



VENDOR-SUPPLIER APPLICATION FORM

New Application:		Update Application:		Creditor Allocated:	
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The Supplier Application Form is an application to be registered on the Vaal University of Technology (VUT) database and must be completed in full by all prospective suppliers.

Vendors that wish to register should complete this application form.

The main objective of this process is to **enhance transparency and equality** on the part of the University and to facilitate effective communication with its vendors.

The form consists of sections A to H. Section A, B, C, D, E, F and G **must** be completed in full and submitted together with all required substantiating documentation as outlined in the checklist for the application to be considered.

Section A	-	Points to Remember
Section B	-	Statutory, Regulations and Professional bodies
Section C	-	Commodity Group
Section D	-	Contact Details
Section E	-	Company Information
Section F	-	Occupational Health and Safety (where necessary)
Section G	-	Terms and Conditions
Section H	-	Supplier Questionnaire
Section I	-	Declaration of Interest by Supplier
Section J	-	Acknowledgment
Section K	-	For Office Use Only
Section L	-	Supplier Checklist
Section M	-	Occupational Health and Safety Requirements and Regulations

- When Consortium/Joint Ventures/Sub-Contractors are making an application, each party must separately submit a completed Supplier Application Form together with substantiating documentation. Joint Ventures should indicate the basis of agreement.
- Applications must be **delivered by hand, courier or postal services** and must be fully completed with all the relevant documentation attached. Incomplete or incorrectly submitted application forms will not be considered
- **NO ELECTRONIC SUBMISSIONS OF THE SUPPLIER APPLICATION FORM WILL BE ACCEPTED**
- All commissioning stamps must be originals and not older than 3 (THREE) months old. A certified copy of a document is one which has been stamped, signed and dated to confirm that it is a true copy of the original by an authorised person.

TAX CLEARANCE CERTIFICATE REQUIREMENTS

The condition of this application is that the tax of the successful applicant must be in order with South African Revenue Service (SARS).

- The New Tax Clearance Certificate and Tax Compliance Status PIN must be submitted. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the application.
- When Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

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PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED

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SECTION A: POINTS TO REMEMBER WHEN THE COMPLETING VENDOR REGISTRATION FORM

- **Mandatory fields** – Certain fields and documents are mandatory to certain business types only. Please ensure that all fields mandatory to your business type have been completed and if a field is not applicable to your business type, clearly mark it as N/A.
- **Required documentation** – Please refer to the attached table (following page) to determine the mandatory supporting documentation required for your business type. Please ensure that all copies of mandatory documents (certified copies where applicable) are attached.
- **Completion of questions** – Clearly state Yes, No or N/A to questions asked. Do not leave any Mandatory fields blank.
- **Certified documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration document and Proof of Shareholding Certificates. The stamp of certification should be on the front of the document.
- **Copies of documents** - Please keep copies of the registration form and all supporting documentation submitted for your own records and ensure that all data is maintained and up to date on a continual basis. It is required from all applicants to update their detail every year or as and when a change occurs.
- **Owners, Shareholders and Partners** – Please ensure that the percentage of ownership calculated up to 100% and that a field is completed for each of the business owners.
- Only documents with an original signature are to be submitted. A supplier registered on the Suppliers Database must notify the Vaal University of Technology of any changes to information provided in the initial application form. Failure to do so may result in such a supplier being removed from the Suppliers Database and/or the cancellation of contracts awarded to the supplier, based on misrepresentation.
- **Collection points** – Completed registration forms and supporting documentation can be delivered to the address supplied herein.
- **Processing of registration** – Your completed registration will be processed and once verified, will be approved or rejected. An email confirmation of registration will be sent to the correspondence details supplied. Please note that this administration process will take a minimum of 21 working days. Once your registration has been included on the VUT Database your details will be accessible to the purchasing officers of VUT. A formal creditor number shall then be issued which shall have to be quoted in all future correspondence with the University.
- **Business opportunities** – Please note that registration on the VUT Supplier Database **does not** guarantee business opportunities. Inclusion of the name in a database **does not** in any way guarantee any persons, company, service provider, vendor, etc. any business from the Vaal University of Technology. All procurement will be subjected to the Procurement- and Tender Policies of Vaal University of Technology.
- Suppliers providing incorrect or fraudulent information in their application form will be disqualified from tendering and removed from the Suppliers Database, in addition to any other action the University may institute against such a supplier. Further, in the event of the Vaal University of Technology being prejudiced financially, it reserves the right to take legal action against the supplier. Any alterations made by the applicant must be initialled. The use of correcting fluid is prohibited, and the use thereof will lead to nonregistration of the applicant business.
- **Queries** – Should you have any queries or if you require assistance completing the registration form, please contact the Procurement Department on **Tel: 016 950 9594/9615** or chenerap@vut.ac.za/ bavumiled@vut.ac.za
- Please note that the key facilities in the database are classified as commodities and each potential vendor must indicate the commodity/commodities in which it would like to register for RFQ's. A vendor shall only be allowed to register for the **maximum of THREE (3) commodity groups**.
- It is a **condition of bidding** that a vendor's taxes must be in order or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. In bids where consortia/joint ventures/sub-contractors are involved; each party must submit a separate valid Tax Clearance Certificate and tax compliance status pin.
- **Performance and Monitoring:** Service providers that have been registered onto the Data Base will be continuously monitored for their performance on work awarded to them by VUT. This continuous monitoring process will form the basis to evaluate Service Provider's performance which will have an impact on future opportunities with the *University*.



