

Schedules to Stevedoring licence application form

NB: if the documentation or information requested cannot be provided, an explanation for this should be given instead of the annexure

SCHEDULE 1 – Applicant details

- a) Provide, as Annexure 1A, a brief profile of the applicant, including a brief history of the applicant organisation, information about the services it provides and an organogram.
- b) Section 1.3: Provide, as Annexure 1B, a copy of a valid company or close corporation registration certificate.
- c) Section 1.11: Provide, as Annexure 1C, a copy of a resolution authorising the person listed in section 1.11 to be the authorised contact person.

SCHEDULE 2 – Formal requirements

- a) Section 2.1: If “Yes”, provide, as Annexure 2A, a copy of a valid SARS tax clearance certificate.
- b) Section 2.3: If “Yes”, provide, as Annexure 2B, proof of current membership of the National Association of Stevedores (NASASA), or, if membership has been refused or cancelled, submit a motivation for an exemption to be granted from this requirement.

SCHEDULE 3 – Qualifications and competencies

- a) Section 3.1: If “Yes”, provide, as Annexure 3A, the names, qualifications (specify relevant certificates) and experience for each employee or person to be employed.

SCHEDULE 4 – Equipment and personal protective clothing

- a) Section 4.1:

If “Yes”, to “lifting equipment”, provide, as Annexure 4.1A, written confirmation that all criteria specified in respect of lifting equipment will be met – i.e.:

- Lifting appliances are traceable
- All appliances are marked with a safe working load
- A register of lifting appliances is available
- Deviations from statutory standards are noted and followed through by replacing or repairing the affected piece of equipment
- Test certificates are available
- Lifting specifications have been approved by the Department of Labour

If “Yes”, to “motorised equipment”, provide, as Annexure 4.1B, written confirmation that all criteria specified in respect of motorised equipment are met – i.e.:

- All vehicles are marked with the company logo
- A register is kept of all vehicles
- Proof is available that vehicles are regularly inspected, findings logged and actioned
- Proof is available that all vehicles are licensed
- Proof is available that all vehicles are in a good physical condition
- Proof is available of drivers’ licences

If “Yes” to “electrical equipment”, provide, as Annexure 4.1C, written confirmation that a safety inspection register of all electrical equipment, including earth leakage tests, is available.

If “Yes” to “pallets”, provide, as Annexure 4.1D, written confirmation that all criteria specified in respect of pallets are met – i.e.: the applicant has proof of:

- The sound construction of pallets and other containing and load supporting devices
- The inspection process for pallets and other devices

The applicant’s authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an inspection.

- b) Section 4.2: If “Yes”, provide, as Annexure 4.2A, written confirmation that requirements in respect of personal protective equipment for all employees are met – i.e. employees have been provided with:
- Hand protectors
 - Head protectors
 - Eye and face protection
 - Footwear
 - Protective clothing
 - Hearing conservation
 - Respiratory equipment
 - Safety harnesses

The applicant’s authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an inspection.

SCHEDULE 5 – OHSA, emergency resources and infrastructure

- a) Section 5.1: If “Yes”, provide, as Annexure 5A, the names and qualifications of representatives appointed to Safety, Health and Environmental Committees.
- b) Section 5.2: If “Yes”, provide, as Annexure 5B, copies of the applicant’s incident record and investigation reports for the previous two years.
- c) Section 5.3: If “Yes”, provide, as Annexure 5C, copies of occupational health and safety training records for all employees.
- d) Section 5.4: If “Yes” to any of the items listed in the table, provide, as Annexure 5D, written confirmation that requirements in respect of emergency measures are in place – i.e.: that:
- Annual refresher induction is undertaken by all employees
 - 1st aid boxes are available on all shifts
 - Facilities to treat serious injuries are available
 - Emergency numbers are communicated
 - Evacuation procedure are practiced

The applicant’s authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an inspection.

- e) Section 5.4: If “Yes” to any of the items listed in the table, provide, as Annexure 5E, written confirmation that requirements in respect of infrastructure for the business performed are in place – i.e.:
- Housekeeping facilities
 - Worker facilities
 - Stacking and storage facilities
 - Inspection facilities

The applicant’s authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an inspection.

SCHEDULE 6 – Insurance and risk

- a) Section 6.1: If “Yes”, provide, as Annexure 6A, a copy of the relevant insurance policy, encircling the part dealing with public liability.
- b) Section 6.2: If “Yes”, provide, as Annexure 6B, a letter from an insurance company confirming that the applicant qualifies for public liability insurance.
- c) Section 6.3: If “Yes”, provide, as Annexure 6C, a copy of the risk assessment report, which must include:
- Identification of any foreseeable hazards
 - An assessment of the risk of harm arising from the identified hazards
 - Indication of where hazards can and will be eliminated
 - Where hazards cannot be eliminated, identification of how risks can be controlled by implementing measures to lessen the risk of harm to the lowest possible level.

- d) Section 6.4: If “Yes”, provide, as Annexure 6D, a copy of the plan for reducing risk, which must include, where appropriate:
- A medical surveillance programme that is applicable to the risks identified in the risk assessment
 - Environmental Management Plans for identified potential environmental impacts
 - Objectives, targets, action plans, responsibility assigned and completion dates

SCHEDULE 7 – Broad-based black economic empowerment

- a) Section 7.1: If “Yes”, provide, as Annexure 7A, an auditor’s certificate, accounting officer’s certificate or verification agency certificate, confirming that the applicant qualifies as an exempted micro-enterprise.
- b) Section 7.3: If “Yes”, provide, as Annexure 7B, a copy of the certificate from the verification agency which has been accredited by SANAS. If “No,” and unless the applicant is an exempted micro-enterprise, provide details of how the applicant has calculated its B-BBEE Status. These details must indicate the applicant’s calculations and claims for each element of the generic scorecard set out in the B-BBEE Codes of Good Practice. The explanation must be provided as Annexure 7B.