

## OHSCompliance Practical Checklist

### Contractor Safety File Requirements South Africa: What Clients Check

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#### How to use this checklist:

- Use it before requesting a quote, uploading a safety file or preparing for a client review.
- Do not upload private learner records, ID numbers or certificate copies through public channels.

#### Client audit readiness:

- Separate company-level documents from project-specific evidence.
- Check every contractor appointment against the people actually attending site.
- Confirm inductions, HIRA and training records cover the scope approved by the client.
- Track open client comments until each item has close-out evidence.

#### Documents to prepare:

- Contractor document request list: Sets the evidence standard before files arrive. Owner: Principal contractor
- Contractor evidence tracker: Shows received, expired and missing records. Owner: Contractor coordinator. Update: Ongoing
- Site induction record: Connects the contractor to site rules. Owner: Site manager. Update: Before access and
- Close-out register: Shows how client comments were resolved. Owner: Contractor or coordinator. Update: After

Related service: Safety File Services South Africa

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Privacy warning: keep learner IDs, signatures and certificate copies out of public submissions unless a secure