

TECHNICAL ACCREDITATION GUIDELINE

This document is aimed at providing the minimum requirements and guidelines in preparation for technical/business accreditation.

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Abbreviations and definitions

Abbreviations

ABBREVIATION	EXPLANATION
B-BBEE	Broad-Based Black Economic Empowerment
GRP	Governance, Reporting and Projects
OEM	Original Equipment Manufacturer
OME	Operating Model Entity
OSP	Original Service Provider
PPE	Protective Personal Equipment
SC	Supply Chain
SHE	Safety, Health and Environment
SME	Subject Matter Expert
SOF	Supplier Optimisation Forum
SPAAF	Service Provider Assessment Adjudication Forum
SPSM	Service Provider Safety Management

Definitions

Supplier/Service Provider	A business entity which could in future or already does supply goods and/or on-site services to the buyer. For the purpose of this procedure, the term 'supplier' shall also refer to the service provider.
Accreditation Database	An internal database developed for the capturing of supplier accreditation information i.e. vendor number, legal entity name, requested by, OME, scope of work, type of accreditation, request type, name of accreditation specialist, safety assessment required, completion date, assessment outcome, feedback letter, SOF date and comments.
Safety Assessment	Standardised process of evaluating compliance of suppliers to the applicable SHE legislation and the buyer's SHE requirements.
Technical Accreditation	Standardised process of evaluating the technical capability and capacity of selected suppliers to render the specified services and/or supply goods.
Specialist/Advisor: Contracting or Buyer	The person responsible for procuring goods and/or services on behalf of the buyer through the appropriate and approved Supply Chain Management business processes.
Specialist: Supplier Accreditation	The person tasked with leading all technical accreditation and/or safety assessments.
The Buyer	The company issuing the tender invitation and who is requesting the technical accreditation.

A woman with voluminous, dark curly hair is looking down at a tablet computer she is holding. She is wearing a dark, long-sleeved top. The background is a modern office interior with glass walls and ceiling lights. The overall lighting is warm and professional.

Introduction

As the world becomes more competitive, proper accreditation will give your entity a mark of professionalism and it will demonstrate to external stakeholders that your entity delivers on quality and competence.

It is important to comply with relevant industry standards, national and/or international legislation and standards applicable to the supply of goods or service offered by your entity. Technical/business accreditation is conducted using standard pre-determined protocols. The recommendation on the ability of your entity to comply with the buyer's specific requirements is presented to the relevant stakeholder forums (SOF/SPAAF). This enables the relevant stakeholders to make an informed decision before engaging or extending business relationships with your entity.

Being awarded technical/business accredited status, represents formal recognition that quality, knowledge and professionalism have been assessed according to specific criteria as being worthy of excellence.

This guideline is intended to provide information about accreditation procedures and the minimum requirements you need in preparation for technical/business accreditation. Each section of this guideline will give you important questions and points to consider, provide valuable information and user friendly templates.



Section 1

Basic company info

- 1.1 Organisation and Human Resources
- 1.2 Employee list
- 1.3 Organogram
- 1.4 Grievance procedure
- 1.5 Strike management and contingency plan
- 1.6 Succession plan
- 1.7 Public liability insurance
- 1.8 Trade references

1. Basic company info

Verification accreditation protocol

Verification Accreditation Protocol requires that you supply information regarding your entity in order that your entity's basic company information can be verified according to verification accreditation protocols.

1.1 Organisation and Human Resources

Important questions to ask in preparation for technical business accreditation

- What is your entity's core business?
- What percentage of your entity's business is/would be buyer-related?
- Has your entity experienced any cases relating to unfair labour practices, and if so, what is the process that is being followed to address the matter?
- Has your entity ever experienced any industrial action, and if so, what contingencies do you have in place?
- Does your entity have a formal succession plan for key personnel?
- Does your entity make use of hired labour, and if so, for what part of your business?
- Does your entity have public liability insurance coverage, and if so, to what extent?
- Does your entity have trade references, and if so, will the buyer have the opportunity to consult with the trade references submitted?
- Does your entity have objectives on how to contain costs (price containment) within applicable market indices, and if so, how is escalation on contract adjusted?

1.2 Employee list

An employee list is a complete list of all your entity's employees, including all their applicable details.

[Refer to the Appendices for a user-friendly template.](#)

1.3 Organogram

An organisational chart, or organogram, is a diagram that shows how an organisation is structured, and how the positions in the organisation are related to each other.

[Refer to the Appendices for a user-friendly template.](#)

1.4 Grievance procedure

The purpose of the grievance procedure is to allow an employee or employees to bring to the attention of management of the company any dissatisfaction or feeling of injustice which may exist in respect of the workplace. The grievance procedure is also intended to empower employees with the opportunity and procedure to be able to raise issues of dissatisfaction with the employer. The grievance will not be resolved until the employee indicates such. Time limits should be established for each of the steps within the procedure.

[Refer to the Appendices for a user-friendly template.](#)

1.5 Strike management and contingency plan

Strike contingency planning is the process of developing an operational strategy and comprehensive business continuity plan to continue operations in the event of a labour dispute. Industrial action or a strike is defined as the partial or complete refusal to work, unauthorised work stoppage, retardation or obstruction of work by more than one employee, inclusive of overtime whether voluntary or compulsory.

The objective of the strike management and contingency plan is to ensure that managers and site agents can identify industrial action when it occurs. It will also ensure that protected strike action is treated differently to that of unprotected strike action. The policy will give management guidelines to follow to ensure that the correct procedure is followed when dealing with industrial action and to ensure that employees return to work as soon as possible.

[Refer to the Appendices for a user-friendly template.](#)

1.6 Succession plan

Succession planning is a process for identifying and developing employees to fill the responsibilities of roles within your company. It provides a safety net for the company as well as great benefits for your employees.

[Refer to the Appendices for a user-friendly template.](#)

1.7 Public liability insurance

This is the most common type of insurance taken out by small businesses, but with a range of cover options available. It is just as well-suited to larger firms.

1.8 Trade references

Trade references allow the buyer to find out if you're a reliable supplier before they offer you the contract. These trade references should come from someone you have done business with before.

[Refer to the Appendices for a user-friendly template.](#)



Section 2

Finance

- 2.1 Financial statements
- 2.2 Income statement
- 2.3 Balance sheet

2. Finance

Finance is the foundation of a business. It is responsible for allocating resources, reviewing opportunities for equity and debt financing, creating economic forecasts and other functions within your entity.

Important points to consider in preparation for technical business accreditation

- Cash
- Total current liabilities
- Current assets
- Inventory
- **Cash ratio:** A measure of the amount of cash available to offset current debt (cash divided by current liabilities). A ratio below 0.5 means that the entity is having cash flow problems possibly because of significant backlog in accounts receivable.
- **Quick ratio:** A quick ratio is a measure of the amount of liquid assets available to offset current debt ((current assets minus inventory) divided by current liabilities). A healthy enterprise will always keep this ratio at 1 or higher.
- **Current ratio:** The current ratio is a measure of how much liquidity a company has (current assets divided by current liabilities). A ratio of 1.5 or higher is a comfortable situation for most enterprises.

2.1 Financial statements

This is a formal record of the financial activities and position of a business, person or other entity. Relevant financial information is presented in a structured manner and in a form that is easy to understand.

2.2 Income statement

The income statement in the Appendices has been designed to include formulas for the calculation of your net profit (loss) as well as the comparison of your actual performance compared to your budgets. The yellow-shaded areas contain formulas so do not enter information in these fields. You can adapt this income statement to suit your business requirements.

[Refer to the Appendices for a user-friendly template.](#)

2.3 Balance sheet

All the information contained in the balance sheet must balance with your support documents and the total assets must balance with the total liabilities and shareholders equity. The yellow-shaded areas contain formulas so do not enter information in these fields.

[Refer to the Appendices for a user-friendly template.](#)



Section 3

Procurement, materials and inventory management

- 3.1 Approved suppliers list
- 3.2 Stock issue sheet
- 3.3 Goods in transit insurance

3. Procurement, materials and inventory management

Procurement, materials and inventory management refers to the way your entity manages the stock, goods, materials and suppliers involved in your daily business, as detailed below.

Important questions to ask in preparation for technical business accreditation

- Do you have an approved suppliers list?
- What is the value of stock kept at any given time?
- What is the stock turn?
- Describe your first and second tier supply chain processes?
- What insurance cover does your entity have in terms of goods/equipment in transit? Relevant to industry?

