

	Scope Of Work	Bulk Material Services
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1. Introduction

This document details all the work that needs to be done with regards to the Services required for the operating and maintenance of Bulk Water Handling on an “as and when required basis. The scope of work is defined in this document.

Purpose

The purpose is to outline the SOW required for the Services required at Bulk Water Handling.

1.1.1 Applicability

This document applies to the contractor who will be doing the actual work at Bulk Water Handling sites namely Kilbarchan and Komati Water Scheme.

2. Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs and additional site-specific ones.

2.1 Normative

1. ISO 9001 Quality Management Systems
2. OSHAS 1800 Safety Management Systems
3. Occupational Health and Safety Act and Regulations (85 of 1993)
4. 36-681_Generation Plant Safety Regulation
5. 240-62196227_Eskom Life Saving Rules
6. 32-95_Environmental, Occupational Health and safety Incident Management Procedure

2.2 Informative

1. Criminal Procedures Act 51 of 1977
2. National Road Traffic Act 93 of 1996
3. Labour Relations Act 66 of 1995
4. Basic Conditions of Employment Act 75 of 1997
5. National Key Point Act 102 of 1980

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2.3 Definitions

Description	Definition
Appointed Contractor	Means a contractor appointed by the principal contractor.
Appointed Person	A person who has been authorised in terms of 36-681_Generation Plant Safety Regulation to: (i) Determining appropriate and effective isolations for the anticipated work to be carried out safely. (ii) Ensuring that the isolation and de-isolation on the plant covered by a permit to work is effectively carried out taking health and safety precautions into account. (iii) Issuing of prepared permits once all the associated test certificates are available and the required risk assessments have been presented to the appointed person by the responsible person for review in terms of these regulations.
Baseline Risk Assessment	(32-520) Baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Cleaning Activity	Means the safe cleaning the outside of the plant by the disabling of mechanisms to inhibit starting of the plant during the cleaning process, which is done in accordance with formulated safe procedures.
Contractor (includes appointed contractor)	Means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Competent Person	(OHS Act) means any person having knowledge, training, experience, and qualifications, specific to work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995).
Danger/Dangerous	Means a condition/substance that constitutes a risk of personal injury, impairment of health, or death
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives remuneration or who works under the direction or supervision of an employer or any other person.
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her but excludes TES (ex. labour broker) as defined in section 1(1) of the Labour Relations Act.
Field / Plant Operator	Employee designated to conduct routine Plant inspections, Preventative Maintenance (PM) and (report) defect any breakdowns or abnormal Plant conditions
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.
Permit To Work	Means the printed form containing sections entitled application, permits to work, suspension, suspension revocation, clearance, revocation, and it is used for the authorisation of all work to be carried out on the plant in terms of these regulations.

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Plant	Means structure, machinery, low voltage electrical equipment or equipment which does not fall within the scope of the Operating Regulations for High-voltage Systems, and excludes, mobile, portable lifting equipment, domestic circuits, appliances and tools.
Responsible Person	Means a person who has been authorised in terms of these regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of 36-681_Generation Plant Safety Regulation
Safe/Safely/Safety	Means a condition not posing any danger, an activity that can be carried out without danger, or protection against danger.
Shall and should	The word “shall” is to be understood as mandatory and “should” as recommended.
Skilled Person	Means a person who has been trained, has adequate knowledge for the task at hand and declared competent in writing.
Supervision/Supervise	Means to oversee the actions of a person(s) to such an extent as to prevent any dangerous act, as far as reasonably practicable. Such a supervisor must be trained in risk assessment techniques and be able to understand the dangers / hazards associated with the task and who has the authority to ensure that precautionary measures taken are implemented.
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 Abbreviations

Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
CSY	Coal Stock Yard
LAR	Limited Access Register
ERI	Eskom Rotek Industries
OHSACT	Occupational Health And Safety Act
OEM	Original Equipment Manufacturer
RP	Responsible Person
PPE	Personal Protective Equipment
PTW	Permit To Work
H&S Rep	Health and Safety Representative

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Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
RA	Risk Assessment

3. Supporting Clauses

3.1 Scope

The scope of work is the provision of Maintenance Services BWH for Eskom Rotek Industries (ERI) Bulk Material Services (BMS) **for the duration of 12 months on an “as and when required basis”**.

