REQUIREMENTS FOR APPROVAL AS AN APPROVED INSPECTION AUTHORITY: OCCUPATIONAL HEALTH AND HYGIENE
The requirements for approval as an Approved Inspection Authority for the monitoring of occupational hygiene stress factors in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), are directed at registered companies that wish to apply. This document describes the procedure and the minimum requirements for approval.

This information brochure will be revised periodically.

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> Date of issue: October 2012
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1. INTRODUCTION

The Occupational Health and Safety Act places the onus on employers to ensure that the working environment is safe and without risks to the health of their employees. In order to accomplish this, employers must, through the services of a competent person, assess the exposure of their employees to hazardous environmental conditions in the workplace. Where this assessment indicates an ongoing risk from exposure, the employer must measure that exposure, compare the results with prescribed standards and implement the steps that are needed to comply with the provisions of the Act. This process, which is known as compliance monitoring, must be performed by an Approved Inspection Authority.

2. WHAT IS AN APPROVED INSPECTION AUTHORITY (AIA)?

The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), defines an Approved Inspection Authority as: “any person who with the aid of specialised knowledge or equipment or after such investigations, tests, sampling or analyses as he may consider necessary, and whether for reward or otherwise, renders a service by making special findings, purporting to be objective findings, as to:

a) The exposure of any person
b) The safety or risk to health of any work, article, substance, plant or machinery, or any condition prevalent on or in any premises
c) The question of whether any particular legislated standard has been or is being complied with, with respect to any work, article, substance, plant or machinery, or with respect to work or a condition prevalent on or in any premises or with respect to any other matter, and by issuing a certificate, stating such findings, to the person to whom the service is rendered.”

In terms of the Act, an inspection authority can only operate if it has been approved by the Chief Inspector. The inspection authority approved by the Chief Inspector with respect to any particular service shall be an Approved Inspection Authority with respect to that service only.

The AIA will follow South African and internationally accepted standards, methodologies and procedures to anticipate, recognise, identify, evaluate and prepare recommendations to reduce and or minimise exposure to any health risks in the workplace. The meaning of a certificate [2. (c)] should also be read as a report/statement/certificate as pertaining to each specific situation.

NB: International methodologies will only be used if there is no prescribed methodology in South Africa.
3. REASONS FOR APPROVING AIA

The Occupational Health and Safety legislation requires employers to provide an environment that is safe and without risks to the health of employees. To ensure this, employers have to assess the exposure of their employees. If there is an ongoing risk, the exposure must be measured and the results compared with the prescribed OHS standards in the OHS legislation or international best practice where there is no prescribed standard in South Africa.

The Department of Labour has deemed it unreasonable to expect employers or health and safety representatives to be specialists in occupational hygiene. Therefore provision was made for Approved Inspection Authorities to assist them in complying with certain requirements of the Act and to recommend steps that will assist in achieving compliance and thus ensuring a working environment that is safe and free from health risks.

It should be noted that Occupational Hygiene Inspection Authorities (AIAs) are approved by the Department of Labour for compliance monitoring of specific occupational health hazards. The definition of monitoring is given in Section 4.2 of this guideline.

Only compliance monitoring carried out under the Department of Labour approval certificate are required to be included in the six monthly returns referred to in Section 15 of this document.

4. CRITERIA FOR APPROVAL

4.1 An inspection authority, which has the necessary competency in the field of occupational hygiene monitoring and has the appropriate facilities and equipment, may apply for permission to become an AIA and thereby perform the prescribed monitoring functions.

4.2 The use of the term “monitoring” means more than just measuring an occupational hygiene stress factor. It includes the:

4.2.1 Identification of workplaces which could cause or exacerbate adverse health effects
4.2.2 Measurement of prevailing conditions
4.2.3 Scientific interpretation of those measurement results
4.2.4 Evaluation of the potential impairment of health or well-being
4.2.5 Formulation of recommendations for alleviation of such problems.

4.3 Subject to the criteria set out below, approval will be granted only to registered companies and not persons in their private capacity. The Occupational Hygienist/s applying for approval on behalf of the registered company will however ultimately be responsible and liable for the activities of the Approved Inspection Authority. Any application for approval will, in general, be evaluated in terms of the following:

4.3.1 The organisation that is applying to be an AIA must hold a certificate of accreditation from the South African National Accreditation System (SANAS).
4.3.2 Personnel involved in the regulated services of the AIA must be currently registered with a professional occupational hygiene organisation recognised by the Chief Inspector.

4.3.3 Personnel involved in the regulated services of the AIA must hold a valid legal knowledge certificate acceptable to the Department.

4.3.4 The AIA must have the basic suitable monitoring and analytical equipment pertinent to the service/s rendered (See Annexure I).

