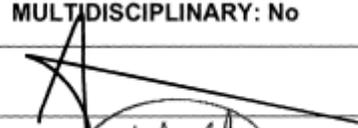
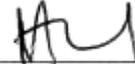


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PLANT AREA: Matla Power Station			
TITLE: SCOPE OF WORK FOR PUBLIC ADDRESS SYSTEM UPGRADE PROJECT			
REF:QA/QC 002	Reference Rev No:1	MULTIDISCIPLINARY: No	Plant Level: All
COMPILED BY	Name: <i>Vusmuzi Ntuli</i> Systems Engineer	Signature: 	Date: 28/01/2026
APPROVED	Name: <i>Katlego Mangope</i> Line Manager	Signature: 	Date: 28/01/2026
APPROVED	Name: <i>Lindokuhle Ngobese</i> Group Manager	Signature: 	Date: 2026/01/28
REVIEWED	Name: <i>Johan Lourens</i> Quality Department	Signature: 	Date: 2026/01/28
REVIEWED	Name: <i>JERIDA Ramana</i> Occupational Health and Safety	Signature: 	Date: 29/01/2026
REVIEWED	Name: <i>Zidwa Zimu</i> Environmental Department	Signature: 	Date: 29/01/2026
ACCEPTED	Name: <i>X DASHI</i> Outage Manager/Maintenance manager	Signature: 	Date: 30/01/2026
ACCEPTED	Name: AIA	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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	<p>2) Management system should ensure 99.9% availability at all times. This shall be achieved by the continuous real time surveillance / monitoring of the system and the standby batteries.</p> <p>3) Rack mounting requirements: Supply and install rack with the following:</p> <ul style="list-style-type: none"> a. Cooling fans for racks which provides sufficient cooling of all equipment inside the racks b. Sufficient ventilation to be provided in the event of cooling fan failure c. The front side and rear side of the rack should be accessible with lockable doors 	HOLD	Contractor
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	<p>d. Cable ingress access to be provided both at the top side and the bottom side of the rack</p> <p>4. Power Supply Requirements :</p> <p>The power for the rack shall be tapped from the stations dedicated emergency power supply. The Contractor shall be responsible to pull cables and connecting to station supply. A PSR authorised person from Matla Power Station Electrical Maintenance Department (EMD) shall supervise the Contractor.</p> <p>Matla Power Station will provide a breaker where the emergency power supply can be tapped. The Contractor shall be required to install cables, whereby installation entails the laying of the cable along an approved cable route, fastening the cable onto the cable racks/cable support structures and</p>		HOLD	Contractor
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	<p>terminating the cable under the supervision of an Authorised Supervisor.</p> <p>Testing of the cable before and after installation – a calibrated multimeter to be utilised for loop checks. Old cabling will be decommissioned and removed accordingly. Old cabling remains the property of Matla Power Station.</p> <p>The Contractor provides a cable schedule, termination drawings, racking/ cable layout drawings, merging / continuity test certificate.</p> <p>The rack shall have a separate UPS power supply that can support the power requirements for at least 24hrs, thereafter the public address management system and associated systems can automatically do a safe shutdown in the event of loss of power.</p>			
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	<p>7) Continuous real time surveillance / monitoring Functionality:</p> <p>a. Should have automatic scanning functionality (every 5 seconds) to check for any cable break in the system. If detected, The management system should sound an alarm. The alarms shall be monitored at a dedicated HMI screen located at the Electrical Operating Desk (EOD). There should be a local HMI screen at the Public Address Management System Rack. These HMI screens and cabling shall be supplied and configured by the Contractor.</p> <p>b. The alarms shall be acknowledged in the HMI screens , however the alarms will</p>	HOLD	Contractor
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	<p>only be cleared once the fault is completely rectified.</p> <p>c. Management system should be able to identify the cable break or speaker malfunction and should be visible (with zone number and speaker AKZ/KKS number) in the HMI screen for easy diagnosis and fault-finding. The AKZ/KKS number will be provided by Matla Power Station to the Contractor.</p> <p>d. The alarms to be indicated in the EOD HMI screen and the local HMI screen located in the Public Address Management system. The alarms and events shall be recorded in a data historian located in the Public Address</p>			