3.1 Approved suppliers list

Approved suppliers lists are maintained lists that associate the items and services you buy with the companies who supply them, either formally or informally.

[Refer to the Appendices for a user-friendly template.](#)

3.2 Stock issue sheet

Your opening stock is equal to the quantity you closed off with the previous day so the information can be brought across from the previous day's sheet. Stock receipts or purchases must be recorded on the sheet as well as all stock you issue. The spreadsheet then calculates your theoretical stock value.

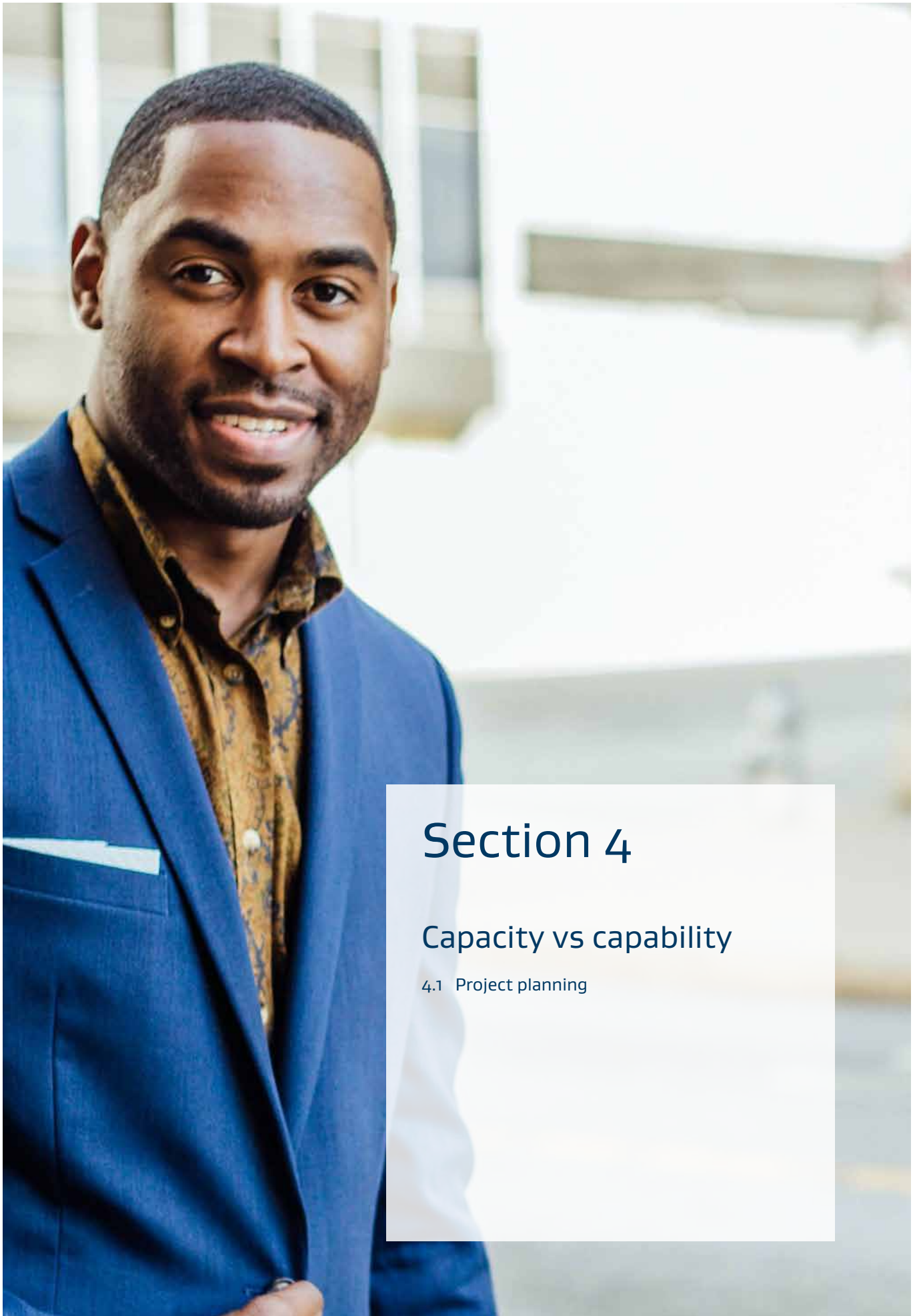
If you now count your stock at the end of the day and enter the count in the 'Actual stock' column then the system will calculate the difference between the theoretical stock and the actual stock and provide you with the variance.

You can then investigate the variance, sort out any discrepancies or provide a reason for the variance.

[Refer to the Appendices for a user-friendly template.](#)

3.3 Goods in transit insurance

This is vital if you are a courier, furniture remover or haulier but you can also take it out if you need to cover your own goods, for example, if you are moving an item and you want to insure it.



Section 4

Capacity vs capability

4.1 Project planning

4. Capacity vs capability

It is important for an organisation to be aware of its competence. Capacity is the ability that exists in your business at present whilst capability refers to the higher level of ability that could be demonstrated under the right conditions.

Important questions to ask in preparation for technical business accreditation

- What is your entity's supply and/or service rendering capability in terms of:
 - Personnel?
 - % operating capacity? (Resources include human resources and specialised skills, organisational infrastructure, technology and financial resources and equipment)
- What planning system do you utilise to ensure perfect order fulfilment?
- How do you plan the service being rendered in order to deliver on time, and are non-conformances to the system measured?
- What insurance cover does your entity have in terms of goods/equipment in transit?
- How is material and/or equipment secured for delivery to prevent damage during transportation?

4.1 Project planning

Project planning is a discipline for stating how to complete a project within a certain timeframe, usually with defined stages and designated resources. One view of project planning divides the activity into: setting objectives (these should be measurable), identifying deliverables and planning the schedule.

[Refer to the Appendices for a user-friendly template.](#)



Section 5

Quality management and related issues

- 5.1 Quality policy
- 5.2 Non-conformance procedure
- 5.3 Non-conformance register
- 5.4 Non-conformance report

5. Quality management and related issues

Quality management ensures increased revenues and higher productivity for the organisation. Implementing quality management procedures ensures better business, increased cash flow, satisfied employees and a healthy workplace. These factors help differentiate a business from its competitors.

Important questions to ask in preparation for technical business accreditation

- Does your entity have a formally approved quality policy?
- Does your entity have records of customer complaints?
- Does your entity have a non-conformance system?
- How does your entity handle preventive and corrective actions and how is this monitored?
- How are non-conformances/reworks identified and addressed?
- How does your entity manage your scrap rate?
- How are warranty claims analysed?
- How is feedback given to a client on a warranty claim?
- Is the system used by all the relevant persons in your organisation?
- Are procedures and policies updated once a non-conformance has been closed in order to prevent the re-occurrence of the non-conformance?

5.1 Quality policy

A quality policy is a document developed by management to express the directive of top management with respect to quality. It is a brief statement that aligns with your organisation's purpose and strategic direction, provides a framework for quality objectives and includes a commitment to meet applicable requirements (ISO 9001, customer, statutory and/or regulatory) as well as to continually improve.

[Refer to the Appendices for a user-friendly template.](#)

5.2 Non-conformance procedure

A non-conformance means that something went wrong – a problem has occurred and needs to be addressed. Non-conformances are addressed with corrective actions. You may find a non-conformance in a service, a product, a process, from a supplier or in the system itself.

