

ANNEXURE P - ROAD COAL HAULAGE ROUTE MONITORING PROCEDURE

	<p>Procedures</p>	<p>PED Logistics</p>
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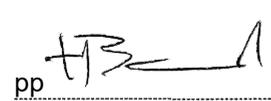
Functional Responsibility



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1 Introduction

Approximately 48 million tonnes of coal and limestone per annum are transported on road and associated rail sidings to various Eskom power stations. Road transportation is done using road trucks that conform to the Road Freight Association Type 18, interlinked side-tippers, or Performance Based Standard (PBS) trucks and the load bins are required to be covered by tarpaulins when loaded. Serialised tamper evident seals are installed on the tarpaulin securing mechanisms after loading to prevent tampering with the load while in transit. Trucks are required to follow designated routes from designated loading points until designated offloading points after which tamper evident seals are verified prior to removal of tarpaulins, weighing and offloading.

The aim of this procedure is to document and describe the activities and the standard to be undertaken or carried out during the monitoring of loaded coal trucks on their designated routes from loading points to offloading points.

2 Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this procedure is to define the minimum requirements, standards and controls that have been established to improve adherence to road safety regulations and prevent theft of Eskom coal and limestone.

2.1.2 Applicability

This document shall apply to all route monitors, transporters and mines delivering coal and limestone on behalf of Eskom using Eskom Road haulage designated routes.

2.1.3 Effective date

This document shall be effective on date of authorisation

2.2 Normative/Informative References

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

- 32-95: Eskom Environmental, Occupational Health and Safety Incident Management Procedure
- Occupational Health and Safety Act 85 of 1993
- Mine Health and Safety Act 29 of 1996
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ISO 14001 Environmental Management System Standard
- ISO 9001 Quality Management Systems

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- ISO 45001 Occupational Health and Safety Systems
- 32 -727: SHEQ Policy
- 32-37: Substance Abuse Procedure
- 32- 421: Eskom Life Saving Rules

2.3 Definitions

Definition	Explanation
Colliery	Any of the mines or coal and limestone suppliers that Eskom contracts with for the supply of coal or limestone to any of its Power Stations. See also "Designated Loading Point".
Contract Fleet	The fleet of Trucks registered with the employer to transport coal and limestone.
Designated Loading Point	Any of the Collieries, to be communicated by the Employer to the Contractor and as may be altered by the Employer from time to time, as determined by, amongst other factors, the availability of coal or limestone, coal quality, weather conditions, road conditions and operational requirements.
Designated Offloading Point	The stockyard at the power station, Rail Siding or any other stockyard designated by the Employer, which the Employer may alter from time to time.
Driver	Eskom registered and approved Truck operators in the employ of the coal or limestone Transporters. Drivers carries the same meaning.
DPU	The Incoterm "Delivered at Place Unloaded" (DPU) (formerly referred to as DAT for "Delivered at Terminal") requires the seller to deliver the goods at the disposal of the buyer after they've been unloaded from the arriving means of transport.
Employee	Means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
FCA	The incoterm: "Free Carrier At the Designated Loading Point" which refers to the Colliery transferring the coal or limestone into the custody of the Employer at the Designated Loading Point. (FCA Transporters are contracted to the Employer.)
Hazard	Means a source of or exposure to danger;
Healthy	Means free from illness or injury attributable to occupational causes;
Incoterm	The standard trade definitions used in sales contracts published by the International Chamber of Commerce as the year 2000, as amended or replaced from time to time.
Power Station	One of the premises at which the Designated Offloading Point may be located where Eskom may direct the others to transport coal or limestone to from time to time in writing.
Queue Management Official	An authorised person appointed by the Logistics Service Provider to monitor and control the truck queue in such a way that no hazard is posed to road users along the queue.

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Definition	Explanation
Rail Siding	Designated Offloading Point where coal or limestone is loaded onto trains by others for further transport to Eskom Power Stations.
Route Monitor	A route monitor is an employee appointed (or delegated) to, among other things, control, and monitor subcontractor vehicles (coal trucks), ensure route adherence, report incidents and accidents, etc.
Route Monitoring	Route monitoring refers to a set of activities carried out to monitor coal transporter compliance with Eskom and national procedures and standards while transporting coal.
Safe	Means free from any hazard
Control Room	An operating centre where the control, capturing and reporting of operational information and truck movement is monitored and supervised for twenty-four (24) hours a day and seven (7) days a week by officially appointed personnel.
Logbook	An incident occurrence book used by an appointed Route Monitor to record all non-complaint trucking activities identified while on duty.
Site	Means a designated area where the loading, offloading and handling of seals on coal trucks is undertaken by an authorized employee(s)
Supervisor	A supervisor is an employee who has been assigned to lead and manage a team of Route Monitors.
Tracking Device	Tracking, identification, and monitoring devices fitted to Contracted Fleet for the purposes of safety monitoring, tracking, identification, communication, or for any purpose related to the service.
Transporter	The party contracted by either the Employer or the Colliery, to transport coal or limestone.
Truck	Those trucks owned by Transporters and registered on Eskom's database as part of the Contract Fleet.
Waybill	Official shipping document that travels with a shipment; identifies its consignor, consignee, origin, and destination, describes the goods, and shows their weight and freight.
Work	Means work as an employee or as a self-employed person, and for such purpose an employee is deemed to be at work during the time that he is in the course of his employment, and self-employed person is deemed to be at work during such time as he devotes to work as a self-employed person;

