

PART	No.	TOPIC	SUB TOPIC 1	SUB TOPIC 2	SUB TOPIC 3	SUB TOPIC 4		
ABOUT THE PRODUCT	1	Product Overview	Rationale & general layout of product data files					
	2	Product profile	P.C. Requirements & documentation version details					
	3	Disclaimer	License and usage agreement of product					
INFORMATION	1	Legislation	Acts / Regulations / Government Gazettes					
	2	Guidelines	Construction / Shops and offices / Asbestos / Demolition Work / General Admin. / H&S Accord / Lead / Material Safety Data Sheet / Turnaround strategy..etc					
PART 1 : SHE Employer's Companion	1	SHE Policy	Policy statements	Document No.: GL-HC-0001 (Version 7)	Guideline of how to compile a Company H&S policy			
	2	SHE Risk Assessment	Guideline	Document No.: GL-HC-0002 (Version 7)	Comprehensive guideline of how to conduct a risk assessment			
				Annexures : Forms & Templates	1. Risk Assessment	Create a risk profile		
				2. Risk Rating	Determine residual risk rating & priority action			
				3. Action Planning	Control measures & Specific Job Analysis			
				4. Risk Management	Hazard identification & review			
				6. Aspect & Impact	Environmental Aspects & Impact record			
				7. Hazardous Substances	Record for listing H.C.S.			
				8. Resource consumption	Recording of Resources for E.M.			
				9. Waste & Effluent Management	Recording of Waste & Effluent for E.M.			
				3	SHE Structure	3.1 Establishing SHE Structure	Guideline : GL-HC-0003 (Version 7)	Comprehensive guideline of how to establish a SHE Management structure
					Annexures : Diagrams	1. Structure	SHE Management structure layout	
					2. Duties	SHE Management legal duties framework		
					3. Reporting matrix	Inspection report circulation flowchart		
			3.2 Health & Safety Committee	Guideline : GL-HC-0004 (Version 7)	Comprehensive guideline for the Health & Safety Committee			
					Annexures : Forms & Templates	1. SHE Structure templates & forms	20 forms / templates for implementing and managing a SHE system	
					2.1 Agenda	Template with headings & topics		
					2.2 Minutes	Template with headings & topics		
					2.3 Inspection	Template with headings & topics		
					3.3 Emergency Planning Committee	Guideline : GL-HC-0005 (Version 7)	Comprehensive guideline for the Emergency Planning & Response Committee	
					Annexures : Forms & Templates	1. Appointments	Templates for Committee appointments	
					2. Risk identification	List template with risk topics for planning		
3. Planning analysis					Template for identifying resources			
4. Agenda					Template with headings & topics			
5. Minutes					Template with headings & topics			
6. Symbolic Signs					Diagrams of symbolic safety signs			
3.4 Appointment Forms					Forms : (Version 7)	97 Legal Appointment templates which include the legal references and integrated Audit report numbering		
4	SHE Reviews	4.1 Audit assistant manual	1. Instructions	Instructions on the use of the Generic Audit manual				
				2. Manual (Version 7)	Generic Audit manual comprises of 1893 questions covering the O.H.&S.Act			
5	SHE Reporting & Corrective Action	5.1 Audit report	1. Instructions	Instructions on the use of the Generic Audit report				
				2.(a) Report (1893 questions)	Working document used for the audit of a workplace in accordance to the OH&S Act. Includes a statistical report.			
					2.(b) Report (including legal references.) Working document same as above but includes a colum with legal references.			
				5.2 Inspection forms	Forms	Inspection template for a SHE inspection		
				5.3 Inspection records	Records	40 Inspection record templates		

PART	No.	TOPIC	SUB TOPIC 1	SUB TOPIC 2	SUB TOPIC 3
PART 2 : Auditor Companion	6	Audit covering letters	6.1 Use of templates	Description of how to use the audit covering letters / report	
			6.2 Audit process announcement	Document to Client confirming audit arrangement and process	
			6.3 Audit confirmation	Document to Client confirming audit arrangement and process	
			6.4 Pre-audit meeting	Document to Client confirming requirements for the pre-audit meeting	
			6.5 Final audit report	1. Covering letter	Covering letter to Client for the audit report
	7	Generic Audit	7.1 Manual	2. Part 1 & 2	Report template on overview of findings
				3. Part 3	Detailed report template on findings and recommendations
				1. Manual - (Version 7)	Comprises of 1893 questions covering the O.H.&S.Act
			7.2 Report	Instructions	Instructions on the use of the Audit manual
				2.(a) Report (1893 questions)	Working document for auditing a workplace in accordance to the OH&S Act.
				2.(b) Report (including legal references.)	Working document same as above but includes a column with legal references.
				Instructions	Instructions on the use of the Audit report
	8	Specialized Audits	8.1 Appointments & Assignments	1. Manual - (Version 7)	Specialized detailed audit covering appointments and assignments in terms of the OH&S Act
				2. Report (1594 questions)	
			8.2 General Safety	1. Manual - (Version 7)	Specialized detailed audit covering the General Safety Regulations of the OH&S Act
				2. Report (1045 questions)	
			8.3 Environmental & Facilities	1. Manual - (Version 7)	Specialized detailed audit covering the following Regulations: E.R.W., F.R. & N.I.H.L.R.
				2. Report (750 questions)	
			8.4 Machinery	1. Manual - (Version 7)	Specialized detailed audit covering the following Regulations: G.M.R., & D.M.R.
				2. Report (1180 questions)	
			8.5 Electrical	1. Manual - (Version 7)	Specialized detailed audit covering the following Regulations: E.I.R., & E.M.R.
				2. Report (637 questions)	
			8.6 Lifts, Escalators & Passenger Conveyors	1. Manual - (Version 7)	Specialized detailed audit covering the following Regulation: L.E.P.C.R.
				2. Report (161 questions)	
	8.7 Hazardous Chemical Substances	1. Manual - (Version 7)	Specialized detailed audit covering the following Regulation: H.C.S.R.		
		2. Report (390 questions)			
	8.8 Lead	1. Manual - (Version 7)	Specialized detailed audit covering the following Regulation: L.R.		
		2. Report (422 questions)			
	8.9 Asbestos	1. Manual - (Version 7)	Specialized detailed audit covering the following Regulation: A.R.		
		2. Report (683 questions)			
	8.10 Construction	1. Manual - (Version 7)	Specialized detailed audit covering the Construction Regulations (2004)		
		2.(a) Report (1774 questions)			
2.(b) Report (including legal references.)					
8.11 Office	1. Manual - (Version 7)	Customized Generic Audit Report for an Office Audit			
	2.(a) Report (838 pre-selected quest.)				
	2.(b) Report (including legal references.)				
8.12 Pressure Equipment	1. Manual - (Version 7)	Specialized detailed audit covering the Pressure Equipment Regulations			
	2.(a) Report (390 questions)				
	2.(b) Report (including legal references.)				