4.3.5 The AIA must have access to additional equipment that may be required for the service/s to be rendered and a formal agreement must be in place for such equipment.

4.3.6 The AIA must keep a logbook which contains calibration and maintenance schedules and records for all relevant equipment for a period of five years.

4.3.7 The AIA must have suitably documented and controlled systems, methods and procedures relating to the regulated services they wish to render.

5. PERSONNEL

5.1 The personnel employed by an AIA must include at least one Registered Occupational Hygienist who is in overall control of, and responsible for, all the regulated aspects of the Approved Inspection Authority. In addition AIAs are permitted to carry out occupational health risk assessments, walk-through surveys, plan and supervise surveys, evaluate monitoring results, prepare reports, and recommend appropriate control measures within the ambit of the scope of work for which the AIA is authorised.

5.2 In addition, the AIA can employ one or more Registered Occupational Hygiene Technologists and/or Registered Occupational Hygiene Assistants.

5.3 The Occupational Hygienist/s has/have the overall control of, and is responsible for, all the regulated aspects of the Approved Inspection Authority, including mentoring of operational staff. He or she must be a registered Occupational Hygienist and hold a valid Legal Knowledge Certificate. Occupational Hygienists may in addition also perform the duties of an Occupational Hygiene Technologist or Assistant.

5.4 An Occupational Hygiene Technologist may calibrate monitoring equipment, carry out monitoring surveys, take measurements, analyse collected samples and prepare monitoring reports within the ambit of the scope of work for which the AIA is authorised. He or she must be registered as an Occupational Hygiene Technologist and hold a valid Legal Knowledge Certificate.

5.5 An Occupational Hygiene Assistant may carry out similar tasks provided they are under the direct supervision of an Occupational Hygiene Technologist or Occupational Hygienist. He or she must be registered as an Occupational Hygiene Assistant and must have a valid Legal Knowledge Certificate which must be obtained within six months of registration.

5.6 With reference to paragraph 5.5 above, the ratio of an Occupational Hygienist to Occupational Hygiene Assistant and/or Occupational Hygiene Technologist is 1:5.

5.7 Auxiliary staff (i.e. administrative staff) not involved in the direct occupational hygiene work laid down in the Act and its associated codes, are not covered in this guideline.
6. EXAMINATION ON LEGISLATION

6.1 All the Occupational Hygiene personnel within the AIA must be in possession of a valid Legal Knowledge Certificate. The Department of Labour will only accept Legal Knowledge Certificates that are issued by training providers recognised by the Chief Inspector (See Annexure II).

6.2 People not in possession of the Legal Knowledge Certificate or who were granted exemption will be required to write the legal knowledge certificate exam within six months of implementation of the examination process.

6.3 Failure to comply with paragraph 6.1, will automatically suspend the operation of the person in the regulated services of the AIA.

6.4 The assessment paper will be based on the contents of the Occupational Health and Safety Act and Regulations, relevant codes of practice and documents incorporated into the Act and Regulations, the Department of Labour’s Requirements to become an Approved Inspection Authorities, SANS 17020 as well as OESSM. The regulations that will be in the assessment paper will include the following:

- Environmental Regulations for the Workplace
- Asbestos Regulations
- Lead Regulations
- Regulations for Hazardous Chemical Substance
- Noise-Induced Hearing Loss Regulations
- Hazardous Biological Agents Regulations
- General Safety Regulations (confined spaces)
- Facilities regulations
- Globally Harmonised System for classification and labelling of chemicals.

7. ANALYTICAL SERVICES

The AIA will remain accountable for the results obtained from any analytical laboratory. Therefore prior to using a laboratory for analytical services, the AIA must:

7.1 Instruct the laboratory on the specific method of analysis required.
7.2 Ensure the analytical laboratory has competent laboratory personnel and is making use of nationally/internationally acceptable standards and is accredited by SANAS in terms of SANS 17025.
7.3 Appropriate analytical equipment and facilities are available for the tests required.
7.4 Ensure that an external proficiency testing scheme is used where available and where there is no scheme available, agree on the quality assurance procedures to be employed.
7.5 Have a written agreement with the analytical laboratory.
7.6 Demand a certified statement from the laboratory that the given method was used and any deviation from the method was recorded and the reason for such deviation was motivated and the report provided shall reflect all the relevant signatories.
8. DOCUMENTATION

8.1 Approved Inspection Authorities shall, before and after their approvals, have updated copies of the following documentation available at all times.

8.1.3 Relevant health and safety standards incorporated in the regulations.
8.1.4 Relevant health and safety standards not incorporated into the regulations, which will be used by the Approved Inspection Authority.
8.1.5 Literature relating to occupational hygiene relevant to the services offered.
8.1.6 Maintenance schedules and records of instruments.
8.1.7 Valid calibration certificates and records of all relevant instrumentation.
8.1.8 Documented quality management system in accordance with SANS 17020.

