

# PROVISION OF DOMESTIC CLEANING SERVICES WITH DEEP CLEANING FOR TRANSNET PORT TERMINALS IN THE CAPE TOWN TERMINALS FOR A PERIOD OF FOUR (4)

## MONTH

**SCOPE OF WORK** 

**Document reference number:** 

20240313 SOW Domestic Cleaning CTT (4-Months) \_REV001

Site:

Port of Cape Town



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## **1. INTRODUCTION**

## **1.1. Executive Overview**

Transnet Port Terminals (TPT) is responsible for the commercial handling services of sea- route freight across imports, exports and transshipments. TPT owns and operates two terminals in the Port of Cape Town which play a pivotal role in the regional economy. The terminals are used for facilitating the movement of containerized, bulk and break-bulk cargo to and from markets in Asia, Europe, the Americas, Australia and West and East Africa.

In order to fulfil its function, the terminal uses various facilities to house staff for management and administration, support services and operations throughout the terminals. These facilities require domestic and deep-cleaning services on a regular basis.

## 1.2.Objectives

The objective of this contract is to source and consolidate all cleaning activity through a single Service Provider capable of servicing TPT's requirements in the Cape Town Terminals. This includes all labor, supervision, transportation of staff, equipment and consumables.

The selected Service Provider will share in the mission and business objectives of TPT. These mutual goals will be met by meeting contract requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. Specifically, TPT seeks to benefit from the partnership in the following ways:

- **1.2.1.** Reduce the cost of acquisition and improved service benefits resulting from the Service Provider(s) economics of scales and streamlined service processes.
  - 1.2.1.1. Achieve appropriate availability that meets user needs while reducing costs.
  - 1.2.1.2. Proactive improvements from the Service Provider with respect to the provision of services and related processes.
  - 1.2.1.3. End-users must be able to rely on the chosen Service Provider's personnel for service enquiries, recommendations and substitutions.
  - 1.2.1.4. Reduce costs by streamlining its acquisition of Services, including managed service processes on a consolidated basis.
  - 1.2.1.5. Achieve appropriate availability that meets user needs while reducing costs for both TPT and the chosen Service Provider.



- 1.2.1.6. Receive proactive improvements from the Service Provider with respect to the provision of Services and related processes.
- 1.2.1.7. Meet regulatory and statutory requirements in terms of Occupational Health and Safety

In this spirit of partnership, TPT and the appointed Service Provider will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow TPT to reach higher levels of quality, service and profitability.

## 1.3. Terminology

For the purposes of this document, the following definitions shall apply:

## 1.3.1. Cleaning

The physical removal of dust, soil, blood, and body fluids. Cleaning physically removes germs. It is accomplished with water, detergents and mechanical action. The key to cleaning is the use of friction to remove germs and debris.

#### 1.3.2. Compliance

The Service Provider must comply with all the obligations under the Contract he enters into

#### 1.3.3. Contamination

The presence of germs on hands or on a surface such as clothes, gowns, gloves, bedding, toys, surgical instruments, patient care equipment, dressings or other inanimate objects

#### 1.3.4. Contract Manager

Transnet employee who is authorized to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the Service Provider to ensure that the specifications of the contract met (with special emphasis on technical specifications, inspection of quality, on health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorizations from the project initiator and the stakeholders.

#### 1.3.5. Contract Owner

The person who requires a specific product, goods or services and who is responsible to provide the budget and approval.

#### 1.3.6. Service Provider

An employer (organization) or a person performing any work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service Providers and Service Providers.



#### **1.3.7. Service Provider Execution Plan**

A site, activity or project specific documented plan in accordance with the client's project requirements. The Service Provider to Transnet submits a plan for approval prior to mobilization on site. The Service Provider Execution Plan includes, inter alia: Health and Safety, Environmental, Energy, Quality, Delivery plans etc.

Service Provider Compliance File a file or other record containing the information in writing required by Transnet.

NB: A file must be submitted for each discipline where applicable e.g. health and safety, environment file etc.

#### **1.3.8. Service Provider's Equipment:**

Service Provider's equipment shall be stored only in areas designated by the Contract Administrator. Equipment shall be stored in a clean, orderly and safe condition.

#### 1.3.9. Damp mopping

Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, and other surfaces shall be free of splash stains and markings from the equipment.

#### 1.3.10. Deep cleaning

Refer to Annexure A

#### 1.3.11. Disinfectant

A product that is used on surfaces or medical equipment/devices which results in disinfection of the equipment/device. Some products combine a cleaner with a disinfectant.

#### 1.3.12. Disinfection

The killing of germs. Surfaces and equipment must be cleaned first before applying disinfectant in order to kill germs.

#### 1.3.13. Dry mopping

The process of removing dirt and debris from floors using only mop head without water or detergent.

#### 1.3.14. Dusting

Corners, crevices, mouldings, and ledges shall be free of dirt, debris, and dust.

#### 1.3.15. Employer

Transnet Port Terminals – Cape Town.

#### 1.3.16. Fixed Cost Contract

A contract where the Service Provider pays for all the material, labour needed for the execution of works.



#### 1.3.17. Furniture moving

When necessary for the Service Provider to move furniture and furnishings, it will be done with care and furniture returned to original positions.

#### 1.3.18. General sanitizing

To make a surface or area clean by removing dirt, germs or unwanted substances

#### 1.3.19. High dusting

High dusting includes all horizontal surfaces and fixtures above shoulder height, including vents. Ideally, the patient/resident should be out of the room during high dusting to reduce the risk of inhaling dust particles.

#### **1.3.20.** High touch areas

High touch surfaces are those that have frequent contact with hands. High touch surfaces in care areas require more frequent cleaning and disinfection than minimal contact surfaces.

#### 1.3.21. Level of care

The Service Provider shall exercise due care at all times to ensure that cleaning products and practices do not cause damage to finish, furnishings, or fixtures. Service Provider shall restore to good condition any items damaged from lack of due care by Service Provider employees.

#### 1.3.22. Permit to Work

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe and the names of all persons working on the equipment.

#### 1.3.23. Risk Assessment

A risk assessment in this procedure means the process where all risks associated with the contract and its execution identified, mitigated and managed.



## 1.3.24. Sanitation

Toilets, urinals, traps, sluices and associated pipe-works.

## 1.3.25. Service Provider / Service Provider

The successful company contracted to supply equipment/services specified in this specification.

## 1.3.26. Specifications

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product or service has to comply with this includes various models, drawings and documents. It noted that the specification might even comprise of a multitude of different elements.

## 1.3.27. Statutory maintenance

Regulated maintenance carried out on assets to meet regulatory requirements and statutes.

## 1.3.28. Warrants /guarantee

Guaranteeing of work for a period requested by TPT of no less than 12 months.

## 1.3.29. Wet mopping

Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, and other surfaces shall be free of splash stains and markings from the equipment. Mops and buckets will be emptied and thoroughly rinsed immediately after use in restrooms and before use in any other area.

