

## PART 3: SCOPE OF WORK

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## C3.1: EMPLOYER’S SERVICE INFORMATION

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# 1 Description of the service

## 1.1 Executive overview

Three Monthly Inspection and Yearly Testing of Lifting Equipment for a Perion of 36 Months in Central Grid Substations in Gauteng Province.

## 1.2 Employer's requirements for the service

Three Monthly Inspection and Yearly Testing of Lifting Equipment for a Period of 36 Months in Central Grid at Central Grid Substations **not limited to the following equipment:**

- ELECTRICAL HOIST 125KG SWL
- GANTRY CRANE 1000KG SWL
- PORTABLE LIFTING LEVER 100KG SWL
- CHAIN BLOCK 2000kg
- AREAL WORKING PLATFORM NIFTY
- AREAL WORKING PLATFOM JLG
- MANTRUCK BUCKET SWL 250KG
- TRUCK MOUNTED CRANE
- ENGINE HOIST
- FORKLIFT HYSTER SVC
- CRAWL BEAM 2 TON
- CRAWL / GEARED CRAWL
- SHACKLES
- SKIPROPE
- SNATCH BLOCK / PULLEYS
- SLINGS WEBBING
- SLINGS NYLON ENDLESS ROUND
- CABLE DRUM HYDRAULIC STAND
- CONDUCTOR BRACKET
- GRIP (Conductor)
- GRIPS (STEEL EARTHWIRE)
- INSULATOR BRACKETS
- LEG WINCH MACHINES WITH CABEL
- LIFT BAR (used with hydraulic stand)
- RATCHET Lever Hoist
- ROPE (Skip)
- ROPE BLOCKS (Snatch)
- TIRFOR HOIST
- CHAIN SLINGS
- STEEL WIRE ROPES
- CONDUCTOR PULLER HYDRAULIC MOBILE UNIT
- RATCHET LEVER HOIST
- OVERHEAD CRANE

Title	Date or revision	Tick if publicly available
<b>General Specifications:</b>		
Occupational Health and Safety Act	Act 85 of 1993	Yes

National Environmental Management Act	Act 107 of 1998	Yes
National Environmental Management : Waste Act 59 OF 2008	Act 59 of 2008	Yes
Hazardous Substances	Act 15 of 1973	Yes
Preferential Procurement Policy Framework Act		Yes
The National Regulations on Healthcare Risk Waste (NEMWA)	Act, 59 of 2008 part 6	Yes
Labour Relations Act 66/1995		Yes
National Road Traffic Act 93/1996		Yes
32-136: Construction Safety Health and Environment Management		
32-93: Eskom vehicle and driver safety management procedure		
32-95: Eskom Incident / Accident management procedure		
32-421: Cardinal Rules for OHS		

### 1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
ERE	Eskom Real Estate
SOW	Scope of Work
SMS	Short Message Services
SHE	Safety Health and Environment
EMP	Environmental Management Plan

## 2 Management strategy and start up.

### 2.1 The Contractor's plan for the service

- The *Contractor* shall provide the *Employer* with a written monthly report for each site.
- This report should state what has been done in the previous month and what programme of work is envisaged for the following month.
- With the COVID-19 pandemic in the country, the *Contractor* will comply with all government regulations including Eskom's COVID-19 compliance requirements before work can commence
- The *Contractor* will report the total number of employees and the total man-hours spent performing this service to the *Employer* on a monthly basis in a format as specified by the *Employer* from time to time;
- The *Contractor* will produce Monthly Safety reporting as specified by the *Employer*.
- The *Contractor's* employees will at all times wear uniforms which are clearly marked with the *Contractor's* logo;
- The *Contractor's* employees are expected to undergo police clearance and will carry identity cards as required by Eskom's security.

### 2.2 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Supply Manager* as follows:

On inception of the contract

Regular meetings may be convened with *Contractor's* supervisor, with advance notification, and chaired by the *Employer*, as follows:

Interval	Location	Attendance by:
Quarterly	Transmission Central Grid	<i>Employer, Contractor, Agents and Others as required</i>

All meetings shall be recorded using minutes or a register prepared and circulated by the convenor of the meeting. Records of these meetings shall be submitted to the *Employer* by the person convening the meeting within five days of the meeting

Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions. Confirmation of contract communications during operational meetings will, however, be considered as formal acknowledgement of receipt of a contract communication.

