

	Procedure	Primary Energy
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**Title: Monitoring and Supervision of
the Pre-Certification Process**

Area of Applicability: **Primary Energy Division**


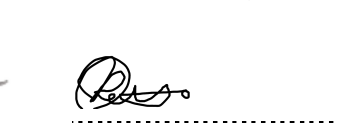
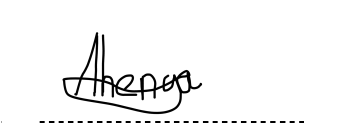
Functional Area: **Geology**

Revision: **0**

Total Pages: **13**

Next Review Date: **2025 June**

Disclosure Classification: **Controlled Disclosure**

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Date: 10/06/2022	Date: 10/06/2022	Date: 13/06/2022

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1. Introduction

The Eskom Coal Supply Agreements (CSA) for medium term, import suppliers, require that the supplier ensures that coal delivered to Eskom Power Stations (PS) meets the contractual quality specification. This is done through the process of pre-certification of coal stockpiles prior to delivery to Eskom PSs, which is governed by the Coal Quality Management Procedure (CQMP), an annexure to the CSA.

Eskom appoints the services of monitors and supervisors, through 3rd party New Engineering Contracts (NEC) to oversee the pre-certification process at the mines and provide assurance that suppliers adhere to the requirements of the CQMP, in that coal originates from the open cast pit or underground mine of the contracted mine, coal is processed according to the approved process flow diagram, all coal that forms part of Eskom stockpiles been sampled, and that only passed stockpiles, that meet the contractual quality specification are loaded and delivered to Eskom PSs.

Moreover, Eskom utilizes the services of monitors and supervisors to conduct truck by truck monitoring at Eskom delivery points (power stations and rail sidings). This process is to ensure that coal that is delivered is of an acceptable condition in that it passes the visual checks and inspections for sizing, wetness, contamination, and foreign material.

Monitors and supervisors further conduct coal sampling on behalf of Eskom at various Eskom sites. More commonly, this will include verification sampling of coal trucks at Eskom delivery points. On an ad hoc basis, bulk sampling for combustion and coal variability sampling, drainage testing, sampling for plant bias testing, stockpile auger sampling, and power station stockpile sampling may be required. The service of monitoring and supervising borehole drilling and borehole sampling for Drop Tube Furnace (DTF) may also be required on an ad hoc basis.

1.1 Scope

The scope covers the procedure that Eskom Primary Energy Department (PED) requires contractors to adhere to, in order to perform the task of monitoring, supervising, and sampling of contract coal at Eskom contracted mines, and Eskom delivery points.

1.1.1 Purpose

The purpose of this procedure is to outline the roles and responsibilities of the Eskom-contracted monitors and supervisors in providing the role of oversight of the pre-certification process. The document will also ensure that sampling and monitoring are conducted in a standardized manner according to all relevant procedures.

1.1.2 Applicability

This document applies to all Eskom contracted Monitoring, Supervision and Sampling contractors allocated at Eskom contracted mines and Eskom delivery points and all Eskom contracted Monitoring, Supervision and Sampling contractors conducting such work on behalf of Eskom.

1.1.3 Effective date

This procedure shall be effective from the date of signature.

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1.2 References

Coal Supply Agreements (supplier specific)

Coal Quality Management Procedures (site specific)

Signed Monitoring and Supervising New Engineering Contract (NEC)

