	<b>Scope Of Work</b>	<b>Bulk Material Services</b>
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Title: **ASH DISPOSAL FACILITIES Services Operating for various power stations on an “as and when required basis”**

Document Identifier:  
Alternative Reference Number: **Not Applicable**

Area of Applicability: **Eskom Rotek Industries SOC Ltd**

Functional Area: **Bulk Material Services- Various Power Station**



Revision: **1**

Total Pages: **14**

Next Review Date: **N/A**

Disclosure Classification: **Controlled Disclosure**

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<b>Compiled by</b>   <hr style="border-top: 1px dashed black;"/> <b>Project Manager</b>  Date: 2025.03.12 <hr style="border-top: 1px dashed black;"/>	<b>Functional Responsibility</b>	<b>Authorized by</b>   <hr style="border-top: 1px dashed black;"/> <b>HOD- Coal Ops 3</b>  Date: 12/03/2025 <hr style="border-top: 1px dashed black;"/>
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## **1. Introduction**

ERI has an Ash ASH DISPOSAL FACILITIES Services Operating contract with Generation on a national contract level, the requirement that ERI must move away from the TES requires ERI to establish services contracts which would be used to continue services in the contracts that BMS has with Gx power station. Site specific addendums will provide details.

## **2. Supporting Clauses**

### **2.1 Scope**

The scope of work is the provision of ASH DISPOSAL FACILITIES services operating services for the duration of 24 months, on an “as and when required basis”, at various ERI BMS sites.

#### **2.1.1. Sites generic scope**

- The Contractor must undertake complete asset maintenance in a manner that enables in service of the respective assets to continuously produce as intended, so as not to constrain any operation of the ASH DISPOSAL FACILITIES services operating.
- The ASH DISPOSAL FACILITIES Services Operating must be operated according to the philosophies and recommendations of the Operation and Maintenance manual from the developed by technical teams for Eskom plant facilities. The Contractor must always ensure compliance to Eskom standards and procedures.
- The Contractor’s responsibilities include but not limited:
  - ✓ Operating of the ash disposal facilities at various power stations, the ash facilities include the wet system dams and dry systems dumps which include the stackers and spreaders ashing systems.
  - ✓ The services shall ensure that ashing operations are completed timeously, and construction of the ash dams and dumps are done according to the operating manual and within the constraints of the contract existing between ERI and Eskom.
  - ✓ The scope also includes the reshaping of the ash dumps and the operation of penstocks and depositions plans for the ash dams at various power station in order to ensure that there is freeboard compliance in place at all times according to ash dam legal limit.
  - ✓ Ensure that piezometers are in place and they are working according to the required specifications. The operators shall also ensure that the silted dams are monitored and dredged as per the station operating manual.
  - ✓ The services must be such that the stacker and spreader shifts are done timeously for the station to lower the risk of the ash dumps capacity which restricts the operability of the station.

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### **2.1.1.1 FUNCTIONAL SPECIFICATION**

- Coal and ash plant operations at BMS site at various Power Stations
- The provision of ASH DISPOSAL FACILITIES services operating services
- Provision of ash and coal ASH DISPOSAL FACILITIES services operating services

### **2.1.1.2 PERFORMANCE SPECIFICATION**

- The employees must be in a mental and physical healthy condition to be able to work any shift that is required for the ASH DISPOSAL FACILITIES services operating department.
- Working of overtime as per operational requirements when needed.
- Employees must be medically fit.

***Refer to the site specific addendum***

### **2.1.2 Purpose**

The purpose is to preserve the status of the ASH DISPOSAL FACILITIES services availability and reliability through maintenance of the assets and maintenance of good housekeeping standards.

### **2.1.3 Applicability**

This document shall apply to the site with attached addendum.

This document shall be effective from the authorisation date.

## **2.2 Normative/Informative References**

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs and additional site specific ones.

