


	MATLA POWER STATION SCOPE OF WORK	Document Identifier 14593	Rev 7
		Effective Date	October 2024
		Review Date	October 2027

PLANT AREA: Matla Power Station, Kriel Properties			
TITLE: CLEANING SERVICE AT KRIEL PROPERTIES FOR A PERIOD OF 60 Months			
REF:QA/QC 002	Reference Rev No:1	MULTIDISCIPLINARY: No	Plant Level: All
COMPILED BY		Signature:	Date:
APPROVED		Signature:	Date:
APPROVED		Signature:	Date:
REVIEWED		Signature:	Date:
REVIEWED		Signature:	Date:
REVIEWED		Signature:	Date:
ACCEPTED		Signature:	Date:

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NB: Do not tamper with the template.

GENERAL

- Data books, reviews, reports, and diagrams/drawings shall be submitted to Engineering after the completion of the work. Engineering to forward the data books to Quality Department (Document Control)
- All QCP's to be submitted to Engineering and Quality for approval prior to outage/project or maintenance work commencement.

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
1.1	Occupational Health and Safety	<ul style="list-style-type: none"> • Health and safety file should be approved by Safety risk management department prior to any work commences on site • All work is to be done in accordance with OHS Act 85 of 1993, Matla plant procedures and Plant Safety Regulations. (240-150642762). • Matla power station SHEQ induction must be done before access to site can be granted • The contractor should ensure that all employees have acquired the required competency for the task they are performing. • The contractor to ensure compliance to updated legal requirements and other requirements. • BUY QUIET: All stakeholders are encouraged to purchase or rent quieter machinery, equipment, and tools to reduce worker noise exposure, contribute towards compliance 	Eskom to witness.	Contractor

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		to OHS&A noise exposure limits and ultimately reduce the risk of noise induced hearing loss.		
1.2	Environmental Management.	<ul style="list-style-type: none"> All activities listed in the National Environmental Act 107 of 1998, EIA Regulations as amended, must have environmental AUTHORISATION before commencement of work. The contractor shall comply with all applicable legal and other requirements. The polluter pays principle will be applied. The contractor manager shall ensure compliance with Eskom Matla Environmental procedures to ensure the prevention of pollution (refer: OMOP 4090 and 4402). The last payment will be processed based on the status of the last housekeeping check sheet (Annexure C: OMOP 4402) of designated area. EMS file based on ISO14001 will be required. 	Eskom to witness.	Contractor
1.3	Quality Management	<ul style="list-style-type: none"> The contractor/executioner of work will be responsible for drawing up all QCP documentation and this must be approved by engineering and authorised by the Quality Department before commencing with the work. Contractors/executioner to adhere to QM 58 and OMOP4497 requirements Number of NCR issued can affect your next tendering process. The QCP shall be signed progressively by the Engineer/Supervisor, Eskom QC Inspector, Contractor QC Inspector and/or AIA. 	Hold point	Contractor

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		<ul style="list-style-type: none"> No procuring of outage items without the approval of scopes by quality All outage scopes creep and scopes addition should be approved by quality No contractor should be in the possession of scopes for execution without the scopes approved by quality The contractor is subjected to quality auditing at any point in time during execution of scope 		
1.4	Inputs from other departments			
1.5	Commissioning reference			

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SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
<p><u>SCOPE OF WORK: PROVISION OF CLEANING SERVICES AND SUPPLY OF MATERIAL</u></p> <p>Provision of Cleaning Services for Eskom Facilities @ Kriel Town</p> <ol style="list-style-type: none"> 1. Office Blocks 2. Boardrooms 3. Dining areas 4. Toilets 5. Bachelor and Bokmakierie Flats: - cleaning of walkways, balcony and removal of refuse bags from doors to central pick-up points. Maintain general housekeeping around the blocks of flats. 			

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BILL OF MATERIAL

	Full description of Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity
	33 L Mopping server Trolleys with mops				6 year
	Brooms				10 year
	425 mm Polishing Pads (Black) per pack				4 per pack/year
	425 mm Scrubbing pads (Black) per pack				4 per pack/year
	Warning signs				8

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Consumables					
750mmX950mm(20micron) Black refuse bags pack of 20				288	
30 micron Clear Bin liners 600x660mm (pack of 100)				4	
Toilet paper (2 ply – 350 sheets x 24 rolls)				12 sets	
Hand Paper Towels Dispenser Refills (2 ply – 200X150)pack of 6				2	
Dish Washer Liquid 5L(Kem Kleam Best)				6	
Window Cleaner(Wingo -Kem Klean) 5L				6	
Bleach 5L (Kemklor 12)				6	
All-purpose cleaner 5L				8	
Floor polish Kem shine(Kem Klean) 5L				6	
Furniture Polisher 500ml(Mr Min)				24	
Toilet Bowl cleaner 10L				6	
Dish Washing cloths Small				12	
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Dish Washing cloths Large				12
Deo block 5L bucket				6

Mutton cloth 1kg Roll				6
Dust pan				3
Feather Duster (Long)				6
Feather Duster (Short)				6
Steriklens (antibacterial hand soap) Kem Klean 20L				2
Sewer Solv Drain Cleaner 20L(Kem Klean) 20L				3

Hygiene Service to done by reputable Service Provider and Waste Disposal Certificate to be submitted to Employer Representative

Hygiene Service				
Sanitary service per bin				12
Sanitary Towel Mini bags per 100 pack				3
Air freshener refills				36

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SCOPE COMPILATION REFERENCES				
SOURCE & Ref No.	Yes	No	N/A	Comments
Previous outage service reports			N/A	
Return to service data packages			N/A	
Maintenance Strategy with Rev number			N/A	
SAP defects (attach list as appendix)			N/A	
GHRMS (STEP) reports (Generation Heat Rate Management System)			N/A	
Online Condition Monitoring			N/A	
Pre-outage performance test results			N/A	
Post outage performance test results			N/A	
GPSS/ Plant Performance data on UCLF incurred			N/A	
OMS / IIRMS recommendations (Audits Reports)			N/A	
Risk controls (IRM system)			N/A	

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Previous audits and reviews (e.g. ERAP)			N/A	
Engineering Change Requests (Projects)			N/A	
LOPP strategy reports			N/A	
URS			N/A	
Philosophy (Outage)			N/A	
Condition Monitoring Report			N/A	
VA/PHD Viewer trends			N/A	
Corrective Actions			N/A	
CARAB reports			N/A	
Statutory Requirements			N/A	
Grid code requirements			N/A	
Waivers and Exemptions			N/A	
Calibration requirements			N/A	
Previous Outage SOW variations			N/A	
Post Mortems Actions from previous outages			N/A	
Pre-Outage plant walks			N/A	
Risk based inspection (RBI) report			N/A	
Simulation, TOIs, OON, SI			N/A	

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COMMENTS

ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc	
1	
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