



TITLE	<b>STANDARD FOR DISPOSAL OF SCRAP MATERIALS FOR REVENUE GENERATION</b>	REFERENCE <b>CP_TSSTAN_074</b>	REV <b>2</b>
		DATE:	<b>APRIL 2026</b>
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## **FOREWORD**

This specification was prepared by the following Work Group members:

Recommendations for corrections, additions or deletions should be addressed to the:

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2016

## **INTRODUCTION**

This document is to guide personnel in the City Power on how to dispose of material/equipment effectively. These metals pose an environmental hazard as well as a safety risk in large quantities. It is therefore essential that disposal of these scrap material takes place in accordance with standard, which is developed with statutory requirements and other relevant guidelines.

## **1 SCOPE**

This document defines the minimum standards to be adhered to when attending to the disposal of scrapped materials. These materials shall be imminent from the offices, warehouses, project sites, fleet management and sub stations.

## **2 NORMATIVE REFERENCES**

The following documents contain provisions that, through reference in the text, constitute requirements of this standard. At the time of publication, the editions indicated were valid. All standards and specifications are subject to revision, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of the documents listed

SANS/ISO 9001: *Quality Management system.*

SANS/ISO 14001: *Environmental Management system*

SANS/ISO 18001: *Occupational Health and Safety management systems.*

The Constitution of the Republic of South Africa, 1996

Local Government Municipal Finance Management Act: Act 56 of 2003

National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)

National Waste Information Regulations Notice No. R625

Waste classification and Management Regulations Notice No. R634

## **3 DEFINITIONS**

Definitions used in this document shall reference to those used at the normative reference documents and listed below: -

**Disposal Officer:** A Disposal Officer by virtue of appointment needs to be especially skilled in the various disposal methods and be able to assess, evaluate and identify opportunities for increasing the income and by reducing the risk and liabilities for City Power while handling a wide spectrum of commodities.

**Cannibalise:** When a usable material is partially dismantled and part thereof is used in a different application.

**Decommissioning:** Withdraw from service.

**Non-ferrous:** Metal, including alloys that do not contain iron (ferrite) in appreciable amounts. Generally, more expensive than ferrous metals

**Ferrous:** These are metals which contain iron. They may have small amounts of other metals or other elements added, to give the required properties. All ferrous metals are magnetic and give little resistance to corrosion.

**Redundant stock:** Material that is not or no longer needed or useful.

**Voetstoots:** Clause which states that the buyer is buying the property "as it stands", with defects and all. The seller has a duty to reveal to the buyer any latent defects.

## **4 GENERAL REQUIREMENTS**

The Service Provider shall collect disposal scrap as and when required. The collection of scrap material shall take place in the premises of City Power Johannesburg (SOC) Ltd and shall not leave the premise without proper documentation.

### **4.1 Process for monitoring**

Reverse Logistic shall on an ad hoc basis perform an in-house review to monitor the adherence to this standard document.

### **4.2 Monthly Submissions**

A monthly submission shall be proved by the Service Provider to the City Power Responsible Person detailing the following:

- 4.2.1 Month End Report,
- 4.2.2 Contract Register Update,
- 4.2.3 Steel Contract Reconciliation.

### **4.3 Materials identification**

This Responsible Person's shall be part for the materials identification of items certified for disposal:

- 4.3.1 Material management, for excess or redundant stock items;
- 4.3.2 Project Managers/engineers for decommissioned assets; and
- 4.3.3 The manager of the relevant Cost Centre or project for *ad hoc* decisions to dispose of items.

During the identification process, consideration shall be given to options for the transfer or usage of items within City Power, before offering the items for disposal.

### **4.4 Transportation and Weighing**

- 4.4.1 The Service Provider shall weigh the truck when it is empty and then weigh the truck when it is fully loaded. Both weigh bridge certificates shall be submitted to City Power Responsible Person.
- 4.4.2 The Service Provider shall acknowledge receipt of the work instruction and advise their logistics and collect within 5 days of the work instruction receipt.
- 4.4.3 The requestor / relevant representatives shall accompany the Service Provider to witness the weighing of the material within a 20 KM radius. If there is no weigh bridge nearby, the Service Provider shall transport the material to their site and offload in the presence of a requestor / relevant representatives, who will sign the weigh bridge certificate as confirmation.
- 4.4.4 The Service Provider shall submit the collection records weekly to the Disposal Officers.
- 4.4.5 Payment takes effect according to the contractual obligations.