### **2.2.1 Normative**

- [1] ISO 9001 Quality Management Systems
- [2] OSHAS 1800 Safety Management Systems
- [3] Occupational Health and Safety Act and Regulations (85 of 1993)
- [4] 36-681\_Generation Plant Safety Regulation
- [5] 240-62196227\_Eskom Life Saving Rules
- [6] 32-95\_Environmental, Occupational Health and safety Incident Management Procedure

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### 2.2.2 Informative

- [7] Criminal Procedures Act 51 of 1977
- [8] National Road Traffic Act 93 of 1996
- [9] Labour Relations Act 66 of 1995
- [10] Basic Conditions of Employment Act 75 of 1997

### 2.3 Definitions

Description	Definition
<b>Appointed Contractor</b>	Means a contractor appointed by the principal contractor.
<b>Appointed Person</b>	A person who has been authorised in terms of 36-681_Generation Plant Safety Regulation to: <b>(i)</b> Determining appropriate and effective isolations for the anticipated work to be carried out safely. <b>(ii)</b> Ensuring that the isolation and de-isolation on the plant covered by a permit to work is effectively carried out taking health and safety precautions into account. <b>(iii)</b> Issuing of prepared permits once all the associated test certificates are available and the required risk assessments have been presented to the appointed person by the responsible person for review in terms of these regulations.
<b>Baseline Risk Assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Cleaning Activity</b>	Means the safe cleaning of transfer chutes from the outside by the disabling of mechanisms to inhibit starting of the plant during the cleaning process, which is done in accordance with formulated safe procedures.
<b>Contractor</b> (includes appointed contractor)	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
<b>Competent Person</b>	(OHS Act) means any person having knowledge, training, experience, and qualifications, specific to work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995).
<b>Danger/Dangerous</b>	Means a condition/substance that constitutes a risk of personal injury, impairment of health, or death
<b>Employee</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives remuneration or who works under the direction or supervision of an employer or any other person.
<b>Employer</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes TES (ex. labour broker) as defined in section 1(1) of the Labour Relations Act.

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<b>Field Operator</b>	Employee designated to conduct routine Plant inspections, Preventative Maintenance (PM) and (report) defect any breakdowns or abnormal Plant conditions
<b>Lifesaving Rules</b>	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.
<b>Permit To Work</b>	Means the printed form containing sections entitled application, permits to work, suspension, suspension revocation, clearance and revocation, and used for the authorisation of all work to be carried out on the plant in terms of these regulations.
<b>Plant</b>	Means structure, machinery, low voltage electrical equipment or equipment which does not fall within the scope of the Operating Regulations for High-voltage Systems, and excludes, mobile, portable lifting equipment, domestic circuits, appliances and tools.
<b>Responsible Person</b>	Means a person who has been authorised in terms of these regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of 36-681_Generation Plant Safety Regulation
<b>Safe/Safely/Safety</b>	Means a condition not posing any danger, an activity that can be carried out without danger, or protection against danger.
<b>Shall and Should</b>	The word “shall” is to be understood as mandatory and “should” as recommended.
<b>Skilled Person</b>	Means a person who has been trained, has adequate knowledge for the task at hand and declared competent in writing.
<b>Supervision/Supervise</b>	Means to oversee the actions of a person(s) to such an extent as to prevent any dangerous act, as far as reasonably practicable. Such a supervisor must be trained in risk assessment techniques and be able to understand the dangers / hazards associated with the task and who has the authority to ensure that precautionary measures taken are implemented.
<b>Visitor</b>	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

## 2.4 Abbreviations

<b>Abbreviation</b>	<b>Explanation</b>
RA	Risk Assessment
AP	Appointed Person
CSY	Coal Stock Yard

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<b>Abbreviation</b>	<b>Explanation</b>
RA	Risk Assessment
AP	Appointed Person
LAR	Limited Access Register
ERI	Eskom Rotek Industries
OHSACT	Occupational Health And Safety Act
OEM	Original Equipment Manufacturer
RP	Responsible Person
PPE	Personal Protective Equipment
PTW	Permit To Work
H&S Rep	Health and Safety Representative
RA	Risk Assessment

## **2.5 Roles and Responsibilities**

### **Shift Supervisor**

- Must ensure that the procedure has been communicated to all employees and enforce compliance by all employees.
- Must report and replace a faulty tool/resource/equipment as soon as notified by employees.
- Must co-ordinate the Permit to Work system.
- Creates a positive learning environment by providing clear, specific, timely and respectful coaching and feedback to employees on shift to ensure operational excellence and to improve performance.
- Utilizes operational tools to achieve operational excellence during the shift.

