	Scope Of Work	Bulk Material Services
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Title: **Provision of Master Installation** Document Identifier:

**Electrician, Electrical Artisan, and
semi-skilled Electrical artisan for
Hazardous location related
activities for a period of 36 months
on an “as and when required basis
at Various BMS sites”**

Alternative Reference **Not Applicable**

Number:

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




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

Revision: **1**

Total Pages: **22**

Next Review Date: **N/A**

Disclosure **Controlled Disclosure**
Classification:

Compiled by	Functional check by	Authorized by
		
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Date: 27/01/2023	Date: 26.01.2023	Date: 26/01/2022

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1. Introduction

Eskom Rotek Industries (ERI), Bulk Material Services (BMS) has a Fixed Plant Operations contract with Generation on a national contract level. The responsibility of the operations is on the Coal plant, Ash plant, Water treatment plant and Auxiliary Plant section in the various Eskom Power Stations.

1.1 Purpose

The purpose is to preserve the status of the plant availability and reliability through operating of the assets and maintaining of good housekeeping standards.

1.1.1 Applicability

This document shall be effective from the authorisation date.

The stations where the services are required are

Site	Operation
Grootvlei	Coal and Ash Operation
Kusile	Coal and Ash Operation
Medupi	Auxiliary Plant

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.

2.1 Normative

1. ISO 9001 Quality Management Systems
2. OSHAS 1800 Safety Management Systems

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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

2.2 Informative

1. Criminal Procedures Act 51 of 1977
2. National Road Traffic Act 93 of 1996
3. Labour Relations Act 66 of 1995
4. Basic Conditions of Employment Act 75 of 1997
5. SANS 10142 Wiring of premises

2.3 Definitions

Description	Definition
Appointed Contractor	Means a contractor appointed by the principal contractor.
Appointed Person	A person who has been authorised in terms of 36-681_Generation Plant Safety Regulation to: (i) Determining appropriate and effective isolations for the anticipated work to be carried out safely. (ii) 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. (iii) 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.
Baseline Risk Assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Cleaning Activity	Means the safe cleaning of transfer chutes from the outside by the

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	disabling of mechanisms to inhibit starting of the plant during the cleaning process, which is done in accordance with formulated safe procedures.
Contractor (includes appointed contractor)	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Competent Person	(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).
Danger/Dangerous	Means a condition/substance that constitutes a risk of personal injury, impairment of health, or death
Employee	(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.
Employer	(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.
Field / Plant Operator	Employee designated to conduct routine Plant inspections, Preventative Maintenance (PM) and (report) defect any breakdowns or abnormal Plant conditions
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.
Permit To Work	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.
Plant	Means structure, machinery, low voltage electrical equipment or

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	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.
Responsible Person	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
Safe/Safely/Safety	Means a condition not posing any danger, an activity that can be carried out without danger, or protection against danger.
Shall and Should	The word “shall” is to be understood as mandatory and “should” as recommended.
Skilled Person	Means a person who has been trained, has adequate knowledge for the task at hand and declared competent in writing.
Supervision/Supervise	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.
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.
Ex Rated	Ex Rated equipment refers to equipment that has been classified as safe for use in hazardous areas, which are often referred as to as “Ex areas”.

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2.4 Abbreviations

Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
CSY	Coal Stock Yard
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
MIE	Master Installation Electrician

3. Supporting Clauses

3.1 Scope of work for the Provision of MIE, Electrical Artisan and semi-skilled Electrical artisan for Hazardous location related activities as well as new installations and already installed equipment for a period of 36 months on an “as and when required basis at Various BMS sites

The scope of work is the provision of Provision of MIE, Electrical Artisan and semi-skilled Electrical artisan for Hazardous location related activities for a period of 36 months on an “as and when required basis at Various BMS sites “at various Eskom Rotek Industries (ERI) Bulk Material Services (BMS) sites.

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3.1.1 Sites generic scope

The scope of work includes the supply of labour in the form of a Masters Installation Electrician, a qualified Electrician (Artisan) and a semi-skilled electrician to perform Electrical work at Hazardous Locations at various Power Stations from Units as well as on the outside plant. Work will mainly be performed in classified areas, but the contractor may also be required to work in other areas as in when required by Eskom.

