Eskom Rotek Industries	**Scope of Works**	**Eskom Rotek Industries**

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1. INTRODUCTION

ERI BMS Medupi requires an enabling contract for Ash and Coal operations and maintenance The Operation is on a twenty-four hour per day, seven days per week basis. The contract is on an as and when basis supply of services.

The activities quantities to be handled vary from month to month depending on the Power Stations coal burning and ash handling demands. Operation activities required entails:

- Preventative maintenance
- Corrective maintenance
- Planned maintenance
- Emergency breakdown
- Standby duties for call out purposes
- Commissioning activities as and when required
- The Contractor shall perform housekeeping and any other mechanical requirements at no additional costs.
- Maintain high, “Good Housekeeping” standards in and around the machinery and work area
- Avoid any spillages from plant due to maintenance or operating that contaminates the environment
- Comply to sites specific requirements as clearly displayed by the site management including but not limited to SHEQ requirements
- The successful maintenance service provider shall supply, deliver plant maintenance service as agreed upon in the contract.
- The successful service provider shall provide all labour, administration, and management to perform the plant maintenance service as always required.
- Labour recruitment shall follow established recruitment protocols at that operating site

2. SUPPORTING CLAUSES

The scope of work to for the provision of Maintenance services enabling contract at Medupi Power Station

2.1.1 Purpose

The purpose of this document is to provide the requirements for the **Maintenance services enabling contract** needed by the employees of BMS Ash and Coal project.

2.1.2 Applicability

This document shall apply to Medupi Power Station BMS coal and ash maintenance and operations project.

SPECIAL NOTES

- Any details or documents accompanying this Scope of Works are strictly for Tender purposes ONLY; and meant to give potential Contractor information.

2.2 NORMATIVE/INFORMATIVE REFERENCES

2.2.1 Normative

The applicable reference documents are listed below. These documents (latest revision) form part of this specification to the extent as specified in this specification. In the event of a conflict between the text of this specification and the applicable parts of the Eskom documents listed below, the text of this specification takes precedence. However, this specification does not supersede applicable laws and regulations (including the SANS standards), unless a specific exemption has been obtained from the relevant authorities.

[1.] 240-53665024 : Engineering Quality Manual.
[2.] ISO 9001 : Quality Management Systems.
[3.] 240 – 1065658000 : Supplier Quality Management Specification.
[4.] 200 - 1689 : Project Quality Plan
[5.] 200 – 1679 : Medupi Quality Specifications
[6.] 200 – 5667 : Control of Drawings Procedure
[7.] 240-106628253 : Standard for Welding Requirement on Eskom Plant
[8.] 240-49230046 : Failure Mode and Effect Analysis Guidelines
[9.] SANS 1123 : Flanges and Bolting for Valves, Pipes, and Fittings
[10.] SANS 347 : Categorization and conformity assessment criteria for all pressure equipment.

2.2.2 Informative

[1] OHS Act : Occupational Health and Safety Act of 1993.

2.3 DEFINITIONS

Within context of this Scope of Works, the following terms are explained in table below:

Definition	Description
Contractor	The appointed person to perform the works
Accommodation	A building or room in which someone may live or stay.
Rental	An amount paid or received as rent.

2.3.1 Disclosure Classification

Controlled Disclosure: Controlled Disclosure to external parties (either enforced by law, or discretionary)

2.4 ABBREVIATIONS

Abbreviation	Description
BMS	Bulk Material Services
DHP	Dust Handling Plant
ACP	Ash Conditioning Plant
SANAS	South African National Accreditation System
SANS	South African National Standards
QMS	Quality Management System
OEM	Original Equipment manufacturer
ISO	International Standards Organization
OHS	Occupational Health and Safety Act

2.5 ROLES AND RESPONSIBILITIES

2.5.1 Eskom Rotek Industries

- Ensure that the contractor/supplier has the relevant and applicable standards and specifications governing the supply of the engineering works on plant equipment
- Ensure that the supplier has the right revision of approved construction drawings with correct quantities.
- Ensure the contractor has convenient access to Medupi Site for the Supplier.
- Ensure the contractor understands Medupi's site-specific regulations relating to Safety, Health Environment and Quality

2.5.2 Contractor/Supplier

- Ensure that the Supply and Supplied Works conform to and satisfy to the specifications as set out in this scope of works.
- Ensure they obtain useful and relevant information to enable effective completion of the works, including but not limited to Specifications, approved construction drawings, any OEM Manual, plant Operation manual/s.
- Ensure they communicate with ERI to understand the full nature of the Scope of works required.
- Ensure they understand the time frames set for completion of the Works.