8.2 The personnel of the AIA shall also be familiar with their contents.

9. FORMAT AND CONTENT OF REPORTS

Subject to the requirements stipulated in paragraph 9, the following information must be included in all reports:

9.1 Each report must have a unique identification.
9.2 The name and signature of the registered occupational hygienist who has the control and is responsible for the project must be on every page of the report.
9.3 The page number and total pages must appear on every page (e.g. page 10 of 20).
9.4 Diagram of the area if monitoring was carried out, where appropriate.
9.5 If monitoring was not carried out over an eight (8) hour period, the reason has to be stated.
9.6 If monitoring was not carried out on a statistically representative number of employees, the reason must be stated.
9.7 A statement on whether the monitoring complied with relevant occupational health standards.
9.8 Specific recommendations to control any identified risks should be made. This will ensure that the employer is able to obtain assistance towards complying with the requirements of the Act.
9.9 AIAAs should keep clients-field notes and reports as required in the relevant occupational hygiene regulations.
9.10 An AIA may choose to store all records electronically subject to control measures that will prevent loss of information and such records will be kept for the period specified in the relevant occupational hygiene regulations.
9.11 AIA may use an electronic signature in all occupational hygiene reports subject to strict access control measures and provisions of section 13(3)(a) of the Electronic Communications and Transactions Act of 2002.
9.12 With reference to paragraph 9.11 above, the person responsible for the electronic signature will be liable for any outcome that may arise should the signature be improperly used.
10. INVESTIGATION OF COMPLAINTS AND DEVIATIONS

10.1 Investigation of complaints and deviations shall be done in accordance with SANS 17020.

11. PROCEDURES FOR APPROVAL

Applications for approval must be submitted to the Head office of the Department of Labour in Pretoria. The applicant’s file must be properly indexed and be separated with dividers for ease of reference.

11.1 The application must contain the following:

11.1.1 SANAS accreditation certificate.
11.1.2 Legislative and other requirements:
   11.1.2.1 Certificate issued by the Registrar of Companies and Close Corporations
   11.1.2.2 Tax Clearance Certificate or a letter of exemption from SARS
   11.1.2.3 Letter of good standing from COIDA
   11.1.2.4 UIF declaration.

11.1.3 Personnel
   11.1.3.1 An organogram showing the personnel, titles, responsibilities and reporting structures in the proposed Approved Inspection Authority
   11.1.3.2 Valid, up-to-date registration certificates for each relevant employee in the proposed Approved Inspection Authority
   11.1.3.3 Valid Legal Knowledge Certificates for each relevant employee in the proposed Approved Inspection Authority.

11.1.4 Contact details for every office of the proposed Approved Inspection Authority, including:
   11.1.4.1 The registered name of the legal persona
   11.1.4.2 Physical address
   11.1.4.3 Postal address
   11.1.4.4 Telephone number and/or cellular phone number
   11.1.4.5 Fax number
   11.1.4.6 E-mail address
   11.1.4.7 Contact person.

11.1.5 Services to be rendered
   All services which are to be rendered must be specified (i.e. asbestos, lead, hazardous chemical substances, noise, monitoring of ventilation systems, etc.).

11.1.6 Measuring equipment (See paragraphs 4.3.4 – 4.3.6 and 8)
11.1.7 Documentation (See paragraphs 4.3.7, 7 and 8)
12. APPROVAL CERTIFICATES

12.1 The Chief Inspector may issue an approval certificate to the applicant.
12.2 The certificate will be valid for four years and will reflect an approval number as well as the date of approval and the specific services for which the approval was granted.
12.3 Approval certificates will be issued every four years subject to:
   12.3.1 Valid SANAS accreditation
   12.3.2 Satisfactory audit as outlined in paragraph 13 below.
12.4 Two months prior to the expiry date on the certificate, the AIA must submit an application for renewal.
12.5 The Chief Inspector must be informed within one month of any change in personnel from those who appear in the application form.

Subject to the provisions of Section 35 of the Act, the approval can be withdrawn at any time at the discretion of the Chief Inspector if the AIA is found not complying to the conditions of approval.

