

**PART 3: SCOPE OF WORK**

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## C3.1: EMPLOYER'S SERVICE INFORMATION

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## 1. Description of the service

### 1.1. Executive overview

Grootvlei Power Station cannot recruit resources to carry out critical plant statutory and legal inspections including OHS compliance activities due to the anticipated shutdown of the operations. The Business Unit requires resources to carry out critical activities to support the current operations and carry out inspections as required by OSH Act.

The contract for the Provision Quality and Safety Management Services at Grootvlei Power Station will assist in immediately having QC Inspectors to carry out on-site and off-site statutory and non-statutory inspections for daily maintenance activities and to review statutory data books and the Safety resources to ensure compliance with OHS requirements by contractors and service providers

### 1.2 Employer's requirements for the service

- Senior Technician: Quality Control X 3
- Welding Administrator X1
- Safety Officer X2
- Occupational Hygienist X 1
- Quality Assurance Officer X 2
- Senior Clerk X1

#### **SENIOR TECHNICIAN: QUALITY CONTROL X 3 (2 x MECHANICAL and 1 x ELECTRICAL):**

##### **Minimum Qualification required:**

- Grade 12 plus National Diploma Technical or N3 Technical plus SAIW Level 1
- 3 years related experience

**Job mission/Purpose:** To perform Quality Control function for maintenance and outage activities.

##### **Skills and Competencies required:**

- Maintenance Processes and Systems
- Maintenance Policy and Standards
- Quality Control and Quality Assurance
- Computer Literacy
- ORHVS Knowledge
- PSR Knowledge
- Communication Skills
- Presentation Skills
- Data Analysis Skills
- Report Writing Skills

##### **Key performance areas**

- Conducting Quality Control activities
- Performing physical inspections on maintenance and outage activities

- Providing professional advice on Quality Control
- Performing administrative activities for QC Documentation
- Conducting offsite Quality Control activities
- Conducting Quality Control Inspections on maintenance/outages stock items
- Quality reporting

## **WELDING ADMINISTRATOR X1**

### **Minimum Qualification required:**

- Grade 12 plus National Diploma Technical
- 3 years related experience
- **Welding and Fabrication Inspector Level 2. (S.A.I.W.)**

**Job mission/purpose:** To perform Welding Administrator function for maintenance and outage activities

### **Key performance areas**

- Review of scope of work for the job against welding requirements
- Advice on the extent of damages and scope (in case of Boiler tube leaks)
- Review and ensure accurate planning and scheduling of welding activities
- Review prepared welding work packages by service providers
- Confirm appropriate welding procedure for the welding activity
- Final acceptance of the job work package
- Liaise between client and welding service provider to give job status feedback to the client as per agreed frequency
- Perform inspections and testing before, during and after welding activities which includes the following:
  - Verify suitability and validity of welder's and welding operators' qualification certificates
  - Verify suitability of the welding procedure specifications
  - Confirm identity of the parent material and its welding and its welding consumables and verify all welding setup requirements are met such as welding parameters (e.g. welding current, arc voltage and travel speed), The preheating / interpass temperature, The cleaning and shape of runs and layers of weld metal, Back gouging, correct welding sequence is followed, ensure correct use and handling of welding consumables.
  - Ensure suitability of working conditions for welding, including environment.
- Perform visual inspections, and ensure correct non-destructive testing is done (for completeness of welding, weld dimensions, shape)
- Ensure that Post-Weld Heat Treatment (PWHT) is performed in accordance with specification.
- Ensure that necessary measures and actions (e.g. weld repairs, re-assessment of repaired welds, corrective actions) are implemented.
- Ensure that only calibrated and validated measuring, inspection and testing equipment are used.

- Ensure that all quality records including data books are prepared and maintained as per applicable specification
- Ensure that all welding are in conformance to Eskom welding rule book.

**Skills/Competencies required:**

- Communicate (written & oral) in the English language with confidence.
- Excellent listening skills, assertiveness, and ability to coach subordinates.
- Physically fit and able to work in confined spaces.
- Able to read, understand and interpret Engineering drawings.
- Good understanding of materials and welding metallurgy.
- Excellent interpretation skill for welding and material related codes, standards, and specifications.
- Basic understanding of the principles of NDT with emphasis on the basic methods employed in maintenance activities (UT, RT, PT, MT etc)
- Resilience under stress
- Demonstrate ability to listen to the views of others and respond in a logical and well-thought-out manner.

