Eskom National Transmission Company South Africa ™	**Specification**	**NTCSA**

Title:	**SCOPE OF WORK DOCUMENT FOR PROVISION OF FIRE EQUIPMENT INSPECTION, REPAIRS, TESTING AND MAINTENANCE FOR EAST GRID ON AN AS AND WHEN REQUIRED BASIS**	Unique Identifier:	Internal Document
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1. INTRODUCTION

A fire equipment maintenance and servicing contract is required to keep all fire and emergency equipment within NTCSA at an acceptable standard and condition as required by the Occupational Health and Safety act 85 of 1993, National Building Regulation no.103 of 1977 and SANS 1475 Production of Reconditioned Fire Fighting equipment. Maintenance and inspections performed shall be on an as and required basis. Schedules for routine maintenance will be stipulated under description of the services.

This is contract will render a service to the NTCSA Real Estate property portfolio within the KwaZulu Natal province which includes the Eastern Grid (consisting of 21 substations, 1 regional office and 4 Customer Load Network (CLN), as well as Transmission Telecoms (consisting of 2 telecoms offices) for a period of 60 months on an as and when required basis.

This will include provision of labour and equipment and its maintenance.This document outlines the roles and responsibilities as well as what the scope of work will entail.

2. SUPPORTING CLAUSES

2.1 SCOPE

2.1.1 Purpose

The purpose of this project is to provide a full range of inspection, repairs, testing, installation and maintenance services of fire equipment as determined by the Employer.

2.1.2 Applicability

This document applies to all the Fire and emergency equipment inspection, testing and maintenance at NTCSA in the KwaZulu Natal Province.

2.1.3 Effective date

The effective date of this document is as per the date and signature of the functional manager as indicated on the cover page of this document.

2.2 Normative/Informative References

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

2.2.1 Normative

[1] Act No 85: Occupational Health and Safety Act & Regulations.

[2] Act No 102: National Key Points.

[3] ISO 9001: Quality Management Systems.

[4] 34-1168: Colour coding, symbolic safety signs and demarcation.

[5] 32-37: Eskom Substance Abuse Procedure.

[6] 240-62946386: Eskom Vehicle and Driver Safety Management Procedure.

[7] 32-726: S.H.E. Requirements for the Eskom Commercial Process.

Note: See Annexure B: SHE Requirements for Tender Enquiries.

Annexure C: SHE Tender Evaluation and Scoring Card.

Annexure D: SHE Post-Contract Reviews.

[8] 240-62196227: Eskom Life Saving Rules Standards.

[9] SANS 1475: Production of Reconditioned Fire Fighting Equipment

[10] ISO 14001: Environmental management System, requirements with guidance for use ISO 14001 2004.

[11] ISO 45001:2018 Occupational Health and Safety Management Systems Informative, Requirements.

[12] 32-123 Eskom Standard for Emergency Planning.

[13] 240-54937454: Inspection, Testing and Maintenance of Fire Protection Systems Standard

[14] National Building Regulations and Building Standards Act 103 of 1977

2.2.2 Informative

- SANS 306-4, Fire extinguishing installations and equipment on premises.
- SANS 193 Fire Dampers
- SANS 7240-16 Fire detection and alarm systems Part 16: Sound system control and indicating equipment
- SANS 543, Fire hose reels (with semi-rigid hose).
- SANS1475-2

- SANS 10105-1
- SANAS approval for CO2 pressure testing
- NFPA 12 Standard on Carbon Dioxide Extinguishing Systems
- NFPA 17 Standard for Dry Chemical Extinguishing Systems
- NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

2.2 ABBREVIATIONS

Abbreviation	Explanation
COC	Certificate of Compliance
FDS	Fire Detection System
FIP	Fire Indication Panel also called a CIE
ISO	International Standards Organisation
ITM	Inspection, Testing and Preventative Maintenance
ITP	Inspection, Testing and Procedures
SHE	Safety Health and Environment
SANS	South African National Standards
SAQCC Fire	South African Qualification & Certification Committee Fire

2.3 ROLES AND RESPONSIBILITIES

The *Contractor* shall ensure that:

- Inspection, testing and maintenance measures are to be performed by competent persons only. The FDS competent persons are to ensure that they fully comply with the following requirements as per the different classifications of activities undertaken on the Fire Detection Systems:

Testing Activities without Tools (Maintenance personnel or Fire Officers)
✓ These are individuals who perform procedures used to determine the status of the systems as intended, by conducting periodic physical tests and checks on the systems.