### **Operating Supervisor (Appointed Person)**

- Must ensure that the maintenance activities are carried out as per the procedure and ensure compliance by all employees.
- Must report and replace a faulty tool/resource/equipment as soon as notified by employees.
- Must co-ordinate the Permit To Work (PTW) system.
- Creates a positive learning environment by providing clear, specific, timely and respectful coaching and feedback to employees on shift to ensure operational excellence and to improve performance.
- Utilizes operational tools to achieve optimised service delivery considering available resources.
- Maintenance to the required quality, time and cost-effective methodology

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- Give continuous feedback to the supervisor in terms of operations, safety and activity progress
- Work according to maintenance plans
- Attend to breakdowns and call out

### **ASH DISPOSAL FACILITIES Services Operators**

- Must ensure that the operating activities are carried out as per the procedure and ensure compliance by all employees.
- Must report and replace a faulty tool/resource/equipment as soon as notified by employees.
- Creates a positive learning environment by providing clear, specific, timely and respectful coaching and feedback to employees on shift to ensure operational excellence and to improve performance.
- Utilizes operational tools to achieve optimised service delivery considering available resources.
- Operating to the required quality, time and cost-effective methodology
- Give continuous feedback to the supervisor in terms of operations, safety and activity progress
- Work according to operating and maintenance plans

## **2.6 Process for Monitoring**

This Procedure will be monitored via periodic audits.

## **2.7 Related/Supporting Documents**

Various site to provide site specific Scope of Work (Site addendum)

## **3. Operators**

### **3.1 Required PPE (Specification to be supplied under SHEQ)**

- Overalls-specific to activity
- Safety boots
- 3-point chin strap hard hat
- Gumboots
- Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs
- Shin guards

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- Dust masks
- Cloth masks
- Respirators
- Disposable Overalls (where applicable)

### **3.2 Required Tools/Resources**

- All ASH DISPOSAL FACILITIES services Operating tools used in the trade for an individual competency. This is a minimum requirement for the contract in terms of skill requirement.
- Other tools and workshops to be provided by the employer in order for the contractor to execute the scope within quality, time and cost-effective methodology.

### **3.3 Maintaining methodology**

Sites to provide operating philosophies which will be incorporating the contractor maintenance methodologies and strategies as per site specific requirements

## **4. Management strategy and start up**

### **4.1 The Contractor's plan for the service**

Operating services schedule to be supplied by the Contractor after they have been given the maintenance plans by the employer.

### **4.2 Management meetings**

There will be a monthly meeting for the *Contractor* with the *Employer* held at the *Employer's* premises where contract issues will be discussed i.e. monthly report form the *Contractor* which will include safety meetings, call-out report, incident report an any other issues relating to the service being delivered. The following meetings are to be attended by the *Contractor's* Supervisor:

- Safety meeting (once a month / as and when required)
- Contractor's meetings (to be specified)
- Assessments meetings (end of the month on the 25th)
- Any other meetings relating to the *Contractor's* outputs or necessary for business continuity

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or registers shall not be used for the purpose of identified in the *conditions of contract* to carry out such actions or instructions.

### **4.3 Contractor's management, supervision and key people**

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The *Contractor's* staff structure – supervisors and workforce is to be submitted in the form of an organogram. The employer must approve any changes to such staff structure, and after the approval the contractor shall submit an updated staff structure.

The *Contractor* shall provide a competent representative to be available on site during all normal working hours (Supervisor).

The Contractor's representative will be required to keep the time sheets which are required, signed at the end of each month.

