

## OHSCompliance Practical Checklist

### Safety File South Africa: What to Include Before a Site Audit

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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:

- Compare the client requirement pack against the safety file index before upload.
- Confirm appointments, training matrix, HIRA, method statements and inspection records all match the work scope.
- Remove unnecessary private learner details from public or client-facing packs where a matrix is enough.
- Add a close-out note for expired or missing records instead of leaving gaps unexplained.

#### Documents to prepare:

- Client requirement pack: Defines exactly what the client expects before site access. Owner: Client or principal.
- Safety file index: Helps reviewers find evidence quickly. Owner: Contractor OHS coordinator. Update: Before site access.
- Training and appointment matrix: Links people, roles and evidence without exposing unnecessary private records.
- HIRA and method statements: Shows controls for the actual scope of work. Owner: Supervisor or project lead.

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 channel is used.