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KZN HEALTH

## KZN Health Intranet

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## AdvertQuote


**KWAZULU-NATAL PROVINCE**  
 HEALTH  
 REPUBLIC OF SOUTH AFRICA

## Quotation Advert

Opening Date: 2022-06-09

Closing Date: 2022-06-20

Closing Time: 11:00

## INSTITUTION DETAILS

Institution Name: King Edward VIII hospital

Province: KwaZulu Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: King Edward Hospital Waste Management

Date Submitted: 2022-08-07

## ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: KEV242/22

Item Category: Services

Item Description: Medical Gas After Service Repair. Quotation attached to the advert. Please print it and bring it with you for briefing session it can be stamped and signed. Failure to do so will result to Disqualification.

Quantity (If supplies)

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session

Date: 2022-06-14

Time: 11H00

Venue: King Edward Hospital SCM Dept (Stores)

QUOTES CAN BE COLLECTED FROM: Quotation attached to the advert

QUOTES SHOULD BE DELIVERED TO: King Edward Hospital Tender Box

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Mr N Tsaulwayo/ Mr Eugene

Email: vuyokazi.intantato@kznhealth.gov.za

Contact Number: 081 360 3707/031 360 3463

Finance Manager Name: Mrs V Mtantato

Finance Manager Signature:

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: KING EDWARD VIII HOSPITAL

DATE ADVERTISED: 09-06-2022 CLOSING DATE: 20-06-2022 CLOSING TIME: 11:00

FACSIMILE NUMBER: 031 205 6722 E-MAIL ADDRESS: vuyokazi.mtantato@kznhealth.gov.za

PHYSICAL ADDRESS: Gate 2 Francois Road Congela

QUOTE NUMBER: KEV242/22

DESCRIPTION: Medical Gas After Service Repair

CONTRACT PERIOD: (if applicable) VALIDITY PERIOD 60 Days SARS PIN:

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. [Grid]

UNIQUE REGISTRATION REFERENCE [Grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) [Dotted lines]

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RETYPED)

THIS QUOTE IS SUBJECT TO THE FOLLOWING EVALUATION PROCESS

- QUOTATIONS WILL BE EVALUATED FOR COMPLIANCE TO ADMINISTRATIVE AND SPECIFICATION REQUIREMENTS INCLUDING BUT NOT LIMITED TO BIDDER'S DISCLOSURE, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
PROPOSALS MAY ALSO BE EVALUATED ON FUNCTIONALITY IF APPLICABLE AND STATED IN THIS DOCUMENT.
QUALIFYING PROPOSALS WILL THEN BE EVALUATED ON PRICE ONLY

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR QUOTE BEING DISQUALIFIED)

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....
CELLPHONE NUMBER
E-MAIL ADDRESS
VAT REGISTRATION NUMBER (If VAT vendor)





## GENERAL CONDITIONS OF CONTRACT

### 1. AMENDMENT OF CONTRACT

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

### 2. CHANGE OF ADDRESS

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices, in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:  
 (i) *that the price(s), rate(s) quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*  
 (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

### 4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the price, is incomplete in any respect, the said supplier meets all specification requirements and offers the lowest price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.



**5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS**

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**6. SAMPLES**

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
  - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
  - (ii) If samples are not collected within two months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

**7. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

(i) The institution has determined that a compulsory site meeting  take place

(ii) Date  /  /  Time  :  Place

Institution Stamp:	Institution Site Inspection / briefing session Official
	Full Name: .....
	Signature: .....
	Date: .....

**8. STATEMENT OF SUPPLIES AND SERVICES**

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

**9. TAX COMPLIANCE REQUIREMENTS**

- 9.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 9.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

## 10. TAX INVOICE

10.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- |  |  |
|--|--|
| (i) the name, address and registration number of the supplier;                           | (iv) a description and quantity or volume of the goods or services supplied; |
| (ii) the name and address of the recipient;  | (v) the official department order number issued to the supplier;             |
| (iii) an individual serialized number and the date upon which the tax invoice is issued; | (vi) the value of the supply, the amount of tax charged;                     |
|  | (vii) the words tax invoice in a prominent place.                            |

## 11. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 12. PENALTIES

- 12.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 12.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 12.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 12.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

## 13. TERMINATION FOR DEFAULT

- 13.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 13.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 13.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

## 14. THE DEPARTMENT RESERVES THE RIGHT TO DISQUALIFY ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.



Quote Number:

KEV 242/22

Item Description: After service repairs to medical gas

Department/Section: KEH medical gas plants

Purpose of Item: Repairs

**1. Pre-qualification criteria if any:**

1.1. Is the works required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes :

1.1.1.1. CIDB 1ME Registered

1.1.1.2. SAQCCGAS Medical gas (oxygen, nitrous oxide, vacuum, medical air, hi pressure air, scavenging registration)

1.1.1.3. Electrical works to be carried out under SANS 10142 regulations

1.2. Is a compulsory site inspection / briefing session required? Yes

if Yes, specify: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time 11H00 Place Maintenance

