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 of Clean Condition Officer for work done on the Generators at Arnot Power Station during Interims, General Overall's and 'as and when required basis 'including Emergency breakdown.

1.2 *Employer*'s requirements for the *service*

The CCO represents the Power Station in all aspects of the Generator Clean Conditions process.
The main responsibility of the CCO is to review the daily work execution in the Clean Conditions Area against the requirements of this Standard (240-56178527).

The contractor shall make available individuals for the duties of CCO with the following minimum criteria:

- Have a technical qualification (N4 or higher in engineering)
- Individuals must have completed an Eskom accredited clean conditions training program
- Preferably have generator related experience of at least 2 years
- Have shift work capability

Duties of the CCO include, but are not limited to:

- Provide the ILR with the necessary assurance that the Clean Conditions Area control is adequately executed based on the minimum requirements of this Standard.
- Approve Clean Conditions Area Permit Applications. The CCO further have the authority to reject or revoke permits based on valid reasons and must inform the ILR and CCC of this.
- Compile and issue Clean Conditions Area Permits.
- Must draw up (and update) the Clean Conditions Organisation Chart (including contact numbers) and ensure that it is displayed in the Access Container.
- The authorisation of allowing a visitor into the Clean Conditions High Risk and or Low Risk Area is the responsibility of the CCO. The authorisation of a visitor will be documented in the Clean Conditions file.
- Review the daily log books as maintained by CC&FME. The purpose of the log book is to record observations, suggestions and deviations that cannot be recorded in the registers.
- Ensure that the Clean Conditions files are maintained by Turbo Gen Services and Risk & Resilience and that they comply with the requirements of this standard.
- Ensure that Clean Conditions Area equipment is in a good condition.
- Ensure compliance of the approved floor plan.
- Ensure that Clean Conditions Area inspections are conducted as per the review requirements.
- Report Access Controller poor performance related issues to the ILR and CCC.
- Ensure good housekeeping and cleanliness of the work Clean Conditions work area and cabins.
- Ensure that the fire extinguisher test certificates are valid for the duration of that outage.
- Ensure that the generator Tool Container be audited by Turbo Gen Services and Risk & Resilience against the tool inventory list. Further to this he/she must ensure that the contents of the Tool Container are inspected daily and that the tools are without any defects. Defects should be recorded in a dedicated lost or damaged tool register and should indicate the corrective actions taken.
- Ensure that the relevant Generator Clean Conditions internal inspection sheets are available.
- Ensure that the Generator Inventory list is available
- Responsible to perform Clean Conditions Reviews as per the review requirements of this standard and sign off the necessary PQP hold points.
- Highlight any potential Clean Conditions risks to the ILR for further action.
- Ensure that work requirements that deviates from the normal work practices are approved via the concession process as detailed in this standard.

1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
CCO	Clean Condition Officer
CCC	Site Clean Condition Champion
CCTV	Closed Circuit Television
ER	External Review
ILR	Internal Lead Review
MSDS	Material Safety Data Sheet
OEM	Original Equipment Manufacturer
PPE	Person Protection Equipment
PQP	Process Quality Plan
HV	High Voltage
ISO	International Standards Organisation
SABS	South African Bureau of Standard
CV	Curriculum Vitae
PC	Personal Computer
V	Voltage

2 Management strategy and start up.

2.1 The *Contractor*'s plan for the *service*

- Employee will submit the ten year plan or inform the Contractor in advance about any outage that is scheduled and submit scope for the areas that will need to be chemical cleaned as to give the Contractor ample time to plan for the manpower that is needed.
- The contractor must prepare the plan before the outage, of how work will be carried out including the duration and submit it to the service manager for approval and incorporation into the main outage plan.

Nr.	Unit	Start- End Dates	Year
1	4	2022/07/01 - 2022/10/03	2022
2	1	2022/12/10 - 2022/03/14	2022
3	5	2023/06/26 - 2023/09/28	2023
4	6	2023/10/30 - 2023/12/08	2023
5	2	2024/05/20 - 2024/06/28	2024
6	3	2024/08/19 - 2024/09/27	2024
7	4	2024/08/01 - 2024/08/27	2025
8	1	2025/11/03 - 2025/12/01	2025

Note: Dates are subject to change due to system demand.