Standard: ISO 13909-4 Hard coal and coke - Mechanical Sampling – Part 4

Standard: ISO 18283 Coal and Coke - Manual Sampling

Procedure: Foreign Material Controls in Coal Deliveries - PED

Procedure: Eskom Verification Sampling

1.3 Definitions

Definition	Explanation
Affected Property	Means mine, power station, rail siding, or any location or area deemed by Eskom to need the services
Contract Coal	means the crushed and screened / partially washed / mixed/blended /washed], [no. # seam] coal certified at the Power Station or Eskom nominated site or originating from Pre-Certified Stockpiles and/or Verified coal samples, whichever is applicable, in respect of which the measurements of all coal quality parameters comply with the Quality Specifications and none of which is Reject Coal;
Delivery Point	the outbound weighbridge situated at the Power Station/Rail Siding, or any other points as contained in a written instruction by Eskom
Foreign Material	means all extraneous matter, other than coal, coal associated material and/or water, including without limitation metal, concrete, wood, plastic, roof bolts, picks from mining equipment, conveyor idlers and oversize stone;
Monitor and Supervisor	Eskom PED-TSD appointed on-site contractors to monitor precertification compliance on-site with Grade 12 as a minimum qualification
Pre-certification	contractual certification of stockpiles at source prior to loadout and delivery as per CSA/CQMP provisions.
Reject Coal	means coal in respect of which one or more quality parameters does not meet the contractual quality specifications, or coal deemed to be reject coal in terms of the provisions of the CSA, where such coal did not follow the pre-certification process
Run of Mine Coal	raw, uncrushed, unprocessed coal directly from the open cast pit or underground mine, consisting of coal, rocks, middlings, minerals and contamination

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1.4 Abbreviations

Abbreviation	Explanation
CSA	Coal Supply Agreement
CSUM	Coal Supply Unit Manager
FEL	Front End Loader
MTS	Medium Term Supplier
NEC	New Engineering Contract
PED	Primary Energy Division
ROM	Run of Mine
TM	Total Moisture
TSD	Technical Services Department
SM	Service Manager
ROM	Run of Mine Coal
CQMP	Coal Quality Management Procedure

1.5 Roles and Responsibilities

The Eskom PED organogram that relates to the Monitoring and Supervising NEC and associated activities is outlined below in Figure 1.

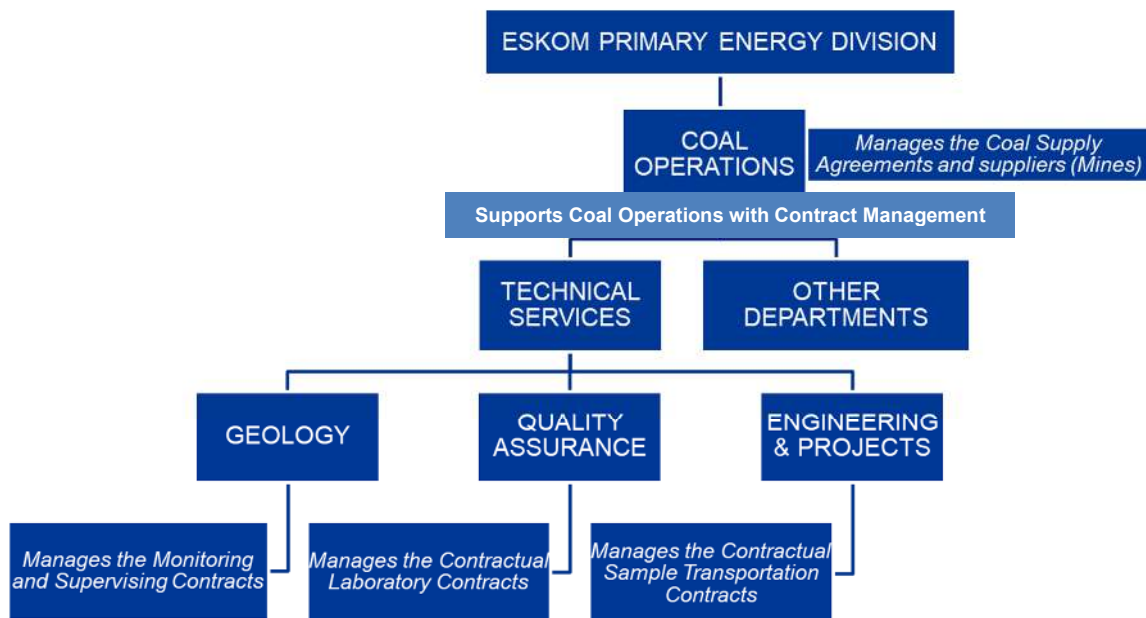


Figure 1. Eskom PED organogram that relates to the Monitoring and Supervising contracts and associated activities.

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The following responsibilities and accountabilities, for the respective areas of control are as outlined below.

1.5.1 Supplier:

The supplier is responsible for the delivery of pre-certified coal that meets the contractual coal quality specification as defined in their CSA. The supplier is responsible for building coal stockpiles and ensuring that all coal that forms part of the coal stockpile has been sampled. i.e., has passed through the auto-mechanical sampler (or has been manually sampled in cases where the use of manual sampling has been granted).

