

	<b>Scope of Work</b>	<b>Kusile Power Station</b>
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Configuration Management  
Contract Service Scope of Work**

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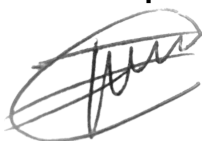
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## **1. Introduction**

Kusile Power Station Generation Configuration Management has decided to place a service contract to align station configuration management requirements with developed configuration management plan, with a primary objective of addressing gaps and to provide quality and reliable configuration management status account in consistence with Kusile design base artifacts.

Design and Specification Management as custodian of configuration management is required to provide a structured approach on how to identify, control and maintain configuration management items/ elements throughout the operational plant life cycle. However, the main function of configuration management is to provide business or organisation with an assurance and evidence base plant configuration status account (data management and system identification and control). This is one critical element of sound management in terms of design base and physical plant system's integrity and safety features (Eskom's Intellectual Property).

Therefore, the main objective of this service contract is to provide services to address accurate and reliable plant configuration status account, which will contribute to minimise inefficiencies on plant operational cost, safety and quality related challenges. The service contract will contribute in two ways (1). Plant Configuration Status Account and (2) Design base and SAP Status Accounting see section [3.2] below for detail work breakdown.

Mostly it is essential to ensure plant configuration technical data and plant physical design artifacts are align and consistence aligned and consistent with design base (as built drawings), and any inconsistency between the two elements might results to poor plant governance or asset management information, financial implications, statutory contravention, safety related implications and lastly poor operational and maintenance work management. This document describes the details of the work breakdown and applicable plant areas, including requirements and specifications for this function.

## **2. Supporting Clauses**

### **2.1 Scope**

To provide services contract for configuration management services full time and some services on an as when required, which include plant configuration status account and plant identification and SAP and/ or PBS database management. This document covers the requirements for the scope of work of the service required throughout service term level agreements.

#### **2.1.1 Purpose**

The purpose of this document is to specify configuration management contract service requirements and activities, as well as technical requirements for the provision of the configuration management services in alignment with Kusile Power Station configuration management plan and governing requirements. This service contract mainly focuses on the following services but not limited:

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### **Plant Configuration Management Status Account**

- a) Plant walkdown/or and inspections (design base verification, validation, and audits) physical versus design base information.
- b) Supply, install and maintenance of plant labels or tags (KKS tags or labels for system identification and quality management).
- c) Configuration maintenance management for outage scope and including pre and post plant walkdown or system inspections (*Contractor* oversee reinstatement of labels to its normal state or better than before) and including management of configuration notification close-out (with proof of evidence).
- d) Verify plant as built/or and signed P&ID drawings and update (redlining) and align with other related technical documents (update of equipment list, schedule and part list).

### **Design base and SAP Status Account**

- a) Manage plant break down structure (PBS) audits and ensure collected data through plant walkdown is align and accurate with the plant design base (for a purpose of updating SAP database by Gx CM Technicians).
- b) Technical documents and records management and including linking/validation of configuration management document (sign-off of KKS certificates and validation equipment list, schedule, and part list).
- c) SAP database update and PBS review and conduct and address gap analysis between design base and SAP system.

#### **2.1.2 Applicability**

This scope of work shall apply to Kusile Power Station Generation

#### **2.1.3 Effective date**

The effective date of this document is the authorisation date.

### **2.2 Normative/Informative References**

The following documents contain provisions that, through reference in the text, constitute requirements of this document. At the time publication, the editions indicated were valid. These documents are subjected to revision and users are responsible to ensure that the most recent editions of documents listed below are used or referenced.

#### **2.2.1 Normative**

- [1] 240-61227631 Piping and instrumentation diagram
- [2] 240-71432150 Plant Labelling Standard
- [3] 240-93576498 KKS Coding Standard
- [4] 240-109607332 Eskom Plant Labelling Abbreviation Standard

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- [5] 32-136 Contractor Health and Safety Requirements
- [6] 32-421 Eskom Plant Life Saving
- [7] Generation Config management Plan
- [8] Kusile Config management Plan

### 2.2.2 Informative

- [1] 240-101651897 Configuration Management Strategy
- [2] ISO 10007:2017 Quality Management – Guidelines for Configuration Management
- [3] Annexure C: S.H.E Requirements for Tender Enquiries
- [4] Annexure D: S.H.E Tender Evaluation and Scoring Card
- [5] Annexure E: Supplier Suspension Process

