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## C3.1 Service Information

### 1. Description of the service

The works is coal conveyor cleaning as defined in the scope of work and relevant supervision, Plant and Materials and labour required for the day-to-day cleaning of the overland and reclaim coal conveyor system of the Employer at Hendrina Power Station. The system consists of transfer houses, substations, weigh bridges, weigh bin and 10 conveyor belts of varying lengths, viz:

- Conveyors 4A & 4B (740m)
- Conveyors 5A & 5B (88m)
- Conveyors 6A & 6B (204m)
- Conveyors 7A & 7B (920m)
- Conveyor 17 (310m)
- Conveyor 18 (340m)
- Weigh bin
- Weighbridge
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The conveyor system starts at belt numbers 4A and 4B at Hendrina Power Station fence, running in parallel through to the 2 tripper cars (7A and 7B) at the top of staithes 1, 2, 3 and 4 at the Employer's plant at Hendrina Power Station. Conveyor 17 to 18 running from the stockpile and the weigh bridge as illustrated on drawing No: 0.15/577(Coal Handling Plant Diagrammatic Layout).

The Contractor provides the complete resource requirement to sustain continued operations of the conveyor system in such a manner to provide coal to Hendrina Power Station at a continuous rate and in conjunction with the tonnage scheduled for each month, so as not to constrain any operation of the Employer.

#### **General Cleaning**

The Contractor:

- cleans all drive houses, and the entire conveyor belt servitude starting at belt no. 4A & 4B up to 7A & 7B, 17, 18, up to the end of the belts at the top of the coal staithes and the discharge from the top of the staithe.
- conducts daily coal spillage inspections.
- cleans on an ongoing basis.

#### **Drive houses/transfer houses**

During operation, when coal is conveyed from one conveyor system to another system, coal dust settles on all structures inside the building.

The Contractor cleans all these structures.

#### **Conveyor belts**

The Contractor on a daily basis complies to the Employer's requirements regarding good housekeeping practices and regulatory requirements (refer to operating coal plant manual – NLRD 114456)

Cleaning under any conveyor belt, while in operation is not permitted.

The Contractor cleans the following:

Ensure cleaning and housekeeping of office areas, workshops, ablution facilities and weighbridge building

#### **Pulleys**

- cleans any build-up that might occur between belt and pulley.

#### **Conveyor Structure**

- cleans the structure of any coal build-up as a result of spillages.

### Gearboxes

- cleans gearboxes of any coal build-up that might occur.
- ensures that the oil fill port cover is in place before cleaning commences.

### Scrapers and Chutes

- cleans all scrapers and chutes daily of any coal build-up.

### Coal staithes and tripper cars

on a daily basis:

- cleans all tripper cars, surrounding areas and rails
- cleans and removes foreign objects on top of grizzly bars.
- cleans all walkways next to bunkers
- cleans ground level spillages caused by over-filling and returns uncontaminated coal to the staithes via the stockpile reclaiming facility. Contaminated material is transported to the allocated dumpsite, which the *Employer* will indicate to the *Contractor*.

### Ploughs

- cleans and maintains all ploughs on belt 18.

The contractor to supply all manpower, supervision, personal protective equipment , tools, equipment ,and consumable materials (excluding environmental wastage drums).

The Cleaning Contractor to perform all works to Hendrina Power Station's requirements within the terms of the contract and in accordance with the General Site requirements regarding controlled access, storage of materials, safe working practices and progress programming and measurements.

The Cleaning Contractor to co-operate with the employer's other contractors on site and immediately report any potential of conflict for resolution by the Employer's Project Manager whose decision is final.

The Cleaning Contractor provides reasonable access to other contractors to execute works carried out on the other contracts.

The Contractor shall supply, if so required, appropriate storage facilities for cleaning equipment. On site workshops shall also be supplied by the cleaning contractor  
Cleaning equipment used for cleaning purposes and safety equipment to be maintained in good order and conform to statutory requirements.

