

**PROJECT NAME AND NUMBER: GENERAL BUILDING MAINTENANCE AT BRAM FISCHER INTERNATIONAL AIRPORT FOR A PERIOD OF 3 YEARS AT AIRPORTS COMPANY SOUTH AFRICA'S (ACSA) SOC PTY LTD.**

<b>NEC 3: TERM SERVICE CONTRACT (TSC)</b>
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**Between AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**

Applicable at **BRAM FIISCHER INTERNATIONAL AIRPORT**

(Registration Number: 1993/004149/30)

and

(Registration Number: \_\_\_\_\_)

for **GENERAL BUILDING MAINTENANCE**

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### **C 1.1 Form of Offer and Acceptance**

#### **Offer**

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **Services as described under section C 3.**

#### **GENERAL BUILDING MAINTENANCE CONTRACT AT BRAM FISCHER INTERNATIONAL AIRPORT FOR A PERIOD OF THREE YEARS**

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

#### **The offered price (including VAT)**

\_\_\_\_\_ (in words);

(In figures) \_\_\_\_\_ **Refer Part C2: Pricing Data**

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of contract identified in the Contract Data.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

**For the Tenderer** \_\_\_\_\_

(Name and address of organization)

Name and  
Signature of

Witness \_\_\_\_\_ Date \_\_\_\_\_.

Acceptance

*(Only to be completed at acceptance stage)*

By signing this part of this form of offer and acceptance, the Employer identified below accepts the tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's offer shall form an agreement between the Employer and the

tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1: Agreements and contract data, (which includes this agreement)

Part C2: Pricing data

Part C3: Scope of work.

Part C4: Site information and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

For the Employer, **Airports Company South Africa SOC Limited,**

**Bram Fischer International Airport,  
Thaba Nchu Road,  
Bloemfontein  
9300**

Name and  
Signature of

Witness \_\_\_\_\_ Date \_\_\_\_\_

## Schedule of Deviations

### Notes:

1. The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject \_\_\_\_\_

Details \_\_\_\_\_

2 Subject \_\_\_\_\_

Details \_\_\_\_\_

3 Subject \_\_\_\_\_

Details \_\_\_\_\_

4 Subject \_\_\_\_\_

Details \_\_\_\_\_

By the duly authorised representatives signing this agreement, the Employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a

Completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

## C 1.2 Contract Data

### Precedence in interpretation of the contract:

In the event of any ambiguity, inconsistency or conflict between the General Conditions of Contract, Special Conditions, Pricing Data, Service information, or other, the order of precedence shall be as follows:

- Firstly, the Service information (C3) and Annexes thereto shall prevail;
- Secondly the Contract Data (C1.2) and Conditions of Contract;
- Thirdly the General Conditions of Contract;
- Fourthly the Pricing data;
- Lastly any schedules, drawings and other documents included with this agreement.

### General Conditions of Contract

The General Conditions of Contract comprise the NEC3 Term Service Contract, April 2013, published by the NEC, and the following “Particular Conditions”, which include amendments and additions to such General Conditions.

The following Particular Conditions amplify the General Conditions of Contract and highlight areas in that document that require specific attention.

**Wherein in the contract it is stated no contract data is required accordingly the *conditions of contract* remain unaltered as per NEC3 Term Service Contract, April 2013.**

### C1.2a - Data provided by the *Employer*

Statement	Data
1	
<b>General</b>	
The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
dispute resolution Option:	<b>A: Priced contract with price list</b>
and secondary Options:	<b>W1: Dispute resolution procedure</b>
	<b>X1: Price Adjustment for inflation</b>
	<b>X2: Changes in the law</b>
	<b>X17: Low service damages</b>

**X18: Limitation of Liability (as amended in Option Z)**

**X19: Task Order**

**X20: Key performance indicators**

**Z: Additional conditions of contract**

of the NEC3 Term Service Contract (April 2013)

10.1	The <i>Employer</i> is:	<b>Airports Company South Africa SOC Limited</b> <b>Reg. No 1993/004149/30 VAT no 4930138393</b>
	Address	<b>Bram Fischer International Airport, Thaba Nchu Road, Bloemfontein 9300</b>
	Tel No.	
10.1	The <i>Service Manager</i> is:	<b>Ryan Smith</b>
	Address	<b>Airports Company South Africa SOC Limited,  Bram Fisher International Airport, Thaba Nchu Road, Bloemfontein 9300</b>
	Tel No.	
	e-mail	
11.2(1)	The <i>Accepted Plan</i> is	<b>Section C3 of this document, including Annexes thereto as submitted by the <i>Contractor</i> and accepted by the <i>Service Manager</i></b>
11.2(2)	The <i>Affected Property</i> is	<b>Bram Fischer International Airport</b>
11.2(13)	The <i>service</i> is	<b>GENERAL BUILDING MAINTENANCE AT BRAM FISCHER INTERNATIONAL AIRPORT as more fully set out in section C3 <i>Service Information</i>.</b>

11.2(14)	The following matters will be included in the Risk Register	<b>The method statements, OHS Act, Environmental Act, New Construction Regulation compliance, Legislated Annexes (updated), Also refer to site specific HIRA, which outlines the general hazards, in Part C4 of this document</b>
11.2(15)	The <i>Service Information</i> is in	<b>The section titled Service Information included as section C3 of this document.</b>
12.2	The <i>law of the contract</i> is the law of	<b>the Republic of South Africa</b>
13.1	The <i>language of this contract</i> is	<b>English</b>
13.3	The <i>period for reply</i> is	<b>3 working days</b>
21.1	The period within which the Contractor provides the Contractor's Plan	<b>30 calendar days from Contract Date</b>
<b>2</b>	<b>The Contractor's main responsibilities</b>	<b>Detailed in Part C3 (Service Information)</b>
<b>3</b>	<b>Time</b>	
30.1	The <i>starting date</i> is	<b>On award of Blanket Purchase Agreement (BPA)</b>
30.2	The <i>Service Period</i> is	<b>3 years from the <i>starting date</i>, or when the 3-year contract value has been fully expended, whichever occurs first</b>
<b>4</b>	<b>Testing and Defects</b>	<b>No data is required for this section of the <i>conditions of contract</i></b>
<b>5</b>	<b>Payment</b>	
50.1	The <i>assessment interval</i> is on the	<b>Every 4 weeks, on the 15<sup>th</sup> day of each successive month</b>
51.1	The <i>currency of this contract</i> is the	<b>South African Rand (ZAR)</b>
51.2	The period within which payments are made is	<b>30 days</b>
51.4	The <i>interest rate</i> is	<b>The prime lending rate of the Nedbank Bank, as determined from time to time.</b>

<b>6</b>	<b>Compensation events</b>	<b>No data is required for this section of the conditions of contract.</b>																					
<b>7</b>	<b>Title</b>	<b>No data is required for this section of the conditions of contract.</b>																					
<b>8</b>	<b>Risks and insurance</b>																						
83.1	The <i>Contractor</i> provides these additional insurances	<b>Professional Indemnity Insurance</b>  <b>Note: The terms and other matters applicable to this insurance provided by the Employer are likewise detailed in section C1.4 to the contract.</b>																					
83.2	The minimum amounts of cover or minimum limits of indemnity required for the insurance table	<b>Refer to section C1.3</b>																					
<b>9</b>	<b>Termination</b>	<b>There is no Contract Data required for this section of the conditions of contract.</b>																					
<b>10</b>	<b>Data for main Option clause</b>																						
<b>A</b>	<b>Priced contract with price list</b>	<b>There is no Contract Data required for the main option clause.</b>																					
<b>11</b>	<b>Data for Option W1</b>																						
W1.1	The <i>Adjudicator</i> is	<b>The person appointed jointly by the parties from the list of adjudicators contained below</b> <table border="1"> <thead> <tr> <th>Name</th><th>Location</th><th>Contact details (phone &amp; e mail)</th></tr> </thead> <tbody> <tr> <td>Adv. Ghandi Badela</td><td>Gauteng</td><td>+27 11 282 3700 <a href="mailto:gandi@badela.co.za">gandi@badela.co.za</a></td></tr> <tr> <td>Mr. Errol Tate Pr. Eng.</td><td>Durban</td><td>+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a></td></tr> <tr> <td>Adv. Saleem Ebrahim</td><td>Gauteng</td><td>+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a></td></tr> <tr> <td>Mr. Sebe Msutwana Pr. Eng.</td><td>Gauteng</td><td>+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a></td></tr> <tr> <td>Mr. Sam Amod</td><td>Gauteng</td><td><a href="mailto:sam@samamod.com">sam@samamod.com</a></td></tr> <tr> <td>Adv. Sias Ryneke SC</td><td>Gauteng</td><td>083 653 2281 <a href="mailto:reyneke@duma.nokwe.co.za">reyneke@duma.nokwe.co.za</a></td></tr> </tbody> </table>	Name	Location	Contact details (phone & e mail)	Adv. Ghandi Badela	Gauteng	+27 11 282 3700 <a href="mailto:gandi@badela.co.za">gandi@badela.co.za</a>	Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>	Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>	Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>	Mr. Sam Amod	Gauteng	<a href="mailto:sam@samamod.com">sam@samamod.com</a>	Adv. Sias Ryneke SC	Gauteng	083 653 2281 <a href="mailto:reyneke@duma.nokwe.co.za">reyneke@duma.nokwe.co.za</a>
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	Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 <a href="mailto:emeka@gosiame.co.za">emeka@gosiame.co.za</a>
W1.2(3)	The <i>Adjudicator nominating body</i> is:	<b>The current Chairman of Johannesburg Advocate’s Bar Council</b>	
W1.4(2)	The <i>tribunal</i> is:	<b>Arbitration</b>	
W1.4(5)	The <i>arbitration procedure</i> is	<b>The arbitration procedure is set out in The Rules for the Conduct of Arbitrations 2013 Edition, 7th Edition, published by The Association of Arbitrators, (Southern Africa)</b>	
	The place where arbitration is to be held is	<b>Johannesburg, South Africa.</b>	
	The person or organization who will choose an arbitrator	<b>The Arbitrator is the person selected by the Parties as and when a dispute arises in terms of the relevant Z Clause, from the Panel of Arbitrators provided under the relevant Z clause if the arbitration procedure does not state who selects an arbitrator. The Arbitrator nominating body is the Chairman of the Johannesburg Advocates Bar Council.</b>	
<b>Option A</b>	The Contractor prepares forecasts of the final total of the Prices for the whole of the Services at intervals no longer than 4 weeks.		
<b>12</b>	<b>Data for secondary Option</b>		
<b>X1</b>	<b>Price Adjustment for inflation</b>	<b>The index referred to in this clause shall be deemed to refer to the CPI index on the <i>starting date</i>. Price adjustment for inflation shall only take place on contract anniversary</b>	
<b>X2</b>	<b>Changes in the law</b>	<b>No data is required for this secondary Option</b>	
<b>X17</b>	<b>Low service damages</b>	<b>No additional data is required for this secondary option – Also refer to the Low Service Damages Table.</b>	
<b>X18</b>	<b>Limitation of liability</b>		
<b>X18.1</b>	The <i>Contractor’s</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to:	<b>Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue</b>	

