

	<p align="center"><b>Work Instruction</b></p>	<p align="center"><b>Kusile Power Station Project</b></p>
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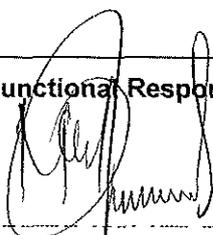
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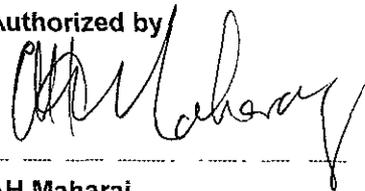
**Functional Responsibility**



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## 1. Introduction

The fundamental principle of access control at any institution is that only authorised persons, vehicles; tools, equipment and materials must be allowed to enter or leave site To achieve this, Kusile has provided adequate physical security for persons and property through the use of biometric access control system in addition to other security measures that have been in place since the inception of the project.

Access control systems are designed to determine who and what are allowed to enter or exit, where they are allowed to enter and exit and when they are allowed to enter and exit

Such systems will normally keep a record of authorised entry and must also identify attempts of *unauthorised access and egress* They also provide *real-time data of person/ machinery on the premises* to assist responders in the event of an emergency situation

The principles of access control require the integration of hardware (physical barrier devices, for example, card readers, turnstiles, booms, etc ) software (logical systems), people and procedures

## 2. Supporting clauses

### 2.1 Scope

This document outlines the detailed access control requirements and processes to be followed by Eskom Employees, Contractors and Visitors

#### 2.1.1. Purpose

The purpose of this document is to detail access control measures and effective management thereof that will contribute to enhanced security and legislation compliance at Kusile Power Station Project.

#### 2.1.2 Applicability

This document shall be applicable to Kusile Power Station Project and Kusile Generation employees as per the roles outlined within the document.

#### 2.1.3 Effective date

This document will be effective from the authorisation date.

## 2.2 Normative/ Informative references

### 2.2.1 Normative

- 240-128446346 Kusile Traffic Management Plan
- 240-134592885 Access Control Database System Work Instruction

### 2.2.2. Informative

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- 32-1134 Eskom Physical Access Control Policy
- ISO 9001 Quality Management Standard
- Control of Access to Public Premises and Vehicles Act, Act 53 of 1985
- National Key Points Act, Act 102 of 1980
- Criminal Procedure Act, Act 51 of 1977

### 2.3. Definitions

Term	Definition
<b>Access Control</b>	This means the control of access / exit of authorised and unauthorised persons, vehicles, materials, tools and equipment to and from Kusile Power Station Project by means of a Permit
<b>Vehicles</b>	All forms of transportation for conveying of persons and goods This shall include Motorcycles, motor cars, busses and mini busses (Kombis), LDV's, trucks, tractors, trailers and cranes and excavators
<b>EBI Database</b>	Database used to capture access control data and assign access zone.
<b>Employee</b>	A person permanently employed by Eskom - or its Contractors at Kusile Power Station Project
<b>Contractor</b>	A person acting in the capacity of a Consultant or Company undertaking work on behalf of Kusile Power Station Project
<b>Sub-contractor</b>	Sub-contractor is a company/service provider appointed by a Principle Contractor.
<b>Project Contracts Manager</b>	Is the individual appointed by the Kusile Power Station Management to manage the Contract
<b>Visitor</b>	Any person or group of persons, who is/ are not permanent employee of Eskom or any Contractor at Kusile Power Station Project Site
<b>Authorized Persons</b>	Persons that meet site requirement criteria for access
<b>Prohibited articles /Unauthorized items</b>	Are items which are not allowed to be brought on Kusile Project Site in terms of Eskom regulations/ South African Statutory Law.
<b>Alcohol Testing Device</b>	Any SABS approved device specifically manufactured for the purpose of determining alcohol concentration levels
<b>Contractors Site Manager</b>	Authorized Manager of the Principle Contractors of Kusile Power Station Project
<b>Visitor's Host</b>	A person to whom a visit is made within Kusile Power Station project or to whom some delivery is made. (This person should be KET employee, Generation employee or the Principal contractors and/ or sub-contractors.
<b>Third Party</b>	An individual or company doing work on behalf of the company

