

# Proposed list to assist in doing Inspections at Charcoal Plants

Company Information	
Founding Statement/registration documents	
Social Security Certificate	
Ministry of Finance Certificate	
Municipal Fitness Certificate	
Inland Revenue Registration Certificate	
Good Standing Letters (Soc. Sec./Inland Revenue) not older than 6 months	
All relevant contact details (telephones, cell phone, e-mail, postal address, afterhours, emergencies, etc.)	
Bank Account confirmation Letter	
Company profile (incl. organisational structure)	
Insurance information	
CAoN Membership Certificate (if applicable)	
Accountant/Bookkeeper Information	
Labour Consultant/Union Information	
BEE Certificate	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
<b>Total Score</b>	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building/Site Compliance	
First Aid Kit available	
Fire Extinguishers/firefighting equipment visible and in working condition	
Clearly marked safety features (firefighting equipment, assembly points, first aid kit, etc.)	
Sufficient bathroom facilities per number of employees	
Break room/lunch area for employees	
Clean water sources available	
Protective barriers around hazardous areas (close to machinery)	
Lease Agreement/Title Deed for premises	
Ventilation at screening plant/building	
Total Score	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Procedures for weathering once truck arrives at location	
Original transport permit + receipt	
Charcoal off-loaded at screening plant	
Charcoal screened according to in-house specifications	
Screened charcoal packed into desired bags.	
Charcoal stored in a clearly marked area for weathering process.	
Following information is indicated for each load:	
<ul style="list-style-type: none"> <li>• Date load arrived.</li> <li>• Date weathering process commenced</li> <li>• Reference number for load</li> <li>• Where the load came from</li> <li>• Type of charcoal</li> <li>• Species of charcoal</li> <li>• Size of charcoal</li> <li>• Date when the load will be ready for transport.</li> </ul>	
Total Score	

Comments: \_\_\_\_\_

\_\_\_\_\_

**Note: No charcoal received in bags from producers to be loaded directly into container**

Procedures when ordering a load	
Signed supply agreement, specifying the following: <ul style="list-style-type: none"> <li>• Amount per tonne of charcoal indicated</li> <li>• Deposit amount/percentage indicated</li> <li>• Type of charcoal requested</li> <li>• Size of charcoal requested</li> <li>• Weight of charcoal requested</li> <li>• Screening process</li> <li>• Penalties applicable on warm and wet charcoal/sand &amp; ash percentages/underweight loads/unburned pieces of wood/fines percentages, etc.</li> <li>• Duration between off loading and final payment</li> <li>• Dispute resolution procedures</li> </ul> Copy of valid marketing permit Copy of valid harvesting permit Invoice from producer	
Total Score	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Documentary requirements	
Are there any training manuals for the staff	
Are there safety manuals, posters, etc.	
Are there company policies and procedures for each division within the company	
Are there valid marketing permits	
Is there a filing system where all documentary proof of permits, licenses, weathering, etc	
Are there any Medical Test results for all employees	
Total Score	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Employee Procedures/Requirements</b>	
Are there Individual social security registration documents	
Are some staff members trained for First Aid	
Is the appropriate PPE worn by staff:	
• Hard hats	
• Safety goggles	
• Safety boots	
• Protective overalls	
• Gloves	
• High quality dust masks / respirators	
<b>Total Score</b>	

### General Comments and Recommendations

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---