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## **ANNEXURE “A1”**

### **TRANSACTION DOCUMENT**

### **SCOPE OF WORK**

**ENQUIRY NO: CTT0000026253**  
**DESCRIPTION: SERVICING, MAINTENANCE AND CERTIFICATION OF LIFTING EQUIPMENT FOR PetroSA IN MOSSEL BAY**

#### **1. SCOPE OF WORK**

##### **1.1 INTRODUCTION**

PetroSA intends to select a capable Supplier to undertake the following services on an as and when required basis:

- Servicing of overhead and mobile cranes
- Ad hoc repair to all lifting equipment, crane components including provision of spares/materials for lifting equipment and crane components.
- Inspection and maintenance of cranes, mobile and lifting equipment
- Load/Deflection testing of overhead cranes, mobile cranes, lifting and other mobile equipment with Non-destructive testing (NDT) included.
- To certify and issue certification for cranes, mobile and lifting equipment after the services have been undertaken.
- Provision of all the required management, supervision, labour, and expertise as specified in this agreement and administration related to the provision of this service.
- Calibration of load indicating systems on mobile cranes

The Supplier shall be expected to maintain enough personnel to render this service. The Supplier will be expected to obtain and mobilise resources as specified in this agreement within 24 hours upon being instructed to do so by PetroSA. If the Supplier cannot supply as required, PetroSA will have the right to obtain resources from other suppliers.

All work shall be performed in strict accordance with PetroSA specifications, standards, procedures, drawings and other legal requirements.

## **1.2 SERVICES**

### **1.2.1 PetroSA Logistics Base/Harbour**

The execution of load testing, inspection, maintenance, certification and ad hoc services at the following facilities:

- FA Platform
- Boat loading & Harbour inspection service/E & P Logistics Base
- Rigging Department Loft
- Onshore support service for FA Platform

The Supplier shall issue a status report at each six (6) monthly change out of the rigging container on the FA Platform containing rigging equipment, eg. slings, tirlors, etc.

### **1.2.2 FA Platform (Offshore)**

#### **1.2.2.1 Pedestal Cranes**

Inspect, proof load tests and certify crane ropes, pendant lines and crane blocks. Repair and supply spares where required on crane blocks and hooks. Colour code and tag equipment as per PetroSA code. (Some equipment will be done bi-annually and others annually).

#### **1.2.2.2 Static Lifting Equipment**

Inspect, proof load test and certify all FA Platform stationary lifting equipment, hoists, safety harness, trolley jack winches and davits. Repair and supply spares where required for refurbishment. Colour code and tag equipment as per PetroSA code.  
(Some equipment will be done bi-annually and others annually).

#### **1.2.2.3 Lifeboats**

Inspect, proof load test and certify lifeboat ropes and davits on board the FA Platform as per PetroSA routines and maintenance plans in place. (On a bi-annual basis). Colour code and tag equipment as per PetroSA code.

#### **1.2.2.4 Runway Beams and Pad Eyes**

Inspect, proof load test and certify all runway beams and pad eyes on board the FA Platform as per PetroSA routines and maintenance plans in place. Colour code and tag equipment as per PetroSA code. (On a bi-annual basis).

#### **1.2.2.5 Boat loading and harbour inspection service/E&P Logistics Base**

Inspect, proof load test, certify and captivate slings on all containers at the harbour before loaded for offshore use. Inspect and certify all lifting equipment going offshore. Colour code and tag equipment as per PetroSA code. Supplier must be present and supervise all boat loading operations. Records of all

harbour inspections must be kept by the Supplier and be available to PetroSA at all times.

#### **1.2.2.6 Onshore support service for FA Platform**

##### **1.2.2.6.1 Mobile Lifting Equipment.**

Overhaul and service, proof load test and supply spare parts where required on mobile lifting equipment. ie. 4 wheel trolleys, pallet trucks, forklifts, hydraulic floor cranes and barrel lifters. Colour code and tag equipment as per PetroSA standard (as and when required by PetroSA).

##### **1.2.2.6.2 Containers**

Inspect, proof load test and certify all containers going offshore. MPI and visually inspect all containers as per PetroSA routines and maintenance plans. Colour code and tag equipment as per PetroSA code.