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *service*. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

### 2.3 Contractor's management, supervision and key people

The *Contractor's* staff will ensure that they restrict their movements on the *Employee's* premises to only those areas pointed out to them during the *Employer's* Induction Training intervention.

The *Contractor* will keep the *Employer* updated regarding any changes to employees which are involved in performing the service. This include providing the *Employer* with a up-to-date company organogram and proof of relevant training to perform the service

- The *Contractor* shall ensure that

- carefully selected staff (hard-working, reliable, trust-worthy) are trained accordingly to each of the specialised task
- its staff at all times are orientated to good, quality customer service and present and conduct themselves in a professional manner
- its staff use the tea, smoke room and toilet facilities availed to the *Contractor* by the *Employer*
- its staff is fully conversant in the *Employer's* official business language, English
- Cleaning service is effective and efficient, to minimally disrupt *Employer's* staff
- The *Contractor's* staff will only be permitted on the premises with the *Employer's* security clearance.
- The *Contractor* shall be liable for damage caused by its employees to any property, fittings or equipment, moveable and immovable of the *Employer*.

## 2.4 Documentation control

The use of standard TSC3 forms, letters, templates must be used when issuing official communication. All contractual Documentation must have relevant contract number and Purchase Order Number as reference as per Eskom Holdings SOC Limited Standards. Contractual communications will be in the form of properly compiled letters, letters attached to emails, emails, NEC3 template and urgent contractor meetings can be in the form of SMS. The use of SMS's, emails does not override the use of applicable and relevant NEC3 standard templates, forms, and Eskom Holdings SOC Limited procedures.

## 2.5 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to

\_\_\_\_\_ and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required)

Electronic submission of invoices via e-mail:

Details on how to submit invoices and additional information:

- Ensure that the Eskom order number is clearly indicated on your invoice together with the line number on the order you are billing for.
- All Electronic invoices must be sent in PDF format only.
- Each PDF file should contain one invoice; or one debit note; or one credit note only as Eskom's SAP system does not support more than one PDF being linked into workflow at a time.
- Only one PDF file per email. (one invoice or debit note or credit note)
- Send all invoices in PDF straight from your system to an Eskom email address (see email addresses below)
- For Foreign invoices, suppliers will still be required to physically deliver hard copies of original documents to the respective documentation management centre's even though you have e-mailed those invoices (Eskom is still seeking clarity from the South African Reserve Bank regarding e-invoicing for Foreign Invoices or invoices in foreign currency. Current requirements are that these manual invoices should still be submitted. You can send the invoice copy to the email addresses indicated below).
- Please ensure that you comply with the tax Requirement for submitting invoices electronically.

If there is Cost Price Adjustment (CPA) on your invoice we recommend that you issue a separate invoice for CPA so that if there are any issues on the CPA the rest of the invoice can be paid while resolving the CPA issues. Introduction of electronic invoicing does not guarantee payment but will ensure visibility of all invoices and ensure that no invoices get lost. If the goods receipt is not done the invoice will be parked and the system will automatically send an e-mail to the end user to do the goods receipt. This is also tracked by Eskom through the park invoice report. Your company can request a park invoice report from the Finance Shared Services (FSS) contact centre which can then be followed up and corrected. You are welcome to forward the details of invoices corrected to the FSS contact centre.

## 2.6 Contract change management

The use of standard TSC3 forms, letters, templates must be used when issuing contract change management communication.

## 2.7 Records of Defined Cost to be kept by the Contractor

The *Contractor* is expected to keep Production Sheets for inspection and auditing purposes. For Compensation Events the *Contractor* keeps and provides a copy of the invoice/quotation to the *Employer*.

## 2.8 Insurance provided by the Employer

Insurance is provided for in the contract data.

## 2.9 Training workshops and technology transfer

The *Contractor* provides his employees with relevant training for them to execute the Service in accordance with the *contract*.

## 2.10 Design and supply of Equipment

Not applicable.

## 2.11 Things provided at the end of the service period for the Employer's use

### 2.11.1 Equipment

Where Eskom purchased tools or equipment for the *Contractor's* use, these must be returned to Eskom.

### 2.11.2 Information and other things

A logbook per floor / building / area, indicating areas serviced, as well as a "Compliments/Complaints" report book, is maintained by the supervisor. All feedback from *Employer's* staff to be reported in this book. *Contractor* to act immediately, or within 1 hour of a complaint being reported. This book to be reported on monthly and handed in at the end of the service period.