3.1.1 Bulk Water Handling (BWH) SOW:

3.1.2 Sites generic scope

- The scope of work will include all Bulk Water Handling Plant at Kilbarchan and Komati Water Scheme sites.

3.1.3 Water Scheme Plant Maintenance and Sites

- Provide Responsible Persons as per the Permit to Work System on all shifts on a 24-hour basis
- Provide seasoned skilled persons to maintain the electrical, civil, mechanical and control & instrumentation plants on a 24-hour basis.
- Provide seasoned skilled persons to adhere to mine maintenance activities as required by the various Acts and By-Laws. This includes removing of alien/invasive plants, cutting grass, taking water samples and closing of mine dump hot spots.
- Provide seasoned skilled persons to perform and adhere to all activities as stipulated in the Water use Licencing (WUL) agreements for various Sites.
- Provide seasoned skilled persons to correct civil defects that might occur on the surface structures and office areas.
- This service delivery will include all maintenance personnel, tools, equipment, site infrastructure and heavy machinery required to perform the task.

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- Maintenance will be a full maintenance of the Water Scheme plants, 24 hours a day, based upon a normal shift cycle.
- The development of maintenance and safe working procedures will be a joint venture between Generation Primary Energy (Water) and ERI
- The maintenance work includes, electrical, mechanical and Instrumentation and Control, preventative maintenance, breakdown maintenance, corrective maintenance.
- Investigate plant failures within the Water Scheme plants.
- Provide recommendations to improve the Water Scheme plants performance

3.1.2.1. Electrical Maintenance

- Ensure that all quality control plans are in place for all activities as per Eskom quality procedures
- Responsible for all electrical maintenance on the station and its associated plant. The following areas are included in the works:
- All routine maintenance on transformers and all transformer auxiliaries will be maintained according to the Employer's procedures.
- All routine, outage and opportunity maintenance, testing, fault finding and repairs to all 6.6kV and 3.3kV boards. This includes the following: Breaker testing, Breaker pressure testing, Breaker under-voltage close and trip testing, Routine and breakdown maintenance on breaker mechanism Busbar and busbar link maintenance, Control and indication of breakers
- All routine, outage and opportunity maintenance, testing, fault finding and repairs to all 380V boards feeding from the station's reticulation system. This includes the following: Clean and check of breakers during outages; all breakdown maintenance on 380V boards; 380V Incomer maintenance Busbar maintenance; Volt and Ammeter check and replacements; Repairs as a result of all abnormal incidents on this system will be performed as part of the works.
- All routine, outage and opportunity maintenance, testing, fault finding and repairs to all DC boards. This includes the following: Clean and checking of busbars; Indication; Volt and Ammeter check and replacements; Locating of DC earth faults & DC earth relay maintenance
- All routine, outage and opportunity maintenance, and cleaning on the 15.75kV breaker, earth switch and breaker auxiliaries.

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- All routine, outage and opportunity maintenance, fault finding, testing and repairs on all the 380VAC, 220VAC and 220VDC Motors. Disconnection and reconnection of motors; Direction testing of motor & Testing of motors
- All routine, outage and opportunity maintenance, fault finding, testing and repairs on all the 3.3kV and 6.6kV motors (Disconnection and reconnection of motors Direction testing of motors
- All Electrical Actuators and Solenoids will be responsible for disconnection and reconnection testing
- All routine, outage and opportunity maintenance, fault finding, testing and repairs on the diesel generators and associated equipment. Work will be carried out according to the Employer's procedure NWS1562.
- Undertake all outage and opportunity maintenance, fault finding, testing and repairs on the station electrical reticulation. All electrical reticulation related tasks on the 6.6kV, 3.3kV, 380VAC, 220VAC, 220VDC and 24VDC systems
- Undertake all maintenance, testing, repairs, modifications and fault finding on the 220VAC single phase electrical circuit. This shall exclude all offices and buildings that falls outside the units (None Eskom Buildings). Distribution board maintenance and repairs, 220VAC cabling maintenance, replacements and repairs, 220VAC outlet maintenance, replacements and repairs, Issuing of Certificates of Compliance (CoC), changes to the existing system, repairs to the existing system, earth leakage testing, safety inspections to portable electrical equipment and testing of portable electrical equipment on request
- Undertake all general fault finding and repairs on switchgear, motors, transformers, generators, excitation system, generator auxiliaries, DC system and cables.
- Undertake all routine, outage and opportunity maintenance, testing, fault finding and repairs on all lighting circuits and lights.
- All new electrical installations or changes to the existing electrical system on the Station's 24VDC, 220VAC, 220VDC and 380VAC electrical system. Modification process must be followed.
- Carry out Transformer Rectifier Units inspections
- Carry out Battery testing regularly
- Maintain building and perimeter fence lights
- Work stand-by and overtime