13. AUDITS BY THE DEPARTMENT OF LABOUR

13.1 An audit (See Annexure IV) will be conducted by the Department of Labour with the applicant/ existing AIA.
13.2 The audit can produce 1 of 4 results:
   13.2.1 Satisfactory - If the findings of the audit are satisfactory inspector is satisfied that all the requirements are complied with, a recommendation that the AIA be approved by the Chief Inspector. In the case of an existing AIA the recommendation on the report will be for the approval to remain valid within the period stated on the certificate.
   13.2.2 Improvement needed, minor deviations – a notice listing the deviations found will be given to the AIA with a demand for improvements within a suitable specified period. A recommendation that the AIA be approved will however still be forwarded to the Chief Inspector. In the case of an existing AIA the recommendation on the report will be for the approval to remain valid within the period stated on the certificate subject to the implementation of corrective measures.
   13.2.3 Improvement needed, serious deviations – certificate suspended until such deviations are remedied. Serious deviations may include the AIA not having a registered occupational hygienist, lack of suitable equipment, deliberately falsifying data in reports, etc.
   13.2.4 Unsatisfactory – If serious deviations exist, or in the case of an existing AIA have not been resolved within the time frames required, an “unsatisfactory” finding will result. A recommendation will be forwarded to the Chief Inspector that the AIA certificate should not be approved or for an existing AIA the certificate should be revoked.

13.3 In the event of a certificate being denied, revoked or suspended, the applicant or existing AIA may appeal to the Chief Inspector as contemplated in section 35 of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
13.4 Approved Inspection Authorities may be visited by inspectors of the Department of Labour at any time, with or without prior warning.
14. REPORTING TO THE CHIEF INSPECTOR

14.1 AIAs will be expected to report twice annually on 31 March and 30 September of every year to the Chief Inspector as indicated on annexure V.

14.2 If there is additional information required by the Chief Inspector with regards to the submitted returns, AIAs will be expected to forward this additional information within a period specified by the Chief Inspector.

15. LIST OF APPROVED INSPECTION AUTHORITIES

15.1 A list of current Approved Inspection Authorities will be maintained by the Chief Inspector and distributed to all Provincial Offices, Labour Centre Offices of the Department of Labour and the professional occupational hygiene organisation recognised by the Chief Inspector.

15.2 This list includes the name and address, contact details, services approved, initial date of approval and the approval number of each Approved Inspection Authority, and copies of the list can be obtained from these offices.

Department of Labour
Private Bag x117, Pretoria, 0001
Tel. (012) 309 4148, Fax. (012) 309 4763
Contact person. Bulelwa Huna/ Milly Ruiters
E-mail: bulelwa.huna@labour.gov.za / milly.ruiters@labour.gov.za
### ANNEXURE I

**LIST OF BASIC EQUIPMENT**

<table>
<thead>
<tr>
<th>1. Airborne contaminants (hazardous chemicals, lead and asbestos)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Personal Sampling Pump/s (PSP) with a constant airflow system. Pump must have variable flow settings to accommodate low flow rates as well</td>
</tr>
<tr>
<td>• Primary calibration standard i.e. electronic calibration instrument or an inverted burette able to calibrate PSP to a known flow rate</td>
</tr>
<tr>
<td>• Detector tubes for measuring gas or vapour (including detector tube pump i.e. bellow pump)</td>
</tr>
<tr>
<td>• Will be an advantage if available: direct reading instruments for airborne gases and vapours (real time quantification) or direct reading diffusion tubes/badges</td>
</tr>
<tr>
<td>• Phase contrast microscope fitted with a Walter-Beckett graticule for asbestos counting will be an advantage</td>
</tr>
<tr>
<td>• Correct sample media (filters and sorbent tubes), sample heads (i.e. open face, antistatic cowl), cyclones and other consumables are important.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Noise</th>
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<tbody>
<tr>
<td>• Integrating sound level meter that complies at least with the accuracy requirements specified for a type 2 instrument in SANS 61672-1 and SANS 61672-2</td>
</tr>
<tr>
<td>• Sound calibrator that complies with the requirements prescribed for a type 2 calibrator in SANS 60942</td>
</tr>
<tr>
<td>• Personal sound exposure meter (noise dose meter) that comply with the relevant accuracy requirements of IEC 61252 (and its calibrator) for personal exposure measurements will also be an advantage</td>
</tr>
<tr>
<td>• A type 1 SLM with frequency analyser (and its calibrator) will again be an advantage, especially due to accuracy, sound integrating properties and for noise control purposes.</td>
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<thead>
<tr>
<th>3. Illumination</th>
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<tbody>
<tr>
<td>• Photometer (cosine calibrated and colour corrected), e.g. Lux meter.</td>
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<tr>
<th>4. Heat Stress</th>
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<tbody>
<tr>
<td>• Instrument/s able to measure the following environmental parameters:</td>
</tr>
<tr>
<td>• Air temperature or dry bulb</td>
</tr>
<tr>
<td>• Humidity or wet bulb</td>
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<tr>
<td>• Radiant temperature or globe bulb</td>
</tr>
<tr>
<td>• Air velocity</td>
</tr>
<tr>
<td>• I.e. whirling hygrometer, globe thermometer, kata thermometer or anemometer (hotwire or vane) or Integrated electronic instrumentation i.e. WBGT thermal environmental meter.</td>
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</tbody>
</table>

