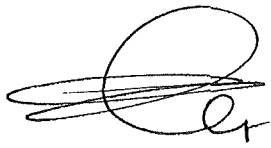
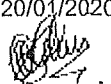
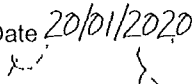
	Directive	Distribution
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Title	Distribution Preliminaries and General Directive	Unique Identifier	240-152631319
		Alternative Reference Number	N/A
		Area of Applicability	Distribution
		Functional Area	Contracts Management
		Revision	0
		Total Pages	10
		Next Review Date	August 2022
		Disclosure Classification	CONTROLLED DISCLOSURE

Compiled by	Functional Responsibility	Authorized by	Authorised by
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Date 20/01/2020 	Date 20/01/2020 	Date 21/01/2020	Date 21/01/2020

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CONTENTS

	Page
1. INTRODUCTION	3
2. DIRECTIVE STATEMENT	3
3. SUPPORTING CLAUSES	3
3.1 SCOPE	3
3.1.1 Purpose	7
3.1.2 Applicability.....	7
3.2 NORMATIVE/INFORMATIVE REFERENCES.....	7
3.2.1 Normative	7
3.2.2 Informative.....	7
3.3 DEFINITIONS.....	7
3.3.1 Classification	7
3.4 ABBREVIATIONS.....	8
3.5 ROLES AND RESPONSIBILITIES.....	8
3.6 PROCESS FOR MONITORING.....	8
4. AUTHORIZATION	9
5. REVISIONS	9
6. DEVELOPMENT TEAM	9
7. ACKNOWLEDGEMENTS	10

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1. INTRODUCTION

The directive for Preliminary & General shall be used for a clear understanding between Eskom Holdings SOC Limited and the relevant *Contractor* of what is entailed under each requirement. These specifications are meant to be specific and unambiguous. It is also meant to be referred to as guidance for the minimum specification to be adhered to.

2. DIRECTIVE STATEMENT

This document shall be used for specifications used on site by Contractors'. This refers to detailed requirements as well as minimum specifications on site that may be deemed necessary.

3. SUPPORTING CLAUSES

Not Applicable

3.1 SCOPE

Preliminary and General Guidelines

Fixed and Time related items

Fixed Items

Site Offices (Establish, De-establishment and Rehabilitation) (F)

Establishment should be in close proximity of where the works are executed. The Contractor shall take responsibility to make provision for a site office, suitable for regular site meetings, which must also serve as the office for the Contractor's site supervisor. Adequate workspace must also be provided for the Project Manager or his Representative, as well as a place of safekeeping for his site plans and documentation. Provide for rehabilitation on completion of site areas and temporary access routes not covered by the construction specs

Typical 6x3m (minimum) rigid structure that will serve as a site office and meeting room with door and windows for ventilation. The room shall accommodate a table and chairs. Eskom will only pay for one container per site.

The cost shall include establishment, de-establishment and rehabilitation.

The contractor must establish site camp not further than 10km from the construction site for a return trip.

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Site Stores (establish & maintain for safe keeping of the materials) (F)

The cost to the Contractor to make provision for the safe storage of contractor & Eskom supplied material on site against theft as well as protection against damage due to wind or weather. A storage facility shall be catered for, for safe keeping of tools, equipment and materials. Project Coordinator/Programme Manager must approve the number of containers to be used prior delivery.

Sanitary Facilities (F)

The cost to the Contractor to make provision for and maintain in a thoroughly clean and tidy condition and remove on completion of the Works, proper toilets for the use of the workmen as per the EMP. Needs to comply with Construction Regulations 2014.

Electricity Supplies (F)

The cost to the Contractor to make provision for all electricity and artificial lighting necessary for the execution of the Works, including all temporary installation work, removing same and making good on completion of the Works. Supply 5 KVA generators.

Flood Lights

Security lighting should consist of 2 standard Eskom HPS street lights or alternatively 2 PV powered LED Street light.

Contractor's Yard Fencing (F)

The cost to the Contractor to make provision for and to erect, alter as necessary, maintain, remove and make good on completion of the Works suitable fencing with access gates, etc. as necessary for the enclosure of the contractor's yard, all to the satisfaction of the Employer's Representative. If other suitable and safe storage facilities have already been provided, this item need not be priced.

Signboard (F)

The Contractor shall supply and erect on site, maintain throughout the construction duration and dismantle upon completion of construction with regards to Construction Regulations 2014. Department of Energy must be in the sign board.

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Sample Board and Stubby Line (F)

Construct a sample board and stubby line as per the drawings and specification stated in the latest revision of MVL-EI-048 published by Eskom Standards Implementation Department. Recoverable materials from the stubby line should be used on the last transformer zone.

Safety Health and Environment (F)

The contractor is to adhere with all Occupational Health and Safety Act requirements. Provide for Health, Safety and Environmental training, Provide for appropriate Personal Protective Equipment, Provide for site Occupational Health and Safety and Environmental awareness signage, Provide for First Aid Box, Safety equipment e.g. FAS, Rescue Kit, and comply to the Environmental Management Plan (EMP). This is allowed per project

As-Built Drawings (F)

The Contractor shall maintain and update an as-built drawing as per detailed specifications.

Construction Plan (F)

Contractors must allow for the preparation of a detailed programme reflecting the sectional completion and outage dates.

