

PART 3: SCOPE OF WORK

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C3.1: EMPLOYER'S SERVICE INFORMATION

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1 Description of the service

1.1 Executive overview

The work covers General Small Work Services at Transmission Western Grid Substations situated throughout Northern Cape and Western Cape Province.

The Employer plans to maintain, repair, dismantle and erect plant and structures, maintain and repair all fences for security systems installations and substation infra-structure during the contract period. (**Under normal and emergency conditions**)

Under the contract, the Western Grid requires two independent Contractors to perform maintain and repair services in Western and northern Cape Provinces respectively.

1.2 Employer's requirements for the service

The Contractor shall perform maintenance and new works as directed by the Employer, in the Control rooms/Buildings and HV Yards and general premises of the Western Grid Transmission Substations on an "as and when needed" basis:

- **One Contractor per Province**
- **Each to supply a minimum three accredited and competent teams.**

Maintenance and Opex project shall include, but not be limited to:

Civils work scope.

- Excavations
- Trenching
- Remove and reinstate yard stone
- Lift and replace trench covers
- Breakdown and erect of bund walls
- Lifting and relaying of paving
- Concrete work
- Building structure/equipment foundation
- Install and repair barrier fences (perimeter and safety)
- Supply of 2.4m weld mesh
- Supply of 2.0m diamond mesh
- Repair electrified fences
- Hire of construction small machine and equipment
- Cold Galvanise/rust roof and paint steel and copper works
- Supply of building material
- Supply of yard stone
- Supply of structural steel
- Supply of galvanised 2 and 2.4m fence poles

Electrical work scope.

- Cabling - install and removal of AC power, Control and Telecoms cables
- Terminate cables
- Stringing (HV Conductor)
- Install and removal of protection/control panels
- Dismantling and erection of CTs, VTs, Isolators, Surge Arrestors, HV Breakers, Aux Transformers
- Dismantling and erection of JB, Plug boxes and outdoor equipment cabinets
- Supply and install chemical anchors
- Copper earthing repairs and installation
- Supply and install access gate motors
- Repair motorised access gate motors
- Repair HV Yard floodlights and perimeter security light

- Supply flood light luminaires
- Supply security light luminaires
- Steelwork and fabrication work scope. Workshop/fabrications
- Dismantle and erect structures
- Repair access gates
- Repair gate posts, hinges and brackets
- Maintain and repair access gates including drive shafts and mechanisms
- Maintain and repair access control booms
- Repair indoor steel trench covers
- Replace high risk equipment and failed plant

NB: The Contractor must ensure that it has a minimum of 3 competent teams is allocated for each Province to conduct the work under planned OPEX projects and emergency. This is to ensure that we address all system and network risks and restore supply

A contractor will be panelised if they do not meet the requirements as per this gatekeeper. Due to the magnitude of the project and vast geographical area, and the needs of Western Grid therefore two independent Contractors will be appointed for this contract.

1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
CT	Current transformer
VT	Voltage Transformer
AC	Alternating Current
JB	Junction box
HV	High Voltage
SOW	Scope of Work
SMS	Short Message Services
SHE	Safety Health and Environment
EMP	Environmental Management Plan

2 Management strategy and start up.

2.1 The Contractor's plan for the service

The Contractor will report the total number of employees and the total man-hours spent performing this service to the Employer on a monthly basis in a format as specified by the Employer from time to time;

The Contractor will produce Monthly Safety reporting as specified by the Employer.

The Contractor's employees will at all times wear uniforms which are clearly marked with the Contractor's logo

The Contractor's employees are expected to undergo police clearance and will carry identity cards as required by Eskom's security

2.2 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Supply Manager* as follows:

Regular meetings may be convened with *Contractor's* supervisor for each site, with advance notification, and chaired by the Employer, as follows:

Interval	Location	Attendance by:
Adhoc / Monthly / Quarterly	Transmission Western Grid	<i>Employer, Contractor, Agents and Others as required</i>

All meetings shall be recorded using minutes or a register prepared and circulated by the convenor of the meeting. Records of these meetings shall be submitted to the *Employer* by the person convening the meeting within five days of the meeting

Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions. Confirmation of contract communications during operational meetings will, however, be considered as formal acknowledgement of receipt of a contract communication.