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<tr>
<th>5. Cold Stress</th>
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</thead>
<tbody>
<tr>
<td>• Dry bulb thermometer and anemometer (hotwire).</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Ventilation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hot wire anemometer</td>
</tr>
<tr>
<td>• Pitot static tube</td>
</tr>
<tr>
<td>• Manometer.</td>
</tr>
</tbody>
</table>
**ANNEXURE II**

**LEGAL KNOWLEDGE CERTIFICATE**

The Department of Labour will only accept Legal Knowledge Certificates that are issued by the following institutions:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact Person</th>
<th>e-mail</th>
<th>Contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPUT</td>
<td>Mr. Hennie Van der Westhuizen</td>
<td><a href="mailto:vanderwesthuizenh@cput.ac.za">vanderwesthuizenh@cput.ac.za</a></td>
<td>072 127 2377</td>
</tr>
<tr>
<td>DUT</td>
<td>Mr Ivan Niranjan</td>
<td><a href="mailto:ivann@dut.ac.za">ivann@dut.ac.za</a></td>
<td>082 859 4304</td>
</tr>
<tr>
<td>NMMU</td>
<td>Mr Charles M. Qoto</td>
<td><a href="mailto:Charles.Qoto@nmmu.ac.za">Charles.Qoto@nmmu.ac.za</a></td>
<td>083 6322 850</td>
</tr>
<tr>
<td>University of North West</td>
<td>Prof Fritz Eloff</td>
<td><a href="mailto:Fritz.Eloff@nwu.ac.za">Fritz.Eloff@nwu.ac.za</a></td>
<td>082 545 4373</td>
</tr>
<tr>
<td>University of Pretoria</td>
<td>Dr Nico Claassen</td>
<td><a href="mailto:nico.claassen@up.ac.za">nico.claassen@up.ac.za</a></td>
<td>083 258 4416</td>
</tr>
</tbody>
</table>
ANNEXURE III

WHAT IS MEANT BY VERIFICATION?

Synonyms for verification: *corroboration, authentication, documentation, proof, substantiation, validation.*

Verification is the confirmation of the technical correctness of a methodology and the items which must be verified in occupational hygiene include:

- Instrumentation used and its performance (including proficiency test results)
- Calibration procedures and schedules
- Sampling strategies
- Representativeness of samples
- Methods used
- Conformance to the methods
- Measurement procedures
- Reports and documentation
- Accuracy and reproducibility of results.

When an AIA verifies monitoring results it will be held accountable for such results. This implies that the AIA could be held liable for such results and could be open to any resulting compensation claims. When verifying monitoring results, the AIA should be asking "Are the results valid, accurate and correct and can this be proved?"

*It therefore stands to reason that an AIA can only verify a past action/event and not a forthcoming action/event.*

Occupational hygiene monitoring in a workplace may be performed by an employee in that workplace provided that this person is registered at least at the assistant level with a professional occupational hygiene organisation recognised by the Chief Inspector. In addition, an Approved Inspection Authority must verify that this person is able to perform the monitoring accurately and correctly.

**NB:** AIs are not permitted to verify work of people who conduct monitoring for their clients. Verification may only be carried out on monitoring conducted by a competent employee of the company where the monitoring is conducted.
ANNEXURE IV

CHECKLIST FOR AUDITING AND INSPECTING APPROVED INSPECTION AUTHORITIES (AIAs)

Name of the AIA: ............................................................  AIA Certificate No.: ...........................................................

Postal Address: ...........................................................................................................................................................
...............................................................................................................................................................................
...............................................................................................................................................................................

Physical address: ........................................................................................................................................................
...............................................................................................................................................................................
...............................................................................................................................................................................

Telephone No.: .................................................................

Cell phone No.: .................................................................

E-Mail: ..............................................................................................

Name of responsible Occupational Hygienist/s: ...................................................................................

Registration No/s.: .................................................................................................................................