### 2.3 Definitions

Definition	Description
Configuration management	Configuration Management is a management activity applying technical and administrative direction and surveillance over the life cycle of a product, its configuration items and related product configuration information in order to: <ul style="list-style-type: none"><li>a) Identify and document the functional and physical characteristics of a configuration item baseline.</li><li>b) Audit/verify that the plant/component conforms to the functional and physical characteristics of the configuration, for its entire life cycle, from definition to decommissioning.</li><li>c) Account for Configuration, which provides the capability to access the configuration data to identify the configuration status. This applies to the configuration information applicable to Manage Item Configuration and Control Configuration Changes.</li></ul>
Contractor	Service provider contracted for supplying specific services to Eskom business unit or department (Kusile Power Station).
Description	Description is given to a process, structure, point of installation, component or equipment
Design Base	The Design Base of an Asset is the combination of those key design outputs that define the functions, capabilities, capacities, physical sizes and dimensions (Physical Base), limits and set points, shutdown and start-up sequences, normal and out of normal operations (Operating Technical Specification) and maintenance elements (Maintenance Base); that are required for the asset to meet its required performance, reliability and availability within the limits of the external constraints.
Document Management	Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of documents & records, including processes for capturing and maintaining

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	evidence of and information about business activities and transactions in the form of records.
ENG-COFIG	Engineering Configuration notification work centre to capture and report configuration related plant issues on SAP PM
KKS	Is a code used to clearly identity systems and components in a power plant according to process functions, points of installations and structures.
Label	Identification of process, structures, points of installation, components or equipment by means of approved fixing methods, materials and ergonomic requirements.
Plant	Any structure, machinery, apparatus or equipment, which does not fall within the scope of the operating regulations for high voltage systems, and excludes, mobile portable lifting equipment
Plant Labelling	It is the physical label that is fixed to the plant. Its purpose is to unambiguously distinguish between plant items.
Record of Decision	Records of all decision taken either by committee or stakeholders, should be archived in a central and accessible storage environment.
Service Manager	Any person appointed in writing by Eskom as delegated Contract Manager in terms of the provisions of the Act (normally by Power Station Manager or General Manager).
SPO	Smart Plant Owner is a document storage system that manages technical documents.

## 2.4 Abbreviations

Abbreviation	Explanation
BOP	Balance of Plant
CM	Configuration Management
C&I	Control and Instrumentation
DCS	Distributed Control System
EAF	Energy Availability Factor
ECM	Engineering Change Management
ENG-CNFIG	Engineering Configuration Notifications (SAP PM)
FLOC	Functional Location Code
Gx	Generation
GCD	Group Capital Division
HMI	Human Machine Interface
IP	Intellectual Property
ISO	International Organisation of Standard
KET	Kusile Execution Team
KKS	Kraft Kennzeichen System
MRI	Master Record Index

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Abbreviation	Explanation
PBS	Plant Breakdown Structure
PCLF	Planned Capacity Loss Factor
P&ID	Piping and Instrumentation Diagram
QCP	Quality Control Plan
SAP	System Application, Products (Plant Maintenance, Procurement, Finance and Material Management integrated maintenance management system).
SAP PM	SAP Plant Maintenance
SD&L	Skills Development and Localisation
SOC	State Owned Company
SOW	Scope of Work
SPO	Smart Plant Owner/Operator
UCF	Unit Capacitor Factor
UCLF	Unplanned Capability Loss Factor
ZAR	South African Rands or Rands
2D/3D	Two or Three Dimensional

## 2.5 Roles and Responsibilities

Roles	Responsibilities
<b>Service Manager</b>	Eskom Agent appointed in terms of the applicable NEC or FIDIC contract or person assigned by Eskom to manage and administer post award phase of the procure-to-pay process.
<b>Contractor</b>	Group or persons appointed to fulfil agreed conditions of the contract entered between <i>Employer</i> and Supplier
<b>CM Practitioner</b>	Responsible for the development of configuration plan, administer and facilitation of configuration identification and management of Plant Breakdown Structure (PBS).
<b>Employer</b>	Provides access to the plant and necessary requirements and documents to construct the plant.
<b>Contract Project Manager</b>	<i>Contractor's</i> assigned person to manage supplier's resource requirements, assignment and control of contract deliverables, as per signed contract service level agreement.
<b>Contract Supervisor</b>	Responsible for leading configuration team onsite and ensure that all scope requirements and deliverables are achieved within

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## 2.6 Process for Monitoring

The *Contractor* for evaluation and approval must submit project plan before any work commencement. Any deviation or concession from the plan or scope of work needs to be pre-approved by *Service Manager* before any work execution. Daily/weekly progress feedback as agreed with *Service Manager* need to be provided.

Monthly inspection report shall be provided by *Contractor* to prove the productivity, effectiveness and efficiency of his/her services. Furthermore, the effectiveness of the SD&L requirements and implementation shall be complied with, including progress and skill transfer to Eskom employees as well as others through recommended skill development programmes (learnership and internships). This shall be monitored and reported on a monthly basis by S&DL and *Contractor representatives*.

## 2.7 Related/Supporting Documents

The *Contractor*: provides all related and or supporting documentation (such as plant check sheets, QCPs working procedure, certificates, qualifications and etc) to be used while providing services as covered in this scope of work (must be clearly define as approved by the *Contract Manager*).