SECTION B: STATUTORY, REGULATORY AND PROFESSIONAL BODIES.**CONTACT DETAILS**

Registrar of Close Corporations & Companies The Department of Trade and Industry SA Campus 77 Meintjies Street, Sunnyside, Pretoria Tel: 0861 843 384	Department of Labour (U.I.F Certificates), Letter of Good Standing(COIDA) 481 Belvedere Street Arcadia Pretoria	Psira (Private Security Industry Regulator Authority) 420 Witch-hazel Avenue, Eco-Glades 2 Office Park Highveld Ext 70 Centurion, 0158
Emfuleni Local Municipality/Any Local Government Authority If Not Based in The Vaal 27 Frikkie Meyer Blvd, Vanderbijlpark, 1900 Tel: 016 950 5000	Department of Labour (Workman's Compensation) Compensation House, Cnr Hamilton & Soutpansberg Rd, Pretoria Tel: 012 319 9111	Construction Industry Development Board CIDB Blocks N & R; SABS Complex No. 2 Dr Lategan Road; Groenkloof; Pretoria
South African Revenue Services Receiver of Revenue (SARS) 17 Joubert St, Vereeniging, 1939 Tel: 0800 00 7277	Security Service Industry Regulatory Authority 481 Belvedere Street, Arcadia Tel: 012 337 5500	SAPS Vanderbijlpark 24 General Hertzog St, Vaal, Vanderbijlpark, 1911 Tel: 016 910 9000



SECTION C: COMMODITY GROUPS**PLEASE NOTE: Vendor may only register for a maximum of THREE commodity groups**

Tick	Cat No	Description	Tick	Cat No	Description	Tick	Cat No	Description
	001	Laboratory equipment		032	Welding & Flame Cutting Equipment		063	Catering & Events Equipment Hire
	002	Fasteners, Bolts, Nuts, Rivets & Washers		033	Office Furniture, Components & Accessories		064	Engineers & Contractors
	003	Containers & Packaging		034	Hospital, Medical & Surgical Equipment & Furniture		065	Castors, Ladders, Trolleys & Wheels
	004	Bricks & Blocks		035	Outdoor & Pavement Furniture		066	Recreational & Sports Requisites
	005	Canteen, Kitchen & Cooking equipment & Appliances		036	Agricultural & Horticultural Equipment & Machinery		067	Artwork, Crafts, Curios & Gifts
	006	Tableware, Hollowware & Utensils		037	Compressors, Blowers & Vacuum Equipment		068	Hygiene, Beauty & Cosmetic Products
	007	Sand, Soil, Cement & Concrete		038	Air conditioners, Ventilation, Fans & Coolers		069	Publications, Videos & Films, Books, Newspapers, Magazines & Periodicals
	008	Home & Industrial Fabrics & Textiles		039	Furnaces, Kilns, Ovens & industrial Dryers		070	Fresh Flowers, Plants & Seeds
	009	Clothing, Safety Clothing & Footwear		040	Office Machines & Equipment		071	Medications & Pharmaceuticals by General Classification
	010	Cordage, Ropes, Twines, String & Nets		041	Machine Tools & Accessories		072	Financial, Insurance & Legal Services
	011	Electronic components		042	Radio, Television, Audio-visuals & Communication Equipment		073	Analysis, Inspection & Evaluation Services
	012	Computer Hardware & Supplies		043	Pumps, Engines, Spares & Accessories		074	Installation Services
	013	Computer Software & Solutions		044	Fertilizers		075	Maintenance & Repair Services
	014	Electric & Data Cable, Wire & Equipment		045	Animal Feeds		076	Manufacturing & processing Services