[Refer to the Appendices for a user-friendly template.](#)

5.3 Non-conformance register

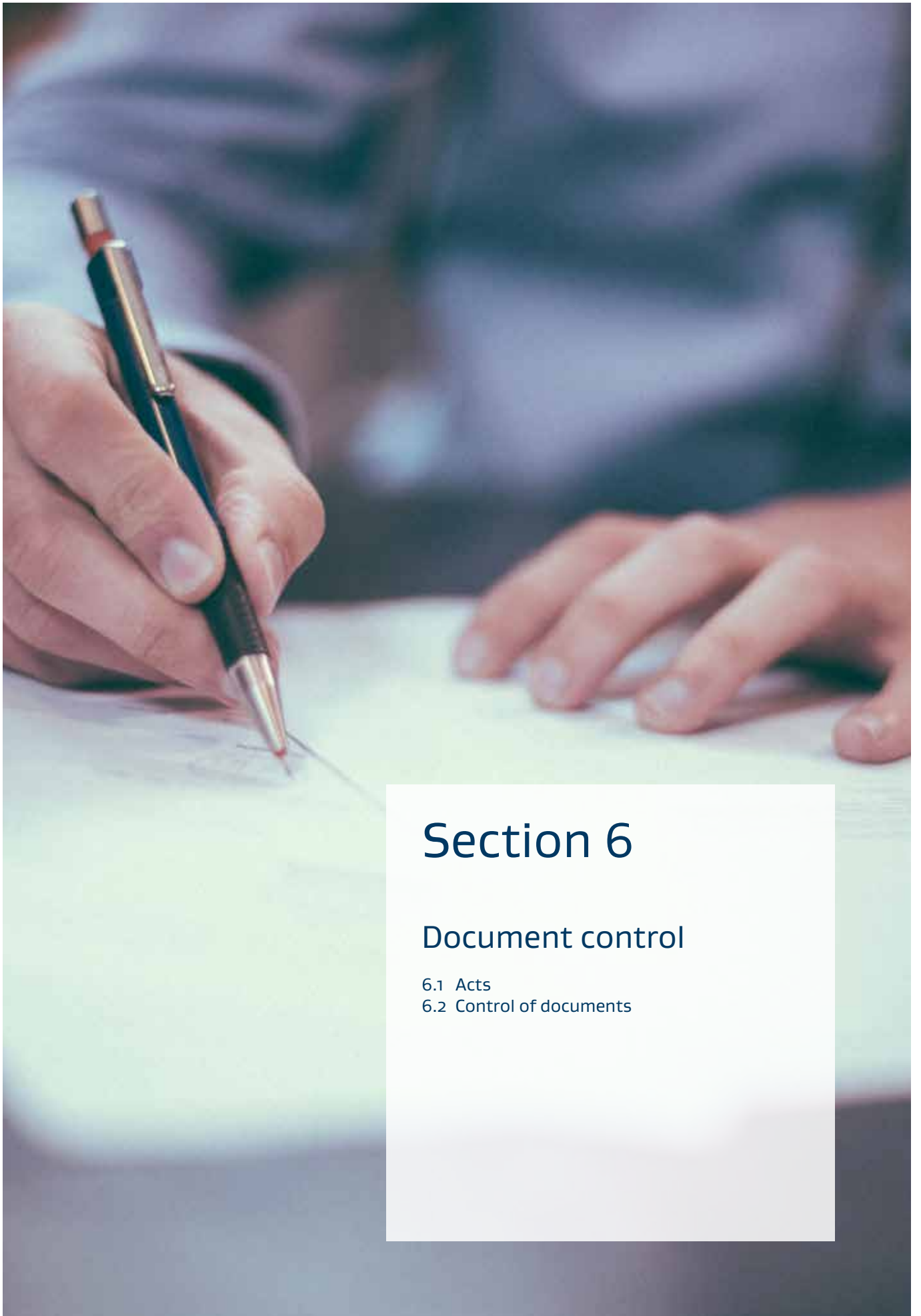
A non-conformance register is a document that keeps a register of all occurrences of non-conformance within your entity.

[Refer to the Appendices for a user-friendly template.](#)

5.4 Non-conformance report

A non-conformance report documents the details of a non-conformance identified in a quality audit or other process review. The objective of the report is to make an unambiguous, defensible, clear and concise definition of the problem so that corrective action can and will be initiated by management.

[Refer to the Appendices for a user-friendly template.](#)



Section 6

Document control

6.1 Acts

6.2 Control of documents

6. Document control

Document control is a document management profession whose purpose is to enforce controlled processes and practices for the creation, review, modification, issuance, distribution and accessibility of documents.

Important questions to ask in preparation for technical business accreditation

- Does your entity have a document control system?
- Are procedures/work instructions complied with by the workforce?
- Does your entity have copies of relevant Acts, Specifications and Standards as deemed necessary for your type of industry?
- Which and how are records kept and/or backups made, what is the frequency thereof and for how long are they kept?

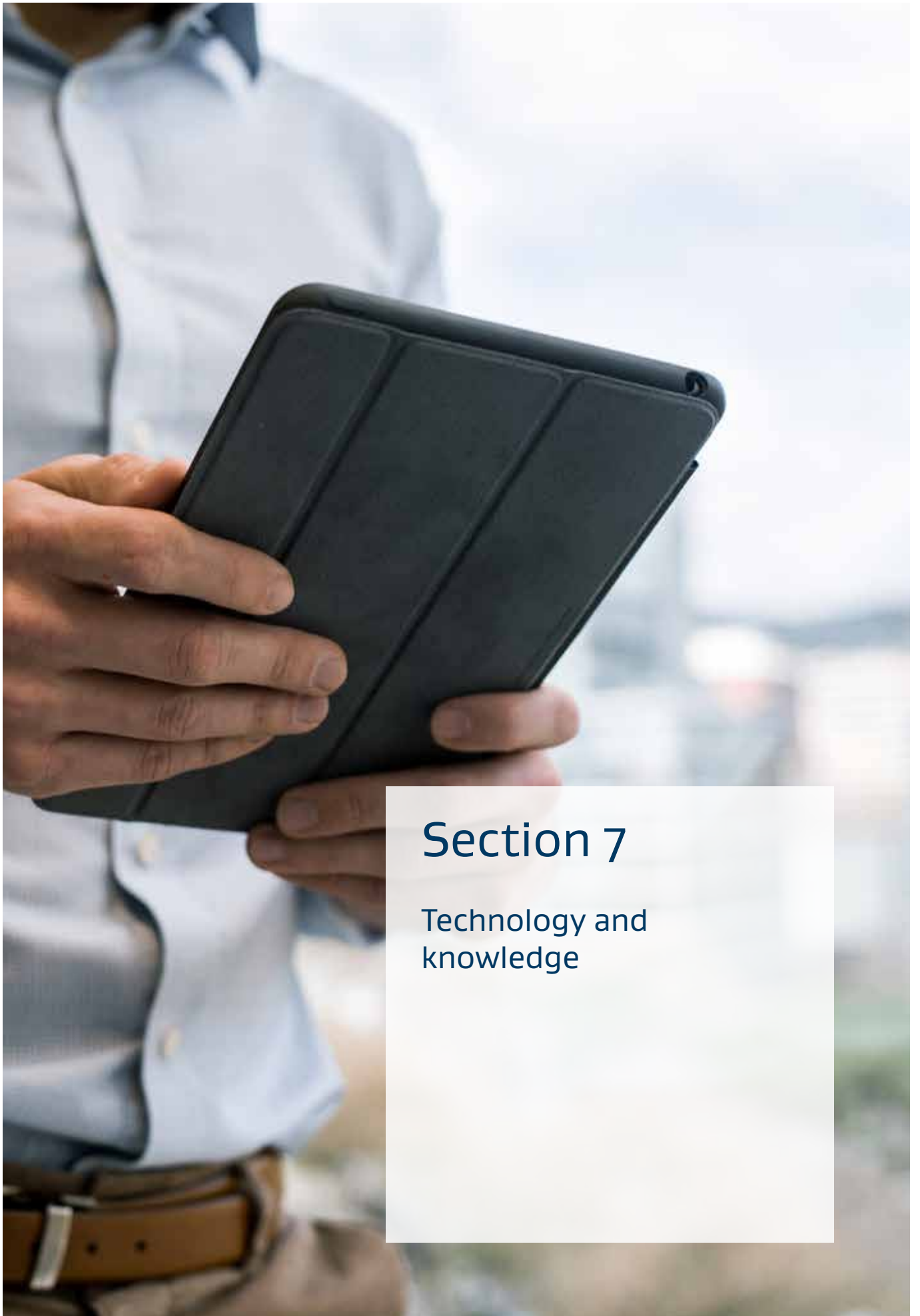
6.1 Acts

By understanding South African laws, you can better identify legal risks and protect your business. South Africa's Acts and Regulations will give you a framework for how to act and operate. Failing to comply with these acts and regulations can have serious consequences for your business.

