	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date October 2024	
		Review Date October 2027	

GENERAL


- Data books, reviews, reports, and diagrams/drawings shall be submitted to Engineering after the completion of the work. Engineering to forward the data books to Quality Department (Document Control)
- All QCP's to be submitted to Engineering and Quality for approval prior to outage/project or maintenance work commencement.

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
1.1	Occupational Health and Safety	<ul style="list-style-type: none"> • Health and safety file should be approved by Safety risk management department prior to any work commences on site • All work is to be done in accordance with OHS Act 85 of 1993, Matla plant procedures and Plant Safety Regulations. (240-150642762). • Matla power station SHEQ induction must be done before access to site can be granted • The contractor should ensure that all employees have acquired the required competency for the task they are performing. • The contractor to ensure compliance to updated legal requirements and other requirements. • BUY QUIET: All stakeholders are encouraged to purchase or rent quieter machinery, equipment, and tools to reduce worker noise exposure, contribute towards compliance to OHSA noise exposure limits and ultimately reduce the risk of noise induced hearing loss. 	Eskom to witness.	Contractor

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 1 of 16
--------------------------------	-------------------	------------------	--------------

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	MATLA POWER STATION SCOPE OF WORK		Document Identifier 14593	Rev 7
			Effective Date October 2024	
			Review Date October 2027	

1.2	Environmental Management.	<ul style="list-style-type: none"> All activities listed in the National Environmental Act 107 of 1998, EIA Regulations as amended, must have environmental AUTHORISATION before commencement of work. The contractor shall comply with all applicable legal and other requirements. The polluter pays principle will be applied. The contractor manager shall ensure compliance with Eskom Matla Environmental procedures to ensure the prevention of pollution (refer: OMOP 4090 and 4402). The last payment will be processed based on the status of the last housekeeping check sheet (Annexure C: OMOP 4402) of designated area. EMS file based on ISO14001 will be required. 	Eskom to witness.	Contractor
1.3	Quality Management	<ul style="list-style-type: none"> The contractor/executioner of work will be responsible for drawing up all QCP documentation and this must be approved by engineering and authorised by the Quality Department before commencing with the work. Contractors/executioner to adhere to QM 58 and OMOP4497 requirements Number of NCR issued can affect your next tendering process. The QCP shall be signed progressively by the Engineer/Supervisor, Eskom QC Inspector, Contractor QC Inspector and/or AIA. No procuring of outage items without the approval of scopes by quality All outage scopes creep and scopes addition should be approved by quality 	Hold point	Contractor

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 2 of 16
--------------------------------	-------------------	------------------	--------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date October 2024	
		Review Date October 2027	

		<ul style="list-style-type: none"> No contractor should be in the possession of scopes for execution without the scopes approved by quality The contractor is subjected to quality auditing at any point in time during execution of scope 		
1.4	Inputs from other departments			
1.5	Commissioning reference			

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 3 of 16
--------------------------------	-------------------	------------------	--------------

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	MATLA POWER STATION SCOPE OF WORK		Document Identifier 14593	Rev 7
			Effective Date October 2024	
			Review Date October 2027	

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
2.1	Provision of Commute Transport Services between Matla Power Station and Middelburg Eskom Distribution Customer Network Centre for normal day workers for a period of 5 years.	The following is Required: 1 x 22-Seater Bus for Normal Day Workers.	Hold Point	Contractor
2.2	The transportation service will be rendered in accordance with the following:	<p>The Supplier shall abide by the detailed timetable and routes as defined by Matla Power Station. Eskom Holdings Limited shall, however, have the exclusive right to amend the aforesaid timetables and routes from time to time in consultation with the Supplier. All drivers should always have a cellular phone and sufficient airtime to be able to communicate with passengers, with their company and Eskom in case of emergency or any other unforeseen circumstances.</p> <p>The Supplier undertakes to provide a replacement bus of same standard and quality in the case of a mechanical breakdown or vehicle service and to get the Eskom employees to their destination as speedily as possible.</p> <p>Buses are only allowed to pick up and drop off passengers at the designated bus stops at Matla. Only Eskom Matla employees and Eskom Matla students will be allowed on the buses as passengers.</p> <p>Failure by the Contractor to comply may result in cancellation of the contract. Furthermore, Eskom Holdings Limited will not be held liable for possible injuries to 'illegal' passengers if allowed onto the busses by the Contractor.</p> <p>Any changes to this transport service as agreed to between the two parties may</p>	Witness Eskom	Contractor