## 3. Scope of Work

### 3.1 Service information

The service comprises of configuration management requirements; procurement, supply, and installation of plant configuration identification labels and an overall of configuration status account, including provision of configuration management resources and applicable tools.

Provision of CM Technicians (6x), Doc Control Officers (2x), Coding Technician(s) (2x), Senior Draughtspersons (1x) and inclusive of design base vs plant base gap analysis, and maintenance and installation of plant labels (KKS). This include updating of technical document (piping and instrumentation diagrams or as built drawings, issuing of certificates and etc), plant breakdown structure (codes and descriptions) and database update (SAP system) due to possible changes on the design basis.

The Contractor shall supply tools, equipment, and including engraving machine to their employees in order to perform the task including manufacturing, installation and maintenance of plant labelling or tags (KKS). The aim is to ensure that there is a dedicated and uninterrupted supply on site without any delays to the business requirements and contract timelines.

### 3.2 Detail Service Information.

The *Contractor* shall provide the following service:

#### 3.2.1 Configuration Technicians

The *Contractor* shall provide (6) CM Technicians for period of (*state the period of contract service*) for the following services:

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- a) *Contractor* to ensure plant codification (KKS) for items identification is according to VGB Power Tech Standards (KKS – identification system for Power Stations, VGB-B 105)
- b) Manage and control the Plant Breakdown Structure (PBS) for all plant systems or location, for all breakdown levels (1, 2 and 3).
- c) Conduct plant walks and verify design base versus physical plant base for gap analysis and highlight any identified gaps from design base and physical plant attributes.
- d) Determine which technical documents or drawing require update and ensures these technical documents are redlined to reflect the status of the plant basis.
- e) Compile daily/weekly progress reports on the work activities and record and archive all the findings in line with technical design and asset basis. Typical technical documents are drawings (P&ID's), single line diagrams and equipment list.
- f) Ensure all configuration notifications are attended into and manage, track, and close all registered Engineering Configuration Notifications (ENG-CNF).
- g) Generate, register, and maintain up to date equipment list and plant inspections and report on the status account (PBS) of design and plant physical attributes.
- h) Submit plant walkdown report plant breakdown structure (PBS), accompanied by technical drawings (approved design base) and including redlined drawings for system update (SAP).
- i) Conduct pre and post outage inspection and develop plant item's identification (plant labelling) status before and after work commencement. Facilitate process of KKS label or tags removal and reinstatement and ensure the status of the plant items is the same or better than before.
- j) Submits his /her weekly and monthly timesheets, leaves and other supporting document to Senior CM Technician/Supervisor (for review) and *Employer* for acceptance.
- k) Highlight and register all identified configuration risks from various plant areas of responsibility or system assign to her/his and capture both existing and future mitigations and reasonable timelines to minimise the impact or delays.
- l) Determine which technical drawings need KKS codes and ensure that these documents are coded accordingly.

### **3.2.2 Senior Draughtsperson**

The Contractor shall supply suitably qualified and experience (1x) Senior Draughtsperson for required services:

- a) Ability to create specialised technical drawings, both hand drawings (redline), computer –aided design (Auto CAD/MicroStation) blueprints and/or any applicable software or recommended for use by Contract Manager/Employer.
- b) Ability to analyse, review and sketches triggered by technical changes or concepts from engineering change or historical unapproved engineering changes and turn them into detail, accurate drawing product (P&ID and as built).
- c) Ability to not only interpret the ideas of the design requirements that into a workable set of documentation ready for technical and operational related activities.

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- d) Knowledge to read, analyse and interpret the Eskom P&ID and Drawings for various technical requirements and disciplines (Mechanical, Electrical, Control and Instrumentation and Structural).
- e) Ability or knowledge about Eskom tools and material required to execute and to complete the task in hand and including the format required by employer of final products at the completion of each task.
- f) Knowledge of Eskom Power Plants and including related equipment of various plant areas and its functionality (mechanical, electrical, control and instrumentation and structural).
- g) Provide a weekly report on the status of redline and updated drawings for different plant areas, as and when required.

### **3.2.3 Coding Technician**

The Contractor shall supply (2x) Coding Technician for a period of 5 (five) years for the following services:

- a) Install plant labels or tags (KKS) as per Eskom standards and requirements and fit labels in such manner as to not to hamper routine operations and maintenance activities.
- b) Ensure labels are not attached or installed into removable equipment or components, but on non-removable structures as near to it as possible to point of configuration item location or position (without compromising identity of exact equipment).
- c) Ability to identify plant items with missing or fading labels and replace them in accordance with Eskom plant labelling standards and ergonomics.
- d) Ensure all labels installed are mounted on a vertical level flat surface to minimise any dirt or dust build-ups.
- e) Ability to assess the plant labelling ergonomics and material and develop a list of required plant labels for manufacturing.
- f) Responsible for maintenance of plant configuration items during outages and normal operational phase (close-out of configuration notifications)
- g) Highlight trends for KKS tags or labels non-compliance relating to coding descriptions, duplication errors, missing labels and use of poor material.
- h) Ensure all installed plant label shall match and reflect the status of the design base technical drawings (P&ID or as built).
- i) Provide plant labelling status weekly report and including tracking of plant labelling defects list.

