

REQUIREMENTS FOR APPROVAL AS AN

APPROVED

INSPECTION AUTHORITY:

OCCUPATIONAL HEALTH AND HYGIENE



FOREWORD

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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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.
 - 8.1.1 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
 - 8.1.2 Relevant regulations promulgated under the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
 - 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 AIAs 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' 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

11.2.2.2 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

1. Airborne contaminants (hazardous chemicals, lead and asbestos)	<ul style="list-style-type: none"> • Personal Sampling Pump/s (PSP) with a constant airflow system. Pump must have variable flow settings to accommodate low flow rates as well • Primary calibration standard i.e. electronic calibration instrument or an inverted burette able to calibrate PSP to a known flow rate • Detector tubes for measuring gas or vapour (including detector tube pump i.e. bellow pump) • Will be an advantage if available: direct reading instruments for airborne gases and vapours (real time quantification) or direct reading diffusion tubes/badges • Phase contrast microscope fitted with a Walter-Beckett graticule for asbestos counting will be an advantage • Correct sample media (filters and sorbent tubes), sample heads (i.e. open face, antistatic cowl), cyclones and other consumables are important.
2. Noise	<ul style="list-style-type: none"> • 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 • Sound calibrator that complies with the requirements prescribed for a type 2 calibrator in SANS 60942 • 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 • 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.
3. Illumination	<ul style="list-style-type: none"> • Photometer (cosine calibrated and colour corrected), e.g. Lux meter.
4. Heat Stress	<ul style="list-style-type: none"> • Instrument/s able to measure the following environmental parameters: <ul style="list-style-type: none"> - Air temperature or dry bulb - Humidity or wet bulb - Radiant temperature or globe bulb - Air velocity • I.e. whirling hygrometer, globe thermometer, kata thermometer or anemometer (hotwire or vane) or • Integrated electronic instrumentation i.e. WBGT thermal environmental meter.
5. Cold Stress	<ul style="list-style-type: none"> • Dry bulb thermometer and anemometer (hotwire).
6. Ventilation	<ul style="list-style-type: none"> • Hot wire anemometer • Pitot static tube • Manometer.

ANNEXURE II

LEGAL KNOWLEDGE CERTIFICATE

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

Institution	Contact Person	e-mail	Contact number
CPUT	Mr. Hennie Van der Westhuizen	vanderwesthuizen@cput.ac.za	072 127 2377
DUT	Mr Ivan Niranjan	ivann@dut.ac.za	082 859 4304
NMMU	Mr Charles M. Qoto	Charles.Qoto@nmmu.ac.za	083 6322 850
University of North West	Prof Fritz Eloff	Fritz.Eloff@nwu.ac.za	082 545 4373
University of Pretoria	Dr Nico Claasen	nico.claassen@up.ac.za	083 258 4416

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: AIAs 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:
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Physical address:.....
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Telephone No.:

Cell phone No.:

E-Mail:

Name of responsible Occupational Hygienist/s:

Registration No/s.:

Stresses approved for:.....

Item	Requirement	Y/N	Action required
1.	Personnel		
	All operational staff have appropriate and up-to-date SAIOH registration		
	All operational staff have Legal Knowledge Certificates		
2.	Scope		
	AIA is restricting its activities to those for which it is approved		
	When questioned, staff are fully aware of the scope of activities for which they are approved		
3.	Equipment		
	Suitable monitoring and analytical equipment is available for the approved services (Inventory must be provided)		
	Calibration certificates for all appropriate equipment are available and up-to-date		
	Staff can demonstrate proper use of equipment and calibration procedures		
	Hiring of equipment		
	Proof of hire		
4.	Laboratory analyses		
	Where laboratory work is subcontracted, appropriate formal contracts, controls and audits are in place		
	The competency of the laboratory for this work can be demonstrated (ie SANAS certification for specific methods) SANAS 17025 for Quality Control		
	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		
	Responsibility for results is clearly defined		
5.	Verification		
	Where verification of the work of others has been carried out, all requirements have been confirmed		
	Verification reports clearly demonstrate whether the results are valid, accurate and correct		
	When questioned, staff fully understand verification requirements		
6.	Documentation		
	Copies of all relevant legislation, standards, codes, guidelines, methods and equipment manuals are readily available		
	All documentation is complete and up-to-date		
	A formal and appropriate document approval and control system is in use		

Item	Requirement	Y/N	Action required
7.	Quality manual		
	The AIA has prepared a comprehensive quality manual which is up-to-date and readily available		
	The quality system meets the requirements of SANS 17020		
	The quality system is appropriate to the scope of activities carried out		
	All staff can demonstrate appropriate knowledge of the quality system		
8.	Reports		
	Results are reported accurately, clearly, unambiguously and objectively and in accordance with the test method used		
	All original observations, data and calculations are securely kept		
	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		
	All reports clearly state whether the client is in compliance with legislated occupational health standards		
	The signature of the occupational hygienist responsible for the report is on every page		
9.	Corrective action		
	A formal procedure is in place for implementing corrective action when non-conformances or departures from laid down procedures are identified		
	The person or persons with authority for managing corrective actions is clearly defined		
	All staff are familiar with the corrective action procedure		
10.	Complaints		
	A formal procedure for resolving client complaints is readily available		
	Records of complaints, investigations and corrective actions are maintained		
11.	Records		
	A formal system is in place for indexing and retrieving all reports and other records		
	All records are kept secure and in confidence		
	Procedures are in place to protect and back-up any data that is held on computers		
12.	Six-Monthly Returns		
	All required six-monthly returns have been submitted		
	The data in the last 6-monthly report is valid and complete		

Finding:

Satisfactory	Improvement needed (minor)	Improvement needed (serious)	Unsatisfactory	
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Recommendations by Auditor:

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Applicant's/ AIA's response:

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Name of Auditor:

Signature of Auditor:

Date:

Signature of Director OHH:

Date:

ANNEXURE V

SIX-MONTHLY RETURN

PERIOD to

AIA Details	
Company name	
Physical Address	
Postal Address	
Responsible Registered Occupational Hygienist/s	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of operational staff	
Stressors approved for	

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

Gauteng 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
Bronkhorstspuit	Tel: (013) 932 0197
Carletonville	Tel: (018) 788 3281
Garankuwa	Tel: (012) 702 4525
Germiston	Tel: (011) 345 6300
Johannesburg	Tel: (011) 223 1000

Mpumalanga Labour Centers

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

Mbombela (Nelspruit)	Tel: (013) 753 2844
Middelburg	Tel: (013) 283 3600
Piet Retief	Tel: (017) 826 1883
Sabie	Tel: (013) 764 2105
Secunda	Tel: (017) 631 2585
Standerton	Tel: (017) 712 1351

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) 633 9360
Lephalale	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



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