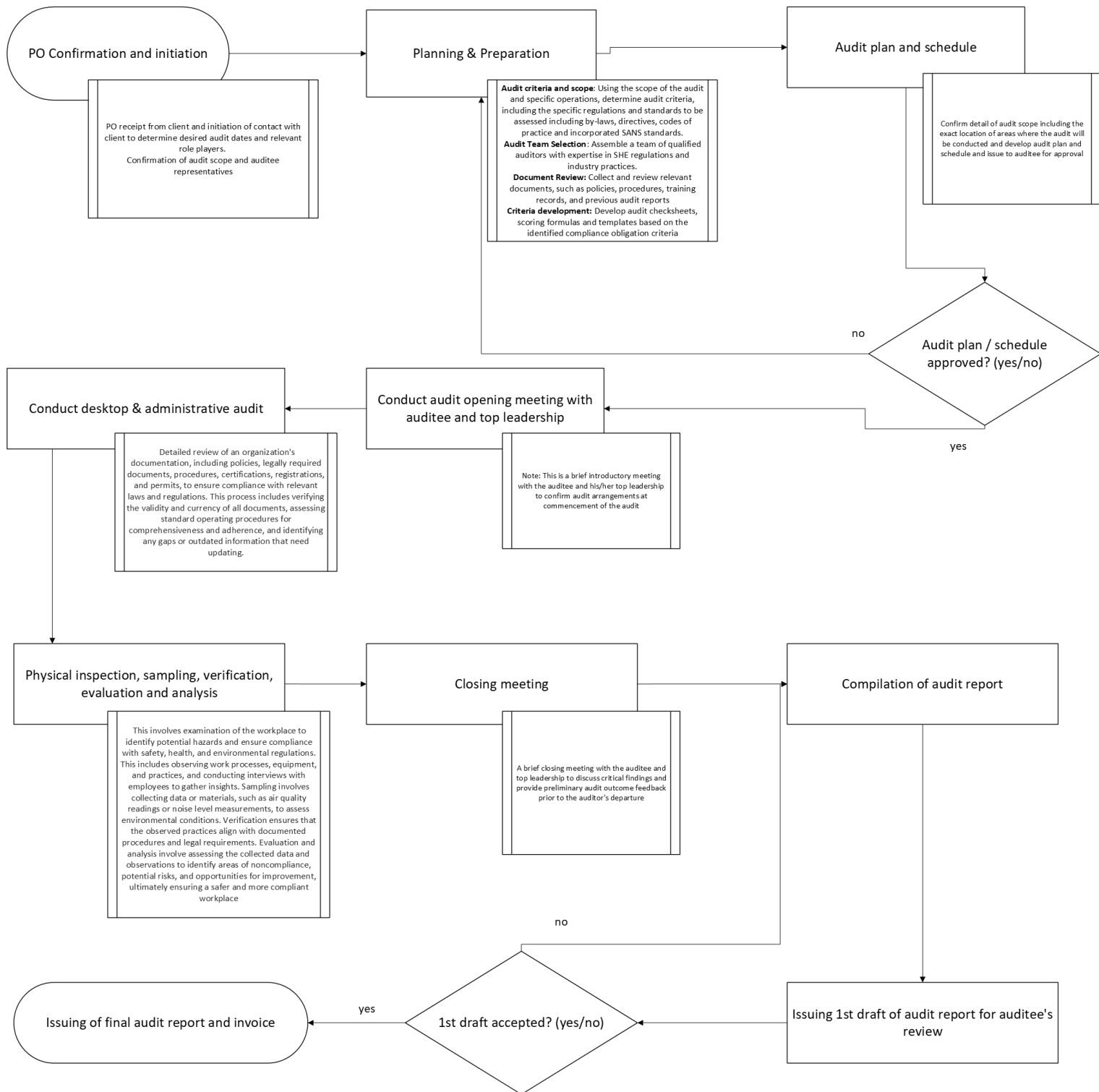
Our specialist legal compliance auditor and paralegal practitioner bring deep, cross-industry experience to every engagement, having served clients in:

- Automotive
- Public Sector (Municipalities and Governmental Departments)
- Construction
- Mining
- General Industry
- Chemical
- Metallurgical



Our audits follow a systematic approach from inception to completion, culminating in the delivery of a comprehensive final audit report. Please refer to the overview flowchart below for a broad explanation of our legal compliance audit service workflow and process.

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WHY LEGAL COMPLIANCE AUDITS ARE ESSENTIAL AND HOW OFTEN SHOULD THEY BE CONDUCTED:

Legal compliance audits are not just a diagnostic tool to understand an organization's current compliance status—they are a **strategic necessity** in today's regulatory landscape. Organizations across all sectors benefit from structured audits that ensure alignment with legislative, regulatory, and client-driven requirements.

Clients request these audits for several compelling reasons:

- **Regulatory Obligation:** To satisfy legal duties under national and sector-specific legislation, including SHEQ and Food Safety requirements.
- **ISO Certification Requirements:** ISO management systems (e.g., ISO 45001, ISO 14001, ISO 22000, ISO 9001) mandate routine evaluation of compliance status. Certified entities are expected to conduct annual audits to maintain conformity and certification integrity.
- **Client and Contractor Demands:** In supply chains or high-risk operational environments, external stakeholders—such as corporate clients or government entities—may require proof of legal compliance through formal audit reports.
- **Risk Management & Due Diligence:** Audits proactively identify non-conformities, reducing liabilities, reputational damage, and potential operational shutdowns.
- **Continuous Improvement:** Establishing a baseline and tracking improvements over time is essential for organizations committed to safety, sustainability, and operational excellence.

DETERMINING AUDIT FREQUENCY:

There is no one-size-fits-all answer to how often audits should be conducted. Frequency depends on multiple factors:

Factor	Impact on Audit Frequency
ISO Certification	Annual external audits are typically required to retain certification
Client Requirements	May necessitate quarterly or biannual audits, depending on contractual obligations.
Organizational Size & Scope	Larger or higher-risk operations may require more frequent audits due to complex compliance demands.
Internal Capabilities	Organizations with skilled internal compliance teams may alternate external audits to every two years.
Sector Sensitivity	Industries like chemicals, automotive, construction, mining, and food safety often face stricter auditing schedules.

WHY EXTERNAL AUDITORS ADD CRITICAL VALUE:

Even when internal audit teams exist, it's highly recommended to engage professionally qualified external auditors at regular intervals. Here's why:

- **Objectivity and Independence:** External parties bring an unbiased lens, free from internal influence or operational blind spots.
- **Expert Interpretation of Legislation:** External specialists stay abreast of legal updates and nuances that may affect regulatory standing.
- **Enhanced Credibility:** Independent audit reports carry greater weight with regulators, certifying bodies, and external clients.
- **Benchmarking and Insight:** Experienced auditors offer best-practice comparisons across industries, supporting informed decision-making and goal-setting.

Some of our latest legal compliance audits conducted:

- Mercedes Benz South Africa (under Falcon Safety Academy)
- Mossel Bay Municipality (Under Falcon Safety Academy)
- Plettenberg Bay Municipality – Integrated Waste Management Section
- Scribante Concrete (nationally)
- SupaCrush quarries (nationally)
- Walter Sisulu Municipality (under Falcon Safety Academy)
- George Municipality (under Falcon Safety Academy)
- Aspen Pharmacare – Port Elizabeth (Under Falcon Safety Academy)
- Aspen Pharmacare – East London (Under Falcon Safety Academy)
- Nelson Mandela Bay Municipality (Under Falcon Safety Academy)
- Feltex Caravelle
- IAC Feltex (Caravelle tufting)
- Feltex Fehrer
- Feltex Trim
- Molan Pino
- RG Brose Automotive Components
- YanFeng
- ZF Lemfoerder SA (PTY) LTD
- Automould
- Linde & Wiemann
- Sundale Dairy
- MSC
- Seraphim
- VDS
- TI Automotives Fuel Systems
- TI Automotive Systems SA (PTY) Ltd
- Voestalpine Stamptec South Africa
- Clariter
- Collectall
- Boysens (BSA)
- RSC
- Ebor
- Auria
- Dailmer
- Valeo
- Techniplas
- ALSO
- IAC
- Wheel Assemblers
- Bushveld electrolyte
- Draeger
- Bigfoot
- DSV
- Miltrans
- Kingfish Enterprises
- Foxtex ikhwezi

WHY CHOOSE SHEQOMSPEC?

At Sheqomspec, we don't simply conduct audits — we build compliance partnerships grounded in expertise, relevance, and practical insight. Our audit services are designed to meet organizations where they are, and guide them to where they need to be.

Dual qualifications that set us apart:

Our lead auditor is not only a qualified third-party ISO Lead Auditor across multiple ISO management systems, but also holds a formal paralegal qualification. This rare dual expertise ensures:

- Accurate interpretation of legal obligations, statutes, by-laws, and regulatory frameworks.
- Audits are conducted within the specific context and operational scope of the organization — from frontline processes to overarching legal responsibilities.
- Compliance assessments are industry-relevant, precise, and legally sound.

Cross-industry experience that set us apart:

Having audited a broad spectrum of sectors — from automotive and public infrastructure to mining, construction, and food safety — our auditor has hands-on knowledge of:

- Sector-specific legislation and operational nuances
- Process workflows and practical constraints

- How laws actually apply to the way things work on the ground

This knowledge enables us to tailor compliance interpretations and solutions that are realistic, applicable, and beneficial to each auditee.

Integrated Auditing Capabilities

What truly differentiates Sheqomspec is our ability to integrate ISO and legal compliance audits seamlessly. Thanks to our auditor's combined ISO and regulatory background:

- We offer holistic compliance assessments that satisfy legal and ISO-based obligations simultaneously.
- Audit depth and scope are flexible and customizable to suit client preferences, whether purely legal, ISO-focused, or hybrid.
- We apply the principles of ISO 19011 — the international standard for auditing management systems — to every audit, ensuring a structured, objective, and consistent approach.

A Mentorship-Focused Approach

At Sheqomspec, we don't treat an audit as a fault-finding exercise — we treat it as a collaborative journey. Our approach emphasizes:

- Guidance and mentorship throughout the audit lifecycle
- Transparent communication and constructive feedback
- A strong focus on practical, implementable solutions

We work just as diligently at providing well-researched, tailored solutions as we do in identifying compliance gaps. This means our clients walk away not only knowing where they stand, but also equipped with a clear roadmap to improve and sustain compliance.

4.2. ISO 45001, ISO 14001, ISO 9001 Management system audits including IMS auditing, 1st or 2nd Party Audits)

Conducting first-party audits for ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 management systems, including integrated management systems, is crucial for organizations aiming for continuous improvement and compliance. These internal audits help organizations identify areas for enhancement in occupational health and safety, environmental performance, and quality management.

By regularly assessing their own processes, organizations can ensure compliance with relevant regulations, thereby reducing risks related to legal issues, workplace incidents, and environmental impacts. Moreover, internal audits contribute to enhanced efficiency and cost savings by identifying inefficiencies and potential issues early on. Engaging employees in the audit process not only boosts their morale and commitment but also fosters a culture of continuous improvement.

Additionally, first-party audits prepare organizations for external audits by identifying and addressing potential non-conformities in advance. For integrated management systems, these audits ensure that different management systems are aligned and working together effectively. Overall, first-party audits provide valuable insights that inform strategic decisions, drive continuous improvement and better overall performance.

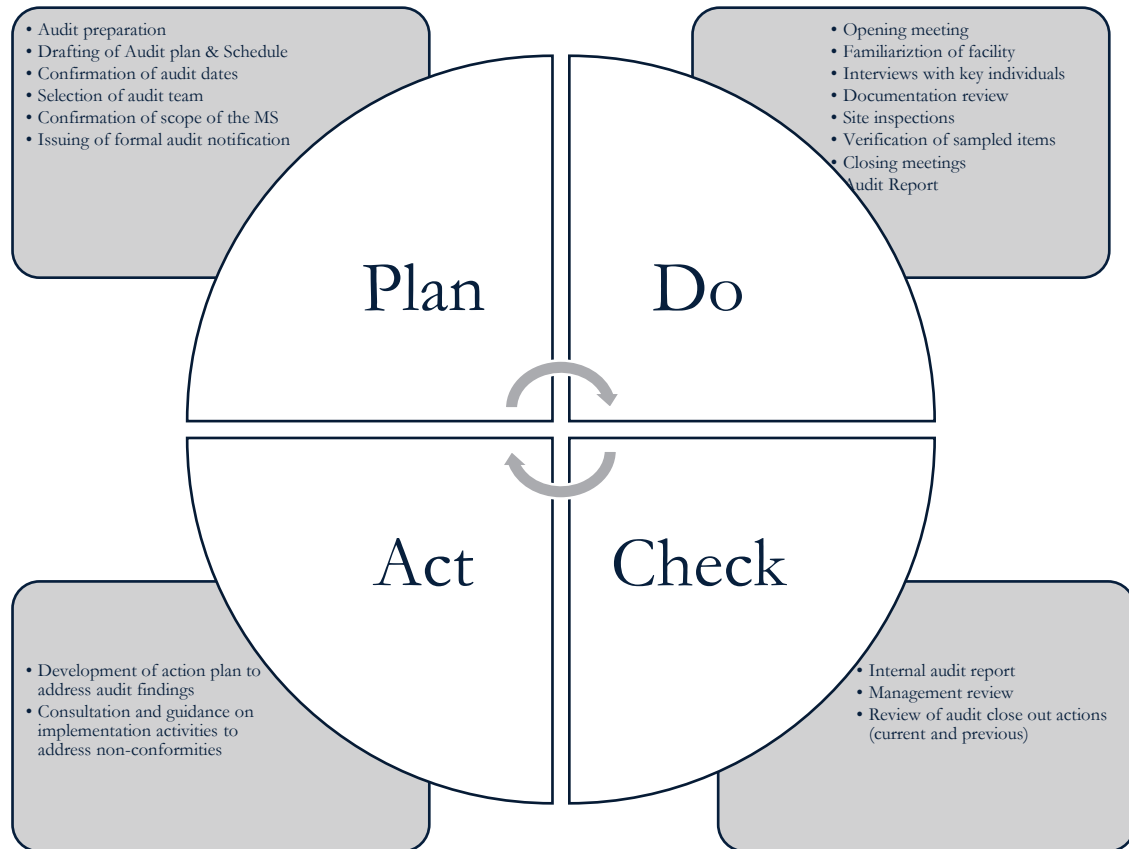
According to ISO 19011:2018, audits should be conducted by individuals who possess the necessary competence to perform the audit effectively. This includes having the appropriate knowledge and skills related to the specific management system being audited, as well as general auditing principles and techniques. Auditors should be impartial and objective, ensuring that they do not have any conflicts of interest that could affect their judgment.

The standard outlines that auditors should have a combination of education, work experience, auditor training, and audit experience. Additionally, they should demonstrate personal attributes such as ethical behavior, open-mindedness, diplomacy, and the ability to work independently and as part of a team.

Organizations are responsible for ensuring that their auditors are competent and that they maintain and improve their competence through continual professional development. This ensures that audits are conducted rigorously and consistently, contributing to the effectiveness of the management systems being audited.

Our in-house qualified lead auditor, certified in ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 standards, has successfully completed numerous first-party audits (Ref: ISO 45001:2018 Clause 9.2.1) and has conducted a multitude of third-party certification audits in collaboration with one of South Africa's premier SANAS-accredited Certification Services Providers. This extensive experience enables us to grasp the complexities of ISO management system development, implementation, and maintenance across various organizations and industries. Additionally, we possess a profound understanding of the management system's intended outcomes from a certification perspective.