## 2.12 Management of work done by Task Order

# Task Order

Task Order form for use when work within the *service* is instructed to be carried out within a stated period of time on a Task by Task basis



Task Order No. [•] service [•]  
To: [•].....  
..... (Contractor)

I propose to instruct you to carry out the following task:

Description [•]

Starting date [•]

Completion Date [•]

Delay damages per week [•]

Please submit your price and programme proposals below.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

(for Employer)

Total of Prices for items of work on the Price List (details attached) R. \_\_\_\_\_

Total of Prices for items of work not on the Price List (details attached). R. \_\_\_\_\_

Total of the Prices for this Task Order R. \_\_\_\_\_

The programme for the Task is ..... [ref] (attached)

Signed: \_\_\_\_\_ Date \_\_\_\_\_

(for Contractor)

I accept the above price and programme and instruct you to carry out the Task

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(for Employer)

### 3 Health and safety, the environment and quality assurance

#### 3.1 Health and safety risk management

The *Contractor* maintains an active accident prevention programme, and appoints a Responsible Person as required by the Occupational Health and Safety Act. The *Contractor* complies with the Construction Regulations specified under this act. The *Contractor* holds safety meetings as required by the Occupational Health and Safety Act and submits minutes to the *Service Manager* within seven days of such meetings.

The *Contractor* is to submit a risk assessment of procedures followed during all stages of construction. This is to be submitted to the Employer for assessment prior to construction. NO WORK SHALL PROCEED UNTIL THE EMPLOYER HAS REVIEWED AND ACCEPTED THE SAFETY PLAN.

The *Contractor* shall comply with the health and safety requirements contained in Annexure A (TST41-61) to this Works Information.

The Central Grid Safety and Risk Advisor:

Lebohang Nkosi

Eskom Simmercentre Building, 1<sup>st</sup> Floor, Cnr Sunstone and Brookhill, Germiston

Tel: 017 799 3145

Fax:

Cell: 082 807 1111

- 
- The *Contractor* and *Employer* shall be jointly responsible for ensuring cleaning staff receives site specific safety induction training
- SANS-approved products (including PPE) and standards of use must be adhered to
- Waste material produced by the *Contractor* is to be removed from the *Employer's* premises by the *Contractor* on the *service date*

#### 3.2 Environmental constraints and management

- The *Contractor* shall have an understanding of Eskom's basic environmental principles and commitments.
- *Contractor* will be legally liable for any contraventions of Environmental Laws and claims arising from the activities of the *Contractor* shall be for the *Contractors* expense.
- The *Contractor* shall be responsible for all expenses incurred to ensure adherence to the Eskom Environmental requirements as stipulated in the Environmental documentation, EMP and method statements as stipulated above which includes but is not restricted to Environmental Law training courses, Hazardous Substance Management training courses, etc.
- The *Contractor* shall be responsible for all expenses incurred to ensure adherence to National Environmental legislation, Environmental Management Plans, licenses and permits.
- All temporary offices, storage and laydown areas to be adequately demarcated to ensure the safety of people and animals.
- The *Contractor* shall ensure all employees are trained in accordance with the Eskom training requirements as per document 240-83895653 Environmental Training, Awareness and Competence.
- In compliance to Eskom's SHEQ Policy (32-727), the *Contractor* to ensure;
  - Commitment to safety, health and environmental excellence
  - Conduct business with respect and care for people and minimise or avoid impact on the environment

- Compliance to environmental legislation, conditions of Environmental Authorisations and requirements set out in environmental management plans
- Acceptance that all injuries and occupational illnesses, as well as safety and environmental incidents are preventable
- Report, respond to, investigate, close-out, and share learning from safety and environmental incidents
- That SHEQ is an integral part of your operations and that:
  - no operating condition, or urgency of service, can justify endangering the life of anyone or cause injury or damage to the environment
- The *Contractor* shall receive an Environmental Management Plan (EMP) and the Contractor must implement and manage the document – the *Contractor* must then use the EMP to develop his own site specific EMP.
- Eskom may, at any stage during the currency of this agreement, be entitled to;
  - do environmental audits at the *Contractor's* premises, its work-places and on its employees;
  - refuse any employee, sub-contractor or agent of the *Contractor* access to its premises if such person has been found to commit any unlawful act or any unsafe working practice or is found to be not authorized or qualified in terms of Environmental legislation or Eskom requirements;
  - issue the *Contractor* with a work stop order or a non-compliance should Eskom become aware of any non-compliance to working procedures or conditions with Environmental legislation and requirements.
  - No extension of time will be allowed as a result of any action taken by Eskom in terms of the above and the *Contractor shall* have no claim against Eskom as a result thereof. Furthermore, no amendments to the Act or the Regulations or reasonable amendment to Eskom's Safety and Operating Procedures will entitle the *Contractor* to claim any additional costs incurred in complying therewith from Eskom.
- The Contractor shall appoint a permanent site Environmental Officer from within the site team that will fulfil requirements as stipulated in 240-83791543. The Contractor site Environmental Officer shall be trained as per 240-83791543 and have an alternate.