X18.2	For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to:	<b>The total of the Prices</b>
X18.3	The <i>Contractor's</i> total liability to the Employer for defects due to his design which are not listed on the Defects Certificate is limited to:	<b>The total of the Prices</b>
X18.4	The <i>Contractor's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than excluded matters, is limited to:	<p><b>The Contractor's total direct liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to the total of the Prices and applies in contract, tort or delict and otherwise to the extent allowed under the law of the contract.</b></p> <p><b>The excluded matters are amounts payable by the Contractor as stated in this contract for:</b></p> <ul style="list-style-type: none"> <li>- <b>Loss of or damage to the Employer's property,</b></li> <li>- <b>Defects liability,</b></li> <li>- <b>Insurance liability to the extent of the Contractor's risks</b></li> <li>- <b>death of or injury to a person;</b></li> </ul> <p><b>infringement of an intellectual property right</b></p>
X19	<b>Task Order</b>	<b>No additional data is required for this secondary option</b>
X20	<b>Key Performance Indicators</b>	
X20.1	The <i>incentive schedule</i> for Key Performance Indicators is in	Refer to part C3
X20.2	A report of performance against each Key Performance Indicator is provided at intervals of	Refer to part C3

**Z(A): The Additional conditions of contract are: Z1-Z19**

<b>Amendments to the Core Clauses</b>	
<b>Z1</b>	<b>Interpretation of the law</b>

<b>Z1.1</b>	<b>Add to core clause 12.3:</b> Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, the <i>Service Manager</i> , the <i>Supervisor</i> , or the <i>Adjudicator</i> does not constitute a waiver of rights and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.
<b>Z2</b>	<b>Providing the Service:</b>
<b>Z2.1</b>	<b>Delete core clause 20.1 and replace with the following:</b> The <i>Contractor</i> provides the Service in accordance with the Service Information and warrants that the results of the Service, when complete, shall be fit for their intended purpose.
<b>Z5</b>	<b>Termination</b>
<b>Z5.1</b>	<b>Add the following to core clause 91.1, at the second main bullet, fifth sub-bullet point, after the words “assets or”:</b> “business rescue proceedings are initiated, or steps are taken to initiate business rescue proceedings”.
<b>Amendment to the Secondary Option Clauses</b>	
<b>Z7</b>	<b>Limitation of liability:</b>
	<b>Insert the following new clause as Option X18.6:</b>
<b>Z7.1</b>	The <i>Employer's</i> liability to the <i>Contractor</i> for the <i>Contractor's</i> indirect or consequential loss is limited to R0.00
<b>Z7.2</b>	Notwithstanding any other clause in this contract, any proceeds received from any insurances or any proceeds which would have been received from any insurances but for the conduct of the <i>Contractor</i> shall be excluded from the calculation of the limitations of liability listed in the contract
<b>Additional Z Clauses</b>	
<b>Z8</b>	<b>Cession, delegation and assignment</b>
<b>Z8.1</b>	The <i>Contractor</i> shall not cede, delegate or assign any of its rights or obligations to any person without the written consent of the <i>Employer</i> , which consent shall not be unreasonably withheld. This clause shall be binding on the liquidator/business rescue practitioner /trustee (whether provisional or not) of the <i>Contractor</i>
<b>Z8.2</b>	The <i>Employer</i> may cede and delegate its rights and obligations under this contract to any person or entity
<b>Z9</b>	<b>Joint and several liability</b>
<b>Z9.1</b>	If the <i>Contractor</i> constitutes a joint venture, consortium or other unincorporated grouping of two or more persons, these persons are deemed to be jointly and severally liable to the <i>Employer</i> for the performance of the Contract.
<b>Z9.2</b>	The <i>Contractor</i> shall, within 1 week of the Contract Date, notify the <i>Service Manager</i> and the <i>Employer</i> of the key person who has the authority to bind the <i>Contractor</i> on their behalf.

**Z9.3** The *Contractor* does not materially alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without prior written consent of the *Employer*.

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**Z10 Ethics**

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**Z10.1** The *Contractor* undertakes:

**Z10.1.1** not to give any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract;

**Z10.1.2** to comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the *Employer* is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.

**Z10.2** The *Contractor's* breach of this clause constitutes grounds for terminating the *Contractor's* obligation to Provide the Works or taking any other action as appropriate against the *Contractor* (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.

**Z10.3** If the *Contractor* is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuity, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the *Employer*, the *Employer* shall be entitled to terminate the contract in accordance with the procedures stated in core clause 92.2. the amount due on termination is A1.

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**Z11 Confidentiality**

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**Z11.1** All information obtained in terms of this contract or arising from the implementation of this contract shall be treated as confidential by the *Contractor* and shall not be used or divulged or published to any person not being a party to this contract, without the prior written consent of the *Service Manager* or the *Employer*, which consent shall not be unreasonably withheld.

**Z11.2** If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until otherwise notified by the *Service Manager*.

**Z11.3** This undertaking shall not apply to –

**Z11.3.1** Information disclosed to the employees of the *Contractor* for the purposes of the implementation of this agreement. The *Contractor* undertakes to procure that its employees are aware of the confidential nature of the information so disclosed and that they comply with the provisions of this clause;

**Z11.3.2** Information which the *Contractor* is required by law to disclose, provided that the *Contractor* notifies the *Employer* prior to disclosure so as to enable the *Employer* to take the appropriate action to protect such information. The *Contractor* may disclose such information only to the extent required by law and shall use reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed;

- Z11.3.3** Information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time);
- Z11.4** The taking of images (whether photographs, video footage or otherwise) of the *works* or any portion thereof, in the course of Providing the Works and after Completion, requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*
- Z11.5** The *Contractor* ensures that all his Subcontractors abide by the undertakings in this clause.

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**Z12      *Employer's Step-in rights***

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- Z12.1** If the *Contractor* defaults by failing to comply with his obligations and fails to remedy such default within 2 weeks of the notification of the default by the *Service Manager*, the *Employer*, without prejudice to his other rights, powers and remedies under the contract, may remedy the default either himself or procure a third party (including any subcontractor or supplier of the *Contractor*) to do so on his behalf. The reasonable costs of such remedial works shall be borne by the *Contractor*
- Z12.2** The *Contractor* co-operates with the *Employer* and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the *Contractor* under the contract or otherwise for and/or in connection with the *works*) and generally does all things required by the *Service Manager* to achieve this end.

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**Z13      *Liens and Encumbrances***

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- Z13.1** The *Contractor* keeps the Equipment used to Provide the Services free of all liens and other encumbrances at all times. The *Contractor*, vis-a-vis the *Employer*, waives all and any liens which he may from time to time have, or become entitled to over such Equipment and any part thereof and procures that his Subcontractors similarly, vis-a-vis the *Employer*, waive all liens they may have or become entitled to over such Equipment from time to time

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**Z14      *Intellectual Property***

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- Z14.1** Intellectual Property ("IP") rights means all rights in and to any patent, design, copyright, trade mark, trade name, trade secret or other intellectual or industrial property right relating to the Works.
- Z14.2** IP rights remain vested in the originator and shall not be used for any reason whatsoever other than carrying out the *works*.
- Z14.3** The *Contractor* gives the *Employer* an irrevocable, transferrable, non-exclusive, royalty free licence to use and copy all IP related to the *works* for the purposes of constructing, repairing, demolishing, operating and maintaining the works

- Z14.4** The written approval of the *Contractor* is to be obtained before the *Contractor's* IP made available to any third party which approval will not be unreasonably withheld or delayed. Prior to making any *Contractor's* IP available to any third party the *Employer* shall obtain a written confidentiality undertaking from any such third party on terms no less onerous than the terms the *Employer* would use to protect its IP
- Z14.5** The *Contractor* shall indemnify and hold the *Employer* harmless against and from any claim alleging an infringement of IP rights ("**the claim**"), which arises out of or in relation to:
- Z14.5.1** the *Contractor's* design, manufacture, construction or execution of the Works
- Z14.5.2** the use of the *Contractor's* Equipment, or
- Z14.5.3** the proper use of the Works.
- Z14.6** The *Employer* shall, at the request and cost of the *Contractor*, assist in contesting the claim and the *Contractor* may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it.

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**Z15 Dispute resolution:**

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**Z15.1 Appointment of the Adjudicator**

An *Adjudicator* is appointed when a dispute arises, from the Panel of Adjudicators below. The referring party nominates an Adjudicator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Adjudicator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Adjudicator* listed in the Panel of Adjudicators below

The Parties appoint the *Adjudicator* under the NEC3 Adjudicator's Contract, April 2013

**Panel of Adjudicators**

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 <a href="mailto:gandi@badela.co.za">gandi@badela.co.za</a>
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>
Mr. Sam Amod	Gauteng	<a href="mailto:sam@samamod.com">sam@samamod.com</a>
Adv. Sias Ryneke SC	Gauteng	083 653 2281 <a href="mailto:ryneke@duma.nokwe.co.za">ryneke@duma.nokwe.co.za</a>
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 <a href="mailto:emeka@gosiame.co.za">emeka@gosiame.co.za</a>

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**Z15.2 Appointment of the Arbitrator**



An *Arbitrator* is appointed when a dispute arises from the Panel of Arbitrators below. The referring party nominates an Arbitrator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Arbitrator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Arbitrator* listed in the Panel of *Arbitrators* below

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 <a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>
Mr. Sam Amod	Gauteng	<a href="mailto:sam@samamod.com">sam@samamod.com</a>
Adv. Sias Ryneke SC	Gauteng	083 653 2281 <a href="mailto:ryneke@duma.nokwe.co.za">ryneke@duma.nokwe.co.za</a>
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 <a href="mailto:emeka@gosiame.co.za">emeka@gosiame.co.za</a>

## **Z16 Notification of a compensation event**

- Z16.1** Delete “eight weeks” in clause 61.3 and replace with “four weeks”. Delete the words “unless the event arises from the Service Manager or the Supervisor giving an instruction, issuing a certificate, changing an earlier decision or correcting an assumption.”

## **BBBEE and Tax Clearance Certificates**

### **Z17**

- Z17.1** The *Contractor* shall be expected to annually present a compliant BEE Certificate and a Tax Clearance Certificate. Failure to do adhere to these requirements shall be considered a material breach of the conditions of this Contract, the sanction for which may be a cancellation of this Contract.

## **Z18 Communication**

- Z18.1** **Add a new Core Clause** 14.5 and 14.6 to read as follows:  
The *Service Manager* requires the written consent of the Employer if an action will result in a change to the design, scope, and Service information that is 5% or more
- Z18.2** The *Service Manager* requires the written consent of the Employer if an action will result in the Completion Date being extended by more than 30 days.

## **Z19 Delegation**

As stipulated by Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 as amended the *Contractor* agrees to the following:

- Z19.1** As part of this contract the *Contractor* acknowledge that it (mandatory) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act No 85 of 1993 as amended and agree to ensure that all work being performed, or Equipment, Plant and Materials being used, are in accordance with the provisions of the said Act, and in particular with regard to the Construction Regulations.
-



### C1.2 b - DATA PROVIDED BY THE *CONTRACTOR*

Clause	Statement	Data
10.1	The Contractor is (Name):  Address:    Telephone No.  Fax No.	
11.2	The <i>working areas</i> are	See C3 'Service Information'
24.1	The <i>Contractor's Key people</i> are:	<b>CV's to be appended to Resource Proposal</b>
	Name:	
	Job:	
	Responsibility:	
	Qualifications:	
	Experience:	
	Name:	
	Job:	
	Responsibility:	
	Qualifications:	
	Experience:	

Name:

Job:

Responsibility:

Qualifications:

Experience:

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Name:

Job:

Responsibility:

Qualifications:

Experience:

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11.2    The following matters will be 1.  
             included in the Risk Register

2.

3.

4.

5.