The supplier is responsible for physically updating stockpile status boards, as per the CQMP (Green= Pass; Contract Coal - may be loaded; Yellow = Awaiting results – Do not load); Red = Failed; Reject Coal – Do not load) and deciding which passed stockpile will be loaded.

The supplier is responsible for responding to and addressing non-conformances as raised by Eskom and the contractor and signing off all non-conformance reports and all required checklists.

1.5.2 PED Coal Operations/Coal Supply Unit Manager (CSUM):

The CSUM is responsible for the overall management of the CSA. With respect to coal quality management through the pre-certification process, the CSUM shall apply contractual remedies on any non-conformances identified by the Monitors/Supervisors and escalated by the Geologist, according to the provisions of the relevant CSA/CQMP.

1.5.3 PED Technical Services Department Site Geologist:

The PED Site Geologist is responsible for ensuring that onsite monitors/supervisors are aware of stockpile status. The Site Geologist is responsible for the receipt of, and escalation to the responsible CSUM's of all identified non-conformances. The Site Geologist shall conduct site visits to audit the mines' compliance to the CQMP and audit the monitors and supervisors' technical performance in ensuring compliance to the CQMP. The Site Geologist is responsible for all operational site matters.

1.5.4 PED Technical Services Department Service Manager (SM):

The New Engineering Contract (NEC) Service Manager is responsible for managing the contractors NEC. This will entail arranging monthly contractual meetings, issuing of work instructions, reviewing, and signing of invoices and ensuring the contractor complies to all commercial requirements. The SM is responsible for all contractual matters.

1.5.5 Monitor/Supervisor:

The monitors and supervisors are responsible for adhering to this procedure and all other relevant policies, procedures, and applicable legislation in conducting all contracted activities.

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2. Procedure

2.1 Eskom Contracted Supplier/Mine

The role of the Monitor and Supervisor is to ensure that the Eskom contracted supplier/mine adheres to their Contract Supply Agreement (CSA) and associated Coal Quality Management Procedure (CQMP).

The Monitor and Supervisor shall be present at their allocated site on a 24-hour basis. There will be a dedicated cellphone for each site, that is manned on a 24-hour basis, that shall remain on site throughout the life of the contract. The monitor and or supervisor on shift shall always be available on that dedicated number to respond to queries and provide updates to ESKOM as required.

ESKOM will provide training (Technical, Ethics, Health and Safety, etc.) to the Contractor's Senior Management, who shall train all personnel employed by them, and ascertain competency before personnel are placed on site. Technical training and competency testing must be conducted for all new employees, all personnel allocated to new mines and refresher training, with proof of competency must be conducted on a quarterly basis for all personnel on all sites. Proof of training and competency shall be provided to Eskom monthly/quarterly and as requested.

The monitor and supervisor will oversee the pre-certification process at the mine, on behalf of ESKOM to ensure that it is according to the CQMP. The coal value chain as overseen by the monitor and supervisor is as depicted in Figure 2.



Figure 2. Coal value chain overseen by the monitor/supervisor

2.1.1 Responsibilities of Contractor Senior Management

The contractor senior management shall ensure that:

- Site establishment is prompt and timeous, i.e., safety file, mine inductions, medicals are done, submitted, and conducted promptly
- Necessary equipment compliant to the Supplier's site-specific requirement, including safety requirements, (relevant personal protective equipment (PPE); raincoats, thermal overalls for winter, stationary, COVID PPE etc.) required by the monitors and supervisors to perform their duties.
- Their personnel have access to the Mine Health and Safety regulations and relevant standards and legislation as well as the relevant supplier's policies and procedures.
- All personnel are trained and competent for their roles
- All personnel are present at their allocated sites and the site is manned on a 24hour basis and establish systems to ascertain work attendance.
- a Biometric System (preferably with geolocation capabilities) to monitor daily attendance (credible, temper proof, with capability to operate in poor cellphone coverage areas) is implemented and maintained throughout the duration of the contract
- A smart cellphone, with a minimum 64MP camera with photo and video capabilities is available and operational at all allocated sites

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- All site reports are signed off, submitted timeously, are technically sound and the information captured is correct.
- Monthly meetings and ad hoc meetings are attended, and all the required feedback is provided
- They respond to queries and be part of coal quality investigations

2.1.2 Monitoring and Supervising of ROM:

To provide the role of oversight, the monitor/supervisor shall ensure that (as per training provided):

- all ROM coal is originating from the mine and no coal is being processed that does not originate from the open cast pit or underground operation of the mine
- the ROM and stockpile pads are compacted with coal material, at a slope that allows water drainage and are free from contaminants.
- all ROM coal is dry and free of foreign material (steel, picks, etc.).
- all ROM coal is free of excessive contamination (rock, soil, sand, etc.).
- Front-End Loaders (FEL) loading and feeding the coal to the plant does not scoop too deep into the floor thus contaminating the ROM.

