



## SCOPE OF WORK

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**Scope of Work for Provision of lift drivers for (Six) 6 Goods lifts at Kriel Power Station**

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## 1.1 EXECUTIVE OVERVIEW

Lifts, Escalator and Passenger conveyor is an essential part of a building for the safe use and transportation of persons and goods.

The document describes requirements for Provision of lift drivers for 6 goods lifts at Kriel power station

## SUPPORTING CLAUSES

### SCOPE

This scope covers the requirements for Provision of lift drivers for 6 goods lifts at Kriel power station for a period of 5 years

### PURPOSE

Elevators and escalators are used for the transportation of people and goods; the purpose of this document is to detail the measures to be taken in order to correctly and safely operate the lifts, as to curb misuse, vandalism of lifts and report availability/unavailability of the lifts

### APPLICABILITY

This document shall apply throughout Kriel Power Station for Provision of lift drivers for (Six)6 Goods lifts at Kriel power station

### NORMATIVE/INFORMATIVE REFERENCES

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

#### Normative

- a) ISO 9001 Quality Management Systems.
- b) OHS Act: Occupational Health and Safety Act 85 of 1993

#### Informative

None applicable

Reference could be made to an Annexure for a detailed classification of services or to the Price List in the case of Option A or C and if the Price List descriptions are complete

## 1.2 DEFINITIONS AND ABBREVIATIONS

| Definition      | Description   |
|-----------------|---|
| Lift / Elevator | Any permanent or temporary lifting installation used for the conveyance of persons or of persons and goods, or as an access goods only lift, that operates by means of a conveyance or platform running on a fixed guide or guides and serving landings, but does not include a hoist worked by hand power or a material hoist. |
| Work / working  | All human activities in connection with plant, excluding operating activities and non-dangerous activities performed on the external parts of plant and which cannot affect the health and safety of  |

| Definition | Description                                 |
|------------|---|
|            | workers or the safe operation of the plant. |

### Disclosure Classification

**Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary).

| Abbreviation | Description                                   |
|--------------|---|
| DOL          | Department of Labour                          |
| EOD          | Electrical Operating Desk                     |
| GMR 2(7)a    | General Machinery Regulation 2(7)a            |
| OEM          | Original Equipment Manufacturer               |
| OHS Act      | Occupational Health and Safety Act 85 of 1993 |
| PPE          | Personal Protective Equipment                 |
| QCP          | Quality Control Plan                          |
| SANS         | South African National Standards              |
| SANAS        | South African National Accreditation System   |

## 1.3 DESCRIPTION OF THE WORKS

The works are for operating of 6 x boiler house Goods lifts at Kriel power station as per occupational health and safety act 85 of 1993 requirement .

### 1.3.1. CONTRACTOR'S WORKING HOURS

- The *Contractor* shall determine a cycle that will cover 24-hour daily shift including weekends and public holidays for a period of 5 years.
- The contractor shall ensure that the reliability of the lifts is not affected by doing shift handovers.
- The contractor shall report stoppages immediately to EOD and to the lift mechanic

### 1.3.2. SPECIFIC DUTIES OF THE CONTRACTOR

- The *Contractor* shall attend a monthly meeting to discuss any items arising in connection with the contract with the *Service Manager* and to complete the assessment.
- The Lift Drivers shall complete a register in connection with lift stoppages and other defects.

- The Lift Drivers shall at all times wear a communication device (i.e. Cell phone , two-way radio)
- The Lift Drivers shall be in the lifts at all times
- The Lift Drivers shall immediately report any lift failure to control room immediately when the lift fails
- The Lift Driver shall complete a daily checklist for each lift and keep records .

### **1.3.3 REPORT REQUIREMENTS**

- The *lift drivers* shall attend daily meetings to report on the lift status and failures experienced to the *Service Manager*. Weekly Report shall be sent to Electrical Maintenance Department on Friday afternoons reporting on any failures or stoppages

### **1.3.4 EXCLUSIONS**

#### **REPAIRS TO AND/OR REPLACEMENTS OF THE FOLLOWING ARE EXCLUDED FROM THE CONTRACT:**

- The *Contractor* will not be responsible to change fluorescent and incandescent bulbs, light fittings for the landing zones and machine rooms as that will be the Employer's responsibility. However, the *Contractor* will be responsible for keeping the goods lift clean and ensuring good housekeeping at all times
- Telephones and intercoms in the lift car.

