

PART 3: SCOPE OF WORK

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C3.1: EMPLOYER’S SERVICE INFORMATION

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1 Description of the service

1.1 Executive overview

The works for this contract addresses the plant cleaning service that will cater for the bunkers, staithes 1 to 5, understaithes conveyor belts, incline conveyors north and south coal plant areas and lashing of the coal bunkers from unit 1 to 6.

The *Contractor* will be required to supply manpower, equipment, tools, safety equipment and Personal Protective Equipment, consumables and cleaning equipment to be able to service the needs of the power station.

Part of the responsibilities will be daily forward planning, managing, reporting and directing cleaning activities, have qualified and continuous supervision, manage various coal spillages, coal dust, mud, rocks, ash spillages and other waste material underneath conveyer belts, inside and around the Staithes 1 to 5, between the idlers, coal plant structures, pulleys, tension weights, North and South Incline belts, North and South drive houses and the surrounding areas. Coal plant cleaning activities will be done in the form of sweeping, shovelling, dusting and scrapping or any other emergency or urgent request.

In general, the applied cleaning methods will be mostly done by hand using brooms, spades and other tools utilised for cleaning applications.

The cleaning service will be done on a 4 shift cycle twelve hour (12) per shift both for cleaning activities and for the lashing of the coal bunkers following Arnot Power Station's shift roster which will be provided at the beginning of the contract.

LIVE ROPE ACCESS LASHING OF COAL BUNKERS INCLUDING THE RAW COAL CHUTE FROM U1 TO U6 SERVICES.

The works for this contract addresses the **LIVE ROPE ACCESS LASHING OF COAL BUNKERS** services that will cater for the bunkers and the raw coal chutes, from unit 1 to 6. Arnot Power Station has got coal bunkers that are shaped in a form of a cone. When coaling is in progress and coal is moist/wet it tends to stick to the sides the bunker walls, which makes flowing into the mills difficult resulting in load losses .It is therefore required in that instant to assist coal flow by means of clearing the hang ups/ cleaning the bunkers. This is what we call coal bunker lashing, and it is done internally whilst the mill is running.

The *Contractor* will be required to supply skilled and trained manpower, tools, Personal Protective Equipment (PPE), consumables and lashing equipment necessary to be able to service the needs of the power station.

Part of the responsibilities will be daily forward planning, managing and directing lashing activities, have qualified and continuous supervision. In general, the applied lashing methods will be mostly done by using ropes, picks, shovels and spades.

The lashing of the coal bunkers will be on a (12) twelve hour shift cycle basis which consists of (day and night) including public holidays (ARNOT POWER STATION'S SHIFT ROSTER WILL BE PROVIDED AT THE START OF THE CONTRACT). **This activity will be done on as and when required by the Service Manager.**

1.2 Employer's requirements for the service

For the services to be managed effectively at Arnot Power Station the Contractor also complies with all the Employer's directives, standards and procedures with reference to the Occupational, Health, and Safety and Environmental legislation. Arnot Power Station needs the following people: 80 General workers - Shift working, 04 Site Supervisors-Shift working with 02 years related experience, 01 Site Safety Officer and 01 Site Manager.

Minimum Requirements for *Site Manager*

- **Qualification(s)**: Matric certificate, Supervisory certificate or equivalent certificate, NQF level 5 technical or equivalent.
- **Related minimum experience**: 2 years related experience.

Skills and Competencies

- **Behavioral**: Integrity, honesty, trustworthiness and professionalism.
- **Leadership**: team player, motivating teams, coaching, mentoring and developing etc.
- **Knowledge**: Knowledge of safety risk processes, systems and practices.
Knowledge of business processes.
Knowledge of budgetary process.
Knowledge of power plant.
- **Skills**: analytical skills, interpersonal skills and data base programming and manipulation skills (PC based).

Key Responsibilities

- Deliver contracts management controls and administrative services.
- Manage and report on the provision of a contract management service and ensure the validation and maintenance of accurate information in the designated system.
- Initiate contract management analysis and provide reports.
- Manage and resolve contract disputes, adjudications, arbitrations and legal proceedings.
- Organize and chair any statutory meetings and ad hoc meetings on-site.
- Chair and conduct work stoppages, monthly safety, work team meetings and any other meeting (signed attendance registers with dates and venue to be kept in a file).
- Ensuring that the monthly assessments are done on the 25th of every month except that if the 25th is on a weekend, then the assessment will be done on a Monday after the weekend to avoid late payments, the assessment to be accompanied by the originals the signed proofs of all the activities that were done during the course of the month.

- Ensuring that the invoices are paid in time and that a tax invoice has been sent to the *Service Manager* for record keeping by no later than 07 working days after the service entry has been done and approved.
- Ensuring that leaves, overtime and etc. for the employees are captured and approved in time.
- Management and approval of leaves and overtime for the whole team. **NB: all overtime to be worked will first be evaluated and authorized by the Services Manager only before the commencement of work.**
- Ensuring that Arnot Power Station gate access permits for the whole on site team including the bus driver are up to date and valid and that the temporary permit is approved by the *Service Manager*.
- Compiling and managing the contract's objectives and targets as per Environmental Management Commission (EMC) directive.
- Manage team performance, development of skills, knowledge and capabilities.
- Manage compliance with all Eskom and site related governance and safety, health, environment, risk and quality (SHERQ) requirements.
- Attend all the Power Station's production meetings and give feedback immediately to the *Service Manager* during daily feedback meetings.
- Attend Arnot Power Station's SHEQ meetings and any other meetings on as and when required basis and convey the message to his or her sub-ordinates immediately.
- Performing all other legitimate activities on the instruction of the *Service Manager* and covering with full delegation during the absence of the *Site Manager*.

Minimum Requirements for Safety Officer

- **Qualification(s)**: Matric certificate, Safety certificate or equivalent certificate or NQF level 5.
- **Related minimum experience**: 2 years related experience.