### **3.2.4 Document Controller**

The Contractor shall provide (2x) Document Controller for a period of 5 (five) years for the following services:

- a) Ensure the integrity of technical change management records by checking the metadata, updating of technical equipment list, certificates, and relationships with plant breakdown and change document on SPO.
- b) Support CM Technicians in administering and controlling changes and technical data collection required for inspections or plant walkdown activities.

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- c) Compile and consolidate weekly progress reports in the status of his/her work and share it with responsible Supervisor or Senior CM technician.
- d) Manage the deliverables of the technical document control and provide monthly progress report on the technical document status account.
- e) Maintain a register of all changes applied and executed are within engineering change process (change management procedure)
- f) Organise handover meetings for all complete plant system activities and take minutes, records of decisions of the contract progress meetings.
- g) Keep records and file of all relevant configuration data collected, verified and including overall configuration reports and record of decision.
- h) Register updated technical documents and KKS certificate and including controlling changes.
- i) Submit his or her weekly and monthly timesheets, leave application and other supporting document to the *Employer*.
- j) Ensure all technical documents (Design base drawings, Equipment list, KKS Certificate and others) are organised, well packaged as per plant breakdown and linked to the relevant PBS systems.

### **3.3 Continuous Improvement**

The *Contractor* may advise or propose continuous improvement programmes to achieve cost reductions and the *Contractor* Manager will approve such programmes if found to be feasible.

The *Contractor* shall participate in improvement programs guided by the *Employer's* policies, procedures and standards.

### **3.4 Management Reporting**

Weekly and monthly reports shall be provided by the *Contractor* to prove the productivity, effectiveness, and efficiency of the delivery of services.

The *Contractor* shall be present at the Contract Manager's safety meetings and planned plant walks.

The *Contractor* maybe requested to be present at any adhoc meetings that may rise to address any progress or safety related matters.

Liaison meetings shall be held with the Contract Manager's representative or his/her delegate to discuss any concerns that may rise.

### **3.5 Quality and Documentation Management Control**

The *Contractor* shall provide complete Quality Management Plan in accordance with the requirements of ISO 9001: 2015 to the Contract Manager for approval.

This plan must ensure an integrated quality services as part of the contract, execution of all quality related activities, as per the *Employer's* scope of work.

The *Contractor* shall follow the *Employer's* quality documentation management procedure () in any matter related to documentation.

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### **3.6 Service Implementation.**

The *Contractor* shall provide the *Contractor* Manager with service implementation and execution plan including but not limited to the following.

- a) Proof of previous related experience of similar scope of work, with the respective project values in Rands (ZAR/R) and client reference with contact details.
- b) Company profile that stipulates why the *Contractor* is competent to execute this scope of work.
- c) Technical method statement regarding the configuration status account management, manufacturing, and installation of plant labelling.
- d) Manpower planning
- e) Organogram
- f) Quality Management Plan and/ or ISO Certification
- g) Environmental Management Plan and/ or relevant ISO Certification
- h) Safety Management Plan and/ or relevant ISO certification
- i) Curriculum Vitae, Skills, and Competencies required.
- j) Communication Plan (weekly or monthly report)

### **3.7 Service Manpower Requirements**

The *Contractor* will mutually agree the service requirements during contract negotiation phase.

The successful *Contractor* shall utilise/provide skilled and suitably qualified human resources or staff: (i) Coding Technician (2x); (ii) CM Technicians (6x); and (iii) Document Controller (2x) and Senior Draughtsperson (1) with related experience in the following but not limited to the following knowledge areas:

- a) Understanding and knowledge of SAP PM and SPO system
- b) Sound understanding and knowledge on Eskom/Power KKS standards (coding and labelling functions) based on VGB standards and Quality Management – Configuration Guidelines.
- c) Ability to conduct power plant configuration management activities.
- d) Ability to analyse, interpret and understand technical documents (P&ID and/ or drawings and equipment, power schedule list and etc).
- e) Ability to understand the product flows between the components (valves and fittings) of the plant in the pipe system.
- f) Ability to analyse smart plant piping and drawing layouts, redlined drawing, review and update, as-built drawing and ensure that they are tailored to suite the design status of the plant configuration and updated in compliance with engineering change procedure(s).
- g) Sound understanding on configuration items identification process (mechanical, electrical and control instrumentation) and including their minimum functional and safety requirements.
- h) Ability to understand technical document management process and procedure (record, archiving and disclosure classification)
- i) Ability to interpret plant breakdown structure and linking of related technical document to applicable organisational systems (SAP PM and SPO).