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	<p>Management system rack. There should be a function for acknowledging the alarms (where the information of the user who acknowledges the alarm is recorded). The alarm should only be cleared once the fault is rectified.</p> <p>e. The alarms and events to be recorded in the local database. These events are to be stored at least for a period of two (2) years.</p> <p>8) HMI screen for the Public Address Management system:</p> <p>a. Different levels of security login for the following profiles:</p> <p>i. Administrators: To add users,</p>		HOLD	Contractor
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	<p>Change settings and perform administrative tasks on the system, acknowledge alarms.</p> <ul style="list-style-type: none"> ii. Engineers: To change settings in the system, acknowledge alarms. iii. Maintenance: To perform fault finding in the system, acknowledge alarms. iv. Users: To view the system, navigate the system, acknowledge alarms. <p>9) Remote Microphones for announcement:</p> <ul style="list-style-type: none"> a. The Public Address Management system shall support at least 5 (five) remote microphones. The remote microphones shall have the ability to activate the 4 (four) different evacuation tones. The proposed locations of the remote 		HOLD	Contractor
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	microphones are as follows: <ul style="list-style-type: none"> a. EOD desk b. EP Centre at the fire station c. 5th Floor administration building d. Security reception e. Fireman’s microphone <ul style="list-style-type: none"> b. Matla Power Station uses Cisco phones. With a password, the Cisco phone should be able to transmit voice messages where the announcement can be made to all zones. (This message may include announcements for station events / meetings). c. Only one remote microphone should be able to transmit / talk at a time (i.e., no cross-talk allowed). Zone selection should also be possible in order to select and transmit to one or multiple zones / buildings (i.e., in the event of fire / emergency, to evacuate personnel from one floor / building at a time). 			
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	<p>10) Public Broadcasting System Requirements:</p> <ul style="list-style-type: none"> a. A standalone amplifier and radio system to be installed in the rack with the following: <ul style="list-style-type: none"> i. Different selectable radio channels to be played across selectable zones. ii. CD player to play Eskom’s pre-recorded messages from the management iii. Flash drive to play Eskom’s pre-recorded messages from the management <p>11) Recording Function Requirements:</p> <ul style="list-style-type: none"> a. All announcements to be recorded and shall be able to retrieve using a flash drive in .mp3 format (for audit purposes) 		HOLD	Contractor
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	<p>b. There should be local speaker available at the HMI screen where the recorded messages can be played from the management system rack.</p> <p>c. The HMI display will include the following information:</p> <ol style="list-style-type: none"> 1. Type of message (i.e Evacuation, Fire, Emergency, Security, General etc.) 2. The date and time which the announcement was made 3. The size (in kilobytes/ megabytes) 4. From which Remote Microphones was the message played(EOD Desk, EP Centre, 5th floor, Security receptions Fireman’s microphone etc.) <p>d. Priority of the recorded to be identified in the database and be able to retrieve by</p>			
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	<p>user friendly filtering / querying of the system. Priority can be identified as follows:</p> <ul style="list-style-type: none"> • Evacuation Messages • Fire Messages • Emergency Messages • Security Messages • General Announcement Messages <p>12) On-line Data Historian / Database Requirements:</p> <p>a. The historian server should be sufficient to record at least 5 years recorded information (i.e., voice recordings, alarms, events etc.).</p> <p>b. The database for recording should not expire. The recorded messages shall be</p>		HOLD	Contractor