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- Carry out housekeeping

3.1.2.2. Mechanical Maintenance

- Carry out routine maintenance as per the set preventative maintenance and corrective maintenance.
- Carry out repairs of pipelines
- Removal, repair and replacing of bearings
- Refurbish multi-stage Sulzer pumps
- Inspections and repairs on stations' pump/motor lubrication oil systems
- Scrapping of white metal bearings
- Check bearing oil levels
- Replace and/or pull pump glands
- Work stand-by and overtime
- Carry out housekeeping

3.1.2.3. Civil Maintenance

- Carry out repairs on all KWS servitude roads
- Do vegetation management
- Carry out building repairs i.e. walls, ceiling, floors, plumber systems, etc
- Carry out repairs on reservoirs i.e. cleaning
- Work stand-by and overtime
- Carry out housekeeping
- Cleaning of offices, rest rooms, pump stations and workshops.
- Operate tractor, zero turn machine, grass trimmer
- Cut trees
- Removal of alien/invasive species

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3.2 PERFORMANCE SPECIFICATION

- The employees must be in a mental and physical healthy condition to be able to work an average of 8 hours per shift for the maintenance department.
- Working of overtime as per operational requirements when needed.
- Employees must be medically fit.
- Minimum educational requirement for **Senior Technical Supervisor** is a **Fitter/Electrician/boilermaker trade test plus a National N Diploma and or National Diploma Mechanical/Electrical Engineering** with a minimum of 5 years of work experience in maintenance of a power/ water scheme plant.
- Minimum educational requirements for a **Mechanical Technician** is a **National Diploma in Mechanical Engineering** with a minimum of 2 years' experience in maintenance of a power/ water scheme plant
- Minimum educational requirements for a **SHE Officer** is a **National Diploma- Safety management or Environmental/Health with 3 years or more experience in safety; occupational health, Environmental field and quality**
- Minimum educational requirement for **Fitter Artisan** is a **Fitter trade test** with a minimum of 2 years of work experience in maintenance of a power/ water scheme plant.
- Minimum educational requirement for **Boiler maker/Welder Artisan** is a **Boiler Maker/Welder trade test** with a minimum of 2 years of work experience in maintenance of a power/ water scheme plant.
- Minimum educational requirements for a **Utility man** is a Grade 12 with a minimum of a year experience in a power/water/Civil plant.
- Minimum educational requirements for an Administrator is Grade 12 with an Office Administration Certificate and 2 or more years related experience.

3.2.1 Working Times/Allowances

- The work hours will be on normal day shift basis depending on each site shift roster
- Safety officers and Technicians will work normal day shift and standby.
- Site Manager will work normal day shift and be available to resolve site issues after hours and during weekends.
- The maximum number of hours to be paid per month is 176hrs on a basic rate of pay

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- A shift allowance of 15% of the basic rate of pay
- Cell phone allowance need to be paid to key personnel.
- Overtime shall be paid in accordance with the current directive that is capped at 64hrs per month
- The supplier must provide a cover in case someone is on leave at their own cost
- Employees to be available to work standby.

4. Required PPE (Specification to be supplied under SHEQ)

- Overalls-specific to activity
- Safety boots
- 3-point chin strap hard hat
- Gumboots
- Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs
- Dust masks
- Cloth masks
- Respirators

5. Required Tools/Resources

- All Operation staff tools used in the trade for an individual competency. This is a minimum requirement for the contract in terms of skill requirement.
- Other tools and workshops to be provided by the employer in order for the contractor to execute the scope within quality, time and cost effective methodology.

6. Management meetings

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There will be a monthly meeting for the *Contractor* with the *Employer* held at the *Employer's* premises where contract issues will be discussed.

