



Creating and maintaining health, safety and food hygiene management systems.

Tel: (011) 768-2351 / (011) 664-6650

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Enquiries: antoinette@monumentcs.net

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110 Carol Road, Silverfields,
Krugersdorp, 1739

How will this be implemented into your business?

Major advantage of making use of Monument Cleaning Solutions:

- On completion and approval a 30 day account facility
- Turnkey solutions to store compliance as per required regulations
- Data and safety sheets, SABS certification on all food safe products supplied.
- Solutions to be in total control regarding product dilution as well as product usage at all times
- Be fully compliant regarding the use of SABS food safe products as per the Food Premises Act R918 of 1999
- Be able to supply staff with highly effective products at a fraction of the current prices
- 2 ½ Hour training session regarding product use and application thereof
- Delivery service to the back door
- World class accounting system for professional and up to the minute account queries and purchase history
- Tele sales department 6 days of the week
- Dedicated representative assisting in orders and out of line areas in store
- Suppliers of food safe chemicals, HACCP compliant sundries, equipment, packaging, paper products and stationary.

Stores have the advantage to decide on a tailor made package for their requirement.

Option 1 (Self implementation)

The following will be provided to store:

- Full set of documentation regarding Hygiene, Health and Safety to ensure 100% compliancy on the occupational Health and Safety Act 181 of 1983 as well as the Hygiene Food Premise Act R918 of 1999 as set out in the proposal.
- Master documentation CD regarding all document, control sheets and checklists

Health, Safety and Hygiene Basics implemented by Monument Cleaning Solutions

Health and Safety implementation as well as in store training regarding Hygiene, Health and Safety process and procedures will be implemented as follows:



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- Implementation of hygiene, health and safety process.
 - Introduction session with all owners, management and staff regarding Health, Safety and Hygiene requirements as well as basics regarding the implementation process (1 session ± 45 minutes)
 - Full training session with all management regarding government requirements as well as roles and responsibilities of managers and supervisors within the business unit (1 Session ± 2 hours)
 - Full training session with staff regarding employee health and safety, hygiene requirements as well as effective use of cleaning products within the business as well as a written assessment on staff members regarding basic compliancy (2 Session ± 2 hours)
 - Full training session on the Occupational health and safety act as well as completing all documentation and appointments as required by law. (1 Session ± 2 hours)
 - Assistance in drafting emergency in house procedures as well as evacuation plans.
- In-house department training regarding hygiene requirement and compliance procedures within the business by personnel specializing in these processes. (± 1 full working day)
- Hands on management training regarding health and safety responsibilities and checklists

This will be provided to the store at a once off price R 2500.00 excluding of vat (After implementation store must make use of Pricing Structure A or B as a verification process regarding procedures, paper trails and sanitation levels in business unit.)

OR



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Option 2

Hygiene, Health and Safety Implementation(Initial once-off charge)

An initial implementation regarding hygiene, health and safety ensuring the store is complying in accordance with occupational health and safety act as well as the food premises act R918 in regards to , hygiene, health and safety in store, it will be created and conducted by Monument Cleaning Solutions and implemented by zone leaders and management in store.

The following will be provided to the store:

- Full set of files with all national acts, checklists, appointment forms as well as control forms and schedules per department.
- Full implementation of all required processes and procedures regarding health, hygiene and safety within the store threw group training and one-on-one department training.
- Full management training regarding accountability as well as responsibilities within store to manage an effective health, safety and hygiene program threw group training.
- Training and completing of all appointment forms as per regulations
- In-Store signage as required
- Group training to all staff regarding hygiene, health and safety within the store.
- Individual training per department regarding hygiene as well as disinfecting and sanitizing procedures within store.
- Cleaning schedules per department.

Period = As set out on the Implementation program

After completion of full implementation program the store will be fully compliant with the national requirements regarding hygiene, health and safety act. All necessary paperwork will be completed and filled. Staff will also be fully trained in all necessary skill to be able to perform there work functions in accordance with the occupational health and safety act as well as cleaning and sanitation skills that will provide a hygienically environment for themselves and customers.

This will be provided to the store at a once off price R3500.00 excluding of vat as well as a monthly retainer as set out in pricing Structure A for the period of 1 year. This will be reviewed on a yearly basis.



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The monthly retainer for a period of 1 year will include the following :

1. Comprehensive audit report with in-store as well as feedback session with zone leader and management.

- Full Store Audit for a period as based on the last audit result.
- 4 Surface swaps and 1 hand swap analyse by an in depended laboratory.
- Analyzing of audit with full report on concerns and non-compliance within store.
- Balance score card
- In-Store feedback regarding audit outcome with zone leader and management.
- Full action plan on correcting concerns and non-compliance issues with due by dates.
- Required advice regarding health, hygiene and safety in-store.
- Grafts regarding audit per department in-store
- Grafts on previous audits done in store.