## **5 HAZARDOUS ITEMS**

Some items are classified as hazardous or high-risk items in terms of City Power or National environmental policies, and proper precautions shall be taken when disposing of these items. Material management Responsible Person shall ensure that the respective department has placed hazardous waste contract and that all different type of hazardous waste is stated on the contract and that the correct processors are in place for this type of disposal.

## **6 TRANSFORMER OIL (INSULATING OIL)**

This is a fully salvageable commodity. City Power regenerates all transformer oil to SABS 555 for re-use. This oil may not be sold, unless the sale is approved by the Transformer Workshop manager in consultation with the Oil Testing Laboratory manager. Care should be taken that the oil for resale shall be less than 50 PPM.

**Note** that when an oil contract is awarded it is now mandatory for the successful buyer to be compliant to the waste management Act 2008 (No.59 of 2008) and the buyer shall produce their waste management licence to City Power.

**Note:** Care shall be taken as grease is now a byproduct and has become waste and not an income generating item. This item shall form part of the hazardous waste contract.

## **7 SELLING OF FIXED ASSETS**

According to the Municipality Management Finance Act (MMFA), certain transactions undertaken by any Department within the City Power need prior approval by the Chief Executive Officer (CEO). One of these transactions includes significant disposal of assets. For example, the disposal of old Transformer Switching Station (TSS) building material, and the disposal of fixed assets (property and buildings), also require CEO's approval.

## **8 CLEARANCE AND REMOVAL**

The Service Provider shall be allowed a pre-determined period, depending on the nature of the disposal and complexity, after allocation of items, to clear and remove the goods or equipment from City Power premises. The normal period for movable goods is 7 (seven) days.

## **9 NON-FERROUS METAL (COPPER, ALUMINIUM, ETC)**

All disposals of these commodities shall be, without exception, be done through the current Framework Agreement for the disposal of non-ferrous metal. The following service shall be provided in the contract by the Service Provider:

- 9.1 Collection from stores;
- 9.2 Collection from sub-stations and constructions camps;
- 9.3 Dismantling of disused lines; and
- 9.4 Collections from re-conducting projects.

## **10 FERROUS METAL**

To improve the monetary return of the sales, some form of sorting into the different commodities and grades shall perform. The Service Provider in the contract shall have the capabilities to collect from: -

- Stores (Reverse Logistics);
- Sub-stations and
- Projects site.

The requestor or The Responsible Person shall accompany Service Provider to witness the weighing of the material within a 20 KM radius. The Service Provider shall weigh the material at site or within a 20 KM radius of the point of collection. The Service Provider shall weigh the truck empty and once loaded to weigh the truck full. Both weigh bridge certificates shall be submitted to City Power. The Service Provider shall submit the collection recon Monthly to the Disposal Officers. A detailed of items is list in Annexure C.

### **Note: Hazard Identification and Risk Assessment**

Prior to contract work commencing on site, the Service Provider together with City Power project team shall conduct HIRA's related to the specific task to be performed. A HIRA shall be completed before the start of commissioning.

## **11 MISCELLANEOUS ELECTRICAL EQUIPMENT**

### **11.1 Decommissioned assets**

The Project Manager / Engineer, together with the Planning Department on the project, shall decide what equipment can be re-used in City Power. Proper rehabilitation in terms of the relevant legislation shall be followed when decommissioning any asset.

### **11.2 Waste paper**

The Service Provider (SP) shall be capable of handling waste paper recycled. The SP shall be flexible and adaptive to suit each specific requirement based on confidential information. There shall be office paper bins and places for sorting bins / skips on site. Staff members shall be provided for sorting and weighing. On month end an invoice shall be issued, as tonnage collected.

### **11.3 Furniture and office equipment**

All furniture that has become surplus or redundant shall be returned to the relevant facility manager. Obsolete or unusable furniture items shall identify as such shall be disposed of according to type of materials after sorting. The asset owner is responsible for removing scrapped items from the asset register.