Activities include, but are not limited to:

- ☐ Detailed inspection of classified areas by the MIE
- ☐ Replacement of lights and glands with correctly rated equipment,
- ☐ Installation of additional lights
- ☐ splitting of circuit on DB boards
- ☐ Labelling of DB boards
- ☐ Testing and connection of earth straps
- ☐ Moving of Aircon control panels at the battery rooms to the outside of the classified area
- ☐ Servicing of extraction fans and replacement of extraction fan V-belts at the battery rooms
- ☐ Repair of barricades and earthing plates at the Hydrogen plant
- ☐ issuing of CoCs in classified areas by the MIE upon conclusion of the works
 - Identify non-compliance to electrical Installation Regulations and SANS 10142-1(The wiring of the premises).
 - Perform plant walk downs to inspect the suitability of equipment in Hazloc Areas
 - Identify and quantify the list of non-compliant in each Hazloc Area, taking into consideration areas classification, Gas group, Dust Group and temperature Class.
 - Inspect and issue a report of maintenance defects and non-compliant equipment to the Engineering and Maintenance Department on site
 - Document and issue of the list of Ex rated equipment to be procure to the engineering and Maintenance Department on site.
 - Verify and ensure that each equipment complies with the correct Gas Group, Explosive Dust and Temperature Class.

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- Test and commission Ex rated equipment in each Hazloc area.
- Execute all Halzoc Preventative maintenance (PM's)as per works management schedule.

Contractors will be required to perform the required tasks as and when required by the Employer. Works will focus on recommendations from the MIE after the conclusion of the detailed inspection. The contracts manager will give notice of when such tasks need to be executed.

The contractor will be responsible for the provision of all necessary tools to execute the scope to all employees. Tools to be supplied should as a minimum include:

- Complete electrical artisan toolbox. Including, but not limited to:
 - o 1000V Insulation resistance meter (Megger) - Valid calibration certificate to be available at all times
 - o Micro-Ohm meter - Valid calibration certificate to be available at all times
 - o Earth loop impedance tester – Valid calibration certificate to be available at all times
 - o Tong tester / leakage tester – Valid calibration certificate to be available at all times
 - o Wire strippers
 - o Screwdrivers and nut drivers
 - Insulated tools
 - o Pliers – Side cutters, Long nose, Water pump and Tongue and groove pliers
 - o Tape measure
 - o Hammer
 - o Level
 - o Torch
 - o Utility knife
 - o Shifting spanners
 - o Multi-meter – Valid calibration certificate to be available at all times
 - o HV tester / Voltage Tester – For testing that equipment is dead before touching. Valid calibration certificate to be available at all times.

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*Note: All tools to be electrically insulated

3.2 PERFORMANCE SPECIFICATION

- The employees must be in a mental and physical healthy condition to be able to work an average of 8 hours per shifts for the electrical department.
- Employees must be medically fit.
- Minimum educational requirements for a **Master Installation Electrician** is a **Electrician trade test and a Master Installation certification**. with a minimum of 2 years experience of inspecting and issuing of certificates of Compliance in hazardous locations in an industrial environment. .Registered under Department of Labour and under Electrical Contracting Board of South Africa (ECBSA)
- Minimum educational requirement for **Electrician** is a **N4 Electrical Engineering, Trade test as an Electrician from a recognised institution** with a minimum of 2 years of work experience in an industrial environment.
- Minimum educational requirements for a **Semi-skilled electrician** is **Grade 12 and N3 in Electrical Engineering** with a minimum of two years experience in an industrial environment.

3.2.1 Working times

- As and when required.

3.3 Roles and Responsibilities

3.3.1 Master Installation Electrician

- Conduct safety and production risk assessment
- Conducting inspections of all electrical installations
- Issuing corrective action reports
- Communication with the Electrical Maintenance supervisor
- Issuing instructions to Electrician and Semi-skilled electrician
- Ensuring that all safety processes are adhered to
- Ensuring that work execution is done to the acceptable quality standards
- Documentation of all activities
- Submitting required reports to the employer

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- Issuing of electrical compliance certificates of electrical installations, including hazardous locations
- Ensure good housekeeping
- Attend toolbox talks
- Ensure relevant PPE is issued as per risk assessment
- Ensure work instructions, procedures and policies are followed at all times
- Report all quality and environmental issues
- Strive for the best quality workmanship.
- Promote safety, health, environment and quality at all times.
- Report any incidents, damaged or lost equipment
- Enforce good housekeeping at all time
- Compliance to life saving rules and HPC points
- Carry out any other lawful instruction given out by the next line manager
- Execute duties promptly and safely.
- Safeguard tools and safety equipment issued.
- Keep good relationship with all personnel.
- Be neat, self-sufficient and presentable
- Must be able to work under pressure
- Clean work area.
- Ensure good team work
- Ensure good communication
- Be available to assist and supervise other plants

3.3.2 Electrician

- Conduct planning of activities
- Assist MIE in conducting inspections on Electrical installation
- Ensure that all plant repairs are conducted qualitatively.
- Report to Electrical Maintenance Supervisor and MIE.
- Ensure all duties are carried out as per instruction.

