

## PART 3: SCOPE OF WORK

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## C3.1: EMPLOYER'S SERVICE INFORMATION

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# 1 Description of the service

## 1.1 Executive overview

Provision for Maintenance and Repairs of Medium Voltage (6.6 kV to 33 kV) - Oil impregnated paper and XLPE cables, within Eskom Distribution Gauteng Cluster, for a period of 2 years on an "as and when" required basis.

Civil Scope of Work:

- 1.) P&Gs and Pre-construction related activities. (Specialised barricading, trench covers and traffic control.)
- 2.) River crossing, road crossings and embankment support. (Pipe jacking with sleeves, Directional drilling with sleeves, earth retention and soil erosion mitigation.)
- 3.) MV Cable and MV joint installation and/or decommissioning. (Road cutting; excavation, importing and backfilling of soil; rock blasting; shoring; cable route markers.)
- 4.) Reinstatement (Road, paved, concrete, lawn surfaces; fences.)

Electrical Scope of Work:

- 1.) P&Gs and Pre-construction related activities. (PPE, QMS, environmental compliance, security, water pump, flash blankets, cable installation stations, weather covers, generators and lights.)
- 2.) River crossing and Road crossing. (Cable installation with bentonite and support bags.)
- 3.) MV Cable and MV joint installation or decommissioning. (Importing or backfilling of bedding and blanket soil; recovering of cable; cut and capping of cable; new cable installation, jointing and terminating ranging from 6.6 kV to 33 kV - Oil impregnated and XLPE cable on underground and overhead applications; Substation, mini-sub, RMU, CT/VT and Ground Mount transformer installation applications; earthing; general repair; anti-theft measures; labelling.)
- 4.) As-built drawings (if applicable)
- 5.) Transport (Staff and construction related transport).

## 1.2 Employer's requirements for the service

**Provision for Maintenance and Repairs of Medium Voltage (6.6 kV to 33 kV) - Oil impregnated paper and XLPE cables, within Eskom Distribution Gauteng Operating Unit, for a period of 3 years on an "as and when" required basis** as per the following standards Specification for Medium Voltage XLPE and Impregnated Paper Insulated Cable **240-56063792**

The contractor shall ensure the wayleaves and approvals from all statutory bodies, non-statutory bodies, service providers, or any other third parties for the new / existing cable route obtained from Eskom have not

expired, prior to and during to construction. The contractor shall ensure wayleaves and approvals are renewed as necessary, throughout the duration of the construction or site works until the work is completed and Eskom assets are formally handed back to Eskom. The contractor shall furthermore ensure that all requirements from the statutory bodies, non-statutory bodies, service providers, or any other third parties are adhered to, and will complete and submit project close out and project completion documentation as may be required by these statutory bodies, non- statutory bodies, service providers, or any other third parties to them. Copies of these documents to be submitted to Eskom.

All Civil works and Electrical-Civil works shall comply to SANS 1200 (all applicable parts) and the requirements of the bill of quantities.

The contractor shall perform soil compaction testing along the MV cable route length in intervals of 300m. Test results shall be signed-off and submitted to Eskom on a test certificate in paper and electronic format. The contractor shall also perform soil compaction testing in all areas where reinstatement occurred and/or where required by statutory bodies, non-statutory bodies, service providers, or any other third parties. For Eskom soil compaction testing, a DCP (dynamic cone penetrometer) must be used. Five blows on a given test with this device may not exceed 150mm in soil depth. (Equivalent to 90% Mod AASHTO.) If the depth is exceeded, then the Eskom engineer must be notified immediately. For statutory bodies, non-statutory bodies, service providers, or any other third parties, the contractor shall adhere and comply to the requirements of these bodies, service providers, or any other third parties.

The contractor shall test the thermal resistivity of imported bedding and blanket soil at an accredited SANAS laboratory, after installation, at intervals of 500m along the MV cable route length in accordance with SANS 10198-5 or Cigre TB 714, and prove that the imported soil meets the required thermal resistivity values as per the requirements of the bill of quantities. Test certificates to be documented and stored on an electronic media and submitted to Eskom. Where the imported soil test results (as described above) does not meet the requirements of the BoQ, the contractor will remove and replace the imported soil at its own cost, until the required thermal resistivity values are met. Eskom will not take over and pay for imported soil that has not been tested as described above.