Sheqomspec's approach to ISO 45001, ISO 14001, ISO 9001 Management system audits including IMS auditing, is built around the Plan-Do-Check-Act (PDCA) cycle, which we apply to all our projects as illustrated below:



The sections below describe each action of the audit process (as referenced in the above PDCA cycle) in more detail:

AUDIT PREPARATION:

Audit preparation is essential for ensuring the effectiveness and efficiency of the audit process, aligning with ISO 19011:2018 and ISO standards. This structured approach promotes compliance with regulatory requirements and industry standards, enhancing resource allocation, time management, and stakeholder engagement. Prior to the audit, off-site preparation activities include defining the audit objectives and scope, which involves evaluating the effectiveness of the Safety Management System and ensuring compliance with ISO standards. The scope covers all relevant processes, departments, and activities impacting the management system.

Developing the audit plan involves setting audit criteria based on ISO requirements, company policies, and compliance obligations. A timeline for audit activities is created, and necessary resources, including auditors and documentation, are allocated. Selecting and preparing auditors ensures they are trained in relevant standards and are impartial. Gathering relevant information includes reviewing documents and data on occupational health and safety performance. Conducting a risk assessment identifies and evaluates potential risks related to the audit process. Communication with stakeholders involves notifying them about the audit schedule and objectives and encouraging their participation and cooperation. The final audit plan, including the schedule, is submitted for approval at least two weeks before the audit begins.

Figure 1: Example of typical audit plan & schedule

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1ST PARTY AUDIT PLAN

1. Opening Meeting
2. Confirm the purpose of the 1st party audit and the processes ahead.
3. Review nonconformities previously raised (during previous audits, where relevant)
4. Evaluate SHE documentation for BAIC, and include:
 - a) Information and evidence regarding the conformity to all requirements of the relevant Management System Standard and any other normative documentations.
 - b) Evaluate risks / threats including opportunities to which the organization is exposed with mitigations to control such risks
 - c) Evaluate performance monitoring and measuring processes against the relevant Management System Standard requirements and the organizations key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document)
 - d) How the Management System performs against their applicable compliance obligations.
 - e) Review all operational controls for all processes.
 - f) Review the status and compliance of internal audits and management reviews.
 - g) Check applicable policies and determine management responsibilities and have these been defined and fulfilled.
 - h) Links between normative requirements, policies and performance objectives & targets (consistent with expectations in applicable MS standard and normative document/s) as it applies to responsibilities and competence of personnel, operations, documented information, performance data and internal findings and conclusions.
5. Review and evaluate maintenance, including the effectiveness of the maintenance of the management system since the last audit (if applicable).
6. Review processes and their interactions. Check who was involved in setting up processes and did the organization determine monitoring, measuring and resources related to these processes.
7. Review applicable risks for all processes and review that controls have been put in place. Have these controls been implemented and assessed for effectiveness.
8. Did the organization determine applicable statutory and regulatory requirements as related to the relevant standard. Did the organization take measures to comply with these and what compliance measures were determined. How are these requirements monitored for changes in statutory and regulatory requirements.
9. Have organization met those relevant needs and expectations from interested parties.

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AUDIT SCHEDULE

AUDIT SCHEDULE ISO 45001:2018 & ISO 14001:2015		
Day 1		
14 November 2024		
Company: BAIC SA	Address: 101 Lwandle Road, Zone 1, South Coega, Port Elizabeth, Eastern Cape, 6100	Company Rep: Nangamso Gabazana
ime	Activity	
8h00	Auditor arrival	
8h15	Opening meeting & discussion with Top Management	
8h30	Verification of audit scope & schedule	
AUDIT OF SPECIFIED PROCESSES		
	LEAD AUDITOR: Vicky Landman SHE Systems & Processes Clause 4.1 Understanding the Organization and its context (45001 & 14001) Clause 4.3 Determining the scope of the OHS Management	AUDITOR: SHE Systems & Processes Clause 4.2 Understanding the needs & expectations of interested parties (45001 & 14001) Clause 5.1

AUDIT OPENING MEETINGS:

The primary objective of the opening meeting is to introduce the audit process, ensure mutual understanding between the audit team and the auditee, and set the stage for a smooth and efficient audit. This meeting aims to clarify the audit objectives, scope, criteria, and schedule, while establishing open communication lines. By setting a collaborative tone, the opening meeting provides a clear roadmap for the audit, facilitating its success.

During the opening meeting, key stakeholders, including top leadership, are present. The lead auditor introduces the audit team, and the auditee introduces key personnel involved in the audit. The lead auditor explains the audit objectives, such as assessing compliance with ISO requirements, and outlines the scope, including the areas, processes, and departments to be audited. The audit criteria, including relevant standards, organizational policies, procedures, and legal requirements, are discussed.

The lead auditor presents the audit plan, detailing activities, timings, and locations, and confirms logistical arrangements like meeting rooms and access to documents. Roles and responsibilities of both the audit team and the auditee's personnel are clarified, emphasizing the importance of cooperation and open communication. Confidentiality of the audit process and information is assured, and the format and timeline for the audit report are discussed. The meeting concludes with a Q&A session to address any doubts or queries, followed by closing remarks from the lead auditor, summarizing key points and formally commencing the audit process.

INTERVIEWING KEY PEOPLE

Interviewing key personnel is essential for obtaining comprehensive insights into an organization's Occupational Management System. These interviews enable auditors to assess the implementation, effectiveness, and compliance with ISO Standards, as well as the organization's adherence to its own Management System.

SHEQOMSPEC (PTY) LTD's auditors will follow specific protocols and principles during these interviews. Preparation involves creating a list of tailored questions based on the roles and responsibilities of the interviewees. The interviews will begin with a brief introduction to explain the audit's purpose and emphasize the importance of transparency, creating a comfortable environment for honest responses. Open-ended questions will be used to gather detailed information, avoiding leading questions that could influence answers. Auditors will practice active listening, showing empathy and understanding, and will follow up to clarify any ambiguities. Detailed notes will be taken to capture key points and observations accurately and without bias. Confidentiality will be assured, with interviewees informed that their responses will be used solely for the audit. Throughout the process, auditors will maintain professionalism and a respectful demeanor.

DOCUMENTATION REVIEW

Documentation review activities will be undertaken throughout the audit, at planning and preparation stage, including the audit stage through to final reporting. The documentation review is a critical step to assess the adequacy and effectiveness of the organization's Occupational Health and Safety Management System (OHSMS) and will typically include the review of the following documentation and records:

- Policy and Objectives
- Organizational Structure and Responsibilities
- Risk Assessments and Hazard Controls
- Procedures and Work Instructions:
- Incident and Non-Conformity Records
- Training and Competence records and procedures
- Internal Audit Records
- Management Review Records
- Communication and Consultation records
- Legal and Regulatory Compliance: Compliance obligations and legal registers
- Records of regulatory inspections and findings
- Emergency Preparedness and Response records and procedures
- Performance Monitoring and Measurement records and procedures including health and safety performance data.

PHYSICAL INSPECTIONS:

Conducting physical inspections during an audit is crucial for verifying the effective implementation and compliance of an organization's Management System with ISO Standards. These inspections help identify potential hazards and risks that might not be evident from documentation alone, ensuring that safety measures and risk controls are in place and functioning correctly. They provide valuable insights into the real-world application of safety procedures, promote employee engagement in safety practices, and facilitate continuous improvement by highlighting areas for enhancement.

Physical inspections are planned and scheduled with key staff and form part of the audit plan, which is subject to approval before the audit begins. The process includes preparation, where the auditor reviews the audit plan and relevant documentation to identify key areas for inspection. During the on-site visit, the auditor conducts an opening meeting with management, tours the facility, and observes operations, work practices, and physical conditions. Interviews with employees and management gather insights into their understanding and implementation of safety procedures and policies.

The auditor evaluates control measures, such as risk controls and safety equipment, to ensure they are effective and functional. Compliance checks are conducted to verify adherence to legal and regulatory requirements, as well as ISO standards. Any non-conformities, unsafe practices, or areas for improvement are documented, and photographic evidence may be taken. The audit concludes with a closing meeting where preliminary findings are shared with management, followed by a comprehensive report outlining the inspection findings and recommendations for corrective actions.

VERIFICATION OF SAMPLED ITEMS:

The verification of sampled items is a crucial step to ensure that the organization's Management System is effectively implemented and compliant with the standard. The verification of sampled items will be based on selection criteria determined throughout the audit process where items are selected based on their significance to the MS, the potential impact, and the need to verify compliance with the specific ISO requirements and the organization's own policies and procedures.

Sampled items are not limited to "physical objects but can include documentation. Sampling and verification will include the following:

1. Data Collection:

- **Document Review:** The auditor reviews a sample of documentation, such as risk assessments, incident reports, training records, and inspection logs, to verify their accuracy, completeness, and alignment with Management System requirements.
- **On-Site Observations:** The auditor observes a sample of operations, activities, and work practices to verify that they are performed according to documented procedures and protocols.

2. Interviews:

- **Employee Interviews:** The auditor interviews a sample of employees at various levels to gather insights into their understanding and implementation of Management System policies and procedures. This helps verify the effectiveness of training and communication efforts.
- **Management Interviews:** The auditor speaks with management to assess their commitment to the Management and their role in promoting a compliant culture. These interviews help verify that management's actions align with their MS objectives.

3. Verification of Control Measures:

- **Risk Controls:** The auditor examines a sample of risk control measures implemented to mitigate identified hazards and risks (SHEQ). This includes verifying the effectiveness of engineering controls, administrative controls, and personal protective equipment.
- **Emergency Preparedness:** The auditor verifies the organization's emergency preparedness measures, such as the availability and functionality of emergency equipment, evacuation plans, and response procedures.

4. Cross-Referencing:

- **Consistency Check:** The auditor cross-references the information gathered from different sources to ensure consistency and accuracy. This involves comparing documentation, interview responses, and on-site observations.
- **Verification of Findings:** The auditor verifies that the sampled items align with the ISO requirements and that any discrepancies or non-conformities are accurately identified and documented.

CLOSING MEETING:

A closing meeting is essential in an ISO audit because it ensures clear communication and mutual understanding between the auditor and the organization's management. During the closing meeting, the auditor presents the audit findings, including any non-conformities, observations, and positive practices, providing evidence and explanations to support the conclusions. This meeting offers a platform for discussing recommendations for corrective actions, addressing any questions or concerns from management, and ensuring that all parties agree on the next steps and timelines for implementing corrective actions. By conducting a closing meeting, the organization gains valuable insights into areas needing improvement, promotes transparency and accountability, and fosters a collaborative approach to enhancing the Management System.

It is imperative that top leadership and key personnel participate in the closing meeting. The closing meeting will be conducted as follows:

1. Opening Remarks:

- The lead auditor begins the closing meeting by thanking the organization's management and employees for their cooperation and participation during the audit.
- The purpose of the closing meeting is explained: to present the audit findings, discuss any non-conformities, and outline the next steps.

2. Summary of the Audit Process:

- The lead auditor provides a brief overview of the audit process, including the scope, objectives, and areas covered during the audit.
- Key activities undertaken during the audit, such as document review, interviews, and physical inspections, are summarized.

3. Presentation of Findings:

- The auditor presents the audit findings, including any non-conformities, observations, and positive practices identified during the audit.
- Each finding is explained clearly, with evidence and examples provided to support the conclusions.

4. Discussion of non-conformities:

- The lead auditor discusses any non-conformities identified during the audit, detailing the nature of the issue and the specific ISO requirements that were not met.
- The potential impact of the non-conformities is explained.

5. Recommendations and Corrective Actions:

- The auditor provides recommendations for corrective actions to address the identified non-conformities.
- The organization is encouraged to develop an action plan to implement these corrective actions and prevent recurrence.

6. Management's Response:

- The organization's management is given an opportunity to respond to the audit findings and provide any additional context or information.
- Management may also ask questions or seek clarification on specific findings and recommendations.

7. Agreement on Next Steps:

- The lead auditor and the organization's management agree on the next steps, including the timeline for implementing corrective actions and any follow-up audits or reviews.
- The process for submitting and reviewing the action plan is discussed.

8. Closing Remarks:

- The lead auditor summarizes the key points discussed during the closing meeting and reiterates the importance of addressing the identified non-conformities.
- The meeting concludes with a final thank you to all participants for their cooperation and contribution to the audit process.

AUDIT REPORT

The final audit report will be written off site and will be presented to the client as a comprehensive document that provides an evaluation of an organization's Management System against the relevant standard. The report will detail the audit process, findings, and the extent to which the organization complies with the standard's requirements. It serves as a key tool for communicating the results of the audit to the organization's management and other stakeholders.

The final audit report will include the following:

Audit Details & Executive summary.

- Audit Scope and Objectives:
- Audit Criteria:
- Audit Methodology
- Audit Findings including compliance status, positive practices, non-conformities and observations / opportunities for improvement.
- Recommendations and Corrective Actions:
- Audit Conclusion

MANAGEMENT REVIEW

In addition to conducting ISO and IMS audits, Sheqomspec excels in facilitating organizational management reviews. A management review, as outlined by ISO standards such as ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018, is a formal, structured evaluation conducted by top management to assess the effectiveness, suitability, and adequacy of an organization's management system. This

review is conducted at planned intervals and involves examining various inputs, including audit results, customer feedback, process performance data, and changes in the organization's context. The purpose of the management review is to ensure that the management system is achieving its intended results, promoting continual improvement, and aligning with the organization's strategic goals and objectives.

The management review is conducted in a single session with top leadership and key staff, focusing on evaluating the Management System. The process begins with scheduling the review, ensuring participation from top management, department heads, and other key personnel responsible for the particular Management System. Preparation involves developing a detailed agenda and gathering relevant data and documents, such as internal audit reports, incident statistics, risk assessments, performance metrics, and stakeholder feedback.

During the review, various inputs will be analyzed to provide a comprehensive evaluation of the MS. These inputs include the status of actions from previous reviews, audit results, incident reports, risk assessments, performance data, feedback from workers and stakeholders, changes in external and internal issues, and opportunities for improvement. The review will involve structured discussions based on the agenda, allowing all participants to provide input and share their perspectives. Data and information will be analyzed to identify trends, strengths, weaknesses, and areas requiring improvement.

The outputs of the management review will include decisions and actions related to the overall performance of the Management System, the adequacy of resources, identification of improvement actions, and any necessary updates to the relevant policy and objectives. Finally, the outcomes of the review will be documented, including decisions made, actions assigned, and timelines for completion, ensuring they are available for reference and follow-up.

1. Preparation

- **Assemble a Safety Team:** Form a team of employees and safety experts to carry out the risk profiling.
- **Gather Relevant Information:** Collect data on workplace operations, equipment, materials, and past incidents.
- **Identify Legal and Regulatory Requirements:** Understand compliance requirements specific to your industry, such as OSHA regulations.

2. Hazard Identification

- **Identify Potential Hazards:** Recognize conditions or practices that could lead to injury, illness, or harm. Hazards can be physical, chemical, biological, ergonomic, or psychosocial.
- **Consult Employees:** Engage with employees to gather insights on potential hazards they encounter in their roles.

3. Risk Analysis

- **Assess Likelihood and Impact:** Evaluate the likelihood of occurrence and potential severity of consequences for each identified hazard.
- **Prioritize Risks:** Rank risks based on their potential to cause harm, focusing on those with the highest likelihood and impact.

