



MHSA Inspection Readiness Checklist

The two-page self-check Inspecable uses with new sites. Answer honestly. Every blank is a finding an inspector can raise on the day.

How to use it. Work through the ten sections with your SHEQ manager and the responsible engineer. Tick only what you could hand to a mine inspector within one hour, unprompted. Count the blanks at the end and read the score on page 2.

1 Legal appointments and competence

- ☐ Every statutory appointment (2.6.1, 2.13.1, 2.14.1, 2.15.1 and the others that apply to your operation) is in writing, signed, current, and the letter can be produced on request.
- ☐ Each appointee's qualifications, certificates of competency and medical fitness are on file and none has expired.
- ☐ For any task performed last week, you can show the person who did it held the competence the task required at the time.
- ☐ Contractor employees are held to the same competence records as your own.

2 Risk assessment (Section 11)

- ☐ A baseline hazard identification and risk assessment exists for every working place and was reviewed after every significant change.
- ☐ Issue-based and continuous risk assessments are recorded, not only the baseline.
- ☐ Each significant risk has named controls, a control owner and a verification frequency.
- ☐ You can show the last date each critical control was verified, and by whom.

3 Codes of practice (Section 9)

- ☐ Every mandatory code of practice required for your operation is in force, version-controlled and signed.
- ☐ You can state which version of each code governed a job performed three months ago.
- ☐ Superseded versions are withdrawn from the field, not just archived on a server.

4 Inspections and examinations

- ☐ Statutory inspections (workplace, machinery, electrical, trackless mobile machinery, ventilation, explosives and others that apply) are scheduled at the required frequency and none is overdue.
- ☐ Every inspection record shows who, when, where, what was found and the evidence (photo or reading), and cannot be altered after signing.
- ☐ Records are legible and retrievable by working place and by date within minutes.
- ☐ Inspections are performed and recorded even where there is no network signal, and the record is complete when it reaches the office.

5 Findings become actions

- ☐ Every inspection finding becomes a corrective action with an owner and a due date, on the same day.
- ☐ Overdue actions escalate automatically to the next level of management.
- ☐ No action can be closed by the person who raised it, and closure requires evidence of the fix.
- ☐ Repeat findings at the same working place are detected and treated as a system failure, not a new finding.

6 Training and induction

- ☐ Induction, refresher and task-specific training records exist for every person on site, including contractors and visitors.
- ☐ Training is linked to the tasks a person is permitted to do, and expiry blocks the task.
- ☐ Assessment results and certificates can be produced for any individual by name.

7 Incidents and reporting

- ☐ Reportable incidents are reported within the statutory timeframes and the register agrees with the reports submitted.
- ☐ Investigations identify root causes and produce actions that enter the same register as inspection findings.
- ☐ Near misses and observations are recorded and trended, not only injuries.

8 Occupational hygiene and medical surveillance (Sections 12 and 13)

- ☐ Exposure monitoring results are on file per homogeneous exposure group, with exceedances actioned.
- ☐ Medical surveillance records are current for every exposed employee and fitness certificates are checked before work.

9 Emergency preparedness

- ☐ Emergency procedures are current, drilled on schedule, and drill records with lessons exist.
- ☐ A roll call or muster can account for every person underground or on site within minutes.

10 Producing the pack

- ☐ The full evidence pack for a working place (appointments, risk assessment, code of practice version, inspections, actions, training, incidents) can be assembled in under one hour.
- ☐ The pack can be exported in a format the inspector can take away, with a verifiable record of who signed what and when.

Your score

Blanks	What it means
0 to 3	Ready. Keep verifying controls on schedule.
4 to 9	Exposed. Most blanks will be in sections 4, 5 and 10. Those are record-keeping failures, and they are the most common cause of a Section 54 instruction.
10 or more	Act now. Start with section 5: findings that do not become verified actions are the failure an inspector finds first.



Inspecable

Inspecable is an offline-first inspection and MHSA compliance platform for South African mines and industrial plants. Sealed inspection evidence, findings that become owned actions automatically, competence checked at clock-in, one-click inspector packs.

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This checklist is a practical aid, not legal advice. Regulation numbers refer to the Mine Health and Safety Act 29 of 1996 and its regulations as commonly applied; confirm the appointments and inspections that apply to your specific operation with your legal appointee. © 2026 Inspecable.