Skills and Competencies

- **Behavioral**: Integrity, honesty, trustworthiness and professionalism.
- **Leadership**: team player, motivating teams, coaching, mentoring and developing etc.
- **Knowledge**: Sound knowledge of safety risk processes, systems and practices.
Sound knowledge of business processes.
Sound knowledge of budgetary process
- **Skills**: analytical skills, interpersonal skills and data base programming and manipulation skills (PC based on SAP HR).

Key Responsibilities

- Facilitate multi-functional disciplinary work groups to compile risk specific Occupational Safety, Health and Environmental risk assessments and audit processes.
- Implement, enhances and maintains occupational safety, health and environmental programs within the parameters of legal requirements, ISO,OHSAS and best practice.
- Analyze and assess the business units needs with respect to Occupational Hygiene risks, implement and monitor control measures.
- Develop, conduct and implement of safety, health and environmental audits.
- Compile accurate projections on the integrated safety risk and ensure legislative and business risks created by accidents are managed.
- Develop and advise on implementation and evaluating the lifestyle of risk management processes and projects.
- Do Quality inspections audits, evaluation and monitoring shall be carried out on all the services to ensure that the quality of work is maintained at all times.
- Development, implementation and monitoring of safety, hygiene and environmental standards and procedures.
- Correct any unsafe acts or conditions through the regular line of authority immediately.
- Maintains awareness of active and developing situations.
- Attend all the statutory meetings and performing all other legitimate activities on the instruction of the *Service Manager*.
- Covering with full delegation during the absence of the *Site Manager*.

Minimum Requirements for *Site Supervisor*

- **Qualification(s)**: Matric certificate, Supervisory certificate or equivalent certificate.
- **Related minimum experience**: 2 years related experience.

Skills and Competencies

- **Behavioral**: Integrity, honesty, trustworthiness and professionalism.
- **Leadership**: team player, motivating teams, coaching, mentoring and developing etc.
- **Knowledge**: Knowledge of safety risk processes, systems and practices.
Knowledge of business processes.
Knowledge of power plant.
- **Skills**: interpersonal skills

Key Responsibilities

The *Site Supervisor* will be required to report directly to the *Contractor's Site Manager* on a daily basis as per the *Employer's* service information where he or she will do all the below work including the continuous supervision of the Site General Workers which is as follows:

- The *Site Supervisor* to be visible on the plant at continuously to ensure work is carried out safely and according to the requirements of the works information.
- Chair and conduct daily toolbox talk, work stoppages, monthly safety, work team meetings and any other meeting (signed attendance registers with dates and venue to be kept in a file).
- Control the execution of service works activities and co-ordinate work plans in section.
- Assist the *Site Manager* with the allocation of workers in the plant, a copy of allocation plan to be sent to the *Service Manager*.
- Ensures that good housekeeping is kept and maintained all the time.
- Ensuring that his or her staff is always rotating on their daily duties on a monthly basis so that they can be exposed to all the work that is covered in the scope of work (rotation schedule to be drafted and agreed by the *Service Manager*, *Site Manager* and *Site Supervisor* and a copy to be kept in the file.
- Continuously monitor, confirm in the plant and approve the daily plant check sheets, PM's and take appropriate actions e.g. submit & follow up defects with Works Management Department and etc.
- All safety matters relating to the above activities shall be the duty of the *Site Supervisor* which must be reported to the *Site Safety Officer*.
- Ensuring that his or her team received the correct (PPE) including correct sizes in time that will be from the *Employer*.
- Supervise and assist with any service works related activities which include training of new or other team members.

LIVE ROPE ACCESS LASHING OF COAL BUNKERS (on as and when required bases)

The service required is for live rope access lashing of coal bunkers from unit 1 to 6, which consist of 6 coal bunkers per unit, numbered from A to F. Each bunker to be lashed and completed in two days. The following resources will be required to execute the works:

- **Level 3 Rope Access Technicians per shift with the following minimum requirements:**
 - ✓ Level 3 technicians rope lashing certificates from a reputable professional body.
 - ✓ Supervisory competency certificate.
 - ✓ Supervisory related experience.
 - ✓ SHEQ Training.
 - ✓ Risk assessor.
 - ✓ Confined space certificate.
 - ✓ Incident investigator.
 - ✓ Work at height certificate.
 - ✓ English – Verbal and writing skills.
 - ✓ Minimum 1 years' experience.
- **Level 2 Rope Access Technicians per shift with the following minimum requirements:**
 - ✓ Level 2 rope technician: Conveyor System knowledge.

- ✓ Risk assessment training and competency.
- ✓ English – Verbal and writing skills.
- ✓ Supervisory Management skills.
- ✓ SHE rep training.
- ✓ Rope lashing experience with certificates.
- ✓ 01 year minimum related experience.
- **Level 1 Rope Access Technicians per shift with the following minimum requirements:**
 - ✓ Level 1 rope technician: Conveyor System knowledge.
 - ✓ OHS Act knowledge.
 - ✓ Risk assessment training.
 - ✓ English – Verbal and writing skills.
 - ✓ First aid training.
 - ✓ Rope lashing experience with certificates.
 - ✓ 01 year minimum related experience.
- Safety officer on as and when required for duration of the contract. Safety Officer: SAMTRAC
- The level 3 technician/s will be required to serve as *Supervisors* for each shift on duty.