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### 2.3.1 Documents

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### 2.4 Abbreviations

Abbreviation	Meaning
KET	Kusile execution team
LDV	Light Delivery Vehicle
CM	Construction Management
EBI	Enterprise Building Integration
ID	Identity document
LMV	Light Motor Vehicle
SHEQ	Safety, Health, Environment and Quality
SA	South Africa
RSA	Republic of South Africa
SHE	Safety health and Environment
OB	Occurrence book
SABS	South African Bureau of Standard

### 2.5 Roles and Responsibilities

#### 2.5.1 Security Manager

- Ensure the implementation of this work instruction throughout the project
- Shall ensure effective operation of the Security Services Department
- Ensure that the security operation optimization is maintained through implementation of clearly defined measures, procedures and Instructions
- Provide recommendations to management with regards to security related matters
- Ensure security screening of Kusile Power Station Project employees, contractors, contractor employees and consultants as and when necessary
- Responsible to authorize the issue of Security Permits for all Eskom employees and contractors and visitors to Kusile Power Station Project
- Shall have the prerogative to refuse entry to anyone including Kusile Power Station Project employees, any other Eskom employee, contractor, contractor's personnel, and visitors subject to security verification. (In cases where the allowing of entry to site will compromise the overall security of the project and in cases of people with pending criminal cases committed on site)
- Shall deny entry to site when and where there is any probability of security and safety being compromised
- Ensure withdrawal and cancellation of permits when considered necessary and in the interests of security.
- Authorize issue of replacement permits and identification cards where investigations clearly show their loss is genuine
- Ensure immediate cancellation of any permits and identification cards reported lost.

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## 2.5.2 Security Officers

- The Security Supervisor on duty will have authority to allow access after-hours (depending on the merits of the request)
- Security officers should ensure continuity with adherence to all policies, rules and access control procedures in the absence of the Security Manager (this will be in addition to their job descriptions and post specific instructions)

## 2.6 Process for monitoring

Adherence to this document shall be monitored throughout the execution or the construction of the Kusile Power Station Project by the Security Manager through self-assessment - bi-annually or through planned audit

## 3. Document Content

### 3.1 Access control

Access is control through the use of biometric system and access card identification and the following steps are required to provide and maintain security throughout the project

#### 3.1.1 Granting of Access

##### 3.1.1.1. New Employee (Eskom Employees/ Contractors)

- Employee must complete the Induction Booking Form (240-124874842) and obtain the necessary signatures
- For Contractor employees, the completed and signed form must be submitted to the Contracts Manager for sign off accompanied by the applicant's copy of ID, copy of driver license (if driving on site) and a medical certificate
- The signed form (after approval) must be submitted to the External Stakeholder & Stability representative for approval (localisation of employment checked)
- The approved form must be submitted by the employees (i.e. Contractor/ Eskom) to Induction building reception to book for the SHE induction.
- The System Operator (i.e. recipient) must verify that the form is completed correctly, all authorised signatures have been collected and that it is accompanied by copies of ID, valid driver license and medical certificates before booking the employee to attend the session
- Upon completion of the SHE induction, the applicant will be issued with proof of attendance which must be presented at the reception to the System Operator.

##### 3.1.1.2 Granting of Access Card

- The System Operator upon receipt of the proof of induction will capture the applicant's photo and fingerprints on the EBI database.

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- The applicant's information will be captured on the EBI Database system by the System Operator and each applicant will be allocated a unique identifier
- The applicant will then be issued with an access card
- Lost access card will be replaced at the cost of R100 payable at RMB Corporate Bank (FirstRand Bank Limited) Account number. 50610025211, Account type. Corporate Cheque Account.

### 3.1.1.3 Visitors

The Host to the Visitors shall ensure.