4. Risk Evaluation

- **Determine Risk Levels:** Use a risk matrix to categorize risks into levels (e.g., low, medium, high) based on their likelihood and impact.
- **Document Findings:** Record the identified risks, their assessments, and prioritization in a risk register.

5. Risk Control

- **Develop Mitigation Strategies:** Recommend strategies to minimize or eliminate risks, such as safety training, personal protective equipment (PPE), and safety protocols.

Some of our latest ISO audits conducted:

Organization	Type of audit
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BAIC Automotive SA	1 st Party (ISO 45001:2018 & ISO 14001:2015) – under Falcon Safety Academy
East London IDZ	1 st Party (ISO 45001:2018, ISO 9001:2015 & ISO 14001:2015) - under Falcon Safety Academy
Coega Development Corporation	1 st Party (ISO 9001:2015) - under Falcon Safety Academy
Afromix	1 st Party (ISO 9001:2015)
WK Construction	1 st Party (ISO 45001:2018 & ISO 9001:2015)
Barrows Design and Manufacturing	3 rd Party Certification – Stage 2 (ISO 45001:2018, ISO 9001:2015 & ISO 14001:2015)
Boshard Construction	3 rd Party Re-Certification (ISO 45001:2018, ISO 9001:2015 & ISO 14001:2015)
Homechoice	3 rd Party Surveillance (ISO 45001:2018, ISO 9001:2015 & ISO 14001:2015)
Murray & Dickson	3 rd Party Re-Certification (ISO 45001:2018, ISO 9001:2015, ISO 27001:2013 & ISO 14001:2015)
Miracle Comfrey	3 rd Party Surveillance (ISO 9001:2015)

4.3. ISO 45001, ISO 14001, ISO 9001 and Integrated Management system development, implementation & monitoring

Sheqomspec offers tailored solutions to meet the unique needs of each client, whether they require a fully outsourced support service for the development, implementation, and monitoring of ISO 45001, ISO 14001, ISO 9001, and Integrated Management Systems, or just partial consulting and oversight at any stage of their implementation journey. We partner with organizations to provide comprehensive or partial support on IMS or similar systems, ensuring a smooth path to achieving and maintaining ISO compliance.

Our services are adaptable based on the client's available staff resources for day-to-day management system maintenance. Sheqomspec also provides training in ISO standards implementation and auditing, offering a turnkey solution that can include training the client's internal resources as per the contract terms.

Some clients may have trained staff but still require support and guidance from our implementation specialists. What sets Sheqomspec apart is our qualified lead auditor, who has extensive experience in third-party certification audits with one of South Africa's leading certification bodies. Our lead specialists boast over 15 years of experience in developing, implementing, maintaining, and auditing ISO management systems across various industries.

Given the complexity and inherent biases in implementing ISO management systems, Sheqomspec adopts a phased approach to ensure smooth project execution. This method provides both Sheqomspec and the client with clear guidelines on project approach and implementation steps.

The design and implementation of an ISO-based and/or Integrated Management System (IMS), including the project timeframe and success, are largely influenced by various key success factors. Factors such as the number of employees, work sites, nature of activities, and relevant compliance obligations will also impact on the final work product. By implementing a phased approach, we ensure that all these factors are considered, establishing a clear understanding among all parties involved.

These stages are summarized below:

Stage 1: Mandatory Service Level Agreement (SLA) Meeting and Discussion on Implementation Success Factors (On-Site)

Finalizing the service level agreement between Sheqomspec (Pty) Ltd and the client will be based on the results of an on-site consultation by Sheqomspec (Pty) Ltd. This includes visitation and access to working sites to avoid generic terms within the SLA. The following activities are guidelines for Stage 1:

- a) On-site review of business processes and activities, including sampling and visitation of selected working sites.
- b) Signing of necessary non-disclosure agreements by the implementation team.
- c) Agreement on service stages and commencement dates.
- d) Development and review of the draft SLA.
- e) Finalization of the SLA and signatures by all parties.

5.2. Stage 2: Determining the Context, Scope, and Processes of the Organization and Electing Internal Management Representatives for Each Organizational Process (On-Site)

Based on the clause requirements of ISO 45001, ISO 14001, and ISO 9001 (Clause 4 – context of the organization), this phase establishes the overall climate and context within which all other processes will function and improve throughout the implementation journey. This phase consists of the following main stages:

- a) Identification of external and internal issues of the organization (e.g., SWOT analysis).
- b) Determination of the needs and expectations of interested parties (internal and external, such as regulators, clients, legislators, stakeholders, suppliers, service providers, sub-contractors, etc.).
- c) Definition of the IMS scope (review of organizational and operational processes; scoping of each process, including interaction of processes).
- d) Selection of Management Representatives for each business process, including operational processes. The selection of Management Representatives is critical for the successful implementation of an IMS. These representatives are jointly responsible for ensuring that the integrated management system is established, implemented, and maintained to the requirements of ISO 9001, ISO 45001, and ISO 14001. They have the necessary authority to act on behalf of the managing director and leadership team in all aspects of the system.

5.3. Stage 3: Drafting and Approval of Implementation Program (On and Off-Site)

The implementation program will be drafted in consultation with Management Representatives and will detail estimated commencement and completion dates for the following actions for each IMS element:

- Design / Development / Framework development.
- Initiation
- Implementation
- Monitoring

The implementation program will address progress tracking as well as potential barriers and challenges that may affect implementation timeframes. It will serve as an accountability and monitoring mechanism for top management.

		PROGRAMME													
		WEEK 1: 31 Jan - 4 Feb		COMPLETED											
		WEEK 2: 7 - 11 Feb													
		WEEK 3: 14 - 18 Feb		DELAYED											
		WEEK 4: 21 - 25 Feb													
OHSMS STRUCTURE				FRAMEWORK DEVELOPMENT		INITIATION		IMPLEMENTATION		EVALUATION		REQUEST FOR INFORMATION		BARRIERS AND POTENTIAL DELAYS	
CLAUSE & ELEMENT		DESIGN / DEVELOPMENT ACTION		IMPLEMENTATION ACTION		RELEVANT MR INVOLVED						INFO REQUESTED		REQUESTED FROM	
4 CONTEXT OF THE ORGANIZATION		HSE Management System Manual													
4.1 Understanding the Organization and its Context		IMS Manual		• Perform HSE SWOT Analysis with Top Management Include analysis of internal / external issues in HSE MS Manual by means of SWOT analysis in HSE MS Manual • Recommended Management Review to be performed and this to be addressed / reviewed as input		• Top Management • Heads of department		WEEK 1		WEEK 2		WEEK 3		WEEK 8	
4.2 Understanding the Needs and Expectations of Workers and Other Interested Parties		IMS Manual		• Develop and review Stakeholder matrix with Top Management • Include completed matrix in IMS Manual • Consult workers on their needs & expectations (implement through SHE reps) • Recommend Management Review to be performed and this to be addressed / reviewed as input		• Top Management • Heads of department		WEEK 1		WEEK 2		WEEK 3		WEEK 8	
4.3 Determining the Scope of the IMS		IMS Manual		determine the boundaries and applicability of the quality management system to establish its scope. When determining this scope, the organization shall consider: a) the external and internal issues referred to in 4.1; b) the requirements of relevant interested parties referred to in 4.2; c) the products and services of the organization.		• Top Management • Heads of department		WEEK 1		WEEK 2		WEEK 3		WEEK 8	
4.4 IMS and its processes		Processes and process flows for organizational and operational processes (incl. HR, Admin, Finance, Sales / Tender, OHS, Env, Ops, Procurement, etc.) with relevant Management Reps per processes Determine inputs, outputs, resources, monitoring measuring controls, etc. and interaction of these processes.		Determine inputs, outputs, resources, monitoring measuring controls, etc. and interaction of these processes.				WEEK 2		WEEK 3		WEEK 4		WEEK 8	
5 LEADERSHIP															
5.1.1 General		Framework linked to clauses 4 & 9 Development of legal and other documented appointments, authorizations & delegations Determination of proposed visible felt leadership interventions and present to top management for approval		Framework linked to clauses 4 & 9 Framework linked to clauses 4 & 9 Assignment of legal and other documented appointments, authorizations & delegations Approval of proposed visible felt leadership interventions and commencement		Top Management									
5.1.2 Customer focus		a) customer and applicable statutory and regulatory requirements are determined, and integration actions are proposed b) the risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed; Compile legal registers and source other applicable compliance obligations		Review level of conformance with requirements & compliance obligations Partake in business risk assessment (IMS) - all departments		Management representatives									

Example of a typical implementation plan used from planning and tracking of milestones and implementation activities.

Stage 4: IMS Implementation Training for Selected Process Management Representatives (ISO 45001:2018, ISO 9001:2015 & ISO 14001:2015)

Pre-implementation training is crucial for project success. Training on the MS for all selected management representatives is mandatory for system implementation. As part of our service packages, Sheqomspec (Pty) Ltd offer our clients and their selected management representatives with MS implementation training based on the requirements of ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 standards. Training dates and platforms will be agreed upon with the client, who should allow for at least 120 notional hours. The training may take place on-site at a venue provided by the client or via an online platform.

Stage 5: IMS Development and Implementation

Stage 5 involves the actual implementation processes of the developed IMS as outlined in the implementation program. This stage includes rolling out the implementation plan referred to in Stage 4. IMS development and implementation will encompass the following main activities for each high-level clause of ISO 9001, ISO 14001, and ISO 45001:

- a) Design / Development / Framework development.
- b) Initiation
- c) Implementation
- d) Monitoring

This stage will be conducted via online platforms such as Zoom or MS Teams and on-site sessions as required and determined by the implementation team. It will not be carried out independently by Sheqomspec (Pty) Ltd but rather with full cooperation from the client, its top management, and relevant key staff, such as selected management representatives determined during Stage 2. The outcome of this phase will largely depend on the organization's commitment to the successful implementation of the IMS. The provision and availability of relevant resources (staff, finances, etc.) will significantly affect implementation performance and timeframes. Stage 5 will require Sheqomspec (Pty) Ltd to actively engage with staff at all levels to offer the necessary guidance and support required to achieve compliance.

Stage 6: First-Party IMS Audits (ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018)

A key success factor for successful IMS implementation and performance includes internal auditing (first-party audit). Internal (first party) auditing is a requirement for IMS certification by third-party certification auditors. First party auditing is conducted in accordance with the requirements of ISO 19011 and is included as part of the service packages we have on offer for our clients. First-party audits, often called internal audits, involve the organization assigning a competent first-party auditor to evaluate the management system to ensure it meets the specified procedures. The selected first-party auditor may not be involved with the third-party auditor to avoid conflicts of interest. Non-conformities and gaps identified during the first-party audit will be addressed through a formal non-conformance and corrective action management element for closeout prior to third-party audits.

Stage 7: Coordination of OHSMS Management Review with Top Management and Relevant Key Staff (Clause 9.3 of ISO 45001:2018 & ISO 9001:2015)

The process of Management Review, as per clause 9.3 of the ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 standards, requires top management to review the suitability, adequacy, and effectiveness of the IMS at planned intervals. Management reviews offer top management an opportunity to critically evaluate the performance of the IMS to ascertain if it continues to be:

- a) Suitable: Does the management system fit the organization, its operation, its culture, and business systems?
- b) Adequate: Is the management system implemented appropriately?
- c) Effective: Has the management system achieved its intended outcomes?

The prescribed inputs and outputs to the Management Review will be executed in strict compliance with Clause 9.3 of the ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 standards. Sheqomspec (Pty) Ltd will coordinate the process alongside the client's top management and relevant key staff to ensure that the IMS complies with the requirements set out within the standard. This phase of the service will take place on-site, and the client should provide for one day to conduct the review as well as two-day pre-meeting preparation sessions with the selected Management Representatives by Sheqomspec (Pty) Ltd. Conclusions drawn at the end of the management review process should relate to:

- a) The continuing suitability, adequacy, and effectiveness of the IMS in achieving its intended outcomes.
- b) Opportunities for continual improvement.
- c) Any need for changes to the IMS management system.
- d) Additional resources needed.
- e) Any actions needed.

- f) Opportunities to improve the integration of the IMS with other business processes such as environment, business continuity, etc.
- g) Any implications for the strategic direction of the organization.

Stage 8: Certification Support

In terms of the requirements of ISO 19011: Guidelines for auditing management systems, the third-party certification auditor must be a SANAS-accredited service provider and fully independent from the organization seeking certification. Certification consists of the following main components:

- a) Stage 1 Audit: The first step of the IMS audit process.
- b) Stage 2 Audit: The second step of the IMS audit process.
- c) Receive Certificate.
- d) Surveillance Audits.
- e) Recertification Audits.

Sheqomspec (Pty) Ltd will assist the client with the selection of a suitable certification body and will offer support and guidance throughout the certification process, including addressing any non-conformities that may be raised during the certification process.

Some of our latest ISO Management system development, implementation and monitoring activities include:

Organization	Type of audit
WK Construction	ISO 45001:2018 & ISO 9001:2015 aligned and certified management system
Scribante Concrete (Nationally)	ISO 45001:2018 aligned (SAMRA certified) and ongoing retainer
SupaCrush	ISO 45001:2018 and ISO 14001:2015 aligned (ASPASA certified) and ongoing retainer
Hive Carbon	ISO 45001:2018, ISO 14001:2015 & ISO 9001:2015 aligned
Nelson Mandela Bay Municipality	ISO 45001:2018 aligned (under Falcon Safety Academy)
George Municipality	ISO 45001:2018 aligned (under Falcon Safety Academy)
Jendamark	ISO 45001:2018 aligned (under Falcon Safety Academy)

4.4. SHEQ Outsourcing

Outsourcing Safety, Health, Environment, and Quality (SHEQ) processes means entrusting a specialized consulting organization with the responsibility of managing these critical functions. This approach allows your organization to leverage the expertise and experience of SHEQ professionals who ensure compliance with industry standards and regulations. By outsourcing, you can focus on your core business activities while benefiting from cost efficiencies, tailored solutions, continuous improvement, and professional management of your SHEQ systems. This partnership ensures that your SHEQ processes are seamlessly integrated with your existing operations, enhancing overall organizational performance and sustainability.

With over 35 years of collective experience and a proven track record of ongoing contracts, we are confident in our ability to provide exceptional SHEQ management services tailored to your unique organizational needs.

Benefits of Outsourcing SHEQ Management

Outsourcing your SHEQ department to us offers numerous benefits, including:

- **Expertise and Experience:** Our team comprises highly skilled professionals with extensive experience in SHEQ management across various industries. We bring over 35 years of collective experience to ensure your organization meets and exceeds compliance standards.
- **Cost Efficiency:** By outsourcing, you can reduce overhead costs associated with maintaining an in-house SHEQ department. Our services are designed to provide maximum value while minimizing expenses.
- **Tailored Solutions:** We understand that each organization is unique. Our approach ensures that we integrate our processes with your existing systems, providing a seamless fit without reinventing the wheel.
- **Continuous Improvement:** Our ongoing retainer basis ensures that your SHEQ management systems are continuously monitored, maintained, and improved, keeping your organization compliant and ahead of industry standards.
- **Professionalism and Reliability:** Our staff's professionalism and dedication to excellence ensure that your SHEQ processes are managed with the highest level of competence and reliability.