### **11.4 Oil spillages**

The Service Provider shall ensure to clean all oil spillages after removal of scrap in the premises.

## **12 REMOVAL OF SCRAP**

The Service Provider shall collect scrap as and when required by Disposal Management Team during the duration of the contract. The Service Provider collecting scrap material shall not leave the premise of City Power without proper documentation.

## **13 AGREEMENT ON OCCUPATIONAL HEALTH AND SAFETY AND REGULATIONS REGARDING MANDATARIES**

### **13.1 General**

The Service Provider and City Power are individual employers, each, with duties and obligations prescribed by the Occupational Health and Safety Act 85 of 1993 and Regulations.

The Service Provider accepts, in terms of the general conditions of the contract and in terms of the Act, his/her obligations as an Employer in respect of all persons in his/her employ, other persons on the premises or on the site or place of work to be executed by him/her and under his/her control. S/He shall, before commencement with the execution of the contract work, comply with the procedures stipulated in the Act, and shall implement and maintain a Health and Safety Policy and Programme on the Site and Work for the duration of the contract.

City Power accepts, in terms of the Act, its obligations as an employer of its own employees working on or associated with the site or place of work, and the Service Provider and his/her responsible person shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of work.

### **13.2 Special Permits**

Where special permits are required before work may be carried out such as for work, isolation permits, work permits and occupations, the Service Provider shall apply to City Power Representative or the relevant external Authority for such permit to be issued. The Service Provider shall comply with the conditions and requirements pertaining to the issue of such permits.

### **13.3 Health and Safety Programme**

The Service Provider shall, with his/her tender, submit a Health and Safety Programme setting out the practical arrangements and procedures to be implemented by him/her to ensure compliance by him/her with the Act and Regulations and particularly in respect of:-

(i) The provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health and safety of his/her employees and sub-Service Providers in terms of section 8 of the OHS Act.

(ii) the execution of the contract work in such a manner as to ensure in terms of section 9 of the OHS Act that persons other than those in the Service Provider's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety.

(iii) ensuring, as far as is reasonably practical, in terms of section 37 of the OHS Act that no employee or sub-Service Provider of the Service Provider does or omits to do any act which could be an offence for the Service Provider to do or omit to do.

The Service Provider's Health and Safety Programme shall be based on a Risk Analysis in respect of the hazards to health and safety of his/her employees and other persons under his/her control, that are associated with or directly affected by the Service Provider's activities in performing the contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.

The Health and Safety Programme shall include full particulars in respect of:

#### **13.4 Reporting**

The Service Provider and/or his designated person appointed in terms of Section 16(2) of the Occupational Health and Safety Act 85 of 1993 (OHS Act) shall report to the Regional Manager and/or a representative designated by City Power prior to commencing the work at the premises.

#### **13.5 Compliance**

In terms of this agreement the Service Provider warrants that s/he agrees to the arrangements and procedures as prescribed by City Power and as provided for in terms of Section 37 (2) of OHS Act for the purposes of compliance thereto.

The Service Provider acknowledges that this agreement constitutes an agreement in terms of Section 37 (2) of OHS Act, whereby all responsibility for health and safety matters relating to the work that the Service Provider and his employees are to perform on the premises shall be the obligation of the Service Provider.

The Service Provider further warrants that he and/or his employees undertake to maintain such compliance with the OHS Act. Without derogating from the generality of the above, or from the provisions of the said agreement, the Service Provider shall ensure that the clauses as hereunder described are at all times adhered to by himself and his

The Service Provider hereby undertakes to ensure that the health and safety of any other person on the premises is not endangered by the conduct and/or activities of all his employees while they are on the premises of City Power.

#### **13.6 Service Provider**

The Service Provider shall be deemed to be an employer in his own right while on the premises of City Power. In terms of Section 16 (1) of the OHS Act, the Service Provider shall accordingly ensure that the requirements of the OHS Act are complied with by himself and/or his nominated Managing Director

#### **13.7 Appointments and training**

The Service Provider shall appoint competent persons as per Section 16 (2) of the OHS Act. Any such appointed person shall be trained on any occupational health and safety matter and the OHS Act provisions pertinent to the work that is to be performed under his responsibility. Copies of any appointments made by the Service Provider shall immediately be provided to the Safety, Health and Environmental & Quality (SHEQ) Manager's office.