The Western Grid Environmental Managers:

Vuyokazi Buckland

Eskom Simmercentre Building, 1<sup>st</sup> Floor, Cnr Power and Lake Street, Germiston

Tel: 011 871 2460

Fax to e-mail: 086 664 1856

Cell: 083 275 2699

### 3.3 Quality assurance requirements

The *Contractor* implements a quality assurance system in order to ensure compliance with the specifications. In this regard the Eskom *Supervisor* may instruct the *Contractor* to perform quality inspections prior to his own inspections, or to assist in inspections.

The *Contractor* complies in full with the requirements of the supporting specifications to this document.

Contractor to comply with QM58

## 4 Procurement

### 4.1 People

#### 4.1.1 Minimum requirements of people employed

- The *Contractor* shall ensure that
  - carefully selected staff (hard-working, reliable, trust-worthy) are trained accordingly to each of the specialised tasks
  - its staff at all times are orientated to good, quality customer service and present and conduct themselves in a professional manner
  - its staff use the tea, smoke room and toilet facilities availed to the *Contractor* by the *Employer*
  - its staff is fully conversant in the *Employer's* official business language, English
- Proof of training (not SHE-related)
  - External training should have a certificate of attendance

Internal training should have signed attendance registers, and such registers should be completed in full by the course presenter

#### 4.1.2 BBBEE and preferencing scheme

In accordance with Eskom's policies.

### 4.2 Subcontracting

#### 4.2.1 Preferred subcontractors

Only specialised services are allowed to be sub-contracted for instances involving Compensation Events. The use of subcontractors is at the discretion of *Service Manager*.

#### 4.2.2 Subcontract documentation, and assessment of subcontract tenders

In the event of a Compensation Event, the *Contractor* will identify the subcontractor to be used. The subcontractor will comply with all Eskom SHEQ requirements which must be evaluated and accepted. Safe Work Procedures must be submitted, evaluated and accepted before work can commence.

#### 4.2.3 Limitations on subcontracting

Subcontracting is limited to Compensation Events only

#### 4.2.4 Attendance on subcontractors

None.

### 4.3 Plant and Materials

#### 4.3.1 Specifications

Specifications will comply with Eskom SHEQ requirements

#### **4.3.2 Correction of defects**

Defects as identified during assessment must be fixed within 2 weeks.

#### **4.3.3 Contractor's procurement of Plant and Materials**

The transportation of hazardous substances must be in compliance with regulations and Eskom SHEQ requirements.

#### **4.3.4 Tests and inspections before delivery**

Inspections, checklists and records are to be kept of hazardous substances as defined in the EMP, risk assessments and Eskom's SHE requirements

#### **4.3.5 Plant & Materials provided "free issue" by the Employer**

None. Unless otherwise instructed by the *Employer*. Details will be issued with instruction.

#### **4.3.6 Cataloguing requirements by the Contractor**

All cataloguing requirements must be in compliance with regulations and Eskom's requirements