### C1.3 Insurance Schedule

#### ***Summary of Terms and other Matters Applicable to Employer Provided Insurance***

##### **Part 1:**

Notes to Schedule:

- The provision of insurance by the *Employer* does not limit the obligations, liabilities or responsibilities of the *Contractor* under this contract in any way whatsoever (including but not limited to any requirement for the provision by the *Contractor* of any other insurances).
- Unless specifically otherwise stated, capitalised terms in this schedule (other than *Employer*, *Contractor* and *works* where written in italics) have the meaning assigned to them in the relevant policy of insurance.
- This Insurance Schedule is a generic term sheet generally applicable to the *Employer's* projects. In the circumstances:
  - If this Insurance Schedule reflects the amount of any cover provided by the *Employer* to be higher than the amount required in the Contract Data, the *Employer's* obligation under this Contract is limited to the lower amount; and
  - If this Insurance Schedule provides for any cover which is not stated to be provided by the *Employer* in the Contract Data, the *Employer's* obligation under this Contract is limited to the cover stated in the Contract Data.
- [The terms governing the Employer provided policies of insurance are the terms detailed in the policies themselves. This schedule is merely a summary of the key terms. It is the responsibility of the tenderer to obtain copies of the policies and satisfy itself of the actual terms as required by the tenderer.]

##### **Part 2:**

#### **ACSA Maintenance Contracts Insurance Clause. Insurance Affected by the Employer.**

Notwithstanding anything elsewhere contained in the Contract and without limiting the obligations liabilities or responsibilities of the Contractor in any way whatsoever (including but not limited to any requirement for the provision by the Contractor of any other insurances) the Employer shall effect and maintain as appropriate in the joint names of the Employer , Contractors and Sub-Contractors, Consultants and Sub-Consultants the following insurances which are subject to the terms, limits, exceptions and conditions of the Policy:

- (a) **PUBLIC LIABILITY Insurance** – which will provide indemnity against the insured parties legal liability in the event of accidental death of or injury to third party persons and/or accidental loss of or damage to third party property arising directly from the execution of the contract with a limit of indemnity of **R 100 million** in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause. The policy will be subject to a Deductible of **R25 000** for Property Damage claims only but **R250 000** where Loss or Damage involves Aircraft.
  - (i) The Employer shall pay any premium due in connection with the insurance affected by the Employer.

- (ii) The Contractor shall not include any premium charges for this insurance except to the extent that he may deem necessary in his own interests to effect supplementary insurance to the insurance effected by the Employer. The Employer reserves the right to call for full information regarding insurance costs included by the Contractor.
- (iii) Any further clarification of the scope of cover provided by the Policies arranged by the Employer should be obtained from the Employer ..
- (iv) In the event of any occurrence which is likely to or could give rise to a claim under the insurances arranged by the Employer the Contractor shall :
  - (A) in addition to any statutory requirement or other requirements contained in the Contract immediately notify the Employer's Insurance Broker or the Insurers by telephone or telefax giving the circumstances nature and an estimate of the loss or damage or liability
  - (B) complete a Claims Advice Form available from the Insurance Brokers to whom the form must be returned without delay.
  - (C) negotiate the settlement of claims with the Insurers through the Employer's Insurance Brokers and shall when required to do so obtain the Employer's approval of such settlement.

The Employer and Insurers shall have the right to make all and any enquiries to the site of the Works or elsewhere as to the cause and results of any such occurrence and the Contractor shall co-operate in the carrying out of such enquiries.

- (v) The Contractor will be liable for the amount of the Deductible (First Amount Payable in respect of any claim made by or against the Contractor or Sub-Contractors under the insurances effected by the Employer..  
Where more than one Contractor is involved in the same claim the Deductible will be borne in pro-rata amounts by each Contractor in proportion to the extent of each Contractor's admitted claim.
- (vi) Any amount which becomes payable to the Contractor or any of his Sub-Contractors as a result of a claim under the Contract Works Insurance shall if required by the Employer be paid net of the Deductible to the Employer who shall pay the Contractor from the proceeds of such payment upon rectification repair or reinstatement of the loss or damage but this provision shall not in any way affect the Contractor's obligations liabilities or responsibilities in terms of the Contract.

In respect of any amount which becomes payable as a result of a claim under any Public Liability Insurance the Contractor or his Sub-Contractors shall be required to pay the amount of the Deductible to the Insurer to facilitate settlement of such claim.

**Insurance Affected by the Contractor.**

Without in any way detracting from any requirements contained elsewhere in this contract the Contractor and Sub-Contractors shall where applicable, provide as a minimum the following:

- (a) INSURANCE OF CONTRACTORS EQUIPMENT (including tools offices and other temporary structures and contents) and other things (except those intended for incorporation into the Works) brought onto the Site for a sum sufficient to provide for their replacement.
- (b) Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as may be amended or in terms of any similar Workers Compensation and Unemployment Insurance enactment's in the Suppliers' or Sub Supplier's operational, manufacturing or assembly locations.
- (c) Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability indemnity.
- (d) Public Liability Insurance for an amount sufficient to cover the Contractors obligations in terms of the Deductible of **R25 000** or **R250 000** as stated above.
  - (i) The insurances to be provided by the Contractor and his Sub-Contractors shall:
    - (A) be affected with Insurers and on terms approved by the Employer.
    - (B) be maintained in force for whatever period the perils to be insured by the Contractor are at risk (including any defects liability period during which the Contractor is responsible for the care of the Works)
    - (C) submit to the Employer the relevant Policy or Policies of Insurance or evidence acceptable to the Employer that such insurances have been affected.
  - (ii) In the event that the Contractor or his Sub-Contractor receives any notice of cancellation or restrictive modification to the insurance provided to them they shall immediately notify the Employer in writing of such cancellation or restriction and shall advise what action the Contractor or his Sub-Contractor will take to remedy such action.

If the Contractor fails to effect and keep in force the insurances referred to then the Employer may effect and keep in force any

such insurances and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount paid by the Employer from any monies due or which may become due to the Contractor or recover same as a debt from the Contractor.

### Sub-Contractors

The Contractor shall:

- (a) ensure that all potential and appointed Sub-Contractors are aware of the whole contents of this clause, and
- (b) enforce the compliance by Sub-Contractors with this clause where applicable.”

## PART C2: PRICING DATA

### C2.1 Pricing Instructions

*Refer to attached price list (Provisional bills of quantities)*

Pricing Schedule							
All amounts to be entered exclusive of VAT							
Item	Description	Unit	QTY	Rate	Price		
1	Temporary/permanent Permits and Airside Safety Induction cost.	Provisional Sum	1	R 2 500,00			
2	Safety File	Provisional Sum	1				
3	Rental of aerial work platform (cherry picker)	Day	1				
4	Rental of aerial work platform (+12 Ft step Ladder))	Day	1				
5	Call-out Fee	Each	1				
6	Rental of aerial work platform (Scaffolding)	Day	1				
Total price list No 1: Preliminary and General, carried forward to summary							
Note: Only actuals will be reimbursed for the permit costs, upon provision of invoices.							
Labor Rates only							
Item	Description	UOM	Qty	Unit Price			
	Plumbing and Ablution						
1.1	Geysers						
1.1.1	Replace element	Each	1				
1.1.2	Replace thermostat	Each	1				

1.1.3	Replace geyser	Each	1	
1.1.4	Repair geyser pipe leaks	Each	1	
1.1.5	Replacing of Zinc	Each	1	
1.1.6	Repair of Zinc	Each	1	
	<b>Sub Total A</b>			
1.2	<b>Ablutions</b>			
1.2.1	Replace broken seats with the same quality	Each	1	
1.2.2	Replace sensors to toilet pans (flush master)	Each	1	
1.2.3	Repair sensors to toilet pans (flush master)	Each	1	
1.2.4	Replace sensor to urinals (flush master)	Each	1	
1.2.5	Repair sensor to urinals (flush master)	Each	1	
1.2.6	Tap replacement (metering tap)	Each	1	
1.2.7	Tap replacement (ordinary tap)	Each	1	
1.2.8	Replace to leaking basin mixer	Each	1	
1.2.9	Repair to leaking basin mixer	Each	1	
1.2.10	Repair leaks to the basin tray	Each	1	
1.2.11	Repair leak to urinal trap	Each	1	
1.2.12	Repair leak to toilet pan connector	Each	1	
1.2.13	Unblocking urinals	Each	1	
1.2.14	Unblocking toilet pan	Each	1	
1.2.15	Unblocking basin	Each	1	
1.2.16	Unblocking of drains	Hours	1	
1.2.17	Valve replacement	Each	1	
	<b>Sub Total B</b>			
2	<b>Call out rate</b>			
2.1	Jetting of sewer lines as a response to blockage	Each	1	
2.2	Chemically treat sewer lines as a response to blockage	Each	1	

2.3	Attending to pipe bursts inside the various at the Airport	Each	1	
2.4	Unblocking Urinals	Each	1	
2.5	Unblocking or cleaning of toilet pan/toilet	Each	1	
2.6	Unblocking basin	Each	1	
2.7	Unblocking of geyser's	Each	1	
	<b>Sub Total C</b>			
3.1	<b>Roof</b>			
3.1.1	Waterproofing of leaking roofs	m <sup>2</sup>	1	
3.1.2	Replace skirting boards	m <sup>2</sup>	1	
3.1.3	Replace faulty gutters	m <sup>2</sup>	1	
3.1.4	Cleaning of gutters	m <sup>2</sup>	1	
3.1.5	Replace downpipes	m <sup>2</sup>	1	
3.1.6	Unblocking downpipes	m <sup>2</sup>	1	
3.1.7	Maintenance of asbestos	m <sup>2</sup>	1	
3.1.8	Replacement of rusted or damaged roof sheets	Each	1	
3.1.9	Replacement of facial boards	m <sup>2</sup>	1	
3.1.10	Replace faulty roof screws	m <sup>2</sup>	1	
	<b>Sub Total D</b>			
3.2	<b>Ceiling</b>			
3.2.1	Replace ceiling tiles	Each	1	
3.2.2	Repair ceiling tiles	Each	1	
3.2.3	Repair broken suspended ceiling installations	m <sup>2</sup>	1	
	<b>Sub Total E</b>			
4	<b>Walls and Windows</b>			
3.4.1	Replace broken glass windows and accessories	Each	1	
3.4.2	Replace broken hinges and handles	Each	1	
3.4.3	Repair cracks and chip marks on walls	m <sup>2</sup>	1	



3.4.4	Repair damaged walls	m <sup>2</sup>	1	
3.4.5	Repair cracks and holes in concrete / cement	m <sup>2</sup>	1	
3.4.6	Replace damaged paving bricks	m <sup>2</sup>	1	
3.4.7	Plastering	m <sup>2</sup>	1	
3.4.8	Restore Alignment of doors	Each	1	
3.4.9	Restore Alignment of windows	Each	1	
	<b>Sub Total F</b>			
3.5	<b>Doors and Shop front</b>			
3.5.1	Replace door locks	Each	1	
3.5.2	Repair locks	Each	1	
3.5.3	Unlock faulty locks (where keys are broken-off / lost)	Hours	1	
3.5.4	Replace door hinges	Each	1	
3.5.5	Repair door hinges	Each	1	
3.5.6	Replace the door	Each	1	
3.5.7	Replace lost keys	Each	1	
3.5.8	Replace faulty doors	Each	1	
3.5.9	Replace faulty windows frame	Each	1	
3.5.10	Restore Alignment of doors	Each	1	
3.5.11	Restore Alignment of windows	Hours	1	
	<b>Sub Total G</b>			
3.6	<b>Locksmith service</b>			
3.6.1	Installs, services, and repairs various types of locks	Each	1	
3.6.2	Disassembles locks; repairs and replaces worn tumblers, springs, and other parts	Each	1	
3.6.3	Key Cutting	Each	1	
3.6.4	Door replacement	Each	1	
	<b>Sub Total H</b>			

