

Document Title:

SCOPE OF WORK

Project Title:

SHE COMPLIANCE OBLIGATION EVALUATIONS (SAFETY, HEALTH AND ENVIRONMENTAL LEGAL COMPLIANCE AUDITS) – VARIOUS TERMINALS FOR A PERIOD OF NINE (9) MONTHS

REVISION 01: FOR QUOTATION

1. INTRODUCTION

Transnet Port Terminals (TPT) requires a service provider to undertake an evaluation of Safety, Health and Environmental (SHE) Compliance Obligations (SHE Legal Compliance Audits).

TPT forms part of the overall Transnet Integrated Management System (TIMS) and requires that SHE Compliance Obligation Evaluations (Safety, Health and Environmental legal compliance audits) be undertaken to assess each terminal’s compliance to legislative requirements.

A number of terminals possess environmental Records of Decision and Atmospheric Emissions Licenses, both of which possess conditions, which also need to be evaluated in terms of compliance.

2. SCOPE OF WORK AND DELIVERABLES

2.1. SHE Compliance Obligation Evaluation (Safety, Health and Environmental Legal Compliance Audits):

2.1.1. Service Provider to provide one (1) report per terminal listed below, broken into three (3) parts:

- Review of effective closure of the previous SHE Compliance Obligation Evaluation findings;
- Evaluate TPT’s current SHE Compliance Obligations, and
- An Environmental Records of Decision and Atmospheric Emissions Licenses compliance audit (applicable terminals only).

Detail around each of these deliverables follows hereunder.

2.1.2. Service provider to review the terminal’s previous Compliance Obligation Evaluation, to indicate if the findings were adequately closed or not, with adequate evidence being supplied to substantiate the statements. (*Returnable Schedule*)

2.1.3. Service Provide to provide a SHE legal compliance report, per facility listed below, detailing TPT’s compliance to applicable Health, Safety and Environmental legislation and other requirements, against each and every SHE risk identified in the terminal's Operational risk register. Should a legal compliance aspect be identified that is not on the terminal Operational Risk Register, then this must be recorded.

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- 2.1.4. Evaluate legal compliance against all authorizations and permits and their associated conditions in the various terminals.
- 2.1.5. To ensure that the appropriate City Bylaws are consulted for compliance and where appropriate, the exact clause and non-compliance identified. *(Returnable Schedule)*
- 2.1.6. Service provider to undertake a comprehensive audit of each of the identified environmental Records of Decision (RoD's), Atmospheric Emissions Licenses (AEL's) and their associated conditions within the various terminals. There are approximately nine (9) such RoD's and AEL's currently, across various terminals.
- 2.1.7. In order to undertake these audits, the service provider will be required to undertake an administrative and an onsite audit, in order to evaluate evidence and ascertain the compliance status of the terminals.
- 2.1.8. Provide conclusive evidence, including photographs, documents sampled, interviews etc, to show whether the terminal complies or does not comply with a specific piece of legislation, requirement or condition contained in the RoD's and AEL's. No terminology similar to "may comply" or "possibly complies" will be accepted. Proof must be obtained by the service provider that compliance is verified. During compliance checks in and around the terminal itself, service providers are to provide specific reference to the areas where the non-compliance was identified, to enable the affected terminal to locate it with ease.
- 2.1.9. Non-conformances raised shall be classified according to the Transnet Integrated Management System Occurrence and Non-conformance Management procedure, dependent on the current or potential impact the non-conformity may have on the system / business. This procedure shall be provided to the successful bidder upon award. *(Returnable Schedule)*
- 2.1.10. All non-conformances to be captured in an Excel or Word spreadsheet, per terminal, for ease of reference. *(Returnable Schedule)*
- 2.1.11. SHE Compliance Obligation Evaluations shall be undertaken at the following TPT facilities:
- Richards Bay Dry Bulk Terminal (Kwazulu-Natal)
 - Richards Bay Multipurpose Terminal (Kwazulu-Natal)
 - TPT Corporate Centre (located in Durban) (Kwazulu-Natal)
 - Durban Car Terminal (Kwazulu-Natal)
 - Durban Multi-Purpose Terminal (Kwazulu-Natal)
 - Durban Container Terminals – Pier 1 (Kwazulu-Natal)
 - Maydon Wharf Multi-Purpose Terminal (Kwazulu-Natal)

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- Maydon Wharf Agriport Terminal (Kwazulu-Natal)
- East London (Agri, Multipurpose, Car) Terminals (Eastern Cape)
- Port Elizabeth (Car, Bulk, Container / Multipurpose) Terminals (Eastern Cape)
- Ngqura Container Terminal (Eastern Cape)
- Cape Town Container Terminal (Western Cape)
- Cape Town Multi-Purpose Terminal (Western Cape)
- Saldanha Multi-Purpose Terminal (Western Cape)
- Saldanha Bulk Terminal (Western Cape)
- Kendal Inland Terminal (Mpumalanga)
- Lohatla Inland Terminal (Northern Cape)
- Pendering Terminal (North-West)

3. ADDITIONAL INFORMATION REQUIRED FOR TECHNICAL EVALUATION

- 3.1. Service Provider to provide two (2) previous completed SHE Compliance Obligation Evaluation audit reports (Safety, Health and Environmental legal compliance audit reports), undertaken at two (2) different organizations, not older than three (3) years from date of issuing of this RFQ, which covers the requirements under 2.1. of this Scope. Company names can be omitted from these reports for confidentiality purposes.
- 3.2. Service Provider to provide a company profile demonstrating that the services required by TPT form part of the company's product and service offering.
- 3.3. Provide valid Letter of Good Standing with Compensation Commissioner.
- 3.4. The proposal must contain the resume of the team undertaking the project. Resumes shall contain previous SHE Compliance Obligation Evaluations (Safety, Health and Environmental legal compliance audits) work undertaken by each member of the team responsible for undertaking the stated deliverables.
- 3.4.1. Bidder to specifically state which members of the team will be undertaking the work and
- 3.4.2. Each member of the team that will be undertaking the work shall have three (3) years' experience undertaking the required services.
- 3.5. Project schedule, detailing how below stated timeframes will be met.
- 3.6. The anticipated contract duration is **9 months from date of award**, with all reports delivered in electronic format within this timeframe.

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- This to include an electronic Excel (Register), Word and PDF copy of the reports. *(Returnable Schedule)*.
- Each terminal's report will contain all SHE findings. Separate reports are not required for Health and Safety, Environment etc

4. PRICING CONSIDERATIONS

The quote must include the following information:

- 4.1. Price for professional services and disbursements separately.
- 4.2. Highlight professional fees structure.
- 4.3. Detailed disbursements, if not incorporated into the costs provided to execute this Scope of Work.
- 4.4. The supplier must centralise the account.
- 4.5. Supplier to provide a completed Pricing Schedule, as per the requirements of this RFQ.

5. TRANSNET PORT TERMINALS OBLIGATIONS

- 5.1. TPT will ensure relevant personnel are available to assist the service provider during each site visit.
- 5.2. TPT will provide Compliance Obligation Evaluation reports and findings of the previous year undertaken at each facility.
- 5.3. TPT will provide a document detailing all relevant Records of Decision and Atmospheric Emissions Licence conditions, to guide bidders as to the amount of time / resources required at each facility.
- 5.4. TPT will provide all available information related to the proposed project to assist the consultant in executing their work, including existing risk assessments and Compliance Obligations Registers.

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