2.2 Management meetings

- Meeting will be arranged between the Employer and the Contractor as and when required.
- Contractor should avail himself for daily feedback meeting that takes place during the outage to report on the progress and problems encountered on the plant including safety.
- Contractors will also be requested to attend the main outage meeting mainly for interphases discussions.
- SHE meetings for Contractors also take place once a week to discuss all safety related issues mainly about the plant.

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.

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2.3 *Contractor*'s management, supervision and key people

- The Contractor to appoint persons who have sufficient knowledge of the Clean Conditions process as well as Generator Clean Conditions Requirements Work Instruction 240-56178527. Have technical qualifications in Engineering and experience in Clean Condition Control.
- Proof of the experience will be required for the Clean Condition Officers

2.4 Provision of bonds and guarantees

N/A

2.5 Documentation control

- The CCO shall ensure that all documentation regarding the Clean Condition is submitted and Archived to the Documentation Centre at Arnot Power Station after each and every Outage completed.

2.6 Invoicing and payment

Time Sheet

- Payments will be made according to hours worked as per submitted timesheets.
- Time sheet to be approved by the *Service Manager* on a weekly basis.

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 Holdings SOC Limited
Finance Department No 2002/15527/6
Private Bag x2
Rietkuil
1097
South Africa

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)

2.7 Contract change management

N/A

2.8 Records of Defined Cost to be kept by the *Contractor*

The Contractor should keep all costs involved and avail them on request.

2.9 Insurance provided by the *Employer*

The Purchaser's Insurance Policies can be viewed on the following website:

http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx

The Purchaser's insurance policies is reviewed and may be revised annually on the annual insurance policy maturity date at the end of March each year when the supplier is advised to inform himself of such updates on the above website. Claims procedures and claim forms are also available from this website. Marine insurance the procedure for initiation of this insurance cover is also available from this website.

2.10 Training workshops and technology transfer

- All personnel, Eskom and Contractors shall undergo Generator Clean Condition awareness training on this procedure prior to being allowed to work on the generator and the training is valid for a period of 12 months.
- The training shall include (as a minimum):
  - Viewing the clean condition video
  - A summary of the Generation Clean Conditions Requirements Standard Rev 0.4
  - A summary of the Arnot Clean Conditions procedure EP ENG 053 Rev 4.
  - Emphasis importance of legible writing when completing data or log sheets for future reference.
  - The language to be used when filling the forms shall be English

2.11 Design and supply of Equipment

N/A

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

2.12.1 Equipment

N/A

2.12.2 Information and other things

Reports must be submitted to the Employer after each service.

2.13 Management of work done by Task Order

- The *Contractor* performs work in accordance with the prior use of a Task Order from the delegated *Service Manager* or his delegate and completes it within the time period specified in the Task Order.

- Should the *Contractor* be unable to supply the resources required to complete a Task Order within the period specified, he immediately notifies the delegated *Service Manager* to this effect. The notification includes recommendations as to how the work can be done and completed.

- The Task Order is complete when the content and deliverables called up in the activity listed in the Task Order and any additional requirement have been provided.

- An emergency work is work required when normal administration cannot be achieved and allows the *Contractor* to start work on a verbal instruction by *Service Manager*. *The Contractor*, without prior issue of a Task Order, but upon the verbal instruction of the Service *Manager* or *Supervisor*, provides the works in an Emergency. The Task Order is confirmed in writing within 24 hours.

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

In addition to the requirements of the laws governing health and safety, Eskom may have some additional requirements particular to the *service* and the Affected Property for this contract. The text below provides for these being attached as an Annexure to this Service Information. PLEASE ALSO READ CORE CLAUSE 27.4 TOGETHER WITH Z7 IN THE ADDITIONAL CONDITIONS OF CONTRACT TO MAKE SURE THAT WHATHEVER IS INCLUDED IN THE ANNEXURE FOLLOWS ON FROM THOSE CLAUSES.

The Divisional/Regional Safety Risk Manager or his representative having jurisdiction over the *service* must provide the relevant safety, health and environmental (SHE) criteria for incorporation into this Service Information. The SHE specification / scope must be signed off by the Divisional/Regional Safety Risk Manager or his representative confirming that the applicable safety criteria have been taken into account.

The Commodity Manager / Buyer must refer the tender to the Divisional/Regional Safety Risk Manager or his representative in order to evaluate against enquiry-specific safety criteria.