## 1.4 Abbreviations

- **COC** Certificate of Compliance
- CPT Cape Town
- **CTCT** Cape Town Container Terminal
- **CTMPT** Cape Town Multi-Purpose Terminal
- **ETA** Estimated time of arrival
- **ETC** Estimate time of completion
- IMS Integrated Management System
- **ISO** International Organization for Standardization
- NCR Non-conformance Report
- NOSA National Occupational Safety Association
- **OHS** Occupational Health and Safety
- **PPE** Personal Protective Equipment



- **QMS** Quality Management System
- **RFQ** Request For Quotation
- **SANS** South African National Standards
- **SCM** Supply Chain Management
- **SHERQ** Safety, Health, Environmental, Risk and Quality
- **SOP** Standard Operating Procedure
- **TPT** Transnet Port Terminals

## 2. SCOPE OF REQUIREMENTS

## 2.1. TPT Facilities Cleanliness Standards

The Service Provider will be expected to implement the following TPT Standard Operating Procedures:

## • TPT-IMS-COR-SOP-009.003 Routine Cleaning of all TPT Facilities

The achievement of the desired standard of cleanliness and hygiene will result in an almost complete absence of visible filth, dirt and lack of hygiene. In order to maintain the facilities in this condition of a TPT standard, the Service Provider will remove any visible soil which is found as a result of the inspection. For purposes of definition, absence of visible soil shall be as follows:

- **2.1.1.** Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture and equipment.
- **2.1.2.** Absence of litter and trash on the floor and horizontal surfaces.
- **2.1.3.** Absence of finger marks, spots and soil build-up on walls, partitions, doors, dividers, cabinets, stainless steel appliances, etc.
- 2.1.4. Absence of encrustation, soil, and wax build-up on floors, particularly in corners,
- **2.1.5.** along baseboards, around door jambs, and around furniture and equipment legs and bases.
- **2.1.6.** Absence of dust scale and stain on restroom fixtures, floors, drains, taps, faucets, soap dispensers, paper dispensers, stalls, mirrors, ledges and water dispenser
- **2.1.7.** Absence of marks, spots, stains and streaks on glass and mirrors.
- **2.1.8.** Empty trash bins.
- **2.1.9.** Absence of other visible soil and cobwebs on horizontal surfaces, including ceilings.



## 2.2. General obligations of the Service Provider

The Service Provider will be responsible for the domestic and routine deep cleaning of TPT Facilities in the Cape Town Terminals for a period of four (4) months, including all labour, supervision, people management, transport, equipment and cleaning materials.

- **2.2.1.** Cleaning shall include, but not be limited to offices, temporary structures, i.e., Park homes, toilets, showers, kitchens, boardrooms, workshops, warehouse/stores, stairways, landings, lifts, smoking areas, and outside areas.
  - **2.2.2.** This document, all tables found in its content and all referenced annexures describes the scope of requirements and must be considered when completing the pricing information.
  - **2.2.3.** The Service Provider will conduct all business with TPT in a professional manner that will reflect positively on the Service Provider and Service Provider's services.
  - **2.2.4.** The Service Provider will attend to the cleaning of equipment and facilities that are in operational environments that could be surrounded by moving equipment that operates on a 24-hour basis.
  - **2.2.5.** Services will be required during normal working hours, after hours, weekends and Public Holidays.
  - **2.2.6.** Service provider rates from Monday to Saturday to be normal rates, Sunday and Public Holidays to be a special rate.

Working Hours: Cape Town Terminals		
Normal Hours	Monday to Friday 07h00 until 16h00	
After Hours (night shift)	Monday to Friday 18h00 until 06h00	
Weekends and Public Holidays	07:00 – 18:00	

#### Table 2-1: Working Hours:



- **2.2.7.** The Service Provider must adhere to TPT's regulations, rules, operating methods and procedures whilst providing the service.
- **2.2.8.** The Service Provider shall exercise due care at all times to ensure that cleaning.
- **2.2.9.** products and practices do not cause damage to finish, furnishings, fixtures or electronic components. The Service Provider shall repair or replace any items damaged from lack of due care by its employees.
- **2.2.10.** The Service Provider shall ensure all cleaning procedures and schedules are in place and up to date.

The Service Provider uses the cleaning interval schedules listed in Table 2-2 and Table 2-3.

#### Table 2-2: Cleaning Intervals for offices, cabins, kitchens, boardrooms, reception areas and outside areas

	SPECIFICATION	FREQUENCY
a)	Vacuum Carpets	Weekly
b)	Deep clean carpets and blinds	Weekly
c)	Broom/sweep tiled areas including stoep areas	Daily
d)	Wash tiled areas	Daily
e)	Polish tiled areas	Weekly
f)	Dusting and polishing to all exposed surfaces including desks, cupboards and windowsills	Weekly
g)	Cleaning and disinfecting of all telephones	Weekly
h)	Removal of all refuse and cleaning of Dustbins	Daily
i)	Deep cleaning of walls and wall fixtures	Monthly
j)	Collecting, cleaning, and storing away of kitchen crockery, cutlery, and utensils (including other dirty dishes).	2x Daily
k)	Cleaning and hygiene care of kitchen equipment including but not limited to the fridge and microwave.	Daily
I)	Cleaning of windows (interior and exterior) of Buildings - Lower levels	Monthly
m)	Cleaning to inside of lift	Daily
n)	All cobwebs to be removed	Daily
o)	General cleaning to all surface and fixtures/equipment/ornaments etc	Daily



q)	Outside area within 1 meter from Building	Daily
r)	Cleaning of main entrance and reception areas	Daily
s)	Serving of tea and/coffee as and when required	As required
t)	Cleaning of designated smoking areas	Daily

#### Table 2-3: Work items (toilets only):

	SPECIFICATION	FREQUENCY
a)	Ensure that Toilet has sufficient toilet paper at all times	Daily
b)	Ensure that hand sanitizer/soap dispenser has sufficient hand sanitizer at all times	Daily
c)	Ensure that paper towel dispenser has sufficient paper towels at all times	Daily
d)	Toilets and Urinals to be cleaned/washed	Daily
e)	Toilet Basins to be washed and cleaned	Daily
f)	Showers to be washed and cleaned	Daily
g)	Mirrors to be cleaned	Daily
h)	Toilet Floors to be swept and mopped/washed	Daily
i)	Toilet walls and tiles to be cleaned	Weekly
j)	Dust bins to emptied, including she bins (subject to OHS Act requirements)	Daily

## 2.3. Number of personnel to be deployed

- **2.3.1.** Thirty-five (35) persons (supervisors included) are required on a full-time basis during normal hours, as specified.
- **2.3.2.** Twenty-one (21) persons are required to work after normal hours (weekends and Public Holidays), including one supervisor.
- **2.3.3.** TPT reserves the right to ask the Service Provider to redeploy persons to different shifts and work areas per port.
- **2.3.4** Work assignment areas can be seen in Table 2-5 below.