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	<p>stored for at least five (5) years in the Public Address Management system. There after it can be over written if the memory of the hard drive is full.</p> <p>c. The data in the historian shall be able to be copied into other storage devices (i.e. Flash drives, external hard drives etc.).</p> <p>d. Automatic back up shall also be possible from the historian servers into the external hard drive for redundancy.</p> <p>e. The Contractor to provide a backup server (with the memory space enough to store five (5) years information). Backup to be done once every month Backup server shall be supplied and configured for</p>			
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	<p>automatic backup by the Contractor. The information shall be able to be copied into other storage devices (i.e. Flash drives, external hard drives etc.)</p> <p>13) Speaker Requirements:</p> <p>a. The Contractor shall integrate the Public address management system to the existing speakers (that is under working condition) that is installed in Matla power station.</p> <p>b. Where the existing speakers are not working / defective, the Contractor shall replace the defective speaker with the new speaker. The Contractor shall also test and confirm the condition of the existing speaker cables in the power station is sufficient to handle the speaker</p>		HOLD	Contractor
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	<p>requirements.</p> <p>c. Different speakers (i.e., Horn speakers, ceiling speakers, speakers with strobe lights etc.), are utilised according to the different plant area / office environment requirements. The Contractor has to determine the types of speaker that is sufficient in order to suit the different harsh Power Station environments.</p> <p>14) Area of Public Address System Coverage:</p> <p>a. There are areas in the power station where there is no coverage of Public Address system.</p> <p>b. The Contractor shall provide the necessary trenching, ducting, piping etc., where necessary in order to cater for all the buildings / plant areas / facilities that</p>		HOLD	Contractor
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	<p>are located inside the Matla Power Station perimeter. These areas include but not limited to areas listed in Appendix A.</p> <p>c. A plant walk down by the Contractor is recommended to determine the total number of items (i.e., speakers, cabling, strobe lights, amplifiers, power supplies etc.) prior to the submission of the quote. This information obtained from the plant walk down may be used as a basis of the detailed design, which will be submitted for approval from Eskom.</p> <p>d. The Contractor provides the air conditioning for the PA system.</p>			
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<p>Factory Acceptance Test Requirements (FAT):</p> <p>Arrange and demonstrate the working of Public Address management system demonstrating the requirements mentioned in section 2.3 of this document during FAT</p> <p>Contractor to prepare FAT requirements for acceptance. This shall be reviewed and accepted by the Employer prior to the FAT meeting.</p> <p>Factory Acceptance Testing:</p> <p>All equipment is comprehensively factory tested prior to shipment as far as reasonably practical. The Employer right to appoint a representative or</p>		HOLD	Contractor
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<p>representatives to inspect all parts during manufacturing and to be present at any of the tests specified.</p> <p>The Project Manager is free to specify hold and witness point during the fabrication and factory testing of the Public address management system. The Contractor issues preliminary notification of such hold and witness points by fifteen day advance notice to the Project Manager and confirms such hold and witness points at least seven days prior to the activity.</p> <p>Once the inspection authority is established, all third-party equipment is also incorporated in the inspection. A minimum of ten working day notice is given by the Contractor for such inspection and is shown in the accepted programme.</p>		HOLD	Contractor