NB: The Contractor's representative will assume the role of a supervisor or lead for this contract

#### **4.4 Documentation control**

The service provider shall submit all proof of purchase, SHE bin certificates, time sheets and delivery note to the employer for assessment. Cleaning control sheets to be signed after each cleaning is completed (in respect of the COVID 19 pandemic)

#### **4.5 Invoicing and payment**

Invoicing and payment turnaround time is 30 days. Assessments are to be conducted from the 26<sup>th</sup> of each month.

#### **4.6 Contract change management**

Task Order form to be used when work within the service is instructed to be carried out within a stated period of time. A task Order will be sent to the *Contractor* via an email. In the case of a compensation event, the *Contractor* must give the *Employer* an early warning and a quotation for the total costs, must be submitted electronically by the *Contractor* for that compensation event by email

#### **4.7 Records of defined cost to be kept by the *contractor***

All hours worked by the *Contractor* will be done so on approval by the *Employer*. Timesheets will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

#### **4.8 Training workshops**

- Any training required by the *Employer* will be provided e.g. Ethics, HIRA, etc however any other training additional that the *Contractor* will need, the training costs will be for the *Contractor*. Training may not be conducted during working hours, unless permission is given by the *Employer*.
- The *Contractor* will be trained during the Job Specification Induction training that will be provided by the *Employer* at the beginning of the contract. The *Contractor* may also be trained during Work Stoppages and also any other training as per employer's requirements.

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- The following training is necessary for the Supervisor and Team leaders. The cost will be for the *Contractor*.
  - Safety, Health and Environment Representative (SHE Rep.)
  - Applying SHE Principles and Procedure
  - Hazard Identification and Response
  - First Aid level 1

## **5. Health, Safety, Environment and Quality assurance**

### **5.1 Health and safety risk management**

The *Contractor* shall at all times comply with the health and safety requirements prescribed by law as they may apply to the *services*.

The *Contractor* shall, when coming on site abide by the Lifesaving Rules and COVID-19 safety requirements at all times. These will be provided by the *Employer* on the start of the contract. The *Contractor* shall also abide by Safety, Health and Environmental Specifications for Contractors Procedure, which will also be provided by the *Employer*.

The *Employer* follows an accident/ incident prevention policy that includes the investigation of all accidents/ incidents involving personnel and property. This is done with the intention of introducing control measures to prevent recurrence of the same incidents. The *Contractor* is expected to fully co-operate to achieve this objective. Refer to 32-95\_Environmental, Occupational Health and safety Incident Management Procedure

The *Contractor* implements a safety plan and maintains the safety system until completion of the whole of the works. The plan, will as a minimum, contain PPE information, written safe work procedures, job specific risk assessments, safety meetings, etc. The plan will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work.

The *Contractor* will be subject to periodic audits by the *Employer* in order to ensure compliance with the plan. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of the *Project Manager*, is un-safe. The *Contractor* may only continue with work activities when all safety deficiencies have been corrected to the *Service Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

### **5.2 Environmental constraints and management**

The *Contractor* shall comply with ERI management system. This includes the identification, collection, storage, transportation and disposal of waste. Hazardous waste shall be disposed of in line with the applicable environmental legislation. It is important to note that all spillages must be cleaned immediately and reported to the project manager as soon as possible. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.

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**NB: In cases of inclement weather, the Project Manager will assess the risk of continuing with the works. When it is unsafe to continue, the Project Manager will stop the works and payment will be per the work covered in this instance.**

### 5.3 Quality assurance requirements

The *Contractor* implements a quality system and maintains the quality system until the completion of the whole of the *works*. The system, will as a minimum, comply with the provisions of the **ISO9001** series. The system will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work on site. The *Contractor* will be subject to self-assessments by the *Employer* in order to ensure compliance with the system. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of *Project Manager*, does not meet the requirements of the system and will have a detrimental effect on plant performance. The *Contractor* may only continue with work activities when all deficiencies have been corrected to the *Project Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

The *Contractor* ensures that all plant and materials for the *works* are to the standard and quality accepted by the *Employer* and ensures that they are suitable for the purpose intended by the manufacturer.

