

PROCEDURES FOR APPLICATION FOR SCAFFOLD CONTRACTOR'S PERMIT

1. Any person who causes a suspended scaffold, a hanging scaffold or a scaffold erected on cantilever or jib support or a scaffold which is 6 meters or more in height to be constructed, erected, installed, re-positioned, altered, maintained, repaired or dismantled should be holder of a scaffold contractor's permit or should enlist the services of a scaffold contractor.
2. An application for a Scaffold Contractor's Permit should be submitted to the Permanent Secretary of the Ministry of Labour and Industrial Relations in the form set out in the Fifth Schedule of the Occupational Safety and Health (Safety of Scaffolds) Regulations 2013 (as per Annex 1).
3. The application should be accompanied with the following documents (Original + Copy):
 - (i) National Identity Card (if individual) or Certificate of Incorporation (if company).
 - (ii) Business Registration Card.
 - (iii) List of Office Bearers from the Registrar of Companies (if company).
 - (iv) Registration number as an employer under the National Pension Scheme / Mauritius Revenue Authority.
 - (v) Letter of authorisation for applicant representative (if applicable).
 - (vi) National Identity Card / passport (applicant representative).
 - (vii) Letter of employment for the Scaffold Supervisor.
 - (viii) Contract of employment of the Scaffold Supervisor (to fill "particulars of work agreement" form and to be sign by both the employer and the scaffold supervisor). Letter of authorisation for the representative of the employer signing the contract of employment (if applicable).
 - (ix) Plan of work for the Scaffold Supervisor:
 - a) If he/she is employed on part-time basis; or
 - b) If he/she is employed on full time basis for another employer and will be working on a part-time basis as scaffold supervisor for the applicant. (A letter of authorization from the employer where the Scaffold Supervisor is already employed on a full time basis is needed.)
 - (x) National Certificate Level 4 in Scaffolding or equivalent qualification recognized by the Mauritius Qualifications Authority for the Scaffold Supervisor.
 - (xi) National Identity Card of the Scaffold Supervisor.

4. If all the above mentioned documents are submitted with the application, a payment of a non-refundable fee of 2,000 rupees should be effected.
5. Upon approval of the application at the level of the Scaffold Contractor's Permit Committee, a payment of 10,000 rupees representing the permit fee should be made.
6. A Scaffold Contractor's Permit is issued upon such conditions as may be determined.

FIFTH SCHEDULE

[Regulation 54]

MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

APPLICATION FOR SCAFFOLD CONTRACTOR'S PERMIT

1. (a) Name of applicant -
- (b) National Identity Card No. or Business registration number, whichever is applicable -
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- (c) Business address -
- (d) Address for correspondence -
- (e) Telephone No. - (Home) (Office) (Mobile)
- (f) Registration number under the National Pension Scheme -.....

2. (a) Name and status of representative, if any, authorised to act on behalf of applicant -
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- (b) National Identity Card No. -
- (c) Telephone No. - (Home) (Office) (Mobile)

3. (a) Name of scaffold supervisor -
- (b) National Identity Card No. -
- (c) Educational and technical qualifications -
(copy of certificates to be enclosed)
- (d) Number of years of experience in scaffolding work -
- (e) Telephone No. - (Home) (Office) (Mobile)

NOTE - The Permanent Secretary may request additional documents to be submitted. Copy of additional documents should be submitted.

Date

Signature of Applicant/Representative

FOR OFFICE USE ONLY

1. Additional particulars, information, statements and documents required -.....
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2. Application approved/not approved *with/without* conditions.

Date

Permanent Secretary

* Delete as appropriate