Tick	Cat No	Description	Tick	Cat No	Description	Tick	Cat No	Description
	015	Electric Lamps, Lighting & Accessories		046	Transport Vehicles, Trailers, Motorcycles, Boats, Aircraft & Spares & Accessories		077	Cleaning Services
	016	General Electrical Equipment & Parts		047	Washing, Scrubbing, Cleaning Plant and Supplies		078	Administration & Management Services
	017	Control, Process & Measurement Instrumentation		048	Nails, Pins, Screws & Staples		079	Engineering & Related Services
	018	Test & Analysis instrumentation		049	Fuels, Petrol, Oils & Lubricants		080	Advertising & Marketing Services
	019	Scopes, Lenses & Optical Equipment		050	Coatings, Waterproofing & Paints		081	Management Consultants
	020	Security Equipment & Requisites, Walling, Fencing & Gates		051	Stationery		082	Communication, Publishing & Printing Services
	021	Signs, Nameplates, Notices & Labels		052	Steel, Pipes and Profiles		083	Consulting Engineers
	022	Graduation Requisites and Services		053	Valves and Pressure Vessels		084	Chemicals & Associated Products
	023	Insulation Products		054	Pest Control and Cleaning materials		085	Security Services
	024	Precious Stones and Materials		055	Lifts installation and maintenance		086	Food Services
	025	Building requisites, fittings & Materials		056	Heaters and Heating Equipment		087	Computer Related Services
	026	Flooring Products		057	Timbers and Timber materials		088	Accommodation, Tourism & Entertainment
	027	Sanitary ware & Accessories		058	Plant & Equipment Hire		089	Travel Agencies
	028	Sewing, Knitting & Textile Machines & Equipment		059	Brush ware		090	Retailers & Wholesalers
	029	Printing, Marking, Engraving & Labelling Equipment		060	Power Tools & Accessories		091	Safety equipment supply, installations and maintenance



Tick	Cat No	Description	Tick	Cat No	Description	Tick	Cat No	Description
	030	Printing Supplies		061	Hand Tools & Accessories		092	Other (Please specify):
	031	Fresh fruits and vegetables		062	Transport Hire & Transport and Cartage Services		092	Other (Please specify):



SECTION D: CONTACT DETAILS			
REGISTERED NAME OF BUSINESS:			
TRADING AS NAME:			
PREVIOUS NAME(S) OF BUSINESS:			
PHYSICAL ADDRESS:			
			POSTAL CODE:
POSTAL ADDRESS:			
(This is the address to which written correspondence will be directed)			
			POSTAL CODE:
TELEPHONE NUMBER OF BUSINESS:			
TOLL FREE NUMBER:			
SALES PERSON			
CONTACT NUMBER:			
SALES PERSON EMAIL ADDRESS:			
SALES PERSON FAX NUMBER:			
ACCOUNTS DEPARTMENT CONTACT PERSON:			
ACCOUNTS DEPARTMENT EMAIL ADDRESS:			
CONTACT NUMBER:			
WEBSITE ADDRESS:			