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the service. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

2.3 Contractor's management, supervision and key people

The *Contractor's* staff will ensure that they restrict their movements on the *Employee's* premises to only those areas pointed out to them during the *Employer's* Induction Training intervention.

The *Contractor* will keep the Employer updated regarding any changes to employees which are involved in performing the service. This include providing the Employer with a up-to-date company organogram and proof of relevant training to perform the service

- The *Contractor* shall ensure that
 - carefully selected staff (hard-working, reliable, trust-worthy) are trained accordingly to each of the specialised tasks
 - Responsible person is on site to provide supervision according to ORHVS
 - The responsible is authorized in accordance with ORHVS
- The *Contractor's* staff will only be permitted on the premises with the *Employer's* security clearance.
- The *Contractor* shall be liable for damage caused by its employees to any property, fittings or equipment, moveable and immovable of the *Employer*.
- The *Contractor* shall provide staff with SANS-approved signage. No make-shift signage will be used.

2.4 Documentation control

The use of standard TSC3 forms, letters, templates must be used when issuing official communication. All contractual Documentation must have relevant contract number and Purchase Order Number as reference as per Eskom Holdings SOC Limited Standards. Contractual communications will be in the form of properly compiled letters, letters attached to emails, emails, NEC3 template and urgent contractor meetings can be in the form of SMS. The use of SMS's, emails does not override the use of applicable and relevant NEC3 standard templates, forms, and Eskom Holdings SOC Limited procedures.

2.5 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to

_____ and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required)

Electronic submission of invoices via e-mail:

Details on how to submit invoices and additional information:

- Ensure that the Eskom order number is clearly indicated on your invoice together with the line number on the order you are billing for.
- All Electronic invoices must be sent in PDF format only.
- Each PDF file should contain one invoice; or one debit note; or one credit note only as Eskom's SAP system does not support more than one PDF being linked into workflow at a time.
- Only one PDF file per email. (one invoice or debit note or credit note)
- Send all invoices in PDF straight from your system to an Eskom email address (see email addresses below)
- For Foreign invoices, suppliers will still be required to physically deliver hard copies of original documents to the respective documentation management centres even though you have e-mailed those invoices (Eskom is still seeking clarity from the South African Reserve Bank regarding e-invoicing for Foreign Invoices or invoices in foreign currency. Current requirements are that these manual invoices should still be submitted. You can send the invoice copy to the email addresses indicated below).
- Please ensure that you comply with the tax Requirement for submitting invoices electronically.

If there is Cost Price Adjustment (CPA) on your invoice we recommend that you issue a separate invoice for CPA so that if there are any issues on the CPA the rest of the invoice can be paid while resolving the CPA issues. Introduction of electronic invoicing does not guarantee payment but will ensure visibility of all invoices and ensure that no invoices get lost. If the goods receipt is not done the invoice will be parked and the system will automatically send an e-mail to the end user to do the goods receipt. This is also tracked by Eskom through the park invoice report. Your company can request a park invoice report from the Finance Shared Services (FSS) contact centre which can then be followed up and corrected. You are welcome to forward the details of invoices corrected to the FSS contact centre.

2.6 Contract change management

The use of standard TSC3 forms, letters, templates must be used when issuing contract change management communication.

2.7 Records of Defined Cost to be kept by the Contractor

The *Contractor* is expected to keep Production Sheets for inspection and auditing purposes. For Compensation Events the *Contractor* keeps and provides a copy of the invoice/quotation to the *Employer*.

2.8 Insurance provided by the Employer

Insurance is provided for in the contract data.