The contractor shall supply only Eskom approved material or products, approved at the time when Eskom request the material to be supplied. The onus lies with the contractor to ensure the latest Eskom approved material and products are supplied and take note that material or products may vary over time. Eskom authorised engineering department(s) can be approached for more information on Eskom approved material. Where Eskom authorised engineering department(s) cannot supply details regarding approved material, the contractor will be notified and the contractor shall then make material proposal(s) to meet the requirements of the Eskom authorised engineering department(s). The contractor shall also supply drawings, specifications, test certificates or any other documents that may be required by the Eskom authorised engineering department(s) related to such material proposals. The Eskom authorised engineering department(s) will then advise which products may be used. Only after the Eskom authorised engineering

department(s) have specified the approved material products or selected the most suitable material product, may the contractor source the material.

The contractor shall only charge for transport when decommission material / assets, intended for scrapping, back to Roscherville stores. Material / assets includes, but not limited to 1C or 3C XLPE / oil filled cable (with oil drained by contractor, prior to transport), MV joints, MV terminations, Link and Pressure - kiosks / manholes (with associated connections, equipment, bonding leads, earthing, pressure gauges, oil tanks, piping, monitoring equipment, auxiliary and ancillary equipment, etc.), route markers, compound, general cable waste, etc. All decommissioning performed by the contractor shall be done in accordance with the environmental Maintenance Management plan and EMP documentation specified in the contract.

### 1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to abbreviation
AL	Aluminium
MV	Medium Voltage
Cu	Copper
HDPE	High Density Poly Ethylene
MDPE	Medium Density Poly Ethylene
XLPE	Cross-Linked Polyethylene
PILE	Impregnated Paper-Insulated Lead Covered Cable

## 2 Management strategy and start up.

The contractor shall take the following into account in his plan; supply installation instructions, fully completed as required by the instructions, for all joints and terminations performed on-site. The contractor shall also supply fully completed Eskom quality control checklists. Only after the fully completed installations instructions and checklists are submitted, and after the work is completed and the assets formally handed back to Eskom, shall payment be made if no defects are raised by Eskom. Documents to be supplied in paper and electronic format.

### 2.1 Management meetings

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	Weekly	As per Task Order	Supervisor, Contractor
Overall contract progress and feedback	Monthly	As per Task Order	<i>Employer, Contractor</i> and other relevant stakeholder

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.

## 2.2 Contractor's management, supervision and key people

The *Contractor* shall also provide an organisation chart showing the personnel to be employed for the works, along with a detailed CV of all key personnel.

## 2.3 Provision of bonds and guarantees

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the *Contractor* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Employer* may withhold payment of amounts due to the *Contractor* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Contractor* by the *Service Manager* to receive and accept such bond or guarantee. Such withholding of payment due to the *Contractor* does not affect the *Employer's* right to termination stated in this contract.

## 2.4 Documentation control

Use appropriate TSC forms for contractual communication, also note from TSC who issues what to whom.

## 2.5 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to  
Eskom Pty Soc Ltd  
and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;

- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required)

Add procedures for invoice submission and payment (e. g. electronic payment instructions)

## 2.6 Contract change management

Any compensation event will be done with the use of ISO approved Task Order Modification form.

## 2.7 Records of Defined Cost to be kept by the *Contractor*

Records of defined costs are to be kept on file on site whereby the *Project Manager* has access to this file at all times.

## 2.8 Things provided at the end of the *service period* for the *Employer's* use

### 2.8.1 Information and other things

The contractor shall take photos and video of the new / existing MV cable route before and after construction. Photos and Video to be stored on digital media and submitted to Eskom. Photos to be date and time stamped and clearly visible and should accurately represent the conditions on-site before and after construction.

The photos and video is to protect Eskom and the contractor from claims that may arise from statutory bodies, non-statutory bodies, service providers, or any other third parties. Where the contractor fails to adhere to this condition, it will be concluded that the contractor is at fault and that the contractor would need to reinstate as may be required by Eskom, statutory bodies, non-statutory bodies, service providers, or any other third parties at the contractor's own cost.