Stresses approved for: .................................................................................................................................
<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
<th>Y/N</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel</td>
<td>All operational staff have appropriate and up-to-date SAIOH registration</td>
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<tr>
<td></td>
<td>All operational staff have Legal Knowledge Certificates</td>
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<tr>
<td>2. Scope</td>
<td>AIA is restricting its activities to those for which it is approved</td>
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<td></td>
<td>When questioned, staff are fully aware of the scope of activities for which they are approved</td>
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<tr>
<td>3. Equipment</td>
<td>Suitable monitoring and analytical equipment is available for the approved services (Inventory must be provided)</td>
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<td></td>
<td>Calibration certificates for all appropriate equipment are available and up-to-date</td>
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<tr>
<td></td>
<td>Staff can demonstrate proper use of equipment and calibration procedures</td>
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<td></td>
<td>Hiring of equipment</td>
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<tr>
<td></td>
<td>Proof of hire</td>
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<tr>
<td>4. Laboratory analyses</td>
<td>Where laboratory work is subcontracted, appropriate formal contracts, controls and audits are in place</td>
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<td></td>
<td>The competency of the laboratory for this work can be demonstrated (ie SANAS certification for specific methods) SANAS 17025 for Quality Control</td>
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<td></td>
<td>Adequate performance is demonstrated through external proficiency testing programmes or suitable alternative quality assurance measures (quality assurance chart) or what systems is there if there is no external proficiency testing programme</td>
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<td></td>
<td>Responsibility for results is clearly defined</td>
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<tr>
<td>5. Verification</td>
<td>Where verification of the work of others has been carried out, all requirements have been confirmed</td>
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<td></td>
<td>Verification reports clearly demonstrate whether the results are valid, accurate and correct</td>
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<tr>
<td></td>
<td>When questioned, staff fully understand verification requirements</td>
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<td></td>
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<tr>
<td>6. Documentation</td>
<td>Copies of all relevant legislation, standards, codes, guidelines, methods and equipment manuals are readily available</td>
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<td></td>
<td>All documentation is complete and up-to-date</td>
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<td></td>
<td>A formal and appropriate document approval and control system is in use</td>
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<tr>
<td>Item</td>
<td>Requirement</td>
<td>Y/N</td>
<td>Action required</td>
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<tr>
<td>7.</td>
<td>Quality manual</td>
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<td></td>
<td>The AIA has prepared a comprehensive quality manual which is up-to-date and readily available</td>
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<td></td>
<td>The quality system meets the requirements of SANS 17020</td>
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<td></td>
<td>The quality system is appropriate to the scope of activities carried out</td>
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<td></td>
<td>All staff can demonstrate appropriate knowledge of the quality system</td>
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<tr>
<td>8.</td>
<td>Reports</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Results are reported accurately, clearly, unambiguously and objectively and in accordance with the test method used</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>All original observations, data and calculations are securely kept</td>
<td></td>
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<tr>
<td></td>
<td>All reports must meet the requirements of clause 7.4 of SANS 17020. The report should finalise on a statement that states that there is compliance or not</td>
<td></td>
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<tr>
<td></td>
<td>All reports clearly state whether the client is in compliance with legislated occupational health standards</td>
<td></td>
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<tr>
<td></td>
<td>The signature of the occupational hygienist responsible for the report is on every page</td>
<td></td>
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<tr>
<td>9.</td>
<td>Corrective action</td>
<td></td>
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<tr>
<td></td>
<td>A formal procedure is in place for implementing corrective action when non-conformances or departures from laid down procedures are identified</td>
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<td></td>
<td>The person or persons with authority for managing corrective actions is clearly defined</td>
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<td></td>
<td>All staff are familiar with the corrective action procedure</td>
<td></td>
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<tr>
<td>10.</td>
<td>Complaints</td>
<td></td>
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<tr>
<td></td>
<td>A formal procedure for resolving client complaints is readily available</td>
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<td></td>
<td>Records of complaints, investigations and corrective actions are maintained</td>
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<td>11.</td>
<td>Records</td>
<td></td>
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<td></td>
<td>A formal system is in place for indexing and retrieving all reports and other records</td>
<td></td>
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<td></td>
<td>All records are kept secure and in confidence</td>
<td></td>
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<td></td>
<td>Procedures are in place to protect and back-up any data that is held on computers</td>
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<tr>
<td>12.</td>
<td>Six-Monthly Returns</td>
<td></td>
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<tr>
<td></td>
<td>All required six-monthly returns have been submitted</td>
<td></td>
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<tr>
<td></td>
<td>The data in the last 6-monthly report is valid and complete</td>
<td></td>
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</tbody>
</table>
Finding:

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Improvement needed (minor)</th>
<th>Improvement needed (serious)</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

Recommendations by Auditor:

- ..................................................................................................................................................................................
- ..................................................................................................................................................................................
- ..................................................................................................................................................................................
- ..................................................................................................................................................................................

Applicant’s/ AIA’s response:

- ..................................................................................................................................................................................
- ..................................................................................................................................................................................
- ..................................................................................................................................................................................
- ..................................................................................................................................................................................

Name of Auditor: ............................................................................................................................................................

Signature of Auditor: .....................................................................................................................................................

Date: ..............................................................................................................................................................................

Signature of Director OHH: ..........................................................................................................................................

Date: .............................................................................................................................................................................
**ANNEXURE V**

**SIX-MONTHLY RETURN**

PERIOD ............... to ...............  