Our Approach

We take a comprehensive approach to developing, implementing, maintaining, monitoring, auditing, and managing your SHEQ department. Our process includes the following steps:

1. **Initial Assessment:** We conduct a thorough assessment of your current SHEQ processes and systems to identify areas for improvement and integration.
2. **Customized Plan Development:** Based on the assessment, we develop a customized SHEQ management plan tailored to your organization's specific needs and compliance requirements.
3. **Implementation:** Our team works closely with your staff to implement the SHEQ management plan, ensuring a smooth transition and minimal disruption to your operations.
4. **Training and Support:** We provide comprehensive training for your employees to ensure they understand and can effectively implement the SHEQ processes. Ongoing support is available to address any questions or concerns.
5. **Monitoring and Maintenance:** We continuously monitor your SHEQ systems to ensure they remain effective and compliant. Regular maintenance and updates are performed to keep your processes current.
6. **Auditing:** Our qualified auditors conduct regular internal audits to identify any non-conformities and areas for improvement. We work with you to address these issues promptly.
7. **Management and Reporting:** We manage your SHEQ department on an ongoing basis, providing regular reports and updates to keep you informed of your compliance status and any necessary actions.

Our Team

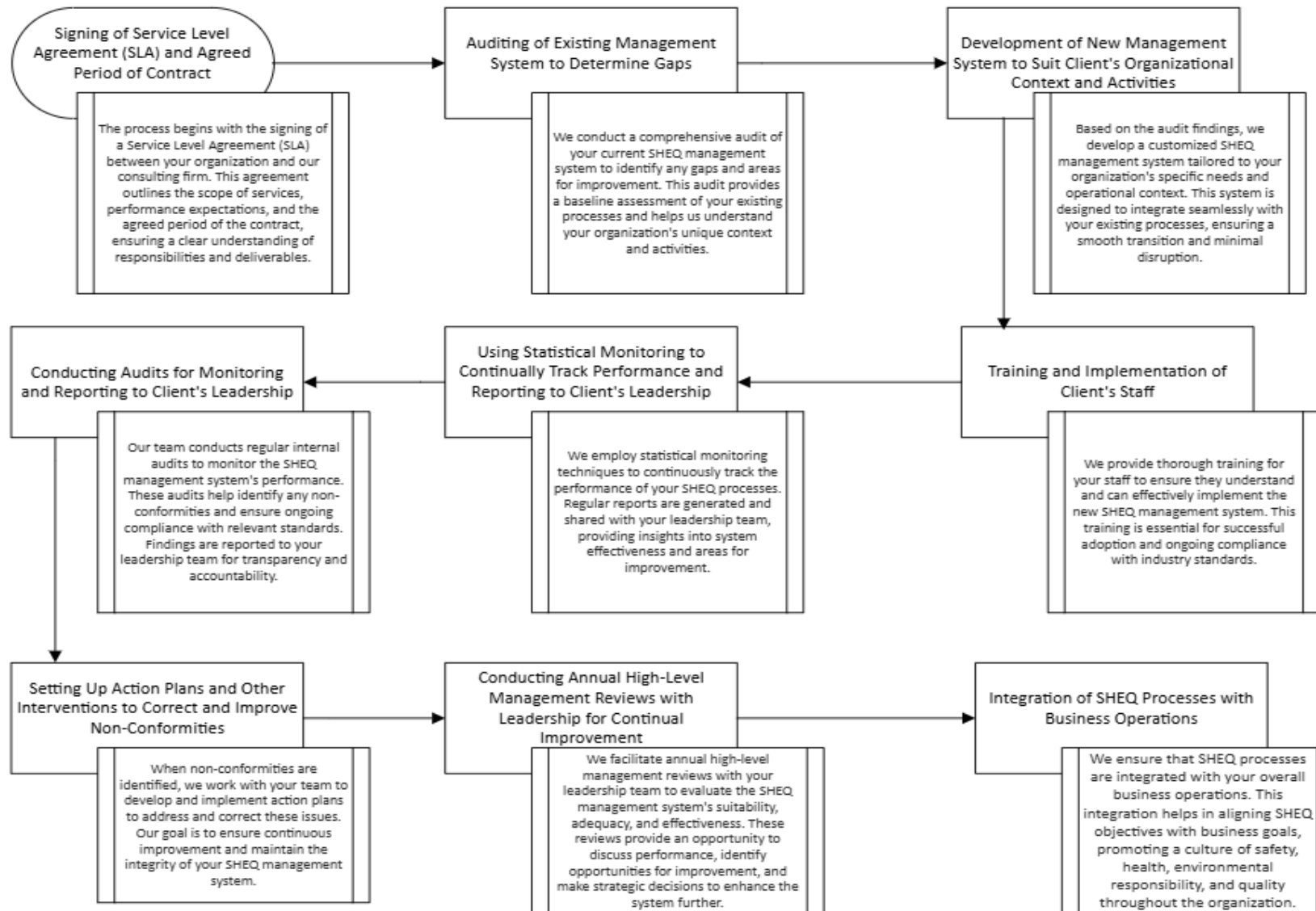
Our team of SHEQ specialists is composed of highly experienced professionals with a deep understanding of industry standards and best practices. Our lead auditors have extensive experience in third-party certification audits and are well-versed in the requirements of ISO 9001, ISO 14001, and ISO 45001 standards. We pride ourselves on our professionalism, reliability, and commitment to excellence.

Detailed Phased approach.

A phased approach is crucial in SHEQ (Safety, Health, Environment, and Quality) outsourcing because it ensures a structured and systematic transition, minimizing disruptions to the client's operations. By breaking down the process into manageable stages, we can thoroughly assess existing systems, develop tailored solutions, and implement them effectively. This method allows for continuous monitoring, training, and adjustments, ensuring that all aspects of SHEQ management are addressed comprehensively. Additionally, a phased approach facilitates clear communication and collaboration between the consulting firm and the client, fostering a seamless integration of SHEQ processes with the client's existing operations and promoting long-term success.

Please refer to the comprehensive workflow detailing the activities for ongoing SHEQ outsourcing:

Phased-approach process flow:



Some of our latest outsourced SHEQ retainers include:

Organization	Extend of outsourcing
LR Projects	Fully outsourced
Scribante Concrete (Nationally)	Fully outsourced
SupaCrush	Partial outsourcing (management discipline)
Hive Carbon	Fully outsourced
Invictus logistics	Fully outsourced (under Falcon Safety Academy)
WK Construction	Partial outsourcing (site-based only)

4.5. SACPCMP Registered Construction Health & Safety Agents

In the context of the Construction Regulations of 2014 (Occupational Health & Safety Act 85 of 1993) a Construction Health and Safety (CHS) Agent is a competent person appointed by the client to manage health and safety on a construction project. This role involves planning, organizing, leading, and controlling health and safety measures to ensure compliance with relevant regulations and standards.

The CHS Agent must be registered with the South African Council of Construction and Project Management Professions (SACPCMP)

Appointing a CHS Agent offers several benefits, including:

- **Expertise and Compliance:** CHS Agents bring specialized knowledge and expertise in health and safety regulations, ensuring that the project complies with all legal requirements.
- **Risk Management:** They conduct thorough risk assessments and implement effective safety measures, reducing the likelihood of accidents and incidents on-site.
- **Improved Safety Culture:** By promoting a strong safety culture, CHS Agents help create a safer working environment for all employees.
- **Efficiency and Productivity:** Effective health and safety management can lead to fewer disruptions and delays, enhancing overall project efficiency and productivity.
- **Reputation and Trust:** Demonstrating a commitment to health and safety can enhance the reputation of the client and build trust with stakeholders, including employees, contractors, and regulatory bodies.

The role of a Construction Health and Safety (CHS) Agent is specifically tailored to the construction industry. However, the principles of health and safety management are applicable across various industries, including automotive, public sector, and general industries. The role of a CHS Agent may thus apply to all industries where construction work and projects are executed.

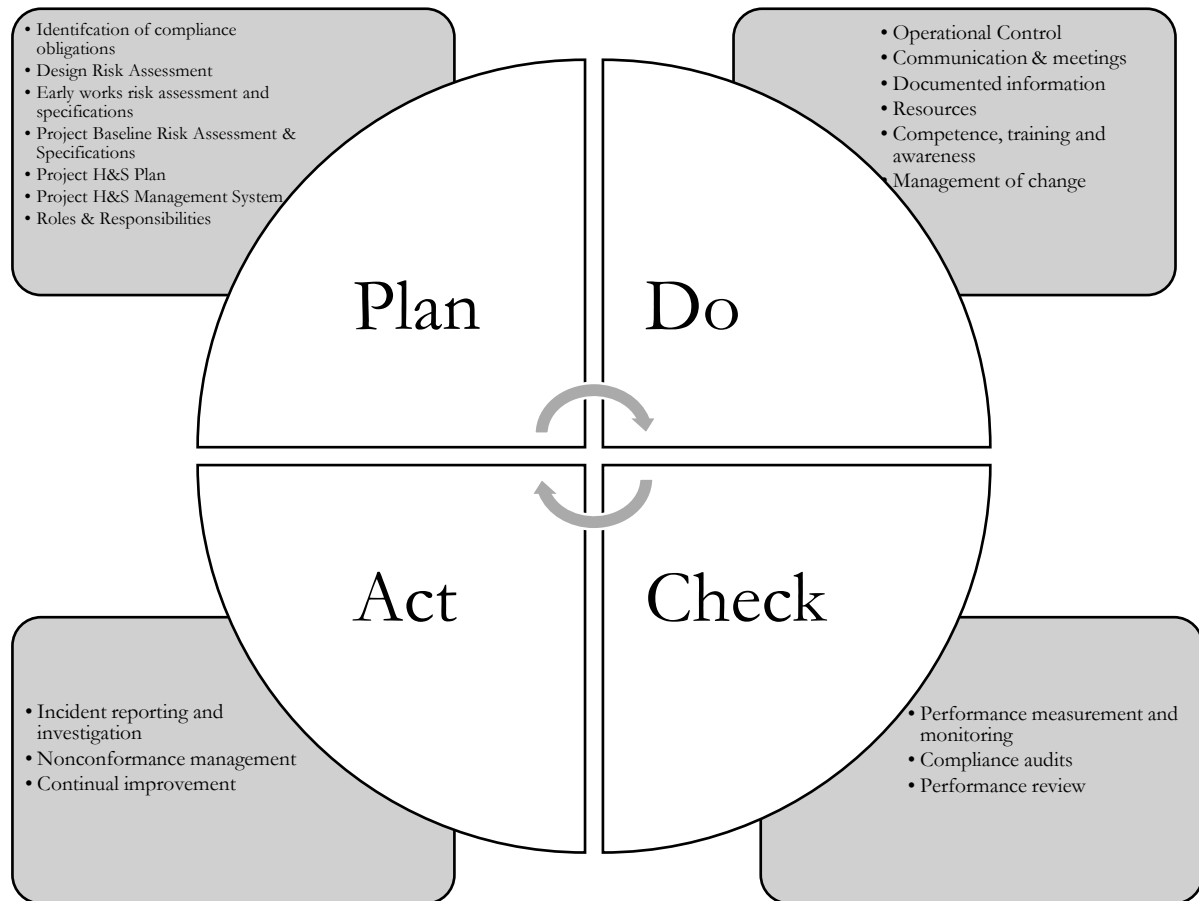
While the specific designation of a CHS Agent is unique to the construction industry, the fundamental responsibilities and benefits of having a dedicated health and safety professional are universally applicable across all sectors to promote a safe and compliant working environment.

Our team boasts over 35 collective years of experience in the construction industry, having successfully completed over 50 projects. We proactively manage health and safety—from project inception to completion—addressing risks at all levels. Leveraging our in-house paralegal services and ISO implementation expertise, we blend international best practices with a deep understanding of local compliance obligations.

Our registered staff provides Construction Health & Safety Agent services across Project Stages 1-6.

The principles of project Health & Safety (H&S) management at Sheqomspec are based on the Plan-Do-Check-Act (PDCA) cycle, which we apply to all our projects. This H&S plan will be structured according to the PDCA cycle to illustrate the various elements of construction

H&S management from inception to completion, as well as to address the specific requirements outlined in the BID document. The rationale and layout for this H&S Plan are detailed below:



IDENTIFICATION OF COMPLIANCE OBLIGATIONS AND APPLICATION THEREOF

As part of project planning, Sheqomspec will identify all the applicable legal and other requirements pertaining to the project based on the project scope, extent of the works, location, surrounding environment, infrastructure, equipment, facilities, and industry. In this regard, SHEQOMSPEC (PTY) LTD will evaluate all considerations and identify legal compliance obligations based on the following steps:

1. **Review Key Legislation:** Sheqomspec will review the Occupational Health and Safety Act (OHSA) of 1993 and its regulations as the primary legal framework for workplace health & safety. This will include the construction regulations and any notices, COP's and amendments in relation to the project.
2. **Consult Additional Regulations:** Depending on the nature of the project (including scope, extent of the works, location, surrounding environment, infrastructure, equipment, facilities, and industry, etc.) other regulations may apply. These regulations may apply in part or in full.
3. **Consult Industry Standards:** Review relevant industry standards and guidelines, such as those from the South African Bureau of Standards (SABS) and the International Organization for Standardization (ISO), to ensure compliance with best practices. As previously said, Sheqomspec aims to conform to ISO guidelines for all projects to ensure alignment as international best practice.
4. **Engage with Professional Bodies:** Sheqomspec remains connected with professional bodies like the South African Council for the Project and Construction Management Professions (SACPCMP) and the South African Institute of Occupational Safety and Health (SAIOSH) for additional guidance and resources.

5. Client and Contractual Obligations: Examine the specific requirements outlined in the contracts and any client-specific health and safety specifications. These documents often contain additional obligations that must be met.
6. **Local Municipal Regulations:** Check with local municipalities for any additional health and safety regulations or bylaws that may apply to the project.

Sheqomspec performs a compliance obligation analysis specific to each project where we are appointed as the registered CHS Agent. Please refer to the table below (**example only**):

COMPLIANCE OBLIGATION	SUMMARY OF APPLICABILITY & INTERPRETATION
LEGAL COMPLIANCE OBLIGATION	
OCCUPATIONAL HEALTH & SAFETY ACT	The Occupational Health and Safety Act (OHSA) of South Africa is crucial for a project like refurbishing a fuel depot at an airport. It ensures: • Worker Safety: Protects workers from hazards associated with construction and handling of fuel. • Hazard Management: Requires identification and mitigation of risks, such as fire or chemical exposure. • Compliance: Mandates adherence to safety regulations and standards specific to construction and hazardous materials.
CONSTRUCTION REGULATIONS	• (summarized only – regulations will apply in full) • Appointment of a Principal Contractor: Ensure that a principal contractor is appointed to oversee the project and is responsible for compliance with the Construction Regulations • Health and Safety Plan: Develop and implement a comprehensive health and safety plan that addresses all potential hazards and outlines measures to mitigate these risks. • Risk Assessment: Conduct a thorough risk assessment to identify potential hazards associated with the refurbishment activities and determine appropriate control measures. • Training and Competency: Ensure that all workers are adequately trained and competent to perform their tasks safely. This includes specific training related to hazardous materials and emergency procedures. • Personal Protective Equipment (PPE): Provide appropriate PPE to all workers and ensure its proper use and maintenance. • Emergency Preparedness: Establish and maintain emergency procedures, including evacuation plans and first aid measures, to address potential incidents. • Site Safety Inspections: Conduct regular site safety inspections to ensure ongoing compliance with safety standards and identify any new hazards. • Record Keeping: Maintain detailed records of all safety-related activities, including risk assessments, training sessions, safety inspections, and incident reports
GENERAL ADMINISTRATIVE REGULATIONS	• Record-Keeping: Maintain detailed records of safety procedures, incidents, and compliance checks. • Training: Ensure all workers receive proper safety training specific to handling hazardous materials and working in high-risk environments. • Risk Assessments: Conduct regular risk assessments to identify potential hazards and implement appropriate control measures. • Emergency Preparedness: Develop and regularly update emergency response plans, including fire and spill response protocols. • Health and Safety Committees: Establish committees to oversee and review safety practices and ensure ongoing compliance
GENERAL SAFETY REGULATIONS	• Personal Protective Equipment (PPE): Ensure all workers are provided with and use appropriate PPE, such as helmets, gloves, and protective clothing. • Safe Work Procedures: Implement and enforce safe work procedures for tasks involving hazardous materials and equipment. • Machinery and Equipment Safety: Regularly inspect and maintain machinery and equipment to prevent accidents and ensure safe operation. • Fire Prevention and Control: Establish fire prevention measures and ensure the availability of firefighting equipment.