## 3 Health and safety, the environment and quality assurance

### 3.1 Health and safety risk management

The *Contractor* shall comply with the health and safety requirements contained as per tender enquiry attachment below, copy will be sent with tender invitation.



SHE SPECIFICATION  
Provision for Mainten



### 3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints as per tender enquiry attachment below, copy will be send with tender invitation. All decommissioning performed by the contractor shall be done in accordance with the environmental Maintenance Management plan and Environmental Management Procedure.



MV HV Cables in  
Gauteng Specification

### 3.3 Quality assurance requirements

The *Contractor* shall comply with quality specification and constraints as per tender enquiry attachment, copies will be sent with tender invitation.



240-109253698 CQP  
Template 2016.docx



240-109253302 ITP  
Template 2016.docx

INDEX OF DOCUMENTS /RECORDS THAT SHALL BE SUBMITTED TO ESKOM DURING PROJECT

TITLE	NUMBER
Submitted to Eskom during the contract	
Method statements	
QCP / ITP	
Captured in the QMS of the Supplier / Sub-Supplier	
Quality Manual	
Quality Policy	
QCP / ITP	
Submitted prior to completion of the works	
Method statements / procedures	
QCP / ITP from Suppliers	
Certificates of compliance	

## 4 Procurement

### 4.1 People

#### 4.1.1 Minimum requirements of people employed

Refer to conditions of Tender, SHE Specification and Construction Regulations.

### 4.2 BBBEE and preferencing scheme

The criteria set out as per the Invitation to Tender shall apply.

### 4.3 SD & L

#### 1. Job Creation

Suppliers shall propose the number of jobs to be created as a direct result of being awarded this contract. Suppliers must also propose the number of jobs to be retained as a direct result of this contract. These proposals shall be made in the SD&L Compliance Matrices (Figure 3).

**Note: "Eskom reserves the right to award to a supplier who may not be the highest scoring or highest ranked supplier, in line with Section (2) (1) (f) of the PPPFA."**

#### Job creation (Figure 3)

To be completed by Tenderer	
Number of jobs to be <u>created</u> as a result of this contract	
Number of jobs to be <u>retained</u> as a result of this contract	

### 4.4

### 4.4 Subcontracting

#### 4.4.1 Preferred subcontractors

There are no preferred contractor, but all preferred subcontractors need to be approved by Eskom

#### 4.4.2 Subcontract documentation, and assessment of subcontract tenders

Subcontractors need to be approved by Eskom

#### 4.4.3 Limitations on subcontracting

Supplier may sub-contract but not more that 30%.

## **5 Plant and Materials**

### **5.1.1 Specifications**

Medium Voltage Cables shall comply with SANS 97 or SANS 1339

## **6 Correction of defects**

The contractor shall guarantee workmanship on all work performed for up to 2 years after formal completion and formal handover of work performed on Eskom assets, back to Eskom. Should any material or asset failure or deterioration occur, then the contractor shall replace or reinstate the material or asset at its own cost. The contractor shall also perform labour to replace or reinstate the material or asset at its own cost. This condition becomes null and void if it can be proven that the failure or deterioration was not due to contractor negligence. Without any proof, the condition remains in full force.

## **7 Plant & Materials provided “free issue” by the *Employer***

Material will be issued as per fault identification and derived scope of work.

## **8 Working on the Affected Property**

The contractor shall not assume that any Eskom property may be used to establish site or store any equipment, material, backfill, etc. whatsoever.

### **8.1 *Employer's site entry and security control, permits, and site regulations***

The contractor shall ensure a Responsible person (in terms of the ORMVS) is available and on-site, during site meetings, inspections, work being performed or any other instances where the contractor's employees are on-site. Contractor to acquire all Eskom Permits, as well as other permits from other statutory bodies of which includes but is not limited to the following:

- National roads agency;
- Provincial and/or metropolitan roads agencies;
- Dept. of Water and Forestry;
- Dept. of Environmental Affairs and Tourism;
- Local metropolitan / municipal town councils; and
- Any other statutory body that may be considered a stakeholder

b) Applications to the water, rail and local authorities shall be made in accordance with 34-820, 34-1812 and 34-822.

