	STANDARD CHECKLIST	Document ID:	TNCL-OHS-CHK-0008
		Document Owner:	OHS Manager
	CONTRACTOR MANAGEMENT PRE-INDEX CHECKLIST	Revision:	04
		Approval Date	15 th October 2025

Requirements		Submitted (tick, ✓)	
Contract / Project owner			
1.1	Scope of Work (Method Statement)		
Procurement Company info			
2.1	Company Registration Certificates (Certificate of Incorporation, Business License, etc.)		
2.2	Workplace Registration (OSHA, WCF, TRA, CRB)		
2.3	Compliance Certificates (OSHA, TRA, Tax Clearance)		
2.4	Vehicle & Equipment Insurance		
2.5	ISO accreditation certificate (if certified)		
2.6	Local Content Plan		
2.7	Management Organogram		
2.8	TNCL Suppliers Code of Ethics		
2.9	TNCL Suppliers Onboarding Information		
3.0	Contractor Labour Plan/Social Compliance Plan		
Human Resources			
3.1	Drug and Alcohol Policy (TNCL Policy)		
3.2	Recruitment Policy and Procedure		
3.4	Human Rights Policy		
3.5	Anti-Bribery and Anti-corruption Policy		
3.6	Local skills development Plan		
3.7	Sexual Harassment policy (if not in place adopt TNCL Procedure)		
3.8	HIV/TB Policy / Program		
3.9	Proposed work schedule (Work Roster)		
4.0	Training outline for all employees (Training Matrix, Training record)		
4.1	Expert Employment Requirements i.e. Work permits, (Applies only to the expatriates)		




STANDARD CHECKLIST

Document ID:	TNCL-OHS-CHK-0008
Document Owner:	OHS Manager
Revision:	04
Approval Date	15 th October 2025

CONTRACTOR MANAGEMENT PRE-INDEX CHECKLIST

4.2	Competency certificate of Operators/Engineers/Technicians		
4.3	Proof of Medical Cover (Health Insurance)		
4.4	NSSF remittance proof, WCF remittance proof, Salary slips		
Engineering			
5.1	Inventory of equipment and vehicles (where applicable)		
5.2	Inventory of Equipment registers, supporting certificates, and calibration (if applicable)		
5.3	Roadworthy certificates (registration, Inspection, etc)		
5.4	Vehicle / Equipment Inspection (Vehicle Safety Compliance Form)		
Environmental			
6.1	Inventory of all chemicals (Chemical Register)		
6.2	Safety Data Sheets (SDS) for all Chemicals		
6.3	Environment Policy		
6.4	Environment Management Plan		
5.5	Environmental Permits (where applicable)		
Emergency Preparedness			
6.1	Emergency Contact Numbers		
6.2	Emergency Procedure (TNCL procedure)		
6.3	Incident Management Procedure & Forms (TNCL procedure)		
6.4	Fire Safety Certificate		
Occupational Health & safety			
7.1	3-year history of safety performance (where available)		
7.2	OHS Policy		

	STANDARD CHECKLIST	Document ID:	TNCL-OHS-CHK-0008
		Document Owner:	OHS Manager
	CONTRACTOR MANAGEMENT PRE-INDEX CHECKLIST	Revision:	04
		Approval Date	15 th October 2025

7.3	Critical Task Procedures (SOP's)		
7.4	Planned Task Observations (PTO's)		
7.5	Health and Safety Management Plan		
7.6	Risk assessment procedure (TNCL procedure)		
7.7	Personal Protective Equipment Procedure		
7.7	Baseline Risk Assessment		
7.8	Issue-Based Risk Assessment		
7.9	Field Level Risk Assessment (Pre-Work Assessment)		
7.10	Work Permits and Standards (LOTOTO, Hot Works, etc)		
7.11	CV & Qualifications – OHSE Personal		
7.12	Workplace inspection form		
7.13	Formal Audit Protocol		
7.14	Health Surveillance Program (Medical Examinations)		
7.15	Skills Training, Competence, and Training Matrix.		
7.16	Fit for Duty Policy and Program		
7.17	Management of Change Procedure		
7.18	Stop Work Authority		
7.19	Incident Management Procedure (TNCL)		
7.20	List of Medical Costs (TNCL)		

Reviewed by: (Contractor)		Signature:	
Reviewed by: (OHS dept)		Signature:	
Date:			
Comments			