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 4 of 16
--------------------------------	-------------------	------------------	--------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date	October 2024
		Review Date	October 2027

		<p>result in an increase or decrease in the number of buses required to render the service or discontinue the service at any time.</p> <p>The Supplier / Contractor shall, on request by Eskom Holdings Limited, exchange any of the allocated busses for a smaller or bigger bus depending on Matla's requirements.</p> <p>The Supplier undertakes to make transport available on Eskom's request for any special occasion which may be arranged by Eskom Holdings Limited.</p> <p>Should the Supplier not be able to comply with this request, Eskom Holdings Limited reserves the right to obtain the required bus from an alternative source and to cancel the specific exchange item with the Supplier.</p> <p>The Supplier undertakes to make transport available for any emergency evacuation of the station and to participate in drills and re-enactments of evacuations. The supplier will attend the Emergency planning meetings and sessions and work together with Fleet and any Matla emergency team to evacuate people in case of a threat by following the correct protocol.</p> <p>The supplier also undertakes to serve as back-up transport for emergency evacuation in the adjacent power stations – Kriel and Kendal.</p> <p>The service provided will be subject to the same conditions and requirements as laid down in this contract.</p> <p>Prices will be adjusted in accordance with negotiated agreements.</p> <p>The Supplier shall not be entitled to alienate, pledge, cede or deal in any manner whatsoever, with any claim he may have arising from this contract or his rights</p>		
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Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 5 of 16
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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date October 2024	
		Review Date October 2027	

		and obligations, in terms of such contract, without the prior, written approval of Eskom Holdings Limited. The Supplier undertakes to limit his service to the prescribed number of Eskom passengers per bus. Should additional Eskom passengers require transport, this requirement may be accommodated provided the additional passengers are able to produce a valid Eskom Matla employee permit.		
3	Safety	<p>Matla power station induction must be done before any work commences. Eskom Worker's register must be completed and daily risk assessment conducted before any work commences.</p> <ul style="list-style-type: none"> • Eskom Holdings Limited reserves the right to inspect the busses at any reasonable time for roadworthiness and it is the responsibility of the Contractor to always maintain the buses in a road worthy condition. • The Contractor shall at his expense ensure that his vehicles are serviced and maintained by a recognized service agent. <ul style="list-style-type: none"> • Vehicles should be always kept neat and tidy inside and out. • The Supplier shall operate the transportation service in a safe, reasonable, proper and efficient manner and shall ensure that his employees are fully authorized and conduct their allocated tasks in a proper, responsible, safe and professional manner. • A Supplier provided fully equipped First Aid Box and serviceable fire extinguisher must be kept in a reachable and reasonably visible position in the driver's cab of each bus. • All buses must always be equipped with either a two-way radio or hands-free telephone for direct communication 	Reports	Contractor

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 6 of 16
--------------------------------	-------------------	------------------	--------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date October 2024	
		Review Date October 2027	

		between the buses, the contractor's depot and the Matla Fleet Officer. Before every trip: The interior and exterior of the buses are inspected for any damage or fault, with specific attention to brakes, tyres, all lighting equipment and safety belts		
4	Payments	At the end of every calendar month the Supplier must furnish Eskom Matla Power Station's Fleet Management Services with a detailed statement / invoice together with a copy of his month's Safety Meeting minutes. <ul style="list-style-type: none"> Failure to provide these documents will lead to the withholding of payments until the required documents are submitted. Any claim to non-scheduled journeys and / or distances must be supported by properly kept records of such occurrences, but any of these trips should have been pre-approved by the contract manager.	Report	Contractor
5	Legal requirements and permits	The Supplier undertakes and guarantees that he is legally authorized, qualified and properly equipped to render the bus transportation service required and that he is fully conversant with the legal provisions about the transportation service to be rendered and undertakes to abide by such legal provisions during the contract period. <ul style="list-style-type: none"> He shall always comply with all legal requirements in respect of the required bus transportation service and shall be the holder of all licenses, permits and insurance that may be required in terms of the contract and all applicable legislation. The Tenderer, when tendering, must supply copies of all 	Report	Contractor
Reference No: QA/QC 002		Reference Rev No:	Date: 2023/03/01	Page 7 of 16

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date	October 2024
		Review Date	October 2027