Testing Activities with Tools (Maintenance personnel)
✓ These are individuals who perform procedures with dedicated and certified tools for the purpose of testing, which are used to determine the status of the systems as intended, by conducting periodic physical tests and checks on the systems.

✓ c) The maintenance personnel shall be declared competent on the Plant Safety Regulations.

Maintenance Activities

✓ The individuals who perform those procedures, adjustments, replacement of components and maintenance activities as described in the OEM O&M manuals and Eskom Work Instructions, that can affect any aspect of the performance of the fire equipment systems.
✓ The maintenance personnel shall be qualified (SAQCC Fire Serviceman) in the maintenance and servicing of the fire equipment or systems.
✓ The maintenance personnel shall have OEM certified training and declared competent on the specific type and brand of fire system being serviced at the maintenance support levels.

- The Employees of the service provider shall comply with Eskom's policies and NTCSA site regulations.
- Workmanship shall, at all times, be of a grade accepted as the best practice of the particular trade involved and as stipulated in written standards of recognised organisations or institutions of the respective trades, except as exceeded or qualified by the specifications. The *Employer* shall determine the acceptability of workmanship.
- The Contractor shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015 to the Employer for approval. This plan must ensure an integrated quality service as part of the contract. Execution of all quality related activities, including inspection and test plans compilation and execution, spares material quality inspections and all quality related record keeping is part of the Contractor's scope of work.

3. DOCUMENT CONTENT

3.1 REQUIREMENTS

3.1.1 Adherence to Eskom generic policies

All *Contractor Employees* shall comply with the non-use of cell phones in restricted areas, adherence to Eskom's life-saving rules, no smoking policy, etc.

3.1.2 Provision of Manpower

The successful *Contractor* shall utilise / provide skilled and suitably qualified staff as governed by NTCSA Maintenance Contracts User Specification Requirements and should conform to: -

- Quality Management Control and Assurance as per ISO Standards.
- Have a valid South African Qualifications Certification Committee (SAQCC) certificate.
- Occupational Health and Safety Act 85/1993 and (SHE) Standards
- Procedure writing.
- Have valid medical fitness certificate.

3.1.3 *Contractor's* Management, Meetings and Key People

- The *Contractor* shall be required to do safety induction prior to start any work on site.
- The *Contractor's* safety file must be approved before any work commence on site.
- Other contract related meetings shall be communicated to the *Contractor* on arrival to site.

3.1.4 Plant and Material

- All spares and materials required for repairing, maintaining, replacing and new fitting will be provided by the *Contractor*.
- Any damage caused is repaired by the *Contractor* at his/her own cost prior to take over.

3.1.5 Equipment

The *Contractor* shall provide all tools and equipment required for the project.

3.2 MANAGEMENT REPORTING AND PROCESS FOR MONITORING

The *Employer* will establish a sound contract management principle.

3.2.1 General Requirements

- The *Contractor* immediately reports all injuries as well as any threat to health or safety of which he/she becomes aware of on the site of the *Employer*.
- The *Contractor* shall provide in writing a works programme with achievable timeslines to the *Employer* before commencement of the project.
- The *Contractor* shall provide to the Employer a progress report that speaks to the works programme, all delays shall be explained to the *Employer*.
- The *Contractor's* performance evaluation shall be done during ad hoc meetings between the *Contractor* and the *Employer* during the project period.
- The *Contractor* shall carry out tasks as described in the scope of work and will only report to the *Employers* contract manager appointed for this project.

3.3 APPLICABLE SCOPE OF WORK

3.3.1 Works

The *Contractor* will be expected to perform the following activities: -

Extinguishers

- Extinguisher is to be removed from its position and replaced with serviceable one.
- Extinguisher to be stripped.
- Extinguisher is to be inspected for any defects, such as rust, cracks etc.
- Extinguisher hoses that have deteriorated from exposure to the elements are to replaced.
- Extinguisher gauges are to checked and calibrated.
- Extinguishers that have faded or slightly rusted areas are to be sandblasted and repainted and all decals replaced.
- Extinguishers are to be pressure tested .
- Extinguishers are to be supplied with pressure test certificates post service.
- Extinguishers are to be replaced with decal sticker showing when next service is due .
- Ensure Hydrostatic testing of CO2 extinguishers with Certificate when required.
- Inspect stickers to be added indicating next service date.
- Ensure Fire extinguisher bracket mountings are in place and in good condition.
- Inspect extinguisher trolleys, repair where necessary.