- 6.1.1 Occupational Health and Safety Act
 - 6.1.2 Asbestos Regulations
 - 6.1.3 Certificate of Competency Regulations
 - 6.1.4 Construction Regulations
 - 6.1.5 Driving Regulations
 - 6.1.6 Driven Machinery Regulations
 - 6.1.7 Electrical Installation Regulations
 - 6.1.8 Electrical Machinery Regulations
 - 6.1.9 Environmental Regulation for Workplaces
 - 6.1.10 Explosive Regulations
 - 6.1.11 Facilities Regulations
 - 6.1.12 General Admin Regulations
 - 6.1.13 General Machinery Regulations
 - 6.1.14 General Safety Regulations
 - 6.1.15 Hazardous Biological Agents Regulations
 - 6.1.16 Hazardous Chemical Substance Regulations
 - 6.1.17 Lead Regulations
 - 6.1.18 Lift, Escalator & Passenger Conveyor Regulations
 - 6.1.19 Major Hazard Installation Regulations
 - 6.1.20 Noise-induced Hearing Loss Regulations
 - 6.1.21 Pressure Equipment Regulations
 - 6.1.22 Regulation of Hazardous Work by Children in South Africa
- [The above Acts and Regulations are available in the Appendices.](#)

6.2 Control of documents

Document control procedures specify how documents are managed in your entity and who is responsible for such management. [Refer to the Appendices for a user-friendly template.](#)



Section 7

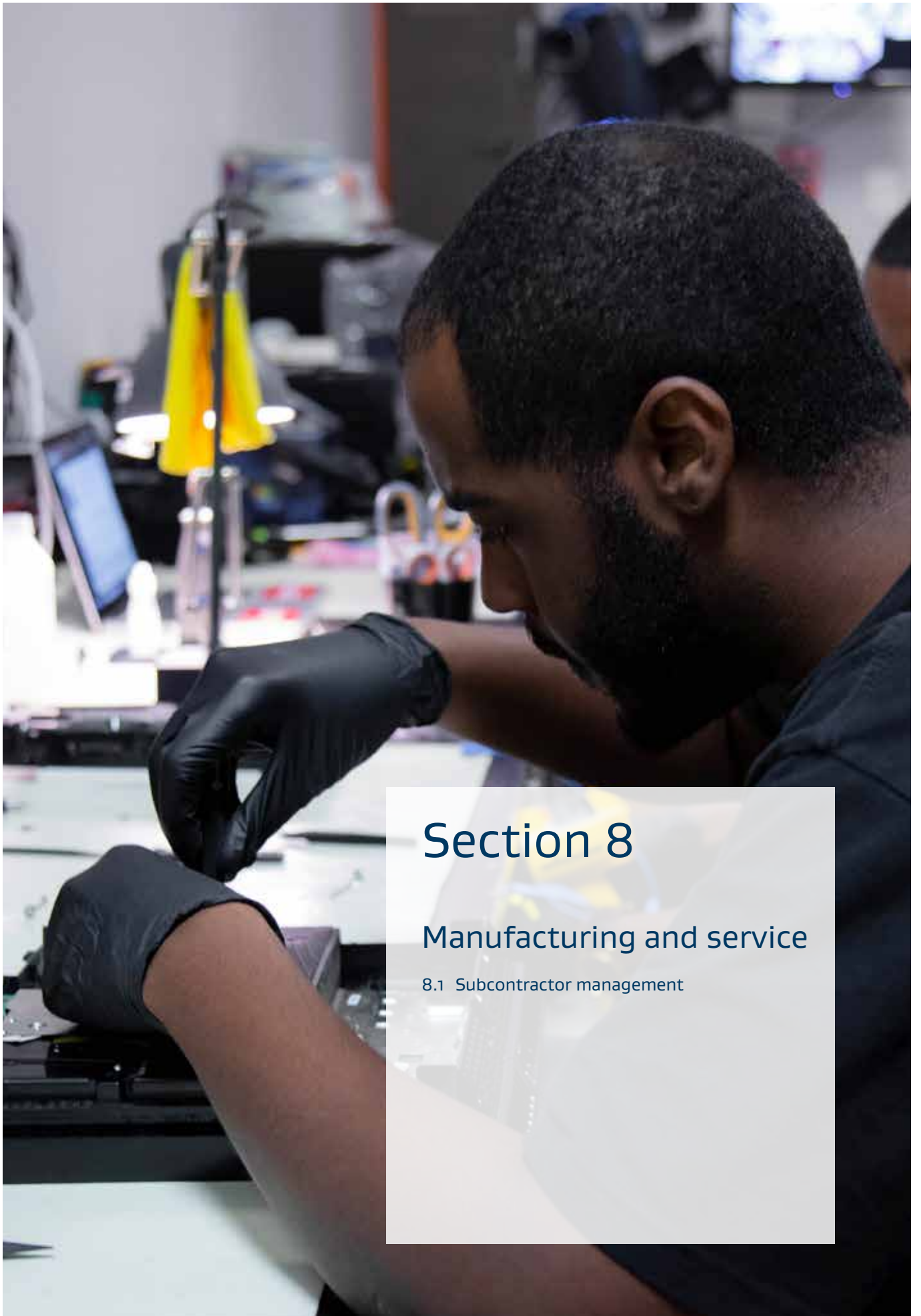
Technology and knowledge

7. Technology and knowledge

Technology allows your organisation to increase productivity and to be more efficient. It is important to have knowledge of the latest innovative technology solutions that will bring more success and revenue to your company. You can harness technology to accelerate learning and retention and build on-the-job skills.

Important questions to ask in preparation for technical business accreditation

- What technology does your entity have in-house which gives you a competitive advantage?
- What innovative technology does your entity have access to?
- How does your entity keep abreast of new and/or technology changes?
- If your entity is an appointed agent for an OEM, what support do you receive?
- Does your entity issue certification/warrantees for services rendered?



Section 8

Manufacturing and service

8.1 Subcontractor management

8. Manufacturing and service

It is important to provide evaluation instructions to ensure that your suppliers and subcontractors meet your entity's requirements for the supply of services and products. Service and manufacturing industries are highly interrelated, the manufacturing entities produce facilitating goods to supply to the service entities; and the service entities in turn provide important service inputs to the manufacturing entities.

Important questions to ask in preparation for technical business accreditation

- What type of manufacturing/service does your entity subcontract?
- Does your entity have a product/service identification and traceability system throughout the process?