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- j) Ability to compile execution plan, technical progress reports (daily and/ or weekly), risk assessment, memorandum of understanding, concessions, and deviations.
- k) Sound communication skills and ability to integrate with internal or external stakeholders (with a direct or indirect interest) to the organisation.

The *Contractor* shall employ resources or staff that meet the minimum requirements related to Eskom job requirements and align with the scope of work requirements (3.2).

All staff brought on site in connection with scope of work should be fluently speak, understand and write in English and as well be sound in computer literate.

Proof of selected resource or staff qualification is to be supplied by the *Contractor* on the request by the *Service Manager* or *Employer*.

The Contract must ensure that all selected resources being brought into Kusile Power Station site, comply with minimum onsite Eskom Safety requirements, and produce valid fitness certificate (medical test) as per specified plant man-job specification.

The work force plan needs to specify ad-hoc and base crews required for the duration of service contract and with a proper skill retention strategy for consistence.

The personnel might be required to attend *Employer's* meeting (operational, safety and etc) and adhere with statutory requirements.

Before any work commencement on site, a kick-off meeting is held with the Contractor, *Service Manager/* and or *Employer's* representative and other interested stakeholders guided by Eskom Contract Procedure or requirements.

Adhere and comply with Safety Health Environment Risk and Quality (SHERQ) and statutory requirements.

The *Contractor* is responsible for ensuring compliance to Eskom Holdings State Own Company (SOC) Limited and Kusile Power Station specific policies, procedures and standards.

The *Contractor* is responsible for supplying their employees/staff with applicable safety resources (PPE, Safety harness) and tools when performing the task onsite and including elevated positions.

The *Contractor* shall be accountable for compliance with Occupational Safety, Health, Environment, Risk and Quality requirements and any related governing operational power station policies of Eskom Holding SOC Limited and Kusile Power Station.

Contract and the *Service Manager* shall carry out risk assessments to establish potential risk or hazards to health and safety or evaluate any person's fitness against attached to any work, which is to be performed. *Contractor* shall ensure compliance to Zero Harm, Zero Injuries, Zero fatalities and Zero environmental incidents and promote compliance to ZIICSE principles.

### **3.8 Facilities, tools and equipment provided by *Service Manager* and Contractor.**

#### **3.8.1 Contractor requirements**

The *Contractor* will provide equipment, tools and the material required for installation of plant labels. Material and labelling requirements must comply with Eskom KKS plant labelling standards and guidelines.

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The *Contractor* will provide all necessary resources, equipment and tools to their employees in order to perform their tasks as per scope of work.

All tools, equipment, and any other resources entering or leaving the site should be registered, with Kusile Power Station for records and tracking purpose. Material purchasing and delivery must be in compliance with Eskom material management process and any other procurement requirements.

- a) Computers
- b) Stationary
- c) Kitchen equipment for tea and coffee
- d) Accommodation
- e) Staff transport and transport for delivery of goods or equipment
- f) Container for storage of equipment
- g) Personal protective equipment (hard hats, safety glasses, gloves, boots, dust masks, earplugs, and reflective jackets/vests)

### **3.8.2 Service Manager/Employer's requirements**

The *Service Manager/ Employer* will provide configuration management specifications, drawings, procedures, guidelines and including design base technical documents. These documents shall remain as the property of Eskom and should not be disclose to any other external party without a request or *Employer's* permissions (classification of document disclosure shall be observed all the time).

The *Service Manager/ Employer* will provide a sitting space or ablution facilities, lighting for sitting space and water supply or tap water.

### **3.8.3 Site Facilities and Service provider by the *Employer***

The site is Kusile Power Station, and any further information will be made available on request.

#### **3.8.3.1 Telecommunications**

The *Service Manager/Employer* will provide landline connection for work related calls, internet access to *Employer's* application required for the job and for any private phone calls the *Contractor* will be responsible.

The *Contractor* will provide laptops, desktops and any mobile data modems or 3G and must be declared and registered with security upon entering site.

### **3.8.4 Site Facilities and Service provider by the Contractor**

#### **3.8.4.1 Service Cost**

The Contractor's performance evaluation shall be done during monthly meetings between *Service Manager* and the *Contractor Manager*.

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### **3.8.4.2 Equipment**

Any tools, equipment and appliances used by the *Contractor* shall conform to the applicable OHS Act and Eskom safety standards and other related requirements; and maintained in a safe and proper working condition. The *Service Manager/ Employer* has a right to stop the Contractor's use of any equipment which in the opinion of the *Service Manager* does not conform to the requirements.