	CAPE TOWN CONTAINER TERMINAL	No. of employees required
a)	Container Administration Building	6 per day
b)	E-Block	2 per day
c)	Out-Gate	1 per day
d)	Procurement Building	1 per day
e)	Mafi workshop	1 per day
f)	Training Centre	1 per day
g)	Technical Service Building	1 per day
h)	501 Tower and mini admin	1 per day
i)	Workshop 17 and Diesel Bowser	2 per day
j)	A Check Office / Cabins	2 per day
k)	Empty Stack offices, Empty stack gate cabins including rail	1 per day
I)	Quay side: M9 and M10 Cabins and 601, 603 and 604 Towers	2 per day
m)	West Coast Building	1 per day
n)	Freight Dynamics Building	1 per day
o)	CTCT Supervisor with a Valid Driver's License and PDP	1 per day
	L NUMBER OF EMPLOYEES REQUIRED -NORMAL	24

## Table 2-4-1: Cape Town Container Terminals: List of Buildings and personnel allocation: NORMAL HOURS



 Table 2-4-2: Cape Town Container Terminals (CTCT): List of Buildings and personnel allocation: NIGHT

 SHIFT

	CAPE TOWN CONTAINER TERMINAL	No. of employees required	
a)	Container Administration Building	1 per night	
b)	Out-Gate	1 per night	
c)	E-Block	2 per night	
d)	Workshop 17 and Diesel Bowser	1 per night	
e)	Quay side: M9 and M10 Cabins and 601, 603 and 604 Towers	2 per night	
f)	West Coast Building	4	
g)	Freight Dynamics Building	1 per night	
	TAL NUMBER OF EMPLOYEES REQUIRED - NIGHT IFT	7	

## TABLE 2-5-1: CAPE TOWN TERMINALS (MPT): LIST OF BUILDINGS AND PERSONNEL ALLOCATION: NORMAL HOURS

	CAPE TOWN MULTI-PURPOSE TERMINAL	No. of employees required
a)	MPT Administration Building (J5)	1 per day
b)	Forklift Workshop (J5)	1 per day
c)	J7 OLE Building	1 per day
d)	J4 Main Gate and J3	1 per day
e)	J2 Messroom and ICT Office	1 per day
f)	J8; J9 and J10	1 per day
g)	G Berth Offices and Mess rooms	2 per day
h)	G1 and Kombi Building	1 per day



i)	E1; E2; E4 and E6	1 per day
j)	H Berth Offices and Mess rooms	1 per day
k)	CTMPT Supervisor with a Valid Driver's License and PDP	1
тот	AL NUMBER OF EMPLOYEES REQUIRED NORMAL HOURS	12

## TABLE 2-5-2: CAPE TOWN TERMINALS (MPT): LIST OF BUILDINGS AND PERSONNEL ALLOCATION: NIGHT SHIFT

	CAPE TOWN MULTI-PURPOSE TERMINAL	No. of employees required
c)	J7 OLE Building	2 per night
e)	J2 Messroom and ICT Office	1 per night
g)	G Berth Offices and Mess rooms	1 per night
то	TAL NUMBER OF EMPLOYEES REQUIRED NIGHT SHIFT	4

#### TABLE 2-6: CAPE TOWN TERMINALS: PERSONNEL REQUIRED ON WEEKENDS AND PUBLIC HOLIDAYS

	CAPE TOWN CONTAINER TERMINAL (CTCT)	WEEKENDS & PUBLIC HOLIDAYS
a)	Container Administration Building (3 <sup>rd</sup> floor) and ground floor entrance, foyer, lifts and toilets	
b)	E Block	Day Shift: 6 persons
c)	Workshop 17	1 Supervisor (For both Terminals)
d)	Quay 601, 603, 604 and ski cabin	
e)	Empty stack office, Empty Stack gate cabin and rail offices	
f)	Freight Dynamics Building	Rolling assignment to locations
g)	Mafi Workshop	
h)	West Coast	
i)	All security offices in the gates	
Tota	al:	7



## TABLE 2-7: CAPE TOWN MULTI-PURPOSE TERMINAL: PERSONNEL REQUIRED ON WEEKENDS AND<br/>PUBLIC HOLIDAYS

САРІ	E TOWN MULTI-PURPOSE TERMINAL (CTMPT)	WEEKENDS & PUBLIC HOLIDAYS
f)	Forklift Workshop & OLE – Security Building	
g)	J Berth Offices and Mess rooms incl IT Office	
i) j) k)	G Berth Offices and Mess rooms Kombi Building Landside including In-gate; J-berth and Out-gate Gates	Day Shift: 4 persons. <i>See</i> <i>table 2-6 - Supervisor to</i> <i>work both Terminals.</i>
Tota	al:	4

## TABLE 2-8: CTCT and CTMPT: TOTAL RESOURCES

TOTAL PERSONNEL		
CTCT and CTMPT – normal hours (Cleaners x 34 and x 2 Supervisors)	36	
CTCT and CTMPT – weekends & public holidays	Resources to alternate taken from current list (see <b>Annexure C -</b> <b>Pricing schedule)</b>	
CTCT and CTMPT – after hours (night shift)	11	
TOTAL	47	



## 3. PEOPLE MANAGEMENT

## 3.1. Site and Functional Office Requirements

- **3.1.1.** The Service Provider is required to have a functional office within 50 km's of the
- **3.1.2.** Terminal to which the service will be rendered. TPT reserves the right to call for proof hereof and will not commence the contract prior to the Service Provider submitting such proof.
- **3.1.3.** Transnet will also conduct audits or Inspections to the premises of the Service.
- **3.1.4.** provider in order to assess and evaluate the stock on their premises.
- **3.1.5.** The functional office shall have as a minimum the following facilities:
  - ablution facilities
  - office equipped with telephone and fax lines.
  - other amenities as required to perform service.
- **3.1.6.** The Service Provider must be contactable after hours.
- **3.1.7.** TPT reserves the right to inspect the premises and request changes where necessary.



## **3.2.** Personnel deployed to TPT:

- **3.2.1.** The Service Provider shall ensure that it has an adequate number of personnel as required for the scope of requirements for the Port of Cape Town.
- **3.2.2.** The deployed personnel must be formally employed by the Service Provider and employment contracts must conform to the applicable South African Legislation.
- **3.2.3.** TPT reserves the right to request and review the relevant documentation required as proof of Scope of Work compliance where necessary.
- **3.2.4.** Personnel must be suitably trained in order to render an efficient service to execute their duties within the operational areas that they are placed in.
- **3.2.5.** Personnel must be familiar with all the referenced procedures and systems within the Terminal.
- **3.2.6.** Work must be assigned to ensure that personnel can cope with the demand of the services required.
- **3.2.7.** All employees deployed by the Service Provider to TPT, including supervisors and managers, must be South African Citizens with a South African ID. The Service Provider is required to prepare a database/spreadsheet reflecting the name, surname of the employees who will be deployed to TPT, a certified copy of the identity document of each employee member as well as the proposed positions for this contract.
- **3.2.8.** The Service Provider is required to perform vetting of all persons in their employment before considering deployment at TPT. All employees must have clear criminal records, have sober habits, and be medically fit. Supporting documents to be provided include a valid police clearance certificate and valid medical certificate for each employee deployed to TPT (see section 3.3 and **Error! Reference source not found**).
- **3.2.9.** The documents referred to in clause 3.2.7 and 3.2.8 above will not be used for evaluation purposes but must be submitted prior to the commencement of the contract.
- **3.2.10.** The costs associated in obtaining the certificates referred to clause 3.2.7 and 3.2.8 above shall be for the successful Service Provider's account.