	• Hazardous Substance Handling: Properly store, handle, and dispose of hazardous substances to prevent spills and exposure. • First Aid: Provide adequate first aid facilities and ensure trained personnel are available to respond to emergencies.
GENERAL MACHINERY REGULATIONS	• Supervision of Machinery: Designate a competent person to supervise the use and maintenance of machinery. • Safeguarding of Machinery: Ensure all machinery is properly guarded to prevent accidents. • Operation of Machinery: Implement safe operating procedures and ensure only trained personnel operate machinery. • Maintenance and Inspection: Regularly inspect and maintain machinery to ensure it is in safe working condition. • Emergency Stops: Equip machinery with emergency stop devices that are easily accessible. • Incident Reporting: Report any incident involving machinery to the relevant authorities
DRIVEN MACHINERY REGULATIONS	• Supervision and Competency: Ensure that a competent person supervises the use and maintenance of driven machinery. • Safeguarding of Machinery: All moving parts of machinery must be securely fenced or guarded to prevent accidents. • Inspection and Maintenance: Regularly inspect and maintain machinery to ensure it is in safe working condition. • Safe Operating Procedures: Implement and enforce safe operating procedures for all machinery. • Emergency Stops: Equip machinery with accessible emergency stop devices. • Training: Provide adequate training for all personnel operating or working near machinery
ELECTRICAL MACHINERY REGULATIONS	• Personal Protective Equipment (PPE): Provide and maintain PPE for workers handling electrical machinery. • Work on Disconnected Machinery: Ensure machinery is properly earthed and discharged before any work is performed. • Notices and Signage: Display clear notices prohibiting unauthorized access and providing emergency procedures. • Switchgear and Transformer Safety: Ensure premises housing electrical equipment is secure, well-ventilated, and equipped with fire extinguishers. • Control Gear: Equip machinery with protective devices and emergency stop mechanisms. • Training and Supervision: Ensure only trained and authorized personnel handle electrical machinery
ELECTRICAL INSTALLATIONS REGULATIONS	• Certificate of Compliance: Ensure all electrical installations have a valid certificate of compliance issued by a registered person. • Approved Standards: Adhere to the compulsory use of approved standards for electrical installations to ensure safety and reliability. • Inspection and Testing: Conduct regular inspections and tests of electrical installations by approved inspection authorities to ensure compliance and safety. • Safety and Maintenance: The user or lessor is responsible for the safety, safe use, and maintenance of the electrical installations. • Competent Personnel: Only registered and competent persons should perform electrical installation work
EXPLOSIVES REGULATIONS	Not applicable based on the foreseeable scope of works
LEAD REGULATIONS	Not applicable based on the foreseeable scope of works
COMMERCIAL DIVING REGULATIONS	Not applicable based on the foreseeable scope of works
LIFT, ESCALATOR AND PASSENGER CONVEYOR REGULATIONS	Not applicable based on the foreseeable scope of works

REGULATIONS FOR HAZARDOUS WORK BY CHILDREN IN SOUTH AFRICA	• Prohibition of Employment: Children under the age of 15 or those still subject to compulsory schooling cannot be employed. • Risk Assessment: Conduct a thorough risk assessment to identify and mitigate hazards that children might be exposed to • Prohibited Work: Children are not allowed to perform certain types of hazardous work, such as refining petroleum products, working with hazardous chemicals, or any work that involves exposure to extreme temperatures or dangerous machinery. • Working Hours: There are strict limits on the working hours for children. They cannot work more than 8 hours a day or 40 hours a week if not enrolled in school, and no more than 20 hours a week during school terms. • Night Work: Children are generally prohibited from working between 18:00 and 06:00 • Training and Supervision: Ensure that any child workers are adequately trained and supervised to perform their tasks safely. • Health and Safety: Provide appropriate personal protective equipment (PPE) and ensure that the work environment is safe and does not pose health risks. • Medical Examinations: Regular medical examinations may be required to monitor the health of child workers exposed to hazardous conditions
ENVIRONMENTAL REGULATIONS	• Thermal Environment: Ensure that workers are not exposed to extreme temperatures and provide appropriate protective measures if they are. • Noise Control: Implement measures to control noise levels and provide hearing protection if necessary. • Lighting: Ensure adequate lighting in all work areas to prevent accidents and improve visibility. • Ventilation: Maintain proper ventilation to ensure a safe working environment, especially when dealing with hazardous substances. • Sanitation: Provide adequate sanitation facilities to maintain hygiene and prevent health issues
HAZARDOUS CHEMICAL AGENTS REGULATIONS	• Risk Assessment: Conduct thorough assessments to identify and evaluate risks associated with hazardous chemical agents (HCAs). • Exposure Control: Implement measures to control exposure to HCAs, including engineering controls, administrative controls, and personal protective equipment (PPE). • Air Monitoring: Regularly monitor the air for concentrations of HCAs to ensure they remain within safe limits. • Medical Surveillance: Provide medical surveillance for workers exposed to HCAs to detect any adverse health effects early. • Training and Information: Ensure all workers are adequately trained and informed about the hazards of HCAs and safe handling procedures. • Safety Data Sheets (SDS): Maintain and provide access to SDS for all HCAs used on-site, detailing their properties, hazards, and safety precautions. • Labelling and Packaging: Properly label and package all HCAs to ensure safe handling and storage. • Emergency Preparedness: Develop and implement emergency response plans for incidents involving HCAs
FACILITIES REGULATIONS	• Sanitation Facilities: Provide adequate and hygienic sanitation facilities for all workers. • Drinking Water: Ensure access to clean and safe drinking water. • Changing Rooms and Lockers: Provide suitable changing rooms and lockers for workers to store their personal belongings. • Dining Facilities: Ensure that there are appropriate dining facilities for workers to have their meals. • Rest Areas: Provide rest areas where workers can take breaks in a safe and comfortable environment. • First Aid: Maintain well-equipped first aid facilities and ensure trained personnel are available to handle medical emergencies
ASBESTOS ABATEMENT REGULATIONS	Not applicable based on the foreseeable scope of works
PRESSURE EQUIPMENT REGULATIONS	• Design and Manufacture: Ensure that all pressure equipment is designed and manufactured according to approved standards and specifications.

	• Inspection and Testing: Conduct regular inspections and testing of pressure equipment to ensure it is in safe working condition. • Certification: Obtain certification for pressure equipment from an accredited inspection authority. • Maintenance: Implement a maintenance program to ensure ongoing safety and reliability of pressure equipment. • Training: Provide adequate training for personnel involved in the operation, maintenance, and inspection of pressure equipment. • Safety Measures: Install safety devices, such as pressure relief valves, to prevent over-pressurization and other hazards. • Record-Keeping: Maintain detailed records of inspections, tests, maintenance, and repairs of pressure equipment. • Risk Assessment: Conduct risk assessments to identify potential hazards associated with pressure equipment and implement appropriate control measures.
MAJOR HAZARD INSTALLATION REGULATIONS	• Risk Assessment: Conduct a comprehensive risk assessment to identify potential hazards and evaluate the risks associated with the refurbishment activities. • Major Incident Prevention Policy (MIPP): Develop and implement a MIPP to prevent major incidents and ensure safety measures are in place. • Safety Report: Prepare a detailed safety report outlining the potential hazards, risk assessments, and safety measures. • Emergency Plan: Establish and maintain an emergency plan to respond effectively to any incidents, including fire, spills, or explosions. • Notification and Registration: Notify the relevant authorities and register the facility as a major hazard installation. • Information and Training: Provide comprehensive training and information to all workers about the hazards and safety procedures. • Incident Reporting: Report any incidents involving hazardous materials to the relevant authorities promptly.
HAZARDOUS BIOLOGICAL AGENTS REGULATIONS	Not applicable based on the foreseeable scope of works
NOISE INDUCED HEARING LOSS REGULATIONS	• Noise Exposure Limits: Ensure that noise levels do not exceed the 85 dBA noise-rating limit to prevent hearing impairment. • Risk Assessment: Conduct regular assessments to identify noise hazards and implement control measures to reduce exposure. • Hearing Protection: Provide appropriate hearing protection, such as earplugs or earmuffs, and ensure their proper use and maintenance. • Noise Monitoring: Regularly monitor noise levels in the workplace to ensure they remain within safe limits. • Medical Surveillance: Implement medical surveillance programs to monitor the hearing health of workers exposed to high noise levels. • Training and Information: Educate workers about the risks of noise exposure, proper use of hearing protection, and the importance of noise control measures. • Signage and Demarcation: Clearly mark areas where noise levels exceed safe limits and require the use of hearing protection.
ERGONOMICS REGULATIONS	• Risk Assessment: Conduct ergonomic risk assessments to identify and evaluate potential ergonomic hazards in the workplace. • Control Measures: Implement control measures to reduce or eliminate ergonomic risks, following the hierarchy of controls (engineering controls, administrative controls, and PPE). • Training and Information: Provide training and information to workers about ergonomic risks and safe work practices to prevent musculoskeletal disorders. • Workplace Design: Ensure that the design of workstations, tools, and equipment promotes good posture and reduces repetitive strain. • Monitoring and Evaluation: Regularly monitor and evaluate the effectiveness of ergonomic interventions and make necessary adjustments. • Medical Surveillance: Implement medical surveillance programs to monitor workers' health and detect early signs of ergonomic-related injuries.
TOBACCO PRODUCTS ACT	• Smoking Restrictions: Prohibit smoking in all enclosed and designated non-smoking areas to protect workers from second-hand smoke. • Signage: Display clear no-smoking signs in all areas where smoking is prohibited.

	- Employee Awareness: Inform and educate employees about the smoking policies and the health risks associated with tobacco use. - Enforcement: Ensure strict enforcement of smoking restrictions and take disciplinary action against violations.
COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT	- Employer Registration: Ensure that contractors are registered with the Compensation Fund and pay the necessary assessments. - Reporting Accidents: Report any workplace accidents or occupational diseases to the Compensation Commissioner within seven days. - Compensation Claims: Employees injured or who contract diseases due to their work are entitled to claim compensation for medical expenses, temporary or permanent disability, and death benefits. - Medical Reports: Submit medical reports detailing the nature and extent of injuries or diseases to support compensation claims. - Rehabilitation and Reintegration: Provide rehabilitation services to injured employees to facilitate their return to work. - Record-Keeping: Maintain accurate records of all workplace injuries, diseases, and compensation claims.
HAZARDOUS SUBSTANCES ACT	- Control of Hazardous Substances: Ensure that all hazardous substances are properly controlled to prevent injury, ill-health, or death due to their toxic, corrosive, irritant, flammable, or pressurized nature. - Permits and Approvals: Obtain necessary permits for the use, and disposal of hazardous substances. - Labelling and Packaging: Properly label and package all hazardous substances to ensure safe handling and storage. - Training and Information: Provide training and information to workers on the safe handling and use of hazardous substances. - Disposal and Dumping: Follow regulations for the safe disposal and dumping of hazardous substances to prevent environmental contamination. - Emergency Preparedness: Develop and implement emergency response plans for incidents involving hazardous substances.
NATIONAL ROAD TRAFFIC ACT	Only where construction activities affect public roads, however, the same principles will be applied to drivers and vehicles on site: - Transportation of Dangerous Goods: Ensure compliance with regulations for the transportation of dangerous goods, including proper labelling, packaging, and handling. - Vehicle Roadworthiness: All vehicles used in the project must have valid roadworthy certificates to ensure they are safe for operation. - Driver Competency: Ensure that all drivers have the appropriate licenses and are trained to handle the specific requirements of transporting hazardous materials. - Accident Reporting: Follow the prescribed procedures for reporting any road traffic accidents involving project vehicles. - Speed Limits and Traffic Rules: Adhere to all speed limits and traffic rules to ensure safe transportation of materials to and from the site.
WATER ACT	- Water Use Licensing: Obtain the necessary water use licenses for activities such as abstraction, storage, and discharge of water. - Pollution Prevention: Implement measures to prevent pollution of water resources, including proper handling and disposal of hazardous substances. - Water Resource Protection: Ensure that the refurbishment activities do not negatively impact on the quality and quantity of local water resources. - Emergency Incidents: Develop and implement plans to manage and mitigate any emergency incidents that could affect water resources, such as spills or leaks. - Integrated Water Resource Management: Follow principles of integrated water resource management to ensure sustainable use and protection of water resources.
NATIONAL HEALTH ACT	Environmental Health: Ensure that the project does not negatively impact the health and well-being of the surrounding environment and community.