### **3.8.4.3 Access to Site**

The *Contractor* makes his own assessment of and allows in his/her rates for those access problem that may be encountered. No extra payment or claim of any kind is allowed because of difficulties of access to work, or for the requirement of working adjacent to or in the same areas as others.

Access to the site shall be in line with the Kusile Power Station's access procedure. All Contractors service shall be required to make an application to enter site for the duration of the contract. An access permit shall only be issued once the *Contractor* has attended the safety induction and has undergone medical checks requirements.

All the assets must be declared and registered with security upon entering site. This includes portable assets such as laptop, toolbox and etc.

The *Contractor* Service shall have no claim against the Contract Manager in respect of delay at the security main gate.

### **3.8.5 Communication and Correspondence**

All correspondence shall be addressed to the *Service Manager* and all terms and conditions of the contract shall be adhered to with regards to communication and correspondence.

All correspondence must include the following:

- a) Kusile Power Station
- b) *Contractor* Manager's Contract Number
- c) Contract Description
- d) Correspondence subject matter
- e) Contractor's name and contact details.
- f) Contract physical address and date

Where appropriate the correspondence includes the Contractor's Manager reference and delivered as single package. All communications from *Contractor* is numbered sequentially with prefix as advised by the *Service Manager*. The Contract Manager responds in like manner. The prefix and numbering system are deciding upon at the kick-off meeting.

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### 3.9 Performance Agreement and Objectives

The *Contractor* has entered into a performance compact of contract service deliveries with the Employer in terms of contract agreement. The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of *Contractor* to a set of outcomes that will secure the contract service objectives.

#### 3.9.1 Objectives of this agreement

The purpose of this Agreement is to –

- a) Comply with the provision of agreed contract service scope of work and as well as the Employer's contract entered between parties.
- b) Specify objectives and targets defined and agreed with *Contractor* and to communicate to the to the *Contractor* the Employee's expectations of the Contractor's performance and accountabilities in alignment with scope of work and service deliverables.
- c) Specify accountabilities as set out in a performance contract compact (Appendix C) attached.
- d) Monitor and measure performance against set targeted output.
- e) Use the performance agreement as the basis for assessing whether the Contractor has met the performance expectations applicable to the agreed contract service and scope of work.
- f) The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- g) The weightings show (Appendix C) the relative importance of the key objectives to each other.
- h) The key performance areas related to the functional areas of the *Contractor* must be subject to negotiation between *Employer* and the *Contractor*.

This agreement will commence when this contract service kick-off date and will remain in force until current Financial Year agreed contract service duration; hereafter a new KPA's/KPI's and Performance Plan shall be concluded between parties for the next financial year or portion thereof.

#### 3.10 Working Time

Generation working times are 07:00 to 16:15 Monday to Thursday and 07:00 to 12:00 on Friday.

The contract team will be requested by the *Employer* to work standby on weekends and weekdays and be given time off the following Friday (only when accumulated working hours are equivalent to or more than 5 (five) hours).

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#### **4. Acceptance**

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
Grace Olukune	Group Engineering Manager
Mohapi Mphirime	Electrical Engineering Manager
Thando Mbulawa	FGD Engineering Manager
Busi Nkomo	Auxiliary Engineering Manager
Siyakumisa Mtsweni	Boiler Engineering Manager (Acting)
Lawrence Mabiletsa	Turbine Engineering Manager
Puseletso Ndlovu	C&I Engineering Manager (Acting)
Silindile Zulu	P&T Engineering Manager (Acting)
Pearl Mazibuko	Process Engineering Manager
Nomsa Sithole	Routine Works Management Manager
Abel Vuma	Group Maintenance Manager
Bongumusa Bungane	Chemical Service Engineering Manager

#### **5. Revisions**

<b>Date</b>	<b>Rev.</b>	<b>Compiler</b>	<b>Remarks</b>
December 2023	1	C.S Xayimpi	New document

#### **6. Development Team**

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

- Joseph Ngqendesha
- Chuma Xayimpi
- Nonkululeko Mabunda
- Nonhlanhla Mtshali
- Juan JC Pieterse