<table>
<thead>
<tr>
<th>AIA Details</th>
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</thead>
<tbody>
<tr>
<td>Company name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Address</td>
<td></td>
<td></td>
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<tr>
<td>Postal Address</td>
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<td></td>
</tr>
<tr>
<td>Responsible Registered Occupational Hygienist/s</td>
<td></td>
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<tr>
<td>Contact person</td>
<td></td>
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<tr>
<td>Telephone number</td>
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<td>Fax number</td>
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<tr>
<td>E-mail address</td>
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<tr>
<td>Number of operational staff</td>
<td></td>
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<tr>
<td>Stressors approved for</td>
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</tbody>
</table>
LIST OF COMPANIES THAT HAVE BEEN SERVICED

AIA Name ................................. Cert. No. ............... Date ......................

Reporting period: .............. to ..............

<table>
<thead>
<tr>
<th>Sector (as per 2-digit SIC Division Codes*)</th>
<th>Number of employees in company (&lt;10, 10 &gt;99, 100 – 500, &gt;500)</th>
<th>Services provided (ie hazard identification, risk assessment, monitoring, risk reduction recommendations, etc. e.g follow up survey on noise)</th>
<th>Stressors monitored</th>
<th>Date</th>
<th>Number of employees potentially exposed to that stressor</th>
<th>Results in compliance with OH standards? (Y/N)</th>
<th>Explanatory remarks (compliance with OH standards should be justified or actions being taken to ensure future compliance should be described. Additional sheets may be attached if necessary)</th>
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</table>

Appropriate 2-digit SIC Codes (ie Division level) are available from [http://www.statssa.gov.za/additional_services/sic/CONTENTS.htm](http://www.statssa.gov.za/additional_services/sic/CONTENTS.htm)
### NAMES OF COMPANIES THAT HAVE BEEN SERVICED

**Reporting period:** ..........................................................

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Sector</th>
<th>Contact details</th>
<th>Province</th>
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<tbody>
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</tbody>
</table>
CONTACT DETAILS

Labour Head Office:
Tel: (012) 309 4000, Fax: (012) 320 2059, Email: webmaster@labour.gov.za

Provincial Offices:
- Eastern Cape Provincial Office
  Tel: (043) 701 3128, Fax: (043) 722 1012/743 9719
- Free State Provincial Office
  Tel: (051) 505 6200, Fax: (051) 447 9353
- Gauteng Provincial Office
  Tel: (011) 853 0300, Fax: (011) 853 0470
- KwaZulu-Natal Provincial Office
  Tel: (031) 366 2000, Fax: (031) 366 2300
- Limpopo Provincial Office
  Tel: (015) 290 1744, Fax: (015) 290 1608
- Mpumalanga Provincial Office
  Tel: (013) 655 8700, Fax: (013) 690 2622
- North West Provincial Office
  Tel: (018) 387 8100, Fax: (018) 384 2745
- Northern Cape Provincial Office
  Tel: (053) 838 1500, Fax: (053) 832 4798
- Western Cape Provincial Office
  Tel: (021) 441 8000, Fax: (021) 441 8135

Eastern Cape Labour Centres
- Aliwal North  Tel: (051) 633 2633
- Butterworth  Tel: (047) 491 0656
- Cradock  Tel: (048) 881 3010
- East London  Tel: (043) 702 7500
- Fort Beaufort  Tel: (046) 645 4686
- Graaff-Reinet  Tel: (049) 892 2142
- Grahamstown  Tel: (046) 622 2104
- King William's Town  Tel: (043) 643 4756
- Lusikisiki  Tel: (039) 253 1996
- Maclear  Tel: (045) 932 1424
- Mdantsane  Tel: (043) 761 3151
- Mount Ayliff  Tel: (039) 254 0282
- Mthatha  Tel: (047) 501 5620
- Port Elizabeth  Tel: (041) 506 5000
- Queenstown  Tel: (045) 807 5400
- Ulitenhage  Tel: (041) 992 4627
- Kempton Park  Tel: (011) 975 9301
- Krugersdorp  Tel: (011) 955 4420
- Mamelodi  Tel: (012) 812 9502
- Nigel  Tel: (011) 814 7095
- Pretoria  Tel: (012) 309 5063
- Randburg  Tel: (011) 781 8144
- Randfontein  Tel: (011) 693 3618
- Roodepoort  Tel: (011) 766 2000
- Sandton  Tel: (011) 444 7631
- Sebokeng  Tel: (016) 592 3825
- Soshanguve  Tel: (012) 799 6057
- Soweto  Tel: (011) 983 8700
- Springs  Tel: (011) 365 3700
- Temba  Tel: (012) 727 1364
- Vanderbijlpark  Tel: (016) 981 0280
- Vereeniging  Tel: (016) 430 0000