- Safety meeting (once a month / as and when required)
- Contractor's meetings (to be specified)
- Assessments meetings (end of the month on the 25th)
- Any other meetings relating to the *Contractor's* outputs or necessary for business continuity.
- Risk register meeting with the client.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or registers shall not be used for the purpose of identified in the *conditions of contract* to carry out such actions or instructions.

7. Contractor's management, supervision and key people

The *Contractor's* staff structure –The employer must approve any changes to the staff structure, and after the approval the contractor shall submit an updated staff structure.

The *Contractor* shall provide a competent representative to be available on site during all normal working hours (Supervisor).

The Contractor's representative will be required to keep the time sheets which are required, signed at the end of each month.

NB: The Contractor's representative will assume the role of a supervisor or lead for this contract

8. Documentation control

The service provider shall submit all proof of time sheets and delivery note to the employer for assessment. Cleaning control sheets to be signed after each cleaning is completed When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Rotek Industries SOC Ltd.

9. Invoicing and payment

Invoicing and payment turnaround time is 30 days. Assessments are to be conducted from the 26th of each month.

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10. Contract change management

Task Order form to be used when work within the service is instructed to be carried out within a stated period of time. A task Order will be sent to the *Contractor* via an email. In the case of a compensation event, the *Contractor* must give the *Employer* an early warning and a quotation for the total costs, must be submitted electronically by the *Contractor* for that compensation event by email

11. Records of defined cost to be kept by the *Contractor*

All hours worked by the *Contractor* will be done so on approval by the *Employer*. Timesheets will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

12. Training workshops

- Any training required by the *Employer* will be provided e.g. Ethics, HIRA, etc. however any other training additional that the *Contractor* will need, the training costs will be for the *Contractor*. Training may not be conducted during working hours, unless permission is given by the *Employer*.
- The *Contractor* will be trained during the Job Specification Induction training that will be provided by the *Employer* at the beginning of the contract. The *Contractor* may also be trained during Work Stoppages and also any other training as per employer's requirements.
- The following trainings are **mandatory** for the Supervisor and Team leaders. The cost will be for the *employer*.
 - Safety, Health and Environment Representative (SHE Rep.)
 - Applying SHE Principles and Procedure
 - Hazard Identification and Response
 - First Aid level 1
 - Plant Safety Regulations (**each employee will be given 2 chances to pass/complete this training failure to which will lead to termination of services/contract for the affected employees**)

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13. Health, Safety, Environment and Quality assurance

13.1 Health and safety risk management

The Contractor shall at all times comply with the health and safety requirements prescribed by law as they may apply to the services.

The Contractor shall, when coming on site abide by the Lifesaving Rules and COVID-19 safety requirements at all times. These will be provided by the Employer on the start of the contract. The Contractor shall also abide by Safety, Health and Environmental Specifications for Contractors Procedure, which will also be provided by the Employer.

The Employer follows an accident/ incident prevention policy that includes the investigation of all accidents/ incidents involving personnel and property. This is done with the intention of introducing control measures to prevent recurrence of the same incidents. The Contractor is expected to fully co-operate to achieve this objective. Refer to 32-95_Environmental, Occupational Health and safety Incident Management Procedure

The Contractor will be subject to periodic audits by the Employer in order to ensure compliance with the plan. Any deviations will be corrected to the Employer's satisfaction.

The Project Manager has the right to stop the Contractor's work activities which, in the opinion of the Project Manager, is un-safe. The Contractor may only continue with work activities when all safety deficiencies have been corrected to the Service Manager's satisfaction. The Contractor shall have no claim against the Employer in respect of delay due to the above.

14. Environmental constraints and management

The Contractor shall comply with ERI management system. This includes the identification, collection, storage, transportation and disposal of waste. Hazardous waste shall be disposed of in line with the applicable environmental legislation. It is important to note that all spillages must be cleaned immediately and reported to the project manager as soon as possible. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.

NB: In cases of inclement weather, the Project Manager will assess the risk of continuing with the works. When it is unsafe to continue, the Project Manager will stop the works and payment will be per the work covered in this instance.