4	<b>Painting</b>						
4.1	Repair cracks and paint		m <sup>2</sup>		1		
4.2	Painting of walls		m <sup>2</sup>		1		
4.3	Painting of faded walls (1 coat of paint)		m <sup>2</sup>		1		
4.4	Painting of faded walls (2 coats of paint)		m <sup>2</sup>		1		
	<b>Sub Total I</b>						
5	<b>Building Signages Maintenance</b>						
5.1	Ablution signage		Each		1		
5.2	Installation of LED signage (Per Word)		Each		1		
5.3	Way-finding signage		Each		1		
5.4	Installation of LED signage (Per Board)		Each		1		
	<b>Sub Total J</b>						
6	<b>Tiling and carpets on floors or walls</b>						
6.1	Replace ceramic tiles, like for like		Each		1		
6.2	Replace broken (cracked / chipped / hollow / worn / thorn) tiles		m <sup>2</sup>		1		
6.3	Repair tile edging (aluminium / PVC)		m <sup>2</sup>		1		
6.4	Replace carpets, like for like		m <sup>2</sup>		1		
6.5	Replacing Partitioning		m <sup>2</sup>		1		
6.6	Repairing Partitioning		m <sup>2</sup>		1		
6.7	Repair tile grout		m <sup>2</sup>		1		
6.8	Repair edging / skirting		Each		1		
	<b>Sub Total K</b>						
7			<b>Steelwork</b>				
7.1	Repair and welding of steel work		Hours		1		
7.2	Repair and welding of stainless steel (Chrome)		Hours		1		
4			<b>Under cover parking's</b>				

8.1	Tension of shade nets for the under covered parking 1 bay		Each		1	
8.2	Tension of shade nets for the under covered parking 2 bay		Each		1	
8.3	Tension of shade nets for the under covered parking 3 bay		Each		1	
8.4	Repairing and stitching of torn shade nets		Each		1	
8.5	Replacement of cantilever dome design net 7,8 x 5,27		Each		1	
8.6	Replace of steel structure		Each		1	
8.7	Repair of steel structure	Sub Total L 1			Each	
Repairs and spares provisional sum (ad-hoc)						
Item	Description	Cost		Mark-up	Total including mark-up (=Cost + Mark-up)	
1	Repairs and spares Provisional sum (R 0.00 - R 4 999.99)	R4 999,99			R 4 999,99	
2	Repairs and spares Provisional sum (R 5 000 - R 9 999.99)	R9 999,99			R 9 999,99	
3	Above R 10 000.00	R10 000,00			R 10 000,00	
Total Price list No 3: Repairs and spares provisional sum (ad-hoc)					R 24 999,98	
NB: For third party procurement, original invoice must be submitted when claiming for the items/services procured						
Summary						
Description		Total				
Total price list No 1: Preliminary and General						
Total Price list No 2: Labour Rates only						
Total Price list No 3: Repairs and spares provisional sum (ad-hoc)						
Total Value Exclusive of VAT						
Total Value Inclusive of VAT @15%						

## **C2.2 Price List**

In contract, the works to be done will be instructed via a Task Order (X19) by the Service Manager or s/he delegate.

The work specification of what the activities entail is outlined in detail under Part C3. All rates shall include labour, materials, plant and machinery costs inter alia, to fully execute the work / activity.

### **NOTE TO TENDERER:**

- The frequency is indicative at monthly. However, work shall only be done with instruction via a Task Order. This may result in the frequency being reduced to a frequency lower or more than indicated above, as per the business need.
- Health and Safety will be audited on a continuous basis. The Contractor shall comply with the Occupational Health and Safety Act, and the relevant Regulations.
- Permits and Induction shall be paid at cost and shall be paid on proven cost. The Contractor shall provide proof of personnel that attended the Induction and received a permit.
- Before a Permit is issued, a Police Clearance will be done. No permit will be granted to persons who are not in good standing with their criminal record.
- Bidders to note that any changes in the staff between permit renewal cycles of 2 years is for the cost of the Contractor.

*Refer to attached price list (Provisional bills of quantities). The fully completed and approved price list will be included in this section of the final contract*

## C3 SERVICE INFORMATION

### 3.1 DESCRIPTION OF THE WORKS

Please refer to the Scope Specifications

ITEM	DESCRIPTION	UNIT
1	Temporary/permanent Permits and Airside Safety Induction cost.	Provisional Sum
2	Safety File	Provisional Sum
3	Rental of aerial work platform (cherry picker)	Day
4	Rental of aerial work platform (+12 Ft step Ladder)	Day
5	Call-out Fee	Each
6	Rental of aerial work platform (Scaffolding)	Day
ITEM	Description	Unit
<b>1</b>	<b>Plumbing and Ablutions</b>	
1.1	<b>Geysers:</b>	
1.1.1	Replace Element	Each
1.1.2	Replace thermostat	Each
1.1.3	Replace geyser	Each
1.1.4	Repair geyser pipe leaks	Each
1.1.5	Replacing of Zinc	Each
1.1.6	Repair of Zinc	Each
1.2	<b>Ablutions:</b>	
1.2.1	Replace broken seats with the same quality	Each
1.2.2	Replace sensors to toilet pans (flush master)	Each
1.2.3	Repair sensors to toilet pans (flush master)	Each
1.2.4	Replace sensor to urinals (flush master)	Each
1.2.5	Repair sensor to urinals (flush master)	Each
1.2.6	Tap replacement (metering tap)	Each
1.2.7	Tap replacement (ordinary tap)	Each
1.2.8	Replace to leaking basin mixer	Each
1.2.9	Repair to leaking basin mixer	Each
1.2.10	Repair leaks to the basin tray	Each
1.2.11	Repair leak to urinal trap	Each
1.2.12	Repair leak to toilet pan connector	Each
1.2.13	Unblocking urinals	Each
1.2.14	Unblocking toilet pan	Each
1.2.15	Unblocking basin	Each
1.2.16	Unblocking of drains	Hours
1.2.17	Valve replacement	Each
<b>2</b>	<b>Call out</b>	
2.1	Jetting of sewer lines as a response to blockage	Each
2.2	Chemically treat sewer lines as a response to blockage	Each
2.3	Attending to pipe bursts inside the various at the Airport	Each

2.4	Unblocking Urinals	Each
2.5	Unblocking or cleaning of toilet pan/toilet	Each
2.6	Unblocking basin	Each
2.7	Unblocking of geysers	Each
<b>3</b>	<b>Building Maintenance</b>	
<b>3.1</b>	<b>Roof</b>	m
3.1.1	Waterproofing of leaking roofs	m
3.1.2	Replace skirting boards	m
3.1.3	Replace faulty gutters	m
3.1.4	Cleaning of gutters	m
3.1.5	Replace downpipes	m <sup>2</sup>
3.1.6	Unblocking downpipes	m <sup>2</sup>
3.1.7	Maintenance of asbestos	m
3.1.8	Replacement of rusted or damaged roof sheets	Each
3.1.9	Replacement of facial boards	m <sup>2</sup>
3.1.10	Replace faulty roof screws	m
<b>3.2</b>	<b>Ceiling</b>	
3.2.1	Replace ceiling tiles	Each
3.2.2	Repair ceiling tiles	Each
3.2.3	Repair broken suspended ceiling installations	m <sup>2</sup>
<b>3.3</b>	<b>Tiling and carpets on floors or walls</b>	m <sup>2</sup>
3.3.1	Replace ceramic tiles, like for like (supply and install)	Each
3.3.2	Replace broken (cracked / chipped / hollow / worn / thorn) tiles	m <sup>2</sup>
3.3.3	Repair tile grout	m
3.3.4	Repair tile edging (aluminium / PVC)	m <sup>2</sup>
3.3.5	Replace carpets, like for like (supply and install)	m
3.3.6	Repair edging / skirting	m <sup>2</sup>
3.3.7	Repair partitioning	m <sup>2</sup>
3.3.8	Replace Partitioning	m <sup>2</sup>
<b>3.4</b>	<b>Walls and Windows</b>	
3.4.1	Replace broken glass windows and accessories	Each
3.4.2	Replace broken hinges and handles	Each
3.4.3	Repair cracks and chip marks on walls	m <sup>2</sup>
3.4.4	Repair damaged walls	m <sup>2</sup>
3.4.5	Repair cracks and holes in concrete / cement	m <sup>2</sup>
3.4.6	Replace damaged paving bricks	m <sup>2</sup>
3.4.7	Plastering	m <sup>2</sup>
3.4.8	Restore Alignment of doors	Each
3.4.9	Restore Alignment of windows	Each
<b>3.5</b>	<b>Doors and Shop front</b>	
3.5.1	Replace door locks	Each

3.5.2	Repair locks	Each
3.5.3	Unlock faulty locks (where keys are broken-off / lost)	Hours
3.5.4	Replace door hinges	Each
3.5.5	Repair door hinges	Each
3.5.6	Replace the door	Each
3.5.7	Replace lost keys	Each
3.5.8	Replace faulty doors	Each
3.5.9	Replace faulty windows frame	Each
3.5.10	Restore Alignment of doors	Each
3.5.11	Restore Alignment of windows	Hours
<b>3.6</b>	<b>Locksmith service</b>	
3.6.1	Installs, services, and repairs various types of locks	Each
3.6.2	Disassembles locks; repairs and replaces worn tumblers, springs, and other parts	Each
3.6.3	Key Cutting	Each
3.6.4	Door replacement	Each
<b>2.6</b>	<b>Steelwork</b>	
2.6.1	Repair and welding of steel work	Hours
2.6.2	Repair and welding of stainless steel (Chrome)	Hours
<b>3</b>	<b>Painting</b>	
3.1	Repair cracks and paint	m <sup>2</sup>
3.2	Painting of walls	m <sup>2</sup>
3.3	Painting of faded walls (1 coat of paint)	m <sup>2</sup>
3.4	Painting of faded walls (2 coats of paint)	m <sup>2</sup>
<b>4</b>	<b>Under cover parking's</b>	
4.1	Tension of shade nets for the under covered parking 1 bay	Each
4.2	Tension of shade nets for the under covered parking 2 bay	Each
4.3	Tension of shade nets for the under covered parking 3 bay	Each
4.4	Repairing and stitching of torn shade nets	Each
4.5	Replacement of cantilever dome design net 7,8 x 5,27	Each
4.6	Replace of steel structure	Each
4.7	Repair of steel structure	Each
<b>5</b>	<b>Building Signages Maintenance</b>	
5.1	Ablution signage	Each
5.2	Installation of LED signage (Per Word)	Each
5.3	Way-finding signage	Each
5.4	Installation of LED signage (Per Board)	Each
<b>6</b>	<b>Tiling and carpets on floor or walls</b>	
6.1	Replace ceramic tiles, like for like	m <sup>2</sup>
6.2	Replace broken (cracked / chipped / hollow / worn / thorn) tiles	m <sup>2</sup>

