



MATLA POWER STATION - IDA  
SCOPE OF WORK

Document Identifier	14593	Rev	7
Effective Date	October 2024		
Review Date	October 2027		

PLANT AREA: Matla Power Station


TITLE: Provision of Health and Safety Spotters at Matla Power Station as and when Required During Outage (GO, MO and IR) Work for a Period of 5 years.

REF:QA/QC SRM02	Reference Rev No:1	MULTIDISCIPLINARY: No	Plant Level: All
COMPILED BY	Name: Lynton Mudau Systems Engineer/End User	Signature:	Date: 09/04/2025
APPROVED	Name: Thoko Mokoena Line Manager	Signature:	Date: 09/04/2025
APPROVED	Name: Richard Gololo Group Manager	Signature:	Date: 09/04/2025
REVIEWED	Name: Jabulani Msweni <sup>BD</sup> Quality Department	Signature:	Date: 10/04/2025
REVIEWED	Name: Thoko Mokoena Occupational Health and Safety	Signature:	Date: 09/04/2025
REVIEWED	Name: Bethuel Moeng Environmental Department	Signature:	Date: 10/04/2025
ACCEPTED	Name: N/A Outage Manager/Maintenance manager	Signature:	Date:
ACCEPTED	Name: N/A AIA	Signature:	Date:

Reference No: QA/QC SRM02	Reference Rev No:	Date: 2023/03/01	Page 1 of 13
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	<p style="text-align: center;">Matla Power Station - 1 De</p> <p style="text-align: center;">SCOPE OF WORK</p>	Document Identifier	14593	Rev	7
		Effective Date	October 2024		
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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"> <li>• Health and safety file should be approved by Safety risk management department prior to any work commences on site</li> <li>• All work is to be done in accordance with OHS Act 85 of 1993, Matla plant procedures and Plant Safety Regulations. (240-150642762).</li> <li>• Matla power station SHEQ induction must be done before access to site can be granted</li> <li>• The contractor should ensure that all employees have acquired the required competency for the task they are performing.</li> <li>• The contractor to ensure compliance to updated legal requirements and other requirements.</li> <li>• <b>BUY QUIET:</b> All stakeholders are encouraged to purchase or rent quieter machinery, equipment, and tools to reduce worker noise exposure, contribute towards compliance</li> </ul>	Eskom to witness.	Contractor

Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 2 of 13
----------------------------------	-------------------	------------------	--------------

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	<p style="text-align: center;">MATLA POWER STATION SCOPE OF WORK</p>	<b>Document Identifier</b> 14593	<b>Rev</b> 7
		<b>Effective Date</b>	October 2024
		<b>Review Date</b>	October 2027

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

Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 3 of 13
----------------------------------	-------------------	------------------	--------------

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

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

Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 4 of 13
----------------------------------	-------------------	------------------	--------------

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

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
	Health and Safety Spotters at Matla Power Station			
1.6	<ul style="list-style-type: none"> <li>Enforce SHEQ compliance on Eskom and Contractors performing work during Outage on a daily basis as per the requirements of Occupational Health and Safety Act 85 of 1993, Task Risk Assessment, Planned job observation on critical plant, implementation of PTW on all, Hot work permit compliance and give feedback to Matla management, SRM and Outage management on daily basis and to inspect contractor`s tools before coming on site.</li> <li>Attend Contractor “tool-box talks” and recovery meetings to give feedback about SHE status during the proceedings of the outage in the plant and propose actions for improvement where there are deviations and non-compliances.</li> </ul>	<p>The following Eskom OHS procedures will be adhered to:</p> <ul style="list-style-type: none"> <li>32-726: Contract and Contractor OHS Management</li> <li>32-727: Safety, Health, Environment, and Quality Policy</li> <li>240-62196227: Life-Saving Rules Standard</li> <li>240-62946386: Vehicle and Driver Safety Management Procedure</li> <li>32-1034 Eskom’s Procurement and Supply Chain Management Procedure</li> </ul>		

Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 5 of 13
----------------------------------	-------------------	------------------	--------------

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	<p style="text-align: center;">MINTI POWER STATION</p> <p style="text-align: center;">SCOPE OF WORK</p>	Document Identifier	14593	Rev	7
		Effective Date	October 2024		
		Review Date	October 2027		

	<ul style="list-style-type: none"> <li>• Do plant walk-downs with other Safety Officers whenever such walks are planned.</li> <li>• Ensuring permits and Risk Assessments are in place and relevant to the job performed.</li> <li>• Report to SRM any unsafe work, non-compliances, stop unsafe work immediately but inform all relevant parties followed by a full written report.</li> <li>• To perform night work when required and there is night work executed during the outage.</li> <li>• Assist with evacuation of all personnel at the plant in the event of emergency.</li> <li>• Be able to do immediate incident investigations and draft a report for management.</li> <li>• Report all OHS incidents as Environmental incidents immediately to SRM.</li> <li>• Assist SRM with all safety awareness campaigns and preparations for safety campaigns.</li> </ul>			
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Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 6 of 13
----------------------------------	-------------------	------------------	--------------

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	<p style="text-align: center;">Eskom Power Generation Limited SCOPE OF WORK</p>	Document Identifier	14593	Rev	7
		Effective Date	October 2024		
		Review Date	October 2027		

