





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

PLANT AREA: MATLA					
TITLE: Provision of manpower service for Welding shop at Matla Power Station for a period of 36 months (24hrs service for Core crew)					
REF: MW100		Reference Rev No: 1		MULTIDISCIPLINARY: No	
Plant Level: All					
COMPILED BY	Name: Gezane Maswanganyi End User	Signature:		Date:	25/08/2025
APPROVED	Name: Thapelo Makofane Line Manager	Signature:		Date:	25/08/2025
APPROVED	Name: Fulu Managa (Acting) Group Maintenance Manager	Signature:	F.G. Managa	Date:	2025/08/29
REVIEWED	Name: Ehan Lourens Quality Department	Signature:		Date:	29/08/2025
REVIEWED	Name: Robert Matulba Occupational Health and Safety	Signature:		Date:	26/08/2025
REVIEWED	Name: MOSA CHIPA Environmental Department	Signature:		Date:	29/08/2025

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NB: Do not tamper with the template.

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). 	Eskom to witness.	Contractor

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		<ul style="list-style-type: none"> • 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. 		
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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. 	Eskom to witness.	Contractor
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		<ul style="list-style-type: none"> EMS file based on ISO14001 will be required. 		
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. 	Hold point	Contractor

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		<ul style="list-style-type: none"> • No procuring of outage items without the approval of scopes by quality • All outage scopes creep and scopes addition should be approved by quality • 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			

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	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
1	Provision of manpower service for Welding shop at Matla Power Station (24hrs service for Core crew)	Resources Requirements for contract: Site manager <ul style="list-style-type: none"> • Site Supervisor (1) • Site Safety Officer (1) • QC Technician (1) • Artisan Boiler Makers/platers (8) • Artisan coded Welders (6) • Semi-skilled (6) • Fire Watch (2) • Assistant (2) 	Hold Point	Maintenance and Service Provider

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2	Contractor:	<ol style="list-style-type: none"> 1. To provide adequate resources capabilities to carry out maintenance and outage work and that support the Employer's objectives 2. No work no pay principle shall apply if it happens that the contractor does not report to site due to contractor negligence, any breach of contract clause, NCR and safety violations or any other violations. 3. The core crew employees to work shifts as and when required at no extra cost 4. The contractor to adhere to all Employer's health and safety requirements and procedures on site 5. All maintenance and outage activities to be performed in accordance with the relevant procedure and specification where applicable 6. Contractors to do maintenance projects without any additional cost using the core crew 7. The contractor shall use the same maintenance crew to fully execute both maintenance activities 	Hold Point	Maintenance and Service Provider
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		<p>and outage work without additional cost or manpower</p> <p>8. The contract manager is responsible for the management of all personnel, effective resource scheduling and pre-job planning to ensure that no delays to Eskom 's scheduled maintenance and outage activities.</p> <p>9. The contractor to ensure that the is no slow progress on work done and keep monitoring measures in place and corrective measures for such acts to subordinates</p> <p>10. The contractor to ensure that A class welders are tested as per Eskom Welding rule book and maintain their status failure will be in penalties and an NCR being issued</p> <p>11. Proof of qualifications is to be supplied to the Employer.</p> <p>12. The contractor shall record and report to the Employer the following</p>		
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		a) All incidents and equipment failure to be reported to the Employer within the same day. b) The contractor must provide monthly overall system performance report. c) To adhere to all Employer's health and safety requirements and procedures on site.																										
3	Technical KPIs	<table border="1"> <thead> <tr> <th>Item</th> <th>KPI</th> <th>Targets</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No of P1-P4 Overdue</td> <td>30 weekly</td> </tr> <tr> <td>2</td> <td>No of PM 'S Overdue</td> <td>12 weekly</td> </tr> <tr> <td>3</td> <td>Rework</td> <td>0</td> </tr> <tr> <td>4</td> <td>Number of parked invoices</td> <td>0 1 monthly</td> </tr> <tr> <td>5</td> <td>PM:CM ratio (World Class Maintenance Standards)</td> <td>≤ 6:1</td> </tr> <tr> <td>6</td> <td>NCR (Technical, Safety or Environment)</td> <td><3</td> </tr> <tr> <td>7</td> <td>Employees weekly utilization</td> <td>≤ 40 hours</td> </tr> </tbody> </table>	Item	KPI	Targets	1	No of P1-P4 Overdue	30 weekly	2	No of PM 'S Overdue	12 weekly	3	Rework	0	4	Number of parked invoices	0 1 monthly	5	PM:CM ratio (World Class Maintenance Standards)	≤ 6:1	6	NCR (Technical, Safety or Environment)	<3	7	Employees weekly utilization	≤ 40 hours	Hold Point	Engineering Aux, Maintenance and Service Provider
Item	KPI	Targets																										
1	No of P1-P4 Overdue	30 weekly																										
2	No of PM 'S Overdue	12 weekly																										
3	Rework	0																										
4	Number of parked invoices	0 1 monthly																										
5	PM:CM ratio (World Class Maintenance Standards)	≤ 6:1																										
6	NCR (Technical, Safety or Environment)	<3																										
7	Employees weekly utilization	≤ 40 hours																										