- That the visitor notification letter/ form bearing vehicle details, are submitted or mail to Security Services at least 24 hours prior to the arrival of the visitor Using visitors form 240---124872207 and email it to [Kusilesecurity@eskom.co.za](mailto:Kusilesecurity@eskom.co.za)
- All intending visitors are made aware of the need to carry valid identification on the day of the visit (Green bar-coded ID, New bar coded ID card, Valid passports, SA Drivers licence, Eskom employee permit, Certified copies of identification documents)
- Security Services are notified of all details of intended visitors and their vehicles (24 hours in advance)
- Details of all vehicles – make and registration number – which require access to Kusile Power Station Project are obtained prior to visit and are passed on to Security Services
- That they collect and escort their visitors while on site and ensure that they escort them back to security on completion of the visit. (They should ensure that under no circumstance visitors are left unattended or to drive around the site without being escorted).

### 3.1.1.4 Authorised persons

The following Persons will be allowed to access site when they are on official duties

- The South African Police Services
- The South African National Defense Force
- Inspectors of Machinery as appointed in terms of the Occupational Health and Safety Act
- Municipal Police / Other recognized Law enforcement agencies

### 3.1.1.5 Authorization- Access to Restricted Areas

- Access to restricted area such as executive offices, storage facility or any area
- Designated as a restricted area, is limited only to authorised personnel who gain access by means of biometric system
- Visitors are expected to complete registers to access CM Building area and the Park homes
- Contractors, employees and other service providers must make prior arrangements to gain

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access to restricted areas for the purposes of rendering a service such as catering, meetings.

### 3.1.1.6 Afterhours Access request

Any Contractor who needs to have personnel onsite after normal working hours must submit a After-hours access request to security department at least 24 hours in advance. Such request will be submitted by use of visitor access request form.

### 3.1.1.7 Security Registers

- The purpose of the security register is to ensure that in the event of emergency, accurate and relevant information of all personnel, visitors and contractors is available for identification or to account.
- Access control registers serve as a proof that the visitor was granted access and authorised to access site.
- Security Supervisor shall inspect the security registers daily and provide report for management for noting and action where necessary.

### 3.1.2 Access Control Points

Currently there are seven (7) access control points which are in use on the Project Site. All these points are manned by Security. Some of these points will be closed when the need for their existence ceases. Only four (4) Gates will remain officially for the station upon construction completion.

- **Main South Access Gate (Contractors entrance)**

This gate will be removed depending on the closure of the south road due to a possible mining establishment or upon construction completion of the station - Access point is permanently manned/access controlled and has been equipped with biometric access control system. This Gate is reserved for Contractor busses; kombis and crafters.

- **Semi-permanent South Access Gate**

This gate is semi-permanent. This might be removed depending on the closure of the south road due to a possible mining establishment or upon construction completion of the station - Access point is used for contractor LDV's and LMV's and is permanently manned/access controlled. There is no biometric access control system but other access control procedures such as alcohol testing and

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searching are conducted at this gate. Portable Biometric reader access control will be introduced soon.

- **Permanent North Access Gate**

This access control point has been equipped with biometric access control system and it is permanently manned/access controlled. This gate is reserved for KET/ Generation/ERI employees and visitors.

- **Temporary North Contractors gate**

This gate is used by contractor employees and construction vehicles. It will be closed once the turnstiles adjacent to the main north gate are functional. - Access point is permanently manned/access controlled.

- **East Gate (Murray & Roberts Gate)**

This Gate is reserved for Contractors LMV's, LDV's and Heavy haul delivery vehicles. This Access point is permanently manned/access controlled. Portable biometric readers will be implemented soon.

- **West Gate**

This Gate connects the Project Site to the Station Dirty Dams / Ash Dams. It is used only for construction purposes and delivery of Lime stone at these areas.

- **Permanent Coal Truck Gate**

This gate will be used rarely in cases where coal offloading is not in progress. Access point is permanently manned/access controlled.