The Service Provider shall further ensure that all his/her employees are trained on the health and safety aspects relating to the work and that they understand the hazards associated with such work being carried out on the premises. Without derogating from the afore going, the Service Provider shall ensure that all his/her users or operators of any materials, machinery or equipment are properly trained in the use of such materials, machinery or equipment.

Notwithstanding the provision of the above, the Service Provider shall ensure that the appointed responsible persons and his employees are always familiar with the provisions of the OHS Act, and that they comply with the provisions thereof

**13.8 Supervision, disciplinary and reporting**

The Service Provider shall ensure that all work performed on City Power premises, done under strict supervision and that no unsafe or unhealthy work practices are permitted. Discipline regarding health and safety matters shall be strictly enforced against any of his/her employees regarding non-compliance by such employee with any health and safety matters.

The Service Provider shall further ensure that his/her employees report to him/her all unsafe or unhealthy work situations immediately after they become aware of the same and that he/she in turn immediately reports these to City Power representative.

**13.9 Access to the OHS Act**

The Service Provider shall ensure that he/she has an updated copy of the OHS Act on site at all times and that this is accessible to his/her appointed responsible persons and employees, save that the parties may make arrangements for the Service Provider and his/her appointed responsible persons and employees to have access to City Power's updated copy/copies of the Act.

**13.10 Co-operation**

The Service Provider and/or his/her responsible persons and employees shall provide full co-operation and information if and when City Power or representative inquiries into occupational health and safety issues concerning the Service Provider. It is hereby recorded that City Power or a representative shall at all times be entitled to make such inquiry.

Without derogating from the generality of the above, the Service Provider and his/her responsible person/s shall make available to City Power or a representative/s, on request, all and any checklists and inspection register/s required to be kept by him/her in respect of any of his/her materials, machinery or equipment

**13.11 Work procedures**

The Service Provider shall be entitled to utilize the procedures, guidelines and other documentation as used by City Power for the purposes of ensuring a healthy and safe working environment. The Service Provider shall then ensure that his/her responsible persons and employees are familiar with and utilize the documents.

The Service Provider shall implement safe work practices as prescribed by City Power and shall ensure that his/her responsible persons and employees are made conversant with and adhere to such Safe Work Practices.

**13.12 Health and safety meetings**

If required in terms of the OHS Act, the Service Provider shall establish his/her own health and safety committee(s) and ensure that his/her employees, being the committee members, hold health and safety meetings as often as may be required and at least once every three (3) months. City Power may elect to permit the Service Provider's health and safety representatives to attend City Power's health and safety committee meetings.

**13.13 Compensation registration**

The Service Provider shall ensure that he/she has a valid registration with the Compensation Commissioner, as required in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COID Act), and that all payments owing to the Commissioner are discharged.

The Service Provider shall further ensure that the cover shall remain in force while any such employee is present on the premises.

**13.14 Medical Examinations**

The Service Provider shall ensure that all his/her employees undergo routine medical examinations and that they are medically fit for the purposes of the work they are to perform. (Certification to be valid and available).

**13.15 Incident Reporting and Investigation**

All incidents referred to in Section 24 of the OHS Act shall be reported by the Service Provider to the Department of Labour and to City Power. City Power shall further be provided with copies of any written documentation relating to any incident. City Power retains an interest in the reporting of any incident as described above as well as in any formal investigation and/or inquiry conducted in terms of Section 32 of the OHS Act into such incident.

**13.16 Subservice Providers**

The Service Provider shall notify City Power or a representative of any subservice Provider he/she may wish to perform work on City Power's premises. It is hereby recorded that all the terms and provisions contained in this clause shall be equally binding upon the sub-Service Provider commencing with the work. Without derogating from the generality of this paragraph:

- 13.16.1 The Service Provider shall ensure that training as discussed under Appointments and training, is provided prior to the sub-Service Provider commencing work on City Power premises.
- 13.16.2 The Service Provider shall ensure that work performed by the sub-Service Provider is done under strict supervision and discipline, as described under the section Supervision, discipline and reporting.
- 13.16.3 The Service Provider shall inform City Power of any health and safety hazard and/or issue that the sub-Service Provider may have brought to his attention.
- 13.16.4 The Service Provider shall inform City Power or a representative of any difficulty encountered regarding compliance by the sub-Service Provider with any health and safety instruction, procedure and/or legal provision applicable to the work the sub Service Provider performs on City Power premises.

