



SUN CITY SHEQ MANAGEMENT SYSTEM

Effective date:
January 2021

Event Safety, Health and Environmental Management Checklist

Ref. No:

Sec.	Description	Yes	No	N/A	Comment
A	Event Plan/Programme				
B	Event Health and safety Plan				
C	Covid 19 Procedure/Plan				
D	Emergency Preparedness Plan				
E	Appointments: Event Safety Officer & Covid 19 Compliance Officer.				
F	SAPS Authorization & Local SAPS proof of notification.				
G	Venue Permission letter/ Contract agreement				
H	Company public Liability				
I	Letter of good standing				
J	Staff Training records				
K	Venue Layout, Technical drawings and Floor plans				
L	Risk assessment for work to be done. (HIRA)				

M	Fall protection Plan (working on heights above 1.8m)				
N	Cleaning, Hygiene and Waste Management Plan				
O	Security Management Plan				
P	OHS Section 37(2) Signed Agreement				
Q	Electrical & Structural Certificate of Compliance.				Approval certificates for all temporal structures.
R	Other Certificates, Authorizations & Licenses				Liquor license, Cert. of Acceptability, fall protection, Venue Grading, fire certificates, rigging, load test, hot works etc.
S	Emergency Medical Plan & Certificates				
T	Relevant regulations, by-laws, SOPs, Working Instructions and other appointments.				
U	Other Information:				

I hereby confirm that I have attached all the documents as marked "Yes" in the above checklist on behalf of (company name): _____

Company Representative's full names: _____

Date: _____

Signature: _____

<p><u>FOR OFFICE USE</u></p> <p>Received by: _____</p> <p>Date: _____</p> <p>Signature: _____</p>
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