**QUALITY ASSURANCE OFFICER x 2****Minimum Qualification Required:**

- National Diploma Quality Management or Business Administration
- 3 years' experience knowledge on Quality Management Systems Auditing

**Job mission/purpose****Key performance areas**

- Consult and develop an and coordinate management systems audit programme
- Perform internal auditing
- Maintain a Management System Audit Programme
- Maintain Quality Risk Program
- Identify and evaluate the risks for the Management Systems Audit Programme
- Report on the audit Programme Performance

**Skills/Competencies required including training**

- Behavioural (Integrity, Honesty, Trustworthiness, Professionalism)
- Auditing

- Report writing
- Quality Management Systems development and implementation
- Communication
- Co-ordinating

### **SAFETY OFFICER X2**

#### **Minimum Qualification Required:**

- National Diploma in Safety Management
- 3 years related experience in power plant or related industry

#### **Key performance Areas:**

- facilitate multi-functional disciplinary work groups to compile risk specific Occupational Health and Safety risk assessments and audit process
- Implements, enhances and maintains occupational safety, health programs within parameters of legal requirements ISO and best practices
- Provide professional advice and guidance on Occupational Safety
- Analyse and assess the business needs with respect to Safety and Health Audits
- Develop and advise on implementation and evaluating the lifestyle of risk management processes and projects
- Development, implementation and monitoring of occupational safety and health standards and procedures.

#### **Skills and competences required:**

- Skills (Analytical skills, Interpersonal skills, Computer skills)
- Knowledge (Sound knowledge of Safety risk processes, systems and practices, sound knowledge of business processes)
- Behavioural (Integrity, Honesty, Trustworthiness, professionalism)
- Leadership (Team player, motivating)

**OCCUPATIONAL HYGIENIST x 1****Minimum Qualification required:**

- Relevant occupational hygiene qualification – NQF 7 or higher tertiary qualification (B. Tech Environmental Health /Occupational Hygiene).
- Must be in possession of a Legal Knowledge Certificate.

**The job mission / purpose:**

- To provide an advisory and support service to the line manager regarding Occupational Hygiene and Safety (OHS) requirements within the business unit.

**Key Performance Areas:**

- Facilitate the implementation of Occupational Hygiene and Safety (OHS) risk control strategies and processes.
- Provide a professional Occupational Hygiene and Safety consultancy/advisory service to management and staff.
- Develop and implement risk profiles.
- Ensure compliance to legislative and governance requirements of the business unit.
- Advise on training needs analysis to provide training, information and instruction to the employees and contractors to meet Eskom OHS and Legal requirements.
- Ensure awareness regarding the safe use and dangers of electricity by members of the public.

**Skills/Competencies required including training:**

- Computer literacy
- Communication skills
- Problem solving skills
- Negotiation skills
- Conflict resolution skills
- Presentation skills
- Facilitator skills
- Ability to work under pressure
- Ability to analyse data interpret and make recommendations

**SENIOR CLERK DATA CONTROL x 1:****Minimum Qualification required:**

- Grade 12/N3, 3 years of experience in related field.

**The job mission / purpose:**

- To co-ordinate and control SAP PM Master data and provide administrative support.

**Key Performance Areas:**

- Co-ordinate master data integrity and change control
- Render SAP PM Support and training:
- Assist with stock optimisation
- Contributing to ensuring proper updates of material bills
- Updating the maintenance key performance indicators (KPIs) presentation(s)
- Perform various administrative duties

**Skills/Competencies required including training:**

- Knowledge of Database Basics and Appropriate Applications
- Knowledge of office techniques
- Communication Skills
- Computer Literacy
- Coaching Skills
- 

**1.3 General Requirements**

Contractor employees during the period they are at site will start work at 7:15 in the mornings and finish at 16h30 in the afternoons., Monday to Thursday, on Fridays 07:15 to 12:15.

**NB:**

Transport is charged per km travelled and paid on actuals.

Quantities in all items shall not be exceeded.

Supporting documents shall be provided for payment purposes.

Payments will be made on actual hours worked and kms travelled.

The contractor to provide PPE to employees as part of Safety requirements.

Where applicable, employees that have experience in the same field and/or are already occupying the same position or have previously occupied the same positions at Grootvlei Power Station shall be given preference where the employer recommends such. The Employer will lead the selection process during recruitments.