1.2.1 1.3 Areas for cleaning:

This scope is a generic scope and the *Employer* reserves the right to change or add areas or activities and frequencies as he deems necessary:

1.3.1 Coal Bunker area – daily

- Cleaning of all walkways.
- Cleaning of all pulleys.
- Cleaning of all coal bunker structures and the walls.
- Cleaning of tension weights and areas underneath (floors and structures).
- Cleaning underneath belt structure ensuring centrifugal switches and idlers are clear of any coal at all times.
- Removal of stones from the grizzly bars, disposing them into the coal reject skips situated on the boiler basement, next to goods lift no 1, 3 and 6.
- Removal of all sorts of waste, disposing them into the correct waste bins, to be later disposed into the relevant skips before they overflow.
- Ensure good housekeeping in the whole bunker area.
- Clear all tripper cars of coal and dust.
- Clean gearboxes for any coal build ups that might occur.
- Ensure that the oil filler cap is in place before cleaning of gearboxes commences.
- Remove oil and grease by using a degreaser and a damp cloth on gearboxes.
- Clean light fittings by using feather duster and damp cloth to remove any dust or coal build ups.
- Use a cloth to remove oil and grease on gauges, alternatively damp clean.
- Fire extinguishers, hydrants and hose reels - Use damp cloth and feather duster to remove dust accumulation.
- Hand rails - Dust and damp clean.
- Safety signs - Ensures that all safety-signs are visible and clean at all times.
- Offloading coal from conveyor belts.

1.3.2 Incline belts (North and South) – daily

- Cleaning of weightometers as per the requirements of the weightometer Planned Maintenance (PM).
- Cleaning of walkways.
- Cleaning underneath the belt structure ensuring that idlers and centrifugal switches are clear of coal.
- Cleaning of surrounding areas.
- Ensuring good housekeeping around the incline belts area.
- Clean light fittings by using feather duster and damp cloth to remove any dust or coal build ups.
- Fire extinguishers, hydrants and hose reels - Use damp cloth and feather duster to remove dust accumulation.
- Hand rails - Dust and damp clean.
- Offloading coal from conveyor belts.

1.3.3 Drive houses (North and South) – daily

- Clear tension carriages and pulleys off all fine dust and coal spillages.
- Emptying of tramp iron bins.
- Unblocking of magnetic chutes.
- Cleaning spillages and dust off floor area.
- Clean walkways.
- Remove all coal in drain trenches to avoid drain blockages.
- Pick up all waste on the floor and around, dispose it in the correct skips/bins.
- Make sure that waste bins are emptied before they overflow.
- Remove all scrap material and other general waste, which should be disposed into the relevant skip/bins allocated for that particular waste (please refer to the waste display charts/board erected in the station, to identify the type of bin/skip for waste).
- Clean gearboxes for any coal build ups that might occur.
- Ensure that the oil filler cap is in place before cleaning of gearboxes commences.
- Remove oil and grease by using a degreaser and a damp cloth on gearboxes.
- Clean light fittings by using feather duster and damp cloth to remove any dust or coal build ups.
- Use a cloth to remove oil and grease on gauges, alternatively damp clean.
- Fire extinguishers, hydrants and hose reels - Use damp cloth and feather duster to remove dust accumulation.
- Hand rails - Dust and damp clean.
- Safety signs - Ensures that all safety-signs are visible and clean at all times.
- Offloading coal of conveyor belts.

1.3.4 Staithe and under Staithe areas (1-5 staithes – to be cleaned daily)

- Clean underneath the belt structure, ensuring that idlers and centrifugal switches are clear of coal/dust.
- Clean the floor area under the belt structure.
- Clean all pulleys and surrounding areas.
- Clean all walkways.
- Emptying of bins.
- Picking up of all waste in and around the Staithe and the surrounding areas.
- Clean gearboxes for any coal build ups that might occur.
- Ensure that the oil filler cap is in place before cleaning of gearboxes commences.
- Remove oil and grease by using a degreaser and a damp cloth on gearboxes.
- Clean light fittings by using feather duster and damp cloth to remove any dust or coal build ups.
- Use a cloth to remove oil and grease on gauges, alternatively damp clean.
- Fire extinguishers, hydrants and hose reels - Use damp cloth and feather duster to remove dust accumulation.
- Hand rails - Dust and damp clean.
- Safety signs - Ensures that all safety-signs are visible and clean at all times.
- Offloading coal from conveyor belts.

1.3.5 Outside the staithes – daily

- Emptying of bins around the staithes into the correct skips
- Cleaning of conveyor belts transformer bund walls
- Picking up papers, scrap material, dust masks and other waste, disposing into the correct skips/bins provided.
- Safety signs - Ensures that all safety-signs on the staithes entrance are visible and clean at all times

1.3.6 Day to day duties as and when required as instructed

- Unblocking of raw coal pipes to the mills when required, such as wet coal, during the wet seasons.
- Offloading of coal from conveyor belt in case of urgent maintenance required.
- Unblocking of chutes to remove fine dust / mud / coal.

- Cleaning of coal on top of the roof under the incline belts at 148 feet level.
- Any other cleaning activity in the area or as instructed outside of the working area.

1.3.7 Boiler Bunker lashing

- Lashing of boiler bunkers from unit 1 to 6 as per lashing works instruction unique identifier: **AOAC 0001**. The works instruction is obtainable from the *Service Manager* and should be shared with the coal bunker lashing teams. The procedure to be included in the supplementary documents with this tender.

Take note of the following:

- Lashing will be done according to system requirements on a 12 hour day and night shift basis
- Lashing will be done on a live bunker while the mill is running.
- The bunker will be lashed up to the beginning of the raw coal pipe
- The lashed bunker must be free of coal hang ups
- Lashing team will assist with clearing of coal spillages
- Lashing team will assist with unblocking of raw coal pipes.
- Time frame for bunker lashing: each unit to be lashed in a maximum of two weeks.