	<ul style="list-style-type: none"> <li>Collect and preserve evidence for incident investigation</li> <li>Conduction inspection on structural integrity at the plant and restrict access to unsafe areas.</li> <li>Compile daily report and communicate it to SRM</li> <li>Assist with the evaluation of health and safety files and SHEQ induction training.</li> <li>Conduct traffic control during peak hours in the morning and afternoon.</li> </ul> <p>Perform any other adhoc duties as requested by SRM.</p>			
1.7	<p>The total contract shall comprise of twelve (12) Health and Safety Spotters, the contract will have two shift, first shift with 6 health and safety spotters working from 06:00am to 18:00, the second shift with a team of 2 will start at 18:00 to 06:00am. The minimum qualification requirements for Health and Safety Spotters:</p>			

Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 7 of 13
----------------------------------	-------------------	------------------	--------------

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	<p style="text-align: center;">Eskom Power Services Ltd SAFETY SPOTTERS</p>	<b>Document Identifier</b> 14593	<b>Rev</b> 7
		<b>Effective Date</b> October 2024	
		<b>Review Date</b> October 2027	

	<ul style="list-style-type: none"> <li>Diploma/National diploma in Safety Management (NQF Level 6) and 2 years of experience in Health and Safety (Power Station related experience).</li> <li>SAMTRACT Certificate and 5 years of experience in Health and Safety (Power Station related experience).</li> <li>SACPCMP registration as Construction Health and Safety Officer.</li> <li>Certificate in HIRA, Incident Investigation, Confines space, Fall protection plan and Work at heights will be advantageous</li> </ul> <p>Knowledge of Occupational Health and Safety Act, Environmental regulations and Quality standards.</p>			
18	<b>Documents required</b>			
	<ul style="list-style-type: none"> <li>Provide CV's detailing experience and qualifications</li> <li>Competence certificates, Registration certificate, ID copy and qualifications</li> </ul>			

Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 8 of 13
----------------------------------	-------------------	------------------	--------------

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

	<p>The Employer shall have the right to terminate the contract, if either the Contractor or their staff responsible for the execution of the services loses his/her accreditation.</p>			
1.9	<p><b>SHEQ Responsibilities</b></p>			
	<p>The Contractor will be responsible for the following SHEQ responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensure that his/her employees undergo through Matla SHEQ Induction</li> <li>• Provide personal protective equipment required for the employees which will Include Winter Jackets</li> <li>• Inform the employees about SHEQ requirements and enforce compliance</li> <li>• Compile Health and Safety File before commencing with the project and submit it to SRM for approval</li> <li>• Provision of facilities for employees</li> <li>• Provision of a safe transport for employees</li> <li>• Ensure that all employees are medically fit to perform the required work.</li> </ul>			

<b>Reference No: QA/QC SRM02</b>	<b>Reference Rev No:</b>	<b>Date: 2023/03/01</b>	<b>Page 9 of 13</b>
----------------------------------	--------------------------	-------------------------	---------------------

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


**BILL OF MATERIAL**

No	Full description of Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity
1	Full Overalls (Or Two piece Overall)	Navy Blue reflective (SABS Approved)			36
2	Hard hat	White with chip strap (SABS Approved)			12
3	Safety Boots	Should have steel toe (SABS Approved)			48
4	Dust Masks	Dust Mask FFP2 without Valve (SABS Approved)			3000
5	Earplugs	SABS Approved			2000
6	Safety Goggles	Anti-fog SABS Approved			90
7	Hand gloves	General Purpose Gloves			220
8	Reflective Jackets	Long Sleeve Reflective Jackets			60
9	Safety harness	Full body safety harness with Shock Absorbing Lanyard			08
10	Thermal Jackets (During winter)	Navy Blue reflective (SABS Approved) winter jackets			36
11	White gloves for traffic control	Traffic control white gloves			80
12	Disposable overalls	Heavy duty overalls for dust protection			92

<b>Reference No:</b> QA/QC SRM02	<b>Reference Rev No:</b>	<b>Date:</b> 2023/03/01	<b>Page</b> 10 of 13
----------------------------------	--------------------------	-------------------------	----------------------

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	SAFETY SPOTTERS SCOPED UP WORK	Document Identifier	14593	Rev	7
		Effective Date	October 2024		
		Review Date	October 2027		

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

Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 11 of 13
----------------------------------	-------------------	------------------	---------------

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

COMMENTS


<b>ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc</b>	
1	
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Reference No: <b>QA/QC SRM02</b>	Reference Rev No:	Date: 2023/03/01	Page 13 of 13
----------------------------------	-------------------	------------------	---------------

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**GENERATION OUTAGE 15/5-YEAR PLAN**  
**POWER STATION: MATLA POWER STATION**

DATE: \_\_\_\_\_  
REV: 3

Legend:	GO	General Overhaul	IR	Interim Repairs	ST	Short Term Planned Repairs
	MO	Mini-Overhaul	IN	Inspection and Repair	* Months between GO's (eg: 72).	

LAST OFFICIAL OUTAGE RTS DATE: UNIT 01 =

GPSS ID:

LAST OFFICIAL OUTAGE RTS DATE: UNIT 02 =

GPSS ID:

LAST OFFICIAL OUTAGE RTS DATE: UNIT 03 =

GPSS ID:

LAST OFFICIAL OUTAGE RTS DATE: UNIT 04 =

GPSS ID:

LAST OFFICIAL OUTAGE RTS DATE: UNIT 05 =

GPSS ID:

LAST OFFICIAL OUTAGE RTS DATE: UNIT 06 =

GPSS ID:

NOTES: Example: Outage moved due to system constraints.....

\* Obtain Outage Identification number from GPPS and Input onto the plan.