**13.17 Security and Access**

The Contractor and his/her employees shall enter and leave the premises only through the main gate(s) and/or checkpoint(s) designated by City Power. The Contractor shall ensure that employees always observe the security rules of City Power and shall not permit any person who is not directly associated with the work from entering the premises.

The Contractor and his/her employees shall not enter any area of the premises that is not directly associated with the work.

The Contractor shall ensure that all materials, machinery or equipment brought by him/her onto the premises are recorded at the main gate(s) and/or checkpoint(s). A failure to do this may result in a refusal by City Power to allow the materials, machinery or equipment to be removed from the premises.

### **13.18 Fire Precautions and Facilities**

The Contractor shall ensure that an adequate supply of fire-protection and first-aid facilities are provided for the work to be performed on City Power's premises, safe that the parties may mutually make arrangements for the provision of such facilities.

The Contractor shall further ensure that all his employees are familiar with fire precautions at the premises, which include fire-alarm signals and emergency exits, and that such precautions are adhered to.

#### **I.Hygiene and Cleanliness**

The Contractor shall ensure that the work site and surrounding area is at all times maintained to a reasonably practicable level of hygiene and cleanliness. In this regard, no loose materials shall be left lying about unnecessarily and the work site shall be cleared of waste material regularly and on completion of the work.

#### **II.Nuisance**

The Contractor shall ensure that neither he nor his employees undertake any activity that may cause environmental impairment or constitute any form of nuisance to City Power and/or his surroundings.

The Contractor shall ensure that no hindrance, hazard, annoyance or inconvenience is inflicted on City Power, another Contractor or any tenants. Where such situations are unavoidable, the Contractor shall give prior notice to City Power.

#### **III.Intoxication**

No intoxicating substance of any form shall be allowed on site. Any person suspected of being intoxicated shall not be allowed on the site. Any person required to take medication shall notify the relevant responsible person thereof, as well as the potential side effects of the medication.

#### **IV.Personal Protective Equipment**

The Contractor shall ensure that his responsible persons and employees are provided with adequate personal protective equipment (PPE) for the work they may perform and in accordance with the requirements of General Safety Regulation 2(1) of the OHS Act. The Contractor shall further ensure that his responsible persons and employees wear the PPE issued to them all material times.

The Contractor shall supply his/her employees with the necessary safety clothing and equipment as required by the areas worked in, which includes amongst others:

- hard hats
- safety shoes
- eye protection
- respirators
- safety gloves
- hearing protection
- overalls (fire/acid resistant)
- safety harness

The Contractor shall ensure that the equipment is maintained in a good condition.

#### **V. Plant, Machinery and Equipment**

The Contractor shall ensure that all the plant, machinery, equipment and/or vehicles he may wish to utilize on City Power's premises is/are at all times of sound order and fit for the purpose for which they intended, and that it/they complies/comply, with the requirements of Section 10 of the OHS Act.

In accordance with provisions of Section 10(4) of the OHS Act, the Contractor hereby assumes the liability for taking the necessary steps to ensure that any article or substance that it erects or installs at the premises, or manufactures, sells or supplies to or for City Power, complies with all the prescribed requirements and will be safe and without risks to health and safety when properly used.

#### **VI. Usage of City Power's Equipment**

The Contractor hereby acknowledges that his employees shall not be permitted to use any materials, machinery or equipment of City Power unless the prior written consent of City Power has been obtained, in which case the Contractor shall ensure that only those persons authorized to make use of same, have access thereto.

#### **VII. Transport**

The Contractor shall ensure that all road vehicles used on the premises are in a roadworthy condition and are licensed and insured. All drivers shall have relevant and valid driving licenses, and no vehicle shall carry passengers unless it is specifically designated to do so. All drivers shall adhere to the speed limits and road signs on the premises at all times. The type of transportation used should be suitable for such function. Truck with fitted crane/grabber machine will be the suitable transport.