2.5.3 Site Manager

- Overseeing all site activities
- Organising and mobilising of resources
- Communication with the client
- Issuing instructions to supervisors and other team members

- Conducting of SMATS
- Managing spares availability
- Ensuring that all safety processes are adhered to
- Ensuring that work execution is done to the acceptable quality standards
- Documentation of all activities
- Submitting required reports to the employer
- Financial management
- Scope management
- Time management

2.5.4 Senior Supervisor Technical

- Conduct planning of activities for all teams (deploy resources as necessitated by business needs)
- Routine plant visit/walk to area of responsibility
- Ensure that all plant repairs are conducted qualitatively.
- Provide on job training to subordinates.
- Co-ordinate Maintenance of plant in accordance with laid down procedures and instructions.
- Co-ordinate permit to work process within section.
- Ensure all duties are carried out as per instruction.
- Ensure good housekeeping in area of responsibility.
- Ensure that plant inspections are done as per the planned maintenance orders and feedback given to the planning section to generate follow up work.
- Ensure that all defective spares removed from the plant are booked back to the stores for repairs through a rotable process.
- Manage spares availability
- Communicate with stakeholders
- Highlight risk in the plant beforehand.
- Update and sign off log sheet on Flip system.
- Conduct Risk assessment before commencing any task.
- Attend toolbox talk and chair if needed
- Ensure relevant PPE is issued as per risk assessment
- Ensure work instructions, procedures and policies are followed at all times
- Conduct PTW (Permit to work), LARs (Limited access register), spot checks & PJO's (Planned Job Observations)
- Perform JO's on listed critical tasks in order to supervise operational activities and correct behaviour
- Conduct job observations and (SMATS) as per business requirements
- Report all quality and environmental issues

- Strive for the best quality workmanship.
- Promote safety, health, environment and quality at all times.
- Report any incidents, damaged or lost equipment
- Enforce good housekeeping at all time
- Compliance to life saving rules and HPC points
- Carry out any other lawful instruction given out by the next line manager
- Execute duties promptly and safely.
- Safeguard tools and safety equipment issued.
- Keep good relationship with all personnel.
- Be neat, self-sufficient and presentable
- Must be able to work under pressure
- Clean work area.
- Ensure good team work
- Ensure good communication
- Be available to assist and supervise other plants

2.5.5 Technician

- Conduct planning of activities for all teams (giving support to the teams)
- Routine plant visit/walk to area of responsibility
- Ensure that all plant repairs are conducted qualitatively by conducting quality inspections.
- Inspect all spares before installation to ensure that they are free from defects.
- Co-ordinate Maintenance of plant in accordance with laid down procedures and instructions.
- Take out permit to work process within section.
- Ensure all duties are carried out as per instruction.
- Ensure good housekeeping in area of responsibility.
- Ensure that plant Work orders are up to date in terms of information, and time durations.
- Ensure that a clear scope of work to repair defective spares is issued for quality repairs.
- Manage plant availability
- Manage spares availability
- Communicate with stakeholders
- Make recommendations to improve the plant availability and reliability
- Conduct Risk assessment before commencing any task.
- Attend toolbox talk and chair if needed
- Ensure work instructions, procedures and policies are up to date.
- Ensure all tasks have a safe working procedures and quality control documentation.

- Conduct PTW (Permit to work), LARs (Limited access register), spot checks & PJO's (Planned Job Observations)
- Perform JO's on listed critical tasks in order to supervise operational activities and correct behaviour
- Conduct job observations and (SMATS) as per business requirements
- Report all quality and environmental issues
- Strive for the best quality workmanship.
- Promote safety, health, environment and quality at all times.
- Report any incidents, damaged or lost equipment
- Enforce good housekeeping at all time
- Compliance to life saving rules and HPC points
- Carry out any other lawful instruction given out by the next line manager
- Execute duties promptly and safely.
- Safeguard tools and safety equipment issued.
- Keep good relationship with all personnel.
- Be neat, self-sufficient and presentable
- Must be able to work under pressure
- Clean work area.
- Ensure good team work
- Ensure good communication
- Be available to assist and supervise other plants