2.1.3 Coal Processing and Sampling

To provide the role of oversight, the monitor/supervisor shall ensure that:

- the final product being produced passes through the auto-mechanical sampler.
- the auto mechanical sampler's frequency is set as per the CQMP, and a sample is cut at the specified frequency interval.
- no contract coal is produced when the auto mechanical sampler is defective or not available
- the auto mechanical sampler is interlocked with the final product conveyor belt
- the supplier does not interfere with the Eskom contractual sample
- there are no physical modifications or alterations done in the operation of the Auto-Mechanical sampler
- all sampling is through the auto mechanical sampler and that no manual sampling is conducted (except for sampling for TM, and cases when manual sampling has been granted).
- the procedure for TM Management and TM sampling is adhered to.
- the supplier's control 2-hourly sample or check sample shall **NOT** be extracted from the Eskom contractual Sample.
- the sample bags are not damaged, are clearly labelled with the stockpile ID using waterproof tags and ink, where one tag/sample label is placed in the inside of the bag and another tag/sample label is tied with cable tie on the outside of the bags.
- the sample is protected from direct sunlight and precipitation to preserve its integrity during sample storage until it is collected by the Nominated Sample Transporter.
- the correct stockpile nomenclature methodology is used as per CQMP, and all sample bags are labelled correctly
- the mine weighs all sample bags and the mass of the total sample is a minimum of 470kg or 355kg as advised.
- there is an operational scale that has a valid calibration certificate (calibrated 6 (six) monthly and always verified with calibrated mass piece) on site.

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2.1.4 Stockyard Management

To provide the role of oversight, the monitor/supervisor shall ensure, according to the training provided that:

- the product stockpiles on the stockyard are well sized (not too fine and not too coarse), dry, free of any foreign material and excessive contamination.
- They make use of cellphone cameras/photographic evidence to document foreign material, fines, wet coal, etc. that may be on the pre-certified stockpiles.
- berms are far from the product stockpiles and that the ROM and product stockpile areas are clearly demarcated to avoid cross contamination of the run of mine coal and other coal materials with the pre-certified product stockpiles.
- the layout / distance between the pre-certified stockpiles shall be such that a FEL can pass through (~4m)
- all product stockpiles are labelled with a status board that captures the stockpile status (red/green/yellow) and the stock ID.
- stockpile status is captured on the pre-certification checklist and communicated to the Eskom Site Geologist every shift. This report will include start/end date and time of stockpile creation, and the mass meter readings at start and end of stockpile creation.
- they report stockpiles (irrespective of status, red/green/yellow) that have been retained on the stockyard for more than 7 days (stoppages, rain, strikes)

2.1.5 Sample Storage

To provide the role of oversight, the monitor/supervisor shall ensure that:

- all sample bags are weighed during stockpile creation and the number of bags and weight thereof is recorded.
- all sample bags are correctly labelled on waterproof label tag, with the correct stockpile ID, and are sealed with cable ties.
- samples are kept safe from the elements (direct sunlight, rain, wind), and that samples are securely kept in a double lockable cage.
- the auto mechanical sampler and sample bins are secure with 2-way lockable system, where only the mine representative and the monitor/supervisor have separate keys to access the sampler, such that one cannot access the sampler without the other.
- If there is a separate sample cage the sample cage is secure with a 2-way lockable system, where only the mine representative and the monitor/supervisor have separate keys to access the sample cage such that one cannot access the sample cage without the other.
- there is no swapping of samples and that the sample cage remains locked and is not accessible in the absence of the monitor/supervisor.

2.1.6 Sample Collection

To provide the role of oversight, the monitor/supervisor shall ensure that:

- they are present when the sample transporter collects the sample from the mine and capture all the necessary information including, stockpile ID, number of bags, sample mass, transporter name, etc.