14.1 Quality assurance requirements

The *Contractor* implements a quality system and maintains the quality system until the completion of the whole of the *works*. The system, will as a minimum, comply with the provisions of the ISO9001 series. The system will be to the *Employer's* satisfaction and will be accepted prior to the

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commencement of any work on site. The *Contractor* will be subject to self-assessments by the *Employer* in order to ensure compliance with the system. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of *Project Manager*, does not meet the requirements of the system and will have a detrimental effect on plant performance. The *Contractor* may only continue with work activities when all deficiencies have been corrected to the *Project Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

The *Contractor* ensures that all plant and materials for the *works* are to the standard and quality accepted by the *Employer* and ensures that they are suitable for the purpose intended by the manufacturer.

The *Contractor* will work according to the *Employer's* standards, specifications, guidelines and procedures. Where no standards, specifications, guidelines and procedures are available, the *Contractor* will work according to the Generation Quality manual and professional guidelines. Where possible, standards will be reflected in the Task Order.

The employer shall evaluate, control and monitor the performance and effectiveness of the Contractor

18. People

Eskom Holdings Limited's requirements regarding employment of unskilled or semi-skilled workers are as follows:

ERI requires that during recruitment of unskilled or semi-skilled labour, a contractor should make every effort to employ minimum target of 100 % suitable candidates from all disciplines from the local community and will only resort to other avenues if the local community cannot provide the required resources.

**The contractor will be required to pay rates in line with the current market rates
The Contractor will be required to make provision for employee leave pay outs in their price rates. **Employee leave payouts will not be claimed from ERI.****

19. Correction of defects

If there is part of work that the *Employer* is not happy with, this will be indicated to the *Contractor* and will have to be rectified by the *Contractor* immediately where reasonably possible or within 5 working days after the defect was reported

20. Plant & Materials provided by the Employer

- a. Water and Electricity
- b. Lighting and Ventilation
- c. Ablution facilities

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- d. Sitting facilities
- e. Kitchen facilities
- f. All required tools
- g. Specialised PPE

NB: The *Contractor* will be responsible for their meals and own accommodation

21. Working on the Affected Property

Under no circumstances will the *Contractor* do the work without proper PPE. The Supervisor on the *Contractor's* side will make it his duty to make sure that this is properly addressed.

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

The Contractor's access to site shall be in line with the Site access procedure.

The Contractor shall be required to make an application for his employees to enter site for the duration of the contract, including defects period. The permits shall only be issued once the Contractor's employees have attended the safety induction training and have undergone medical checks. The safety induction will be for the Employer's account.

The medical checks will be for the Contractor's account.

All contractor employee shall provide a criminal record check prior to security allowing access to the station. The cost of this is for the contractors account.

21.2 Documentation control

The service provider shall submit all proof of purchase, time sheets and delivery note to the employer for assessment. Cleaning control sheets to be signed after each cleaning is completed (in respect of the COVID 19 pandemic)

21.3 Invoicing and payment

Invoicing and payment turnaround time is 30 days. Assessments are to be conducted from the 26th of each month.

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21.4 Contract change management

Task Order form to be used when work within the service is instructed to be carried out within a stated period of time. A task Order will be sent to the *Contractor* via an email. In the case of a compensation event, the *Contractor* must give the *Employer* an early warning and a quotation for the total costs, must be submitted electronically by the *Contractor* for that compensation event by email

21.5 Records of defined cost to be kept by the *Contractor*

All hours worked by the *Contractor* will be done so on approval by the *Employer*. Timesheets will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

22. Training workshops

- Any training required by the *Employer* will be provided e.g. Ethics, HIRA, etc however any other training additional that the *Contractor* will need, the training costs will be for the *Contractor*. Training may not be conducted during working hours, unless permission is given by the *Employer*.
- The *Contractor* will be trained during the Job Specification Induction training that will be provided by the *Employer* at the beginning of the contract. The *Contractor* may also be trained during Work Stoppages and also any other training as per employer's requirements.
- The following training is necessary for the Supervisor and Team leaders. The cost will be for the *Contractor*:
 - Safety, Health and Environment Representative (SHE Rep.)
 - Applying SHE Principles and Procedure
 - Hazard Identification and Response
 - First Aid level 1

23. List of drawings

N/A

24. Acceptance

This document has been seen and accepted by:

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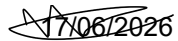
Name	Designation
ERI BMS Representative	HOD

25. Revisions

Date	Rev.	Compiler	Remarks

26. Acknowledgements

Technical Team

 17/06/2026

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