



WGL Advisory Services

Engineering Contractor Site File Checklist

Client Readiness Checklist

Version / date	Version 1.1 2026-05-04
Document label	Client Readiness Checklist
Website area	Engineering compliance page, engineering documentation page, mining/contractor industry pages
Priority	High
Purpose	Help contractors prepare the documents commonly requested before site access or project commencement.

Who this checklist is for

Contractors, engineering teams, project managers, mining-service suppliers and site administrators preparing technical or compliance packs.

When to use this checklist

Use it before site access, project commencement, client submission, technical handover, supplier onboarding or internal quality review.

Client / Matter Details

Client / contractor name	Client to complete	Project name	Client to complete
Site name	Client to complete	Client / principal contractor	Client to complete
Tender / project / site reference	Client to complete	Site access or submission deadline	Client to complete
Safety-file status	Client to complete	Document controller	Client to complete
WGL responsible person	Client to complete	Date completed	Client to complete

How to use this checklist

Work through each requirement and tick one of the separate status boxes: Ready, Not Ready or N/A. Add notes/gaps, assign an owner and insert a due date. Attach or organise supporting documents before submitting the checklist to WGL. Where a requirement does not apply, mark N/A and explain why in the Notes / gaps column.

Main readiness checklist

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
Company registration	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Tax compliance	Supports SARS visibility, reduces avoidable compliance delays, and helps WGL identify matters requiring professional review.	SARS profile, eFiling access/authority, returns, reconciliations, statements of account, TCS PIN status and supporting schedules.	[]	[]	[]	Client to complete	Client to complete	Client to complete
B-BBEE	Reduces avoidable administrative non-compliance and supports a complete tender or supplier-readiness pack.	Tender documents, CSD report, TCS PIN, CIPC documents, B-BBEE affidavit/certificate, bank confirmation and signed forms.	[]	[]	[]	Client to complete	Client to complete	Client to complete
CIDB where applicable	Reduces avoidable administrative non-compliance and supports a complete tender or supplier-readiness pack.	Tender documents, CSD report, TCS PIN, CIPC documents, B-BBEE affidavit/certificate, bank confirmation and signed forms.	[]	[]	[]	Client to complete	Client to complete	Client to complete
COIDA/letter of good standing	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Public liability insurance	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Risk assessments	Strengthens accountability, evidence discipline and control visibility before problems become more difficult to fix.	SARS correspondence, case numbers, assessments, statements of account and deadline confirmation.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Method statements	Supports clear project, technical and compliance evidence for client, site, audit or handover purposes.	Scope, site file, drawings, method statements, inspection records, certificates, registers, photos and handover documents.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Safety plan	Supports clear project, technical and compliance evidence for client, site, audit or handover purposes.	Scope, site file, drawings, method statements, inspection records, certificates, registers, photos and handover documents.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Employee medicals	Supports SARS visibility, reduces avoidable compliance delays, and helps WGL identify matters requiring professional review.	SARS profile, eFiling access/authority, returns, reconciliations, statements of account, TCS PIN status and supporting schedules.	[]	[]	[]	Client to complete	Client to complete	Client to complete

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
Training certificates	Improves data quality, automation readiness and responsible AI-supported reporting with human review controls.	System access, chart of accounts, sample transactions, source documents, privacy approvals, workflows and review controls.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Equipment inspection records	Supports clear project, technical and compliance evidence for client, site, audit or handover purposes.	Scope, site file, drawings, method statements, inspection records, certificates, registers, photos and handover documents.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Toolbox talks	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Emergency contacts	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Appointment letters	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Site-specific forms.	Supports clear project, technical and compliance evidence for client, site, audit or handover purposes.	Scope, site file, drawings, method statements, inspection records, certificates, registers, photos and handover documents.	[]	[]	[]	Client to complete	Client to complete	Client to complete

Before using this document for project, site or client submission

- Confirm the intended audience: internal, client, principal contractor, auditor, insurer or regulator.
- Use a document register and version-control every file.
- Check that certificates, training records and insurance documents are current.
- Confirm site-specific requirements before relying on a generic pack.
- Keep photos, registers, inspection records and sign-offs organised.
- Escalate safety, engineering or regulatory-certification questions to qualified specialists.

Red flags

- Certificates, medicals, insurance or training records are expired.
- Site file does not match client or project requirements.
- Method statements, risk assessments or equipment inspection records are missing.
- Document versions are uncontrolled or unsigned.
- Asset/equipment registers do not agree to site records.
- Handover documents, drawings or approvals cannot be traced.

Risk rating

Risk rating	Readiness interpretation	Recommended next step
GREEN	Mostly ready. Key records are available, current, complete, and internally consistent.	Proceed with normal review and keep evidence organised.
AMBER	Gaps require attention. Work can proceed, but issues may delay completion or increase review time.	Prioritise the action plan and agree responsibilities with WGL.
RED	Urgent remediation needed. Significant missing records, compliance gaps, unresolved risks, or contradictions exist.	Book a scoping session with WGL before external submission, reliance, or use.

Next-step action plan

Gap	Action required	Responsible person	Target date	WGL support needed
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete

WGL Review Outcome

Ready for submission / use Minor gaps to resolve Significant remediation required Scope discussion required Not suitable for submission / reliance yet

Reviewer: _____ Date: _____

Key comments: _____

Recommended next step: _____

WGL call-to-action

Send this completed checklist and supporting documents to WGL Advisory Services for review and practical next steps. Where urgent deadlines apply, contact WGL before submitting documents externally.

Disclaimer

This checklist is a practical readiness guide for discussion and preparation purposes only. It does not constitute legal, tax, audit, assurance, engineering, safety, regulatory certification, or investment advice. Client circumstances, current laws, current regulatory requirements, and source documents must be reviewed before reliance is placed on any output. Engineering, safety, certification and site-access requirements must be confirmed with the relevant qualified professionals and responsible parties.

Source note

Prepared as a practical readiness aid using cidb, COIDA/letter of good standing, tender/site-file terminology and practical contractor documentation practices. Requirements may change. Always confirm current official requirements and client facts before external use.