The objective of the Cleaning Contract is to achieve and maintain a clean plant.

Eskom may at any time amend, alter or vary the scope and extend the services and the Contractor shall be obliged to execute such amendments  
Should any such modification or variation occur, then such modification must be confirmed in writing by Eskom, and the proposed contract amended accordingly before payment will be affected.

### Cleaning Philosophy

Mechanical cleaning methods should be utilized wherever possible and be cost effective.

Restricted areas, because of the dangers attached and regulatory requirements will be cleaned under supervision of authorized persons only.

Notwithstanding the following philosophies, the Contractor is encouraged to propose improved methods over and above the indicated equipment philosophies.

Cleaning plant and equipment must be highly reliable and robust. As part of this philosophy the following types of equipment will be taken into consideration

- All floors, where accessible, is swept with brooms.
- Dirt manually cleaned from inaccessible areas and swept\shovelled into the will be removed by the bobcat.

### Consumables

The Contractor to supply all cleaning equipment, which must be listed in the Method statement to be

- Shovels, brooms, squeegees, scrappers, feather dusters
- Wheelbarrows
- PPE including approved safety harnesses, reflector vests, etc.
- Lights
- Two way radios and charger

The Cleaning Contractor commits himself/herself to participate in (OHS act, iso 45001. 18000. 9000)  
Cleaning staff shall at all times be presentable and conduct themselves in accordance with Hendrina Power Station's requirements.

The works and method of cleaning includes the following.

1. Maintain a daily check sheet of all equipment
2. Cleaning of Coal Plant
  - Provide the service on a 24 hour basis ,7 days a week including public holidays
  - Clean all walkways and in between the conveyor belts.
  - Clean the pits of the tension weight for conveyor 17 and 18
  - Clean coal under incline conveyors 7A & B including tables, bend pulley, discharge chutes
  - Clean the tension area of the conveyors.
  - Remove debris from the magnet
  - Clean coal spillages in the tension areas
  - Clean all the sumps
  - Dust all the handrails ,walls, lights. stairs ,windows, motors and structures in the coal plant
  - Pick up any refuse and scraps.

## 2. Specifications

List the specifications that apply to this contract. Some typical headings have been provided as a minimum; delete if not required or expand and include correct titles as applicable.

Title	Date or revision	Tick if publicly available
<b><u>General Specifications:</u></b>		
<b>Health and Safety requirements</b>		
The Occupational Health and Safety Act (Act 85 of 1993)		√
The Road Traffic Act (Act 29 of 1989)		√
The Health Act (Act 63 of 1977)		√
<b>Environmental requirements</b>		
The Water Act (Act 54 of 1956)		√
The Atmospheric Pollution Prevention Act (Act 45 of 1965)		√
The Hazardous Substances Act (Act 15 of 1973)		√
<b>Site regulations and access control</b>		
34-1005 Environmental Management Policy		

ESKPBAAA9	Environmental Impact Assessment		
ESKPVAAL7	Environmental Impact Assessment		
ESKPBAAAC4	Waste Management Policy and Strategy		
HSPPIN003	Waste Management Procedure		
ESKADAAJ5	Waste Management Policy		
HSSPIS006	Fire risks pre-plan response standard		
HSSPIS007	Fire risk assessment standard		
HSPHO/020 Procedure	Protective Services Access Control System		
Eskom Standard EVS 005 (Latest Revision) Quality Assurance requirements			
<b><u>Technical specifications:</u></b>			

### 3. Constraints on how the *Contractor* Provides the Service

#### Employer's site entry and security control, permits, and site regulations

- The Site Access Control Process will be strictly followed.
- Laws and procedures relating to NKP, strict adherence will be applicable.
- Each of the *Contractor's* employees, including sub-*Contractors*, will be required to undergo compulsory safety induction, medical screening and all other necessary assessments before access will be granted.
- The *Contractor* must comply with the speed limit on site.
- The *Contractor* must be mindful that construction activities might take place at the Power Stations and that caution must be exercised at all times when working or driving on the Affected Property. Hence there will be movement of Plant, Materials, Equipment and People, that can impact on the *Contractor's* daily outputs. Site instruction will be issued from time to time, to which the *Contractor* must adhere to.
- The *Contractor* must note that areas that are PPE free zones are demarcated and indicated, but PPE must always be worn when required to do so.