2.9 Training workshops and technology transfer

The *Contractor* provides his employees with relevant training for them to execute the Service in accordance with the *contract*.

2.10 Design and supply of Equipment

Employer will supply as per the BOQ

2.11 Things provided at the end of the service period for the Employer's use

2.11.1 Equipment

Where Eskom purchased material or equipment for the *Contractor's* use, these must be returned to Eskom.

2.11.2 Information and other things

Clause 70.2 requires that information and other things which the *Contractor* is to provide at the end of the *service period* be stated in the Service Information.

2.12 Management of work done by Task Order

Task Order

Task Order form for use when work within the *service* is instructed to be carried out within a stated period of time on a Task by Task basis

Task Order No. [•] service [•]

To: [•].....
..... (Contractor)

I propose to instruct you to carry out the following task:

Description [•]

Starting date [•]

Completion Date [•]

Delay damages per week [•]

Please submit your price and programme proposals below.

Signed: _____ Date _____

(for *Employer*)

Total of Prices for items of work on the Price List
(details attached)

R. _____

Total of Prices for items of work not on the Price List
(details attached).

R. _____

Total of the Prices for this Task Order R _____

The programme for the Task is [ref] (attached)

Signed: _____ Date _____

(for *Contractor*)

I accept the above price and programme and instruct you to carry out the Task

Signed: _____ Date: _____

(for *Employer*)

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

The *Contractor* maintains an active accident prevention programme, and appoints a Responsible Person as required by the Occupational Health and Safety Act. The *Contractor* complies with the Construction Regulations specified under this act. The *Contractor* holds safety meetings as required by the Occupational Health and Safety Act and submits minutes to the *Service Manager* within seven days of such meetings.

The *Contractor* is to submit a baseline risk assessment of procedures followed during all stages of construction. This is to be submitted to the Employer for assessment prior to construction. NO WORK SHALL PROCEED UNTIL THE EMPLOYER HAS REVIEWED AND ACCEPTED THE SAFETY PLAN.

The *Contractor* shall comply with the health and safety requirements contained in Eskom Standard 32-136, Contractor Health and Safety Requirements), as part of this Works Information.

The Western Grid Senior Advisor Risk Management:
Brando Cupido
Eskom Bellville Building, 2nd Floor, 60 Voortrekker Road, Bellville
Tel: 021 915-9240
Fax: 021 915-9264
Cell: 082 555 4409

- The *Contractor* shall
 - Provide their staff with Personal Protective Equipment (PPE) as may be required to ensure safe and healthy task execution
 - Ensure all staff is equipped with all Personal Protective Equipment before work commences
 - NB: all PPE issued by *Contractor* shall conform to the Eskom standard (PPE Standard 240-120054284 or any future version thereof).
- The *Contractor* and *Employer* shall be jointly responsible for ensuring technician staff receives site safety induction training
- SANS-approved products (including PPE) and standards of use must be adhered to

Waste material produced by the *Contractor* is to be removed from the *Employer's* premises by the *Contractor* on the service date

3.2 Environmental constraints and management

- The *Contractor* shall have an understanding of Eskom's basic environmental principles and commitments.
- *Contractor* will be legally liable for any contraventions of Environmental Laws and claims arising from the activities of the *Contractor* shall be for the *Contractors* expense.
- The *Contractor* shall be responsible for all expenses incurred to ensure adherence to the Eskom Environmental requirements as stipulated in the Environmental documentation, EMP and method statements as stipulated above which includes but is not restricted to Environmental Law training courses, Hazardous Substance Management training courses, etc.
- The *Contractor* shall be responsible for all expenses incurred to ensure adherence to National Environmental legislation, Environmental Management Plans, licenses and permits.
- All temporary offices, storage and laydown areas to be adequately demarcated to ensure the safety of people and animals.

