

WATERCRAFT REPAIRERS (BOATS AND JET SKIS) COMMUNICATION

Dear Service Providers

SANTAM WATERCRAFT REPAIRER: APPLICATION REQUIREMENTS

How to apply?

All new Watercraft repairer application requests must be sent to ClaimsMotorProcurement@santam.co.za for review.

IMPORTANT NOTE: Any supplier that previously had an agreement in place with Santam Limited, may only re-apply to be onboarded as a preferred supplier after a period of 3 (three) years from the date of the termination of the respective agreement.

Below is a **high-level minimum requirements** regarding the Watercraft repairer application process:

Step 1: Vendor registration on Santam Supplier Portal

Please note that the portal link will be emailed to you once the Watercraft Repairer application process has commenced.

Step 2: Minimum mandatory entry level criteria

Santam would like to afford **all suppliers** a fair opportunity to do business with them, conditional upon the minimum entry-level criteria listed below:

NO.	MANDATORY REQUIREMENT DOCUMENTS	ADDITIONAL INFORMATION	MANDATORY
1	Latest MIBCO forecast	All employees must be registered with MIBCO.	YES
2	Business current registration certificate (CIPC)	NOTE: Company registration certificate: <ul style="list-style-type: none"> Watercraft repairer company current registration certificate. If sole proprietor, a copy of the owner's/owners' ID book(s). If partnership, a copy of the partnership agreement. If private company, copies of share certificates (All to be in-force i.e. registration certificate, signed and dated documentation). 	YES
3	Tax clearance certificate (not expired)	Business must be in good standing. Tax pin document status needs to be in good standing, NOT tender.	YES
4	BBBEE certificate or sworn BBBEE affidavit	Document must be valid for 12 months on date of application.	YES
5	Proof of insurance	Public liability, Fire and Theft and Sasria.	YES
6	Stamped letter from the bank	Letter should not be older than 3 months to confirm business bank details.	YES
7	OEM factory approval certificates	No expired documents will be accepted (if applicable to your business). Applicable to all in-warranty repairs.	YES

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Step 3:

NO.	SITE	ADDITIONAL INFORMATION
1	Business premises	Needs to conform to local government by-laws and occupational health and safety standards. Provide certificate of compliance with municipality by-laws and zoning regulations.
2	Signage	Indicating business name, contact details and business hours needs to be clearly visible from the outside.
3	Workshop	Designated well-lit areas MUST be under roof in accordance with the watercraft repairer shop specifications: <ul style="list-style-type: none"> • Testing bay • Hoist/lift • Parking bays to park boats for clients • Inspection bay • Delivery bay
4	Boats and jet skis check-in and check-out list	Supplier to maintain standard check-in and check-out listing as part of the repair process. Example: Pre and post sanitisation and other.
5	Digital assessment capabilities	Taking pictures and loading them as part of the quotation process.
6	Appropriate repair equipment	IMPORTANT FUNCTIONALITIES: <ul style="list-style-type: none"> • Work bench • Tool trolley/closet • Hand power tools • Compressor • Other relevant repair equipment
7	Customer reception	Area must be separate from workshop or repair area. Protection equipment to be in accordance with Covid-19 regulations.
8	Ablution facilities	Dedicated ablution/toilet facilities for customers only. Bathroom facilities for customers, protection equipment to be in accordance with Covid-19 regulations.
9	Security	<ul style="list-style-type: none"> • Secure parking and storage facilities, during business and after hours. • Recent photos of alarm system. • High fence wall with locked gates. • Electric fence.

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NO.	SITE	ADDITIONAL INFORMATION
10	Office equipment and administration	<p>Examples:</p> <ul style="list-style-type: none"> • Formal invoice. • Quotation. • Job card. • Boats and jetskis hand over processes. • Digital assessment equipment (camera/smartphone).
11	Indemnity signage clearly visible	<ul style="list-style-type: none"> • Name, contact details and business hours. • Clearly visible indemnity signage.
12	Fire-fighting equipment	Valid/non-expired fire-fighting equipment that is in working order.
13	OHS working conditions	<p>Valid required certificates and equipment, including PPE for all staff and customers.</p> <p>OHS certificate: A health and safety compliance certificate is a certifying document that asserts and approves a workplace as legally compliant with the Occupational Health and Safety Act requirement.</p>

Kind regards

SANTAM GROUP SOURCING TEAM

www.santam.co.za