SECTION E: COMPANY INFORMATION			
COMPANY REGISTRATION NUMBER:			
ID NUMBER (SOLE TRADER) PLEASE ATTACH A CERTIFIED COPY OF ID			
VAT NUMBER:			
TYPE OF BUSINESS: Example: Close Corporation			
BUSINESS CLASSIFICATION: Example: Manufacturing			
MEMBER OF ANY PROFESSIONAL BODY:	YES	NO	

PLEASE INDICATE (X) THE CAMPUSES WHERE YOUR BUSINESS IS WILLING AND CAPABLE OF SUPPLYING:

VAN DERBIJLPARK CAMPUS		UPINGTON CAMPUS	
SECUNDA CAMPUS		DAVEYTON CAMPUS	
EDUCITY CAMPUS (Vanderbijlpark)			

BANK INFORMATION

BANK:		BRANCH NAME:	
BRANCH CODE:		ACCOUNT TYPE:	
BANK ACCOUNT NUMBER:			
VUT'S TERMS OF PAYMENT IS 30 DAYS FROM DATE OF STATEMENT			

LIST ALL DIRECTORS, SHAREHOLDERS, MEMBERS. (Attach your own list if the space provided is inadequate)

NAME	POSITION OCCUPIED	ID NUMBER	RACE	DATE OWNERSHIP

LIST OF CUSTOMERS: (For reference purpose)

NAME	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS

Can we contact any of the references provided?

YES	NO
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SECTION F: SAFETY
<p>Do you conduct your business in compliance with the requirement of the Occupational Health and Safety Act? (OHS Act No. 85 of 1993) YES/NO.....</p> <p>Are you registered and in good standing with the Compensation Commissioner? (Compensation for Occupational Injuries and Diseases Act No. 130 of 1993) YES/NO.....</p> <p>If YES, please attach a copy of valid letter of Good Standing. Please note that this is compulsory for all maintenance and building contractors.</p> <p>If you are a new Company, you may submit a "Tender Letter" from the department of labour.</p> <p>(Note: Failure to provide a valid letter of Good Standing when required will result in your Application not being considered.)</p>

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SECTION G: TERMS AND CONDITIONS

1. Please do not deliver any goods and/or services without receiving an official order from VUT.
2. All quotations must be on a company letterhead and include your company details, VAT number, date of the quotation and the expiry date of the quotation. Please indicate the sales person name on the quotation and sign the quotation.
3. VUT's order number and VAT number must appear on the Delivery Note and Tax Invoice. Any Tax Invoices and Delivery Notes without an order number will be ignored and returned to your company. Tax Invoices without order numbers are private agreements between individual(s) and the Supplier.
4. The seller shall bear the risk of goods being damaged, lost or destroyed until delivery to VUT is affected and receipt thereof is acknowledged.
5. The seller shall make provision for suitable packaging and preservation in all quotations. Unless otherwise stated all packaging, containers and material shall become property of VUT upon delivery.
6. Unless otherwise stated, all goods shall be new and of the best quality. Goods shall be subject to approval by VUT always. The seller shall not be released from its obligations in respect of suitability of the materials and / or the quality of the goods because VUT made no objection, even though the said goods may have been inspected by VUT or because delivery thereof was taken by or on behalf of VUT.
7. Should the seller be unable to fulfil its obligations in terms of the order, it shall advise VUT to the effect in writing. In which case VUT reserves the right to cancel the order and to purchase the goods from another supplier. The Seller may be obligated to compensate VUT for any differences in the cost.
8. In as much as delivery of the goods may require the Seller or its authorized agent to enter VUT's premises, the Seller shall ensure that such precautions as are necessary to protect life and property anywhere on VUT's premises are taken, and the Seller shall be liable to VUT for injury to any person, or damage to VUT's property caused by or incidental upon negligence or default on the part of the Seller or its authorized agent.
9. VUT's order number and VAT number must appear on the Delivery Note and Tax Invoice. Any Tax Invoices and Delivery Notes without an order number will be ignored and returned to your company. Tax Invoices without order numbers are private agreements with individuals.
10. No alterations to an order may be made without the written approval of the Procurement Department of VUT.
11. Part deliveries will be accepted only under exceptional circumstances. Payment thereof will be made only when ALL goods / services have been delivered.
12. VUT reserves the right to cancel any order in the event where the goods or services are not delivered by the agreed date.
13. It is a strict VUT requirement that all prospective Suppliers must complete a Supplier List Application form in full to be registered on its database.
14. All invoice and statements must be forwarded to the address below:

VAAL UNIVERSITY OF TECHNOLOGY

Creditors Department
 Department of Finance
 AW Building
 Private Bag X021
 Vanderbijlpark
 1900

For further details for individuals responsible for various companies read the supplier guidelines given to you.