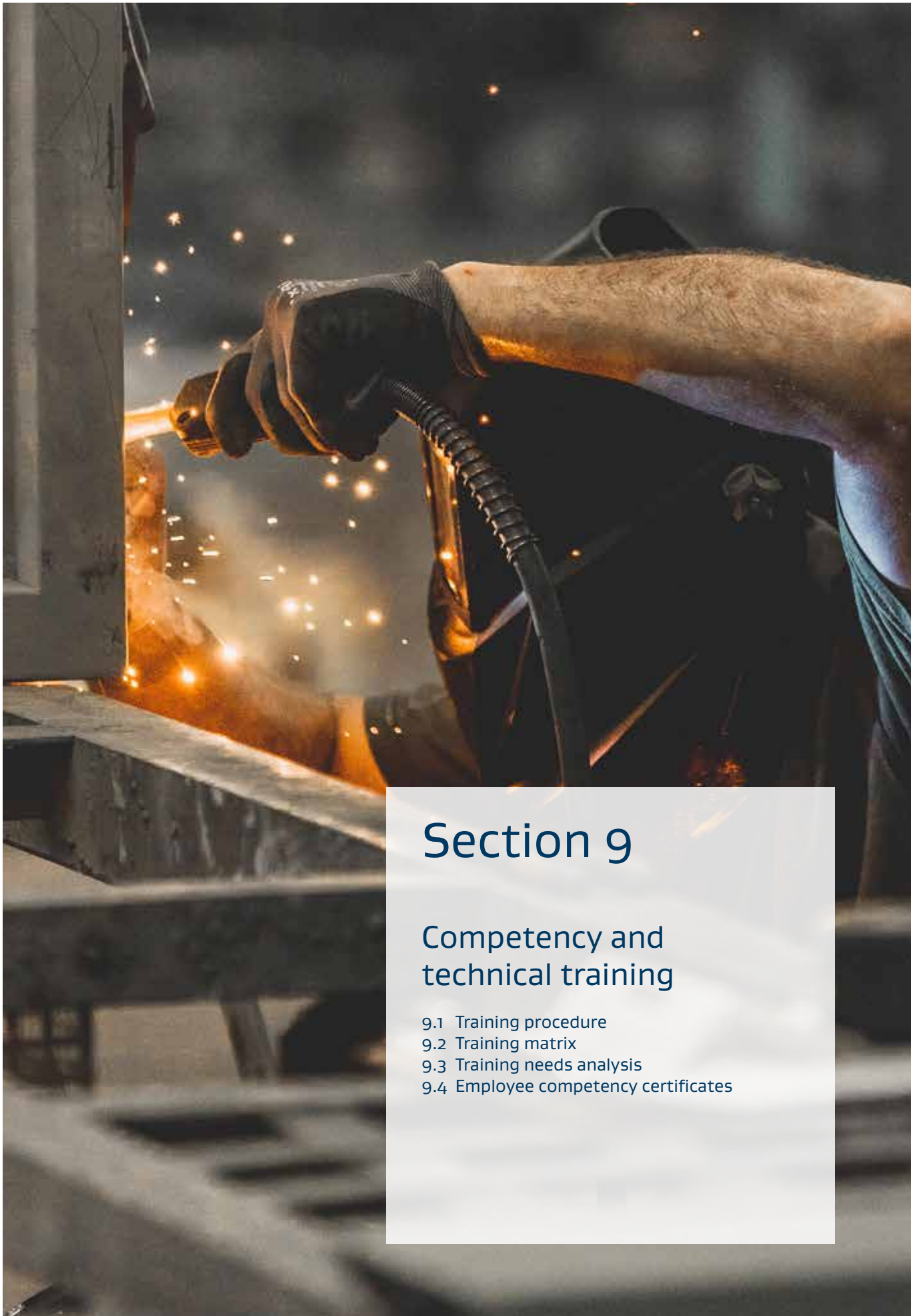
8.1 Subcontractor management

8.1.1 Control of subcontractors procedure

8.1.2 Section 37.2 agreement

8.1.3 Service provider/Supplier evaluation form

[Refer to the Appendices for user-friendly templates.](#)



Section 9

Competency and technical training

- 9.1 Training procedure
- 9.2 Training matrix
- 9.3 Training needs analysis
- 9.4 Employee competency certificates

9. Competency and technical training

This section refers to how your entity manages competency and technical training as it relates to your business. Mastering the technical competencies of a field and occupation is important for a worker to become a skilled employee.

Important questions to ask in preparation for technical business accreditation

- Does your entity have a formal training programme for your personnel?
- What are the competency levels of your personnel?
- How does your entity determine the competency levels of your personnel?

9.1 Training procedure

The training procedure consists of a series of steps that needs to be followed systematically to have an efficient training programme. Training is a systematic activity performed to modify the skills, attitudes and behaviour of an employee to perform a particular job. [Refer to the Appendices for a user-friendly template.](#)

9.2 Training matrix

A training matrix (or training chart as they are sometimes called) is a tool that can be used to track training and skill levels within an organisation. A training matrix has a variety of uses such as supporting gap analysis between required and actual knowledge levels and tracking competency levels.

[Refer to the Appendices for a user-friendly template.](#)

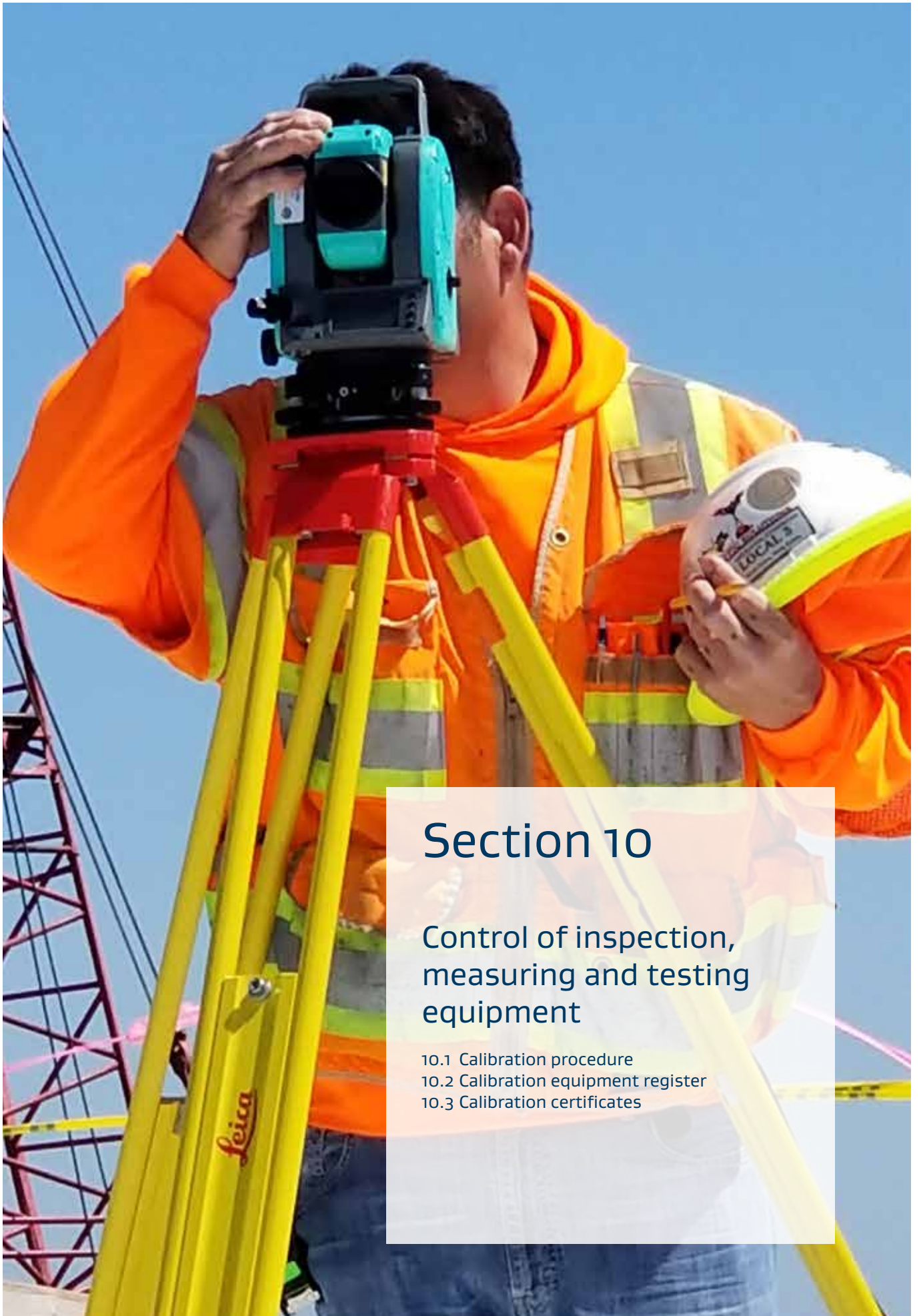
9.3 Training needs analysis

Training needs analysis is the process of identifying the training and development needs of employees and volunteers in an organisation. It helps in the process of identifying gaps between employee training needs and actual training performed.

[Refer to the Appendices for a user-friendly template.](#)

9.4 Employee competency certificate

Criteria can be based on knowledge, skills and/or behavioural competencies. They can also be used to help motivate employees as part of a recognition programme.



Section 10

Control of inspection, measuring and testing equipment

- 10.1 Calibration procedure
- 10.2 Calibration equipment register
- 10.3 Calibration certificates

10. Control of inspection, measuring and testing equipment

Each manufacturer shall ensure that all inspection, measuring and testing equipment, including mechanical, automated or electronic inspection and testing equipment, is suitable for its intended purposes and is capable of producing valid results.

Important questions to ask in preparation for technical business accreditation

- Does your entity have a list of identified equipment used for inspection, measuring and testing purposes?
- Does your entity have calibration procedures for specific equipment worked on?
- Does your entity have valid calibration certificates available for inspection, measuring and testing equipment?

10.1 Calibration procedure

Calibration is the process of configuring an instrument to provide a result for a sample within an acceptable range. Although the exact procedure may vary from product to product, the calibration process generally involves using the instrument to test samples of one or more known values called 'calibrators.'