### 3.1.3 Access Control Implementation

#### 3.1.3.1 Access Cards

- All employees will be in possession of access cards to access Kusile Site after applying for a card with Security (Refer to 240-134592885 Access Control Database System Work Instruction for the process to apply for access cards and biometric access control system registration)
- The access card expires at the end of the year and shall be renewed in January of the New Year
- Cardholders shall have their access cards in their possession at all times when they are on site
- Access cards will be checked by security when employees are coming in and when they are leaving site or at any time when they are called upon to do so by Security

#### 3.1.3.2 Searching

The purpose of conducting searches is to prevent prohibited items from being introduced on site in order to prevent injury or death to employees, theft of assets or destruction of services. Searches

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are also meant to prevent theft of assets from the workplace. (Refer to the standard operational procedure for the manner of conducting searches)

The following objects are prohibited from entering Kusile site.

- Firearms, explosive and any dangerous object which could be used to cause harm or damage
- Any weapon, alcohol beverages, narcotics or controlled substance
- Any object, apparatus or equipment which could be used to intercept record, copy or reproduce information other than that which is the property of Eskom or approved by Security
- Only members of the South African Law Enforcement Agencies are allowed to carry official firearms while on site

### 3.1.3.3 Entry Search

- Any person granted access to the premises must be requested to declare possession of the above prohibited items. Once declared, the unauthorized items must be retained at the security check/access control point for safekeeping.
- Full particulars of the visitor and the details of the unauthorized object found must be entered in a relevant register and a receipt must be provided or other proof of seizure of such article, or access should be denied
- Items and equipment such as laptops, projectors, and cameras must be recorded on the security declaration register. Any item or equipment taken out by visitor must be compared with *what he/she brought on site*. As for the employees based on site should be in the possession of their laptop/camera permit all time.
- In case of physical inspection, visitor should open and show the contents in his/her bag or any others object
- As provided for in law a female visitor should be subjected to a physical search or inspection only by a member of the same sex (Act 51 of 1977 Section 29)

### 3.1.3.4 Egress (Exit) Search

- The purpose of exit is to detect theft of assets or property. As a general rule, everyone exiting the site should be searched
- Searches can be conducted manually or with the use of technical aids where these are available
- Where there are reasonable grounds that theft occurred and person refuses to be searched, Eskom security manager must be notified immediately.

### 3.1.3.5 Motor-vehicle Search

As per a general rule all vehicles should be searched prior to allowing entry and on exit from the premises. The only exception should be for emergency vehicles when responding to an emergency

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- Vehicle search should include the boot, cargo space, undercarriage, passenger
- Compartment at the minimum, the engine.
- If any vehicles enter the site, random searches may be conducted
- When vehicles are searched there should always be a senior member of security observing the search process.

### 3.1.4 Alcohol Testing

- All persons entering Kusile Power Station Project will be subject to alcohol testing before access to site is granted
- Any person seeking access via access control point or found on Kusile Power Station Project and who visibly appears to be under the influence of intoxication liquid or prohibited stimulants, shall be confronted and requested to submit to a test with an Alcohol tester where available.
- Upon refusal or after positive test results such an individual shall be denied access or removed from site

### 3.1.5 Equipment/ Material Removal (240-124872498)

- No property may be removed from the Kusile Power Station premises without a removal permit Un Identifier 240-124872498
- Only removal permits issued by an authorised person will be accepted
- Removal permits must be completed with a ballpoint pen in triplicate (white, green and pink copies)
- The authorised person must ensure that the removal permit is completed fully and that his name appears in print below his signature
- The destination address of the articles must be recorded clearly since Security will do spot checks to ensure that items do reach their destinations
- All the unused lines in the columns' one to four must be crossed out
- If a contractor has performed work or rendered a service and wants to remove his property from the Power Station premises he must obtain a removal permit from the authorised person who was the project leader or who was the person responsible for the work or service
- When scrap material is bought and removed from the Power Station premises the serial number of the receipt must be recorded on the removal permit.
- When property is removed from the Power Station premises and such property consists of more than seven articles, a list or a photocopy of the delivery note or picking ticket may be attached to the removal permit. Only the number and date of the attached document are then recorded on the removal permit.
- Any transporter or driver who fails to hand in a removal permit or equipment list of property he wants to remove from the Power Station premises, will be refused exit until the matter has been examined fully and a decision has been made

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- Since access control is a Security's responsibility any investigation is done by a Security member. Decisions will be taken only by the Power Station Manager, Head of Security or Shift Supervisor. The Power Station Manager's decision will be final and binding.