6.3	Repair tile edging (aluminum / PVC)	m <sup>2</sup>
6.4	Replace carpets, like for like	m <sup>2</sup>
6.5	Repair edging / skirting	Each
7	Water proofing	
7.1	Repair / replace existing waterproofing installations on concrete roof	m <sup>2</sup>
7.2	Repair / replace existing waterproofing installations on corrugated roof	m <sup>2</sup>
7.3	INSTALLATION OF BITUMEN EMULSION WATERPROOFING COATING AND ALUMINIUM COATING Outside (Top of Roof) -Primer and two coats "Rubberising" bitumen emulsion waterproof coating	m <sup>2</sup>



**3.2 ANNEXURES TO C3 (SERVICE INFORMATION)**

<b>No</b>	<b>Description of Specification</b>	<b>Annexure</b>
1	Site Specific Activity Schedule	Annexure A
2	2.1 Occupational Health & Safety Specification	Annexure D
3	4.2 NAT Form – OHS00 SHE File Review Form Rev 2	Annexure D
4	Service Level Agreement	Annexure E
5	Schedule of Tools and Equipment	Annexure F

**ANNEX A**

**SITE SPECIFIC ACTIVITY SCHEDULE**

**Please refer to Annexure A**

**ANNEX D**

**OCCUPATIONAL HEALTH AND SAFETY MANDATARY AGREEMENT**

**AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH & SAFETY ACT (ACT 85 OF 1993), AS AMENDED & CONSTRUCTION REGULATION 5.1(k)**

**OBJECTIVES**

To assist Airport Company South Africa (ACSA) in order to comply with the requirements of:

1. The Occupational Health & Safety (Act 85 of 1993), as amended and its regulations and
2. The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993) also known as the (COID Act).
3. Construction Regulations 2014

**To this end an Agreement must be concluded before any contractor/ subcontracted work may commence**

**The parties to this Agreement are:**

<b>Name of Organisation:</b>
<b>AIRPORTS COMPANY SOUTH AFRICA "ACSA"</b>
<b>Physical Address:</b>
<b>Airport Company South Africa</b>

**Hereinafter referred to as "Client"**

<b>Name of organisation:</b>
<b>Physical Address</b>

**Hereinafter referred to as "the Mandatary/ Principal Contractor"**

## MANDATARY'S MAIN SCOPE OF WORK

### *General Building Maintenance*

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#### **1. Definitions**

1.1 "Mandatory" is defined as an agent, a principal contractor or a contractor for work, or service provider appointed by the Client to execute a scope of work on its behalf, but WITHOUT DEROGATING FROM HIS/HER STATUS IN HIS/HER RIGHT AS AN EMPLOYER or user of the plant.

1.2 "Client" refers to ACSA;

1.3 "Parties" means ACSA and the Contractor, and "Party" shall mean either one of them, as the context indicates;

1.4 "Services" means the services provided by the Contractor or Stakeholder to ACSA;

1.5 "Stakeholder" refers to companies conducting business at ACSA premises or within close proximity where there is an interface with ACSA operations;

1.6 "The OHS Act" refers to Occupational Health and Safety Act 85 of 1993, as amended;

"The COID Act" refers to Compensation for Occupational Injuries and Diseases Act 61 of 1997, as amended; and

1.7 "SHE" means Safety, Health and Environment.

<b>GENERAL INFORMATION FORMING PART OF THIS AGREEMENT</b>
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1. The Occupational Health & Safety Act comprises of SECTION 1-50 and all unrepealed REGULATIONS promulgated in terms of the former Machinery and Occupational Safety Act No.6 of 1983 as amended as well as other REGULATIONS which may be promulgated in terms of the Act and other relevant Acts pertaining to the job in hand.
2. Section 37 of the Occupational Health & Safety Act potentially punishes Employers for unlawful acts or omissions of Mandatories where a Written Agreement between the parties has not been concluded containing arrangements and procedures to ensure compliance with the said Act BY THE MANDATORY.
3. All documents attached or refer to in the above Agreement form an integral part of the Agreement.
4. To perform in terms of this agreement Mandatories must be familiar and conversant with the relevant provisions of the Occupational Health & Safety Act 85 of 1993 (OHS Act) and applicable Regulations.
5. Mandatories who utilise the services of other contractors must conclude a similar Written Agreement with those companies.
6. Be advised that this Agreement places the onus on the Mandatory to contact the CLIENT in the event of inability to perform as per this Agreement.
7. This Agreement shall be binding for all work the Mandatory undertakes for the Client and remains in force for the duration of the contracted period as per Main Contract signed by both parties.
8. The contractor shall submit all necessary documentation as per SHE File Index to the Client seven days prior to starting with any work,.

<b>THE UNDERTAKING</b>
------------------------

The Mandatory undertakes to comply with:

## **2. REPORTING**

The Mandatory and/or his / her designated person shall report to the Client prior to commencing any work at the airports as well as when the activities change from the original scope of work.

## **3. WARRANTY OF COMPLIANCE**

- 3.1 In terms of this agreement the Mandatory warrants that he / she agrees to the arrangements and procedures as prescribed by the Client and as provided for in terms of Section 37(2) of the OHS Act for the purposes of compliance with the Act.
- 3.2 The Mandatory further warrants that he / she and / or his / her 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 Mandatory shall ensure that the clauses as hereunder described are at all times adhered to by himself / herself and his / her employees.
- 3.3 The Mandatory hereby undertakes to ensure that the health and safety of any other person on the premises is not endangered by the conduct of his / her activities and that of his / her employees.

#### **4. SHE Risk Management**

- 4.1 The Mandatary shall ensure that a baseline risk assessment is performed by a competent person before commencement of any work in the Client's premises. A baseline risk assessment document will include identification of hazards and risk, analysis and evaluation of the risks and hazards identified, a documented plan and safe work procedures to mitigate, reduce or control the risks identified, and a monitoring and review plan of the risks and hazards.
- 4.2 The Mandatary shall review the risk registers as and when the scope of work changes and keep the latest version on the SHE File.

#### **5. MEDICAL EMERGENCY RESPONSE**

The Mandatary shall submit a detailed emergency response procedure to the Client OHS Department as part of the SHE File prior to start of work. The procedure shall stipulate how the Mandatary intends to attend to medical emergencies. In the sites where the Client has onsite clinic services, the medical staff can provide first line response and stabilise the patient however the Mandatary shall then activate its own medical response procedure and transport the patient to the medical facilities for further medical attention.

#### **6. APPOINTMENTS AND TRAINING**

- 6.1 The Mandatary 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 / her responsibility. Copies of any appointments and certificates made by the Mandatary shall immediately be provided to the Client.
- 6.2 The Mandatary shall at the beginning of the project or activities where there are 5 people and more people working appoint a full-time dedicated Health and Safety resource whom will be dedicated to the project to ensure that Safety, Health and Environmental Requirements are met at all times. The allocated resource shall be based where the project is undertaken for the duration of the project or scope of work execution. The resource shall be trained and qualified on Occupational Health and Safety matters and the OHS Act provisions pertinent to the work that is to be carried out.
- 6.3 The Mandatary 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 airports. Without derogating from the foregoing, the Mandatary shall, in particular, 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.
- 6.4 Notwithstanding the provisions of the above, the Mandatary shall ensure that he / she, his / her appointed responsible persons and his / her employees are at all times familiar with the provisions of the OHS Act, and that they comply with the provisions of the Act.
- 6.5 The Mandatary shall at all material times be responsible for all costs associated

with the performance of its own obligations and compliance with the terms of this Agreement, unless otherwise expressly agreed by the Parties in writing.

## **7. SUPERVISION, DISCIPLINE AND REPORTING**

- 7.1 The Mandatary shall ensure that all work performed on the Clients premises is 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.
- 7.2 The Mandatary 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 the Client within 48 hours with the action taken to mitigate the risk.
- 7.3 Where the hazard or risk identified is the responsibility of the Client to action, the Mandatary shall notify the Client OHS and Safety Department within 24 hours of becoming aware of the hazard or risk for prompt action to mitigate.

## **8. COOPERATION**

- 8.1 The Mandatary and his/her employees shall provide full co-operation and information if and when the Client or his / her representative enquires into occupational health and safety issues concerning the Mandatary. It is hereby recorded that the Client and his / her representative shall at all times be entitled to make such an inquiry.
- 8.2 Without derogating from the generality of the above, the Mandatary and his / her responsible persons shall make available to the Client and his / her representative, on request, all and any checklists and inspection registers required to be kept by him / her in respect of any of his / her materials, machinery or equipment and facilities.

## **9. WORK PROCEDURES**

- 9.1 The Mandatary shall, after having established the dangers associated with the work performed, develop and implement mitigation measures to minimize or eliminate such dangers for the purpose of ensuring a healthy and safe working environment.
- 9.2 The Mandatary shall then ensure that his / her responsible persons and employees are familiar with such mitigation measures. This includes the lock out tag out processes relating to the use of machinery.
- 9.3 The Mandatary shall implement any other safe work practices as prescribed by the Employer and shall ensure that his / her responsible persons and employees are made conversant with and adhere to such safe work practices.
- 9.4 The Mandatary shall ensure that work for which a permit is required by the

Employer or any statute is not performed by his / her employees prior to the obtaining of such a permit.

## **10. HEALTH AND SAFETY MEETINGS**

- 10.1 OHS Act requires that Health and Safety Committees be established in case where employee count exceeds 20 onsite, however due to the duration and the nature of the scope of work executed by the contractors and stakeholders enforces that regardless of employees at the airports. The Mandatary shall establish his / her own health and safety committee(s) and ensure that his / her employees, being the committee members, hold health and safety representatives to attend the Employer's health and safety committee meetings on monthly basis.
- 10.2 The Mandatary Section 16(2) appointed and SHE resource shall attend the Client SHE meetings as per the schedule communicated. In cases where the Mandatary delegated resources are not able to attend the meeting, an apology shall be submitted to the Client OHS Manager 24 hours before the meeting. An alternative representative shall be deployed to attend the meeting on the half of the Mandatary.
- 10.3 The Mandatary appointed Section 16(2) and SHE resource shall not skip more than three SHE Committee meetings a year.

## **11. COMPENSATION REGISTRATION/INSURANCE**

- 11.1 The Mandatary warrants that all their employees and/or their contractor's employees if any are covered in terms of the COID Act, which shall remain in force whilst any such employees are present on the Client's premises. A letter is required prior commencing any work on site confirming that the Principal contractor or contractor or stakeholder is in good standing with the Compensation Fund or Licensed Insurer.
- 11.2 The Mandatary warrants that they are in possession of the following insurance cover, which cover shall remain in force whilst they and /or their employees are present on the Client's premises, or which shall remain in force for that duration of their contractual relationship with the Client, whichever period is the longest.
- 11.3 The Mandatary shall provide the Client with Public Liability Insurance Cover as required by the Main Contract
- 11.4 Any other Insurance cover that will adequately makes provision for any possible losses and/or claims arising from their and /or their Subcontractors and/or their respective employee's acts and/or omissions on the Client's premises.
- 11.5 The Mandatary shall send updated Letter of Good Standing to the Client as and when the Mandatary receives it to ensure that the most valid version is available.

## **12. MEDICAL EXAMINATIONS**

- 12.1 The Mandatary 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.

12.2 Copies of such medical fitness certificates shall be made available to Client as part of the SHE file for review to ensure that they have been conducted by a reputable Occupational Health Practitioner registered with Health Professions Council of South Africa (HPCSA) as a doctor and specialist Occupational Medical Practitioner. Any other additional medical assessment shall be conducted in line with risk exposures.