2.4 Abbreviations

Abbreviation	Explanation
HIRA	Hazard Identification and Risk Assessment
SHEQ	Safety, Health, Environment and Quality
SWP	Safe Working Procedure
CSUM	Coal Supply Unit Manager
PED	Primary Energy Division
CBD	Central Business District

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Abbreviation	Explanation
NCR	Non-Compliance Report

2.5 Roles and Responsibilities

2.5.1 PED Logistics

- Distribute the procedure to all relevant stakeholders.
- Monitor the implementation of the procedure by all stakeholders.
- Periodically review the procedure.
- Ensure that compliance to the procedure is periodically audited.

2.5.2 Coal Supply Unit Managers

- Ensure mines enforce road safety discipline in line to the requirements of this procedure.
- Ensure mines dispatch fit and compliant vehicles to deliver coal and limestone to Eskom designated offloading points.
- Ensure that mines conduct investigations on weekly submitted NCR into transporters who fail to comply with Eskom's requirements for road transportation.

2.5.3 Logistics Service Provider

- Ensure fully functional Control Room is operational 24/7 365 days per annum
- Ensure full understanding and compliance to the procedure.
- Ensure that there is route monitoring on all Eskom designated routes.
- Ensure that route monitoring reports for incidents and accidents are communicated to PED Logistics.
- On an hourly basis, check route monitor's geographical position using the Fleet Management System. Submit weekly NCRs to PED Logistics for transporters who fail to comply with monitoring activities

2.5.4 Collieries

- Ensure transporters comply with the requirements of this procedure.
- Ensure trucks dispatched on the road are fit and compliant to deliver coal and limestone on Eskom business.
- Investigate and submit an action report with all supporting documents for trucks, drivers and/or a transporter that has transgressed against the requirements of this procedure.

2.6 Process for Monitoring

This procedure will be monitored via the periodic audits.

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2.7 Related/Supporting Documents

Not applicable.

3 Document Content

3.1 Route Monitoring

- Route monitors are required to continuously monitor contracted coal transporter activity and route condition on all designated routes.
- Route monitors are not permitted to stop trucks while they are travelling from one site to another (in transit), unless there is a hazard that poses danger or harm to the driver, his vehicle, cargo, or the public.
- Route monitors shall patrol routes assigned to them unless instructed otherwise by the Control Room.
- Route monitoring vehicles must be branded for easy identification by Eskom contracted colliery transporters.
- Route monitors are expected to comply will all applicable legislations, regulations, rules, procedures, and standards.

3.2 Activities

Route monitors are to continuously patrol the designated routes and:

- Ensure there is no illegal parking of trucks in places such as CBDs, and residential areas.
- Identify risks present on routes and thereafter report them to the Control Room for a route assessment to be conducted.
- Assist with queue management at Eskom Power Stations during periods of congestion.
- Record and hand over complaints received from communities to the supervisor.
- Verify truck driver safety induction cards while queueing at Eskom designated off-loading points. The Queue Management Official must be informed before this activity is conducted.
- Report accidents and incidents (including community unrest) timeously to the Control Room and his/her supervisor.
- Gather information from an accident/incident scene and serve as a witness when required.
- Support the SHEQ department with evidence gathering for incident investigations.
- Monitor the behaviour of coal truck drivers and the conditions of the coal trucks in the coal transportation operations.
- Record and submit an incident report to the control room for trucks and/or a transporter whose trucks are tailgating and follow up on corrective action.
- Record and submit an incident report to the control room vehicles deviating from an Eskom designated/authorised route and follow up on corrective action.

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- Record and submit visible truck roadworthiness deficiencies to the control room, mine and transporter and follow up on corrective action.
- Record a non-conformance for trucks that do not adhere to this procedure or any related document to this procedure and follow up on corrective action.
- Report near misses, transgressions, and unfit vehicle conditions, such as:
 - Using cell phone while driving
 - Loading Passengers
 - Driver not wearing safety belt
 - Unauthorised Stoppings
 - Expired Induction Stickers
 - Truck Defects
 - Route Deviation and Non-adherence of road signs
- Report weather conditions and unfavourable road conditions or circumstances to the Control Room.
- Participate and fully support the SHEQ department during Road Safety Campaigns.

4 Acceptance

This document has been seen and accepted by:

Name	Designation
Andre Van Heerden	Senior Manager: Logistics
Coal Operations	All CSUMs
Rail Logistics	All Rail Managers
Pulane Raophala	Middle Manager Safety

5 Revisions

Date	Rev.	Compiler	Remarks
January 2022	1	Andile Khumalo	Standard Operating Procedure for Route Monitoring

6 Development Team

The following people were involved in the development of this document:

- Andile Khumalo
- Neziswa Makazi

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- Mario Neves

7 Acknowledgements

None

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