### **1.3.5 MISUSE, ABUSE AND ACCIDENTAL DAMAGE**

The *Contractor* will not be liable for any loss or damage to any equipment caused by misuse, abuse or accidental damage (e.g. water damage, vandalism).

### **1.3.6 POSSESSION, CONTROL OF EQUIPMENT**

The *Contractor* will not assume possession or control of any part of the equipment all of which shall remain exclusively the property of the *Employer*.

### **1.3.7 LEGAL OBLIGATION**

The *Contractor* will report to the *Employer* on an inspection which are discovered to be potentially dangerous to the safety of the public, irrespective of whether such parts are excluded from the contract or not.

### **1.3.8. EMPLOYER (KRIEL POWER STATION) COMMUNICATION BOOK**

To aid effective two-way communication the *Employer* will provide an on-site communication book that will be situated at the Station control.

### **1.3.9. CONTRACTOR TO NOTE AND COMPLY WITH THE FOLLOWING:**

The Employer reserves the right to have any of the Contractor's personnel removed off site without any compensation to the Contractor in the event of the Contractor's personnel being in contravention with the OHS Act or any of the Employer's rules, regulations and procedures.

The Employer reserves the right to request disciplinary/corrective action if, and when, required.

The *Contractor* will operate under the direction and instructions of Employer.

The *Contractor* will provide all safety apparel, to comply with the construction regulation.

### **1.3.10 GENERAL REQUIREMENTS**

In addition to the South African National Standards applicable to Lifts, Escalators and Passenger conveyors the following will be applicable to all Eskom power station sites and or commercial buildings. This standard will exclude all lifting machinery as describe in terms Driven Machinery Regulation 18 of the OHS Act e.g. mobile scissor lifts, cherry pickers and forklifts.

- All breakdowns and callouts to the service provider shall be logged in a register / Ops-log, at a manned control room (EOD / Shift Manager), with a reference number, time, date and nature of defect for record purposes.
  - Lift Driver is not allowed to leave site unnecessary (example: taking company vehicle for service...)
  - If it might happens that the Lift Driver is on leave, sick or training another lift Driver shall be sent to site ensuring there will be always a Lift Drivers on site. Can we talk more to lift drivers
- Lift driver to ensure that no person shall use or enter a lift with a safety harness attached to his body. Appropriate safety signs shall be displayed at the entrances of all elevators landings and platforms prohibiting the wearing of safety harnesses in lifts (elevators).



**Figure 1: Example of safety harness warning signage**

- No person shall be allowed to transport hazardous substances in a lift without a risk assessment by a competent person.
- Protective clothing and personal protective equipment is required (As specified in Policy 240-56179027) when a person is within the arc flash protection boundary.

### **1.3.11 RECORD KEEPING**

Monthly check sheets shall form an integral part of the SAP maintenance system for history and audit purposes.

### **1.3.12 RECORDING OF NON-CONFORMANCES:**

All non-conformances, alterations found must be recorded for attention by the owner / user.

Record all non-conformances before the lift, escalator or passenger conveyor can be used with safety and report immediately to the user / owner

Record all other non-conformances that do not impair on the safety of the Lift. The Lift escalator or passenger conveyor can continue being in-service but the non-conformances shall be rectified by the owner / user within 60 days.

### 1.3.14 RESOURCE REQUIREMENTS

| <b>Item No.:</b> | <b>Description</b>           | <b>Experience Required</b>              |
|------------------|------------------------------|---|
| 2.1              | <u>1 X Site Supervisor</u>   | 2 years supervisory experience; Matric; |
| 2.2              | 12 X Semiskilled Electrician | Grade 10                                |
| 2.3              | 1 X Safety Officer           | 2 years related experience, SAMTRAC     |