PART C3: SCOPE OF SERVICES

Document reference	**FOR THE PROVISION OF INSPECTION, CLEANING AND REPAIR OF THE DISTILLATION COLUMN AND REFLUX DRUM FOR THE INTERMIXTURE REFRACTIONATOR PLANT (IRP) AT THE TRANSNET PIPELINES (TPL) TARLTON DEPOT.**	**No of page**
C3.1	*Service Information*	
	Total number of pages	**8**

C3.1 *SERVICE INFORMATION*

Contents

SECTION 1

1 Description of the works

1.1 Project background

The Refractionator Plant contains a distillation column that requires maintenance every three years. The distillation column consists of 24 trays that are welded to the column. There are three 24" man ways situated at the top, middle and bottom of the column. There is a fixed staircase. There are also pressure and temperature indicators situated throughout the column. There is a relief valve at the top of the distillation column that requires calibration.

The contractor that performs this work must be capable of cleaning and repair the distillation column and have the necessary technical expertise.

The refractionator plant also contains a reflux drum to collect petrol prior to going into the accumulator tanks. This reflux drum must be cleaned.

The refractionator plant also have 3200 meters of piping network that need to be high pressure cleaned with bullets and pigs.

1.2 *Employer's* objectives

The *Employer's* objectives are:
To restore the Distillation Column and reflux drum to its design specification
Increase efficiency and reliability of the Refractionator Plant operation.

1.3 Scope and Deliverables

The works that the *contractor* is to perform, comprehensive inspection and provide integrity report, repair, cleaning and pressure testing of the distillation column and reflux drum to improve efficiency and safety:

The Distillation column at the Refractionator plant requires:

- Internal high-pressure cleaning must be done on the top, middle and bottom of the inside of the distillation column, size 58 m3.
- Clean and straighten any bent trays x 24.
- Repair defective welded trays x 24.
- Replace any damaged trays x 24.
- Check and replace any fallen bubble caps .
- All welds must be inspected to ensure they are in good condition (TPL AIA).
- The integrity of the, column, 24 trays and reflux drum must be confirmed with a report, this includes checking of downcomer escape and weir heights. All valves on each tray to be checked for correct functionality. Closing of any tray manways to be monitored and checked as part of internal inspection.
- Pressure tests the distillation column. (TPL AIA to witness). TPL will provide water for pressure testing.
- Inspection and refurbish if required the pressure relief valve on top of the column (size: inlet and outlet 8" and rating 150).
- Recalibration of the pressure relief valve on top of the column (size: inlet and outlet 8" and rating 150).
- TPL will provide a mobile crane to remove the pressure relief valve for inspection, refurbishment if required and calibration.

The Reflux Drum at the Refractionator plant requires:

- Scaffolding to be provided by TPL.
- Cleaning of the coking inside the reflux drum, size 19 m3.
- All welds must be inspected to ensure it is in good condition (TPL AIA).
- Pressure tests the reflux drum. (TPL AIA to witness). TPL will provide water for pressure testing.
- Inspection and refurbish if required, the relief valve on top of the reflux drum (Size inlet and outlet 3", rating 150)
- Recalibration of the relief valve on top of the reflux drum (Size inlet and outlet 3", rating 150)
- The contractor must provide an all-inclusive service; consumables, and a safety officer to execute inspection, maintenance, and repairs.
- The contractor must be compliant with the Occupation, Health, and Safety Act.

Additional work:

- Cleaning of the entire IRP piping with pigs and high pressure.
- Cleaning of the piping inside fired heater with pigs and high pressure.
- Disposal of the sludge inside IRP separator (30 m3) for the entire IRP plant. The *Contractor* to dispose sludge to the nearest approved disposal site to TPL Tarlton depot (e.g., Holfontein (25 km) or closest). The service provider to provide disposal certificate.
- Inspection and refurbish if required, the pressure relief valve on top of the compressor air receiver size inlet and outlet 3: 150 rating.
- Recalibration of the pressure relief valve on top of the compressor air receiver size inlet and outlet 3: 150 rating.

Site establishment and de-establishment:

- The *Contractor* to make provision for establishment and de-establishment of 1 x container for site office and storage of critical tools and equipment.
- Ablution will be provided by TPL.

Deliverables:
The contractor must provide the following on completion of work:

- Calibration certificates for pressure relief valves signed by TPL Authorized Inspection Authority.

Timeline:

- The contractor to complete this work within 8 weeks as per the employer IRP shutdown timelines.

TPL AIA notice

- Contractor to give TPL AIA a 5-day notice for pressure testing witnessing and inspection of the welds

SECTION 2

2 Access and Control

2.1 Requirements for Accessing TPL Tarlton NKP site

The *Contractor* needs to be screened first as the site is an NKP.

The following is needed from the *Contractor*:

- Company CK number
- CIPRO registration
- Company Tax clearance
- Copies of ID of directors

- Fingerprints of directors (Use SAP 91) to be found at local SAPS. Original fingerprints must be submitted.
- Copies of ID of employees who will be working on site.
- Fingerprints of employees who will be working on site (Use SAP 91) to be found at local SAPS. Original fingerprints must be submitted.
- *Contractor* to make a copy of the extra Departmental documents and take it to SAPS which prevents the *Contractor* from paying.

Please take note that SSA takes 2 weeks for screening to take place once all required documentation has been submitted.

2.2 Employer's Site entry and security control, permits, and site regulation.

2.2.1 The *Contractor* complies with the following requirements of the *Employer*:

All individual entering or exiting the site will have to sign in and out in the primary and secondary access points on site and undergo a Breathalyzer test. All vehicles entering or exiting the site will be subject to searches. All equipment (i.e., laptops) needs to be declared when entering and exiting the site.

