BLUERISK LKD

Shutdown and Site-Entry Document Checklist

What contractors usually need ready before starting a shutdown or entering a mine.

Delays at the gate cost contractors time and money. Use this checklist to get your company and your people ready before a shutdown or site entry. Tick each box as you go. Always follow the client's own list first, because requirements differ between sites.

1. Company documents

Check the client's own list first. Requirements differ between mines, power stations and other sites.

- [ ] Company registration documents and directors' details
- [ ] Letter of good standing from the Compensation Fund (COIDA), if you have employees
- [ ] Insurance cover required by the client
- [ ] Signed OHS policy from top management
- [ ] Appointment letters signed, dated and accepted (where applicable to your work)
- [ ] Approved Safety File, or confirmation that it has been accepted by the client

2. Documents for each person going on site

- [ ] Copy of ID or passport, and any other proof of identity the site asks for
- [ ] Valid medical certificate of fitness for the work and the site conditions
- [ ] Induction record or proof of the client's site induction, where required
- [ ] Training certificates that match the tasks (for example, work at heights, confined space, rigging, first aid)
- [ ] Proof of appointment for people with legal duties (for example, supervisors and first aiders)
- [ ] Any extra checks the site asks for, such as police clearance or driver authorisation

3. Work and safety documents

- [ ] Method statement for the work, in the order it will be done
- [ ] Risk assessment that matches the scope and the site
- [ ] Emergency plan, first aid arrangements and emergency contacts
- [ ] Permit and isolation requirements agreed with the client
- [ ] Plan for working with other contractors on the same site
- [ ] Environmental or quality documents, if the client asks for them

4. Plant, tools and equipment

- [ ] List of plant, tools and equipment going on site
- [ ] Inspection and test records (for example, lifting equipment, ladders, electrical tools and fire extinguishers)
- [ ] Operator licences or authorisations for plant and vehicles
- [ ] Registration and roadworthiness documents for vehicles
- [ ] Chemicals and hazardous substances with their safety data sheets
- [ ] Records that the equipment is in safe working order and that your people have been trained to use it

5. Before the shutdown or entry date

- [ ] Check the dates on every certificate, and renew anything that expires before the work ends
- [ ] Send documents for approval early. Clearing people for site can take days or weeks
- [ ] Confirm the access, permit and gate procedure with the client
- [ ] Brief your team on site rules, the emergency plan and their duties
- [ ] Keep a spare copy of all documents on site and in the cloud

6. Final checks before you submit

- [ ] Every document is complete, signed where required and still valid
- [ ] Names and ID numbers match the documents on every page
- [ ] Files are named and ordered the way the client asks
- [ ] Someone other than the author has checked the pack
- [ ] You have confirmation that the client received it

> **Please note:** This checklist is a general guide, not legal advice. Each client and site has its own requirements, and the client's instructions always come first. Having your documents ready supports site entry, but it does not replace your own duty to manage safety on site.

Need help getting ready for a shutdown?

We have nearly 20 years of experience with mines, Eskom shutdowns and tender submissions. We compile Safety Files and the documents clients ask for, and we work with you personally from the first request to the finished pack.

Every mine and power station has its own entry requirements. Send us your client's list and we will check your documents against it.

Request your quotation: www.blueriskIkd.co.za/safety-files/