	• Emergency Medical Treatment: Provide access to emergency medical treatment for workers in case of accidents or health emergencies. • Health and Safety Standards: Adhere to national health and safety standards to protect workers and the public. • Health Surveillance: Implement health surveillance programs to monitor the health of workers exposed to potential hazards. • Public Health Information: Disseminate information about potential health risks and safety measures to workers and the community.
NATIONAL ENVIRONMENTAL MANAGEMENT ACT	• Environmental Impact Assessment (EIA): Conduct an EIA to identify and mitigate potential environmental impacts of the project. • Sustainable Development: Ensure that the project promotes sustainable development by balancing economic, social, and environmental considerations. • Public Participation: Engage with the public and stakeholders to gather input and address concerns related to the project. • Pollution Prevention: Implement measures to prevent pollution and manage waste effectively. • Biodiversity Protection: Protect local biodiversity by minimizing habitat disruption and implementing conservation measures. • Compliance and Enforcement: Adhere to all relevant environmental laws and regulations, and ensure compliance through regular monitoring and reporting
NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT	• Waste Hierarchy: Prioritize waste reduction, re-use, and recycling before considering disposal. • Waste Management Plans: Develop and implement waste management plans to handle all types of waste generated during the project. • Licensing and Permits: Obtain necessary licenses for waste management activities, including storage, treatment, and disposal of hazardous waste. • Pollution Prevention: Implement measures to prevent pollution and manage waste effectively to protect health and the environment. • Extended Producer Responsibility (EPR): Ensure that producers are responsible for the waste they generate, from cradle to grave. • Remediation of Contaminated Land: Address any contamination issues and remediate affected land to prevent environmental degradation
NATIONAL ENVIRONMENTAL MANAGEMENT: AIR QUALITY ACT	• Ambient Air Quality Standards: Ensure that the project complies with national and local ambient air quality standards to protect public health and the environment. • Emission Control: Implement measures to control emissions from construction activities and equipment to minimize air pollution
ENVIRONMENTAL CONSERVATION ACT	• Environmental Impact Assessments (EIAs): Conduct EIAs to evaluate the potential environmental impacts of the project and develop mitigation measures. • Waste Management: Implement proper waste management practices to handle construction and hazardous waste responsibly. • Pollution Control: Take measures to prevent and control pollution, including air, water, and soil contamination. • Rehabilitation: Ensure that any disturbed areas are rehabilitated to their natural state after the completion of the project • Stakeholder Participation: Engage with stakeholders to gather input and address concerns related to the project
NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT	• Plans and Approvals: Submit detailed plans and obtain necessary approvals from local authorities before commencing work. • Fire Protection: Implement fire safety measures, including fire-resistant materials, evacuation routes, and fire suppression systems. • Structural Integrity: Ensure that all construction meets the required standards for structural integrity and safety. • Plumbing and Drainage: Adhere to regulations for plumbing and drainage systems to ensure proper sanitation and waste management. • Site Safety: Maintain a safe construction site, including proper signage, barriers, and safety protocols. • Environmental Considerations: Follow guidelines to minimize environmental impact, including waste management and pollution control

OTHER COMPLIANCE OBLIGATIONS

NELSON MANDELA BAY MUNICIPAL BY-LAWS	• Environmental Impact Assessment (EIA): Ensure compliance with local environmental regulations, including conducting an EIA to assess the potential environmental impacts of the refurbishment project. • Zoning and Land Use: Verify that the project complies with local zoning laws and land use regulations. This includes obtaining necessary permits and approvals from local authorities. • Waste Management: Implement proper waste management practices in accordance with local by-laws to handle construction waste, hazardous materials, and other refuse generated during the project. • Water Use and Pollution Control: Adhere to regulations regarding water use and pollution control to prevent contamination of local water sources. • Noise and Air Quality: Ensure that the project complies with local noise and air quality standards to minimize disruption to the surrounding community. • Public Participation: Engage with the local community and stakeholders through public participation processes to address any concerns and ensure transparency. • Health and Safety: Follow local health and safety regulations to protect workers and the public during the refurbishment project.
NATIONAL CODE OF PRACTICE FOR THE TRAINING PROVIDERS OF LIFTING MACHINE OPERATORS	• Accredited Training Providers: Ensure that all lifting machine operators are trained by accredited training providers. These providers must be accredited by an authorized body and approved by the Chief Inspector in terms of the Driven Machinery Regulations. • Training Standards: Training must meet the standards set out in the National Qualifications Framework (NQF) and the criteria established by the South African Qualifications Authority (SAQA). • Certification: Operators must hold a valid Certificate of Competence and a carry card issued by an accredited training provider. This certification ensures that the operator has demonstrated competence in operating specific types of lifting machines. • Assessment and Moderation: The training process includes assessments to measure the competence of operators. These assessments must be fair, valid, and reliable, and conducted by registered assessors and moderators. • Quality Management System: Accredited training providers must have a documented quality management system to ensure the excellence of their training programs. This includes regular audits and monitoring by the authorized body. • Safety Standards: Training programs must emphasize safety standards to reduce the risk of injury, death, or damage to equipment. This is particularly important in environments like fuel depots where the risks are higher. • Record Keeping: Maintain detailed records of all training activities, including assessments, certifications, and audits. These records must be retained and made available for inspection by the authorized body.
NATIONAL CODE OF PRACTICE FOR ELECTRICAL MACHINERY IN HAZARDOUS LOCATIONS: REGULATORY REQUIREMENTS FOR EXPLOSION – PROTECTED APPARATUS	• Classification of Hazardous Areas: Identify and classify hazardous areas where explosive atmospheres may occur. This classification helps in selecting appropriate explosion-protected apparatus. • Selection of Equipment: Ensure that all electrical machinery and equipment used in hazardous locations are certified as explosion-protected and suitable for the specific hazardous area classification. • Installation Standards: Follow strict installation standards for explosion-protected apparatus to prevent ignition sources. This includes proper wiring methods, sealing of conduits, and ensuring that equipment is correctly installed and maintained. • Inspection and Maintenance: Regularly inspect and maintain explosion-protected equipment to ensure it remains in safe working condition. This includes routine checks and service as per the manufacturer's guidelines. • Training and Competency: Ensure that all personnel involved in the installation, maintenance, and operation of explosion-protected apparatus are adequately trained and competent. This includes understanding the risks and proper handling of such equipment. • Documentation and Record Keeping: Maintain detailed records of all equipment, including certification documents, inspection reports, and maintenance logs. This documentation is crucial for compliance and safety audits.

	Emergency Procedures: Develop and implement emergency procedures to address potential incidents involving explosion-protected apparatus. This includes evacuation plans and emergency response protocols
SANS 10089	This standard covers the petroleum industry, including the storage and distribution of petroleum products in above-ground bulk installations and the installation of underground storage tanks
SANS 10108	This standard deals with the classification of hazardous locations and the selection of apparatus for use in such locations, which is crucial for ensuring safety in environments where flammable gases or vapours may be present
SANS 10087	This series of standards addresses the handling, storage, distribution, and maintenance of liquefied petroleum gas (LPG) in various installations, including domestic, commercial, and industrial settings
SANS 10142	This standard pertains to the wiring of premises and is essential for ensuring that electrical installations are safe and comply with regulatory requirements
SANS 10228	This standard provides guidelines for the identification and classification of dangerous goods for transport, which is important for the safe handling and transportation of hazardous materials
SANS 10263	This standard covers the transportation of dangerous goods by road, including the requirements for vehicles, containers, and documentation

HAZARD IDENTIFICATION & RISK ASSESSMENT

As part of the planning processes, risk assessments must be conducted from the design stage through to project closeout. These assessments must be continuously updated to accommodate any planned or unplanned changes. The following risk assessments will be performed using the project information (e.g., drawings, scope and extent of works, compliance obligations, hazards, public hazards, physical inspections, early works reports, etc.):

Design Risk Assessment

- Review of Design Plans: Sheqomspec will thoroughly review the engineering designs to identify potential hazards.
- Hazard Identification: To pinpoint risks associated with the design, such as structural weaknesses, fire hazards, suspected unknown / known services, or ergonomic issues.
- Risk Analysis: Each identified hazard will be analyzed to determine its potential impact and likelihood.
- Mitigation Measures: Sheqomspec will recommend design modifications or safety measures to mitigate identified risks.
- Documentation: All findings and recommendations will be documented in a detailed report for the design team.

4.3. Early Works Risk Assessment

- Site Inspection: Before construction begins, Sheqomspec will conduct a site inspection to identify existing hazards.
- Assessment of Early Works: They will evaluate the risks associated with initial construction activities, such as site clearing, excavation, and utility installations.
- Control Measures: The consultant will propose control measures to manage identified risks, such as safe work procedures, protective equipment, and training.
- Communication: Findings and recommendations will be communicated to the project team to ensure everyone is aware of the risks and controls.
- Monitoring: Continuous monitoring will be conducted to ensure that the control measures are effectively implemented.

4.4. Baseline Risk Assessment

- Comprehensive Hazard Identification: Sheqomspec will identify all potential hazards associated with the entire construction project.
- Risk Evaluation: Each hazard will be evaluated to assess its severity and likelihood, creating a risk profile for the project.
- Development of Safety Plans: Based on the risk profile, the consultant will develop comprehensive safety plans, including emergency response plans and safety protocols.

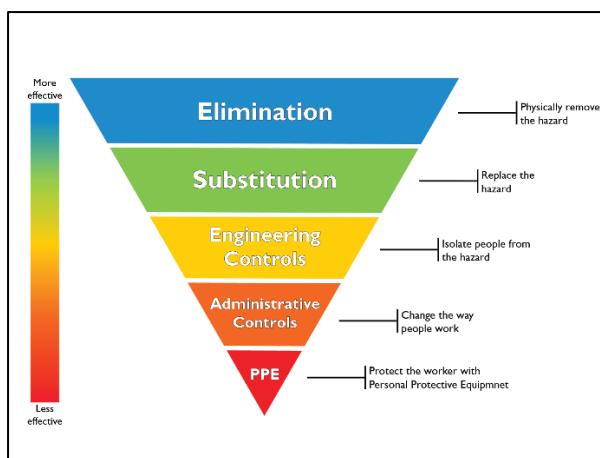
- **Training and Awareness:** The consultant will ensure that all workers are trained and aware of the identified risks and the measures in place to control them.
- **Documentation and Reporting:** A detailed baseline risk assessment report will be prepared, outlining all identified risks, evaluations, and control measures.

4.5. Preliminary Risk Profile

Based on the details provided by the client, along with Sheqomspec extensive experience in various construction activities and insights from our professional consultants, the project risk profile is developed using a comprehensive risk quantification legend / matrix.

CONSTRUCTION RISK MITIGATION MEASURES

Once risks have been evaluated and prioritized according to the residual risk rating, risk mitigation measures will be selected based on the principles of the "hierarchy of controls" as per the figure below:



Hierarchy of controls

The Occupational Health and Safety (OHS) hierarchy of controls is a systematic approach used to minimize or eliminate exposure to hazards. It's organized from the most effective controls to the least effective, forming a pyramid structure. Here's an overview:

Elimination:

The most effective way to control a hazard is to completely remove it.

Example: If a machine produces harmful fumes, eliminating the need for that machine would remove the risk entirely.

Substitution:

Involves replacing the hazardous item or process with a less hazardous one.

Example: Replacing a toxic chemical with a less toxic one to perform the same job.

Engineering Controls:

Focuses on isolating people from hazard.

Example: Installing ventilation systems to remove harmful dust or fumes from the air.

Administrative Controls:

Changes the way people work by implementing policies, procedures, and training.

Example: Rotating workers to limit their exposure time to a hazardous task or conducting regular safety training sessions.

Personal Protective Equipment (PPE):

The least effective control, which involves employees wearing protective equipment to reduce exposure to hazards.

Example: Wearing gloves, masks, or safety goggles.

Sheqomspec will take into consideration the relevant legal and regulatory requirements when selecting controls as to ensure all mitigation measures are in line with compliance obligations.

ONGOING CONSTRUCTION RISK COMMUNICATION

Effective communication of risks is crucial to ensure that all stakeholders are aware of potential hazards and the measures in place to mitigate them.

Documentation

Risk Assessment Reports: Prepare detailed reports outlining identified risks, their potential impacts, and recommended control measures.

Safety Plans: Develop comprehensive safety plans that include emergency procedures, safety protocols, and contact information for key personnel.

Meetings and Briefings

Kick-off Meetings: Hold initial meetings with all stakeholders to discuss the findings of the risk assessments and the planned control measures.

Regular Updates: Schedule regular briefings to update stakeholders on any changes to the risk profile and the effectiveness of control measures.

Training and Workshops

Safety Training: Conduct training sessions for all workers to ensure they understand the identified risks and the safety procedures they need to follow.

Workshops: Organize workshops to provide hands-on experience with safety equipment and procedures.

Visual Aids

Signage: Use clear and visible signs to highlight hazards and safety instructions at the worksite.

Posters and Flyers: Distribute informational posters and flyers that summarize key risks and safety measures.

Digital Communication

Emails and Newsletters: Send regular email updates and newsletters (incl. stakeholders) to keep everyone informed about risk management activities and any new risks identified.

Emergency Drills

Simulations: Conduct emergency drills to ensure that all personnel are familiar with evacuation routes and emergency procedures.

Feedback Sessions: After drills, hold feedback sessions to discuss what went well and what needs improvement.

Feedback Mechanisms

Suggestion Boxes: Provide suggestion boxes or digital platforms where workers can report new hazards or suggest improvements to safety measures.

Open Forums and toolbox talks: Hold open forums and weekly toolbox talks where workers can voice their concerns and ask questions about risk management.

Other risk communication interventions will include:

Frequency	Communication process	Person conveying the information	Details of information	Relevant parties receiving the information
Daily	Toolbox talks	Foreman / Supervisors / OHS Reps	Daily awareness topics relevant to the risks identified for the project including general awareness topics such as HIV Aids, Fire awareness, Ergonomics, etc.	All employees and contractors
Daily	DSTI (Daily Safe Task Instruction)	Foreman / Supervisors	Daily mini risk assessment completed by the task team. Information regarding the hazards, risks and controls are communicated to the task team	All employees and contractors
Quarterly	SHE committee meeting	Chairman	Quarterly meetings are held with appointed OHS Committee members representing employees on site and relevant outcomes of the meeting are communicated to employees via toolbox talk	OHS Committee, all employees and contractors
Ongoing	Notice Boards	n/a	Notice boards will be erected in all employee facilities and will be updated. Information on noticeboards will include: - OHS Policies - Emergency response plans - Emergency numbers - Memos and other OHS related notices. - Summary of legislation - Etc.	All employees
Ongoing	Communication of incident newflashes and incident recalls	OHS Agent & OHS Officer	Results of incident investigation outcomes will be displayed on notice board as part of continual improvement and learnings to prevent similar incidents	
Ongoing	Site induction training (pre-employment and periodical)	OHS Officers / Managers	Mandatory training session that introduces workers to the site's safety policies, procedures, and potential hazards. It ensures that all personnel understand their roles in maintaining a safe work environment and are aware of emergency protocols and safety measures.	All
Ongoing	Internal training (Noise induced hearing loss, emergency response plans, site specific HIRA and SWP's), etc.	OHS Officers / Managers	Ongoing as applicable	All

STAFF SELECTION, DEPLOYMENT & TRAINING

- a) Suitable individuals will be appointed for all roles by observing and implementing competency requirements for the relevant roles.
- b) Site management staff (Construction Health & Safety Agent & Construction Health & Safety Officer) will be considered competent based on skill, qualification, SACPCMP registration & experience and will be assigned to their relevant roles as such.
- c) A training needs analysis will be developed by Sheqomspec for all staff deployed on the project.
- d) The purpose of the training needs analysis is to formally ascertain ongoing requirements of skills in terms of Health, Safety & Environment. The needs identified will be programmed and prioritized for completion.
- e) Further internal risks conversant training will be included in the training needs analysis process such as:
 - Training in specific procedures including other client-related policies and procedures.
 - Any other technical and/or non-technical training as may be required and determined by the Director of Operations for SHEQOMSPEC (PTY) LTD.
- f) Succession planning will be implanted for site staff to ensure that roles are filled immediately when a staff member's contract is terminated.
- g) An appropriate hand-over period will be required where staff is replaced on the project.

Example of an annual project training program:

Role / Position	Client induction	PC induction	AVOB	Construction H&S Plan	HAZCHEM & Flammable Substances	SDSs'	Risk assessments & SOP's	Emergency response plans
Client's project staff	Annually	Annually	Annually					Annually
Designer & Client's agents	Annually	Annually	Annually					Annually
PC Management	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually
PC Supervision	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually
PC H&S staff	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually
PC Staff (non-managerial)	Annually	Annually		Annually	Annually	Annually	Annually	Annually
Sub-contractors								
Suppliers	Only if required	Annually	Only if required					Annually
Service providers	Only if required	Annually	Only if required					Annually

CONTROL OF DOCUMENTED INFORMATION

Sheqomspec will ensure to keep and maintain safety & health records to demonstrate compliance with legal requirements, Client specifications and our own internal procedures. All records shall be made available for inspection by Client or DoEL Inspectors.

Project Health and Safety files will be maintained and arranged in accordance with the Client Project specific H&S Specification following approval of the HSE file by Sheqomspec appointed Construction Health & Safety Agent.

At completion of the project, a hard copy and electronic copy of H&S documentation will be handed over to the client's agent for archiving.

Amendment and Revision Control

- a) All requests for changes or new documents shall be communicated to the CHSA.

- b) Upon receipt of a change request the CHSI who will make the changes, if necessary, will hand the revised document over to the CHSA for approval.
- c) The CHSO & CHSA shall identify the necessary reviewers of the document as to ensure input from the relevant staff.