[Refer to the Appendices for a user-friendly template.](#)

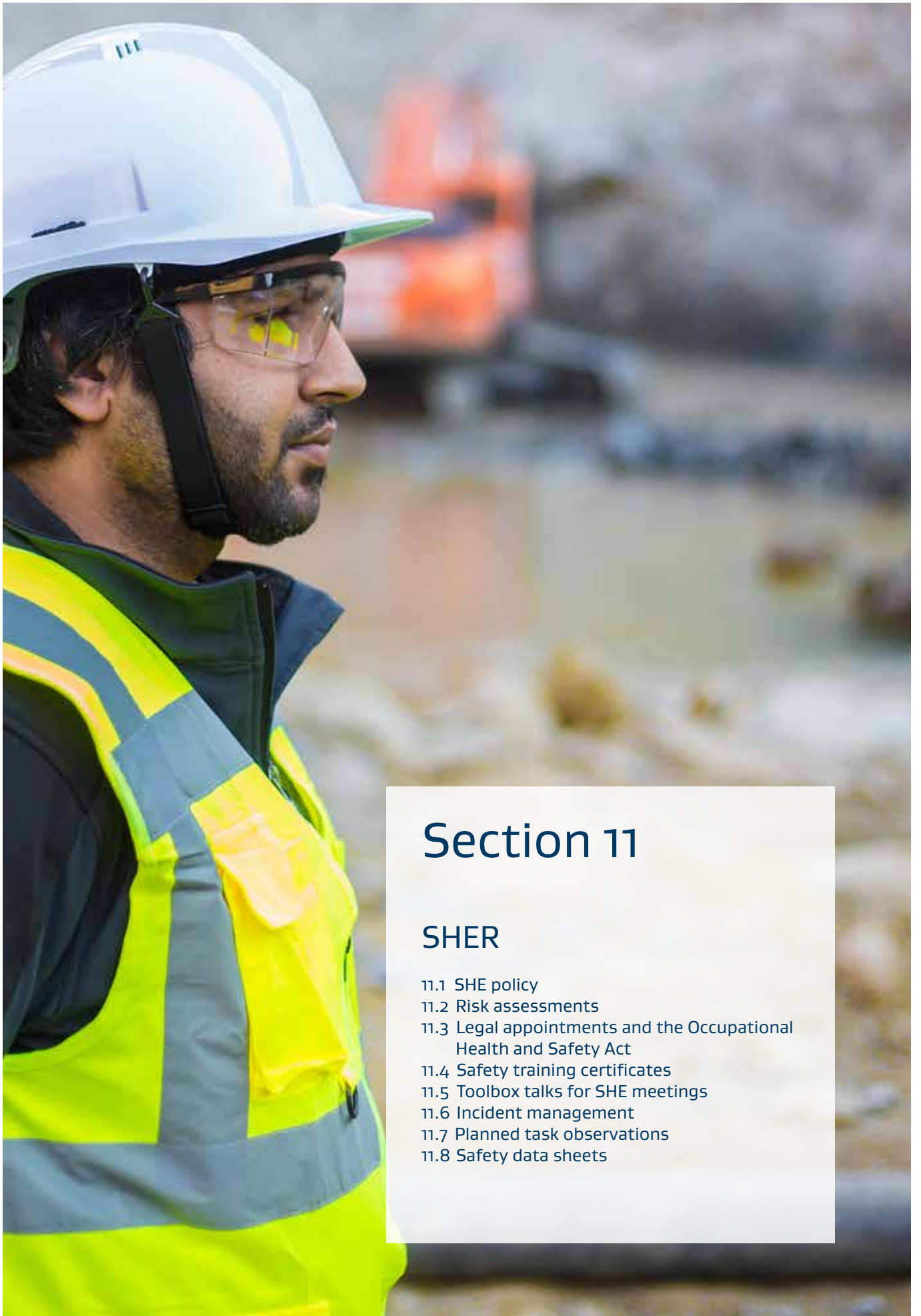
10.2 Calibration equipment register

This refers to a register kept by your entity of the calibration of equipment used by your entity as part of your daily business.

[Refer to the Appendices for a user-friendly template.](#)

10.3 Calibration certificates

The calibration certificate documents essential information about the instrument's condition and also provides details about out-of-tolerance conditions, special measurement conditions and more. Each certificate includes a serial number that associates one calibration with one instrument.



Section 11

SHER

- 11.1 SHE policy
- 11.2 Risk assessments
- 11.3 Legal appointments and the Occupational Health and Safety Act
- 11.4 Safety training certificates
- 11.5 Toolbox talks for SHE meetings
- 11.6 Incident management
- 11.7 Planned task observations
- 11.8 Safety data sheets

11. SHER

SHE refers to the way your entity addresses issues relating to Safety, Health, Environment and Risk (SHER) as detailed below.

Important questions to ask in preparation for technical business accreditation

- Does your entity have a formal SHE policy?
- Can proof be provided of task-specific/daily risk assessments?
- Does your entity have a legal appointment structure in terms of the OHS/Mines Act?
- Do the personnel of your entity undergo formal safety training?
- How are safety-related issues communicated to employees and sub-contractors?
- Does your entity have:
 - An incident-recording system?
 - A system to investigate injuries, incidents, etc.?
- How are job/task observations managed in your entity and is this scope-specific?
- What precautions have been implemented to prevent damage to the environment?

11.1 SHE policy

SHE policy refers to the policy your entity has in place regarding Safety, Health and Environmental (SHE) issues. [Refer to the Appendices for a user-friendly template.](#)

11.2 Risk assessments

Risk assessments refer to assessments undertaken by your entity in relation to risks your entity may face in the course of your daily business.

Pre-task risk assessment

The pre-task risk assessment must be completed daily. Each crew member involved with the task must sign the pre-task risk assessment. If deviation from known safe work practice/procedure occurs, work must be stopped. [Refer to the Appendices for a user-friendly template.](#)

11.3 Legal appointments and the Occupational Health and Safety Act

The general rule of law is that the person making the appointment must have the authority to make such appointment on behalf of the employer. The person authorised to make the appointment only transfers the duty and not the liability.

- 11.3.1 Assistance to CEO
- 11.3.2 Chief Executive Officer
- 11.3.3 Fire Fighting Equipment Inspector
- 11.3.4 First Aider General Safety Regulation 3(4)
- 11.3.5 Incident Investigator
- 11.3.6 Risk Assessor Construction Regulation 9(1)
- 11.3.7 SHE Representative
- 11.3.8 Supervisor
- 11.3.9 Vehicle Driver

[Refer to the Appendices for user-friendly templates of the above listed documents.](#)

11.4 Safety training certificates

Safety management systems are tailored to the individual organisation and their requirements, ensuring that the system is as relevant and effective as possible. Safety management systems certification has become an important compliance issue for many organisations, with specific certifications becoming major requirements for many contracts and tenders.

11.5 Toolbox talks for SHE meetings

A toolbox talk is an informal group discussion that focuses on a particular safety issue. These tools can be used daily to promote your department's safety culture. Toolbox talks are also intended to facilitate health and safety discussions on the jobsite.

[Refer to the Appendices for a user-friendly template.](#)

11.6 Incident management

Incident management is the process or set of activities used to identify, understand and then rectify any incident in operational business.

11.6.1 Annexure 1

11.6.2 Incident Investigation Report

11.6.3 Incident Register

11.6.4 Incident Statistics

11.6.5 Incident Non-conformances

[Refer to the Appendices for user-friendly templates of the above listed documents.](#)