### **8.2 People restrictions, hours of work, conduct and records**

The contractor shall ensure that Eskom approved and specified PPE is worn by all employees during site meetings, inspections, work being performed or any other instance where the contractor's employees are on-site.

The contractor shall ensure that all contractor specific Risk Assessment Procedures, Quality Management Systems, Health and Safety Specifications, Environmental Plans, Safety Inspections, OHSA appointments, and Non-Conformance Process are in place and available on-site and can be presented to Eskom when requested to do so.

Contractor must keep record of working hours and number of staff in the project file. Records of subcontractors to also be kept on site.

The Security service provider is expected to do an environment scanning within the area in which security services are to be rendered, in order to identify potential threats and risks and develop appropriate mitigation

strategies to address the threats and risks. The implementation of such strategies shall be done in consultation with Eskom.

## 9 Description of Security Service

### ACCESS CONTROL

Control and management of movement of employees, visitors and contractors by ensuring that only authorized persons are allowed on site and to that only authorised equipment and material enters or is removed from site.

Access control will include amongst others the following activities:

- Recording of visitors details electronically or manually (as per site specifics)
- Application of the visitor confirmation process
- Declaration, recording and movement control of equipment and material
  - Screening of persons and articles/parcels through the use of electronic equipment
  - Alcohol screening
  - Safety inductions of visitors and contractors
  - Searching of vehicles and persons for presence of prohibited items such as weapons, explosives or items or any devices that can be used in the commission of a criminal act.

### STATIC GUARDING

Static guarding involves the deployment of armed and/or unarmed security guards, to perform guarding duties at Eskom facilities.

Static guarding will include among others the following activities:

- Monitoring specific locations, areas, installations to identify and prevent access of unauthorised persons, material and equipment
- Attend to and intercept suspicious activities
  - Prevent illegal activities
  - Prevent occurrences that may endanger Eskom employees, its contractors and visitors
  - Prevent criminal activities
  - Prevent incidents that may interrupt Eskom's normal business

The use of dogs may be required at specified sites for patrol duty purposes. Ad-hoc static guarding may be required from time to time, in cases of emergency situations wherein the security supplier will be expected to provide within 4 hours after the request has been made.

Static guarding sites must be equipped with a panic button system and guard tracker /clocking points linked to a 24/7 operational control room.

### SECURITY OFFICERS (PSIRA Grade C)

- All Security officers must be registered with PSIRA at the required grade.
- Security officers must be in possession of their PSIRA and company I.D card at all times.
- Armed Security officers must possess firearm competency certificates issued by the South Africa Police Service (SAPS) and carry it at all times.
- Armed Security officers must always carry Firearm permits as per the Firearm control Act (FCA).
- Armed Security officers must have completed SASSETA training on the specific firearms they are expected to use.
- Armed security officers should have undergone Regulation 21 training and continue to do so for at least once per year.
- Security officers will be expected to sign a declaration of Secrecy, before commencements of their duties in terms of this contract.
- Security officers may be subjected to a criminal screening process.

PROVISION FOR MAINTENANCE AND REPAIRS OF HIGH VOLTAGE (6.6 KV TO 33KV), OIL FILLED, OIL IMPREGNATED PAPER AND XLPE CABLES, WITHIN ESKOM DISTRIBUTION GAUTENG CLUSTER, FOR A PERIOD OF 2 YEARS ON AN "AS AND WHEN" REQUIRED BASIS

- Security officers should not have been convicted of any criminal offence and should disclose all pending criminal prosecutions against them. Non-disclosure of such will result in the officers' automatic removal from Eskom site or duties.
- Security officers should be able to read and write and express themselves well in English.
- Security officers may be required to undergo a polygraph tests as and when required.
- Security officers tasked as dog handlers must have been trained at an accredited institution and have appropriate qualification as Dog handlers.
- Security officers expected to perform driving activities as part of their tasks should have undergone an Advance driver training at an accredited institution.
- Security officers will not be allowed to access IT networks registries, communication networks or any sensitive/zoned areas even when responding to alarms.
- Security officers should be trained on the Standard Operating Procedures (SOPs) relevant for their site of deployment and/or be made available for training by Eskom at no additional costs on any process or procedure necessary for them to do their duties. Proof of training must be kept on file and availed to Eskom on request.
- No security officers are to be deployed in terms of this contract, before undergoing necessary Eskom induction, training and assessments. Eskom reserves the right to remove such Officers that have not complied with this requirement from their sites or duties as per this contract at the cost to the Security Service Provider.