		<p>legally and administratively required licenses and insurance documents, as part of the tender documents. Should any other vehicle than those tendered for be used when the contract starts, these documents should be provided to the Matla Power Station's Fleet Officer prior to commencement of the service.</p> <ul style="list-style-type: none"> The Supplier acknowledges that he has insurance cover in terms of the Compensation for Occupational Injuries and Diseases Act, 1993, and undertakes to supply Eskom Holdings Limited with proof of such insurance cover. <p>The bus drivers must always be in possession of valid Public Transport Permits (PDP operator's card). The bus drivers must be able to produce their permits on demand for the Matla Fleet Officer or his representative.</p> <ul style="list-style-type: none"> Immediately upon award of the contract, the Supplier will submit to the Matla Power Station Fleet Officer certified copies of the following: All drivers' ID's, all drivers' PDP's, Registration certificates of busses, COFs of buses, Road transportation permit. When appointing a new driver, the Matla Fleet Officer must immediately be notified and the driver's documentation provided. All contract drivers will be tested for an Eskom driver's permit and will be issued with such a permit. <p>Failure to comply with this requirement will lead to the immediate cancellation of the contract as well as compensations claims by Eskom Holdings Limited against the Supplier for consequential recovery / extra expenditures.</p>		
6.1	Vehicle specifications: All	3.1 Standard minimum specifications"	Hold Point	Contractor

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 8 of 16
--------------------------------	-------------------	------------------	--------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date October 2024	
		Review Date October 2027	

<p>Vehicles shall adhere to the following Eskom safety procedure: 32-345, Eskom Vehicle Safety Specifications which stipulate the following minimum specifications for Mini and Midi Buses</p>	<p>...</p> <ul style="list-style-type: none"> i. All vehicles that are tested for NCAP in South Africa/Europe will comply with the Euro NCAP 4 rating. ii. Factory-fitted antilock braking system (ABS). iii. Factory-fitted driver and passenger airbags. iv. Alarm/immobilizer – factory-fitted. Factory-fitted power steering. <p>v. Tyres in conformity with the manufacturer’s specifications for the intended work</p> <ul style="list-style-type: none"> vi. Two emergency warning triangles (in all vehicles). Factory-fitted air conditioner viii. Factory-fitted seatbelt reminder. <p>k. Daytime running lights for all vehicles travelling on open roads. (When the ignition is in the “on” position, lights should switch on automatically.) Vehicles not fitted with daytime lights must use the dipped lights (also called driving lights) in the “on” position for daylight driving (all vehicles).</p> <p>xi. Reverse beeper shall be standard on all heavy commercial vehicles, buses, and construction equipment, or vehicles being used on construction sites. “Clause: 3.4 Minibus safety specifications”</p> <ul style="list-style-type: none"> • In addition to the standard minimum specifications and in compliance with the provisions of the • National Road Traffic Act, as amended, all minibuses shall meet the following basic <ul style="list-style-type: none"> • specifications: • SANS-approved three-point safety belts for every seat. No fold-up or jockey 		
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Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 9 of 16
--------------------------------	-------------------	------------------	--------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date October 2024	
		Review Date October 2027	

		seats. <ul style="list-style-type: none"> • A speed warning sign shall be displayed on the back of the minibus in accordance with the National Road Traffic Act. • Yellow reflective tape shall be fitted in compliance with the National Road Traffic Act requirement. • The driver's seat shall be adjustable and partitioned in compliance with the National Road Traffic Act specification. • The tyres shall comply with the manufacturer's specification for commercial use. Tyres of two different make or models may not be fitted on the front axle. The front tyres should always be the same. • The minibus shall have at least one emergency exit for every 12 passengers. • Panel vans or vehicles designed for goods delivery may not be converted into a minibus. A sign should be affixed to the vehicle to indicate that the bus is equipped to transport people with disabilities. <p style="text-align: center;">"3.5 Midi-bus and bus safety specifications"</p> <ul style="list-style-type: none"> • In addition to the standard minimum specifications and in compliance with the provisions of the Road Traffic Act, as amended, all midi-buses and buses shall meet the following basic specifications: <ul style="list-style-type: none"> • SANS-approved safety belts for every seat. • No fold-up or jockey seats. • A speed warning sign shall be displayed on the back of every midi-bus/bus. • Yellow reflective tape shall be fitted in compliance with the National Road Traffic Act specification. 		
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Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 10 of 16
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	MATLA POWER STATION SCOPE OF WORK		Document Identifier 14593	Rev 7
			Effective Date October 2024	
			Review Date October 2027	

