

**NATIONAL EMPLOYMENT COUNCIL FOR THE MOTOR INDUSTRY - INSPECTORATE VISIT CHECKLIST**

NAME OF ESTABLISHMENT .....ROUTE.....

SECTOR .....

E- mail Address..... Tel / Cell No .....

Yes / No

1. Permanent staff (covered by CBA/NEC only.				
2. Contract Staff (Covered by CBA only) .				
3. Any terminations in the past three months.				
4. Is there a workers ' committee ?				
5. Is there a works council ?				
6. Are there any employees working reduced hours / short – time (How many) ?				
7. Are there any plant level agreements ?				
8. Is Productivity Bonus Scheme in place ?				
9. Are wages up to date ?				
10. Are regulations / CBA posted for everyone in the organization to read ?				
11. Do employees have protective clothing ?				
12. Are employees receiving soap ?				
13. Is there a health and safety policy in place ?				
14. Are employees given pay slips or wage envelopes?				
15. Are N SSA returns being submitted ?				
16. Did employees sign contract of employment on engagement ?				
17. Are employees covered by any Medical Aid Scheme ?				
18. Compliance with Code of Conduct ?				
19. Is there any HIV/AIDS awareness programme at the company ?				
20. Are employees properly graded according to job evaluation ?				
21. Are employees Job Title/ Code written on column 9/3 of the monthly return ?				
22. How many employees are not contributing to Motor Industry Pension Fund ?				
23. List areas of Training workers would like to attend				

Name of company representative.....Date.....Last visit made on.....

Comments on outstanding returns and collections .....

Amount collected .....Date.....

Name of visiting Designated Agent.....Signature.....