In the event that any hazardous substances are to be transported on premises, the Contractor shall ensure that the requirements of then Regulations for Hazardous Chemical Substances (OHS Act 85 of 1993) are complied with at all times.

No vehicle will be allowed in the premises with oil spillages. The contractor will take a full responsibility to clean oil spillages on site.

#### **VIII. Skips/Bins**

The contractor will provide proper bins to City Power for sorting, storage of scrap  
The contractor will keep the area clean each time the skips/bins are collected

#### **IX. Weighbridge**

Every tonnage of every load will be weighed at the weighbridge. The contract will be receiving a Tax invoice from Finance for every load collected.

The Reverse Logistics section will keep the copy of weighbridge and the gate pass in the file.

Weigh bridge slips must be and the gate pass must be produced at the gate. No contractor will be allowed to leave the premises without proper documentation

The contract and City Power Responsible Person will reconcile the consignment collected, weigh bridge slips and payments on the weekly basis.

## **14 QUALITY MANAGEMENT**

A Quality Management Plan/System shall be set up to ensure proper removal of scrap materials from site to relevant disposal location. Guidance on the requirements for a quality management system shall be found in the following standards: ISO 9001:2015. The details shall be subject to agreement between the City Power and Supplier/Service Provider.

## **15 HEALTH AND SAFETY**

A Health and Safety Plan/System shall be set up to ensure proper management and compliance of the service rendered during removal of scrap materials. Guidance on the requirements of a Health and Safety Plan/System shall be found in ISO/SANS 45001:2018 standards. This is to ensure that the asset/service conforms to standard operating procedures and City Power SHERQ Policy. The details shall be subject to the agreement between City Power and the Supplier/Service Provider.

## **16 ENVIRONMENTAL MANAGEMENT**

An Environmental Management Plan/System shall be set up in order to ensure the proper environmental management and compliance of the services rendered (i.e. during design, development, production, installation, operation and maintenance, decommissioning as well as disposal phases). Guidance on the requirements for an environmental management plan/system shall be found in ISO 14001:2015 standards. The details shall be subject to agreement between City Power and the Supplier. This is to ensure that the asset created conforms to environmental standards and City Power SHERQ Policy

**Annexure A - Bibliography**

Eskom: Disposal of materials/equipment working instruction.

eThekweni Electricity specification for the removal and disposal of potentially hazardous and toxic waste.

Ekurhuleni metropolitan municipality: energy department procedure for the safe storage and disposal of energy department's e-waste in line with environmental regulations.

**Annex B - Revision information**

<b>DATE</b>	<b>REV. NO.</b>	<b>NOTES</b>
April 2018	0	First issue
October 2019	1	Second issue Separated BoQ from the standard
April 2026	2	Third issue General document update

**Annexure C - Schedules of disposal scrapped materials**

<b>Item</b>	<b>Description</b>	<b>Schedule A</b>
1.	<b>Transmission equipment</b>	
	a) 315MVA – 10MVA transformers	Relevant
2.	Switchgear (275/88/11kV)	Relevant
3.	Voltage transformers (275 – 6.6kV)	Relevant
4.	Current transformers (275 – 6.6kV)	Relevant
5.	HV conductors (275 – 6.6kV)	Relevant
6.	<b>Distribution equipment</b>	
7.	1MVA – 100kVA transformers	Relevant
9.	Mini-substation casing	Relevant
10	Ring main units	Relevant
11	Bulk distribution kiosk (BMK)	Relevant
12	Distribution circuit breakers	Relevant
13	Distribution current transformers	Relevant
14	Distribution boxes	Relevant
15.	Streetlight poles	Relevant
16.	Streetlight casings	Relevant
17	ABC conductor (Aluminium)	Relevant
18.	MV cables (Copper)	Relevant
19.	MV cables (Aluminium))	Relevant
20.	Transformer oil	Relevant
21.	Cooking oil	Relevant
22.	Paper (White)	Relevant
23.	Paper (Brown)	Relevant
24.	Miscellaneous electrical equipment	Relevant
25.	Polyvinyl Chloride (PVC)	Relevant
26.	Wood	Relevant
27.	Plastic	Relevant
28.	Glass	Relevant