### 3.1.6 Inventory control / Tool list

- All tools / items / equipment that have to be brought on site must be declared to the Security Services on entrance to the Kusile Power Station Project Construction Site
- Security Services will endorse the Tool list by means of an official Security stamp and the list shall be signed by the Head Security Operations or the delegated officer
- Expiry date / period of validity of the permission shall be reflected on the tool list

### 3.1.7 Computer/laptop/printers

- Laptops/ computers/ electronic equipment must be declared prior to entrance to the Kusile Power Station Project Construction site
- Should a person need to remove a computer or computer equipment from site, the Computer equipment removal form needs to be produced as proof of approval for removal
- Laptops must be accompanied by a laptop permit (refer laptop removal procedure)

### 3.1.8 Declaration of Property/ Items

- The purpose of declaring the property is to prevent unauthorized equipment to enter site and to prevent property from theft
- All equipment entering site should be declared and recorded in the declaration register
- The person declaring the equipment should be issued with a declaration receipt as a proof, the receipt will be handed back at the security check point when exiting the site.
- In case of any electronic equipment, detailed description of the equipment including serial number/s must be recorded
- In case of firearm, detailed description of firearm and personal information must be recorded on a firearm register, the owner must be handed with an original receipt and a duplicate key and copy of the receipt and another duplicate key will remain with the security personnel at the checkpoint. When leaving site the owner will hand back the receipt at the security check point and the owner and the security officer will use both keys before the safe can open to hand over the firearm

### 3.1.9 Termination of Access (Eskom Employees/ Contractors)

Access to the Kusile Project site may be terminated due to the following reasons:

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- Promotion
- Secondment/Transfer
- End of Contract
- Dismissal
- Deceased

It is of critical importance that when employees leave the project, that access to the site is terminated to ensure that security and safety of employees and property is not compromised. In case of termination the following process must be followed.

#### 3.1.9.1 Eskom Employees

- The employee must complete and submit the Termination of Access Form (240-132818936) to the Security Department
- Return the access card to induction building reception for deactivation purposes.

#### 3.1.9.2 Contractors Employees

- The Contractor representative must notify the Employer / Security Manager in writing of planned terminations/ resignations etc
- Submit list of employees to be terminated to the Kusile Security Manager for processing on the system
- Return the access card to induction building reception for deactivation purposes.

### 3.2 Process flow

#### 3.2.1 Objective

The objectives of the physical access control process are:

- To ensure the safety and security of plant and equipment, employees, Contractors and Visitors, entering Eskom Kusile Power Station Project
- To ensure all personnel and vehicles entering and leaving the Kusile Power Station Project premises are identified at all times.
- To enable adequate tracking of all employees and visitors and their vehicles whilst within Kusile Power Station Project premises
- To maintain a record of all visitors and vehicles entering and leaving the Kusile Power Station project site
- To assist in ensuring that all visitors are aware of their responsibilities towards safety and security
- To meet the requirements of NATIONAL KEY POINT ACT 102 of 1980
- To meet the requirements of the Occupational Health and Safety Act, 85 of 1993.

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### 3.2.2 Identification

Access to site is granted on the basis of two forms of Identification methods, that is positive identification and personal identification.

**Positive Identification** occurs when the visitor provides known forms of identification documents which are:

- RSA Identity Documents, passport or drivers licence
- Identity cards of other institution are not acceptable as sufficient proof of identity except appointments cards from any South African Law enforcement Agencies

**Personal Identification** shall take place when the visitor is not in possession of the above mentioned documentation to prove identity

- The person visited must confirm the visit and the identity of the visitor
- A person visited shall register the visitor on the visitors register

### 3.2.3 Verification

Before access to enter the premises is granted to a person, Security shall conduct a physical inspection on the employee's Access Card or Visitor's Permit to verify the following.

- that the person is the person to whom access has been granted( Proof that the necessary permission has been granted)
- In case of visitors, the duration of the visit on site shall be stipulated
- the part of the premises which may not be entered upon (restricted Areas).

