



Signed-off Scope Of Work

Title: The Provision of Efficient Cleaning Services on the Auxiliary Plant

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Signed-off scope of work

CONTROLLED DISCLOSURE

SIGNED-OFF SCOPE OF WORK: CONTRACT	Template	
	Revision: 0	Page 2 of 5

CONTENTS

	Page No
1. PURPOSE	3
2. SCOPE OF WORK	3
3. MAN-POWER PLAN	7

SIGNED-OFF SCOPE OF WORK: CONTRACT	Template	
	Revision: 0	Page 3 of 5

1. PURPOSE

To propose and approve a Contracting Strategy for the Provision of Efficient Plant Cleaning Services for Auxiliary Plant

2. SCOPE OF WORK

Executive overview

The scope of work consist of Plant cleaning On the Auxiliary Plant which will include, The Fuel Oil Plant Stations, Water Treatments Plant area, LP Services area, Trenches Cleaning, Cooling Towers, Station Sewage Plant and General Station Cleaning.

2.1 *Employer's requirements for the service*

The scope of work consist of Plant cleaning On the Auxiliary Plant which will include, The Fuel Oil Plant Stations, Water Treatments Plant area, LP Services area, Trenches Cleaning, Cooling Towers, Station Sewage Plant.

2.1.2 Water Treatment Plant and Peripherals

- Cleaning of 5x CW and 3 clarifiers launders.
- Cleaning of Water Treatment Plant areas including the Demin Plant
- Cleaning of SRO plant And BCP
- Make up of SRO chemicals
- Stacking of chemicals
- Emptying of bins
- Cleaning of all vessels at the WTP
- Cleaning of all valve pits in both East & West WTP
- Cleaning of all pump sumps around WTP
- Cleaning of pipe trenches around WTP
- Cleaning of lime silo roofs
- Cleaning of all Cooling tower Screens, trenches and areas around cooling towers
- Cleaning of unit 1-6 sample rooms
- Cleaning of sludge transfer sumps
- Loading of sand into the sand filters
- Loading of resins into vessels
- Picking up of papers on Peripherals

2.1.3 Dam Cleaning

SIGNED-OFF SCOPE OF WORK: CONTRACT	Template	
	Revision: 0	Page 4 of 5

- Cleaning of Dirty water Dam and Screw pump area
- Cleaning of clarifiers basement with fire hoses
- Cleaning of all station trenches and sumps

2.1.4 FUEL OIL PLANT

- Cleaning of Oil sumps on East and West Fuel Oil Stations
- Cleaning of Oil residue in and outside the Fuel Oil Stations
- Assisting with Fuel Oil Offloading

2.1.5 LP SERVICES

- Cleaning of Compressor Plant
- Cleaning on the Fire pump house

3. GENERAL

- All personnel will be available to normal shifts
- All PPE to be provided by *Contractor* including acid retardant PPE
- Working hours is the *Employer's* working time, Overtime might be required depending on the workload
- Daily time sheet must be kept up to date, reflecting all work performed on a daily basis.
- Attendance of meetings as and when required by The *Employer*
- The *Employer's* Safety requirements, safety meeting and regulations to be adhered to.
- All Documentation required must be returned with the tender document
- If the *Contractor* replaces personnel under his control , it must be Approved by the *Service Manager*
- *Contractor* to provide plan of how his personnel will be divided to attend training and go on leave
- All new staff to be appointed in writing.
- All new staff to do induction training
- All new staff to be approved by *Service Manager* before entering the site or commencing work
- All new staff must hand in all qualifications and relevant documentation to the *Service Manager*
- When changing personnel a new access to work form to be completed by the *Contractor*

CONTROLLED DISCLOSURE

SIGNED-OFF SCOPE OF WORK: CONTRACT	Template	
	Revision: 0	Page 5 of 5

- Only required specified approved amount of personnel to be allowed on site, pre-arrange and approved by with *Service Manager*
- *Contractor* to provide own transport for all employees to travel to site
- The *Employer's* Lifesaving rules to be adhered to at all times.
- The *Employer's* safety meetings and regulations to be adhered to.
- Good housekeeping to be maintained at all times
- **All telephone accounts on *Contractor* account**
- All cabins and LV equipment will comply within the *Employer's* standard's (COC)
- Site conditions will be according to the *Employer's* and Safety regulations standard's
- Audit on *Contractor* will be done on a frequent basis
- *Contractor* to provide own cabins for facilities such as office and workshop space
- Transport to be provided by *Contractor* and included in cost
- Safety (Zero harm policy)
- CIDB Certificate must be valid at all times if required
- PPE to be provided by *Contractor* for *Contractor* Employees, and must comply to the *Employer's* Requirements.
- *Contractor* shall be required to maintain good housekeeping at all times
- Risk assessments must be completed before each task as per *Employer's* standard
- Non – performance of employees, including absenteeism concerns, will be monitored – NCR/PIR will be issued accordingly

MAN-POWER PLAN

- 1 x Site Manager
- 1x Supervisor
- 36x General Workers
- 1x Safety Officer

Minimum qualifications requirements of people employed by the *Contractor* are as follows:

- a) Supervisor must have Grade 12 and 02 years relevant experience as Cleaning Supervisor
- b) General Workers – Skilled must have grade 10 and be literate competent to perform their scope of work