2.5.6 SHE Officer

- Conduct plant inspections and generate inspection reports
- Conduct site induction
- Routine plant visit/walk
- Support Site Manager during audits
- Ensure corrective action measures are implemented and closed out.
- Communicate with stakeholders
- Make recommendations to improve the plant availability and reliability
- Conduct Risk assessment before commencing any task.
- Attend toolbox talk and chair if needed
- Conduct PTW (Permit to work), LARs (Limited access register), spot checks & PJO's (Planned Job Observations)
- Conduct job observations and (SMATS) as per business requirements
- Report all quality and environmental issues

- Promote safety, health, environment and quality at all times.
- Report any incidents, damaged or lost equipment
- Compliance to life saving rules and HPC points
- Carry out any other lawful instruction given out by the line manager
- Execute duties promptly and safely.
- Keep good relationship with all personnel.
- Be neat, self-sufficient and presentable
- Must be able to work under pressure
- Clean work area.
- Ensure good team work
- Ensure good communication

2.5.7 Fitter/Boilermaker/Control & Instrumentation

- Obey all lawful instructions
- Familiarize with:
- The applicable work instructions and procedures in place
- Safe working conditions and procedures
- All legal and contractual requirements
- Discipline
- Inspect the plant thoroughly and report defects
- Maintain plant in accordance with laid down standards
- Execute recommendations from the condition monitoring report and give feedback.
- Give feedback to the supervisor
- Conduct on job training to utility man
- Communicate with previous operating section
- Verify with plant status.
- Ensure that the plant is clean after working on it.
- Conduct plant inspections as per PM orders on SAP.
- Repair defective plant items as per corrective maintenance
- Report all defects on the plant to Senior Technical Supervisor. Ensure SAP defects is loaded and SAP number is generated.
- Responsible for own safety.
- Responsible for personal protective equipment issued by the company.
- Take full responsibility of the 2 way radio that is issued to you.
- Execute duties promptly and safely.
- Safeguard tools and safety equipment issued.

- Keep good relationship with all personnel.
- Always ensure that SHEQ standards are met.
- Strive for the best quality workmanship.
- Report any incidents, damaged or lost equipment
- Always ensure that SHEQ standards are met.
- Strive for the best quality workmanship.
- Promote safety and quality at all times.
- Be neat, self-sufficient and presentable
- Must be able to work under pressure
- Should be able to perform extra duties required from time to time
- Keep Senior Technical Supervisor informed on plant and task status on a daily basis.

2.5.8 Utility man

- Obey all lawful instructions.
- Assist Artisans and Technician in executing allocated work
- Keep work area clean before and after executing the task
- Clean tools
- Keep the workshop area clean
- Assisting with barricading the propane gas truck before off-loading it.
- Conduct Risk assessment before commencing any task
- Attend toolbox talk
- Ensure relevant PPE is used as per Risk Assessment.
- Ensure that work instructions, procedures and policies are followed at all times
- Strive for the best quality workmanship.
- Promote safety, health, environment and quality at all times.
- Report any incidents, damaged or lost equipment
- Enforce good housekeeping at all time
- Compliance to life saving rules
- Carry out any other lawful instruction given out by the supervisor
- Execute duties promptly and safely.
- Safeguard tools and safety equipment issued.
- Keep good relationship with all personnel.
- Be neat, self-sufficient and presentable
- Must be able to work under pressure

- Ensure housekeeping is done.

2.6 PROCESS FOR MONITORING

The schedule and target delivery date of all items will be communicated by the **supplier,** in writing to Eskom Rotek Industries after order placement with **fixed and firm dates**.

2.7 RELATED OR SUPPORTING DOCUMENTS

- N/A

3. SCOPE OF WORK

3.1 PERFORMANCE SPECIFICATION

- The employees must be in a mental and physical healthy condition to be able to work an average of 12 hours per shifts for the night shift, and a full 8-hour day shift
- Working of overtime as per operational requirements when needed.
- Employees must be medically fit.
- Minimum educational requirements for Site Manager is a National Diploma (Electrical/Mechanical/Control & Instrumentation) with a minimum of 5 years' experience in a power plant environment of which 2 years is at a supervisory/management level.
- 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 plant.
- Minimum educational requirements for a Control and Instrumentation Technician is a National Diploma in Electrical Engineering (Process) with a minimum of two years' experience in a power plant environment.
- 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 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 Section 13/Section 26D Fitter trade test with a minimum of 2 years of work experience in maintenance of a power plant.
- Minimum educational requirement for Boiler maker Artisan is a Section 13/Section 26D Boiler Maker trade test with a minimum of 2 years of work experience in maintenance of a power plant.
- Minimum educational requirements for a Utility man is a Grade 12 with a minimum of a year experience in a power plant/heavy industry.