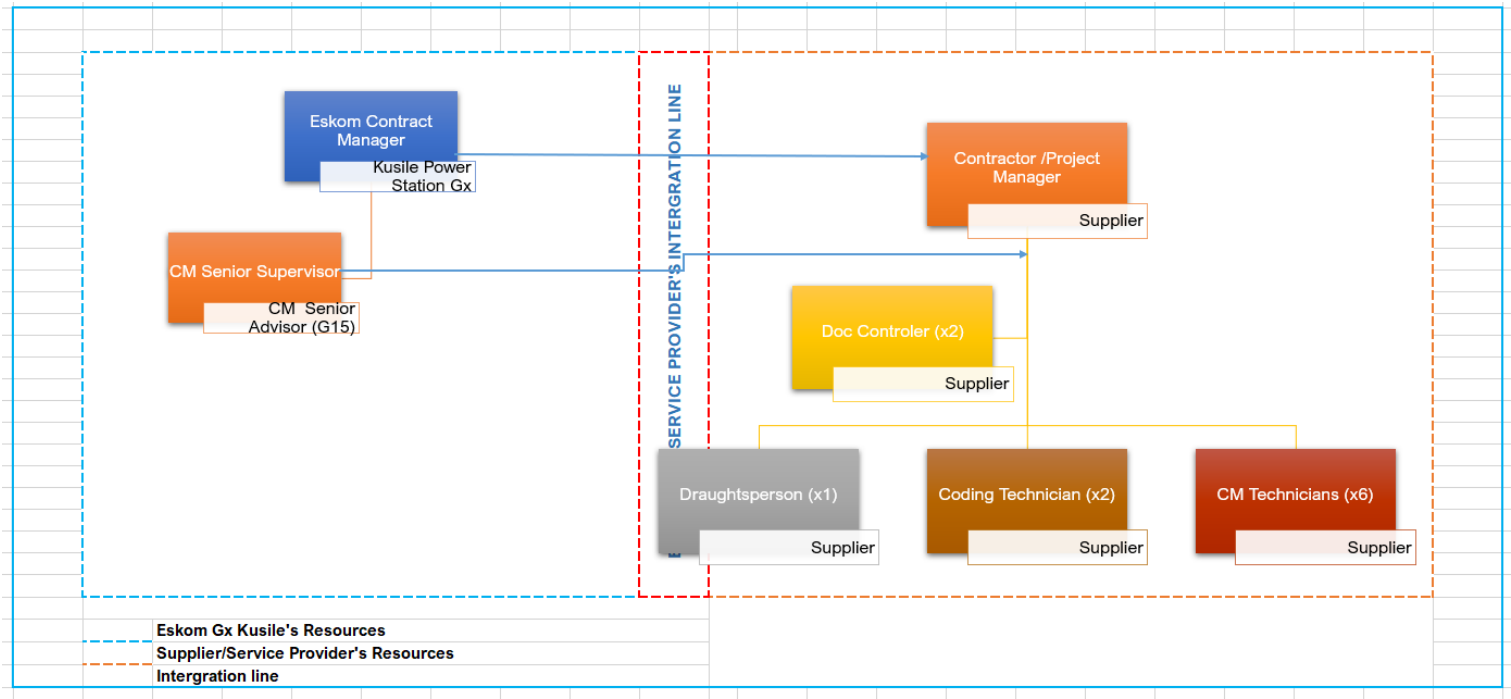
#### **7. Acknowledgements**

Not applicable

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Appendix A – Resource Assignment Hierarchy

A.1 Eskom and Service Provider’s assigned resources and quantities



\*Note: LHS (Left Hand Side) Hierachy - Eskom required resources and RHS (Right hand Side) of the Hierachy – Contractor required resources with assigned Contractor/Project Manager (highlighted orange)

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## A.2 Roles and Resource Assignment

The parties or stakeholders responsible (R), accountable (A), to be consulted (C) and/or informed (I) relative to the implementation and maintenance of this Configuration Management are defined below RACI matrix:

Configuration Management Task	Service Manager	Eskom Supervisor Configuration	Contractor Manager	CM technician	Coding Technician	Doc Controller	Senior Draughtsperson
Configuration Baseline Management	C	R	R	R	R	R	R
Plant Position Configuration Item Hierarchy (PBS)	A	C	R	R	R	I	I
Configuration Change Management	A	C	R	R	I	I	R
Configuration Status Account	A	R	I	R	R	R	R
Records	C	R	A	R	R	I	I
Reports	C	R	R	R	R	R	R
Drawings	C	C	C	R	R	I	R

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## Appendix B – Technical Evaluation Criteria

Minimum Criteria for Technical Evaluation Requirements		Proof required	100%
	<b>Company</b>	<b>Proof required</b>	<b>15%</b>
<b>Company Profile</b>	Proof of previous configuration management services (power plant specific and including labelling). <b>Submit Order number services.</b>	Contact references	100%
	<b>Technical Staff or Resources</b>		<b>45%</b>
	Historic credibility of supplier (years in industry)		10%
<b>Resources required for service</b>	<b>CM Technicians(x6)</b> <ul style="list-style-type: none"> <li>N. Diploma (Min)</li> <li>3 years Power Plant Experience</li> <li>3 years Configuration Management Experience</li> <li>Competency in reading of technical drawings</li> </ul>	Attach Certificate and training records on the CV. Proof of experience	25%
	<b>Coding Technicians (x2)</b> <ul style="list-style-type: none"> <li>N. Diploma (Min)</li> <li>3 years Power Plant Experience</li> <li>3 years Codification Experience</li> <li>Competency in reading of technical drawings and supervision</li> </ul>	Attach Certificate and training records on the CV. Proof of experience	25%
	<b>Document Controllers</b> <ul style="list-style-type: none"> <li>N. Diploma (Min) <b>(x2)</b></li> <li>3 years Power Plant Experience</li> <li>3 years Codification Experience</li> <li>In depth knowledge of document and record processes and systems.</li> <li>Administrative and organisational skills.</li> <li>Typing skills</li> </ul>	Attach Certificate and training records on the CV. Proof of experience	15%