12.3 Standard (Basic) medical tests shall constitute the following assessments as minimum:

- Individual's history of general and previous occupational health
- Comprehensive physical examination for evaluation of systemic function
- Blood Pressure Measurement
- Weight, Height and Body Mass Index
- Urine screening
- Drug screening
- Audio screening
- Lung Function Test
- Keystone eye test
- Work at Height Questionnaire
- Muscular skeletal questionnaire

### **13. INCIDENT REPORTING AND INVESTIGATION**

13.1 All Safety, Health and Environmental Incidents shall be reported to the Client OHS and Safety Department within two hours from the time of occurrence via a phone call, SMS or email or before end of shift. This shall be followed by a formal report in a form of a preliminary report within forty-eight (48) hours.

13.2 All incidents referred to in Section 24 of the OHS Act shall be reported by the Mandatary to the Department of Labour and copies of such reporting to be sent to the Client. The Mandatary shall further be provided with copies of any written documentation and medical reports relating to any incident.

13.3 The Client 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.

13.4 The Client reserves a right to hold its own investigation into any incident where it deems it is not satisfied with the incident investigation or where the severity of the incident is fatal or damage beyond a value of 1 million and above.

### **14. SUB CONTRACTORS**

14.1 The Mandatary shall notify the Client of any subcontractor he / she may wish to source to perform work on his / her behalf on the Client premises. It is hereby recorded that all the terms and provisions contained in this clause shall be equally binding upon the subcontractor prior to the subcontractor commencing with the

work. Without derogating from the generality of this paragraph:

- 14.2 The Mandatary shall ensure that the sub-contractor meets all the requirements and is competent for the scope of work contracted for. This includes that approval of the SHE file, SHE Plans associated with the work.

## **15. SECURITY AND ACCESS**

The Mandatary shall request and familiarise its employees with the Client security rules which is not included in this agreement.

## **16. FIRE PRECAUTIONS AND FACILITIES**

- 16.1 The Mandatary shall ensure that all his / her employees are familiar with fire precautions at the site(s), which includes fire-alarm signals and emergency exits, and that such precautions are adhered to.

- 16.2 This includes participating on planned and unplanned emergency drills organized the Client.

## **17. FACILITIES**

The Mandatary shall have a program to upkeep and maintain the facilities leased out to it /shared with/ by the Client as stipulated on lease agreement.

## **18. HYGIENE AND CLEANLINESS**

The Mandatary shall ensure that the work site, ablution, offices and surround area is at all times maintained to the 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.

## **19. INTOXICATION AND SUBSTANCE ABUSE**

- 19.1 Entry to the airside is subjected to Aviation Safety Requirements in line with Client Substance Abuse Policy. No intoxicating substance of any form shall be allowed on site where airside or land side. 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.

- 19.2 The Client reserves a right to do substance abuse testing and main entry points for the Mandatary employees.

- 19.3 Intoxication limits shall be adhered to as stipulated on Client Substance Abuse Policy.

- 19.4 Records of substance abuse testing shall be filed on the SHE File and made available to the Employer on request.

## **20. PERSONAL PROTECTIVE EQUIPMENT**

- 20.1 The Mandatary shall ensure that his / her 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 Mandatary shall further ensure that his / her responsible persons and employees wear the PPE issued to them at all times.
- 20.2 The Mandatary shall monitor compliance to PPE of his/her own employees at all times, The Client can at its discretion conduct random PPE compliance inspections and these can be recorded officially on the Client non-conformance reporting tool.
- 20.3 The Mandatary shall keep records PPE Control cards of each employee those shall be kept on SHE File.

## **21. PLANT, MACHINERY AND EQUIPMENT**

- 21.1 The Mandatary shall ensure that all the plant, machinery, equipment and/or vehicles he / she may wish to utilize on the Client premises is/are at all times of sound order and fit for the purpose for which it/they is/are attended to, and that it/they complies/comply with the requirements of Section 10 of the OHS Act.
- 21.2 Where the Mandatary equipment's interface to the Client's equipment's, a joint risk assessment shall be conducted by the Mandatary and the Client OHS department in order for the risks to be mitigated prior to the use of such equipment's. It is the responsibility of the Mandatary to notify the Client OHS department of such equipment's and machinery.
- 21.3 In accordance with the provisions of Section 10(4) of the OHS Act, the Mandatary hereby assumes the liability for taking the necessary steps to ensure that any article or substance that it erects or installs at the sites, or manufactures, sells or supplies to or for the Client, complies with all the prescribed requirements and will be safe and without risks to health and safety when properly used.

## **22. USAGE OF THE CLIENT'S EQUIPMENT**

- 22.1 The Mandatary hereby acknowledge that his / her employees are not permitted to use any materials, machinery or equipment of the Employer unless the prior written consent of the Client has been obtained, in which case the Mandatary shall ensure that only those persons authorized to make use of same, have access thereto.
- 22.2 The Client shall ensure that it isolates and apply LOTO on any equipment's and machinery where there is an unexpected start up or flow of energy. The Mandatary has a responsibility to apply its own LOTO procedures before starting with work and post the use of the equipment and machinery.

## **23. PERMIT MANAGEMENT**

- 23.1 The Mandatary shall ensure that work for which the issuing of permit to work is required shall not be performed prior to the obtaining of a duly completed approved permit by the Client or relevant Authority.

- 23.2 The Mandatory shall notify the Client of any work to be undertaken on site in order for the Permit to Work to be issued.

## **24. TRANSPORTATION**

- 24.1 The Mandatory shall ensure that all road vehicles used on the sites are in a roadworthy condition and are licensed and insured. All drivers shall have relevant and valid driving licenses and vehicle shall carry passengers unless it is specifically designed to do so. All drivers shall adhere to the speed limits and road signs on the premises at all times.
- 24.2 No employees on premises permitted in back of LDV (bakkie) and in front of LDV each driver and passenger must have a separate seat belt.
- 24.3 In the event that any hazardous substances are to be transported on the premises, the Mandatory shall ensure that the requirements of the Hazardous Substances Act 15 of 1973 are complied with fully all times.

## **25. CLARIFICATION**

In the event that the Mandatory requires clarification of any of the terms or provisions of this agreement, he / she should contact the Client OHS Department.

## **26. DURATION OF AGREEMENT**

This agreement shall remain in force for the duration of the work to be performed by the Mandatory and/or while any of the Mandatory's employees are present on the Client site.

## **27. NON-COMPLIANCE WITH THE AGREEMENT**

If Mandatory fails to comply with any provisions of this agreement, the Client shall be entitled to give the Fourteen (14) days' notice in writing to remedy such non-compliance and if the Mandatory fails to comply with such notice, then the Client shall forthwith be entitled but not obliged, without prejudice to any other rights or remedies which the Mandatory may have in law,

- ❖ Apply low service damages/penalties as stipulated on the main contract between Mandatory and the Client.
- ❖ To claim immediate performance and/or payment of such obligations.
- ❖ Should Mandatory continue to breach the contract on three occasions for the same deviation, then the Client is authorised to suspend the main contract without complying with the condition stated in clause above.

## **28. INDEMNITY**

The Mandatary hereby indemnifies the Client against any liability, loss, claims or proceedings whatsoever, whether arising in Common Law or by Statute; consequent personal injuries or the death of any person whomsoever (including claims by employees of the Mandatary and their dependents); or consequent loss of or damage to any moveable or immoveable property arising out of or caused by or in connection with the execution of the Mandatary's contract with the Client, unless such liabilities, losses, claims or proceedings whatsoever are attributable to the Client's faults. The Mandatary or his/her employees is liable to prove without reasonable doubt that the loss is due to the Client's fault or negligence.

<p style="text-align: center;"><b>COMPLIANCE WITH THE OCCUPATIONAL HEALTH &amp; SAFETY ACT 85 OF 1993</b></p>
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The Mandatary undertakes to ensure that they and/or their subcontractors if any and/or their respective employees will at all times comply with the following conditions:

1. All work performed by the Mandatary on the Client's premises must be performed under the close supervision of the Mandatary's employees who are to be trained to understand the hazards associated with any work that the Mandatary performs on the Client's premises.
2. The Mandatary shall be assigned the responsibility in terms of Section 16(1) of the OHS Act 85 of 1993, if the Mandatary assigns any duty in terms of Section 16(2), a copy of such written assignment shall immediately be forwarded to the Client.
3. The Mandatary shall ensure that he/she familiarise himself/herself with the requirements of the OHS Act 85 of 1993 and that s/he and his/her employees and any of his subcontractors comply with the requirements.

## **29. FURTHER UNDERTAKING**

Only a duly authorised representative appointed in terms of Section 16.2 of the OHS Act is eligible to sign this agreement on behalf of the Mandatary. The signing power of this representative must be designated in writing. A copy of this letter must be made available to the Client.

The Contract/Project Manager shall sign this agreement as the Client's representative.

**ANNEX E(i)**

**ACSA SERVICE & MAINTENANCE CONTRACTORS  
ENVIRONMENTAL TERMS AND CONDITIONS TO COMMENCE WORK - EMS 048**

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for ACSA. ACSA shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

ISSUE	REQUIREMENT
<b>Environmental Policy</b>	ACSA's Environmental Policy shall be communicated, comprehended and implemented by all ACSA appointed contractor staff.
<b>Storm water, Soil and Groundwater Pollution</b>	<ul style="list-style-type: none"> <li>No solid or liquid material may be permitted to contaminate or potentially contaminate storm water, soil or groundwater resources.</li> <li>Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to ACSA immediately. Contractors shall supply their own suitable clean-up materials where required.</li> <li>Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on ACSA property. It is the contractor's responsibility to determine the location of these areas.</li> <li>No leaking equipment or vehicles shall be permitted on the airport.</li> </ul>
<b>Air Pollution</b>	<ul style="list-style-type: none"> <li>Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum.</li> <li>Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities.</li> <li>Fires: No open fires shall be permitted on site.</li> </ul>
<b>Noise Pollution</b>	<ul style="list-style-type: none"> <li>All reasonable measures shall be taken to minimize noise generated on site due to work operations.</li> <li>The Contractor shall comply with the applicable regulations regarding noise.</li> </ul>
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>Waste shall be separated as general or hazardous waste.</li> <li>General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible.</li> <li>Under no circumstances shall solid or liquid waste be dumped, buried or burnt.</li> <li>Contractors shall maintain a tidy, litter free environment always in their work area.</li> <li>Contractors must keep on file: <ol style="list-style-type: none"> <li>The name of the contracting waste company</li> </ol> </li> </ul>

	<ol style="list-style-type: none"> <li>2. Waste disposal site used</li> <li>3. Monthly reports on quantities – separated into general, hazardous and recycled</li> <li>4. Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal</li> <li>5. Copy of waste permit for disposal site</li> </ol> <p>This information must be available during audits and inspections.</p>
<b>Handling &amp; Storage of Hazardous Chemical Substances (HCS)</b>	<ul style="list-style-type: none"> <li>• All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets.</li> <li>• Materials Safety Data Sheets shall be stored with all HCS.</li> <li>• All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately).</li> <li>• All contractors shall be adequately informed with regards to the handling and storage of hazardous substances.</li> <li>• Contractors shall comply with all relevant national, regional and local legislation regarding the transport, storage, use and disposal of hazardous substances.</li> </ul>
<b>Water and Energy Consumption</b>	ACSA promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage.
<b>Training &amp; Awareness</b>	The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.

## Penalties

Penalties shall be imposed by ACSA on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise ACSA accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by ACSA's Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused due to the infringement at his/her own expense.



I, ..... of  
..... agree to the above conditions and acknowledge  
ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to  
comply with these conditions.