RETAIL PRICELIST FOR PART 1 & 2 OF SHE COMPANION



PART 1 & 2 : SHE Companion (complete)

SHE Companion	Copies (each)				Update / CD
	1	2 - 4	5 - 10	10 +	
Part 1 & Part 2 (Employer's and Auditor's Companion)	R 13 158.64	R 11 842.78	R 10 526.91	R 9 211.05	R 880.00

*See Note 6

*Also see note below

PART 1 : Employer's Companion (individual)

SHE Companion (Part 1 only)	Copies (each)				Update / CD
	1	2 - 4	5 - 10	10 +	
Part 1 (Employer's Companion)	R 4 839.12	R 4 355.21	R 3 871.30	R 3 387.38	R 490.00

*See Note 6

*Also see note below

PART 2 : Auditor's Companion (individual)

SHE Companion (Part 2 only)	Copies (each)				Update / CD
	1	2 - 4	5 - 10	10 +	
Part 2 (Auditor's Companion)	R 9 781.59	R 8 803.43	R 7 825.27	R 6 847.11	R 490.00

*See Note 6

*Also see note below

*NOTE:

1. The product can also be provided on a memory stick (quote provided depending on size required)
2. An additional R250 may be charged per CD for packaging and courier fees
3. For Multi-user Licence prices, individual quotes will be provided
4. For customizing for footers and logos, individual quotes will be provided
5. Prices are inclusive of VAT
6. The UPDATE Prices are from VERSION to next available VERSION no. *(If the product is very outdated, it will need to be replaced)*

If the full product (Part 1 or 2) is not required, individual prices are available for parts of the product as indicated on the following spreadsheet

**ON-SITE AUDIT TRAINING ON THE USE OF THE PRODUCT CAN BE ARRANGED.
CONTACT HAS-CON FOR A SEPARATE QUOTE**

RETAIL PRICELIST FOR **INDIVIDUAL PARTS** OF SHE COMPANION



PART 1 : Employer's Companion (individual parts)

Employer's Companion PART 1	Copies (each)				Update / CD
	1	2 - 4	5 - 10	10 +	
SHE Policy & Risk Assessment	R 637.00	R 573.30	R 509.60	R 445.90	R 195.00
SHE Structure, H&S Committee, Emergency Planning Committee, Appointment & Inspection forms	R 2 437.50	R 2 193.75	R 1 950.00	R 1 706.25	R 195.00
SHE Reviews & Reporting	R 2 302.30	R 2 072.07	R 1 841.84	R 1 611.61	R 195.00

*See Note 6

*Also see note below

PART 2 : Auditor's Companion (individual parts)

Audit Companion PART 2	Copies (each)				Update / CD
	1	2 - 4	5 - 10	10 +	
Audit Covering letters	R 364.00	R 327.60	R 291.20	R 254.80	R 195.00
Generic Audit	R 1 938.30	R 1 744.47	R 1 550.64	R 1 356.81	R 195.00

*See Note 6

Specialized Audits :

Appointments & Assignments	R 1 456.00	R 1 310.40	R 1 164.80	R 1 019.20	R 195.00
General Safety	R 1 027.00	R 924.30	R 821.60	R 718.90	R 195.00
Environmental & Facilities	R 1 053.00	R 947.70	R 842.40	R 737.10	R 195.00
Machinery	R 1 218.10	R 1 096.29	R 974.48	R 852.67	R 195.00
Electrical	R 828.10	R 745.29	R 662.48	R 579.67	R 195.00
Lifts, Escal. & Passeng. Conv.	R 300.30	R 270.27	R 240.24	R 210.21	R 195.00
Hazardous Chemical Substances	R 834.60	R 751.14	R 667.68	R 584.22	R 195.00
Lead	R 617.50	R 555.75	R 494.00	R 432.25	R 195.00
Asbestos	R 763.10	R 686.79	R 610.48	R 534.17	R 195.00
Construction	R 1 955.20	R 1 759.68	R 1 564.16	R 1 368.64	R 195.00
Office	R 920.40	R 828.36	R 736.32	R 644.28	R 195.00
Pressure Equipment	R 698.10	R 628.29	R 558.48	R 488.67	R 195.00

*Also see note below

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