ESSENTIAL FORMS & DOCUMENTS

Operational & Administrative

1. **Letterheads & Compliment Slips:** For formal communication.
2. **Purchase Orders & Supplier Invoices:** For procurement tracking.
3. **Delivery Notes & Goods Received Vouchers:** For inventory and logistics.
4. **Expense Claim Forms:** For staff reimbursement.
5. **Petty Cash Vouchers:** For small cash expenditures.
6. **Visitor Register:** For security and safety tracking at the reception.



ESSENTIAL FORMS & DOCUMENTS

Human Resources & Employment

Documents Compliant with the Basic Conditions of Employment Act (BCEA), Labour Relations Act, and Employment Equity Act.

1. **Employment Contract:** Mandatory for all employees.
2. **Job Description Sheet:** Outlines key duties and performance metrics.
3. **Leave Application Form:** Records for annual, sick, or family responsibility leave.
4. **Disciplinary Forms:** Includes Warning Forms (Verbal, Written, Final) and Notices of Disciplinary Enquiry.
5. **Employee Details Form:** Collects personal information, bank details, and next of kin.
6. **Termination Documents:** Exit Interview Form, Letter of Resignation/Retrenchment, and Return of Company Property Form.

COVID-19 / Health & Safety Protocols: Whilst pandemic restrictions have eased, health and safety records remain mandatory under the OHS Act.

Health & Safety: Risk Assessment Forms