Material Management (F)

The Contractor shall make allowance for co-ordination with Eskom regarding Eskom supplied materials to be delivered by Eskom to the site camp, including offloading and stacking of the free issue materials supplied to the contract.

Insurance Provision (F)

The contract shall make allowance for the insurance for the project being executed. The proof of the policy with project specific information must be provided to the project manager/Contracts Manager. This will be paid at the end of the project at a cost plus fee.

Compliance with EPWP Requirements (F)

Completion and submission of the Expanded Public Works Programme report per invoice/month.

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Time Related

Site, Site Office and Meeting Room & Maintenance (T)

Maintain own as well as hired Site Office and Meeting Room complete as per works information. Maintaining of the site shall be included.

Water Supplies (T)

The cost to the Contractor to make provision for all water necessary for the facilities on site camp, including all temporary plumbing, removing same and making good on completion of the Works. Potable drinking water should also be made available for the workmen for the duration of the project.

Accommodation of Employees (T)

The responsibility lies with the Contractor to make provision for accommodation for his employees that are working on a site which is not close to their home base for an extended period. All accommodation facilities to comply to Construction Regulation Requirements.

Security (T)

Security services from a registered PSIRA, providing two guards (minimum level C) per shift for both day and night shift, as per Employer's requirement as per the works information.

Where special security is needed, a quotation needs to be provided and must align to PSIRA rates. Protective services will verify the quote for approval by the project manager.

Labour

Storeman (T)

The implementation and maintenance of a Materials Management System for the duration of the contract including Eskom supplied materials to be reconciled and quantified using the correct material return to stores

Community liaison officer (T)

The site is to have a community liaison officer (member of the public) performing duties of being a mediator between local employees, community members and contractor.

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Safety Officer (T)

A safety representative is to ensure that all health and safety procedures are adhered to by Employers employees. Safety Officer must be on site the whole day.

3.1.1 Purpose

The main aim of putting this directive in place is to maintain uniformity of standards and minimise ambiguity(ies) with stakeholders.

3.1.2 Applicability

This directive shall apply throughout Distribution project management departments.

3.2 NORMATIVE/INFORMATIVE REFERENCES

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

3.2.1 Normative

- [1] ISO 9001 Quality Management Systems.
- [2] Programme Management
- [3] Contracts Management
- [4] Electrification
- [5] SHEQ
- [6] Supplier, Development and Localisation (S, D & L)

3.2.2 Informative

- [7] Procurement
- [8] Finance

3.3 DEFINITIONS

Not Applicable.

3.3.1 Classification

- a. **Public domain:** published in any public forum without constraints (either enforced by law, or discretionary).

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- b. **Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary).
- c. **Confidential:** the classification given to information that may be used by malicious/opposing/hostile elements to **harm** the objectives and functions of Eskom Holdings Limited.
- d. **Secret:** the classification given to information that may be used by malicious/opposing/hostile elements to **disrupt** the objectives and functions of Eskom Holdings Limited.
- e. **Top Secret:** the classification given to information that may be used by malicious/opposing/hostile elements to **neutralize** the objectives and functions of Eskom Holdings Limited.

3.4 ABBREVIATIONS

Abbreviation	Description
OU	Operating Unit
Dx	Distribution
S, D & L	Supplier Development and Localisation
SOC	State Owned Company
CNC	Customer Network Centre
FAS	Fall Arrest System
(F)	Fixed
(T)	Time
EMP	Environmental Management Plan

3.5 ROLES AND RESPONSIBILITIES

Roles and responsibilities lie with the relevant parties specified in the scope and not limited to the compliance of the contract applicable.

3.6 PROCESS FOR MONITORING

The programme management team (Project/Programme Manager, Project Co-ordinator, Clerk of Works, Agent of Eskom, may use this directive as a guide of minimum requirements that shall be complied with in accordance to the relevant contract.

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4. AUTHORIZATION

This document has been seen and accepted by:

Name	Designation
S Barei	Senior Manager Asset Creation Free State Operating Unit
P Papu	Senior Manager Asset Creation KwaZulu Natal Operating Unit
P Segwe	Senior Manager Asset Creation Gauteng Operating Unit
P Wahl	Senior Manager Asset Creation Western Cape Operating Unit
T Nkambule	Senior Manager Asset Creation Northern Cape Operating Unit
K Makola	Senior Manager Asset Creation North West Operating Unit
A Kotze	Senior Manager Asset Creation Mpumalanga Operating Unit
B Mhlongo	Senior Manager Asset Creation Limpopo Operating Unit
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Z Fawule	Middle Manager KwaZulu Natal Operating Unit
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Debbie Harding	Middle Manager Northern Cape Operating Unit
Khathu Managa	Middle Manager North West Operating Unit
Goodman Ndlovu	Middle Manager Mpumalanga Operating Unit
Tebogo Pila	Middle Manager Limpopo Operating Unit
X Sokoyi	Middle Manager Eastern Cape Operating Unit

5. REVISIONS

Date	Rev.	Remarks
August 2019	0	None

6. DEVELOPMENT TEAM

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

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- Anita Filtane
- Bushy Mokhathi
- Sitandiwe Mgozeli
- Faith Chabalala
- Xihlamariso Magagane

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- Nellie Mtobana

7. ACKNOWLEDGEMENTS

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