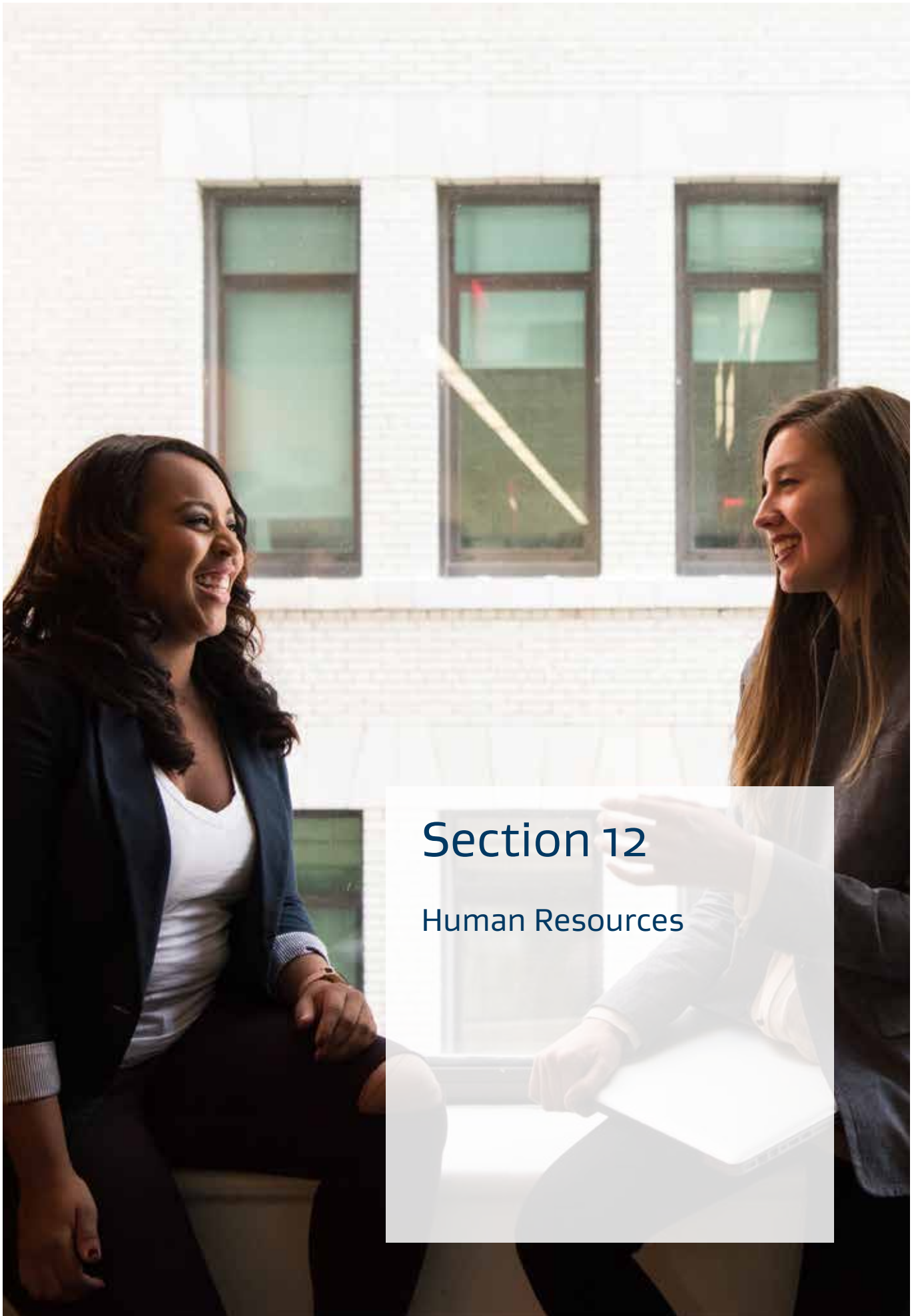
11.7 Planned task observations

Planned task observations refer to a process whereby your entity ensures that your employees are performing all aspects of a specific task in the correct way.

[Refer to the Appendices for a user-friendly template.](#)

11.8 Safety data sheets

A safety data sheet is a document that lists information relating to occupational safety and health for the use of various substances and products.



Section 12

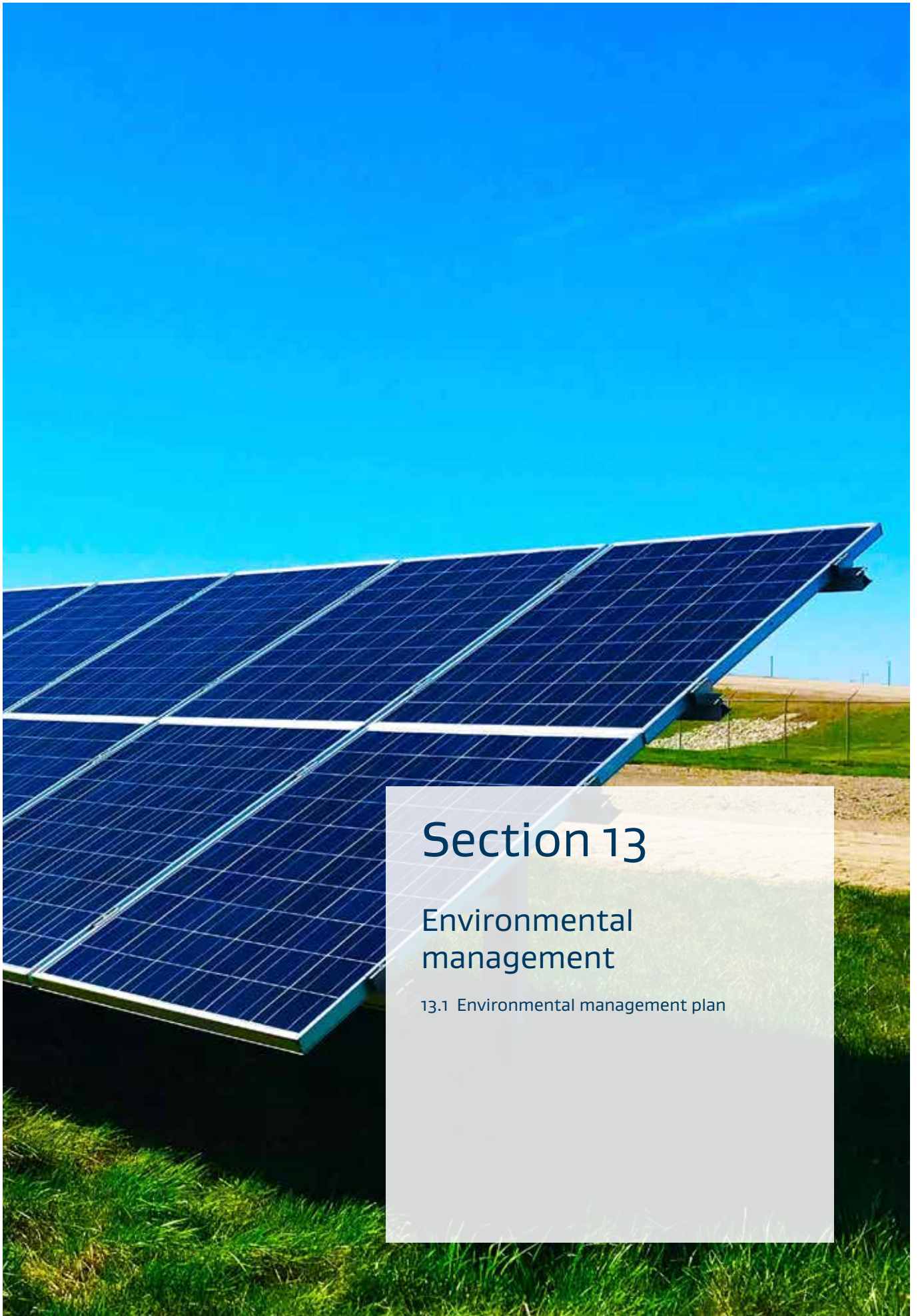
Human Resources

12. Human Resources

The human resources department (HR department) of an organisation oversees various aspects of employment, such as complying with labour law and employment standards, administering employee benefits, organising employee files with the required documents for future reference, managing training and overseeing all aspects of the workforce of a business.

Important questions to ask in preparation for technical business accreditation

- What is your entity's labour stability?
- How is skills retention managed in your entity?



Section 13

Environmental management

13.1 Environmental management plan

13. Environmental management

Environmental management can be defined as the management of the interaction and impact of human activities on the natural environment. Environmental management tries to identify the factors that have a stake in the conflicts that may arise between meeting the needs of the business but at the same time protecting the environment concerning waste, water, pollution and air quality.

Important questions to ask in preparation for technical business accreditation

- Does your entity have an environmental policy?
- What are your entity's main focus areas of ISO 14001?

13.1 Environmental management plan

An Environmental Management Plan (EMP) is required for the formulation, implementation and monitoring of environmental protection measures and risks during and after commissioning of projects.

The EMP seeks to give a comprehensive plan on how the proposed mitigation measures will be implemented during performance of works. In the supplied EMP template, environmental management activities and responsibilities are clearly outlined to ensure successful implementation, monitoring and subsequent audits of the project.

[Refer to the Appendices for a user-friendly template.](#)



Section 14

B-BBEE

- 14.1 B-BBEE certificate
- 14.2 Transformation timeframes

14. B-BBEE

Broad-Based Black Economic Empowerment (B-BBEE) is a form of economic empowerment initiated by the South African government and aims at distributing the wealth of the nation across all races and genders.