## **3.3.** Medical surveillance

- **3.3.1.** Medical surveillance and monitoring shall be performed at intervals not exceeding 12 months or at such intervals as may be prescribed in terms of legislation promulgated in the Republic of South African or by an Occupational Health Practitioner.
- **3.3.2.** Replacement of employees
- **3.3.3.** TPT reserves the right to request that Service Provider replace any employees found to be unsuitable, due to, including but not limited to the following;
- **3.3.4.** Poor job performance;
- 3.3.5. Lack of adherence to the Code of Conduct;
- **3.3.6.** Poor Hygiene and;
- **3.3.7.** Unsafe practices.
- **3.3.8.** The Service Provider must be able to recruit additional employees to accommodate any TPT requests that are the result of:
- **3.3.9.** Changes in building occupation and the associated increased scope;
- **3.3.10.** Ad-hoc cleaning scope work requirements such as movement of furniture.
- **3.3.11.** The demand for services as contemplated in 3.4.2 shall be determined by the Contract Manager as it may move up the contract end date due to the contract reaching a premature financial closure.

#### 3.4. Supervision and attendance

- **3.4.1.** The Service Provider shall be required to provide an on-site Supervisor for each of the terminals who shall be available at all times.
- **3.4.2.** The Supervisor will be required to be on-site during normal working hours and must available telephonically during after hours, on weekends and Public Holidays.
- **3.4.3.** The Service Provider shall ensure that its personnel receive a duty roster identifying the task list per area/department. Such a task list must be signed off weekly by the Service Provider's supervisor to ensure that all work was performed, as required by TPT.
- **3.4.4.** Duty Rosters shall be required to be approved by TPT Facility Manager or any other person assigned by TPT.
- **3.4.5.** Daily attendance registers/logbooks should be kept by the Service Provider. Each employee member should sign the register / logbook at the commencement of every shift/day as well as at the completion of every shift/day. The attendance register/logbook will be checked and signed off by a TPT representative on a daily basis. has the right to review all registers/logbooks should any discrepancies/ query arise.
- **3.4.6.** The Service Provider shall be fully responsible to TPT for acts and omissions of its employees, which are to be kept under strict supervision at all times.
- **3.4.7.** The Service Provider shall not sub-contract any work without the prior written consent from TPT.



## 3.5. Reporting of facilities defects

- **3.5.1.** The Service Provider's personnel shall be required to report any issues relating to the maintenance of the building they are situated at such as leaking taps or faulty power points to their Supervisor.
- **3.5.2.** The Cleaning Supervisor then informs the Facilities Supervisor and the Facilities Manager telephonically and accepted electronic platforms (e-mail).

## **3.6.** Meetings and interface with TPT's Management Teams

- **3.6.1.** The Supervisor shall be required to meet with the TPT Facility Manager, or any other person appointed by TPT, on a weekly basis, regarding any issues that require attention including those reported to him or her as required in paragraph 3.1.4 above.
- **3.6.2.** A senior representative of the Service Provider will be required to attend separate monthly meetings on site in Cape Town. The session is required to provide feedback on overall progress and planned work for the coming month. This session will be combined with the bi-monthly Service Level Agreement meeting every two months.

## 3.7. Training

The Service Provider must ensure that all employees have the required training. The training should include but not be limited to: -

- **3.7.1.** Supervisory;
- 3.7.2. Health and Safety;
- **3.7.3.** Understanding basic cleaning principles (hygiene & sanitation); and
- **3.7.4.** Handling hazardous chemicals and biological agents.
- **3.7.5.** Supervision will be provided by the Service Provider.
- **3.7.6.** Immediate replacement cleaners must be arranged in the absence of the regular staff positions will not be left vacant.
- **3.7.7.** The Service Provider must provide Safety Training, and hazardous chemical substance training, also prior to commencement of work on the TPT site. The frequency of such training or similar training will be determined by TPT.



## 3.8. Cleaning at heights above 2.4m

- **3.8.1.** To provide cleaning services for both internal and external windows and any other surface above 2.4 meters including the dusting inside concourses.
- **3.8.2.** The Service Provider shall ensure the following:
  - a) Staff are fully equipped.
  - b) Staff trained and supervised as per legislative requirements, particularly in respect of regulations about working at heights.
  - c) Windows and glass surfaces are free of dust, fingerprints, stains, smudges and markings with a dry streak/smear-free finish achieved on completion of each clean
  - d) Provide appropriate cleaning equipment and safety gear for the specific function.

## 3.9. Uniforms, identification and PPE

- **3.9.1.** The Service Provider shall provide all employees with a uniform referencing the
- **3.9.2.** company's name and/or logo so that cleaning employees may be easily identified.
- **3.9.3.** The Service Provider shall provide each employee with clear identification in the form of a card with:
  - a) Employee name and photograph
  - b) Employee number
  - c) Company name and logo
- **3.9.4.** It is mandatory to wear staff identification at all time.
- **3.9.5.** All staff must be furnished with full PPE per below:
  - a) Two-piece Overalls
  - b) Dusk/Respiratory Mask
  - c) Reflective Jacket
  - d) Safety gloves and latex gloves
  - e) Raincoat
  - f) Safety goggles
  - g) Safety Boots only ankle-high safety boots
  - h) Hearing protection
  - i) Hard hat/Helmet
  - j) Respirator (MPT)

#### **3.10.** Employee absence

- **3.10.1.** When the Service Provider gives his/her staff off for any of the undermentioned reasons/she should replace the number of workers that he/she has given off immediately, to keep the staff strength (numbers) at all the levels as agreed upon at all times.
  - a) Yearly Leave
  - b) Casual Leave



- c) Absconded
- d) Sick Leave
- e) Strike
- f) Maternity Leave
- g) Family Responsibility
- **3.10.2.** Cost of employee absence shall be borne by the Service Provider.

## 3.11. Strikes and Disruptions

- **3.11.1.** The Service Provider is required to prepare a contingency plan for unplanned events, including:
  - a) Strikes
  - b) Disruptions
  - c) Dereliction of Duty
  - d) Negligent damage and sabotage of facilities
  - e) Chemical spills and stains
- **3.11.2.** Should such an event occur, the Service Provider will be expected to engage the contingency plan at their cost.

