

	Scope of work	Kusile Power Station
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Title: **Kusile Power Station, Supply & Maintenance for Doc Centre Equipment's**

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1. Introduction

Documentation centre department are equipped with the Machines that enhances Eskom assets stability by protecting sensitive information and maintaining the privacy, compliance, and security of the business cannot be overstated. Securely disposing of confidential documents, Eskom Holdings can mitigate the risk of data breaches and identity theft. Moreover, proper document destruction demonstrates a commitment to regulatory compliance and ethical business practices, continuity of supply, health and safety, compliance to legislation, maximised plant life, optimal operational cost, environmental and corporate responsibility. And contribute to a sustainable and eco-friendly approach to document destruction, promoting responsible recycling practices and reducing the environmental impact of paper waste and documentations can preserved for a long period of time.

Kusile Power Station's Documentation Centre Department needs a sole source, maintenance, and spares contract to maintain the Equipment's to its original design standard. Throughout this document, it will address the service maintenance required for the Documentation centre Equipment's. The equipment to be maintained is as follows:

- 1) Industrial Shredding
- 2) Laminator
- 3) Rotary Trimmer

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

This document serves as the service maintenance scope for Kusile Power Station Documentation Centre Department

2.1.2 Applicability

This document shall apply to Kusile Power Station Documentation Centre

2.1.3 Effective date

This document will be effective from the date of its authorisation

2.2 Normative/Informative References

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

2.2.1 Normative

[1] ISO 9001 Quality Management Systems

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2.2.2 Informative

[1] 240-61379933 Reliability Basis Optimisation (RBO) Guideline, Rev 1

[2] 240-61379910 Reliability Basis Optimisation (RBO) Manual, Rev 1

2.3 Definitions

Definition	Explanation
Contractor	Service provider contracted to provide a specific spares & documentation to Kusile Power Station. Referred to as the Supplier on this document
Employer	Kusile Power Station
Disclosure Classification	Controlled Disclosure to external parties (either enforced by law, or discretionary).

2.4 Abbreviations

Abbreviation	Explanation
SOW	Scope of Work
OEM	Original Equipment Manufacturer
ISO	International Organisation for Standardisation
QCP	Quality Control Plant

2.5 Roles and Responsibilities

2.5.1 Contractor

The responsibilities of the contractor include the following:

- Complete the Scope of work outlined in this document
- The contractor submits a maintenance strategy for acceptance by the Employer
- The contractor must manage and ensure the availability of all required spares necessary for ensuring smooth equipment operation. The employer and Contractor will discuss and agree on on-site/off-site spares strategy necessary to meet the accepted strategy.
- The Contractor shall ensure that all maintenance is executed as per Employers process and systems
- The contractor shall apply QCP process on all the tasks to be executed.

2.5.2 Employer

The responsibilities the Employer include the following:

- Complies and submit Scope of work with detailed work requirements.
- Provide clarity on the scope of work to contractor as and when required.
- Participate in quality control holding point as stipulated on the quality control plan.

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2.6 Process for Monitoring

The contractor shall provide suitable work force to execute this scope of work according to Eskom procedures explained in this document

2.7 Related/Supporting Documents

Every service maintenance completed on the Documentation Centre Equipment's, a service report, with all the findings and corrective actions performed should be submitted to the Documentation centre department for review and approval

3. Scope of Work

3.1 Service maintenance requirement

The service maintenance on the Documentation Centre department should be conducted according to the OEMS recommendations which is covered as per service intervals. These intervals should include the Daily, Weekly and monthly of the operation. Maintenance activities should be conducted by the qualified Technician. The scope for the service maintenance includes the following equipment's that need to be serviced:

- a. Industrial Shredder
- b. Laminators
- c. Rotary Trimmers

The following are the service activities need to be conducted on the equipment's.

3.2 Resources and tools required

3.2.1 Resources

Manpower required:

- One technician
- One semi-skilled

3.2.2 Tools

- Office container: size 6mx 3m with aircon x1
- Ablution x1
- LDV double cap x1

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Table 1: Documentation centre equipment service plan

System	Sub-System	Activity	Quantity	Frequency
Industrial Shredding Maintenance tasks				
Industrial Shredding Main Drive	Motor	Motor inspection	1	1W
	Drive oil tank	Check oil level and replace	1	1W
	Drive oil tank	Inspect for oil leak	1	1W
Industrial Shredding Conveyor	Conveyor chain	Inspect the chain slack and measure the chain wear	1	1W
	Cutting knife	inspect the condition of the cutting blade such as wear and tear	1	1W
	Conveyor feeder	Check wear and tear on the conveyor feeder	1	1W
Industrial Shredding Structure	Dustbin bag trolley	Check the dustbin bag and empty it if is full	1	1W
	Inspection door	Inspect the inspection door for closing and opening functionality.	1	1W
Industrial Shedding cables	Power Cables Supply	Check if the connector correctly into the socket.	1	1W
Laminator maintenance tasks				
Laminator	Rollers	Inspect the rollers for excessive adhesive	1	1W
	Roller's bearings	Inspect the top and bottom rolls for misalignment and check the adhesive residue	1	1W
	Rollers	Inspect for wear	1	1W
	Film shaft	Inspect rollers and replace the old rolls	1	1W
	Reloading film	Check the heat shoe for adhesive residue.	1	1W
	Gears	Inspect gears for lubrication	1	1W
	Drive chain	inspection	1	1W
	Heat Sensor	Inspection and replace defective heat sensor	1	1W
	Film brake tension	Inspect film brake tension out of adjustment	1	1W
Rotary Trimmer maintenance Tasks				
	Trimmer blade	Inspect for wear and tear	1	1W
	Clamping system	Inspect the bolt looseness and the wear.	1	1W

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System	Sub-System	Activity	Quantity	Frequency
Rotary Trimmer	Rotary Trimmer	Inspect and remove impurities like dust and material. residues from the moving parts	1	1W
	Film Trimmer	Inspection	1	1W
	Circuit Breaker	Inspection	1	1W

Table 2: Equipment's Description

Equipment	Description
Industrial Shredding	Model no: Kobra 430TS
Laminator	Model: OFO – 1120 Serial No :13050886
	Model: TOFO – 1120 Serial No: 14EC 001
Rotary Trimmer	Model No: 1200 - 36

3.3 Documentation

The Contractor's scope of work includes but is not limited to providing the following documentation before Completion of the service maintenance:

3.3.1 Data Book

The Contractor's scope of work includes but is not limited to providing the following documentation:

- Service report after work has been completed.

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- b. Generic reports on all other findings and corrective measures used.
- c. Completed QCP's including QCP's for sub-Contractors. (Approved by Eskom).

3.3.2 QCPS, Methods statements

QCP's, method statements and procedures are to be issued to the Employer for acceptance before any work commence. Inspection Test plans and QCPs are issued to the Employer to mark up with witness and hold points.

3.4 Environmental requirements

- a. The contractor must identify all aspect and impact related to the scope of work and put measures in place to minimise/prevent environmental contamination.
- b. All waste including scrap materials to be disposed in allocated bins onsite.

4. Acceptance

This document has been seen and accepted by:

Full Name and Surname	Designation
	Auxiliary Snr Engineer
	Manager Quality Assurance and Audit Support
	Risk & Assurance Manager

5. Revisions

Date	Rev.	Compiler	Remarks
March 2025	1		First issue
September 2025	2		Resources, Tools and change of frequency intervals

6. Development Team

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

7. Acknowledgements

N/A

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8. Appendix-A



Figure 1: laminator



Figure 2: Rotary Trimmer

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Figure 3: Industrial Shedder

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