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Technical Drawings	<b>Senior Draughtsperson (x1)</b> <ul style="list-style-type: none"> <li>National Diploma (Min) or N3 with technical drawing or draughting certificate.</li> <li>3 years Power Plant Experience</li> <li>3 years Related Experience in Drawing/Draughting.</li> <li>Competency in technical drawings and other graphic information.</li> </ul>	Attach Certificate and training records on the CV. Proof of experience	25%
	<b>Quality Assurance</b>		<b>20%</b>
	*Plant identification *Label Description *Label Material *Attachment label *Label positioning *Tools Drawing software	Quality Check (QC) Plan	100%
	<b>Project Execution Plan</b>		<b>20%</b>
	<b>Technical Method Statement (with the below criteria) regarding manufacturing and installation of labelling</b> <ul style="list-style-type: none"> <li>Plant Identification</li> <li>Labelling</li> <li>Selection of Material</li> <li>Ergonomics requirements</li> <li>Label attachment requirements</li> <li>Environmental Factors</li> </ul>	Provide Technical Method Statement	100%

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## Appendix C – Performance Contract Compact -KPA/KPIs (Performance Indicators)

CM Contract Service Performance Indicators									Target Setting wrt Expectation					Final Weight
No	KPA Description	KPI	Weight	No	Performance Measure/Indicator	Metric	Source of Evidence	Weight	Floor 1	Kick- 2	Norm 3	Strategic 4	Goal 5	
Design and Specification	Operational Sustainability	100,0%	100,0%	3.1	Plant Breakdown Structure (PBS) Reviews	%	PBS Tracking Tool	15%	20%	40%	70%	80%	100%	15%
					Plant Breakdown Structure vs Plant design base Audits (Plant walkdown verifications)				40%	60%	80%	90%	100%	
					Ensure that PBS is uploaded on SmartPlant (SPO) and SAP.				40%	60%	80%	90%	100%	
				3.2	Configuration Management	%	Status Account Report (Weekly/Monthly) with	15%	20%	40%	57%	65%	100%	15%
					Plant Design Base Validation - As-built Drawings/Equipment list/KKS certificates				20%	40%	80%	90%	100%	
					Ensure Design artifacts vs Plant base is aligned with PBS design base				20%	40%	80%	90%	100%	
					Conduct surveys to ensure KKS tags/label are maintained in good order after major overhauls and outages.				20%	40%	70%	80%	100%	
				3.3	Technical Design Base (As-built)	%	Technical Document Management and Records	20%	40%	60%	80%	90%	100%	20%
					P&ID or As-built Update (Redlining and Redrawing) to align with design base.				50%	60%	80%	90%	100%	
					Technical Document Management and Handover Reviews Report				50%	60%	80%	90%	100%	
					Technical Document and Contract Records Management (Filling, MoU, Procurement, Risk Assessment and Early Warnings)				40%	60%	80%	90%	100%	
					Ensure that accurate configuration status account is maintained.				40%	60%	90%	95%	100%	
					Ensure that minutes of Monthly Contract are updated.				60%	80%	98%	99%	100%	
					Contract System Handover - tracking and reporting (Filling and Records of Decisions)				40%	60%	80%	90%	100%	
				3.4	Handover reviews	%	Handover dashboard (K1 - K4 prelim signed off) Excluding K5 & K6	35%	40%	60%	80%	90%	100%	35%
					Ensure that all Engineers are trained on handover requirements.				40%	60%	80%	90%	100%	
					Ensure that review reports are signed.				40%	60%	80%	90%	100%	
					Ensure that handover dashboard is up to date.				40%	60%	80%	90%	100%	
				3.5	SHEQI (Safety, Health, Environment, Quality and IBI)	%	Eskom Compliance Report	10%	20%	40%	90%	95%	100%	10%
					Safety Requirements				20%	40%	60%	80%	100%	
					Environmental Requirements				60%	80%	90%	95%	100%	
					Health Requirements				60%	80%	90%	95%	100%	
					Quality Requirements				60%	80%	90%	95%	100%	
					IBI Compliance Eskom Values - ZICSE				60%	80%	90%	95%	100%	
					Housekeeping				60%	80%	90%	95%	100%	
				3.6	Risk Management	%	Risk and Assurance Score Card	5%	20%	40%	60%	80%	100%	5%
					Zero overdue				60%	80%	90%	95%	100%	
			100%										100%	

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