The procedure is as follows:

- The *Contractor* will determine which bunker will need to be lashed by looking at the one with more hang ups.
- They will organise with the Outside Plant Foreman of that particular shift to avail the bunker and notify the Shift Manager and the Assistant Shift Supervisor for the affected unit that lashing would be in progress.
- The warning boards are to be mounted on the walkways next to the bunker to be lashed so as to notify the coal plant personnel to stop filling up the bunker and anyone working around the area not to interfere as lashing would be in progress.
- The tool with the rope attached is lowered into the bunker to break the hang ups.
- The explosion proof spotlight should be used for illuminating inside the bunker during the lashing process.
- Workers must at all times put on dust masks for the duration of lashing and should always wear the body harnesses.
- Care should be taken when lashing as the work performed would be done next to the live conveyor structure.
- **No loose hanging clothes should be worn around the rotating machinery.**

1.4 General Information:

- Cleaning and Lashing are an ongoing exercise.
- Coal spilled on the floors and walkways, mixed with water, papers, debris or other form of waste is not allowed to be thrown back onto the conveyor system. Such spillages are known as contaminated spillages and the *Contractor* transports such spillage with a wheelbarrow outside the staithes, to the coal waste dump, where OSSD will remove it to the ash dams.
- The *Contractor* identifies and reports any defects that interfere with their job to the *Service Manager*, who then determines further action.
- Never remove any safety guards, ask the *Service Manager* to arrange with Maintenance to remove them and when cleaning is completed informs the *Service Manager* that the guards need to be replaced.
- No tempering with instruments or any other plant is permitted.
- No debris, stones, rods and any other foreign material must be thrown onto the conveyor belts and into the bunkers.
- Areas that are not accessible through walk ways a scaffold will have to be built (these include removal of coal on top of the roof and unblocking of coal chutes) The *Contractor* in his planning requests the *Service Manager* of his requirement.
- All dustbins in the area of responsibility or where instructed will be emptied with a black bag and replaced with a black bag.

- **CONTRACTOR SITE MANAGER AND SUPERVISORS TO ENSURE SAFE WORKING IS MAINTAINED WHEN WORKING ON CRITICAL AREAS OF THE PLANT E.G. TENSION CARRIAGES IN THE DRIVE HOUSES, AROUND TAIL END PULLEYS IN THE SAFETY GUARDS. ENSURE TO HAVE PERMIT TO WORK WHEN ACTIVITIES ARE CARRIED OUT ON THIS AREAS.**
- The *Contractor* shall ensure that his employees attend relevant accredited training in line with the works for the purpose of this contract. Proof of competence must be kept on site and an *Employer* representative may inspect them any time. PSR Training, OSHA or any other compliance documentation.
- *Contractors* day shift workers will be required to work from 07:00 to 16:15, Monday to Thursday and from 07: 00 to 12:00 Fridays. Lunch hour will be between 12:00 and 12:30 each day for day shift workers. The shift cycle hours are from 07:00 to 19:00 for day shift and 19:00 to 07:00 for night shift following Arnot Power Station's shift roster and or working hours.
- Overtime will be on a planned basis as required by the planning schedule and unplanned overtime as it arises or as instructed by the **Service Manager**.
- Since the work environment of an industrial cleaner includes large coal hauling hallways and power generating manufacturing facilities, the focus is to maintain a clean and safe environment for the day-to-day operations of the facility. The *Contractor* notes that the work is labour intensive and requires physical strength and that his labour must be fit for manual labour activities.

1.5 Precautions to be taken when cleaning conveyor belts

The *Contractor* is to refer to Works Instruction, unique identifier: **OI COA 002** of Safety precautions to be maintained and explained to all Coal Plant personnel. The procedure is obtainable from the *Service Manager* and should be shared with all Coal plant employees. Attendance register must be filled in and filed for records.

2 Management strategy and start up.

2.1 The *Contractor's* plan for the service

The *Contractor* with the *Employer's* guidance will be required to draw up a cleaning schedule and methodology for the contract period scheduling the work requirements as set out in the works information. The plan will be adjusted if and when deemed necessary to accommodate for other activities that may arise due to plant requirements.

The *Contractor* also must take into consideration that the power station operates on a 24/7 basis and all work will be in the proximity of plant in operation, and due care must be taken when cleaning tasks are undertaken.

The plan will be reviewed on a daily / weekly basis to ensure all the necessary equipment, labour; tools are available for the tasks at hand. Emergency work will be part of the daily tasks to be undertaken when it arises and work load to be managed accordingly.

Adequate recording for labour, plant check-sheets and equipment on a daily log and submitted weekly to the *Service Manager*. Overtime will be on a planned basis and discussed and approved by the *Service Manager*. The *Contractor* at all times must know where each employee is cleaning and relocated as work is completed to other activities as the plan dictates.

When progress on planned work is not met due to other activities taking preference, the *Contractor* and *Service Manager* will prioritise and reschedule the work activities as required.

2.2 Management meetings

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

TITLE AND PURPOSE	APPROXIMATE TIME & INTERVAL	LOCATION	ATTENDANCE BY:
Contract Management Meeting: Overall contract progress and feedback.	Every last Thursday of the Month (13:30 to 14:30)	OPS Support Office	<i>Service Manager</i> and <i>Contractor Owner</i> .
Plant Walks	Every last Thursday of the Month (10:00 to 12:00) or when instructed by the <i>Service Manager</i> .	Arnot Power Station Coal Plant	<i>Service Manager</i> and <i>Contractor Owner</i> .
Assessments	Every first week of each month.	OPS Support Office	<i>Service Manager</i> and Site Manager
Safety talks: information sharing on the past incidents.	On Thursdays (7:30 to 8:30)	Contractors' Office	<i>Contractors</i> , <i>Contractors Supervisors</i> and Site Manager.
Partners SHE Meeting	Monthly date and time to be communicated by Safety Department)	To be communicated by Safety Department.	<i>Contractor's SHE Rep</i> , <i>Contractor Supervisor</i> , <i>Contractor Safety Officer</i> and <i>Contractor Owner</i> .
Feedback meetings	Every morning 07:15 to 7:30	OPS Support Office	<i>Service Manager</i> , <i>Site Manager</i> and <i>Contractor Supervisor</i> .