### 3.2.4 Alcohol Testing

#### How to conduct an alcohol test:

The following steps must be followed when conducting an Alcohol Test:

- Greet the person and identify yourself
- Inform the person that you would like to conduct an alcohol test on him/her
- Keep the breathalyzer machine five centimeters away from the person's mouth and request the person to blow steadily into the machine until a beeping sound is heard
- When the test displays positive, inform the person that the confirmation test will be conducted within 30min in a private place/area.
- No eating, drinking or smoking will be allowed during this waiting period (The reason for this is that it might jeopardize the outcome of the test)

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**How to conduct the alcohol confirmation test:**

This test is conducted to confirm or refute the result of the alcohol screening conducted to the person.

- Inform the person the purpose of conducting the screening / alcohol test on the basis of the first results of the test
- Explain to the person how the alcohol testing machine (breathalyser) works
- The testing personnel will take the person to a private area where the second test / evidential test will be conducted
- Inform the person of his/her rights to have a witness present when the second alcohol test is conducted.
- The testing personnel will identify himself/herself to the person by producing his/ her appointment card.
- Testing personnel will then perform the second test and a clear print out of the result will be obtained
- Explain the outcome of the results to the subject and his / her witness.
- Kindly request the suspect's access card as he/she will now not be allowed to gain access to site.
- The testing personnel will inform the control room supervisor of the incident and thereafter proceed to the control room and hand over the access card together with the test results to the control room supervisor / control room personnel.
- All details regarding to the incident must be shared with the control room (e g where, when, who, what and why) the test was conducted.
- The control room must verify the serial no of the breathalyser used and compare it to the calibration certificate
- A copy shall be made of the access permit card and the test results of the suspect
- The control room must verify the testing personnel full names and if he/ she was trained to use the breathalyser and if he/she is aware of the procedure and processes.
- The control room will hand over the access card to security administration personnel to confirm information and request security administration personnel to get the Security Access Application Form and the contact details of the suspect's manager/ company
- The control room must record all details in the OB including calls made, relevant parties must then be informed
- The control room must get feedback on actions taken and what the company will be doing to prevent the re-occurrence.

**3.2.5 Searching**

Searches will be conducted in a decent and orderly manner

- Approach driver in a polite manner.
- Officer will greet the driver and identify himself if necessary
- Kindly ask the driver for permission to search his / her vehicle

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- The purpose of the search will be made known to the Driver
- Kindly ask the Driver to switch off the engine of the vehicle
- The driver will be asked whether he / she has anything in his / her possession or under his / her control to declare (whether authorised or prohibited)
- Ask the Driver to accompany the Officer around the vehicle and remain with the Officer until the search has been completed.
- The Officer shall request the Driver / Owner of any luggage found in the vehicle to open the luggage so that it can be searched in their presence. After completion of the search the Officer will thank the Driver / Persons for their cooperation
- If it is safe to so, the Officer will direct the Driver to start the vehicle and leave the searching  
Body search shall be conducted with due regard to decency
  - As provided for in law a female visitor should be subjected to a physical search or inspection only by a member of the same sex in terms of section 29 of the Criminal Procedure (Act 51 of 1977)
  - The Officer shall politely greet the person and identify himself / herself if necessary The Officer shall ask for permission from the person to conduct body search and the reason for conducting such a search shall be made known to the person.
- **Females shall be searched by Females only**
- If the person is in possession of a luggage / bag, he / she will be requested to open it so that it can be searched in his / her presence
- After the search has been completed the Officer will thank the person for his / her cooperation and let him or her go

### 3.2.6 Granting physical Access on to Site

#### Main South Access Gate (Contractors entrance)

This gate will be removed depending on the closure of the south road due to a possible mining establishment or upon construction completion of the station - Access point is permanently manned/access controlled and has been equipped with biometric access control system

This Gate is reserved for Contractor busses, kombis and crafters. On arrival the passenger transport at this gate, the passengers will disembark (except the driver) and go to the turnstiles and the following procedure shall apply:

- Security conducts alcohol testing on the employee
- Employee places the relevant finger on the biometric reader to gain access through the turnstiles
- If the finger struggles or is unable to open the turnstiles, Security will assist to open for the
- Employee and write down the employee's access card number. Sometimes the employee is referred to the security induction building for re-capturing of the finger
- During emergency situations or in order to mitigate the possibility of a stampede which might be caused by the traffic congestion, Security may allow a limited number of free flow turnstiles

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### **Semi-permanent South Access Gate**

This gate is semi-permanent. This might be removed depending on the closure of the south road due to a possible mining establishment or upon construction completion of the station. Access point is used for contractor LDV's and LMV's and is permanently manned/access controlled. There is no biometric access control system but other access control procedures such as alcohol testing and searching are conducted at this gate. Portable Biometric reader access control will be introduced soon. Currently security verification is done by checking the Access Cards and the Vehicle Access Permits

### **Permanent North Access Gate**

This access control point has been equipped with biometric access control system and it is permanently manned/access controlled. This gate is reserved for KET/ Generation employees and visitors. On arrival at this gate, the following procedure will be adhered to:

- Requests for bringing visitors on site shall be e-mailed to [Kusilesecurity@eskom.co.za](mailto:Kusilesecurity@eskom.co.za) and copies must be submitted at the Security Access Control Building permit office 24 hours in advance (before the arrival of the visitor/s)
- Visitors will park their vehicles at the designated visitors parking area
- Hereafter visitors will go to the permit office for registration (completion of the register and issuing of the visitors permit)
- Visitors shall always be accompanied by their hosts while on site until they leave site
- The visitors will then drive his/her vehicle up to the boom-gate where searching and Alcohol testing will be conducted.
- After verification of the visitors permit, access to site will be granted
- Employees driving alone (with no passengers in the vehicle) will proceed to the boom-gate where searching, alcohol testing and verification of Access Cards and Vehicle Access Permit will be conducted before access is granted
- Vehicles with passengers will stop at the drop-off zone for passengers to disembark
- Hereafter the vehicle will be subjected to the procedure as mentioned in above
- The passengers will proceed to the Access Control Building where they will be subjected to searches through the x-ray scanners.
- After scanning, the employee will access the site by using his/her finger on the Biometric reader which is attached on the turnstile.
- Passengers will be collected/ will get on to the vehicles on the other side of the Turnstiles
- When leaving site, the same procedure is repeated with regard to checking Access Cards and collecting back the visitors cards, searching of the vehicles and passengers going through the X-ray scanning machines

### **Temporary North Contractors gate**

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This gate is used by contractor employees and construction vehicles. It will be closed once the turnstiles adjacent to the main north gate are functional - Access point is permanently manned/access controlled. Access Cards and the green Vehicle Access Permits are checked as means of verification in the absence of biometric access control. Searching and alcohol testing are conducted at this point

#### **East Gate (Murray & Roberts Gate)**

This Gate is reserved for Contractors LMV's, LDV's and Heavy haul delivery vehicles. This Access point is permanently manned/access controlled. Access Cards and the green Vehicle Access Permits are checked as a measure of verification in the absence of biometric access control. Searching and alcohol testing are conducted at this point. This gate will be removed after Construction completion

#### **West Gate**

This Gate connects the Project Site to the Station Dirty Dams / Ash Dams. It is used only for construction purposes and delivery of Lime stone at these areas. Contractors are expected to make special arrangements for a special permit to make use of this gate. During unrest situations when the Coal Truck Gate is affected, coal trucks are allowed to access site through the West Gate. Access point is permanently manned/access controlled. Access Cards are checked as a means of verification in the absence of biometric access control. Searching and alcohol testing are conducted at this point

#### **Permanent Coal Truck Gate**

This gate will be used rarely in cases where coal offloading is not in progress. Access point is permanently manned/access controlled. Truck drivers are expected to produce their Access Cards and be subjected to alcohol testing before access to site is granted

#### **3.2.7 Termination of Access Card**

- Upon receipt of the termination notice / access card, the System Operator must deactivate access of the employee.
- The System Operator must capture on EBI database the reason for deactivation of access.