#### **1.2.3 GTL Refinery (Onshore)**

##### **1.2.3.1 Plant, maintenance workshops and, rigging and crane workshops, shutdown equipment.**

Inspect, proof load test and certify lifting equipment as requested by the Rigging Supervisor. Repair and supply spares where required for refurbishment of lifting equipment as required.

- The execution of load testing, inspection, maintenance, certification and ad hoc services onshore in the Refinery will be done on a 24 hour/7 days per week basis. If required to do breakdowns, the Supplier must be on site within 1 hour. The Supplier must have sufficient reserve capacity to mobilise immediately should the Services be required on an emergency basis.
- The Supplier shall perform the services in strict accordance with the manufacturer's maintenance manuals and the latest edition of the PetroSA procedures, standards and specifications as per Act, 2000 (Act 46 of 2000). It will be the responsibility of the Supplier to fully acquaint itself with the content thereof.

The following schedules shall be applicable at PetroSA:

- Proof load testing of equipment - annually
- Inspection and servicing of cranes and hoist – bi-annually
- Ensure that load test and certification is done as per department of labour.

##### **1.2.3.2 Mine Health and Safety Act (MHSA) regulations on lifting equipment.**

The lifting equipment service must be done in accordance with MHSA regulations on lifting equipment and the clause can be found in Chapter 8 Machinery Regulations, Reg. 8.5 Lifting Equipment Regulations. The MHSA regulation is a minimal requirement.

The Supplier must also adhere to Basic Conditions of Employment and Labor Relations Act, the OHS Act 85 of 1993 which also applies to a mining environment and it should be a guidance on Lifting Equipment.

The Driven Machinery Regulations DMR 18.1 to 18.10 must be also applied to when executing the service and maintenance of the lifting machines

#### **1.2.4 Demand**

PetroSA's demand for the Services varies considerably and no minimum turnover can be guaranteed.

#### **1.2.5 Tender Deliverables**

The Supplier is required to submit the following with their tender:

- The Supplier shall, in order to ensure a competent management structure, supply an organogram with full details of its personnel structure including curriculum vitae of its key personnel with contact details.
- The Supplier to indicate Permanent Labour on their payroll with their skill levels as well as contractor labour on their database with their skill levels.
- The Supplier must indicate the resources at their disposal e.g. trucks, material and labour.

#### **1.2.6 Supplier's responsibilities**

In rendering the Service for this contract, the Supplier shall provide for:

- All requirements to render the services on a 24 hour basis for local labour and 48 hours for labour outside the Eden district.
- Plant & Equipment
- Small tools
- Manpower
- Supervision
- Management
- Office Personnel
- Transport.

Any work performed on the FA Platform, Onshore, offshore as well as the harbour must work in this form: 2 x personnel namely, lead technician and assistant.

### **1.2.7 Expertise and technical support**

The Supplier shall have the technical support and expertise to provide a professional service and advice to design, develop and approve special requirements on an ad hoc basis.

The Supplier shall ensure that it has competent staff to render this service.

The Supplier shall immediately notify PetroSA if its Lifting Machinery Inspector is resigning from the company and will immediately replace him or her.

### **1.2.8 New Technologies, products, trends and best practices**

It will be expected from the Supplier to keep in touch with up-to-date technologies, products, trends and practices in its field of expertise and share any information with PetroSA that could positively contribute to improve service quality, safety and cost.

### **1.2.9 Training**

The Supplier shall be responsible for training all its personnel, including casual labour, to the minimum required level of competency to safely and effectively perform their duties.

The Supplier shall organise or present basic and advanced training in its field of expertise, when required.

All other training for specific tasks/areas will be done by PetroSA where specific to PetroSA requirements. This shall include amongst others:

- Regulatory training
- All other internal training as required by PetroSA (eg. Covid training, working on heights, etc)

### **1.2.10 Changes to the Scope of Services**

The scope of the Services shall be subject to changes by additions, deletions or revisions thereto by PetroSA. The Supplier shall be advised of any such changes by written notification from PetroSA describing the change. The Supplier shall promptly perform and strictly comply with each such change when so instructed by PetroSA. Any extra services resulting from such changes will be charged at the Supplier's normal or agreed rates.