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

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

2.3 Contractor's management, supervision and key people

The *Contractor* shall ensure that an organogram is submitted to the *Service Manager* showing his people and their lines of authority, communication, contact numbers and where they are based.

The *Contractor* will be required to ensure:

- That he provides constant supervision in all areas where work is being performed.
- The *Service Manager* must approve any change to staff structure and after such approval; the *Contractor* shall submit an updated staff structure to the *Service Manager*
- The *Contractor* ensures that his supervision, before any work being started does the necessary risk assessments, informs his staff of what is to be done and ensures the work can be carried out safely.
- Management and supervision to be visible on the plant at all times to ensure work is carried out according to the requirements of the works information.

2.4 Invoicing and payment

Within one week of receiving a payment certificate from the Service Manager the *Contractor* creates a tax invoice showing the amount due for payment equal to that stated in the Service Manager's payment certificate.

The Contractor shall address the tax invoice to and include on each invoice the following information:

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

Details on how to submit invoices and additional information:

- Ensure that the Eskom order number is clearly indicated on your invoice together with the line number on the order you are billing for.
- All Electronic invoices must be sent in PDF format only.
- Each PDF file should contain one invoice; or one debit note; or one credit note only as Eskom's SAP system does not support more than one PDF being linked into workflow at a time.
- Your E-mail may contain more than one PDF file (e.g. 2 invoices on 2 separate PDF files in one e-mail)
- Email address for invoice submission: invoiceseskomlocal@eskom.co.za

As soon as assessment has been made (not longer than one week) of receiving a payment certificate from the Service Manager, the Contractor submits the invoice electronically via an email provided. The invoice should be submitted in original PDF format and comply with tax requirements. Where CPA is applicable it must be shown separately on its own invoice. Any compensation events will be dealt with according to the NEC process and invoiced on its own Task Order reference, 45 number and invoice. To ensure prompt assessments, the assessment will be done on the information available on the actual cost spread sheets.

The backup invoices must be available before the next assessment date for final corrections. All outsourced invoices must show the order numbers. The assessment must show all the lines as loaded on the SAP system. The Contractor keeps record of all the original backup invoices and records and allows access to such, as required by clause 52.2 and 52.3 of the conditions of Contract. The Contractor supplies copies with each assessment.

2.5 Things provided at the end of the *service period* for the *Employer's* use

2.5.1 Equipment

Office space, locker-room, poking tools, scrapers, porcupine tool and warning boards

2.5.2 Information and other things

NONE

2.6 Management of work done by Task Order

LIVE ROPE ACCESS LASHING OF COAL BUNKERS INCLUDING THE RAW COAL CHUTE FROM U1 TO U6 SERVICES (on as and when required). The Contractor to deliver services within 07 days of receiving a task order. The team to have 2 level 1 technicians, 2 level 2 technicians and 6 level 3 technicians (on as and when required).

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

The *Contractor* shall comply with the health and safety requirements contained in the SHE Specification 240-73198366 attached to this Service Information.

The *Contractor* ensures full compliance with the Occupational, Health and Safety Act (Act 85 of 1993) and all relevant environmental legislation.

The *Contractor* also complies with all the *Employer's* directives, standards and procedures with reference to the Occupational, Health, and Safety and Environmental legislation.

The *Contractor* complies with the Employers' Plant Safety Regulations and the Operating Regulations for High Voltage Systems when performing activities on the works.

The *Contractor* complies with the health and Safety and Incident Management Procedure 32-95 rev 6. And the SHE requirement for Eskom Commercial Processes 32-726.

The *Contractor* complies with the requirements of OHSAS 18001.

For Hazardous substances it is required in terms of the General Administrative Regulation (Regulation 7) of the Act that any manufacturer, importer, seller or supplier of hazardous chemical substances shall supply the receiver, free of charge with the safety data sheet with sufficient information to enable the user to introduce the necessary measures as regards the protection of the health and safety of persons. It is therefore the responsibility of the *Contractor* to request the supplier to supply the information for all hazardous chemicals to be used for the works. If the information is not available the items are not be allowed on site.

All the hazardous chemical substances must be on register in the store with the relevant safety data sheets.

This applies to items supplied by the Employer as well.

3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated in the Arnot Power Station SHE Statement.

- *Contractor* operation should comply with Arnot Power Station's Environmental Management System (ISO 1400:2004 STANDARD) requirements (**Commitment statement for compliance to ISO 14001:2004 standard should be supplied by the Contractor.**)
- Compliance to all EMS (ISO 14001:2004 STANDARD) procedures
- Environmental Management Plan for the operation must be developed
- All applicable laws and by Laws.
- Adhere to the Arnot Power Station Waste Management Procedure ASEN 0008

Refuse Disposal

All waste introduced and/or produced on the *Employer's* premises by the *Contractor* for this contract, is handled in accordance with the minimum requirements for the Handling and Disposal of Hazardous Waste in terms of Government Legislation as proclaimed by the Department of Water Affairs and Forestry Act 1994 Ref: ISBN0621 - 16296-5.

The *Employer* provides colour coded bins for refuse disposal.

The *Employer* empties these bins.

Contractor keeps the work area clean of any rubble, and to places all refuse into the bins provided.

The *Contractor* ensures that all workers under his control strictly adhere to the correct use of refuse bins.

White wheelie bins – general waste only

White skips – Lagging waste only

Red Skips – Hazardous waste only

Red wheelie bins – hazardous waste only

3.3 Quality assurance requirements

The scope is Industrial cleaning and quality as a process does not require any ISO 9001 certification, but must be ISO 9001 compliant.

However, Quality management shall comply where applicable with the *Employers* standard (QM58) 240-105658000 - Supplier Quality Management Specification. The *Contractor* will comply with category 4 of the above mentioned specification. This requires:

- The quality method statement based on ISO 9001
- The quality policy
- Three copies of the *Contractor's* customer satisfaction survey reports
- The appointment letter of the quality management representative.

