



BUILDING CONTRACTOR REGISTRATION FORM

Company

Partnership

Individual

A. BUSINESS INFORMATION:

Company/Partnership/Individual Name:

Postal Address:, **Suburb**.....

City:, **State:**

Postal Code:

Residential Address:

.....

Phone: **Mobile:**

Email:

Number of Employees:

B. KEY PERSONNEL:

Name of contractor supervisor on site:

Position held:

Mobile:

C. TYPE OF WORK:

Please advise the type of work your company offers.

Construction

Plumbing (Qualifications)

Electrical (Qualifications)

Painting

Paving

Tiling

Others

Specify: /

..... /

..... /

Please list your top 4 Hazards/Risks:

Hazard/Risk 1:

Hazard/Risk 2:

Hazard/Risk 3:

Hazard/Risk 4:

Does the company have a hazard register? Yes No

Are formal hazard assessments carried out and recorded? Yes No

Does the company conduct regular safety inspections on its work sites? Yes No



D. SUB-CONTRACTORS

Does the company employ sub-contractors?

Yes No

For which work does your company use sub-contractors?

Specify: 1.....

2.

3.

4.

5.

Is your sub-contractor accredited? Yes No

Does the company specify rules and regulations, and safety requirements for its sub-contractors prior to contract acceptance? Yes No

Are there procedures for controlling the performance of your sub-contractors? Yes No

Details:

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E. ESMP TRAINING:

Did the contractor receive and read the following documents:

- 1. Contractor Rules for Toilets Yes No
- 2. Environmental Management Compliance Yes No
- 3. Carrying any goods/material coming in contact with the road surface. Yes No
- 4. Speeding on the Estate. Yes No
- 5. Rules for dumping of building rubble. Yes No

The contractor shall ensure that adequate environmental awareness training of senior site personnel takes place and that all construction workers receive an induction presentation on the importance and implications of the Environmental and Social Management Plan (ESMP). The presentation shall be conducted, as far as is possible, in the employees' language of choice.

As a minimum, training should include:

- Explanation of the importance of complying with the ESMP.
- Discussion of the potential environmental impacts of construction activities.
- The benefits of improved personal performance.
- Employees' roles and responsibilities, including emergency preparedness.

- Explanation of the mitigation measures that must be implemented when carrying out their activities.
- Explanation of the specifics of the ESMP and its specification (no-go areas, etc.)
- Explanation of the management structure of individuals responsible for matters pertaining to the ESMP.
- The contractor shall keep records of all environmental training sessions, including names, dates and the information presented.

F. REFERENCES

a. Reference 1:

Name and Surname of Client:

Contract person:

Contact number:

Short description for work done:

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b. Reference 2:

Name and Surname of Client:

Contract person:

Contact number:

Short description for work done:

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c. Reference 3:

Name and Surname of Client:

Contract person:

Contact number:

Short description for work done:

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G. GENERAL REQUIREMENTS

- Responsible for all overall implementation of the ESMP in accordance with the requirements of the Developer (EPDC) and this ESMP.
- The contractor shall appoint a person from the construction team to take responsibility for the implementation for all provisions of the ESMP.
- The contractor shall at every site meeting report on the status of the implementation of all provisions of the ESMP.
- The contractor should implement the environmental awareness training as stipulated in **G. TRAINING**.
- The contractor must list the stakeholders of the project and their contact details with whom communication would be required throughout the contract. This list, together with an indication of how stakeholders communication will be done throughout construction must be agreed upon and given to the Environmental Site Manager (ESM) before construction commences.
- The contractor is also responsible for compliance to the ESMP by all sub-contractors. Make sure that all sub-contractors have a copy of this ESMP and that they understand its contents. Include the ESMP in the sub-contractors/agreements with sub-contractors.
- The contractor shall liaise with the ESM regarding all issues related to community consultation and negotiation before construction commences.
- The contractor must adhere to the regulations pertaining to Health and Safety, including the provision of protective clothing and shoes, failing which the contract may be ended immediately.
- A toilet must be erected according to the rules before any activity may start on the site.
- Each contractor site will have a sign board with the following information on:
 - o Client name
 - o Erf number
 - o Company / Contractor name
 - o Company / cell number
 - o Email address
 - o Building since (date of first construction site)
- The sign board will not exceed 1000 x 750mm in dimension



- The sign board will be erected in front of the site at the onset of the building activities
- The sign board to be removed on completion of building.



H. CONTRACTOR DECLARATION:

I agree to advise **ELISENHEIM OWNERS ASSOCIATION** of any changes in procedures, standards performance or key personnel during the construction period.

I understand that I may be required to provide additional information to support my application for approval.

I understand that information provided on this form will be collected and held by **ELISENHEIM OWNERS ASSOCIATION's** management office.

To the best of my knowledge, the answers to the questions in this application are correct, and I understand that if any false information is given or any material fact suppressed on this application form, the company may not be accepted/approved.

- I.** Sites where you presently building (when sites is more than space provided, please add an additional page:

Erf number	Name of client
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J. IMPORTANT NOTICE

1. Each Building Contractor shall report to the office of the EOA **BEFORE** the start work on a new site!
2. A refundable deposit of N\$ 5000.00 shall be paid for each of the building sites. This deposit shall be refunded after a COW completion certificate as well as an EOA compliance certificate is received. All fines for non-compliance shall be deducted from this deposit.

Name of authorized person:

Position:

Signature: Date:

Estate Management authorized Signature:

Date:

Contractor approved

Registration declined