- The *Contractor* shall ensure all employees are trained in accordance with the Eskom training requirements as per document 240-83895653 Environmental Training, Awareness and Competence.
- In compliance to Eskom's SHEQ Policy (32-727), the *Contractor* to ensure;
 - Commitment to safety, health and environmental excellence
 - Conduct business with respect and care for people and minimise or avoid impact on the environment
 - Compliance to environmental legislation, conditions of Environmental Authorisations and requirements set out in environmental management plans
 - Acceptance that all injuries and occupational illnesses, as well as safety and environmental incidents are preventable
 - Report, respond to, investigate, close-out, and share learning from safety and environmental incidents
 - That SHEQ is an integral part of your operations and that:
 - no operating condition, or urgency of service, can justify endangering the life of anyone or cause injury or damage to the environment
 - The *Contractor* shall receive an Environmental Management Plan (EMP) and the *Contractor* must implement and manage the document – the *Contractor* must then use the EMP to develop his own site specific EMP.
- Eskom may, at any stage during the currency of this agreement, be entitled to;
 - do environmental audits at the *Contractor's* premises, its work-places and on its employees;
 - refuse any employee, sub-contractor or agent of the *Contractor* access to its premises if such person has been found to commit any unlawful act or any unsafe working practice or is found to be not authorized or qualified in terms of Environmental legislation or Eskom requirements;
 - issue the *Contractor* with a work stop order or a non-compliance should Eskom become aware of any non-compliance to working procedures or conditions with Environmental legislation and requirements.
 - No extension of time will be allowed as a result of any action taken by Eskom in terms of the above and the *Contractor shall* have no claim against Eskom as a result thereof. Furthermore, no amendments to the Act or the Regulations or reasonable amendment to Eskom's Safety and Operating Procedures will entitle the *Contractor* to claim any additional costs incurred in complying therewith from Eskom.
- The *Contractor* shall appoint a permanent site Environmental Officer from within the site team that will fulfil requirements as stipulated in 240-83791543. The *Contractor* site Environmental Officer shall be trained as per 240-83791543 and have an alternate.

The Western Grid Environmental Mangers:

Adrian Francis

Eskom Bellville Building, 2nd Floor, 60 Voortrekker Road, Bellville

Tel: 021 915-9279

Fax to e-mail: 08666 40 872

Cell: 084 250 2225

Keketso Mbetse

DSC Building

64 Memorial Road

Monument Heights

Kimberley

3.3 Quality assurance requirements

The *Contractor* implements a quality assurance system in order to ensure compliance with the specifications. In this regard the Eskom *Supervisor* may instruct the *Contractor* to perform quality inspections prior to his own inspections, or to assist in inspections.

The *Contractor* complies in full with the requirements of the supporting specifications to this document.

4 Procurement

4.1 People

4.1.1 Minimum requirements of people employed

- The *Contractor* shall ensure that
 - carefully selected staff (hard-working, reliable, trust-worthy) are trained accordingly to each of the specialised tasks
 - its staff at all times are orientated to good, quality customer service and present and conduct themselves in a professional manner
 - its staff use the tea, smoke room and toilet facilities availed to the *Contractor* by the *Employer*
 - its staff is fully conversant in the *Employer's* official business language, English
 - Proof of training (not SHE-related) ORHVS, First aid, Working at heights and Fire fighting
 - External training should have a certificate of attendance
- Internal training should have signed attendance registers, and such registers should be completed in full by the course presenter

4.1.2 BBBEE and preferencing scheme

In accordance with Eskom's policies.

4.2 Subcontracting

4.2.1 Preferred subcontractors

Only specialised services are allowed to be sub-contracted for instances involving Compensation Events. The use of subcontractors is at the discretion of *Service Manager*.

4.2.2 Subcontract documentation, and assessment of subcontract tenders

In the event of a Compensation Event, the *Contractor* will identify the subcontractor to be used. The subcontractor will comply with all Eskom SHEQ requirements which must be evaluated and accepted. Safe Work Procedures must be submitted, evaluated and accepted before work can commence.

