



OUTSURANCE BUILDINGS & RELATED CONTRACTOR TECHNICAL REQUIREMENTS (MAY 2024)

All prospective Buildings & Related Contractors (BRC) applying to become part of the OUTsurance network of service providers must adhere to the specified technical requirements. Each applicant is obligated to complete the self-assessment form, providing details of their compliance with these requirements. Please note that only service providers demonstrating full adherence to the technical requirements will be eligible for consideration to be included in the OUTsurance network.

1. Corporate Governance Requirements (supporting document required)

- 1.1. Compliance:
 - 1.1.1. Valid SANAS Accredited Construction Sector B-BBEE Certificate
 - 1.1.2. VAT Registration Certificate
 - 1.1.3. CIPC Certificate
 - 1.1.4. Tax Clearance certificate / deferred payment agreement with SARS
 - 1.1.5. Valid bank confirmation letter for your business that is not older than 3 months
 - 1.1.6. Registration with the Workman's Compensation/Rand Assurance
- 1.2. Liability insurance:
 - 1.2.1. Public liability insurance policy
- 1.3. Minimum 1-year warranty on workmanship

2. Staffing & Service Requirements

The following staff need to be full-time employed

- 2.1. Admin / office staff who are computer literate and capable of acknowledging new claims, drafting reports, and submitting invoicing through an online process
- 2.2. Plumbing Service Provider
 - 2.2.1. Fully Qualified Plumber that is licenced to issue and sign off on a Certificate of Compliance (COC)
 - 2.2.2. Plumber should be able to conduct pipe and geyser repairs and replacements
 - 2.2.3. Plumber should be registered with the following institutions:
 - 2.2.3.1. Plumbing Industry Registration Board (PIRB) and/or
 - 2.2.3.2. Inclusive Plumbers Association (IPA)
 - 2.2.4. Front page of the signed employment contract of your qualified plumber which must include employee name and ID number; company name; start date of employment contract and signature of employee and owner
- 2.3. Building Service Provider:
 - 2.3.1. Experienced construction foreman competent in the dynamics below:
 - 2.3.1.1. Identify and quantify building damages incurred on-site
 - 2.3.1.2. Determining the cause of said damage
 - 2.3.1.3. Overseeing the rectification / repair / replacement of damages to correct building standards
 - 2.3.2. Competent/experienced labour force is required to complete relevant building work to all relevant building standards
 - 2.3.3. Registration with Master Builders South Africa (MBSA) and / or National Home Builders Registration Council (NHBC)
- 2.4. Electrical Service provider:
 - 2.4.1. Electrical Business registered with the Department of Labour (DOL)
 - 2.4.2. Qualified electrician with a wireman's licence and registered with the (DOL)
 - 2.4.3. Electrician registered with either Electrical Contractors Association (ECA) or Electrical Conformance Board (ECB)
 - 2.4.4. Front page of the signed employment contract of your qualified electrician which must include employee name and ID number; company name; start date of employment contract and signature of employee and owner
 - 2.4.5. Service providers applying as a security company, or to work on alarms and gate motors must be registered with the Private Security Industry Regulatory Authority (PSIRA) and have a valid certificate

- 2.5. Gas Service provider:
 - 2.5.1. Proof of qualified gas installer's registration with South African Qualification and Certification Committee (SAQCC)
 - 2.5.2. Front page of the signed employment contract of your qualified gas installer which must include employee name and ID number; company name; start date of employment contract and signature of employee and owner

3. Office/On-site Requirements

- 3.1. A functional desktop / laptop with high-speed stable internet
 - 3.1.1. Desktop / laptop with audio visual capabilities to facilitate virtual meetings
 - 3.1.2. Desktop / laptop with Microsoft Word or similar programme for report writing purposes
- 3.2. All site managers/site foremen equipped with a functional camera or camera cell phone is needed for capturing photographs of relevant damages
- 3.3. All site managers/site foremen equipped with smart phones/devices with sufficient data contracts for real time updates to the office?
- 3.4. Relevant health and safety criteria are in place at your workplace
- 3.5. All necessary Personal Protective Equipment (PPE) equipment available and in working order
- 3.6. Possess all relevant and necessary tools of trade required for completion of related work
- 3.7. Maintain a reliable and well-maintained vehicle for transporting all staff, tools and material to and from site