## **SUPERVISION**

Deployed guards must be supervised by a by minimum PSIRA Grade B supervisor. The supervisors must ensure that guards deployed are visited at least once per shift and all equipment are tested and deviations corrected during each and every shift change.

### **• TRAINING**

All Security personnel deployed in terms of this contract must be trained in accordance with the various applicable legislative requirements such as Private Security Industry Regulatory Authority (PSIRA), National Key Point (NKP), and Firearm Control Act (FCA). All Security personnel to comply with continuation and refresher training inters of the NKP and FCA.

### **• WORKING TIMES /SHIFTS**

- Working times shall be as determined by PSIRA – 48 hours per week and 45 hours per week days for shift workers.
- The security service is required 24 hours a day on a two shift cycle i.e. 06:00 to 18:00 and 18:00 to 06:00.
- A signed off reviewed list of Security officers deployed in terms of this contract must be provided on monthly basis, within 5 days prior to the commencement of the new month.
- The Security Service provider is responsible to ensure that every shift complement is satisfied before commencement of a shift.
- The Security Officers will be expected to do a pre-job / daily risk assessment and safety talks before commencement of every shift.

### **• COMMUNICATION**

The Security service provider must ensure suitable continuous communication between operational control room and their deployed staff. Either one or more of the following mediums of communications shall be provided by Supplier as per user requirements: base radios, hand-held radios, satellite radio, company contracted cell phones and/or push to talk (PTT).

### **• CONTINGENCY PLANS**

The service provider must have contingency plans in place for among others the following:

- Own Strike/Labour unrest amongst own staff.
- Shortage of Manpower due to e.g. absenteeism, sick leave annual leave.
- Equipment Failure e.g. Vehicle breakdown and Communication system.

### **• INCIDENT REPORTING AND INVESTIGATION**

- All incidents and response to incidents must be handled according to the relevant Standard Operating Procedure (SOP) and/or work instructions for each site.
- All incidents and response must be immediately reported to the Eskom control room.
- The SAPS must be contacted immediately only for criminal incidents or suspected ongoing criminal activities.
- Weekly status reports are to be supplied by the service provider.
- The Security Service Provider is to ensure that all involved personnel are available for relevant court proceedings, incident investigations and assist Eskom and the SAPS in their investigations as and when required.
- All incidents (including incidents in terms of the Occupational Health and Safety Act), should be reported within 24 hours and a preliminary investigation report provided within 24 hours as well as a final Incident investigation report within Seven (7) days.

#### • FIREARMS

- Only Eskom approved firearms namely; 9mm pistols, Rifles and Shot guns may be allowed for usage in terms of this contract. Revolvers are specifically excluded for usage as per this contract.
- Armed Security officers must have competency certificates for the specific firearm in possession thereof.
- Security Service Provider is responsible for providing firearms, ammunition, firearm safe and registers as per Firearm Act.
- Only company firearms licensed in the security service providers name may be utilised as per this contract.
- The Security Service Provider must ensure provision of equipment/facilities for making firearms safe. A procedure to that effect, should also be in place.
- Each armed security officer must be provided with two full (ammunition) magazines.
- The service provider must ensure that Security officer's private firearms are not utilised for their business purposes, in terms of this contract.
- Safe handling of firearms during shift changes must be adhered to at all times. The Security Service Provider must ensure that a procedure is put in place to that effect.
- Safes must be provided by the Security Service Provider for the safekeeping of firearms not in use.