4.2.3 Limitations on subcontracting

Subcontracting is limited to Compensation Events only

4.2.4 Attendance on subcontractors

None.

4.3 Plant and Materials

4.3.1 Specifications

Specifications will comply with Eskom SHEQ requirements

4.3.2 Correction of defects

Defects as identified during assessment must be fixed within 2 weeks.

4.3.3 *Contractor's* procurement of Plant and Materials

The transportation of hazardous substances must be in compliant with regulations and Eskom SHEQ requirements.

4.3.4 Tests and inspections before delivery

Inspections, checklists and records are to be kept of hazardous substances as defined in the EMP, risk assessments and Eskom's SHE requirements

4.3.5 Plant & Materials provided "free issue" by the *Employer*

None. Unless otherwise instructed by the *Employer*. Details will be issued with instruction.

4.3.6 Cataloguing requirements by the *Contractor*

All cataloguing requirements must be in compliance with regulations and Eskom's requirements.

5 Working on the Affected Property

Site Name	Site Type	Latitude and Longitude
<u>AGGENEIS</u>	Substation	-29.297222S 18.804167E
<u>ARIES</u>	Substation	-29.494078S 20.794609E
<u>FERRUM</u>	Substation	-27.730834S 23.057473E
<u>GARIEP</u>	Substation	-30.623961S 25.504032E
<u>GARIEP PS</u>	Substation	-30.623961S 25.504032E
<u>GARONA</u>	Substation	-28.738889S 21.995833E
<u>GROEIPUNT</u>	Substation	29°30'42.9"S 18°16'12.8"E
<u>GROMIS</u>	Substation	-29.599316S 17.181329E
<u>HELIOS</u>	Substation	-30.499303S 19.561101E
<u>HYDRA</u>	Substation	-30.714612S 24.088830E
<u>KRONOS</u>	Substation	-30.022222S 22.338889E
<u>LEWENSAAR</u>	Substation	-28.211869S 22.595569E
<u>NAMA</u>	Substation	-29.631995S 17.884849E
<u>NIEUWEHOOP</u>	Substation	-29.149291S 21.337775E
<u>OLIEN</u>	Substation	-28.331757S 23.624290E
<u>ORANJEMOND</u>	Substation	-28.544444S 16.601389E
<u>PAULPUTS</u>	Substation	-28.877308S 19.565376E
<u>ROODEKUIL</u>	Substation	-29.998876S 24.707463E
<u>RUIGTEVALLEI</u>	Substation	-30.640428S 25.504027E
<u>UPINGTON</u>	Substation	-28.555560S 21.183140E
<u>VAN DER KLOOF</u>	Substation	-29.993235S 24.731309E
<u>VAN DER KLOOF PS</u>	Substation	-29.993378S 24.733847E

Western Province

Site Name	Site Type	Latitude and Longitude
ACACIA	Substation	-33.880556S 18.533333E
ANKERLIG	Substation	-33.592000S 18.460693E
KOEBERG	Substation	-33.673663S 18.428116E
AURORA	Substation	-33.007012S 18.234764E
BACCHUS	Substation	-33.814492S 19.404904E
DROERIVIER	Substation	-32.405383S 22.531116E
GOURIKWA	Substation	-34.165261S 21.960772E
JUNO	Substation	-31.607720S 18.444984E
KAPPA	Substation	-33.108786 20.008093
KORUSON	Substation	-33.105000S 20.013611E
MULDERSVLEI	Substation	-33.817868S 18.808316E
PALMIET	Substation	-34.198397S 18.973727E
PHILIPPI	Substation	-33.987518S 18.537777E
PINOTAGE	Substation	-34.025175S 18.465515E
PROTEUS	Substation	-34.103889S 21.881111E
SALT RIVER	Substation	-33.916389S 18.463333E
STERREKUS	Substation	-33.702161S 18.512203E
STIKLAND	Substation	-33.906007S 18.687464E

The *Contractor's* staff entering the premises must sign in at Reception and must obtain a *Contractor's* permit, which must be returned to Reception at the end of the working day.