#### **3.2.8 Request to take photographs within Kusile Power Station (private camera)**

- The taking of photographs is strictly prohibited. Taking of photographs within Kusile Power Station Project site with private / official cameras shall only be done on approval by the Kusile Project Director or his designate (240-124874068)
- Written approval for the taking of photographs can be obtained on request from the Project Security Manager (As designated by the Project Director)

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- The request should be accompanied by a motivation signed by relevant Project Manager. Details of the person and camera must be included in the request for taking photographs. This includes photograph taken with camera enabled cell phone

### 3.2.9 Access Control conditions

The conditions stipulated are provided for in security legislation, they are aimed at maintaining an improving security at the premises, and they should not be used to cause unnecessary inconvenience

- No visitor may be granted unconditional access to the premises.
- The person to whom access has been granted must produce proof that the necessary permission has been granted.
- The part of the premises which may not be entered upon (restricted Areas)
- The duration of the visit on site shall be stipulated
- The escorting of the person concerned while on the premises

### 3.2.10 Deliveries

- Prior arrangements should be made for all deliveries with security verbally or in writing department
- On arrival at the access control point, the driver of the delivery vehicle will be issued with a visitors permit before access to site is granted
- Goods to be delivered to Kusile Power Station Construction Site shall be delivered to the relevant Materials Manager or his / her designate Contractor goods shall be delivered to the contractor
- All goods deliveries are to be recorded by security before access to Kusile Power Station Project site can be granted

### 3.2.11 Access control procedure violation

Anyone on the Kusile site will be subject to removal from site and potential prosecution on criminal charges if he / she

- Violates any provincial, municipal, or criminal law at Kusile Project site
- Fights, creates a disturbance, or engages in any negligent act
- Conspires or participates in placing a threat of any type to the site
- Intentionally damages or attempts to damage any property

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- Intentionally engages in a conduct constituting a substantial step towards the commission of any criminal offences
- Possesses firearms or other deadly weapons on his/her person or within a vehicle under his/her control on the Kusile Project site (with exception to the Eskom Project Security provider)
- Entering without authorization into an area which is not his/her assigned work area, amount to an act which constitutes moral misconduct,
- Assaults (verbal or physical) or molests any project security officer, supervisor, or other Employees.

### 3.2.12 Violation notification procedures

- In the event of an apparent violation of a security regulation, the Kusile Project Site Management Team will advise the contractor of the violation and direct that the violation be corrected
- If there is a conflict between project security rules, contractors, security rules, and governmental regulations, the most restrictive shall apply

## 4. Acceptance

This document has been seen and accepted by.

Name	Designation
A H Maharaj	General Manager
M Nkabinde	Head of Stability
S. Shabangu	Risk and Compliance Manager
N Serven	Contracts Management
N Nyambe	Contracts Manager
F. Durand	SHE Manager
M Makgwane	Project Services Manager
H Malebe	GAC Manager

## 5. Revisions

Date	Rev.	Compiler	Remarks
16 November 2020	3	B P Chiloane	The document was reviewed, employees will be liable to pay for the loss of access card at the cost of R100

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Date	Rev.	Compiler	Remarks
20 February 2018	2	M T Hlatshwayo	During the recent audits conducted at Kusile on manpower management, many discrepancies regarding the site access work instructions have been identified. Therefore, there was a need to review the existing work instructions in order to address the identified loopholes.
12 June 2017	1	M T Hlatshwayo	This document is the Site Access Control Procedure for Kusile Power Station Project. It has been compiled out of two (2) previous procedures: Vehicle Access Control Procedure and Access Control Procedure. The contents of these two documents had duplication; therefore, a decision was taken to combine them to compile one document: Kusile Site Access Control Procedure, which will be in line with the new corporate instructions regarding the compilation of documents.
10 March 2015	0	M T Hlatshwayo	None

## 6. Development team

This procedure was developed in consultation with the Kusile Security Team.

## 7. Acknowledgements

Thanks to the Team which was responsible and instrumental in the compilation of the original version of this document for their efforts and expertise.

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