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2.1.7 Stockpile Loadout

To provide the role of oversight, the monitor/supervisor shall ensure that:

- loading only occurs from green - passed stockpiles and that the FEL does not scoop too deep (as per training) into the floor thus contaminating the stockpile when loading onto the trucks.
- Red - failed stockpiles are not loaded and are reprocessed/fed back to the plant.
- the weighbridge personnel change the stockpile ID for every new stockpile being loaded and capture the first and last 5 truck registration numbers for each stockpile being loaded.
- they report all and any deviations to the CQMP to the mine and to the Eskom Site Geologist, even if such deviations have been resolved.
- they complete all required daily/weekly/monthly reports and respond to any queries on a 24-hour basis.

2.1.8 Documentation, Reporting and SHE Compliance

To provide the role of oversight, the monitor/supervisor shall ensure that:

- they draw the daily stockpile map/layout (location of pre-certified stockpiles) and complete all necessary paperwork.
- there is a handover process between shifts where critical matters are raised with the incoming shift, and they receive a brief handover of site operations.
- They are part of coal quality investigations and provide all required information and insight.
- they comply with the supplier's on-site requirements in terms of the Health and Safety Act and the Supplier's policies and procedures.

2.2 Power Station/Rail Siding

The role of the Monitor and Supervisor is to ensure that the coal deliveries at the power station and or rail siding are free of contamination, foreign material, are well sized (not too fine and not too coarse - as per training), and dry, as per the training provided. Where verification sampling of coal deliveries at the power station is conducted, the monitor/supervisor shall conduct such sampling as instructed and trained by Eskom.

The Monitor and Supervisor shall be present at their allocated site on a 24-hour basis. There will be a dedicated cellphone for each site, that shall remain on site throughout the life of the contract that is manned on a 24-hour basis. The monitor and or supervisor on shift shall always be available on that dedicated number to respond to queries and provide updates to ESKOM.

The monitor/supervisor shall monitor and report on all stockyard activities that impact coal quality and shall report on all coal on the stockyard irrespective of origin.

2.2.1 Responsibilities of Contractor Senior Management

Contractor Senior Management shall ensure that:

- Site establishment is prompt and timeous, i.e., safety file, power station inductions, medicals are submitted and conducted promptly
- Necessary equipment compliant to the power station's site-specific requirement, including safety requirements, (relevant personal protective equipment (PPE), raincoats, thermal

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overalls for winter, stationary, etc. and COVID PPE) required by the monitors and supervisors are provided.

- Their personnel have access to the Occupational Health and Safety Act and relevant standards as well as the relevant power station policies and procedures.
- All personnel are trained and competent for their roles
- All personnel are present at their allocated sites and the site is manned on a 24hour basis and establish systems to ascertain work attendance.
- a Biometric System (preferably with geolocation capabilities) to monitor daily attendance (credible, temper proof, with capability to operate in poor cellphone coverage areas) is implemented and maintained throughout the duration of the contract
- A smart cellphone, with a minimum 64MP camera with photo and video capabilities is available and operational at all allocated sites
- All site reports are submitted timeously, are technically sound and the information captured is correct.
- Attend monthly meetings and ad hoc meetings and provide the required feedback
- Respond to queries and be part of coal quality investigations

2.2.2 Truck-by-truck Monitoring

- The monitor/supervisor records the information of incoming trucks before it offloads (truck registration number, mine/source name), from the weighbridge slip, and ensures that the actual truck registration number matches the registration number on the weighbridge slip.
- Once the truck tips, the monitor/supervisor checks the offloaded coal and ensures it is free of contamination, foreign material, is well sized (not too fine and not too coarse – as per training), and dry as per the training provided.
- Should the coal be found to be defective in any of the above areas, the monitor/supervisor will inform the power station Coal Manager or their direct report at the power station and inform the Eskom Site Geologist immediately.
- Truck deliveries from the supplier whose coal has been found to be defective must be isolated and after 3 trucks tip (or as directed by PS foreign material procedure) if the coal is still found to be defective, the Eskom CSUM with consultation from the Eskom Site Geologist will advise on a way forward.
- The monitor/supervisor shall complete all required daily/weekly/monthly reports and respond to any queries on a 24-hour basis.
- The monitor/supervisor shall ensure that there is a handover process between shifts where critical matters are raised with the incoming shift, and they receive a brief handover of site operations.
- The monitor/supervisor shall be part of coal quality investigations and provide all required information and insight.
- The monitor/supervisor shall comply with the Power Station's on-site requirements in terms of Occupational Health and Safety Act and the power stations policies and procedures.
- On instruction, the contractor shall rinse/wash a sample, from the delivered coal at the delivery point, to establish if the sample is coal or rock.
- Truck by truck monitoring reports and checklist shall be sent to the Eskom Service Manager and Eskom Site Geologist,
- All non-conformances and quality contraventions shall be raised immediately with the Eskom Service Manager and Eskom Site Geologist.