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	<p>Pre-Factory Acceptance Test</p> <p>The Contractor conducts a pre-factory acceptance test at the Contractor’s factory in preparation for the FAT with the Project Manager and is shown in the accepted programme.</p> <p>During the Pre-FAT the Contractor’s engineers test and verify the individual software and hardware modules of the design specification as agreed upon at design freeze, as well as the integration of all software and hardware of the works.</p> <p>The Contractor’s Pre-FAT test are documented as part of the Contractor’s QC procedure. The Contractor submits the QC procedure and pre-FAT test and inspection results to the Project Manager prior to the commencement of FAT.</p>		HOLD	Contractor
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	<p>FAT</p> <p>During FAT, the Contractor demonstrates that the Public address management system meets the requirements of this Works Information, Detailed Engineering design Freeze documentation, As Build operating and philosophies. Both the Contractor and the Project Manager witness the FAT</p> <p>The Contractor guarantees that all system hardware and software is available and operational in time for the individual tests.</p> <p>As a minimum, the following tests and inspections are performed during FAT:</p> <ul style="list-style-type: none"> • Full testing of system hardware including servers, HMI, network switches. • System integrity and application tests 		HOLD	Contractor
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	<ul style="list-style-type: none"> Software functionality <p>The Project Manager determines if any further testing is required in addition to that specified, such as that of a new technologies being used.</p> <p>FAT Procedure</p> <p>The Contractor prepares a detailed test procedure in preparation for FAT. The proposed test procedure is prepared by the Contractor and submitted to the Project Manager for acceptance during the system engineering stage. The final test procedure is prepared by the Contractor and submitted to the Project Manager for acceptance at ten working days prior to the scheduled test date.</p> <p>As a minimum, proposed FAT procedure identifies the following:</p> <ul style="list-style-type: none"> Major test activities 		HOLD	Contractor
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	<ul style="list-style-type: none"> • Comprehensive list and description of the individual tests to be performed • How the test are to be prepared and conducted • Tests dates and durations • Checklists - how the test results will be documented • Acceptance criteria • How the identified discrepancies will be processed • Retesting requirements <p>A final FAT report is prepared by the Contractor that includes the following as a minimum:</p> <ul style="list-style-type: none"> • Test procedure used during FAT • Details test results • Discrepancies identified during the test • Resolution of the discrepancies • Retests conducted and results and 		HOLD	Contractor
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	results thereof <ul style="list-style-type: none"> FAT certificate <p>The Contractor submits the FAT Report to the Project Manager for acceptance. FAT Completion is achieved upon acceptance of the Final FAT Report by the Project Manager.</p> <p>Site Acceptance Test Requirements (SAT):</p> <p>a. Arrange and demonstrate the working of Public Address management system demonstrating integration of the management system with existing TOA V-1000 series and TOA VX-2000 series equipment, speakers, amplifiers and cabling that was already installed at Matla Power Station during SAT.</p>		HOLD	Contractor
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	b. Contractor to prepare SAT requirements for acceptance. This shall be reviewed and accepted by the Employer prior to the SAT meeting.			
	Integration Requirements: The Contractor is responsible for all the necessary trenching, piping and cabling in order to integrate the Public Address Management system with the existing public address system installed at Matla power station.		HOLD	Contractor
	Logistics Requirements: To design, manufacture, supply, transport, test, install, integrate, commission, and storage of the Public Address Management system and its components (i.e., speakers, amplifiers, power supply, database servers etc.).		HOLD	Contractor