Hose Reels

- Hose reels are to be inspected and replaced when necessary.
- Inspect isolation valves functionality and repair or replace when defective.
- Hoses are to be check for deterioration.
- Nozzles are to be checked if still in place.
- Leaking seals are to be replaced.

Hydrants

- Hose connection seals are to be checked if in place
- Hydrant to be checked for leaks.
- Hydrant to be Flushed.
- Fire hoses are to be inspected and replaced if required.
- Fire hydrants needs to be provided with a length of appropriate fire hose 24 meters or 30 meters and a spry nozzle.
- The pump must be checked to ensure it is giving rated pressure.

Detection and Alarms

- All stand-alone fire detectors and alarms are to be tested and if necessary replaced.
- Check if the system is working correctly. Record faults and failures, and fix.
- Test all detectors, as well as smoke and flame detectors. Make sure to calibrate alarm sensors.
- Check any physical damages to any component part and fix where necessary.

3.3.2 Area of applicability

This scope shall be applicable to all sites listed below:

CLN	**Site Name**	**Address**	**Purpose**
Empangeni	Empangeni Depot	2 Bronze Street, Empangeni	Depo
Empangeni	Impala Substation Armed NKP	-28 45.952 31 56.803	Sub Station
Empangeni	Athene Substation Armed NKP	-28 45.483 31 55.633	Sub Station
Empangeni	Invubu Substation	-28 41.304 32 2.19	Sub Station
Empangeni	Rabbit substation		Sub Station
Empangeni	Empangeni Telecoms office	Empangeni CNC, 1 Bronze Street, Empangeni	Office
Ladysmith	Danskraal Depot	-28 33.917 29 50.083	Depo
Ladysmith	Bloukrans Substation	-28 45.6 29 51.1	Sub Station
Ladysmith	Danskraal Substation	-28 33.917 29 50.083	Sub Station
Ladysmith	Tugela Substation	-28 34.8 29 19.3	Sub Station
Ladysmith	Venus Substation	-28 56.28 29 50.744	Sub Station
Ladysmith	Ingula Substation	-	Sub Station
Ladysmith	Drakensberg		Sub Station
Pinetown	Pinetown Depot		Depo
Pinetown	Georgedale Substation	-29 46.967 30 36.833	Sub Station
Pinetown	Mersey Substation	-29 23.583 30 28.667	Sub Station
Pinetown	Ariadne Substation	-29 43.741 30 23.422	Sub Station
Pinetown	Eros Substation	-30 36.358 29 54.282	Sub Station
Pinetown	Avon Substation	-29 25.039 31 9.662	Sub Station
Pinetown	Illovo Substation	-30 4.5 30 50	Sub Station

Pinetown	Hector Substation	-29 46.711 30 39.66	Sub Station
Pinetown	Westville Area Office	1 Langford road, Westville	Offices
Pinetown	Shelly Beach/Hibberdene Telecoms office	Hibberdene CNC	Office
Newcastle	Newcastle Depot		Depo
Newcastle	Incandu Substation	-27 43.167 29 58.733	Sub Station
Newcastle	Chivelston Substation	-27 50.25 29 59.368	Sub Station
Newcastle	Ingangane Substation	-27 50.716 29 59.098	Sub Station
Newcastle	Umfolozi Substation	-28 12.923 31 11.222	Sub Station
Newcastle	Bloedrivier Substation	-27 53.667 30 34.583	Sub Station
Newcastle	Pegasus Substation NKP ARMED		Sub Station

3.3.3 Access, working platforms and scaffolding

- No scaffolding and platforms will be used without it having been safety cleared and the required documentation completed as per SANS 10085-1:2004 or recent version.
- Scaffolding and platforms will be supplied and daily inspected by the *Contractor*.
- All working at heights apparel should be certified and inspected before use.

3.3.4 Access for and interface with other Contractor

- During the progress of the work the *Contractor* shall provide reasonable access to other *Contractors* to execute work carried out by other *Contractors.*
- The *Contractor* will ensure that any damages made during the execution of their activities will be repaired (*Contractor's* cost) to the satisfaction of the *Employer* and that the *Employer* will not suffer adverse inconvenience in utilising parts of the complex during the project execution.

4. Revisions

Date	Rev.	Compiler	Remarks

5. Development Team

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

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