#### 3.12. Transport

- **3.12.1.** The Service Provider is responsible for the provision of transport of staff to and from the specific places of work, which may change throughout the day. No walking is allowed within the Cape Town Terminals operational areas.
- **3.12.2.** The minimum requirement for transportation is one (1) vehicle with at least seven (7) seats.
- **3.12.3.** The cost of transportation shall be for the Service Provider's own account.
- **3.12.4.** The Service Provider's transport must be roadworthy, safe and reliable to ensure. that all domestic cleaning staff report for duty on time.
- **3.12.5.** The Service Provider's transport must comply with the minimum requirements as prescribed in the Road Traffic Act.
- **3.12.6.** 3.13.6 The Service Provider's transport must be operated by drivers who possess a South African's valid Professional Driver's License with a Permit (PDPs).
- **3.12.7.** The Service Provider is not permitted to transport persons in or on the back of light commercial vehicles such as vans or bakkies.
- **3.12.8.** The Service Provider's vehicle must be fitted with an orange strobe light when entering operational areas.
- **3.12.9.** It is the Service Provider's responsibility to ensure that each vehicle is furnished with an up-to-date access permit to the Cape Town Terminals. Special arrangements for new permits will be required for vehicle substitutions as-and-when-required.



## **3.13.** Other site requirements

- **3.13.1.** The Service Provider must ensure compliance with TPT's Security and emergency policies, procedures and regulations;
- **3.13.2.** There shall be zero tolerance of any form to substance abuse i.e. alcohol, drugs etc. The Service Provider and/or its employees shall be required to submit to random drug and alcohol testing;
- **3.13.3.** The Service Provider is required to obtain a port access permit from TNPA for the contract duration for all staff, cost of which is borne by the Service Provider.

## 4. CLEANING MATERIALS, EQUIPMENT, CONSUMABLES AND WASTE DISPOSAL

## 4.1. Cleaning Materials

- **4.1.1.** The Service Provider supplies all cleaning material and consumables at tendered prices to cope with the demand for the services as specified.
- **4.1.2.** All equipment and cleaning materials shall conform to the relevant SABS specifications.
- **4.1.3.** The Service Provider shall ensure that all cleaning materials and chemicals used shall be in accordance with specifications and/or approved by TPT's SHEQ Department.
- **4.1.4.** All products will have low VOC (Volatile Organic Compounds).
- **4.1.5.** Material Safety Data Sheets (MSDS) must be supplied with all chemicals used on site. The MSDS Sheets shall be supplied to the SHEQ department on a monthly basis.
- **4.1.6.** All consumables shall be made readily available by the Service Provider to ensure. that critical and noncritical items can be replaced before running out.
- **4.1.7.** All consumables must be checked every three hours and replenished as needed, particularly toilet paper, jumbo rolls and hand liquid soap. This is considered to be a very important aspect of the service and TPT may perform random spot checks.

MATERIAL NAME	MODEL	AREAS
Mr. Min (Spray for cleaning tables)	Furniture Polish	For all buildings
Toilet Paper	2 Ply white toilet papers	For all buildings
Hand soap (Pink Soap)	oap) Hand cleaning chemical For all building	
Dish washing liquid	Sunlight	For all buildings
Toilet sprays	Air Freshener	For all buildings
Bleach	Bleach liquid for swabs	For all buildings
Pine Gel	Sunlight Pine gel	For all buildings

TRANSNEL
port terminals

Polish for tiles	Vinyl Polish	In areas with vinyl tiles
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#### 4.2. Waste Disposal

- **4.2.1.** The Service Provider removes and disposes of all SHE wastes from restrooms.
- **4.2.2.** The Service Provider will be required to provide disposal certificates for the removal. of hazardous waste (she bins etc.) to the SHEQ department on a monthly basis.
- **4.2.3.** The Service Provider must have trained employees to remove SHE Bins, who are separate from the cleaning employees.

## DETAILED DUTIES OF THE SERVICE PROVIDER ARE LISTED IN TABLE 4-1.

SERVICE DESCRIPTION	SERVICE TASK	INTERVALS
WET WASTE REMOVAL/COLLECTION	Removal of recyclable wet waste from offices to temporary storage Removal of recyclable wet waste from the building premises to a recognise waste recycling/disposal site	Daily, at 09h00 & 14h00 Every Day
DRY WASTE REMOVAL/COLLECTION	Removal of recyclable dry waste (e.g. paper, newspapers, card boxes, plastic, bottles etc.) from the offices Removal of recyclable dry waste (e.g. paper, newspaper, card boxes, plastic, bottles etc.) from the building premises to a recognized waste recycling/disposal site	Daily, at 09h00 & 14h00 Every Day
SHE BIN CONTENTS	The Service Provider will be required to provide disposal certificates for the removal of hazardous waste (she bins etc.) to the SHERQ department on a monthly basis.	

#### Table 4-1: Waste Removal Schedule



		port terminais
		Time 09:00
MUNICIPAL BIN REMOVAL	The municipal bins in the layout areas shall be removed weekly to central	Every Wednesday
	points for municipal collection.	Every weanesday

## 4.3. Equipment

**4.3.1.** The Service Provider shall be required to provide all equipment necessary to perform the Service, as listed in **Table 4-2**.

## Table 4-2: Schedule of Equipment Required

	Equipment Required	Frequency			
		Daily	Weekly	Monthly	3-monthly
1.	Brooms and dustpans	x			
2.	Mops and Buckets	x			
3.	Cleaning cloths	X			
4.	Dusting cloths and Dusters	x			
5.	Vacuum Cleaners and Carpet Cleaners	x			
6.	Window Cleaning Equipment	х			
7.	Toilet and Shower Brushes	х			
8.	External/Outside Cleaning equipment	x			
9.	Appropriate signage is used for warnings of wet floors, etc.	x			
10.	Floor polisher and burner			x	
11.	Wet suction vacuum			x	
12.	High-pressure washer			x	



13	Ladder (Long)	x		
14	Ladder (Short)	x		
15	Hot extraction vacuum			x
16	Industrial strength steam cleaner		x	

- **4.3.2.** In exceptional circumstances, equipment may be made available by TPT, but TPT does not guarantee that it is in good working order or will be available at all times.
- **4.3.3.** The Service Provider shall further be required to have signage relevant to risk, safety and danger in the cleaning environment and to display the same when required.
- **4.3.4.** All equipment needs to be of an acceptable quality standard. An acceptable quality standard would be the equipment of a brand name that is recognized within the facilities management industry as being durable in construction and reliable in service.
- **4.3.5.** Each serviced area needs to be allocated sufficient equipment per floor or work area.
- **4.3.6.** Steam cleaning equipment must conform to SANS 60335.

## 4.4. Loss of equipment, damage, and replacement of items

- **4.4.1.** TPT shall not be liable for any loss or damage to the Service Provider's equipment or cleaning materials.
- **4.4.2.** Missing or damaged equipment and material shall be replaced or repaired at the Service Provider's Cost.

#### 4.5. Movement of furniture

- **4.5.1.** When necessary for the Service Provider to move furniture and furnishings, it will be done with care and furniture returned to its original positions.
- **4.5.2.** The Service Provider shall ensure their employees are trained so as not to hurt themselves moving furniture.