2. Training

One Employee from Monument Cleaning Solutions full day per store per month, providing hands on training per department, regarding hygiene, health and safety in store. Ensuring all personnel understand there role and responsibilities regarding hygiene, health and safety within the store. Also concentrating on sanitizing procedures and disinfecting processes within the store..

3. Coordinator

One senior member from Monument Cleaning Solutions assessing the store currant situation regarding hygiene, health and safety. Identify non-compliance and shortcomings in store regarding hygiene, health and safety. Evaluating and assisting store on a ongoing basis by way of ensuring the management system is maintained and store is kept on 100% compliance at all times.

4. Reporting Structure

Reporting regarding store progress and short falls to management, owner, zone leaders and franchise management. The report is based on a balance score card system that will give clear indication where is currant concerns as well as potential problems. Feedback and action plan will be addressed in store and grafts on currant check sheet and previous checks will be provided to management.

i. Comprehensive Audit report

In-store feedback with management and zone leaders as well as action plan and due by dates. Grafts on currant audit as well as previous audits conducted in the store.



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Report will be distributed to owners, store management, zone leaders and regional managers and franchisee head office via e-mail.

ii. Store visits

Any out of line situation during any store visit conducted in the store to owners, management and zone leaders.

This will provide owners and management with a tool to assess the current store status regarding hygiene, health and safety. Also will this provide you with a measuring tool to be able to actively manage management and staff in-store. With the audit feedback there will be a full understanding of what needs to be actioned and corrected to become compliant as well as grants providing you with the ability too clearly identify problem areas in-store. This will also be checked by the zone leaders via the hygiene, health and safety checklist and compiled by Monument Cleaning Solutions. We also provide grants on previous audits to be able to early identify potential concerns regarding hygiene, health and safety in the store. We will also assist store with professional advice and knowledge to be able to actively manage and correct concerns in the store.

Pricing Structure A

This charge is depending on audit result that was achieved on the last audit conducted in store:

95.00% and higher	= Every 1 year at a monthly charge of R400.00 per month excluding of vat
85.00% - 94.99%	=Every 9 months at a monthly charge of R600.00 per month excluding of vat
80 % - 84.99%	=Every 6 months at a monthly charge of R 850.00 per month excluding of vat
79.99 % - below	=Every 3 months at a monthly charge of R 1200.00 per month excluding of vat

*This option is available if store prefer a monthly charge on services provided
(All services offered above are included in the price set out in pricing structure A.*



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Pricing Structure B

Compulsory for option 1 and ad hoc requests (Full Comprehensive Audit)

- Full comprehensive hygiene, health and safety audit conducted in store as well as 2 surface swaps, 2 equipment swaps and 1 hand swap.
- Full audit feedback session with owners and management regarding audit outcome with action plan to correct out of line areas in store.
- Assistance regarding short comings and non-compliance regarding audit feedback.

95.00% and higher = Every 1 year at charge of R 2200.00 per audit excluding of vat
85.00% - 94.99% = Every 9 months at a charge of R 2200.00 per audit excluding of vat
80 % - 84.99% = Every 6 months at a charge of R 2200.00 per audit excluding of vat
79.99 % - below = Every 3 months at a charge of R 2200.00 per audit excluding of vat

Additional Charges (Only applicable for pricing structure B)

- All chemical training and cleaning procedures will be conducted free of charge at the expense of Monument Cleaning Solutions (This is on the condition that store is making use of cleaning products from Monument Cleaning Solutions)
- Department training on policies, procedures and paper trails regarding food safety at a charge of R500,00 per day excluding of vat (Full day session)
This training must be booked from store level and will be invoiced prior to training session.
- Staff training session regarding hygiene and safety in the workplace at R500,00 excluding of vat per session (+/- 2 hour session maximum 30 candidates)
This training must be booked from store level and will be invoiced prior to training session.
- Management training regarding policies and procedures as per regulations and requirements at R 750,00 per session excluding of vat. (+/- 2 ½ hours session and a maximum of 10 candidates)
- Occupational health and safety training as well as appointments and re-appointment as per regulations at R700,00 per session excluding of vat (+/- 2 hours session and a maximum of 10 candidates)



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- **Summons by a court of law as expert witness to testify on behalf of the store at a daily rate of R2500,00 per day excluding of vat.**
- **Compliance hygiene store report on request at a charge of R 800,00 excluding of vat**

Please take note that this additional charges is only applicable for Pricing Structure B, all services are included in Pricing Structure A