3.2. WORKING TIMES

- The work hours for day personnel at Kusile maintenance will be 07h00-16h15, thereafter standby and overtime will be applicable.

- The work hours for shift personnel at Kusile maintenance will be 07h00-19h00 dayshift and 19h00-07h00 nightshift 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 shifts are 12hrs to cover the 24hr day and the starting times will be communicated upon commencement of contract
- The shift cycle is 4 x 4 shift cycle and the roster will be communicated upon commencement of contract
- The maximum number of hours to be paid for a shift worker per month is 183hrs on a basic rate of pay
- A shift allowance of 15% of the basic rate of pay
- Overtime shall be paid in accordance with the current directive
- The supplier must provide a cover in case someone is on leave at their own cost
- The payment of the shift workers must be aligned to what is prescribed as per the Basic Conditions of employment act

3.3. EMPLOYER'S REQUIREMENTS FOR THE SERVICE

3.3.1. FUNCTIONS AND SERVICES SCOPE OF WORK

The overall functions and services required to service Medupi Power Station materials handling include maintenance, inspection and monitoring of plant, cleaning, rehabilitation of ground, construction of the ash dumps and management of the ash dumps and storm water control dams as well as management of coal stock yard including stacking and reclaiming of coal.

Maintenance of all systems will be conducted as per Employers instructions, processes & systems and according all hazardous location specifications. The Contractor shall perform leak checks on all responsible plant areas and inform the Employers representative accordingly. The Contractor shall be responsible for statutory inspections / tests as defined by the Employer and supply the Employer with proof of such tests. The Contractor shall ensure the integrity of Plant labelling and that deficiency with regards to KKS labelling is reported immediately.

- The scope includes attendance to breakdowns, defects, fault finding and repairs thereof. Below are detailed functions required under each discipline.

3.3.2. Control and Instrumentation SOW

- Maintenance and repairs required on field instrumentation. This requirement is applicable to fault identification and repair unto the electronic card / module level.
- Plant inspections to ensure the integrity of all C&I installations and equipment.
- Functional testing of field equipment as per maintenance strategy requirement.
- Calibration of instrumentation as per maintenance strategy requirements.

- Fault finding and repair of control system equipment including DCS's, PLC's, Networks, Signal Cables and / or Field Equipment.
- Cleaning of C&I equipment, junction boxes and cubicles.
- Replacement of Network and or Signal cables as and when required.
- Stroke checking and adjustment of actuator limits and position indication equipment.
- Monitor and repair of control system faults on equipment associated with and included in the area of responsibility listed under Materials Handling.
- Ensure that interphases to the HMI and any other system requiring signals exchange with Materials Handling system PLC's and DCS's are maintained to such a level that will ensure plant reliability and availability requirements.
- Assist during fault finding and repair when signal exchange between the Materials Handling and any other system is defective.
- **Note!** All C&I activities shall be aligned to the Management of Medupi Power Station Control and Instrumentation manual ref nr 237 – 0040.

3.3.3. Mechanical SOW

3.3.3.1 Coal plant:

- Conduct scheduled inspections and tasks as per the 'Medupi Coal Plant Maintenance Strategy' - 240-78790897. Apart from the scheduled inspections and task in the maintenance strategy, the following repair or replacement tasks are envisaged on the Coal Plant.
- **Coal Conveyors**
- Replacement of conveyor belt idlers including self-training idlers
- Training of conveyor belts
- Inspection, adjustment and repair of conveyor belt scrapers
- Replacement of conveyor belts
- Hot vulcanised splicing of conveyor belts
- Replacement of pulley lagging (rubber and ceramic)
- Replacement and alignment of conveyor drive gearboxes, couplings and motors
- Replacement of pulleys and pulley bearings
- Replacement and repair of moveable heads and their associated components (winches, wheels cables, moveable idler frames and connecting rods)
- Replacement and repair of belt tensioning and take-up systems and their associated components (winches, wheels, cables and capstan brakes)
- Repair chutes and replace missing or worn liners in chutes and spoon chutes/deflectors plates
- Repair and replacement of damaged structural components and mounting brackets
- Repair and replacement sump pumps and associated equipment

3.3.3.2. Ash Plant

- Conduct scheduled inspections and tasks as per the 'Medupi Mixed Ash Plant Maintenance Strategy' - 237-603-AE-SG.
- Apart from the scheduled inspections and task in the maintenance strategy, the following repair or replacement tasks are envisaged on the Ash Plant.