#### People Restrictions

- People are restricted to the Affected Property only.

#### Hours of Work

- Normal working hours and shift cycle if required will be determined by the Parties
- A standby roster will be determined by the Parties if required
- Conduct
- The *Contractor* and his employees are required to maintain professional and ethical conduct at all times, that upholds the Eskom Values to the highest standard.
- Should the *Contractor's* employees be found to contravene the Eskom Values, Life Saving Rules and / or any of the aforementioned regulations, the *Contractor* must institute disciplinary action, which may include removal from site, until the disciplinary process is concluded.

#### Records

- The *Contractor* is expected to keep appropriate and sufficient records (including but not limited to) of his employees, including sub- *Contractors*:
- Attendance registers,
- Employee performance,
- *Contractor's* Performance,

- Production,
- Safety and environmental statistics or investigation or audits reports; and
- Any other required records as communicated by the *Employer*.

### **Records of Contractor's Equipment**

- The *Contractor* shall keep a proper detailed list of all Equipment brought to site.
- A copy of the list will be submitted to the *Employer*.
- Revised and updated lists must be provided as the changes occur.

### **3.1 Meetings**

The following meetings are compulsory for the *Contractor* to attend as a minimum

- Power Station Statutory SHEQ
- Contract meetings
- Lock down
- Plant focus

The Meeting list can change during the contract period and changes will be communicated when applicable

### **3.2 Use of standard forms**

The standard forms to be used by the *Contractor* in the administration of the contract are on *Contractor's* letterheads, dated and signed. For example Early Warnings, defects, and notifications

- Invoices
- Daily cleaning plan

Quality check sheets

### **3.3 Invoicing and payment**

In terms of core clause 50 the *Contractor* assesses the amount due and applies to the *Employer* for payment. The *Contractor* applies for payment with a tax invoice addressed to the *Employer* as follows:

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The *Contractor* includes the following information on each tax invoice:

- Name and address of the *Contractor*
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- The total of
  - The Price for each lump sum item in the Price List or Task Order which the *Contractor* has completed;
  - Where a quantity is stated for an item in the Price List or Task Order, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate,
- Other amounts to be paid to the *Contractor*;
- Less amounts to be paid by or retained from the *Contractor*;
- The change in the amount due since the previous payment being the invoiced amount - excluding VAT, the VAT and including VAT;
- (add other as required)

The *Contractor* attaches the detail assessment of all work done for each item in the Price List to each tax invoice showing

- the Price for each lump sum item in the Price List or Task Order which the *Contractor* has completed and

- where a quantity is stated for an item in the Price List or Task Order, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

### 3.4 The Employer's contractors

The following contractor are currently used by the *Employer* and will visit the site carry out inspections and maintenance on request from the *Contractor* and the *Employer*;

Electrical Protections	PTM
Plant Condition Monitoring	ERI - Rotek
Scaffolding	
Lifts	OTIS
Conveyor Splicing and Pulley Lagging	Springbok
Scales	Micron Weighing Services
Weighbridges	Masskot
Densities	MAS - To be arranged by PED
Surveys (Quarterly)	Airborne Solutions - To be arranged by PED
Conveyor Operating	ERI – BMH
Coal Stockyard Management	ERI – BMH
Coal Conveyor Maintenance	

The above contractors might change from time to time due to their agreements with the *Employer*.  
The amount of contractors might also increase or decrease from time to time.

### 3.6 BBEE and preferencing scheme

Specify constraints which *Contractor* must comply with after contract award in regard to any Broad Based Black Economic Empowerment (B-BBEE) or preferencing scheme measures.