		<ul style="list-style-type: none"> • The driver's seat shall be adjustable. The driver's compartment shall be partitioned in compliance with the National Road Traffic Act specification. • The tyres shall comply with the manufacturer's specification. Tyres of two different make or models may not be fitted on the front axle. The front tyres should always be the same. • The midi-bus/bus shall have at least two identified emergency exits for every 12 passengers. <ul style="list-style-type: none"> • Steps shall have anti-slip treads. • A panel van or vehicle designed for goods delivery may not be converted into a midi-bus. • Emergency contact details stickers to be fitted to the vehicle. • Vehicle to be equipped with a first aid bag and a fire extinguisher. • Identified buses and midi-buses transporting employees with disabilities should be wheelchair-friendly to accommodate a wheelchair entering the vehicle. A sign should be affixed to the vehicle to indicate that the bus is equipped to transport people with disabilities only if the vehicle has been designed to transport disabled people. 		
6.2	ADDITIONAL REQUIREMENTS FOR VEHICLES	<ul style="list-style-type: none"> • All buses must be fitted with tinted side windows and curtains/blinds. • 14-seater buses must not be older than 2 years (Proof of registration) when the contract commences. • Minibuses must not be older than 2 years (proof of registration) when the contract commences. • Buses must be fitted with On Board Computer with an active tracking system which will be paid for and fitted by 	Hold Point	Contractor

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 11 of 16
--------------------------------	-------------------	------------------	---------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date	October 2024
		Review Date	October 2027

		Eskom Holdings SOE. • No AMC, Tata or buses do not build on a bus chassis will be used for Matla. • All buses must comply with the Road Transportation act. Reverse-park distance control sensor for all vehicles.		
7	ADDITIONAL REQUIREMENTS FOR DRIVERS	All drivers will do induction before they resume work and must comply with the following: • Have a Driving/operations permit • Valid Medical Fitness to drive/operate (Red Ticket). • Do pre-operational inspections / vehicle checklist • Know and obey all Traffic signs and rules. • Adhere to hazardous and restricted area access control rules. • Stop or restrict operation due to abnormal environmental conditions (for example, rain, high winds, fog), including “Go - No Go” criteria as advised by the contract manager or representative. • All new drivers appointed during the period of contract must do induction before starting with the contract and documentation submit to the Matla Fleet Management Department. Ensure all passengers adhere to safety regulations and rules put in place by the government or Eskom to ensure the safety of all passengers i.e. Covid-19 rules.	Hold Point	

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 12 of 16
--------------------------------	-------------------	------------------	---------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date	October 2024
		Review Date	October 2027

SCOPE COMPILATION REFERENCES				
SOURCE & Ref No.	Yes	No	N/A	Comments
Previous outage service reports				
Return to service data packages				
Maintenance Strategy with Rev number				
SAP defects (attach list as appendix)				
GHRMS (STEP) reports (Generation Heat Rate Management System)				
Online Condition Monitoring				
Pre-outage performance test results				
Post outage performance test results				
GPSS/ Plant Performance data on UCLF incurred				
OMS / IIRMS recommendations (Audits Reports)				
Risk controls (IRM system)				
Previous audits and reviews (e.g. ERAP)				
Engineering Change Requests (Projects)				
LOPP strategy reports				
URS				

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 14 of 16
--------------------------------	-------------------	------------------	---------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date	October 2024
		Review Date	October 2027

Philosophy (Outage)				
Condition Monitoring Report				
VA/PHD Viewer trends				
Corrective Actions				
CARAB reports				
Statutory Requirements				
Grid code requirements				
Waivers and Exemptions				
Calibration requirements				
Previous Outage SOW variations				
Post Mortems Actions from previous outages				
Pre-Outage plant walks				
Risk based inspection (RBI) report				
Simulation, TOIs, OON, SI				

COMMENTS

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 15 of 16
--------------------------------	-------------------	------------------	---------------

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	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date	October 2024
		Review Date	October 2027

ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc	
1	
2	
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7	
8	
9	
10	

Reference No: QA/QC 002	Reference Rev No:	Date: 2023/03/01	Page 16 of 16
--------------------------------	-------------------	------------------	---------------

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