Where applicable the *Contractor* shall adhere to this standard in the work to be undertaken. He also adheres to any relevant SABS standards that are relevant to industrial cleaning activities.

It is the responsibility of the *Contractor* to walk the plant daily and check the work areas for compliance to working standards pertaining to cleaning activities, safety of work application and methods being used to determine the effectiveness of the cleaning activities at hand. Should there be deficiencies the *Contractor* rectifies the deficiency and submits a report to the *Service Manager* indicating the deficiency and corrective action undertaken.

Where Plant Maintenance "PM" and Corrective maintenance "CM" defects concerning areas to be cleaned must comply with the necessary work requirement and captured in the SAP maintenance management system. The *Contractor* completes the PM issued and submits to the *Service Manager*.

All plant Maintenance "PM" must be done as per schedule and no deviation are allowed which forms part of the performance indicators for the Station cleaning department.

The *Contractor* shall for each activity have a cleaning methodology stating the method of the cleaning activity, how the work is to be conducted, people he utilises, equipment and safety measures he is to utilise to ensure the quality standard required.

4 Procurement

4.1 People

4.1.1 Minimum requirements of people employed

The *Contractor* shall provide personnel with the following minimum requirements a CV and proof of all qualifications, experience, training and competency to be supplied:

Site Contract Manager:

- Matric certificate, Supervisory certificate or equivalent or NQF level 5 technical or equivalent
- Conveyor System knowledge
- Management training and competency
- Contract Management competency
- OHS Act knowledge
- Risk assessment training
- English – Verbal and writing skills
- Valid driver's licence
- 2 years related experience.

Site Supervisor:

- Matric certificate, Supervisory certificate or equivalent
- Conveyor System knowledge
- Risk assessment training and competency
- English – Verbal and writing skills
- Supervisory Management skills
- 2 year minimum related experience

Safety Officer

- Matric certificate, Safety certificate or equivalent certificate.
- SHEQ Training
- Risk assessor
- Incident investigator

- English – Verbal and writing skills
- Valid driver's licence
- Minimum 2 years' experience.

General workers

- Basic general work experience
- Safety training certificate.

4.2 Subcontracting

4.2.1 Preferred subcontractors

The *Contractor* submits a detailed list and proposed contract data of sub - contractors to be used, including labour hire and closed corporations with their tender for approval.

If new sub-contractors are going to be used during the contract duration their details need to be supplied to the Service Manager for approval before they are used.

4.2.2 Subcontract documentation, and assessment of subcontract tenders

The *Contractor* submits details of proposed subcontracts and or leasing or hiring or supply companies to the *Employer* for approval in the following format:

- a. Name and address of proposed subcontractor, supplier, leasing or supply company.
- b. Description of hiring, leasing and supply of products or services of works to be done.
- c. Conditions of contract to be used, NEC Subcontract or Suppliers hiring, leasing or supply agreement.
- d. Name and address of alternative subcontractor or supplier.
- e. Back-up services to be received from Subcontractor or Supplier in case of an emergency.

4.2.3 Limitations on subcontracting

The utilisation of labour and sub-contractors of the local community is recommended. Take note that no labour is to be hired at Arnot Power Station entrances.

Whenever possible all sub-contracting work shall be allocated to BWO's, SMM's and BEE's

4.2.4 Attendance on subcontractors

The *Principal Contractor* takes full responsibility of any Sub-Contractor and manages them accordingly.

4.3 Plant and Materials

4.3.1 Specifications

NONE

4.3.2 Correction of defects

Good workmanship - includes competent management and supervision of employees, suppliers, selecting and inspecting materials. He has an obligation to exercise reasonable skill and care as well as achieving a high standard of workmanship.

The *Contractor* shall ensure the cleaning is done effectively in all aspects and where poor work is identified will at his own cost rectify the deficiency.

4.3.3 Contractor's procurement of Plant and Materials

The *Contractors* responsibility is to supply all the necessary plant, equipment, machinery or materials to ensure the work is carried out in accordance to the work scope:

4.3.4 Plant & Materials provided "free issue" by the *Employer*

Not Applicable

5 Working on the Affected Property

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

The *Contractor* complies with the Site Regulations and complies with the Protective Services Access Control System Procedure ASSE 0002. Where special permits are required the contractor obtains them via the Security Manager.

The *Contractor* applies for temporary access permits (*Contractor's Permit*) to the Security Manager (Customer Service-Security). The *Contractor's* personnel shall be required to be in the possession of a *Contractor Permit* at all times. *Contractors* with contracts less than 3 months will be issued with a paper permit. *Contractors* with contracts longer than 3 months will receive an access card permit.

All *Contractor* personnel shall be issued with a temporary access permit (*Contractor Permit*) which will contain the following information:

- a. Name
- b. ID Number
- c. Company
- d. Validity date

All *Contractor* permits must be submitted to Protective Services when the workers leave the Site during or after completion of the works. Contractor will be held liable for permits not returned within 7 days after completion of work.

Contractor will be responsible for the vetting/security screening of all employees reporting to him prior to allowing employees to work on site. Vetting results must be disclosed to the Crime Risk Officer - Security

In order to assist Protective Services with the issuing of permits and the identification of personnel on Site, the *Contractor* is to supply a list of all personnel that he intends using on Site, at least 48 hours prior to entering the Security area. This list must be delivered to the Security Manager. (Customer Service – Security) to be filed together with the ARNF202 (Application for Temporary photo permit)

The list identified with the *Contractor's* name, is to contain the following information:

- a. Employee Name
- b. Employee ID Number
- c. Eskom Safety Co-ordinators signature
- d. Eskom *Service Manager's* signature.

After induction has been completed, each *Contractor* employee must submit the ARNF 202 (Application for temporary Permit) form together with a certified copy of ID and signed by the Employee and Service Manager/Site Manager.