Important questions to ask in preparation for technical business accreditation

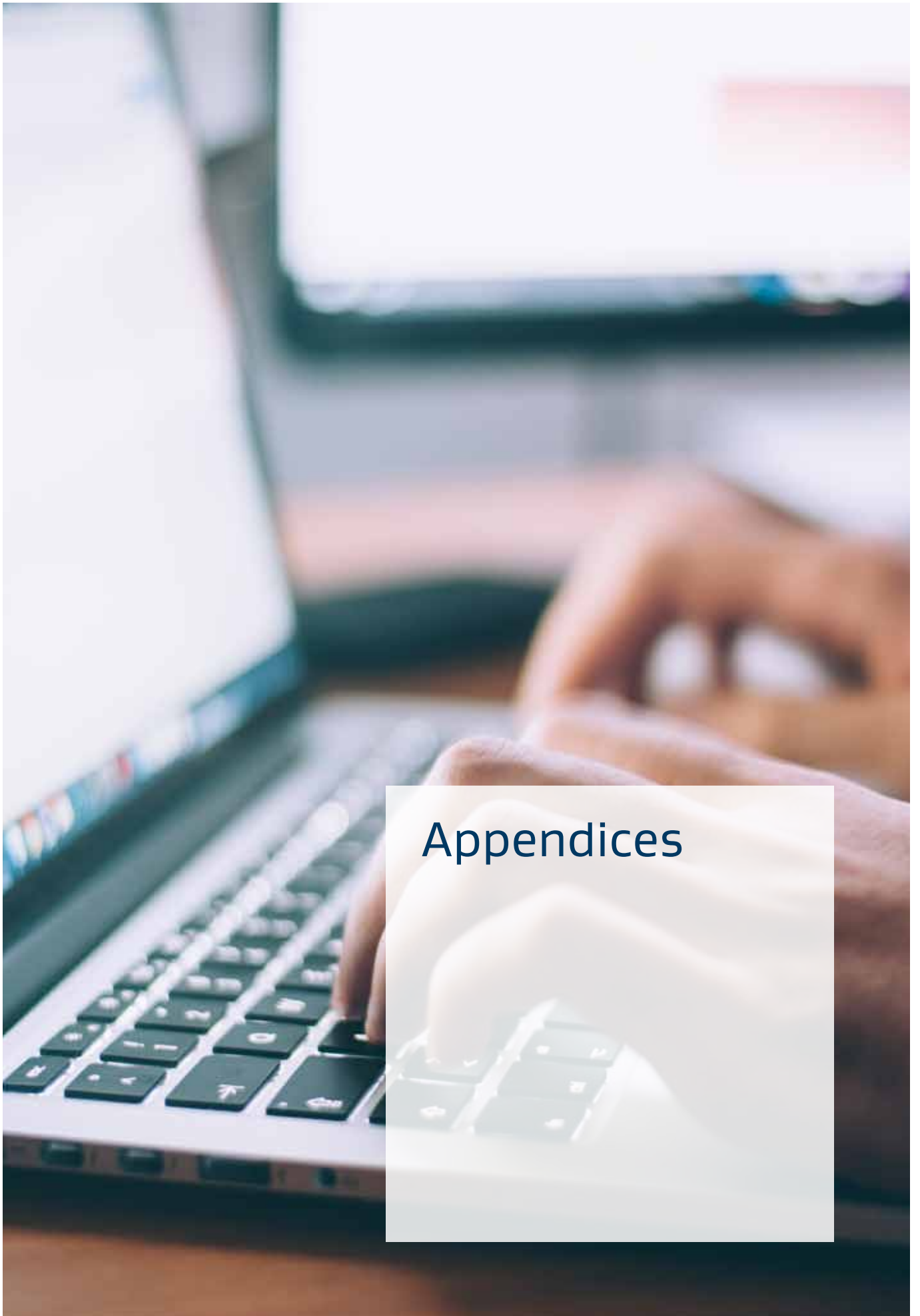
- Does your entity have a valid B-BBEE scorecard from an accredited verification agency or a letter from an auditor depicting a turnover of less than R10 million?
- Does your entity have a B-BBEE score of level 5 or below?

14.1 B-BBEE certificate

A B-BBEE certificate shows that you care and that your business is committed to making a positive difference in South Africa's society. Remember that B-BBEE policies are focused on effecting transformation in the business world by empowering greater black economic participation. A B-BBEE certificate can be promoted in your business's marketing materials.

14.2 Transformation timeframes

Transformation timeframes refer to a document that sets out timelines relating to your entity's progress towards transformation. [Refer to the Appendices for a user-friendly template.](#)



Appendices

Appendices

The appendices listed below correlate with the different sections in this guide. Click on each section to download user-friendly templates and guidelines in preparation for your technical/business accreditation.

Appendix 1: Basic company info

- [1.2 Employee list](#)
- [1.3 Organogram](#)
- [1.4.1 Grievance procedure](#)
- [1.4.2 Grievance procedure form](#)
- [1.5 Strike management and contingency plan](#)
- [1.6 Succession plan](#)
- [1.8 Trade references](#)

Appendix 2: Finance

- [2.2 Income statement](#)
- [2.3 Balance sheet](#)

Appendix 3: Procurement, materials and inventory management

- [3.1 Approved suppliers list](#)
- [3.2 Stock issue sheet](#)

Appendix 4: Capacity vs capability

- [4.1 Project planning](#)

Appendix 5: Quality management and related issues

- [5.1 Quality policy](#)
- [5.2 Non-conformance procedure](#)
- [5.3 Non-conformance register](#)
- [5.4 Non-conformance report](#)

Appendix 6: Document control

[Click on the below Act/Regulation to view online.](#)

- [6.1.1 Occupational Health and Safety Act](#)
- [6.1.2 Asbestos Regulations](#)
- [6.1.3 Certificate of Competency Regulations](#)
- [6.1.4 Construction Regulations](#)
- [6.1.5 Driving Regulations](#)
- [6.1.6 Driven Machinery Regulations](#)
- [6.1.7 Electrical Installation Regulations](#)

- 6.1.8 Electrical Machinery Regulations
- 6.1.9 Environmental Regulation for Workplaces
- 6.1.10 Explosive Regulations
- 6.1.11 Facilities Regulations
- 6.1.12 General Admin Regulations
- 6.1.13 General Machinery Regulations
- 6.1.14 General Safety Regulations
- 6.1.15 Hazardous Biological Agents Regulations
- 6.1.16 Hazardous Chemical Substance Regulations
- 6.1.17 Lead Regulations
- 6.1.18 Lift, Escalator & Passenger Conveyor Regulations
- 6.1.19 Major Hazard Installation Regulations
- 6.1.20 Noise-induced Hearing Loss Regulations
- 6.1.21 Pressure Equipment Regulations
- 6.1.22 Regulation of Hazardous Work by Children in South Africa
- 6.2 Control of documents

Appendix 8: Manufacturing and service

- 8.1.1 Control of subcontractors procedure
- 8.1.2 Section 37.2 Agreement
- 8.1.3 Service provider/Supplier evaluation form

Appendix 9: Competency and technical training

- 9.1 Training procedure
- 9.2 Training matrix
- 9.3 Training needs analysis

Appendix 10: Control of inspection, measuring and testing equipment

- 10.1 Calibration procedure
- 10.2 Calibration equipment register

Appendix 11: SHER

- 11.1 SHE policy
- 11.2 Risk assessment
- 11.3.1 Assistance to CEO
- 11.3.2 Chief Executive Officer
- 11.3.3 Fire Fighting Equipment Inspector
- 11.3.4 First Aider General Safety Regulation 3(4)
- 11.3.5 Incident Investigator

- 11.3.6 Risk Assessor Construction Regulation 9(1)
- 11.3.7 SHE Representative Section 17(1)
- 11.3.8 Supervisor Appointment Section 8(2)(i)
- 11.3.9 Vehicle Driver
- 11.5 Toolbox talks
- 11.6.1 Annexure 1
- 11.6.2 Incident Investigation Report
- 11.6.3 Incident Register
- 11.6.4 Incident Statistics
- 11.6.5 Incident Non-conformances
- 11.7 Planned task observations

Appendix 13: Environmental management

- 13.1 Environmental management plan

Appendix 14: B-BBEE

- 14.2 Transformation timeframes