Obsolete Documents

- a) The recipient of revised documents, forms and drawings are responsible for ensuring that their obsolete copies are promptly identified and removed from place of use or destroyed (Except Drawings).
- b) All drawing and specifications (or other instructional documents) superseded by a later revision shall be stamped **SUPERSEDED** in Red Ink.

CHS AGENT'S SCOPE OF SERVICES IN ACCORDANCE WITH SACPCMP CONSTRUCTION STAGES

The South African Council for the Project and Construction Management Professions (SACPCMP) outlines six stages of construction project management. These stages are designed to ensure comprehensive planning, execution, and completion of construction projects. The six stages are:

1. Project Initiation and Briefing
2. Concept and Feasibility
3. Design Development
4. Tender Documentation and Procurement
5. Construction
6. Project Close-Out and Handover

A Construction Health and Safety (CHS) Agent has a defined scope of services that aligns with the six stages of construction as outlined by the South African Council for the Project and Construction Management Professions (SACPCMP). Here is how our services relate to each of these stages:

1. Project Initiation and Briefing: The CHS Agent assists in defining health and safety objectives, identifying potential risks, and ensuring that initial project plans incorporate safety considerations.
2. Concept and Feasibility: They conduct preliminary risk assessments and provide input on health and safety requirements during the feasibility studies, ensuring that safety is integrated into the project concept.
3. Design Development: The CHS Agent reviews and advises on the health and safety aspects of the design, ensuring compliance with relevant regulations and standards.
4. Tender Documentation and Procurement: They help develop health and safety specifications for tender documents and evaluate the health and safety plans of prospective contractors.
5. Construction: The CHS Agent monitors on-site health and safety practices, conducts regular inspections, and ensures that all safety measures are implemented effectively.
6. Project Close-Out and Handover: They conduct final health and safety inspections, ensure that all safety documentation is completed, and provide a comprehensive health and safety report for the project handover.

Some of our latest and current Construction Project appointments as CHS Agent include:

TITLE AND BRIEF DESCRIPTION OF PROJECT	EMPLOYER (include contact details)
Construction of Engineering Services for Ebenezer (Phase 3, Portion 1)	Bitou Municipality Fezile Maki

	(044) 501 3229
Rectification of sewer line at Bossiesgif	Bitou Municipality Sinazo Gobingca (044) 501 3273
Kranshoek road upgrade: Phase 3	Bitou Municipality Sinazo Gobingca (044) 501 3273
Rehabilitation of Hornlee Internal streets and related infrastructure – Contract 2	Knysna Municipality / Engineering Advice and Services Stevon Hobson 072 447 8257
Pearston Bulk Water Supply Augmentation	bVI Engineers / Blue Crane Route Municipality Fanie Maritz 083 269 5678
Sovereign Foods Construction of further processing plant including building, civil, electrical and mechanical works	Sovereign Foods P v/d Smit 0844700402
Asbestos water line replacement - Carnarvon	Kareeberg Municipality Albertus van Schalkwyk 083 230 8627
Upgrade of Saaipoort water infrastructure	Kareeberg Municipality Albertus van Schalkwyk 083 230 8627
Upgrade of water supply and elevated storage for van Wyksvlei	Kareeberg Municipality Albertus van Schalkwyk 083 230 8627
Somerset East Multipurpose Industrial Park	Cacadu Development Agency A Scheepers 084 299 4999
Upgrading of Stormwater drainage – Airside & Landside – ACSA Port Elizabeth	ACSA C du Plessis 082 336 6594
Augmentation of Collector Sewers – Walmer Heights to Mt Pleasant	Nelson Mandela Bay Municipality W Oliphant 0794900541
Construction of the new pedestrian bridge, widening of road bridge and associated works – N2 / Stanford road	Nelson Mandela Bay Municipality W Oliphant 0794900541

4.6. SHE Risk Assessments (Including Environmental Aspects and Impact Registers)

The primary purpose of SHE risk assessments is to identify potential hazards, evaluate the risks associated with these hazards, and implement effective control measures to mitigate them. This systematic approach ensures the safety and well-being of employees, protects the environment, and ensures compliance with relevant regulations and standards. By conducting thorough risk assessments, we help organizations proactively address potential issues before they escalate into serious incidents.

Benefits of Outsourcing SHE Risk Assessments to Sheqomspec

- Expertise and Experience:** With over 35 years of collective experience, our team of SHE specialists brings a wealth of knowledge and expertise to the table. We have successfully conducted risk assessments across various industries, ensuring that our clients meet and exceed compliance standards.
- Tailored Solutions:** We recognize that each organization is unique. Our risk assessment services are customized to fit your specific operational context and activities, ensuring that our recommendations are practical and effective.
- Cost Efficiency:** Outsourcing SHE risk assessments to SHEQOMSPEC (PTY) LTD can be more cost-effective than maintaining an in-house team. Our services provide maximum value while minimizing expenses, allowing you to allocate resources more efficiently.
- Regulatory Compliance:** Our team stays up to date with the latest regulations and standards, ensuring that your organization remains compliant with all relevant laws. This reduces the risk of fines and penalties associated with non-compliance.

5. **Improved Safety Culture:** By identifying and addressing potential hazards, we help foster a culture of safety within your organization. This not only protects employees but also enhances overall productivity and morale.
6. **Continuous Improvement:** Our ongoing support ensures that your SHE management systems are continuously monitored, maintained, and improved. We provide regular updates and recommendations to keep your organization ahead of industry standards.
7. **Professionalism and Reliability:** Our staff's professionalism and dedication to excellence ensure that your SHE risk assessments are conducted with the highest level of competence and reliability.

Our Approach

Our comprehensive approach to SHE risk assessments includes the following steps:

1. **Initial Consultation:** We begin with an initial consultation to understand your organization's specific needs and objectives.
2. **Hazard Identification:** We conduct a thorough inspection of your workplace to identify potential hazards.
3. **Risk Analysis and Evaluation:** We analyze the identified hazards to evaluate the likelihood and potential consequences of incidents.
4. **Control Measures:** We recommend and implement effective control measures to mitigate identified risks.
5. **Training and Support:** We provide training for your staff to ensure they understand and can effectively implement the recommended control measures.
6. **Monitoring and Review:** We continuously monitor the effectiveness of the implemented measures and conduct regular reviews to identify any new risks.
7. **Reporting:** We provide detailed reports outlining our findings, recommendations, and actions taken to address identified risks.

The following process outlines our approach to conducting Risk Assessments

(please turn over)

TYPICAL RISK ASSESSMENT PROCESS FLOW METHODOLOGY

PROCESS INPUTS

Physical site surveys at specified Depots

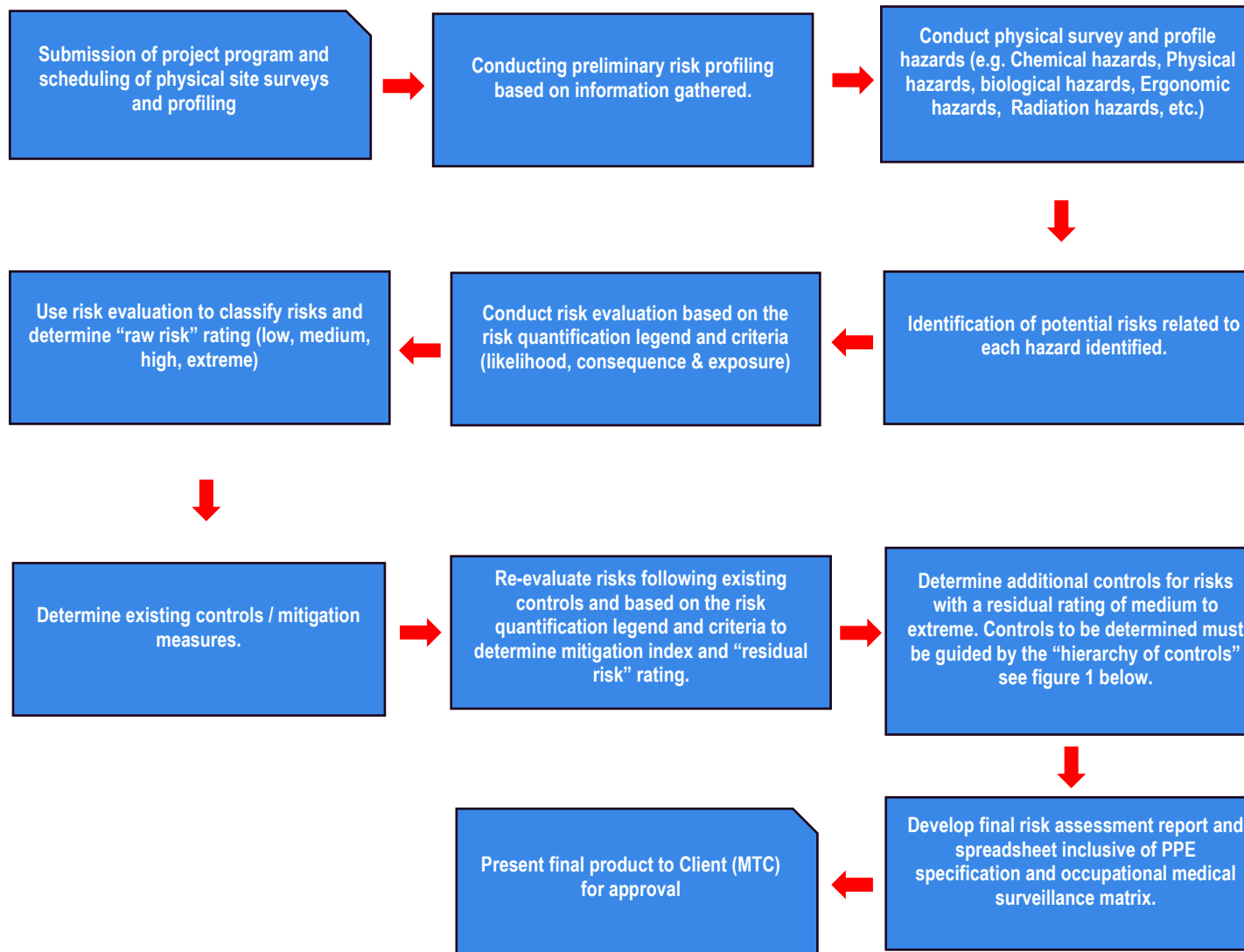
Project program and target dates for physical visits

Agreed risk quantification legend / matrix.

Identification of compliance obligations

Preliminary risk profiling based on

- Tools
- Equipment
- Material
- Infrastructure & including vehicles.
- Processes
- Persons
- Buildings
- Psychosocial factors
- Psychological factors
- Ergonomical factors
- Organizational structure
- Environment
- Past incidents / injuries / damages & other relevant occurrences
- Results of previous risk assessment processes (if available)
- Applicable Legal and other requirements



PROCESS INPUTS

Final Risk Assessment Report

Final Risk Assessment Spreadsheet with quantification legend and filtering

Final consolidated Risk Assessment Executive Presentation (complimentary value adding service)

Some of our latest Risk Assessments (including Environmental Aspects & Impacts Assessments include:

CLIENT	RISK ASSESSMENT TYPE
Kouga Local Municipality	OHS & COVID 19
Nelson Mandela Bay Municipality (under Falcon Safety Academy)	OHS
Department of Rural Development & Agrarian Reform	OHS
George Municipality (under Falcon Safety Academy)	OHS
Scribante Concrete	SHE
SupaCrush	SHE
Hive Caron	SHEQ

4.7. ISO 50001:2018 Implementation facilitation Services & Management system development, implementation & monitoring

Sheqomspec offers customized solutions designed to meet the unique energy management needs of each client, whether they require comprehensive support for the development, implementation, and monitoring of ISO 50001 Energy Management Systems (EnMS) or partial consulting and oversight at any stage of their implementation journey. We partner with organizations to streamline their energy efficiency initiatives, ensuring a seamless path to achieving and maintaining ISO 50001 compliance.

Our services are adaptable to the client's available staff resources for day-to-day system maintenance. Sheqomspec also provides specialized training in ISO 50001 implementation and auditing, delivering a turnkey solution that includes upskilling the client's internal teams as per the contract terms.

Some clients may have trained personnel but still require additional guidance and expert oversight from our implementation specialists. What sets Sheqomspec apart is our qualified lead auditor, who brings extensive experience in third-party certification audits with one of South Africa's leading certification bodies. Our lead specialists have over 15 years of experience in developing, implementing, maintaining, and auditing ISO management systems across various industries.

Given the complexities involved in integrating effective energy management practices, Sheqomspec employs a phased approach to ensure smooth project execution. This structured methodology provides both Sheqomspec and the client with clear implementation steps and guidelines, fostering an efficient transition toward ISO 50001 certification.

The successful design and implementation of an Energy Management System (EnMS) are influenced by several key factors, including workforce size, operational sites, energy consumption patterns, and regulatory compliance requirements. By adopting a strategic phased approach, we ensure all these elements are considered, fostering a shared understanding among stakeholders and driving sustainable energy efficiency improvements.

These stages are summarized below:

Stage 1: Mandatory Service Level Agreement (SLA) Meeting and Discussion on Implementation Success Factors (On-Site)

Finalizing the service level agreement between Sheqomspec (Pty) Ltd and the client will be based on the results of an on-site consultation by Sheqomspec (Pty) Ltd. This includes visitation and access to working sites to avoid generic terms within the SLA. The following activities are guidelines for Stage 1:

- f) On-site review of business processes and activities, including sampling and visitation of selected working sites.
- g) Signing of necessary non-disclosure agreements by the implementation team.

- h) Agreement on service stages and commencement dates.
- i) Development and review of the draft SLA.
- j) Finalization of the SLA and signatures by all parties.

5.2. Stage 2: Determining the Context, Scope, and Processes of the Organization and Electing Internal Management Representatives for Each Organizational Process (On-Site)

Based on the clause requirements of ISO 50001 (Clause 4 – context of the organization), this phase establishes the overall framework within which all energy management processes will function and improve throughout the implementation journey. This phase consists of the following main stages:

- **Identification of external and internal issues** relevant to energy management (e.g., SWOT analysis focused on energy efficiency, consumption patterns, and sustainability challenges).
- **Determination of the needs and expectations of interested parties** (internal and external, such as regulators, energy providers, clients, legislators, stakeholders, suppliers, service providers, and subcontractors).
- **Definition of the Energy Management System (EnMS) scope**, including a review of organizational and operational processes, mapping energy flows, and determining the interaction of energy-consuming activities.
- **Selection of Management Representatives for each business process**, including key operational energy management processes. The selection of Management Representatives is crucial for the successful implementation of ISO 50001. These representatives are jointly responsible for ensuring the energy management system is established, implemented, and maintained in accordance with ISO 50001 requirements. They have the necessary authority to act on behalf of the managing director and leadership team in all aspects of energy performance and compliance.

5.3. Stage 3: Drafting and Approval of Implementation Program (On and Off-Site)

The implementation program will be drafted in consultation with Management Representatives and will detail estimated commencement and completion dates for the following actions for each IMS element:

- Design / Development / Framework development.
- Initiation
- Implementation
- Monitoring

The implementation program will address progress tracking as well as potential barriers and challenges that may affect implementation timeframes. It will serve as an accountability and monitoring mechanism for top management.