The Divisional Safety Risk Managers who will be responsible for the allocation of resources to assist P&SCM with the above processes are as follows:

- Generation: Roley McIntyre
- Transmission: Tony Patterson
- Distribution: Alex Stramrood
- Enterprises: Jace Naidoo
- Corporate: Kerseri Pather

The *Contractor* shall comply with the health and safety requirements contained in **Annexure A** to this Service Information.

Compliance to the 5 CARDINAL RULES:

RULE 1: OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH
RULE 2: HOOK UP AT HEIGHTS
RULE 3: BUCKLE UP
RULE 4: BE SOBER
RULE 5: ENSURE THAT YOU HAVE A PERMIT TO WORK

3.2 Environmental constraints and management

The *Contractor* ensures that all goods, services or *works* supplied in terms of the Contract conform to all applicable environmental legislation.

The *Contractor* shall comply with **ISO 14001** and Arnot Power Station Environmental Policy **SHQP ENV 079**.

- **The environmental policy for Arnot Power Station is set out below:**

We are committed to sustainable development and will actively work to reduce the impact on the natural environment resulting from the power generation process.
We commit to continual improvement in our performance and aspire to minimum harm to people and the environment

- **Whenever we conduct our business, we will:**
  - L : Legal compliance
  - I : Improve continuously
  - M: Management of natural resources

- P: Prevention of pollution

- **Refuse Disposal**

The *Contractor* is responsible to keep the work area clean of any rubble.
All waste introduced and/or produced on the *Employer's* premises by the *Contractor* for this contract, is handled in accordance with National Management Waste Act No. 59 of 2008 and Waste Management procedure: SHQP ENV 079.
The *Employer* provides colour coded bins for refuse disposal.
The *Employer* empties these bins.
Contractor keeps the work area clean of any rubble, and to places all refuse into the bins provided.
The *Contractor* ensures that all workers under his control strictly adhere to the correct use of refuse bins:
Blue bins: - Scrap metal only
White bins: - Lagging and general household rubbish
Red bins: - Oil contaminated waste
Blue and green drums - Waste grease

The *Contractor* shall comply with the environmental criteria and constraints stated in **Annexure B**

3.3 Quality assurance requirements

- The CCO will ensure that all review 1 -7 are done as per EPENG 053 rev 4 and Generator Clean Conditions Requirements 36-694.
- Qualifications with CV of the person performing the role of the CCO to be made available when required by *Service Manager* or *Generator System Engineer*.

4 Procurement

4.1 People

4.1.1 Minimum requirements of people employed

- Two CCO will be required per Outage when the work is done on the Generator unless stipulated in the task order. Where the Generator Rotor unthreaded two CCO will be required for day and night shift.

4.1.2 BBBEE and preferencing scheme

N/A

4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)

N/A

4.2 Subcontracting

4.2.1 Preferred subcontractors

N/A

4.2.2 Subcontract documentation, and assessment of subcontract tenders

N/A

4.2.3 Limitations on subcontracting

N/A

4.2.4 Attendance on subcontractors

N/A

4.3 Plant and Materials

4.3.1 Specifications

General specifications:

Arnot Power Station SHE Specifications
Arnot Power Station Environmental Policy
Site Regulations and Access Control
GGR 0992 Plant Safety Regulations
ISO 14001
ISO 9001
Generation Clean Conditions Requirements Standard Rev 0.4
Arnot Clean Conditions procedure EP ENG 053 Rev 4.

4.3.2 Correction of defects

N/A

4.3.3 *Contractor*'s procurement of Plant and Materials

N/A

4.3.4 Tests and inspections before delivery

N/A

4.3.5 Plant & Materials provided "free issue" by the *Employer*

N/A

5 Working on the Affected Property

5.1 Site entry and security control, permits, and site regulations

Security

- All site access is controlled through the designated access gate. The *Contractor* is informed of the access procedure through site regulations and that such procedures may change depending on the prevailing security situation.
- The *Contractor* will be restricted to the working areas associated with his place of work. The *Contractor* is forbidden to enter any other areas, and must ensure that is employees abide by these regulations.
- The chief protective services may with valid cause remove any of the *Contractor's* personnel from the site, either temporarily or permanently. He may deny access to the site to any person whom, in the opinion of the said chief of protective services, constitutes a security risk.
- The *Contractor* book in any tools, cabins, furniture, PC's, etc. at the security office before entering. The copy of the tool list needs to be kept in a safe place, as it will be the only acceptable document allowed to remove the items after contract completion.