The *Employer* may hand over keys to ensure access to certain areas by cleaning staff. The *Contractor* will be required to complete a "Key Register" signing keys in and out, and hand keys back when so requested to do so by the *Employer*.

5.1 *Employer's* site entry and security control, permits, and site regulations

Work will be performed during normal Eskom working hours, this being 07h45 – 16h30. Any specific arrangements around start/end times (as long as it constitutes an eight hour working day) may be negotiated with the responsible *Employer's agent* or his/her delegate. Any work that may require working outside of the stipulated hours above must be properly motivated by the *Contractor*, and negotiated with the *Employer* in advance. Arrangements outside these times must be agreed in writing with property owners - copies and originals must be sent to the Service Manager and Eskom *Supervisor* and also made readily available on site.

It is very important that the *Contractor* keeps records of his people on Site, which the *Service Manager* or *Supervisor* have access to at any time. These records may be needed when assessing compensation events.

5.2 People restrictions, hours of work, conduct and records

Work will be performed during normal Eskom working hours, this being 07h45 – 16h30. Any specific arrangements around start/end times (as long as it constitutes an eight hour working day) may be negotiated with the responsible *Employer's agent* or his/her delegate. Any work that may require working outside of the stipulated hours above must be properly motivated by the *Contractor* and negotiated with the *Employer* in advance. Arrangements outside these times must be agreed in writing with property owners - copies and originals must be sent to the Service Manager and Eskom *Supervisor* and made readily available on site.

It is very important that the *Contractor* keeps records of his people on Site, which the *Service Manager* or *Supervisor* have access to at any time. These records may be needed when assessing compensation events.

5.3 Health and safety facilities on the Affected Property

The *Contractor* shall do their own negotiations for the erection of any camp(s) and accommodation for his personnel required to provide the works and ensure compliance with all by-laws and requirements of the relevant authorities.

5.4 Environmental controls, fauna & flora

Refer to the above-mentioned Environmental requirements and compliance to the relevant EMPs

5.5 Cooperating with and obtaining acceptance of Others

Work will be required at National Key Points. The *Contractor* is to make all the necessary prior arrangements with Security for all access requirements to the substations and depots. Failure to do this will result in access to site delays.

The *Contractor* will be held liable for delays caused where negotiated conditions for access are not met. The *contractor* will need to attend induction with respect to access.

5.6 Records of *Contractor*'s Equipment

The *Contractor* to take stock of his material and equipment on a regular basis and any shortage to be reported to the Service Manager immediately.

5.7 Equipment provided by the *Employer*

None unless stated otherwise at the different sites. All equipment to be provided the Contractor

5.8 Site services and facilities

5.8.1 Provided by the *Employer*

Ablution facilities, electricity and water will be provided by *Employer*.

5.8.2 Provided by the *Contractor*

See 5.3 above

5.9 Control of noise, dust, water and waste

Noise levels near working personnel to be kept to a minimum and negotiated with personnel.

5.10 Hook ups to existing works

None.

5.11 Tests and inspections

5.11.1 Description of tests and inspections

Once the Task order is completed the *Contractor* requests an inspection. The Eskom Supervisor or delegate does the inspection. The inspection is done with reference to the SOW and Task order. If the work is complete then the Eskom Supervisor will sign both the SOW and Invoice. The *Contractor* will submit the signed invoice and SOW to the *Service Manager*.

If the work is incomplete, then the Supervisor or his delegate will report this to the *Service Manager*.

5.11.2 Materials facilities and samples for tests and inspections

None.

6 List of drawings

6.1 Drawings issued by the *Employer*

This is the list of drawings issued by the *Employer* at or before the Contract Date and which apply to this contract.

Drawing number	Revision	Title