## 4.6. Colour coded system

- 4.6.1. The Service Provider will be required to furnish each employee with the equipment according to the new colour coded system as described in document "ROUTINE CLEANING OF ALL TPT FACILITIES PROCEDURE" (TPT-IMS-COR-SOP-009.003).
- **4.6.2.** This includes separate gloves, cloths and equipment for the cleaning of bathrooms, kitchens and general areas. These gloves should be replaced monthly.

## 4.7. Consumption of consumables

- **4.7.1.** The Service Provider replaces consumables and cleaning material per tendered rates.
- **4.7.2.** All consumables to be supplied to TPT shall be checked and signed off by an authorised TPT representative.
- **4.7.3.** These are estimates only and actual consumption may vary. Monthly claims must reflect actual consumption.
- **4.7.4.** The Service Provider is expected to monitor consumption and inform TPT of excessive over- or under consumption.

#### Table 4-3: Schedule of Consumables

	Name	Unit of Measure	Projected Quantities	Frequency
a)	All Purpose Cleaner Domestic/commercial use: ammoniated, cream cleaner with surfactants, abrasive agent and fragrance; scouring compounds with soap base manufactured in accordance with <b>SANS. 1923:2007</b>	25L	5	Monthly
b)	Bleach Domestic/commercial use: ammoniated liquid detergent cleaner manufactured in accordance with <b>SANS 1225.</b>	25L	5	Monthly
c)	Toilet gel discs Domestic/commercial use rated for lasting +-6 weeks	1 pack	50	Monthly
d)	Polish for the floor	5L	7	Monthly
e)	Furniture Polish	275ml	25	Monthly



				port terminals
	Domestic use aerosol spray can with fragrance			
f)	Jumbo Rolls (Paper) Commercial use hand towel, thinnest available for minimization of blockages, paper width = 160mm (one ply)	205 x 1500m	20	Weekly
g)	Auto Cut (hand roll) Standard commercial use auto-cut hand towel to fit dispensers, 1 ply, 200mm wide, thinnest available for minimization of blockages	6 per pack	10	Weekly
h)	Toilet paper Commercial use, one-ply toilet paper with at least 500 sheets per roll	48's packs	25	Weekly
i)	SHE Bin liners and disposable bags Plastic equal to or more than 30 microns thick	100 bulk pack	2	Bi- Weekly
j)	Black refuse bags Heavy duty, plastic equal to or more than 40 microns thick	100 bulk pack	10	Monthly
k)	Air freshener Domestic use, CFC Free, aerosol can	10pack	20	Weekly
I)	Dishwashing liquid Domestic use hand dishwashing and light- duty detergent (liquid) manufactured in accordance with SANS 825	5L	14	Weekly
m)	Hand soap Domestic/commercial use liquid toilet soap manufactured in accordance with SANS 238	5L	25	Weekly
n)	Water-saving urinal pads Commercial use, fragranced, anti-splash back with a recommended replacement no sooner that 30 days	10 pack	10	Monthly



5. Health, Safety, Environment and Quality



## 5.1. General

- 5.1.1. For the duration of the work, the Service Provider will be responsible for the fulfilment of the OHS Act on the premises on which the work is taking place. All incidents which occur, vide Article 24 of Act 85 of 1993, are to be reported to the local Department of Labour.
- 5.1.2. The Service Provider must ensure compliance with all other Legislation that impacts on the Cleaning Services Industry, and in particular, The Basic Conditions of Employment Act (no 85 of 1993), the Compensation for Occupational Injuries & Disease Act (no 130 of 1993) and Labour Relations Act (66 of 1995).

## 5.2. Health and Safety requirements

- **5.2.1.** The Service Provider complies with Transnet safety requirements to the satisfaction of the Employer.
- **5.2.2.** The Service Provider prepares a project safety file according to the requirements of TRN-IMS-GRP-TMP-014.2. Approval of this file is a requirement before work can commence.
  - A Site Access Certificate can only be obtained by the Service Provider once the SHEQ Department has approved the safety plan and documentation.
- **5.2.3.** The Service complies with TPT standards and Operating Procedures.
- **5.2.4.** The Service Provider works and co-operates with the TPT SHEQ department.
- 5.2.5. The Service Provider shall comply with all applicable safety laws and regulations including all instructions received from TPT Management and TPT Supervisory Employees (including the SHEQ Department);
- **5.2.6.** The Service Provider shall comply with the terminal Safety, Health, Environment and Quality Standard Operating Procedures (SOP) as required by the TPT (SHEQ) manager.
- **5.2.7.** The Service Provider employees shall be required to undergo TPT's safety induction training programme prior to commencing work on TPT site.
- **5.2.8.** The Service Provider must provide safety training, and hazardous chemical substance.
- **5.2.9.** training, also prior to commencement of work on the TPT site. The frequency of such training or similar training will be determined by TPT.
- **5.2.10.** The Service Provider must ensure compliance to TPT's Security and emergency policies, procedures and regulations;
- **5.2.11.** There shall be zero tolerance of any form to substance abuse i.e. alcohol, drugs etc. The Service Provider and/or its employees shall be required to submit to random drug and alcohol testing;
- **5.2.12.** The Service Provider shall ensure that its employees present on the TPT site are furnished with (at its own cost) and wear safety clothing or personal protective equipment (E.g. reflective jackets, safety boots, hard hats etc.), clothing as well as identity tags at an acceptable standard



- 5.3.Regulatory and statutory framework, legal compliances, procedures and reference documents
- 5.3.1. The Service Provider shall comply with the relevant TPT Standard Operating Procedures which are summarized in Table 5-1.

## TABLE 5-1: APPLICABLE PROCEDURES AND OR STANDARDS

Applicable Legislation and/or procedures of compliance	Description
TPT SHEQ RS STD 001	SOP: Safety Health Environment and Quality Standard
TRN-IMS-GRP-GDL-014.2	Contractor Safety, Health and Environmental Management Specification Guidelines
TPT SEC Pro 001	Standard Operating Procedure: Access Control
TPT SEC Pro 003	Standard Operating Procedure: Issuing of Security Access Permits
TRN-IMS-GRP-TMP-014.2	Contractor Compliance File Assessment Checklist
TPT-IMS-COR-SOP-009.003	Routine Cleaning of all TPT Facilities
TPT-IMS-COR-SOP-009.004	Routine Cleaning of Canteen Facilities



## 5.4. Health and Safety File

- **5.4.1.** The Service Provider prepares contract safety files according to the requirements of TRN-IMS-GRP-TMP-014.2. Approval of this file is a requirement before work can commence.
- **5.4.2.** A Site Access Certificate can only be obtained by the Service Provider once the
- **5.4.3.** respective SHE Departments has approved the safety plan and documentation.
- **5.4.4.** In addition to the above, the following files must also be included:

