



SUB-CONTRACTORS
SECURITY RULES & PROCEDURES
PROTOCOL

FOR ALL PHASES OF THE ESTATE

REVISED 8 AUGUST 2014

1. ACCESS CONTROL FOR CONTRACTORS & SUB CONTRACTORS

It is the intent of these access control rules and regulations to ensure the best achievable security for all contractors and homeowners during the building period. The security company has been instructed to be stringent in the application of these rules. Neither ZREHOA or the security company can accept responsibility for loss of construction materials on site and each contractor must take full responsibility and insurance for his building materials whilst working on the Estate.

1. All construction vehicles will access the Estate via the main entrance.
2. All workers must be registered in the office on the fingerprint system. They have to submit their ID's to be registered. The Contractor pays an amount of R100.00 and R50.00 for each employee.
3. No workers will be permitted to go to their construction site on foot. They must enter by motorized vehicle.
4. All passengers/workers must alight from the vehicle outside the main entrance. Once the vehicle has entered the Estate, the workers will enter the Estate via the turnstile.
5. A contractor/worker who enters and leaves the Estate on more than one occasion per day is required to go through the turnstile on each occasion.
6. No worker will be allowed to move between construction sites on foot. A contractor working on more than one site simultaneously will transport his workers by vehicle between the sites.
7. On leaving the Estate, the workers will alight from the vehicle inside the Estate and leave through the turnstile.
8. All workers entering the Estate must be accompanied by a supervisor/driver who must be able to identify himself and all his workers to the satisfaction of Security.
9. Only contractors and workers who have valid work on the Estate will be permitted entry. If any doubts exist, the Building Control Officer is to be contacted.
10. No casual labourers may be picked up or sourced at the main entrance.
11. Casual labourers will be treated as all other permanent workers, and will also wear identifiable clothing during the day.
12. Casual labourers must also be registered on the fingerprint system and the main contractor must notify the office when these casual labourers finished their job. Their fingerprints will then be deleted from the system.
13. The contractors will only be allowed on site between 6.30 in the morning and 17:00 during weekdays and now weekends.
No work is allowed on Saturdays and Sundays unless prior arrangements have been made with the Estate Manager.
14. No building material will be allowed to leave the Estate after 16:00 and no deliveries will be received after 16:00.
15. Security control will be notified by the ZREHOA office of new contractors coming onto the Estate, the duration of their contract and the site they are working on. Contractors are expected to furnish the ZREHOA with this information.
17. While working on the Estate, all contractors and their workers will wear identifiable clothing (overall or T-shirt) clearly depicting the company/contractor's business name.
18. A register of all contractors/workers will be handed to the Building Control Officer by the contractor's supervisor or responsible person, for control purposes.

19. The ZREHOA in conjunction with Security reserves the right to stop and search any vehicle or person at any time on the Estate.
20. All sub-contractors' vehicles will be marked with their own company name or the main contractor's name or logo.
21. No vehicle to be overloaded with workers or materials.
22. All vehicles must be road worthy and vehicles causing any damage to the estate roads will be fined and/or prohibited access onto the estate.
23. Fines, not exceeding R1000 will be imposed for non-compliance with any of these rules.

I, SUB CONTRACTOR TO:

HAVE READ AND UNDERSTAND THESE RULES AND AGREE TO ABIDE BY IT

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NAME

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DATE