Fire Precaution

- Any tempering with the *Employer's* fire equipment is strictly forbidden. All exit doors, fire escape routes, walkways, stairways and stair landing must be kept free of obstruction and not be used for work or storage at any time. Fire fighting equipment must remain accessible at all times.

IN CASE OF FIRE: CONTACT CONTROL ROOM AT EXTENSION 5035

Plant Safety and High Voltage Regulations

- On request from the *Contractor*, the *Employer* isolates the required plant from all sources of danger as described in the plant safety and High Voltage Regulations. The *Contractor* conforms to all rules and regulations applicable to plant safety.

Barricading and Screens

- The *Contractor* provides and installs barricades and warning devices to ensure that equipment and persons are not exposed to danger or to prevent access to dangerous areas.
- All welding, flame cutting and grinding work is properly screened to protect persons from arc flashing or eye injuries.
- All gratings are covered with an adequate protective screening when welding of flame cutting in the vicinity is undertaken strictly in accordance with the *Employer's* directive SP SER 003.

Speed Limit

- All vehicles are driven with due consideration for personnel and property. A maximum speed limit of 40km/h is adhered to on the premises at all times.

Reporting of accidents

- The *Employer* follows an accident prevention policy that includes the investigation of all accident involving personnel and property. This is done with the intention of introducing control measures to prevent a recurrence of the same incident. The *Contractor* is expected to co-operate fully to achieve this objective. Risk Management is informed within 24 hours of any injuries or damages to property or equipment.
- This report does not relieve the Contractor of his legal obligation to report certain incident to the department of labour, or to keep records in terms of the Occupational Health and Safety Act and Compensation for Occupational Injuries and Diseases Act.

Site Regulations

- Safety file must be compiled and submitted to Safety Risk Management audit and the site safety induction will be conducted prior to work. Preferably the Safety file to be submitted a month prior to work.
- All *Contractors'* employees entering the site are medically fit. A full medical examination is carried out by a registered Occupational Health worker who issues a certificate confirming the medical fitness of the employee. The examination consists of an eye test, heart function, lung function, chest X-Ray, blood pressure, hearing function, previous occupational injuries, epilepsy, allergies, asthma and verification of work in elevated / confined spaces. Basically full examinations are allowed to work on site.

5.2 People restrictions, hours of work, conduct and records

- During work on the Generators including clean conditions, the *Contractor* will be working 12 hour shifts and this will include some Saturdays and Sundays depending on the schedule and duration of the work. Time sheet to be recorded and handed over to the Service Manager every Monday.

5.3 Health and safety facilities on the Affected Property

- The *Contractor* to apply safety awareness at all times through continuous training.
- Medical centre facility for first aid will be provided.

5.4 Environmental controls, fauna & flora

N/A

5.5 Cooperating with and obtaining acceptance of Others

- The *Contractor* will be working with Rotek Engineering, Toshiba International and Actom High Voltage for the control of Clean Condition during the Outages.

5.6 Records of *Contractor*'s Equipment

- CCO to ensure that fire extinguishers are taken and returned from Fire station prior to work and on completion of work.

5.7 Equipment provided by the *Employer*

N/A

5.8 Site services and facilities

5.8.1 Provided by the *Employer*

- Portable water
- Sanitary facilities
- Canteen
- Electricity
- Office space used by Rotek Engineering Generator Supervisor

5.8.2 Provided by the *Contractor*

The Contractor should provide their own clean condition PPE which is SANS compliant, which is the following:

- Hard hat
- Eye protection
- Hearing protection
- Safety gloves
- Dust/chemical mask
- Clean condition safety shoes (no shoe laces)
- White overalls with no pockets

The stationary (pen, paper, digital camera and laptop) for the use by CCO to make appointment letter and making of photo permit.
Filing for Clean Condition for that particular Outage.

5.9 Control of noise, dust, water and waste

N/A

5.10 Hook ups to existing works

N/A

5.11 Tests and inspections

5.11.1 Description of tests and inspections

- Prior to Clean Condition declaration, the CCO to inspect the Overhead crane and inform the *Service Manager.*
- During the tests and/or audits that are performed on the Generator during clean condition, the CCO to be present all times.
- Overhead crane to be inspected every 2 days. The overhead crane check sheet will be signed daily.

5.11.2 Materials facilities and samples for tests and inspections

N/A

6 List of drawings

6.1 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
Generator Special Tools		Available on request
Spare parts for regular inspection		Available on request