15. Should the Seller accept the order, or should the order not be returned within 10 days of the date thereof, it shall be assumed that the conditions as set out in the paragraphs above are binding.
16. It is the Suppliers responsibility to inform VUT of any changes of contact details, company details or banking details and to submit all expired documents annually. Failure to adhere to the above will lead to the Supplier being made Non-Active on VUT's Supplier Database.
17. Payment will be made thirty days after date of statement.

Name and Surname: In Block Letters		Position:	
Signature:		Date:	
Contact Details:			

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SECTION H: SUPPLIER QUESTIONNAIRE

1. Do you have an effective procedure to monitor Customer Satisfaction?

YES	NO
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Please state full thereof:

2. Do you have a Quality Management System in place to manage all work procedures? Please specify:

The Quality Management System specified above should incorporate product, processes, systems, facilities and Staff.

Provide comprehensive details below on how each of these are controlled and assessed: -

2.1. Quality planning and part assurance? (*Product, Processes, Systems, Facilities and Staff*)

2.2. Logistics; Performance; and Delivery? (*Product, Processes, Systems, Facilities and Staff*)

2.3. Reliability? (*Product, Processes, Systems, Facilities and Staff*)

2.4. Formalised problem-solving process? (*Product, Processes, Systems, Facilities and Staff*)

2.5. After-sales support: the ability to provide spare-part provision over set time-frames and to keep good price stability; details of warranties on products and/ or services, etc.



SECTION I: DECLARATION OF INTEREST BY SUPPLIER**DECLARATION OF INTEREST BY A SUPPLIER WISHING TO CONDUCT BUSINESS WITH THE VAAL UNIVERSITY OF TECHNOLOGY**

1. Any legal person may make an offer or offers in terms of an invitation to tender or apply to be listed as a Supplier to the Vaal University of Technology. In view of possible allegations of favouritism, VUT requires full disclosure of any relationship the applicant or its employees may have with VUT. In light hereof, it is required that the applicant through the authorised signatory take an oath in declaring its interest where:

- 1.1. The legal person on whose behalf the application is signed, has a relationship with any person/persons who are/is employed by VUT, or where it is known that such relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are employed by VUT.
- 1.2. A person or person in a managerial position of the legal person on whose behalf the application is signed has a relationship (family, friend or other) with a VUT employee.

2. To give effect to the above, the following questionnaire must be completed and submitted with the application.

2.1. Are you or any person connected with the Applicant employed by VUT?

YES	NO
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If the answer to the question is yes, please state full thereof:

2.2. Do you, or any person connected with the Applicant, have any relationship (family, friend or other) with a person employed by VUT?

If the answer to the question is yes, please state full thereof:

YES	NO
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2.3. Are you, or any person connected with the Application, aware of any relationship (family, friend or other) between the applicant and any person employed by VUT who may be involved in the evaluation and/or adjudication of the tender?

YES	NO
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If the answer to the question is yes, please state full thereof:

3. No goods and/or services shall be procured from employees, relatives and employees who have left BUT in the past 12 months, and any other person who may have a conflict of interest in VUT. In the event of such need arising due to exceptional reason EMC approval will be required. Please initial in the block if you acknowledge this statement

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DECLARATION

I, THE UNDERSIGNED (NAME) _____ IN MY CAPACITY AS _____ CERTIFY THAT THE INFORMATION ABOVE IS CORRECT.

NAME:		POSITION:	
SIGNATURE:		DATE:	

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SECTION J: ACKNOWLEDGEMENT

I/We _____, the undersigned, in my/our capacity as duly authorized representative(s) of

_____ (name of company/enterprise) hereby declare the facts and information supplied in the Supplier Application form are true and correct in every respect.