## 5.5. Waste Management

- 5.5.1. SHE bin Waste Disposal Procedure and SOP
- **5.5.2.** Waste Disposal Certification of accredited disposer to be used
- **5.5.3.** PPE training plan
- **5.5.4.** Standard Operating Procedures for Cleaning (to be aligned to SOPs provided)
- **5.5.5.** Chemical Handling SOP and Procedures
- **5.5.6.** Competency Certificates
- **5.5.7.** Occupational Medical Practitioner Medicals
- 5.5.8. IOD Procedure
- **5.5.9.** Working at Heights Procedure
- 5.5.10. Risk Assessment Training
- **5.5.11.** MSDS of all chemicals used and supplied
- **5.5.12.** All equipment to be used SOP's and training
- **5.5.13.** All equipment conformity certification
- **5.5.14.** All equipment declarations by security department
- **5.5.15.** Deep Cleaning Scope of Work (to align to Owner Requirements)



## 5.6. Disaster Management Act

- 5.6.1. In addition to the abovementioned health and safety requirements, the Service Provider will be required to implement additional workplace safety requirements in light of the global outbreak of the COVID-19 pandemic and provisions of the Disaster Management Act as promulgated, present and future. This includes but is not limited to:
  - Completion of ad-hoc paperwork during induction and screening before site access is granted
  - Body temperature screening at entry to the port (conducted by Port Authority)
  - Body temperature screening at entry to the site (conducted by the Service Provider)

## 5.7. Site Information

## **Employer's Site entry and security control**, permits, and Site regulations:

- **5.7.1.** Access to the Works will be via existing port roads (Container Road and Duncan Road) in the Port of Cape Town.
- **5.7.2.** The Port of Cape Town is a security-regulated port in terms of the ISPS Maritime Security Regulations of 2004.
  - The Service Provider's employees produce their identification cards at the main entrance gate.
  - All vehicles, persons and goods may be subject to a search.
  - Admission to the port is subject to random breathalyzer testing. No alcohol is permitted on site and Transnet property.
- **5.7.3.** Visitors must sign in at the main entrance gate to gain access to the Port. Should the Service Provider prefer to gain access by electronic card, such access permits may be obtained from Transnet National Ports Authority.
- **5.7.4.** All personnel entering general and operational areas under the jurisdiction of the Employer in the Port of Cape Town must undergo safety induction, which is available hourly between 10:00 and 14:00 every day at the TPT Administration Building.
  - Induction slips are mandatory to carry on site and are renewable yearly. The slips to be submitted as part of the safety file.
  - The Service Provider must obtain a permit for persons and vehicles entering the terminal from the TPT Permit Office for the duration of the work (including third- party delivery vehicles). Due to the Port operating at ISPS level 2 (a heightened level of security), the security permit will be issued for a maximum uninterrupted period of up to 1 month. Timeous renewal of permits will be the responsibility of the Service Provider
  - The Service Provider provides all personnel (including delivery personnel) with the required PPE. The minimum safety requirement access to operational zones includes steel-toe boots,



a hard-hat and a high-visibility vest. Additional equipment including but not limited to ear-, hand and face-protecting PPE may be required for the Works. All vehicles (including delivery vehicles) are required to use orange strobe lights.

- The Service Provider complies with the safety rules as indicated during the safety induction and as indicated on signage on any TPT site entered.
- Access to the Works will be via existing port roads (Container Road and Duncan Road) in the Port of Cape Town. Due allowance must be made for any potential delays arising from vehicular congestion due to the large number of trucks that use Container and Duncan Road.

## 5.7.5. The Service Provider complies with the following of the Employer:

- Procedure: Access Control (TPT Sec Pro 001); and
- Procedure: Issuing of Security Access Permits (TPT Sec Pro 003).

#### 5.7.6. Restrictions to access on Site, roads, walkways and barricades

- The Service Provider, their agents, employees, and Sub-Service Providers are not allowed in operational, stacking or quayside space.
- Breaches will be seen in a very serious light.

#### 5.7.7. People restrictions on Site; hours of work, conduct and records:

- The terminal operates on a 24-hour basis and work can be scheduled during and after normal working hours, subject to arrangements with the Project Manager.
- Facilities may remain in partial use for the duration of the Works. The Service Provider accounts for this complication and introduce measures to restrict site access to prevent accidents, interference or damage to property.

#### 5.7.8. Cooperating with and obtaining acceptance of others

- The Service Provider performs the works and co-operates with the Employer .
- Where the Service Provider's work may affect or interfere with the activities of the Employer or Others, it is important that interfaces in respect of physical location and timing are agreed by all parties and shown on the Service Provider's plan.

#### 5.7.9. Service Provider's Equipment

 The Service Provider must provide and keep records of their equipment with serial numbers on persons at all times. The Employee may perform random checks to verify ownership. Removal of Transnet assets or material require a release note that is signed and stamped by the Supervisor.



## **5.8. Cape Town Terminals**

- The general operating and typical site conditions for the Cape Town Terminals are described in Table 6-2 below.
- **5.8.1.** The facilities are located in the general and operational space in the Cape Town Container and Multi-Purpose Terminals, Port of Cape Town.