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		8 SD@L 100%		
		9 PSR Authorisation for all skilled employees 100%		
		10 Safety Findings 1\M		
		11 Utilisation 100%		
		12 Weld repair rate <3 %		
4	SHEQ KPIs	Item KPI Targets 1. LTI 0 2. Environmental Excursions 0	Hold Point	Service Provider
5	Turn-around and response time:	<ul style="list-style-type: none"> The contractor must be based on site during normal working hours The contractor will start work at 07:00 in the morning until 16:30 from Monday to Thursday and 07:00 to 12:00 on Friday. Lunch time 12:00 to 12:45 Monday to Thursday The contractor shall provide a standby team for any breakdowns or call outs for after hours (16:30 to 07:00 the following day on 	Hold Point	Engineering, Maintenance and Service Provider

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		<p>the week days, Fridays from 12:00 to 07:00 the following Monday and these also apply on holidays.</p> <ul style="list-style-type: none"> • All the call outs shall be made through EOD and at all the times a notification to be created and a work order issued (No work order, No work principle shall apply • Three employees will be required to be on standby as per the standby roaster • The contractor is expected to report to EOD within 30 minutes after the call out was made. • The contractor will be required to attend to emergency work • P1,P2,P3 and P4 work order must be executed as per RWM procedures • Maximum turnaround time for NCR is 7 working days 		
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6	Quality control standards:	<ul style="list-style-type: none"> Quality control plan shall be produced, maintained and implemented per task as agreed by the employer. The QCP must be discussed with the employer for approval. This QCP shall comply with ISO 9001:2015 standards. Any amendments to the QCP shall be discussed with the employer for approval. 	Hold Point	Engineering, Maintenance and Service Provider
7	Planning	<ul style="list-style-type: none"> MS Project plan 	Hold Point	Service Provider
8	Eskom Policies	<ul style="list-style-type: none"> The contractor's employees shall comply with Eskom's policies and site regulations, including but not limited to the use of cell phone while driving, restricted areas, adherence to Eskom's lifesaving rules, smoking policy, etc. these requirements will be discussed in details during induction training process. 	Hold Point	Engineering, Maintenance and Service Provider

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9	Records	<ol style="list-style-type: none"> 1. Every official meeting will have an attendance register and meeting minutes recorded and kept in a file. 2. Minutes of the meeting shall be signed by all parties 3. All communications must be recorded in an email and kept in a file. 4. Any records developed will remain property of Eskom Matla Power Station 		
10	General:	<ol style="list-style-type: none"> 1. Housekeeping must always be good and follow proper stacking standards 2. Contractor must consider local skills. 3. Contractor will provide own PPE, branded with contractors name. No Eskom PPE to be used by the contractor. 4. Contractor will attend meetings as required 5. Assessments to be submitted on the 25th of every month, failure to submit will lead to NCR being issued. 		

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		<p>6. The contractor is encourage to consider Eskom learners that were not absorbed after finishing their trades</p> <p>7. Contractor should not conduct any work in the plant without a work order.</p> <p>8. The contractor to do both maintenance and outage work with these core crew members and no additional resources</p> <p>The contractor must ensure that all the members of the core crew are available at all the times</p>		
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BILL OF MATERIAL

	Full description Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity

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SCOPE COMPILATION REFERENCES				
SOURCE & Ref No.	Yes	No	N/A	Comments
Previous outage service reports	X			
Return to service data packages	X			
Maintenance Strategy with Rev number	X			
SAP defects (attach list as appendix)	X			
GHRMS (STEP) reports (Generation Heat Rate Management System)		X		
Online Condition Monitoring		X		
Pre-outage performance test results		X		
Post outage performance test results		X		
GPSS/ Plant Performance data on UCLF incurred	X			

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OMS / IIRMS recommendations (Audits Reports)				
Risk controls (IRM system)				
Previous audits and reviews (e.g. ERAP)	X			
Engineering Change Requests (Projects)				
LOPP strategy reports				
URS				
Philosophy (Outage)				
Condition Monitoring Report				
VA/PHD Viewer trends				
Corrective Actions				
CARAB reports				
Statutory Requirements				
Grid code requirements				

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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				
Plant Recovery	X			

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Bill Of Material

	Full description of Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity
	Rubble				

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Steel and sheeting scrap				
Dry transformer scrap and part of service transformer.				
Rubble				
Steel and sheeting scrap				

Comments

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ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc	
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