I accept and acknowledge that the Vaal University of Technology may take further action against me and my company, including removal from the Vaal University of Technology's Supplier Database, and rejection of this Supplier Application should any information or supporting documents prove to be false.

I take note of the fact that if incorrect information is supplied, the Vaal University of Technology reserve the right to cancel/ terminate any order/ contract previously awarded to the applicant

The Vaal University of Technology reserves the right to verify and audit all information supplied in the Supplier Application.

Signed at _____ (town/city) on this ____ day of _____ 20 ____

Signature:		Signature:	
Capacity:		Capacity:	
Initials and Surname in Block Letters		Initials and Surname in Block Letters	

PLEASE RETURN THE COMPLETED DOCUMENTS TO SUPPLY CHAIN MANAGEMENT SECTION AT THE FOLLOWING ADDRESS**PHYSICAL ADDRESS**

VAAL UNIVERSITY OF TECHNOLOGY
Supply Chain Management Section
Supplier Application Form
AW Building, Room AW001
Andries Potgieter Boulevard
Vanderbijlpark
1911

POSTAL ADDRESS

VAAL UNIVERSITY TECHNOLOGY
Supply Chain Management Section
Supplier Application Form
Private Bag X021
Vanderbijlpark
1900

SECTION K: FOR OFFICE USE ONLY

Approved and Captured By:		Date:	
Creditor Code Allocated:			



SECTION L: SUPPLIER CHECKLIST

Documents Attached	Please tick appropriate box		
	Yes	No	N/A
Workman's Compensation Certificate (Certified)			
Company Registration Document (Certified)			
Proof of Ownership/Shareholder certificate (Certificate)			
Tax Clearance Certificate and tax compliance status pin			
Proof of Bank account (bank account confirmation letter) not older than 6 months			
Clear Certified Copies of Members, Partners, Directors, Trustees, Shareholders ID(s)			
Security Officer's Board registration (Certified)			
Proof of physical address of the company or directors (for examples municipality bill)			
Company Profile with organogram			
<u>Certified and Valid copy</u> BBBEE Certificate <u>or</u> Affidavit for Exempted Micro Enterprise as per Amended BBBEE Act (to be submitted annually)			
South African Qualification & Certification Committee certificate- Gas installation certificate; SETA or SAQA accreditation			
Waste disposal certificates			
Proof of registration to a professional body regulating your industry e.g. HPCSA			
Professional driving permits for all transport suppliers			
Joint Venture Agreements			
Proof of VAT Registration			
Catering Certificate of Acceptability			
Construction Industry Development Board Certificate			
List of contactable references provided			
Section D: terms and conditions signed and agreed			
Section E: supplier questionnaire filled in and completed			
Section F: Declaration of interests, filled in and signed			
Section G: Acknowledgement signed and completed			
Electrical Contractors Association of South Africa (ECA-SA), wireman's licences etc; Engineering Council of South Africa			
Initial each page			

Please note: Proof of documents for all of those above are required to ensure successful registration on the Supplier Database. In event of a document not being required please tick the N/A box.



Section M: Occupational Health and Safety Requirements and Regulations			
Documents Attached	Please tick box		
	Yes	No	N/A
Occupational Hygiene Survey Service Providers			
Approved Inspection Authority (AIA)			
Southern African Institute for Occupational Hygiene (SAIOH)			
South African National Accreditation Systems (SANAS)			
Waste Management Service Providers			
Waste management of South Africa			
Chemical and Allied Industries association certificate (CAIA)			
Registered landfill name with applicable contact details			
Certificate of registration: Hazardous waste transporter			
Chemical Service Providers			
Material safety data sheets (MSDS) for all purchased chemicals. No chemical shall be accepted without MSDS (Material Safety Data Sheet)			
South African Bureau of Standards (SABS) approved			
Membership Certificate with Chemical and Allied Industries Association (CAIA)			
Fire service providers			
South African National Standard (SANS) 1475 accreditation certificate			
Department of Labor certificate of approval			
Fire Technicians must be registered with The South African Qualification & Certification Committee SAQCC			
Membership certificate with Fire Fighting Equipment Traders Association (FFETA)			