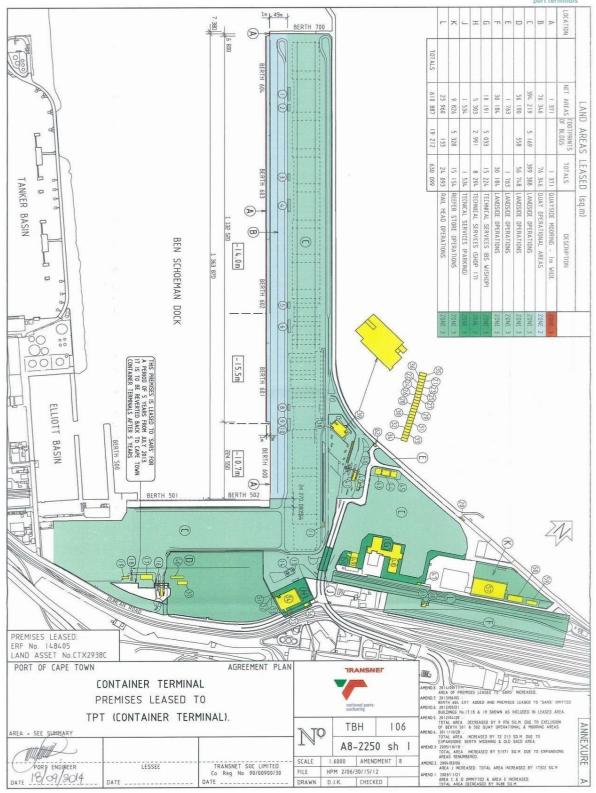
## Table 6-1: Site Conditions

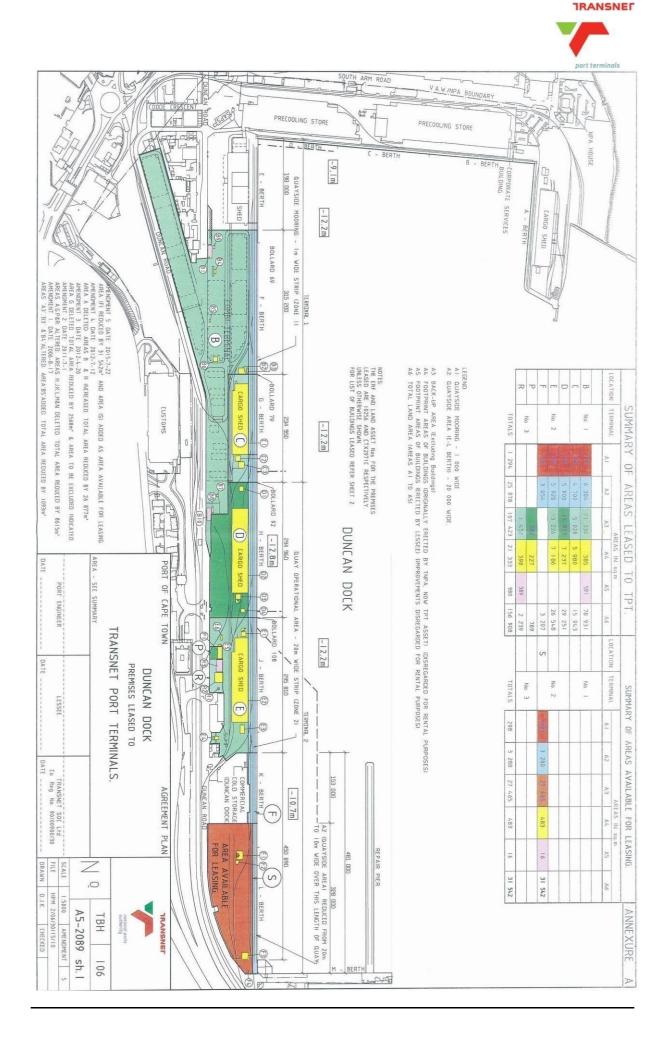
Air pollution:	Heavy saline, dust-laden and fumes
Altitude:	Approximately 5 masks
Ambient temperatures:	5 – 45 °C
Corrosive atmosphere:	Severe
Mandatory PPE	Hard hat, safety boots, overalls
СТМРТ	Drawing no. TBH 106 A5-2250 sh1 Duncan Dock Premises Leased to Transnet Port Terminals; Use for bulk, break-bulk and container logistics
СТСТ	Drawing no. TBH 106 A5-2089 sh1 Container Terminal Premises Leased to Transnet Port Terminals; Used for container logistics
Relative humidity:	Up to 100%
The speed limit inside Port	30km/hour
Weather	Weather-related deviations may apply and must be communicated with the Employer whereby risk assessments per task must be updated for risk mitigation e.g., wind, rain etc.

**<sup>5.8.2.</sup>** Table 6-3 shows a list of permanent buildings and structures on site with a reference number that is linked to the relevant drawing.

**5.8.3.** It should be noted that there are temporary buildings (a.k.a. "park homes" and "ski- cabins") located within the site boundaries that is included but not necessarily listed.









DESCRIPTION	FUNCTION	FLOORS	DRAWING REFERENCE NO.
CAPE TOWN CONTAINER TERMINAL (			
Administration Building and Substation	Office	7	38-39
Admin Building garages	Parking	n/a	21-36
Canteen	Canteen	1	42
P-Check Out-Gate Canopy	Canopy	n/a	41
P-Check Out-Gate	Gantry	n/a	40
Substation – Berth 600	Substation	1	9-10
Tower 601	Staff Facility	1	5
Tower 603	Staff Facility	1	3
Substation – Berth 603-604	Substation	1	4
Tower 604	Staff Facility	1	2
E-Block Offices	Offices, Staff facility	2	43-45
Reefer Building, garage and shed	Offices	2	n/a
Procurement and Hauler Workshop Complex	Workshop, Offices	2	48
Hauler Workshop (Pit)*	Workshop	2	49-50
Blue Store (Offices)	Offices	1	59
Blue Store Offices and Substation	Offices, Substation	3	58

#### TABLE 6-3: LIST OF PERMANENT BUILDINGS IN THE CAPE TOWN TERMINALS



		1	port terminals
Blue Store Shop	Workshop	n/a	57
Substation – Road to Rail	Substation	1	n/a
Road Rail Office (E9)	Offices	1	60-61
Workshop 17	Workshop	n/a	54
Shop 17 Diesel Pump Room	Diesel Pump Room	1	55
Substation – Carrier Workshop (Shop 17)	Substation	1	56
Workshop 17 Offices and Staff Facilities	Staff Facility	2	54
Workshop 17 Garages and Canopies	Parking	n/a	51-53
Tower 501	Staff Facility	1	19
Training Centre	Offices	2	17
Old A-Check Out-Gate	Gantry	n/a	15-16
A-Check Truck Entrance	Canopy	n/a	n/a
Technical Services and garages	Offices	2	37
Substation – Berths 501-502	Substation	1	n/a
Fuel station buildings	Storage	1	13-14
CAPE TOWN MULTI-PURPOSE	TERMINAL (TBH 106 A5	5-2250 SH	1)
J-Berth Security Building Main Gate (J4)	Security	1	E4
J-Berth Terminal Offices (J5)	Workshop, Offices	2	R2
J-Berth Workshop (J5)	Workshop	n/a	R3
J-Berth Security and Staff Facility (J7)	Staff Facility	2	P1
H-Berth Out-gate / Blue Canopy (H2)	Canopy	n/a	B10
H-Berth Out-gate Security Building (H1)	Security	1	B8
Substation: F-Berth	Substation	1	B6
E-Berth Mess and Ablution (E6)	Staff Facility	1	B4
E-Berth Offices (E2)	Offices	1	В9



			port terminals
F-Berth In-gate / Blue Canopy	Canopy	n/a	B1
F-Berth Combi Planning Building (F1)	Offices	1	B2
G-Berth Cargo Shed (G3)	Cargo shed	n/a	C1
G-Berth Mess and Ablution (G4)	Staff Facility	2	C2
H-Berth Cargo Shed (H3)	Cargo shed	n/a	D2
H-Berth Offices, Mess and Ablution (H4)	Staff Facility	2	D3
Substation: J-berth	Substation	1	D4
J-Berth Offices/Ablution (J2)	Offices / Ablution	2	E1
J-Berth Cargo Shed (J1)	Cargo shed	n/a	E2
J-Berth Offices and Ablution (J3)	Staff Facility	1	E3

## **7 LIST OF ANNEXURES**

ANNEXURE	TITLE	DOCUMENT NUMBER
1	Contractor Safety, Health and Environmental Management Specification Guideline	TRN-IMS-GRP-GDL-014.2
2	Contractor Compliance File Assessment Checklist	TRN-IMS-GRP-TMP-014.2
3	SOP: Safety Health Environment and Quality Standard	TPT SHEQ RS STD 001
4	Procedure: Access Control	TPT Sec Pro 001
5	Procedure: Issuing of Security Access Permits	TPT Sec Pro 003