Signed: \_\_\_\_\_ on this date: \_\_\_\_\_  
(dd/mm/yyyy)

at: .....

## ANNEX E

**SERVICE LEVEL AGREEMENT****SERVICE LEVEL AGREEMENT****Operational hours**

Normal airport operational hours shall be regarded as being **from:**

- **Mon to Fri**      **06:00 to 20:00**
- **Sat**              **09:00 to 16:00**
- **Sun**              **09:00 to 20:00**

However, this may be amended by the Service Manager from time to time and (within reason) this shall have no impact on the Contractors fee and rates.

**Human resources**

The following minimum standards shall apply to resourcing:

1. Considering current airport access control infrastructure and security arrangements and considering the physical layout of the airport, the Contractor shall ensure a sufficient quantity and effective positioning of staff to meet or exceed the Service Level Agreement.
2. The staff compliment, during operational hours shall be sufficient to successfully perform the stipulated waste management requirements.

**Performance Management**

Key Performance Area	When	Target	Low Performance Damage
The contractor will comply with all occupational health and safety requirements and rectify/attend to any findings that are identified by ACSA within the stipulated time frame.	All times	100% must be achieved	Failure to attend or rectify the matter within the time frame specified by ACSA will result in low performance damages of R 500 per deviation. Excludes cost of remedy of the non-compliance.
FOD Reports (with analysis of waste and photographic evidence) submitted timeously.	Daily	100% must be achieved	R250 per deviation
Deep cleaning of waste facilities	Weekly	100% must be achieved	R250 per deviation
A staff member's uniform/PPE does not meet the agreed upon standards and specification requirements.	Daily	100% must be achieved	Persons found to be non-compliant will be asked to return their access permit and vacate site immediately.

			<p>There will be immediate low performance damages of R100</p> <p>The persons found to be noncompliant will only be permitted back to site once non-compliances has been resolved.</p>
Breakdown Closure Duration	All times	<p>All Machinery, Vehicles and Equipment breakdowns shall be resolved within seven (7) calendar days from occurrence.</p> <p>The service provider shall ensure there is no reduction in service levels. The service provider shall provide for alternate means to discharge the service in line with service levels agreed.</p>	R500 per deviation where service levels have not been met.
<p>Key personnel</p> <p>The service provider shall ensure key personnel executing the contract are suitably experienced and competent as outlined in the functionality criteria.</p> <p>Replacement staff must have experience and competence equalling or exceeding their predecessor.</p>	All times	100% must be achieved	R250 per deviation per day
Regulatory and legislative compliance must be performed by competent individuals	All times	100% must be achieved	R500 per deviation

The contractor will equal or better the average monthly recycling performance (percentage diverted from landfill) of the previous 12 months within 3 months of commencing operations.	3 months from start of contract.	Average of last 12 months (Airport specific)	R1500 per month until compliance is reached. R1500 performance incentive for achieving the target within the time specified.
<p>The contractor will:</p> <ol style="list-style-type: none"> <li>1. Ensure that recycling performance is not reduced from the benchmark achieved in the first 3 months of the contract.</li> <li>2. Ensure improvements of a minimum of 10% is made every successive 12 month period from the start date of the contract.</li> </ol>	Reviewed annually	10% Improvement every 12 months.	R1500 per month until compliance is reached. R2500 performance incentive for achieving the target within the time specified.
Recycling performance equals or exceeds average performance of the previous 12 months	Reviewed monthly	All times	Failure to equal or maintain recycling performance for 6 consecutive months will result in contract termination.
Reporting	Weekly	Quality parameters as per specification in scope. Frequency of submission = Weekly	R250 per deviation
Reporting	Monthly	Quality parameters as per specification in scope. Frequency of submission = Monthly	R250 per deviation
Safety / Environmental infringement An infringement which impacts health, safety and the environment.	All times	100% Compliance must be achieved	R1000 per deviation Excludes cost of remedy

**Note:** Bidder's attention is drawn to additional low performance stated in the activity schedule.

Parties agree to the above low service damages table. The low service damages do not influence the calculation of the contract sum/value.

I, \_\_\_\_\_ (name & surname) of \_\_\_\_\_  
\_\_\_\_\_ (company) agree to the above conditions and acknowledge  
ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply  
with these conditions.

Signed: \_\_\_\_\_ on this date: \_\_\_\_\_ (dd/mm/yyyy)

at: \_\_\_\_\_ (airport name).

**In addition to the low services Damages table, contractors will be evaluated on the following on  
a continuous basis:**

Safety & Housekeeping	Information / Safety / warning sign(s) in place
	Isolation / cordon / barricading off area
	Apology sign in place
Security	ID card always clearly visible
	Clear sign of the name of company
	Low worker turn over
Reliability	No repeat incident on equipment
	Adherence to SLAs
	Availability of equipment as per contract
	Keep agreed spares available
	Routine inspection and assessment of operations
	Competence of staff
Finance	Quotes submitted within specific timeframe
	Invoices submitted to finance department on time and with correct order numbers.
	Cost control and efficiency improvements
Uniforms	To be properly dressed in overalls with company name for identification
Quality of workmanship	Work to be done according to correct practices and standards.
	Workmanship to be of a good quality
Submission of safety documents on monthly basis	Adhering to OHS Act

**ANNEX F****SCHEDULE OF TOOLS AND EQUIPMENT**

Note: Bidders may add additional pages if required

[illegible]

## C4 SITE INFORMATION

#### 4.1 Environmental constraints and management

The *Contractor* is to ensure that they implement an Environmental Management System aligned with ISO14001:2015.

The *Contractor* will keep noise and dust levels to a minimum. At no time shall his/her work result in nuisance, interference or danger to the public, equipment, aircrafts or any other person working at the Airport.

At no time shall the *Contractor*:

1. allow any pollutive or toxic substance to be released into the air or storm water systems
2. interfere with, or put at risk, the functionality of any system or service
3. cause a fire or safety hazard

Bram Fischer International Airport has an ISO 14000 accreditation. This will need to be maintained at all times by ensuring that Environmental legislation are followed and adhered to.

The *Contractor* shall comply with the environmental criteria and constraints stated in the Service Information

#### Quality assurance requirements

The *Contractor* shall ensure that works are carried out as per industry norms and the Airport Company South Africa procedures, OHS Act, and applicable standards. In this regard the *Contractor* will be expected to draft quality plans for the *Service Manager* from time to time. Emphasis must be on improving the waste management landscape, reliability and efficiencies. Inspections prior and post work are to be carried out to ensure quality of work, site cleanliness and equipment serviceability. Adherence to safety and good housekeeping must be maintained at all times. The facility handover process will be carried out regularly.

Apart from the compliance to the defined ACSA ME procedures, a measure of ensuring quality of work will be adherence to the following *inter alia* (where applicable):

1. The Occupational Health and Safety (Act 85 of 1993)
2. Civil Aviation Act (Act 13 of 2009)
3. [International Civil Aviation Organization \(ICAO\)](#)
4. Municipal bylaws and regulations
5. Standards and specification of ACSA
6. Standards and specifications of the supply authority
7. Constitution (Section 24)
8. National Environmental Management Act 107 of 1998 (Section 2, 28) and Regulations
9. National Environmental Management: Waste Act 59 of 2008 (Section 16,20,21,26) and Regulations
10. National Environmental Management: Waste Act: List of Waste Management Activities that have, or are likely to have a Detrimental Effect on the Environment (GN 921 of 2013)
11. Waste Classification and Management Regulations, GN R 634 of 23 August 2013
12. Environment Conservation Act 73 of 1989 and Regulations



13. National Norms and Standards for the Assessment of Waste for Landfill Disposal, GN R 635 of 23 August 2013
14. National Norms and Standards for Disposal of Waste to Landfill, GN R 636 of 23 August 2013
15. Minimum Requirements for the Handling, Classification and Disposal of Hazardous Waste (DWAF, 1998)
16. Hazardous Substances Act, 1973
17. MANGAUNG - Municipality: By-Laws
18. Health Care Waste Management Act,
19. International Health Regulations
20. National Environmental Management: Air Quality Act, 39 of 2004 (Section 9)
21. Regulations regarding the Phasing-out and Management of Ozone Depleting Substances (GN 351 of 2014)
22. Applicable standards and codes of practices,

## **4.2 ENVIRONMENTAL MANAGEMENT SYSTEM**

### **1. Scope**

This procedure is intended for all ACSA Service and Maintenance Contractors whose activities, products and services may produce a negative impact on the environment at ACSA Operated Airports.

### **2. Objective**

To incorporate all service and maintenance contractors into ACSA's Environmental Management System (EMS), to align activities, products and services with the EMS and ACSA's Environmental Policy.

### **3. Definitions and Abbreviations**

#### **ACSA**

Airports Company South Africa SOC Ltd

#### **ACSA AEMR**

ACSA Airport Environmental Management Representative

#### **ARFFS**

Aerodrome Rescue and Fire Fighting Services

#### **HCS**

Handling & Storage of Hazardous Chemical Substances

#### **SHE**

Safety, Health and Environment

#### **Service & Maintenance Contractor**

An ACSA appointed service or maintenance provider assigned to carry out repairs, upgrades, installations and on-going maintenance of airport infrastructure. Service contractors (e.g. cleansing, landscaping, pest removal, hygiene, sanitation) or maintenance contractors (e.g.

electricians, plumbers, mechanics) may have long-term contracts or provide services on an ad-hoc basis.

#### **4. Procedure General**

4.1 All ACSA departments shall contact the airport's ACSA AEMR prior to appointing a service or maintenance contractor on the airport.

4.1.1 All new or renewed service and maintenance contractors shall be screened for significant environmental aspects by the airport's ACSA AEMR. Refer [ACSA EMS Department Determining Significant Environmental Aspects Procedure - T010 001M](#). Any new significant environmental aspects shall be documented in the aspects register, and control measures implemented accordingly.

4.2 The ACSA AEMR shall decide whether or not the contractor requires formal environmental induction training based on Point 4.1.1 above. If training is required, it shall be conducted by the relevant contractor's responsible person/supervisor prior to commencing work on the airport.

4.3 The ACSA Department responsible for appointing service or maintenance contractors shall append the [ACSA Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#) permit to tender documents, contract documents, service level agreements or bill/schedule of quantities specifications. This will allow contractors to accommodate any unforeseen costs, to minimise environmental risk, or ensure compliance. Prior to commencement of works, contractors shall sign this permit, a copy of which shall be kept by both the responsible ACSA Department and the contractor.

4.4 The contractor's representative shall ensure the conditions set out in the [ACSA Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#), along with [ACSA's Environmental Management System Policy](#) are communicated to, comprehended and implemented by all contractor staff.

4.5 All ACSA Departments making use of contractors shall keep an up-to-date register of contractors on site. This register shall include the name of the contracting company, the site supervisor/manager and his/her contact number, the nature of works and work area, the date of commencement and expected completion of the work, and whether the [ACSA Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#) permit has been duly signed. In addition, contractor tender documents, contract documents, service level agreements or bill/schedule of quantities specifications shall be available for audit/inspection by the ACSA AEMR.

4.6 Contractor activities shall be audited at the discretion of the ACSA AEMR depending on the nature of risks and environmental aspect significance.