		PROGRAMME													
		WEEK 1: 31 Jan - 4 Feb		COMPLETED											
		WEEK 2: 7 - 11 Feb													
		WEEK 3: 14 - 18 Feb		DELAYED											
		WEEK 4: 21 - 25 Feb													
OHSMS STRUCTURE				FRAMEWORK DEVELOPMENT		INITIATION		IMPLEMENTATION		EVALUATION		REQUEST FOR INFORMATION		BARRIERS AND POTENTIAL DELAYS	
CLAUSE & ELEMENT		DESIGN / DEVELOPMENT ACTION		IMPLEMENTATION ACTION		RELEVANT MR INVOLVED						INFO REQUESTED		REQUESTED FROM	
4 CONTEXT OF THE ORGANIZATION		HSE Management System Manual													
4.1 Understanding the Organization and its Context		IMS Manual		• Perform HSE SWOT Analysis with Top Management Include analysis of internal / external issues in HSE MS Manual by means of SWOT analysis in HSE MS Manual • Recommended Management Review to be performed and this to be addressed / reviewed as input		• Top Management • Heads of department		WEEK 1		WEEK 2		WEEK 3		WEEK 8	
4.2 Understanding the Needs and Expectations of Workers and Other Interested Parties		IMS Manual		• Develop and review Stakeholder matrix with Top Management • Include completed matrix in IMS Manual • Consult workers on their needs & expectations (implement through SHE reps) • Recommend Management Review to be performed and this to be addressed / reviewed as input		• Top Management • Heads of department		WEEK 1		WEEK 2		WEEK 3		WEEK 8	
4.3 Determining the Scope of the IMS		IMS Manual		determine the boundaries and applicability of the quality management system to establish its scope. When determining this scope, the organization shall consider: a) the external and internal issues referred to in 4.1; b) the requirements of relevant interested parties referred to in 4.2; c) the products and services of the organization.		• Top Management • Heads of department		WEEK 1		WEEK 2		WEEK 3		WEEK 8	
4.4 IMS and its processes		Processes and process flows for organizational and operational processes (incl. HR, Admin, Finance, Sales / Tender, OHS, Env, Ops, Procurement, etc.) with relevant Management Reps per processes Determine inputs, outputs, resources, monitoring measuring controls, etc. and interaction of these processes.		Determine inputs, outputs, resources, monitoring measuring controls, etc. and interaction of these processes.				WEEK 2		WEEK 3		WEEK 4		WEEK 8	
5 LEADERSHIP															
5.1,1 General		Framework linked to clauses 4 & 9 Development of legal and other documented appointments, authorizations & delegations Determination of proposed visible felt leadership interventions and present to top management for approval		Framework linked to clauses 4 & 9 Framework linked to clauses 4 & 9 Assignment of legal and other documented appointments, authorizations & delegations Approval of proposed visible felt leadership interventions and commencement		Top Management									
5.1,2 Customer focus		a) customer and applicable statutory and regulatory requirements are determined, and integration actions are proposed b) the risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed; Compile legal registers and source other applicable compliance obligations		Review level of conformance with requirements & compliance obligations Partake in business risk assessment (IMS) - all departments		Management representatives									

Example of a typical implementation plan used form planning and tracking of milestones and implementation activities.

Stage 4: IMS Implementation Training for Selected Process Management Representatives

Pre-implementation training is essential for the successful deployment of an Energy Management System (EnMS). Training for all selected management representatives is a mandatory step to ensure effective system implementation. As part of our service packages, Sheqomspec (Pty) Ltd provides clients and their designated management representatives with comprehensive EnMS implementation training aligned with the requirements of ISO 50001:2018.

Training schedules and delivery platforms will be tailored to the client's needs, with a recommended minimum of 120 notional hours. Sessions can be conducted on-site at a client-provided venue or delivered via an online platform for flexibility and accessibility. This structured approach equips teams with the necessary knowledge to establish, maintain, and optimize an energy management system that drives efficiency and compliance.

Stage 5: IMS Development and Implementation

Stage 5 involves the actual implementation of the developed Energy Management System (EnMS) as outlined in the implementation programme. This phase includes rolling out the implementation plan established in Stage 4. The development and implementation of the EnMS will encompass the following key activities for each high-level clause of ISO 50001:

- **Design / Development / Framework creation**
- **Initiation**
- **Implementation**
- **Monitoring**

This stage will be conducted via online platforms such as Zoom or Microsoft Teams, as well as on-site sessions as required and determined by the implementation team. It will not be executed solely by Sheqomspec (Pty) Ltd but rather in full collaboration with the client, its top management, and key personnel, including selected management representatives identified in Stage 2.

The success of this phase will largely depend on the organization's commitment to effectively implementing the EnMS. The availability of critical resources—such as personnel, financial investment, and energy data—will significantly impact implementation performance and timelines. Stage 5 requires Sheqomspec (Pty) Ltd to engage actively with staff at all levels, providing the necessary guidance and support to achieve compliance while driving energy efficiency and sustainability.

Stage 6: Coordination of OHSMS Management Review with Top Management and Relevant Key Staff (Clause 9.3 of ISO 50001:2018)

The process of Management Review, as outlined in Clause 9.3 of the ISO 50001:2018 standard, requires top management to assess the suitability, adequacy, and effectiveness of the Energy Management System (EnMS) at planned intervals. This review provides leadership with a strategic opportunity to critically evaluate EnMS performance and ensure that it continues to be:

- **Suitable:** Does the energy management system align with the organization's structure, operations, culture, and business objectives?
- **Adequate:** Is the EnMS implemented appropriately to drive energy efficiency and compliance?
- **Effective:** Has the system achieved its intended outcomes, such as improved energy performance and cost savings?

The prescribed inputs and outputs of the Management Review will be executed in strict accordance with Clause 9.3 of the ISO 50001:2018 standard. Sheqomspec (Pty) Ltd will facilitate this process in collaboration with the client's top management and key personnel to ensure full compliance with the standard's requirements.

This phase of the service will take place on-site, with the client allocating one day for the review and two days for pre-meeting preparation sessions with the selected Management Representatives, guided by Sheqomspec (Pty) Ltd.

Key conclusions drawn at the end of the management review process should focus on:

- The continued suitability, adequacy, and effectiveness of the EnMS in achieving energy performance objectives.
- Opportunities for continual improvement in energy management.

- Any necessary modifications to the EnMS framework.
- Additional resources required for optimal system performance.
- Specific actions needed to enhance energy efficiency.
- Potential integrations of the EnMS with other business processes, such as environmental sustainability and operational resilience.
- Strategic implications for the organization's long-term energy goals.

Through this structured approach, organizations can ensure that their EnMS remains a powerful tool for achieving sustained energy efficiency and regulatory compliance.

4.8. Ergonomic Risk Assessment (In accordance with Regulation 6 of the Ergonomics Regulations, 2019)

Regulation 6 of South Africa's Ergonomics Regulations outlines the requirements for conducting ergonomics risk assessments in workplaces assessments in workplaces. It mandates employers to identify, analyze, evaluate, and prioritize ergonomic risks associated with workplace conditions, tasks, or systems. The regulation emphasizes the importance of assessing risks that may impair human well-being or overall system performance.

Employers are required to ensure that the risk assessment is conducted by a competent person who has the necessary knowledge, training, and experience in ergonomics. The assessment must consider factors such as workplace design, equipment, work processes, and the interaction between workers and their environment. The goal is to identify potential hazards and implement measures to mitigate or eliminate these risks.

Additionally, the regulation highlights the importance of documenting the findings of the risk assessment and maintaining records. Employers must also review and update the assessment periodically or whenever significant changes occur in the workplace. This ensures that ergonomic risks are continuously monitored and managed effectively.

At Sheqomspec, we are committed to enhancing workplace safety, efficiency, and overall well-being. In alignment with Regulation 6 of the South African Ergonomics Regulations, our approach will identify, evaluate, and mitigate ergonomic risks present in your operations, aligning with the highest industry standards.

Why Ergonomics Risk Assessments are crucial in workplaces:

Ergonomics risk assessments are essential to creating a workplace where employees can thrive. Addressing ergonomic risks helps prevent work-related musculoskeletal disorders (MSDs), improve worker productivity, reduce absenteeism, and enhance employee satisfaction. The assessment ensures that your organization adheres to South African ergonomic regulations, safeguarding both your employees and your business reputation. Proactively identifying ergonomic risks also helps avoid potential legal liabilities and fosters a culture of safety and care.

Why choose Sheqomspec?

As leaders in the compliance industry, we are confident that Sheqomspec's extensive expertise, comprehensive resources, and unwavering commitment position us as the ideal partner to assist our clients in achieving compliance with Regulation 6, while fostering a safer and more efficient work environment. Together, we can establish a robust foundation for workplace excellence and sustained success.

- **Expertise and Experience:** With years of experience in ergonomics and workplace assessments, Sheqomspec has a proven track record in identifying and addressing complex ergonomic challenges.
- **Tailored Solutions:** We understand that each organization is unique. Our approach is customized to meet the specific needs of every client, ensuring optimal results.
- **Commitment to Excellence:** Our team is dedicated to delivering high-quality service, ensuring compliance with regulations while promoting the health and safety of your workforce.
- **Collaborative Approach:** At Sheqomspec, we prioritize open communication and collaboration, working closely with your team to achieve shared goals.

Our approach to Ergonomic Risk Assessments:

Our ergonomics risk assessments involve systematically identifying and addressing potential ergonomic hazards in the workplace. The process begins with preparation and planning, where objectives are defined, and appropriate tools and methods are selected. Data is then collected through observations of work activities and employee interviews to identify risks such as awkward postures, repetitive motions, and heavy lifting. These risks are analyzed and prioritized based on their severity and frequency. Solutions are developed to mitigate the identified risks, which may include adjusting workstations, providing ergonomic tools, or redesigning tasks.

Finally, the Ergonomics risk assessment, as the final work product is produced in terms of Regulation 6 of the Ergonomic Regulations, and will include:

- a complete hazard identification.
- the identification of all people who may be affected by the ergonomic risks.
- how employees may be affected by the ergonomic risks.
- the analysis and evaluation of the ergonomic risks.
- the prioritization of ergonomic risks.
- A final ergonomics risk assessment spreadsheet
- A final ergonomics report

The following figures illustrate examples of the final work product upon completion of the assessment:

(please turn over)

FIGURE 1: EXAMPLE OF ERGONOMICS RISK ASSESSMENT SPREADSHEET

ERGONOMICS HAZARD IDENTIFICATION & RISK ASSESSMENT												
ORGANIZATION: MACHINE SHOP			DATE CONDUCTED: 2024/02/07			REVISION NUMBER: 01/2024			NEXT REVISION DUE: 01/2024			
AREA / ACTIVITY ASSESSED: MACHINE SHOP			RISK ASSESSOR: VICKY LANDMAN			ASSESSMENT METHOD/S: Physical inspection, task observations, interview						
Area / Task / Activity	Ergonomic Hazard	Persons that may be affected	Risk Factor Type	Nature of effect on persons	Raw Risk Rating			Existing controls	Residual Risk Rating			Recommended further controls
					Likelihood	Consequence	Total		Likelihood	Consequence	Total	
Conducting measurements and fittings from work bench	Lifting heavy items onto work bench	CNC Operators & Programmers	Task / Activity Related Physical Risk Factors	Pinch / nip points when picking up heavy material from ground level as a result of poor grip. Falling items	5	4	20	Current work bench height of 90cm	2	3	6	Display of manual lifting awareness posters
Conducting measurements and fittings from work bench	Slippery parts or awkward grip when handling steel components manually	CNC Operators & Programmers	Task / Activity Related Physical Risk Factors	Muscular discomfort or fatigue, strain or sprain	4	3	12	Work bench height 90cm which is adequate for precision to light work activities. Machine trolleys provided at each lathe at a height of 100 cm which is adequate for precision work	2	2	4	Provide awareness and guidelines to employees on how to access loads for manual lifting. Address matters related to weight of the load, size, shape, grip and slippery surfaces.
Conducting measurements and fittings from work bench	Working in awkward postures		Task / Activity Related Physical Risk Factors		4	3	12		2	2	4	Continue with existing control

Columns arranged in accordance with Reg. 6

Raw & residual risks built in

Photographic illustrations where required.

Spreadsheets arranged in accordance with operational processes.

FIGURE 2: EXAMPLE OF FINAL ERGONOMICS RISK ASSESSMENT REPORT CONTENTS

 ERGONOMIC RISK ASSESSMENT REPORT Document Reviewed: July 2024	No. SHEQ-09-F2-R1 Authorized By: V Landman
Page Number: 1 of 73	
Contents	
1. INTRODUCTION..... 2 2. PURPOSE OF ASSESSMENT 2 3. STANDARD USED / STATUTORY REQUIREMENTS 2 4. METHOD USED..... 2 5. RESULTS..... 4	
5.1. Material Receiving..... 4	
5.2. Saw Bay..... 7	
5.3. Saw Bay..... 18	
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5.6. Paint Shop..... 47	
5.7. Assembly Hall..... 51	
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Conducting ergonomics risk assessment is a vital step in fostering a safer, more productive, and compliant workplace. By proactively identifying and addressing ergonomic risks, organizations can prevent workplace injuries, improve employee well-being, and enhance operational efficiency. Sheqomspec is uniquely positioned to deliver exceptional value in this regard, offering expertise, precision, and a tailored approach to meet the specific needs of any organization. Entrusting Sheqomspec with this assessment ensures not only regulatory compliance but also a strong commitment to employee care and sustainable business practices. Together, we can create a healthier and more ergonomic work environment.

4.9. Food Safety Management Services

At Sheqomspec (Pty) Ltd, we are proud to expand our service offering to include comprehensive food safety solutions, helping businesses develop and implement robust Food Safety Management Systems (FSMS). Ensuring compliance with food safety regulations is essential to safeguarding public health, maintaining operational integrity, and achieving industry certifications.

Our expert team provides hands-on guidance to help food businesses streamline their operations, enhance process control, and proactively identify risks—ensuring compliance while building a strong foundation for safe and efficient food production.

We assist companies in the implementation and alignment of food safety requirements with key legislation and regulatory frameworks, including:

- Regulation 638 of 2018 (General Hygiene Requirements for Food Premises and Transport of Food)
- Municipal By-Laws governing food safety and hygiene standards
- Foodstuffs, Cosmetics, and Disinfectants Act 54 of 1972
- Meat Safety Act 40 of 2000
- Agricultural Product Standards Act 119 of 1990
- Other relevant national and industry-specific food safety legislation

Beyond regulatory compliance, our services also incorporate Good Manufacturing Practices (GMP) Standards and internationally recognized food safety certifications, including:

- SANS 10049 (Guidelines for Good Manufacturing Practices)
- ISO 22002-1 (Prerequisite Programs on Food Safety)
- HACCP Certification (SANS 10330:2020) (Hazard Analysis and Critical Control Points)
- ISO 22000:2018 (Food Safety Management Systems)

Our expert team provides hands-on guidance to help food businesses streamline their operations, enhance process control, and proactively identify risks—ensuring compliance while building a strong foundation for safe and efficient food production.

By partnering with Sheqomspec, companies gain tailored support in implementing structured food safety protocols, mitigating risks, and meeting industry best practices. Whether your organization requires regulatory gap analysis, FSMS development, internal audits, or certification support, we are committed to strengthening food safety within your operations.



5. CONCLUSION

Thank you for taking the time to review our general service proposal. We trust that it provides you with sufficient details on the consulting services we offer. Please note that this proposal highlights some of our major consulting services, but we also

provide a wide range of smaller services. We encourage clients to reach out to us with their ideas and concepts, as we are likely able to assist with their specific needs.

<end of proposal>