Refer to the technical evaluation criteria provided.

Criteria	Unit	Target	Penalty 3%	Penalty 10%
Job Output as per individuals roles and responsibilities	Percentage	100	90	70
Compliance to Conditions of Service	Percentage	100	90	70
Monthly reporting(evidence)	Bi-Weekly	2	1	0

PSR training will be arranged by the *Employer* on site for all *Contractor* employees that meet the requirements.

#### 1.4 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
OBL	Outside battery limits
PSR	Plant Safety Regulations
ORHVS	Operating Regulations for High Voltage Systems
OHS	Occupational Health and Safety
QC	Quality Control
SHEQ	Safety, Health, Environment and Quality

## 2. Management strategy and start up.

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

The *Contractor* shall submit a project schedule whenever a need arises.

### 2.2 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Service Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Kick off meeting	Once off after contract placement	Grootvlei Power Station	<i>Employer, Contractor</i>
Daily planning and feedback meeting	Daily	Grootvlei Power Station	<i>Employer, Contractor Employees</i>
Monthly Contract Meeting	Monthly	Grootvlei Power Station	<i>Employer, Contractor</i>
SHE statutory meeting	Monthly	Grootvlei Power Station	<i>Employer, Contractor</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the

*service*. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

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

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

Contractors Management shall be available for all meetings related to this contract whenever a need arises and they shall be available to their employees.

### **2.4 Documentation control**

The *Contractor* shall provide the following documentation:

- Contract Quality Plan
- Environmental plan
- Safety plan

And all other related documents that may be required by the *Service Manager*.

### **2.5 Invoicing and payment**

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to

\_\_\_\_\_ and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required)

Add procedures for invoice submission and payment (e. g. electronic payment instructions)

## **2.6 Contract change management**

Change management process according to NEC3 TSC shall be followed whenever there is a change. Core Clause (Compensation Events) applies.

Refer NEC3 TSC book.

## **2.7 Insurance provided by the *Employer***

As stated for "Format TSC3" available on [http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS\\_Policies\\_From\\_1\\_April\\_2014\\_To\\_31\\_March\\_2015.aspx](http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx)

(See Annexure A for basic guidance).

## **2.8 Training workshops and technology transfer**

Internal training (such as PSR attendance, SAP QIM) and other Employer specific training will be provided by the *Employer*. All other required/ related training e.g. HIRA shall be provided by the *Contractor*.

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

### **2.9.1 Equipment**

All the equipment, such as (laptops and inspection tools) provided by the *Employer* shall be returned to the *Employer* as and when required during the service period and at the end of the service period (*refer to clause 70.2 NEC TSC3*).

### **2.9.2 Information and other things**

All the related service information shall be shared with the *Employer* (*refer to clause 70.2 NEC TSC3*).

## **2.10 Management of work done by Task Order**

Task order clause applies; refer to X19 on the NEC3 TSC. Task order will be issued before the commencement of the works.

### 3 Health and safety, the environment and quality assurance

#### 3.1 Health and safety risk management

The *Contractor* shall adhere to all OHS Legal requirements, OHS corporate policies, standards and procedures to which Eskom subscribes and as indicated on the issued SHE specification.

The *Contractor* shall, when coming on site (Grootvlei Power Station), abide by the Cardinal Rules. These will be provided by the *Employer* on the start of the contract.

The *Contractor* shall abide by the Grootvlei's Safety, Health and Environmental Specifications for Contractors Procedure, 240-30008949, which will be provided by the *Employer*.

The *Contractor* shall, when coming on site (Grootvlei Power Station), make use of approved personal protective clothing such as overalls, safety shoes, safety hat, safety goggles, dust mask and gloves when necessary.

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

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

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

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

#### 3.2 Environmental constraints and management

##### I. Policy, Leadership and Commitment

- a. The contractor shall comply with all Eskom Grootvlei Power Station environmental requirements such as policies, standards and procedures (work instructions).

- b. The contractor shall appoint personnel in writing with basic Environmental knowledge who will have the responsibilities of implementing all environmental/SHE requirements on this contract.
- c. Station Waste Management Procedure and colour coding shall be adhered to at all times.
- d. Ensure that all Environmental Requirements are communicated to relevant employees

## II. Legal and Other Requirements

- e. Adherence to the 'Duty of Care' as stipulated in section 28 of the National Environmental Management Act 107 of 2008.
- f. Adherence to applicable Environmental legislations, licences and permits and other requirements

## III. Aspects, Impacts, Objectives and Targets

- g. The contractor shall ensure that all aspects and impacts that can result in negative impacts on the environmental through their operations are identified and documented.
- h. Objectives and targets shall be established for aspects and impacts that are deemed to be significant. These objectives and targets will need to be documented and conveyed to all contractor personnel.