#### • SECURITY REGISTERS

- The Security Service provider will be required to provide with the Occurrence books, Visitors and After-hours register where necessary.
- Occurrence book to be correctly completed by Security officers and supervisors listing all occurrences and visits on site.
- Visitors register to be completed daily and filed on site for future reference and pages must be numbered.
- Security Service Provider must ensure that quality registers are provided. Register must remain bonded, with no loose pages.
- Accurate records of all occurrences are to be kept for a minimum of 12 months post the occurrence and should be made readily available to Eskom at any time.

#### • SAFETY REQUIREMENTS

- All vehicles utilized to transport staff, must be fitted with SABS approved seatbelts.
- The Service provider is responsible to ensure that the security officers deployed at Ad-hoc sites have access to a shelter, water and sanitation.
- All Security officers should receive a safety induction before they can be deployed on Eskom sites.
- Safety recommendations following an incident shall be implemented by all Security Service providers to prevent further reoccurrences at any of the Eskom site, as per allocated timeframes.

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- Open fires, the use of bar heaters and hotplates as heaters at Eskom sites, is totally prohibited.
- Security officers should observe the provisions of the Criminal procedure Act and all relevant legislation regarding the use of minimum force. Security officers should at all-time use minimum force sufficient to bring the situation under control and such force shall cease as soon as the situation is brought under control. No deliberate assault on suspects will be condoned.

#### • SALARIES AND PAYMENTS

The Main Contractor is to ensure that the Security Service Provider shall pay security guards/officers at least the minimum wage specified in the Sectorial Determination, of the Private Security Sector, South Africa. Register all security guards with the Department of Labour: UIF, COID and provident fund.

Eskom reserves the right to request proof of the above registrations on a monthly basis or as and when required. A PSIRA listing of all guards employed by the Security Service Provider and letter of good standing shall be provided on a monthly basis or as and when required.

#### • UNIFORMS

- The Security Service Provider must comply with legislative requirement (Psira Regulation 13). Uniform items must be kept in clean, neat and good condition at all times.
- Uniform must be functional in terms of the environment where security staff are deployed.
- Bullet proof vests shall be worn as part of uniform by all security officers. Only Eskom shall indicate exclusions to this rule for certain sites or posts as per the site risk assessments; if applicable.
- For obvious hygiene and safety reasons, each Security officer must be issued with his/her own bullet proof vest.

#### • DOCUMENTATION

The following documentation is to be supplied by the security service provider at least four (4) weeks before a Task order can be issued and commencement of the contract.

- List of all potential security officers intended to be deployed on Eskom sites in terms of this contract.
- Certified ID copies and PSIRA certificates of all security officers.
- Certified copies of firearm competency certificates of the security officers.
- List of all firearms to be used and certified copies of the licenses.
- Certified copies of all Security officers' firearm competency certificates.
- Certified copies of SASSETA training certificates for all armed Security officers.
- Certified copies of the company and Directors PSIRA registrations certificates.
- Criminal check records as proof that the Security officers have not been convicted of any criminal offence.
- Certified copies of Advance driving course, for all drivers.
- Certified copies of Dog handlers training certificates for all handlers.
- A list of all vehicles and maintenance records for vehicles to be used as per this contract.
- Driver risk profiles must be submitted for every driver as per this Contractor.
- A compressive risk assessment and a site risk assessment report for all sites.
- Emergency Preparedness procedure with relevant contact details.
- Equipment list per site.
- Standard operating procedures per site to include the following but not limited to and should be approved by Eskom representative before application:
  - Wearing of uniform standard
  - Communication procedure
  - Firearm handling procedure
  - Shift changes
  - Emergency Preparedness and Response process



## 10 Records of *Contractor's* Equipment

Records of contractor's equipment are to be kept on file on site whereby the *Project Manager* has access to this file at all times.

## 11 Equipment provided by the *Employer*

None

## 12 Site services and facilities

### 12.1.1 Provided by the *Employer*

No site services and facilities will be supplied by the *Employer* for the execution and completion of this project.

### 12.1.2 Provided by the *Contractor*

The contractor shall provide all facilities and services needed for execution of the works as the provision of Preliminaries and General and Bill of Quantities.

## 13 List of drawings

### Drawings issued by the *Employer*

This is the list of drawings issued by the *Employer* at or before the Contract Date and which apply to this contract.

Drawing number	Revision	Title
		All standard drawings are outlined with the BOQ