Ash conveyors

- Replacement of conveyor belt idlers including self-training idlers
- Training of conveyor belts
- Inspection and adjustment/repair of conveyor belt scrapers
- Replacement of conveyor belts
- Hot vulcanised splicing of conveyor belts
- Replacement of pulley lagging(rubber and ceramic)
- Replacement and alignment of conveyor drive gearboxes, couplings and motors
- Replacement of pulleys and pulley bearings
- Replacement and repair of moveable heads and their associated components (winches, wheels cables, moveable idler frame and connecting rods)
- Replacement and repair of belt tensioning and take-up systems and their associated components(winches, wheels, cables and capstan brakes)
- Repair chutes and replace missing or worn liners in chutes and spoon chutes/deflectors plates
- Repair or replace auto lubrication unit pumps and components
- Repair and replacement of damaged structural components and mounting brackets
- Sump pumps and associated equipment repair and replacement

Ash Stackers and Reclaimer

- Boom and link conveyor task as per the conveyor requirements above
- Replacement of hydraulic filters
- Cleaning of hydraulic system and heat exchangers
- Repair of hydraulic piping and fittings
- Replacement of crawler hydraulic drive components (electric motor, hydraulic motor, planetary gearbox, pumps, piping and fittings).
- Replacement of slew drive gearbox and motor
- Repair and replacement of boom luffing hydraulic system components
- Replacement of Cable reel drive components including gearbox, coupling and bearings
- Replacement of tripper car travel drive gearboxes, motors, wheels and bearings

- Replacement of hydraulic belt tensioning system and components
- Replacement of crawler bogie wheels.
- Repair and replacement of rail clamp and components

3.3.4. Electrical Maintenance SOW

- Conduct scheduled electrical inspections and tasks as per the following maintenance strategies in the respective plant areas:
- Medupi Power Station Low and Medium Voltage Switchgear Plant Maintenance Strategy - 237-48-EE-SG
- Medupi Power Station Variable Speed Drives Maintenance Strategy - 237-167-EE-SG
- Medupi Power Station Motors Maintenance Strategy - 237-147-EE-SG
- Medupi Power Station Transformers Maintenance Strategy - 237-63-EE-SG
- Medupi Power Station Earthing & Lightning Protection Maintenance Strategy - 237-160-EE-SG
- Medupi Power Station Cables & Cable Racks Maintenance Strategy - 237-159-EE-SG
- Medupi Power Station Small Power & Lighting Maintenance Strategy - 237-161-EE-SG

- Table 2 is a summary of the typical inspections and tasks required, but it also include repair task and other activities that might be required from time, as a result of defects or failures

Table 2: Electrical SOW Requirements

Motors	**Cabling**	**Actuators**	**MV and LV Switchgear**	**Transformers (Oil Encapsulated)**
External inspections, Clean motors, check for mechanical damage, oil leaks and coolant leaks	Conduct cable fault location	Check the cabling, glands and the connections	External inspections, Cleaning of switchgear, control panels and circuit breakers	External inspections, Check oil levels & leaks, all applied settings on protection and measurement

3.4. REQUIRED MAINTENANCE SERVICE PLANT SPECIFICATION

The specification included is a minimum guideline for the required maintenance and can only be used as an indicator of the class of the maintenance that is required. The quantities are an estimate of requirements is based on and as and when required basis.

ITEM No.	ITEM DESCRIPTION
1.	Preventative maintenance
2.	Corrective maintenance
3.	Planned maintenance

4.	Emergency breakdown
5.	Standby duties for call out purposes
6.	Commissioning activities as and when required
7.	The Contractor shall perform housekeeping and any other mechanical requirements at no additional costs.

The successful service provider ensures that the maintenance objective of attaining average 90% availability per week per Equipment

The successful service provider notifies the site management when there are challenges that affect the operation for maintenance purposes and the duration of the maintenance activity.

The successful service provider obtains the acceptance of the Project Manager in writing prior to reallocation of maintenance services to other work area.