## 5 Working on the Affected Property

Transmission Central Grid substations and depots

Site Name	Site Type	Latitude and Longitude
APOLLO	Substatio	S25.91945 E28.27608
BENBURG	Substation	S26.10777 E28.35497
BERNINA	Substation	S26.44747 E27.66190
BRENNER	Substation	S26.27887 E28.27719
CRAIGHALL	Substation	S26.09416 E28.01552
CROYDON	Substation	S26.14027 E28.19469
EIGER	Substation	S26.30703 E28.11570
ESSELEN	Substation	S26.00473 E28.26886
ETNA	Substation	S26.38463 E27.87497
FORDSBURG	Substation	S26.20715 E28.02583
GLOCKNER	Substation	S26.60480 E27.98702
HERA	Substation	S26.44904 E27.66420
JUPITER	Substation	S26.22924 E28.11466
KOOKFONTEIN	Substation	S26.58773 E27.98801
KWAGGA	Substation	S25.75752 E28.10441
LEPINI	Substation	S26.03222 E28.17913
LOMOND	Substation	S25.80308 E27.93880
MAKALU	Substation	S26.82310 E27.91004
MINERVA	Substation	S25.92029 E28.08080
NEVIS	Substation	S26.24251 E28.53933
NJALA	Substation	S25.84807 E28.29053
OLYMPUS	Substation	S26.66670 E27.80584
PELLY	Substation	S25.41560 E28.29136
PIETERBOTH	Substation	S26.31943 E28.45970
PRINCESS	Substation	S26.17404 E27.84577
PROSPECT	Substation	S26.22354 E28.09474
RIGI	Substation	S26.67968 E27.85746
SNOWDON	Substation	S26.53191 E28.15052
TAUNUS	Substation	S26.26834 E27.77933
VERDUN	Substation	S26.63999 E27.95193
WESTGATE	Substation	S26.14909 E27.75527

The *Contractor's* staff entering the premises must sign in at Reception and must obtain a *Contractor's* permit, which must be returned to Reception at the end of the working day.

The *Employer* may hand over keys to ensure access to certain areas by cleaning staff. The *Contractor* will be required to complete a "Key Register" signing keys in and out, and hand keys back when so requested to do so by the *Employer*.

## **5.1 Employer's site entry and security control, permits, and site regulations**

Work will be performed during normal Eskom working hours, this being 07h45 – 16h30. Any specific arrangements around start/end times (as long as it constitutes an eight hour working day) may be negotiated with the responsible *Employer's agent* or his/her delegate. Any work that may require working outside of the stipulated hours above must be properly motivated by the *Contractor*, and negotiated with the *Employer* in advance. Arrangements outside these times must be agreed in writing with property owners - copies and originals must be sent to the Service Manager and Eskom *Supervisor* and also made readily available on site.

## **5.2 People restrictions, hours of work, conduct and records**

Work will be performed during normal Eskom working hours, this being 07h45 – 16h30. Any specific arrangements around start/end times (as long as it constitutes an eight hour working day) may be negotiated with the responsible *Employer's agent* or his/her delegate. Any work that may require working outside of the stipulated hours above must be properly motivated by the *Contractor* and negotiated with the *Employer* in advance. Arrangements outside these times must be agreed in writing with property owners - copies and originals must be sent to the Service Manager and Eskom *Supervisor* and made readily available on site.

It is very important that the *Contractor* keeps records of his people on Site, which the *Service Manager* or *Supervisor* have access to at any time. These records may be needed when assessing compensation events.

## **5.3 Health and safety facilities on the Affected Property**

The *Contractor* shall do their own negotiations for the erection of any camp(s) and accommodation for his personnel required to provide the works and ensure compliance with all by-laws and requirements of the relevant authorities.

## **5.4 Environmental controls, fauna & flora**

Refer to the above-mentioned Environmental requirements and compliance to the relevant EMPs

## **5.5 Cooperating with and obtaining acceptance of Others**

Work will be required at National Key Points. The *Contractor* is to make all the necessary prior arrangements with Security for all access requirements to the substations and depots. Failure to do this will result in access to site delays.

The *Contractor* will be held liable for delays caused where negotiated conditions for access are not met. The *contractor* will need to attend induction with respect to access.

## **5.6 Records of *Contractor's* Equipment**

The *Contractor* to take stock of his material and equipment on a regular basis and any shortage to be reported to the Service Manager immediately.

## **5.7 Equipment provided by the *Employer***

None unless stated otherwise at the different sites. All equipment to be provided the *Contractor*

## **5.8 Site services and facilities**

### **5.8.1 Provided by the *Employer***

Ablution facilities, electricity and water will be provided by *Employer*.

### **5.8.2 Provided by the *Contractor***

See 5.3 above

## **5.9 Control of noise, dust, water and waste**

Noise levels near working personnel to be kept to a minimum and negotiated with personnel.

## **5.10 Hook ups to existing works**

None.

## **5.11 Tests and inspections**

### **5.11.1 Description of tests and inspections**

None

### **5.11.2 Materials facilities and samples for tests and inspections**

None.



## **6 List of drawings**

### **6.1 Drawings issued by the *Employer***

None.