1.3. Is local production and content part of the quote? Yes / No

if Yes, specify: \_\_\_\_\_

1.4. Provisions of section 4(1) (a) of the PPPFA Regulations, 2017 if applicable? Yes

if Yes, specify: Procurement regulations

1.5. Liability Cover Insurance? Yes

if Yes, specify: Yes: 3<sup>rd</sup> party liability cover/insurance

**2. What is the specification of the required item?**

List specifications to be advertised	
2.1	Works required in the following areas : Laundry
2.1.1	Change motor pulley and belt
2.2	Works required in the following areas : New Block
2.2.1	Overhaul compressor pumps no1, Install PRV and set on 400kpa, Replace missing pressure switch and non-return valve connecting tube.
2.3	Works required in the following areas : Work shop compressor
2.3.1	Replace electrical motor bearings (On site), Replace receiver out let nipple with stainless steel 316 nipple and valve and connect, Replace tank pressure gauge, Correct compressor running direction.
2.4	Works required in the following areas :Wall medical gas outlet point report
2.4.1	Repair as indicated on medical gas outlet report.
2.5	Works required in the following areas : RUM gas cylinder plant
2.5.1	Repair oxygen gas leaks
2.6	Works required in the following areas : OTSW
2.6.1	Repair oxygen main line gas leaks x 2
2.7	Works required in the following areas : N Block nitrous plant
2.7.1	Repair main line oxygen gas leak out side plant
2.8	Works required in the following areas : D Ward oxygen standby banks
2.8.1	Replace regulators with hi flow oxygen regulators and
2.9	Works required in the following areas : D Ward oxygen banks
2.9.1	replace all oxygen medical gas grade and oil free , non-return valves in plant rooms
2.10	Works required in the following areas : RUM oxygen banks
2.10.1	replace all oxygen medical gas grade and oil free , non-return valves in plant rooms
2.11	Works required in the following areas : KEH wards and theatres
2.11.1	Repair wall medical gas points as per attached list.
2.12	Works required in the following areas : Old POPD
2.12.1	Replace Old POPD vacuum plant electric motor to suit current vacuum pump
2.13	Works required in the following areas :ICU
2.13.1	Overhaul NO1 vacuum pump in ICU plant room
2.14	Works required in the following areas :Old labour ward bottom plant, RUM plant hi pressure, Low pressure plant





# END-USER SPECIFICATION FORM

2.14.1	Disconnect and isolate all electrical cabling, switch gear and gas pipes and move equipment to boiler house designated area and wash and clean plants. All redundant copper pipes to be handed over to Asset disposal department and signed recite obtained from them and attach copy to invoice.
2.16	<b>Waste management requirements:</b>
2.16.1	Attach disposable certificate of any old oil, ghries or refrigerant that was removed and certificate to also show quantity.
2.17	<b>After repair report requirements:</b>
	Provide an after repair report (in word format and email to KEH project leader) on completion of the repairs as below requirements and attach copy to invoice
	Following items required:
2.17.1	Date
2.17.2	Description of works
2.17.3	Full detailed model/part numbers and description of items or spares repaired or replaced
2.17.4	Colour Photographic records/evidence of items before, during each phase and after repairs repaired
2.17.5	Additional works carried out under the same order number and tender value?
2.17.6	Recommendations for future repair requirements
2.17.7	Observation notes on the condition of the system/s.
2.17.8	A sketch or schematic of affected repairs.

**3. The following documents need to be drafted and submitted by the winning bidder:**

- 3.1. Compile and submit safety file to safety officer.
- 3.2. Execution plan of start day and completion day and each consecutive day of work to be done before works registration with maintenance department.

**4. Penalties to be noted by the suppliers:**

- 4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, **deduct from the contract price**, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. '

**5. What is the evaluation criteria / special terms and conditions to be advertised?**

EVALUATION CRITERIA FOR EVALUATING BIDDERS RESPONSES			
	Selection Element	Weight	Evaluation
5.1	Evaluate if 3 page quote document has been completed correctly	Go/No Go	Evaluate the 3 page quote document if completed correctly (Critical aspect, List of correct materials and sizes)
5.2	Evaluate personnel's years of experience on cv	20%	Minimum Specification: The bidder must provide documentation to demonstrate the relevant track record and experience in Electrical and medical gas s repairs 5% points- Less than 2 years' Experience 10% points- Between Two and Five Years' Experience on the above mentioned. 15% points- Between Six and Nine Years' Experience on the above mentioned. 20% points- Ten Years and above Experience on the above mentioned.
5.3	Evaluation Support Capacity	20%	The bidder must demonstrate if they have the necessary capacity to provide the required service, this may include but not limited to the following resources: 20% points List of equipment and assets owned by bidder to be utilised for this contract.
5.4	Service Report	20%	The bidder must provide a Service report, which they have supplied to a recent project/ client after completion of the service. The points will be allocated as follows: 1% point-Date 2% points-The system(s) cleaned 2% points-Pre-test inspection (as per System Testing) 2% points- Post test inspection 2% points- Photographic records 2% points- Additional works carried out (if any) 3% points- Material Safety Datasheets (MSDS) for any chemicals used in the works 2% points- Recommendations for future testing requirements 2% points- Observations on the condition of the system 2% points- A sketch or schematic of the system indicating areas needing repairs
5.5	References letters	40%	Minimum requirements: 3 letters of references 10% Mostly Needs improvement.

**PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH**

**ESTIMATE FORM FOR : THE MAINTENANCE, REPAIR OR REPLACEMENT OF FIXED PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITAL AND BUILDINGS**

SUBMIT TO:	FOR ATTENTION:
INSTITUTION:	ZNQ NO.:
SCOPE OF WORK: (A description of the work quoted for is required).	

I/We hereby quote for the above work in accordance with the conditions as specified in Tender document.  
 Materials, component/ancillary parts: Firm Price. A detailed list of materials etc. showing unit costs shall be provided.

A.	Quoted for Bought Out Items (Excluding VAT)(Carried forward)	R
	Mark Up @ ..... % (Maximum Mark Up = 20% for values R0.00 to R500 000.00)	R
B.	Quoted for Proprietary Items (Excluding VAT)(Carried forward)	R
C.	Quote for Sub-Contract Items (Excluding VAT)(Carried forward)	R
	Mark Up @ ..... %	R.....

Note: Subcontracting is limited to specialized testing, programming of software based applications, inspections, adjustment/s, monitoring, and drawing of manufacturing plans, verifying of materials to be used in pressure vessels and associated equipment.

Actual work shall be carried out by primary contractor

D.	Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for. (Excluding VAT) (Brought forward)	R
E.	Less credit for redundant materials, parts and equipment if applicable	R ( )
	SUBTOTAL	R
	VAT @ ..... %	R

F. This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion. R

**Time required for completion ..... weeks from receipt of official order.**

NAME OF SERVICE PROVIDER: .....	ZNQ...../20....
CIDB UNIQUE NUMBER .....	CIDB CATEGORY.....
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER: .....	
SERVICE PROVIDER'S AUTHORISED SIGNATURE: .....	ZNQ No.....
NAME IN BLOCK LETTERS: .....	
COMPANY STAMP:	DATE



SUBTOTAL BROUGHT FORWARD FROM PAGE 3					R.....
D.1.4	TRANSPORT		TOTAL Km	RATE	
a)	Haulage to site ..... trips				
	@ .....km per trip		2.5 tone	R 9.31	R.....
	@ .....km per trip		3 tone	R10.80	R.....
	@ .....km per trip		5 tone	R12.50	R.....
	@ .....km per trip		7 tone	R14.50	R.....
	@ .....km per trip		10 tone	R16.80	R.....
b)	Cranage to and on site @ sub contract rate		R.....	x 1.10	R.....

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D)     **R\_\_\_\_\_.**

**ANNEXTURE D**

**WORKPLAN "A"/EXECUTION PLAN "B": AS PER SPECIFICATION ON KEY ...../21 OFFICIAL ORDER NO: .....**

**CARRY OUT (TYPE OF WORKS).....**

**NOTE: WORK PLAN IS SUBJECTED TO WEATHER CONDITIONS**

	Day "A"	Date "B"		Completed	Institutional project leader signature	Comments
		Planned	Actual			
Date official order was received.				Yes/Partially/No		
Meet and handing in of safety file at safety officer	Day 1					
Safety file approval	Day 2					
File opening and pre-briefing meeting (Prior starting the works)	Day 3					
Meeting minutes signed by company director	Day 4					
<b>Department/PLANT .....</b>						
<b>Equipment No/Room No.....</b>						
Description of work to be done (for each day)	Day 5					
	Day 6					
	Day 7					
<b>Department/PLANT .....</b>						
<b>Equipment No/Room No.....</b>						
	Day 8					
	Day 9					
	Day 10					
	Day 11					
<b>Department/PLANT .....</b>						
<b>Equipment No/Room No.....</b>						
	Day 12					
	Day 13					
	Day 14					
	Day 15					
	Day 16					



Department/PLANT .....					
Equipment No/Room No.....					
	Day 17				
	Day 18				
	Day 19				
	Day 20				
	Day 21				
Department/PLANT .....					
Equipment No/Room No.....					
	Day 22				
	Day 23				
	Day 24				
	Day 25				
	Day 26				
Department/PLANT .....					
Equipment No/Room No.....					
	Day 27				
	Day 28				
	Day 29				
	Day 30				
	Day 31				

Company CEO/Director (BLOCK LETTERS).....

Company project leader (Block Letters).....

Company CEO/Director Signature.....

Company project leader Signature.....

Company dated stamp