2.2.2 Restrictions to access on Site, roads, walkways, and barricades.

Certain areas (site, roads, walkways, and barricades) require minimum personal protective equipment, which is communicated through signage throughout the site, all *Contractor* personnel must adhere to these rules. It is also advisable that the *Contractor* personnel wear fully visible identification tags.

2.2.3 The *Contractor* complies with the following requirements of the *Employer*:

All *Contractor* personnel must undergo induction before conducting any work on site, wear the minimum required personal protective equipment (Flame proof overalls, safety boots, safety goggles, safety gloves and safety hat) within site, and adhere to all relevant signage within their working area as well as open a permit before conducting any work.

2.2.4 Working hours

Work will be conducted between 07:30 to 16:00 from Mondays to Fridays inclusive.

SECTION 3

3 Contract Management

3.1 Planned management meetings and general meetings

The *Employer* will hold a Pre-work commencement meeting to clarify what is required of the *Contractor* over and above the scope of works. During the contract, management meeting will be held as and when required to ascertain the progress of the work.

All meetings are to be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register are not to be used for the purpose of confirming actions or instructions under the contract as these are to be done separately by the person identified in the conditions of contract to carry out such actions or instructions.

3.2 Invoicing

When the *Employer* certifies payment following an assessment date, the *Contractor* complies with the *Employer's* procedure for invoice submission:

- The invoice must correspond to the *Employer's* assessment of the amount due to the *Contractor* as stated in the payment certificate.
- Invoices must be submitted by the 18th of the month.
- The invoice states the following:
  - The amount paid to date,
  - Amount for payment (excluding VAT),
  - VAT amount,
  - VAT number for Transnet and *Contractor*
  - Amount for payment (including VAT),
  - Any interest payable,
  - A statement is to accompany each invoice,
  - All signed and approved site daily diaries,
- Proof of invoice is to be hand delivered/ emailed on the 18th of the assessment month.
- Invoices submitted by hand are presented to:

  Invoices TRANSNET PIPELINES

  202 ANTON LEMBEDE STREET

  Durban

  4001

  For the attention of The Contracts Manager
- The invoice is presented as original.
- The *Contractor* ensures that the *Employer* has his correct banking information to make the electronic payment transfer.
- All payments are provisional and subject to audit. The *Contractor* preserves his records for such a period as legislation requires, but in any event not less than five (5) years.
- The *Employer* deducts any amount owed by the *Contractor* to the *Employer* from any amount payable by the *Employer* to the *Contractor.*
- Invoices are payable at the end of the following month of submission provided that all backup has been provided and queries being addressed by the *Contractor* by the 25th of the assessment month.

SECTION 4

4 Quality Requirements

4.1 Quality assurance requirements

4.1.1 The *Contractor* will have to submit all necessary quality documentation to the *Employer* prior to the commencement of works.

4.1.2 Quality Control Plan

The Tenderer is required to submit the Project Quality Plan (PQP) which entail standards and procedures which ensure the requirements of the *Employer* are met. The Tenderer PQP to include the following:

Quality Policy: The *Contractor* to submit a quality policy signed by the Chief Executive Officer, applicable to their services rendered.

Document control – The *Contractor* to provide a description of how documents provided by TPL will be managed. management tools and databases, internal and external distribution of documents to TPL, third parties, internal review and approval routes and authorities, receipts, registration and maintained, codes, standards, and specifications.

Quality planning and assurance - The *Contractor* to provide a description of how quality planning and assurance will be conducted for the project.

Quality Control – The contractor to provide quality control procedure during execution of the works.

Procedure and pressure testing of distillation column and reflux drum.

SECTION 5

5 Health and Safety Requirements

The *Contractor* shall provide all necessary PPE on site. As minimum requirement, *Contractor* shall allow:

- Steel cap boots,
- Flame proof full length overall, either 1 piece or 2 pieces,
- Hard hat,
- Safety glasses and ear protection,
- Hand Gloves

The *Contractor* will furnish the *Employer* with the required Health and Safety documentation prior to the commencement of work on site. Once the *Contractor's* Health & Safety file is approved a site induction will be conducted by the *Employer* then only will the *Contractor* be permitted to commence work.

The SHE file must include but not limited the following documents:

- A valid letter of Good Standing with the works man compensation.
- Proof of relevant insurance to carry out work.
- *Contractor* Health and Safety Plan correlating with the *Employer* Health, and Safety Guidelines (HAS-GL-001) submitted and approved.
- Copies of the *Employer* and Contractor's Health, Safety & Environment Policies.
- Mandatory agreement as per section 37.2 of the OSH ACT. Act 85 of 1993 and CR 5.1 (K).

The *Contractor* shall adhere to Transnet Health and Safety Guideline (HAS-GL-001) – Annexure B.

Employee Induction packs shall include the following documents:

- Employee scope of work.
- Proof of site-specific induction (*Contractor*).
- Copy of ID Documents.
- Legal Letter of Appointment.
- Abbreviated CV for the management and legal appointees.
- Proof of competence.
- Valid entry medical certificate of fitness done by an Occupational Health Practitioner.
- Baseline Risk Assessment indicating the full scope of work and risk profile.
- Working on height certificates.
- Working inside confined spaces certificates.
- Copy of equipment registered to be used with copy of each item's inspection checklist.
- Cop of nominated responsible person to conduct monthly inspections and proof of their competency.
- Organogram of reporting structure: This document must provide all persons appointed in terms of OHS Act and Regulations (85 of 1993) including contact details and all other statutory registers as required by the OHS Act No. 85 of 1993.