The list of details has to be completed on the special form appended to the Contractor's Safety Manual.

To speed up the process of gaining access to the Site, the *Contractor* must compile detailed lists of all tools and equipment to be taken on Site before arriving at the Power Station Security gate. A special tool and equipment list form is available at Protective Services. An authorised copy of this list must be retained and used again when the tools and Equipment is removed from Site during or after completion of the works. Any item on site without this approved list will be deemed to belong to the Employer.

The *Contractor's* visitors and personnel shall conform to the security arrangements in force at the Site at all times. Application forms for visitors must be filled in by the *Contractor's* site manager and approved by the Employer, one day before the visit and submitted to the Employer's Protective Services office. Visitors will not be allowed on Site if the necessary forms are not in the possession of security staff.

The Security Manager may, with valid cause, remove any of the *Contractor's* personnel from Site, either temporarily or permanently. He may deny access to the Site to any person whom, in the opinion of the said Security Manager, constitutes a security risk.

No unauthorised vehicles will be allowed on Site. The *Contractor* provides vehicle application to the Security Manager for acceptance. Limited vehicles will be allowed for *Contractors* according to Access Control Procedure ASSE 0002

The *Contractor* will be limited to the working areas associated with the works. The *Contractor* is forbidden to enter any other areas, and must ensure that his employees abide by these regulations.

No recruiting of casual labour may be done on Eskom premises, including the area outside the security gates.

No cameras/ photos will be taken on site without written permission from Power Station Manager. All *Contractors* and visitors will be searched and 100% substance testing will be done. No firearms or dangerous objects are allowed on site.

5.2 People restrictions, hours of work, conduct and records

There are no restrictions on the working hours. The *Contractor* will be required to supply a service that covers a 24 hours per day 7 days a week for the works as per the works information.

For any overtime requirements on the cleaning activities, approval must be granted by the *Service Manager* prior to work commencing. The *Service Manager* determines which skills are required during the weekend or other overtime requirements. Where callouts are concerned and emergency overtime is required it is reported first thing the following morning to the *Service Manager*. The *Contractor* must manage the overtime so as to ensure no unnecessary overtime is worked and abused and the legislated maximum (60 hrs.) is not overrun.

The *Contractor* is required to have trained First Aiders for each shift to deal with incidents and especially where after hours working is required and the Arnot Medical Centre Staff is not on site.

Normal Working hours:

The normal working hours is based on a 40 hour week basis for the full 3 year contract period. The *Contractor* ensures stringent record keeping of all persons on site, sick and on leave and only hours worked will be paid.

5.3 Health and safety facilities on the Affected Property

The *Contractor* ensures full compliance with the Occupational, Health and Safety Act (Act 85 of 1993) and all relevant environmental legislation.

There is a Medical centre which can be utilised by the *Contractor* in normal working hours, where after hours working is done the *Contractor* ensures there is a trained first aider with a first aid box available on site at all times or calls 5222 after hours for the Proto Team assistance.

Should the *Contractor* require additional medical needs a Doctor is available at prescribed times on the Rietkuil property, this is for his own account.

5.4 Environmental controls, fauna & flora

The *Contractor* will be required to have management controls in place where any interface with his work and the environment requirements are concerned, if not sure of the correct actions liaises with the *Service Manager* to resolve any conflicting or management control of the fauna and flora.

5.5 Cooperating with and obtaining acceptance of Others

During the Contract period other *Contractors*, Eskom employees will be carrying out duties for various reasons in the *Contractor's* area of responsibility. The *Contractor* is to schedule his activities so as to give access to others as required. Where necessary, the *Contractor* informs the *Service Manager* of any special requirements applicable and the *Service Manager* informs the parties as required.

5.6 Records of Contractor's Equipment

For all the equipment, plant, materials, tools, machinery the *Contractor* brings on site will have the necessary safety inspections check sheets for daily or scheduled inspections, be in good working order and have the necessary compliance documentation that specifies the condition or road worthiness, safety or any other compliance required to indicate the operability of the specific plant on site.

The *Contractor* Maintains a time sheets / clock cards for employees, log book of all hours utilised by machinery on a daily basis and submitted to the *Service Manager* on a daily / weekly basis as required by the *Service Manager* and will be utilised to form part of the monthly payment assessment.

It is the *Contractors* responsibility to ensure his staff is utilised effectively on a continuous basis and where activities are completed moves staff to other areas to be cleaned. Should the *Contractors* staff be seen to be procrastinating, sitting around and not working, the *Employer* will reserve the right to either have those people put off site or transfer the costs for that period to the *Contractor* for his account.

5.7 Equipment provided by the Employer

- Poking tools,
- Scrapers
- Black plastic bags.
- Porcupine tools
- Warning boards

5.8 Site services and facilities

5.8.1 Provided by the Employer

The Employer will make available for the Contractors use:

- a. A lay down area in the *Contractors* yard for his site.
- b. 220Volt 15 amp and 380 volt 64 amps power supplies within the station and in existing areas of the Station.
- c. Power supply to be supplied from existing station supplies for the *Contractors* site. *Contractor* supplies all DB Boards, cabling as required to couple from the Eskom supply points.
- d. Toilet facilities available on site- *Contractor* may need to supply his site requirements if needed.
- e. Office space (1) with telephone line will be provided by Eskom, the *Contractor* will be responsible for Paying the monthly telephone account. The use of Eskom fax machines and photocopiers will not be Permitted.
- f. Water facilities are available in various existing areas of the power station

5.8.2 Provided by the Contractor

The *Contractor* supplies all tools, equipment, plant, machinery, portable explosion proof lights, consumables, labour, Personal Protective equipment, transport, accommodation, communications (cell phones or other) offices, office equipment, testing apparatus (oxygen monitor), additional storage, security and any other item required to carry out the works.

