



## employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

### **PROCEDURES FOR TEMPORARY OH AIA APPROVAL**

Applications for approval must be submitted to the Head office of the Department of Employment and Labour in Pretoria.

The applicant must be sent either as a file, which is properly indexed and be separated with dividers for ease of reference or electronically via email.

The application must contain the following:

1. SANAS Letter of Acknowledgment
2. Quality Manual and the following:
  - a. An organogram showing the personnel, titles, responsibilities and reporting structures in the proposed Approved Inspection Authority
  - b. Valid, up-to-date registration certificates for each relevant employee in the proposed Approved Inspection Authority
  - c. Valid Legal Knowledge Certificates for each relevant employee in the proposed Approved Inspection Authority
3. Legislative and other requirements:
  - a. Certificate issued by the Registrar of Companies and Close Corporations
  - b. Tax Clearance Certificate or a letter of exemption from SARS
  - c. Letter of good standing from COIDA
  - d. UIF declaration
4. Contact details for every office of the proposed Approved Inspection Authority, including:
  - a. The registered name of the legal persona
  - b. Physical address
  - c. Postal address
  - d. Telephone number and/or cellular phone number
  - e. Fax number
  - f. E-mail address
  - g. Contact person.