## IV. Incident Reporting and Investigation

- i. All incidents shall be managed according to Eskom Environmental incident management procedure-240-133087117.
- j. Polluter pays principles shall apply to all Contractors. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.

## V. Monitoring and Review

- k. Client personnel will conduct regular environmental audits. Contractors are expected to participate and ensure that corrective actions are executed.
- l. Eskom Grootvlei Power Station shall issue non-conformances where there are deviations from Grootvlei Power Station Procedures and any other environmental requirements

### **3.3 Quality assurance requirements**

The *Contractor* shall adhere to ISO 9001 quality requirements eg. Quality Plan/Manual, and Eskom Supplier Quality Management Specification 240-105658000.

The Contractor shall comply to requirements as set out in Specification 240-105658000

**4 Procurement**

**4.1 People**

**4.1.1 Minimum requirements of people employed**

**4.1.2 BBBEE and preferencing scheme**

Refer to Clause Z3.

**4.1.3 Supplier Development & Localisation (SD & L)**

**Skills development**

Skills Categories	Eskom Target	Entry	Output	Tenderer Proposal
Safety Officer	2	Matric	Full Qual SAMTRAC	2

**SOCIO-ECONOMIC DEVELOPMENT (SED) PLAN**

**4.2 Subcontracting**

**4.2.1 Preferred subcontractors**

None

**4.2.2 Subcontract documentation, and assessment of subcontract tenders**

**4.2.3 Limitations on subcontracting**

Subcontracting not feasible.

**4.2.4 Attendance on subcontractors**

**4.3 Plant and Materials**

**4.3.1 Specifications**

Contractor employees will use Eskom equipment such as laptops where a need arises but should provide their own transport.

**4.3.2 Correction of defects**

*Contractor* employees shall ensure that they do quality job at all times to ensure there are no non-conformances. The *Contractor* shall correct the non-conformances as per the *Employers* instruction where applicable.

**4.3.3 Contractor’s procurement of Plant and Materials**

#### **4.3.4 Tests and inspections before delivery**

#### **4.3.5 Plant & Materials provided “free issue” by the *Employer***

The employer will provide work equipment such as laptops and inspection tools for use by *Contractor* employees; the *Contractor* shall ensure that employees are trained and competent on handling of the laptops and inspection tools before using them. Eskom internal training will be provided but the external training shall be provided by the *contractor*.

#### **4.3.6 Cataloguing requirements by the *Contractor***

The access form will be provided by the *Employer* which stipulates the boundaries.

### **5 Working on the Affected Property**

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

The *Contractor* shall adhere to site access control requirements; this will be explained during Site Inductions.

#### **5.2 People restrictions, hours of work, conduct and records**

*Contractor* employees shall work according to the stipulated hours in the scope of work or as agreed by the Service Manager and the *Contractor*.

#### **5.3 Health and safety facilities on the Affected Property**

#### **5.4 Environmental controls, fauna & flora**

#### **5.5 Cooperating with and obtaining acceptance of Others**

#### **5.6 Records of *Contractor's* Equipment**

#### **5.7 Equipment provided by the *Employer***

#### **5.8 Site services and facilities**

##### **5.8.1 Provided by the *Employer***

The *Employer* will provide services such as offices, kitchen and furniture, and ablution facilities and inductions.

##### **5.8.2 Provided by the *Contractor***

SHEQ requirements

#### **5.9 Control of noise, dust, water and waste**

The *Contractor* shall manage waste accordingly and always use appropriate Personal Protective Equipment. Eskom will provide inductions to all *Contractor* employees involved in this contract and this part will be explained in detail.

**5.10 Hook ups to existing works**

The *Contractor* shall adhere to Eskom Cardinal Rules; they will be explained in detail during site inductions.

**5.11 Tests and inspections****5.11.1 Description of tests and inspections**

The *Contractor* employees shall do inspections and tests related to their scope of work.

**5.11.2 Materials facilities and samples for tests and inspections**

Guidance will be provided by the *Employer* supervisors or direct reports where applicable.