Gautern Labour Centres
- Alberton  Tel: (011) 861 6130
- Atteridgeville  Tel: (012) 373 4432
- Benoni  Tel: (011) 747 9601
- Boksburg  Tel: (011) 898 3340
- Brakpan  Tel: (011) 744 9000
- Bronkhorstspruit  Tel: (013) 932 0197
- Carletonville  Tel: (018) 788 3281
- Garankuwa  Tel: (012) 702 4525
- Germiston  Tel: (011) 345 6300
- Johannesburg  Tel: (011) 223 1000
- Barberton  Tel: (013) 712 3066
- Bethal  Tel: (017) 647 2383
- Carolina  Tel: (017) 843 1077
- Emalahleni (Witbank)  Tel: (013) 653 3800
- Eerstehoek  Tel: (017) 883 2414
- Ermelo  Tel: (017) 819 7632
- Groblersdal  Tel: (013) 262 3150
- Malelane  Tel: (013) 790 1528
- KwaMhlanga  Tel: (013) 947 3173
- Mashishing (Lydenburg)  Tel: (013) 235 2368

Mpumalanga Labour Centers
Requirements for approval as an Approved Inspection Authority

Northern Cape Province Labour Centres
Calvinia Tel: (027) 341 1280
De Aar Tel: (053) 631 0455
Kimberley Tel: (053) 838 1500
Kuruman Tel: (053) 712 3870
Postmasburg Tel: (053) 313 0641
Springbok Tel: (027) 718 1058
Upington Tel: (054) 331 1098

Free State Labour Centres
Bethlehem Tel: (058) 303 5293
Bloemfontein Tel: (051) 411 6400
Botshabelo Tel: (051) 534 3789
Ficksburg Tel: (051) 933 2299
Harrismith Tel: (058) 623 2977
Kroonstad Tel: (056) 215 1812
Petrusburg Tel: (053) 574 0932
Phuthaditjhaba Tel: (058) 713 0373
Sasolburg Tel: (016) 970 3200
Welkom Tel: (057) 391 0200
Zastron Tel: (051) 673 1471

KwaZulu-Natal Labour Centres
Dundee Tel: (034) 212 3147
Durban Tel: (031) 336 1500
Estcourt Tel: (036) 342 9361
Kokstad Tel: (039) 727 2140
 Ladysmith Tel: (036) 638 1900
Newcastle Tel: (034) 312 6038
Pietermaritzburg Tel: (033) 341 5300
Pinetown Tel: (031) 701 7740
Port Shepstone Tel: (039) 682 2406
Prospecton Tel: (031) 913 9700
Richards Bay Tel: (035) 780 8700
Richmond Tel: (033) 212 2768
Stanger Tel: (032) 551 4291

Ulundi Tel: (035) 879 8800
Verulam Tel: (032) 541 5600
Vryheid Tel: (034) 980 8992

Limpopo Labour Centres
Giyani Tel: (015) 812 9041
Jane Furse Tel: (013) 265 7210
Lebowakgomo Tel: (015) 639 9360
Lephala Tel: (014) 763 2162
Makhado Tel: (015) 516 0207
Modimolle Tel: (014) 717 1046
Mokopane Tel: (015) 491 5973
Phalaborwa Tel: (015) 781 5114
Polokwane Tel: (015) 299 5000
Seshego Tel: (015) 223 7020
Thohoyandou Tel: (015) 960 1300
Tzaneen Tel: (015) 306 2600

North West Labour Centres
Brits Tel: (012) 252 3068
Christiana Tel: (053) 441 2120
Klerksdorp Tel: (018) 464 8700
Lichtenburg Tel: (018) 632 4323
Mafikeng Tel: (018) 381 1010
Mogwase Tel: (014) 555 5693
Potchefstroom Tel: (018) 297 5100
Rustenburg Tel: (014) 592 8214
Taung Tel: (053) 994 1679
Vryburg Tel: (053) 927 5221

Western Cape Labour Centres
Beaufort West Tel: (023) 414 3427
Bellville Tel: (021) 941 7000
Cape Town Tel: (021) 468 5500
George Tel: (044) 801 1200
Knysna Tel: (044) 302 6800
Mitchell’s Plain Tel: (021) 391 0591
 Mossel Bay Tel: (044) 691 1140
Oudtshoorn Tel: (044) 203 6100
Paarl Tel: (021) 872 2020
Somerset West Tel: (021) 852 2535
Vredenburg Tel: (022) 715 1627
Worcester Tel: (023) 347 0152
Requirements for approval as an Approved Inspection Authority

OHS 3/1/1/8/1/v1/2012

Occupational Health and Hygiene