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- Ensure good housekeeping in area of responsibility.
- Ensure that plant inspections are done as per the planned maintenance orders and feedback given to the planning section to generate follow up work.
- Ensure that all defects are reported
- Communicate with stakeholders
- Highlight risk in the plant beforehand.
- Conduct Risk assessment before commencing any task.
- Attend toolbox talks
- Ensure relevant PPE is issued as per risk assessment
- Ensure work instructions, procedures and policies are followed at all times
- Report all quality and environmental issues
- Strive for the best quality workmanship.
- Promote safety, health, environment and quality at all times.
- Report any incidents, damaged or lost equipment
- Enforce good housekeeping at all time
- Compliance to life saving rules and HPC points
- Carry out any other lawful instruction given out by the next line manager
- Execute duties promptly and safely.
- Safeguard tools and safety equipment issued.
- Keep good relationship with all personnel.
- Be neat, self-sufficient and presentable
- Must be able to work under pressure
- Clean work area.
- Ensure good team work
- Ensure good communication
- Be available to assist and supervise other plants

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3.3.3 Semi-Skilled Electrician

- Obey all lawful instructions.
- Assist MIE and Electrician in executing allocated work
- Keep work area clean before and after executing the task
- Clean tools
- Assisting with barricading the areas.
- Conduct Risk assessment before commencing any task
- Attend toolbox talk
- Ensure relevant PPE is used as per Risk Assessment.
- Ensure that work instructions, procedures and policies are followed at all times
- Strive for the best quality workmanship.
- Promote safety, health, environment and quality at all times.
- Report any incidents, damaged or lost equipment
- Enforce good housekeeping at all time
- Compliance to life saving rules
- Carry out any other lawful instruction given out by the supervisor
- Execute duties promptly and safely.
- Safeguard tools and safety equipment issued.
- Keep good relationship with all personnel.
- Be neat, self-sufficient and presentable
- Must be able to work under pressure
- Ensure housekeeping is done.

4. PPE

4.1.1 Required PPE (Specification to be supplied under SHEQ)

- Overalls-specific to activity
- Safety boots

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- 3-point chin strap hard hat
- Insulated gloves
- Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs
- Dust masks
- Cloth masks
- Safety harnesses
- Reflector vests

All specialised PPE will be provided by ERI

4.1.2 Required Tools/Resources

- All maintenance staff tools used in the trade for an individual competency. This is a minimum requirement for the contract in terms of skill requirement.
- The supplier to supply all tools necessary to effectively carry out the scope within quality, time and cost-effective methodology.

5. Maintenance Philosophy

Sites to provide Electrical Drawing, which will be incorporating the contractor methodologies and strategies as per site-specific requirements

6. 4. Management strategy and start up

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

Operations services schedule to be supplied by the Contractor after the employer has given them the maintenance plans.

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6.2 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
- Risk register meeting with the client.

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.

6.3 Contractor's management, supervision and key people

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.

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

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6.4 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)

6.5 Invoicing and payment

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

6.6 Contract change management

Task Order form to be used when work within the service is instructed to be carried out within a stated period. 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

6.7 Records of defined cost to be kept by the *Contractor*

The Employer will do all hours worked by the Contractor. Timesheets will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

6.8 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

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trained during Work Stoppages and also any other training as per employer's requirements.

- 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. The Employer on the start of the contract will provide these. 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.

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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.

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.

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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 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.
- The contractor will be required to pay rates as per the Metal and Engineering Industries Bargaining Council (MEIBC). The rates can be found on the MEIBC website

6.2 Plant 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.

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6.2.2 Plant & Materials provided by the *Employer*

- a. Water and Electricity
- b. Lighting and Ventilation
- c. Ablution facilities
- d. Sitting facilities
- e. Kitchen facilities
- f. All required tools
- g. Specialised PPE

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

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

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

7.2 People restrictions, hours of work, conduct and records

The *Contractor* will carry out the *Works* on an 8-hour basis. Work on Saturdays, Sundays and Public Holidays will be as and when required.

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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 safekeeping of all their equipment.

7.4 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:

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10. Development Team

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11. Acknowledgements

None

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