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	Spares Requirements: <ol style="list-style-type: none"> a. The Contractor to provide a complete list of spares required in order to make the management system reliable, available and maintainable at all times. b. This document should include the complete list of equipment used, the life cycle of the equipment, the maintenance required and the frequency of when the maintenance to be carried out. The Contractor provides the commissioning and the calibration procedures as well as maintenance and installation manuals and layout drawings. c. The Contractor provides all software and licenses installed, backup and recovery 		HOLD	Contractor

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	procedures for the system.			
	Documentation Requirements: The Contractor shall provide datasheets, operating manuals, maintenance manuals and interface drawings in the following: <ul style="list-style-type: none"> i. 3 x Soft Copies: This could be in the form of pdf, word document and/or Eskom approved engineering software systems. ii. 3 x Hard Copies: Files clearly marked in the front cover, indexed and separated by file dividers. 		HOLD	Contractor
	Decommissioning of existing Equipment Decommissioning of existing TOA V-1000 series and TOA VX-2000 interface systems (where	32-345 Waste Management Standard 557-4090 Waste Management Procedure 240-11767932 Sanitation of Data Storage Media 557-12016 Scrapping of Assets Form	HOLD	Contractor

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<p>necessary) and utilising the existing cabling, speakers and amplifiers without affecting the day-to-day operation.</p> <p>Assessment and testing of the existing cable to be done in order to confirm whether the existing cable can be re-used for installation of speakers. A calibrated multimeter to be utilised for loop checks. Loop testing to be done after installation of the speakers in the existing cable (both by impedance measurements and by sending voice signals and verifying the sound is audible in the speaker loops).</p> <p>Where existing cables cannot be used, the Contractor install a new cable. Contractor is responsible for updating loops for existing cables as</p>			
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	<p>part of the works. Good house shall be maintained at all times after the removal of existing cables.</p> <p>Electronic equipment which are un-usable(such as amplifiers, speakers etc, to be decommissioned as per the following:</p> <ul style="list-style-type: none"> • Electronic equipment to be scrapped using the Employer standards and procedures. • After scrapping of assets the equipment to be disposed as per the Waste Management standard and procedure. • Old equipment remains the property of 			
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	Matla Power Station.			
	Training Requirements: a. Training materials to be provided and formal training to be conducted. Training should include theory and practical in the operation and the working of the Public Address Management system and its related components (i.e, speakers, amplifiers etc.). The attendees/ candidates to be awarded Certificates of Training once the training is completed. b. Attendance register to be provided as proof after the completion of training. Minimum of 4 training sessions to be conducted at Matla		HOLD	Contractor

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	Power Station in order to accommodate shift workers. c. Training to be provided for different disciplines as follows: i. Administrators ii. Engineers iii. Maintenance iv. Users			
	The following Standards, Eskom Policies, Procedures and guidelines was referred and is applicable in this document	Refer to the following: <ul style="list-style-type: none"> - 240-64720986: Emergency Preparedness Public Address System – For Large Area Deployment - ISO 9001 Quality Management Systems. - EN54-4 European Norm: Voice Alarm Power Supply Equipment - EN54-16 European Norm: Voice Alarm and Indicating Equipment - EN54-24 European Norm: Loudspeaker 		

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		Equipment - BS-5839-8 British Standard: Emergency Voice Communication Systems - ISO 7240 Voice Alarm Standards - SANS 60849 South African National Standard for Voice Alarm Systems		
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BILL OF MATERIALS

Item	Description	UOM	Estimate quantity(qty)	Unit rate Vat Excl	Amount(qty x Rate)	Stock number
	Section 1					
1.	Contractor to provide the list of the bill of materials to Eskom for the public address management system, and associated equipment (i.e., including speakers, cabling, strobe lights, amplifiers, power supplies etc.).	To be provided by the contractor				

SCOPE COMPILATION REFERENCES				
SOURCE & Ref No.	Yes	No	N/A	Comments
Previous outage service reports			X	
Return to service data packages			X	
Maintenance Strategy with Rev number			X	

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SAP defects (attach list as appendix)			X	
GHRMS (STEP) reports (Generation Heat Rate Management System)			X	
Online Condition Monitoring			X	
Pre-outage performance test results			X	
Post outage performance test results			X	
GPSS/ Plant Performance data on UCLF incurred			X	
OMS / IIRMS recommendations (Audits Reports)			X	
Risk controls (IRM system)			X	
Previous audits and reviews (e.g. ERAP)			X	
Engineering Change Requests (Projects)			X	
LOPP strategy reports			X	
URS			X	
Philosophy (Outage)			X	
Condition Monitoring Report			X	
VA/PHD Viewer trends			X	
Corrective Actions			X	
CARAB reports			X	

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Statutory Requirements				
Grid code requirements				
Waivers and Exemptions				
Calibration requirements				
Previous Outage SOW variations				
Post Mortems Actions from previous outages				
Pre-Outage plant walks				
Risk based inspection (RBI) report				
Simulation, TOIs, OON, SI				

COMMENTS

ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc			
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