#### **5. Roles and Responsibilities**

Issues	Responsible Person	Alternate
Has overall responsibility for adherence to this Operational Procedure	ACSA General Manager Airport Manager	Relevant designated person shall assume responsibility
Has responsibility for adherence and implementation of this Operational Procedure	ACSA Safety Manager/ ACSA ARFFS Manager/ ACSA HOD:SHE/ ACSA AEMR	Relevant designated person shall assume responsibility

## 6. Verification

This procedure shall be verified in accordance with [ACSA Verification Policy, Procedure and Working Instruction - Z001 002M.](#)

## 7. Non Conformance

Any deviation from this procedure shall be identified and registered with corrective and preventative measures for continual improvement in accordance with the [ACSA Non Conformance Policy, Procedure and Working Instruction - Z001 001M.](#)

## 8. References

ACSA Non Conformance Policy, Procedure and Working Instruction - Z001 001M

ACSA Verification Policy, Procedure and Working Instruction - Z001 002M

ACSA Change Control Policy, Procedure and Working Instruction - Z001 003M

ACSA Document Control Procedure - Z001 006M

ACSA Record Keeping Requirements Procedure - Z001 008M

ACSA Airfield Standard Operating Procedure Manual

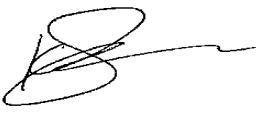


## 9. Change Control

This procedure shall only be changed with the authorisation of the ACSA Group Executive: Airport Operations and in accordance with [ACSA Change Control Policy, Procedure and Working Instruction - Z001 003M.](#)

## 10. Records

Record Name	Storage Location	Record Number	Responsible Person	Retention Time
ACSA Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work	ACSA Safety Department	EMS 048	ACSA AEMR	Five (5) years
ACSA Service and Maintenance Contractors Procedure	ACSA Master Document Control Office	T050 009M	ACSA Senior Administrator: Policies and Procedures	Five (5) years

**11. Endorsement (See ACSA Master File in Document Control Office, Corporate)**

Activity	Name	Signature	Date
Approval	ACSA Group Specialist: Aviation Compliance and Policy Kenton Sim		28/03/2013
Authorisation	ACSA Group Executive: Aviation Services John Neville		28/03/2013
Quality Assurance: Policy and Procedure	ACSA Corporate Specialist: Aviation Services and Technical Policy Michelle Erasmus		03/04/2013

**BASELINE HIRA: ACSA GENERIC HAZARDS ASSESSMENT**

Baseline Risk Assessment	
Project Name:	Integrated Building Maintenance and plumbing for a period of 3 years at Bram Fischer International Airport.
Document Number: HIRA 1	Revision Number: 001

Risk Severity Definition	Description: Consequence (can lead to)...	Examples of what to look out for...
<b>Category A</b> Catastrophic	One or more multiple deaths and complete loss or destruction of equipment	A major accident
<b>Category B</b> Hazardous	Serious injuries or major damage to equipment	Large reduction in safety margins, physical distress or workload such that the operators cannot be relied upon to perform their tasks accurately or completely
<b>Category C</b> Major	Minor injuries or minor equipment damage	A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of conditions impairing their efficiency
<b>Category D</b> Minor	Incidents	Operating limitations are breached. Procedures are not used correctly
<b>Category E</b> Negligible	Negligible or Inconvenience	Few consequences. No safety consequences. Nuisance

Likelihood Probability	Description	Examples of what to look out for...
Category 1	Extremely Improbable (Rare)	Almost inconceivable that the event shall occur
Category 2	Improbable (Seldom)	Very unlikely that the event shall occur. It is not known that it has ever occurred before
Category 3	Remote (Unlikely)	Unlikely but could possibly occur. Has occurred rarely.
Category 4	Occasional	Likely to occur sometimes. Has occurred infrequently.
Category 5	Frequent	Likely to occur many times or regularly. Has occurred frequently or regularly

		Catas-trophic	Hazardous	Major	Minor	Negligible
		A	B	C	D	E
Frequent	5	5A	5B	5C	5D	5E
Occasional	4	4A	4B	4C	4D	4E
Remote	3	3A	3B	3C	3D	3E
Improbable	2	2A	2B	2C	2D	2E
Extremely Improbable	1	1A	1B	1C	1D	1E

Generic Hazard	Specific component of Hazard	Hazard related consequence	Existing defenses to control risk	Safety Risk Index
Site establishment	Delivering of containers and materials; increased vehicle movements and location of services	Operational disruptions, incidents and service disruptions	Site plan location requires prior approval, services to be identified by ACSA representatives and drivers to be competent and vigilant of other road users. Vehicle inspections are to be conducted daily	2D
Site Access	Access is to be controlled and movement of vehicles and staff are to be monitored to reduce impact on operations	Injuries to Airport users, traffic build up, operational delays, vehicle incidents	Site is to be access controlled. All visitors to site are to report to the site office. Entrance to site camp is to be kept clean, swept after truck deliveries to minimize impact to operations.	2D
Persons on airside	Accidents and injuries	Injury to persons/Fatality	All staff wishing to work on the Airside are to go for Airside induction training. These staff members are to have valid Permits with them at all times. Personal protective equipment required for Airside includes but is not limited to high visibility jackets (as per the procedure, hearing protection, safety shoes & hard hats (if required). An airside safety plan must be submitted before commencement of work.	3A
Vehicles on airside	Accidents and injuries	Damage to aircraft/vehicles/property/persons	All vehicles operating on the Airside are to be fitted with a strobe light, appropriate signage in the form of a prefix, have the necessary vehicle permit in place, to be fitted with a fire extinguisher and are to be serviceable. Vehicles are to be checked by Airside Safety prior to be granted Airside access	4A

Driving on airside	Incidents	Damage to aircraft/vehicles/property/persons	<p>Airside induction is required for all persons entering the Airside. For persons wishing to drive on the Airside Service Road an AVOP 2 permit is required. Where work is to be conducted on the Airfield, then contractors are required to be under escorts or have undergone Radio License training and be in the possession of an AVOP 3 permit</p> <p>The speed limit on the Apron Service Roads is 30km/h, 15km/h at the back of stand and 60km/h on the Perimeter Road. During period of Low Visibility (LVP) will be affected and no vehicular movements are allowed on the Airfield. Low visibility procedures will be in place</p>	4A
Driving on runways and taxiways without permission	Incursion (include definition)	Collision with aircraft/property damage or fatality/ies	<p>Runway and taxiway markings are indicated as per ICAO Annex 14. Permission is required from Air Traffic Control when crossing runways and taxiways. Signage indicating movement areas are painted on the ground or by means of illuminated signage boxes. Only persons in possession of a valid Airside Vehicle Operators Permit with the necessary radio license (Partac training) will be permitted to drive in restricted areas. Vehicles under escort must follow at reasonable distance.</p>	3A



Noise	Health Risks	Noise induced hearing loss	Baseline and annual audiograms are to be conducted. Contractors are to implement a hearing conservation program and issue staff with hearing protection and provide the necessary training in this regard. Contractors to identify noisy operations in passenger areas and are to conduct noise generating operations at off peak times were possible or if unavoidable with ACSA's Project Leaders written permission.	3B
Jet blast	Potential injuries and property	Damage to vehicles/property/ persons	Signage warning against jet blast is installed at high risk areas. Risks associated with jet blast are covered during Airside Induction Training. Caution to be taken around aircraft when the anti-collision lights are activated in the Apron bays. 75-meter clearance behind aircraft to be observed to prevent jet blast. Contractors to be aware of aircraft movements	4C
Perimeter fence breach	Security risk	National Key Point Violation	Access and egress points are strictly enforced. Contractors are only to use the entry points as provided by the ACSA Project Leader. No materials are to be stored within 3meter of the perimeter fence.	3B
Crane operations	Height of crane	Flight path obstruction/collision with aircraft	30-meter height restriction procedure – refer to Airfield Operation Department for further information	2A
Weather	Adverse weather conditions	Damage to aircraft/vehicles/equipment	Weather warnings are issued by the Airside Safety Department as and when required. All equipment on the Airside is to be secured	4A

Construction works	Foreign Object Debris (FOD)	Ingestion into aircraft engine	Airside induction is required for all staff working on the Airside, FOD bins are to be used for any FOD found lying on the ground. All waste to be secured to prevent it from becoming airborne (refer to Environmental Terms and Conditions)	4B
Construction works	Working at Height	Injury /fatality	Fall protection plan to be devised by the contractors in line with the Construction Regulations 2014. Rescue plans are to be included	3A
Construction works	Storage of hazardous chemicals substances	Contamination/fire/ injury to persons/ environmental impact	ACSA's Environmental terms and conditions are to be adhered to. All relevant legislation and bylaws are to be adhered to. All necessary permits are to be applied for by the contractor such as transport permits, possession permits and flammable certificates.  ACSA Environment and Fire and Rescue to be notified where a spill occurs.	4B
Construction works	Waste	Attracts rodents and birds which leads to bird strikes and adds to FOD	Waste management to be implemented in line with ACSA's Environmental Terms and Conditions	4B
Construction works	Spillages (fuels/oils/hydraulics/chemicals/human waste)	Contamination/Pollution/injury to persons/adverse health effects	ACSA's Environmental terms and conditions and applicable legislative controls are to be adhered to. ACSA Environment and Fire and Rescue to be notified where a spill occurs	4B
Construction works	Dust	Damage to aircraft//injury to persons/adverse health effects/	Dust suppression measures are to be implemented and PPE used where required	4A

Construction works/ Trenching	Damage to underground services. Interruption of critical services	Electrocution, loss of critical services, damage to property, major injuries, aircraft diversions	Consult as-built plans. Scan area before trenching. Trenching to be done under competent supervision.	4A
Delivery of materials	Falling materials or stones or sand	Vehicle/pedestrian accidents	Materials are to be delivered within specified time frames, flagman to be utilized during deliveries, load limitations to be observed, netting is to be used, contractors to clean road after deliveries	4E
Lack of signage – warning signs	Injuries and accidents	Injuries and accidents	Contractors to install sufficient demarcations around construction sites along with the necessary warning signs and beacon lights (refer to Construction Regulations and Traffic Act) No signs are to be removed without prior permission and notification. Temporary way finding signage is required if signage has been disturbed	2D
Waste management	Environmental impact	Illegal dumping	Temporary laydown areas to be identified and no illegal dumping is permitted.	3C
Trolleys	Damaging trolleys through misuse	Injuries and property damage	Contractors to provide their own trolleys. ACSA's trolleys are for passenger use only	5D
Golf carts	Misuse of golf carts	Injuries and property damage	Contractor staff to be aware of golf cart movements on the Landside. Golf cart use for airport users only and not for contractor use for transporting materials. Golf carts operate in predetermined routes – contractors to be aware thereof	3D
Fire equipment	Use and abuse of fire equipment	Injuries and property damage	Fire equipment is only to be used during emergencies. Contractors to provide their own fire equipment. No materials to be stored in ACSA fire cabinets. Emergency exits are to be kept clear at all times	2B

Unattended bags	Security risk	Injuries/fatality to Airport users/stakeholders /ACSA employees. Bomb threat-damage to property, vehicle and or Operational disruptions	Contractors are not permitted to leave bags unattended as they will be removed and will be handed to SAPS	5C
Speed limits	Car accidents	Injuries and vehicle damage	Speed limits are show on signage in various areas.	3C
Deliveries	Basement	Disrupt traffic flow and passenger movements	Delivery notes are required, and delivery times are to be specified.	2C
Overhead works	Falling items	Injuries, vehicles, property damage	Fall protection plan required as per the Construction Regulations 2014.	5C
General housekeeping	Damage to infrastructure	Injuries, property damages	Site and task specific risk assessments to carried out by the contractor	4C