- All tools and equipment provided by the *Contractor* is to be SABS Compliant and fully functioning and to be checked daily as to whether it complies with the necessary health and safety requirements.
- Quality checks on all tools / equipment to be done daily before and after work commence.
- Equipment check sheets should be filled in, be up to date and filed for records on site.

- The records to be readily available to the *Service Manager* / Eskom Safety personnel on request.

Contractor's staff that will be required to check isolations in electrical boards and will be required to wear Category 2 Arc Protective clothing:

- Required minimum arc rating of 8cal/cm²
- Inherent fire resisting clothing comprising of:
 - Long sleeve jacket and trousers
 - Undergarments and socks made of 100% untreated fabric (non-melting materials)
 - Leather safety shoes
 - Hearing protection
 - Safety glasses or Goggles

The *Contractor* shall issue its personnel with the necessary personal protective equipment relevant to the specific workplace; all personnel shall be issued with overalls on which the company's name is clearly visible on the back of the overall. No Eskom or other overalls will be allowed to be worn by any *Contractor* or his Personnel.

All personnel protective equipment must be SABS approved.

The *Contractor* supplies overalls, Hard hats with chin straps, safety shoes, heavy duty rain suits, gloves, gum boots, dust masks, respirators, hearing protection, harnesses and any other safety requirements for his personnel.

He ensures that he maintains all statutory safety requirements, has a first aid box or boxes on site, and where necessary does the necessary training as required for the work scope on site.

For all work outputs on the various plants and areas of cleaning, the *Contractor* shall have available method statements for the activity, number people he will utilise, equipment he will be utilising, how he is to control the activity, durations required, safety that will be taken into account and any other requirement that may apply to a specific task.

5.9 Control of noise, dust, water and waste

The *Contractor* will ensure that all equipment and plant he brings on site noise levels is controlled by the necessary standard exhaust silencers, dust, water and waste controls are in place to ensure it is maintained to environmental standards.

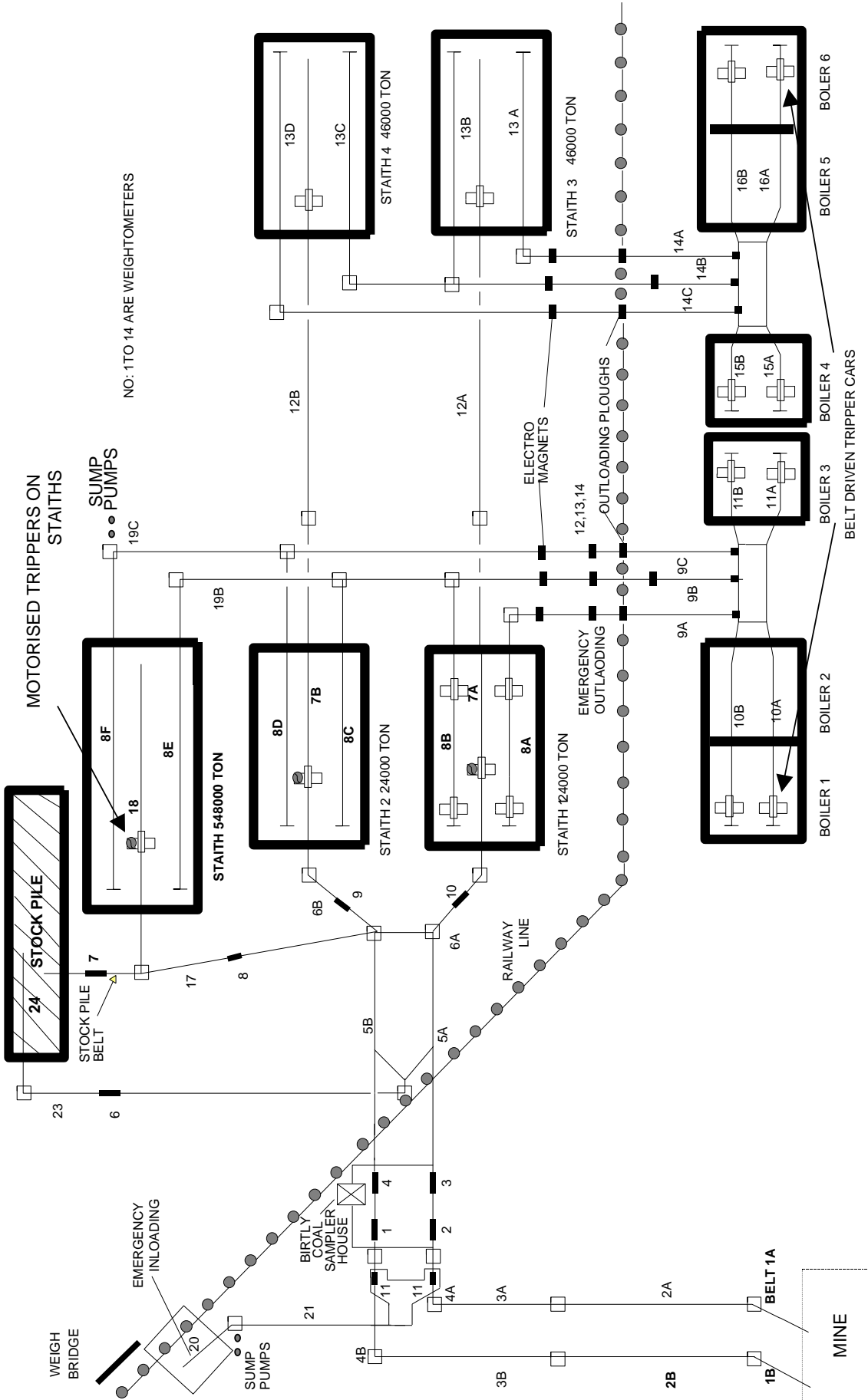


FIG NO 1 COAL PLANT