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2.2.3 The verification sampling process is outlined below:

To conduct verification sampling, the contractor shall display competency in ISO 13909-4 and/or ISO 18283 for manual sampling or have formal training in Manual Sampling. Sampling shall be done according to the CQMP/LQMP and the Eskom Verification Procedure.

Briefly, the process of verification sampling is as follows:

- Weigh-bill slips shall be verified by the sampling supervisor individually.
- Each truck load shall be sampled after tipping off coal at the delivery point's coal stock yard.
- A total of 6 scoops shall be extracted from the truck sub-lot (i.e., three scoops per truck trailer), at different heights of the coal heap (top, middle, bottom).
- The extracted increments shall be placed immediately in a sample bag.
- The waterproof sample tags shall be placed inside and outside of the sample bag.
- The sample bag shall be tied using a cable tie after labelling, with waterproof ink of the sample tag.
- Extraction of increments using correct scoop size, scoop not filled by more than 2/3.
- A record of truck registration sampled shall be kept

2.3 AD HOC Activities

- The contractor shall conduct manual sampling of bulk combustion test samples at the affected property as and when required according to the Eskom Manual Sampling Procedure.
- The contractor shall conduct variability, drainage testing, bias testing of the sampling plants, stockpile auger sampling according to the Eskom Manual Sampling Procedure.
- The contractor shall provide monitors and supervisors to manage the truck que at the delivery point according to the Eskom Que Management Procedure.
- The contractor shall provide monitors and supervisors to conduct checks on coal trucks as they arrive at the delivery point (confirm and record truck seals, registration numbers, etc, verified against information captured on the weighbridge slip.) according to the Tamper Evident Seal Management Procedure.

2.4 Deliverables

The contractor shall deliver the following outputs:

- Conduct technical training and competency testing for all personnel allocated to new sites
- Quarterly refresher training and competency testing for all personnel on all sites.
- Submit proof of training and competency testing to Eskom on a monthly/quarterly basis and as and when required.
- Signed and (rights controlled) electronic weekly/monthly time sheets for each Monitor and/or Supervisor shall be sent to the employer on a weekly/monthly basis.
- A weekly/monthly report from the Biometric System, that proves employee attendance.
- Completion of the shift logbook on a 2-hourly basis with all site activities. The logbook shall be always kept onsite and archived at the contractor's offices once full.
- Submission of technical reports, checklists, presentations, and all relevant technical information as required at the advised frequency.
- Reporting of non-conformances verbally and in writing to the Eskom Service Manager, Eskom site geologist and the mine representative.

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- Non-conformance reports signed by both the monitor/supervisor and the mine representative.
- Compliance to and will all Safety, Health, Environment, and Quality requirements, including the Mine Health and Safety Act, Occupational Health and Safety Act and all relevant legislation, policies, and procedures of the affected property.
- Attend weekly, monthly, and ad hoc meetings as required and provide written and verbal responses to all queries from Eskom as and when they come.
- Implement an internal performance review system with targets and plans on how performance will be improved, and good performance maintained.

2.3. Material Required on each site:

- Laminated copies of:
 - Site specific stockyard layout (wit Mine Traffic Management Plan)
 - Technical Training Material
 - Site specific Coal Process Flow
 - Site Specific CQMP
 - Basic Conditions of Employment
 - Mine Health and Safety Act or
 - Occupational Health and Safety Act
- An operational cellphone, manned on a 24-hour basis used for reporting purposes and responding to all telephonic queries with cellphone network booster where necessary.
- Where necessary, cellphone network booster to allow for operation of biometric access system and/or individual cellphone check-in.

3. Revisions

This document is Rev.0. First Revision will be in 2025.

The review of the procedure shall happen mandatorily after a period of three (3) years unless any disputes arise from the application of the procedure and certain components of the procedure need to be revised. The revision shall be done by all stakeholders affected by the procedure.

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