The *Contractor* will work according to the *Employer's* standards, specifications, guidelines and procedures. Where no standards, specifications, guidelines and procedures are available, the *Contractor* will work according to the Generation Quality manual and professional guidelines. Where possible, standards will be reflected in the Task Order.

The Contractor shall be required to demonstrate cleaning quality practices by means of weekly spot checks by the team leader/supervisor. Customer evaluation survey to the offices that are being serviced shall be conducted at a frequency (i.e. quarterly) and method (i.e. questionnaires) appropriate for the type of cleaning to reduce the likelihood of dispute and complaints. The employer shall evaluate, control and monitor the performance and effectiveness of the Contractor

## 6. Procurement

### 6.1 People

Eskom Holdings Limited's requirements regarding employment of unskilled or semi-skilled workers are as follows:

ERI requires that during recruitment of unskilled or semi-skilled labour, a contractor should make every effort to employ minimum target of 100 % suitable candidates from all disciplines from the local community and will only resort to other avenues if the local community cannot provide the required resources.

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## 6.2 Equipment and Materials

### 6.2.1 Correction of defects

If there is part of work that the *Employer* is not happy with, this will be indicated to the *Contractor* and will have to be rectified by the *Contractor* immediately where reasonably possible or within 5 working days after the defect was reported.

### 6.2.2 *Contractor's* procurement of Plant and Materials

Any equipment, appliances or materials used by the *Contractor* must conform to the applicable OHSACT safety standards and is to be maintained in a safe and proper working condition. The Project Manager has the right to stop the *Contractor's* use of any equipment/ cleaning material which, in the opinion of the Project Manager, does not conform to the foregoing.

### 6.2.3 Plant & Materials provided by the *Employer*

1. Water and Electricity
2. Lighting and Ventilation
3. Ablution facilities
4. Sitting facilities
5. Workshop for maintenance
6. Spares for maintenance work

NB: The *Contractor* will be responsible for their meals, own accommodation and transport to and from the place of work, as well as their own tools to execute the job.

## 7. Working on the Affected Property

Under no circumstances will the *Contractor* do the work without proper PPE. The Supervisor on the *Contractor's* side will make it his duty to make sure that this is properly addressed.

### 7.1 *Employer's* site entry and security control, permits, and site regulations

#### Access to site

The *Contractor's* access to site shall be in line with the Site access procedure. The *Contractor* shall be required to make an application for his employees to enter site for the duration of the contract, including defects period. The permits shall only be issued once the *Contractor's* employees have attended the safety induction training and have undergone medical checks. The safety induction will be for the *Employer's* account. The medical checks will be for the *Contractor's* account

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## 7.2 People restrictions, hours of work, conduct and records

The *Contractor* will carry out the *Works* on an 8 hour basis, where the shifts are required and where there are no shifts it will be normal week hours. Work on Saturdays, Sundays and Public Holidays will be as and when required.

## 7.3 Records of *Contractor's* Equipment

The *Contractor's* Supervisor should keep record of all the equipment used by the *Contractor*. The *Contractor* is responsible for the safe keeping of all their equipment.

## 7.4 Working Hours

All ASH DISPOSAL FACILITIES services activities must be aligned to the Site ERI working hours as follows:

### Office hours

Monday to Thursday 07H00 to 16H00

Friday 07H00 to 12H00

Sat, Sun & P/H As and when required

Lunch break As and when required

NB: Working hours shall remain flexible to alteration, if required

## 7.5 Control of noise, dust, water and waste

The contractor must supply their own dust masks and cloth masks as part of PPE. Drinking water is available on site as well as waste bins for disposing waste

## 8. List of drawings

N/A

## 9. Acceptance

This document has been seen and accepted by:

Name	Designation
A Mudzwiri	HOD Coal Ops 3

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## 10. Revisions

Date	Rev.	Compiler	Remarks
Aug 2025	1		No existing work instruction

## 11. Development Team

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

- BMS technical team

## 12. Acknowledgements

None

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