3.5. DELIVERABLES

The successful maintenance service plant provider shall provide a maintenance plan for work execution daily to the site manager. The successful service provider provides maintenance of assets service to BMS within the specified time of notice given in writing

4. MANAGEMENT STRATEGY AND START UP.

4.1 THE *CONTRACTOR*'S PLAN FOR THE *SERVICE*

The contractor is required to submit plan for service within 7 days after receiving a work instruction from the service manager

4.2 MANAGEMENT MEETINGS

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk registers and compensation events	As and when required	Site offices or Head Office	*Employer* and *Contractor*
Overall contract progress and feedback	As and when required	Site offices or Head Office	*Employer* and *Contractor*

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.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened 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.

5. HEALTH AND SAFETY, THE ENVIRONMENT AND QUALITY ASSURANCE

5.1 HEALTH AND SAFETY RISK MANAGEMENT

The Maintenance service provider complies with the requirements of the OHS Act 85 of 1993 as well as the Employer's Standards and Procedures regarding 'Health and Safety at Eskom Power Stations'

The Maintenance service provider co-operates fully with the Employer's accident prevention procedure Document 32-95 as provided to mobile plant service provider on site-by-site management.

5.1.1 PPE

5.1.1.1 REQUIRED PPE (SPECIFICATION TO BE SUPPLIED UNDER SHEQ)

- Overalls-specific to activity
- Safety boots (that provides protection to the ankles)
- Eskom approved 3-point chin strap hard hat
- Gumboots
- Welding gloves
- Pigskin Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs
- Dust masks
- Cloth masks
- Full face Respirators with spare cartridges for silica/coal dusty environments
- Safety harnesses
- Welding aprons
- Welding glasses

- Spats
- Reflector vests
- Sun hats
- Rain suits (trouser and jacket)

All specialised PPE will be provided by ERI

5.1.1.2 REQUIRED TOOLS/RESOURCES

- All maintenance staff tools used in the trade for an individual competency. This is a minimum requirement for the contract in terms of skill requirement.
- The supplier to supply all tools necessary to effectively carry out the scope of maintaining a Dust Handling plant within quality, time and cost effective methodology.

5.2 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.

5.3 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 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.

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

6. PROCUREMENT

6.1 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. At Kusile, all non-permanent artisan and semi-skilled resources recruited are to be requested through Eskom GX Local Stakeholder Manager

- **Eskom Rotek Industries is affiliated with various statutory bodies such as the MEIBC. Resources employed or contracted to execute work directly or indirectly as the case may be remunerated in accordance with the MEIBC rates or statutory body in that particular site. As such, it will be assumed that Contractors, Service Providers, Subcontractors, etc have taken this into account and have done the necessary due diligence to ensure stability on all ERI sites and operations as far as reasonably possible**.

7. MANAGEMENT STRATEGY AND START UP

7.1 THE CONTRACTOR'S PLAN FOR THE SERVICE

Operations services schedule to be supplied by the Contractor after the employer has given them the maintenance plans.

7.2 Management meetings

There will be a monthly meeting for the Contractor with the Employer held at the Employer's premises where contract issues will be discussed i.e. monthly report form the Contractor which will include safety meetings, call-out report, incident report an any other issues relating to the service being delivered. The following meetings are to be attended by the Contractor's Supervisor:

- 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.

7.3 CONTRACTOR'S MANAGEMENT, SUPERVISION AND KEY PEOPLE

The Contractor's staff structure – supervisors and workforce is to be submitted in the form of an organogram. The employer must approve any changes to such 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

7.4 DOCUMENTATION CONTROL

The service provider shall submit all proof of purchase, SHE bin certificates, 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)

7.5 INVOICING AND PAYMENT

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

7.6 Contract change management

Task Order form to be used when work within the service is instructed to be carried out within a stated period. 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

7.7 RECORDS OF DEFINED COST TO BE KEPT BY THE CONTRACTOR

The Employer will do all hours worked by the Contractor. Timesheets will be submitted to and kept by the Employer on a weekly basis, and these will be used for assessment purposes.

7.8 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 1nstruction works (Annexure A and B for the applicable section

8. EQUIRED INFORMATION

- Quality, Test and Material Certificates on the supplied Materials
- Any Factory Acceptance Certificates where applicable
- Delivery Notes

9. CONFORMANCE

ISO 9000

10. AUTHORIZATION

This document has been seen and accepted by:

11. REVISIONS

Date	Rev.	Compiler	Remarks
2023/03/10	0	Stanley Hlongwane	First Draft

12. ACKNOWLEDGEMENTS

- Tshepo Motlhabane
- Avhasei Mudzwiri