

Distribution Task Manual –
Part 24: MEW

Title:
CAMP SITE ESTABLISHMENT

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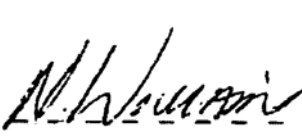
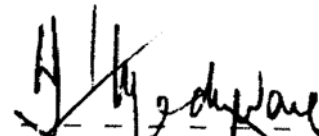

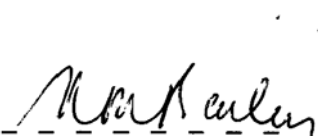
Stabilized: Approved standards¹ that:

- i. Address mature technologies or practices
- ii. Are required for use in connection with existing implementations or for reference purposes
- iii. Contain no identified significant erroneous information
- iv. Are not likely to require revisions.

¹ The term standard covers specifications, standards, technical bulletins, technical instructions, procedures, guidelines and any other document that follow the SCOWT process

Document Classification: **Controlled Disclosure**

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Foreword

This document has been developed to meet Safety, Health, Environment, and Quality requirement in the construction of lines and substations.

Revision history

This revision cancels and replaces revision no 0 of document no. **DWN_34-184**.

Date	Rev.	Clause	Remarks
Jan 2011	1	-	Compiled By: N Williams
		Compiled by	J Nezar as the compiler is replaced by N Williams DWN 34-184 is replaced with DMN 34-184
		Development team	Included and remove names under development team
		Clause no. 2	Changed the document reference numbers under normative references
		Clause no. 4	Changed Task Maunal to task manual
		Clause no. 4.2.2	Install septic tank (where applicable) Install appropriate toilet (where applicable) Quarantine area for scrap or faulty material (where applicable) Erect appropriate fence - 1.8m
Sept 2007	0		Document approved

Authorisation

This document has been seen and accepted by:	
Name	Designation
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This task manual shall apply throughout Eskom Holdings Limited, its divisions, subsidiaries and entities wherein Eskom has a controlling interest.

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Introduction

The purpose of this document is to guide persons required to establish, dismantle and gain access to temporary construction camp site.

Keywords

Establish, Dismantle, Gain access, Temporary construction camp sites, rehabilitate.

1 Scope

1.1 Purpose

The purpose of this document is to guide the persons required to correctly establish, dismantle and gain access to temporary construction camp site.

1.2 Applicability

This Task Manual is applicable to all persons doing excavations for Eskom. This document shall apply throughout Eskom Holdings Limited, its divisions, subsidiaries and entities wherein Eskom has a controlling interest.

2 Normative References

The following documents contain provisions that, through reference in the text, constitute requirements of this Task Manual. At the time of publication, the editions indicated were valid. All standards and specifications are subject to revision, and parties to agreements based on this instruction are encouraged to investigate the possibility of applying the most recent editions of the documents listed below. Information on currently valid national and international standards and specifications can be obtained from the Information Centre and Technology Standardization Department at Megawatt Park: Definitions and abbreviations

OSHA Construction Regulations

PC 32-846: Rev. 0, *Operating regulations for high voltage systems (ORHVS)*.

DSP 34-323: Rev.1, *Personal protective equipment specification*.

DPC 34-227: Rev.1, *Pre-task planning and feedback process*.

DST 34-1717: Rev 0, *Provision and issue of personal protective equipment*

EPL 32-94: Rev.0, *Safety, Health, and Environmental (SHE) policy*

ETE 34-1005: Rev 0, *Distribution Environmental Management Policy*

DST 34-1209: Rev.0, *Soils compaction for poles and stays*

DPC 34-333: Rev. 3, *OHS act requirements to be met by principal contractors employed by Eskom distribution*

DPC 34-228: Rev. 0, *Health and safety representative's inspection reports and guidelines*

DST 34-315: Rev. 2, *Emergency Preparedness*

ST0057: Rev. 0 *Part 6 Sub Transmission Lines Section 15 Foundations and soils*.

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DST 34-1195: Rev. 1, *Handing over documentation for major-minor reticulation electrification*

DST 34-1238: Rev.5, *Quality control process for the checking of Distribution substation construction before handing over for commercial operation*

3 Definitions and abbreviations

3.1 Definitions

Trained: means to be trained, assessed and found competent

3.2 Abbreviations

MEW: Major Engineering Works

RAS: Risk Audit System

4 Task Manual

4.1 Risk Assessment

Risk assessment shall be done on site for each new task and in accordance with DCP 34- 227. Risks identified shall be recorded together with the steps to be taken to minimize such risks.

4.1.1 The risk assessment shall cover risks associated with at least the following:

- Working in close proximity of live equipment
- Roadside work
- Noise levels and effectiveness of communication
- Work in elevated positions
- Condition of poles, structures, hardware and conductors
- Weight of conductors to be lifted or displaced
- Rating of equipment (SWL, kV)
- Integrity of line
- Integrity of structures
- Integrity of holes and foundation
- Bystanders
- Weather conditions
- Equipment and tools
- Material or spares
- Work position of workers and specific tasks
- Overall supervision
- Complete workers register and sign

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- Security Risk in conjunction with protective services
- Access to potable (water for drinking)
- Hygiene factors drainage and sewerage system
- Sloping of ground

4.1.2 Safety hints

- Electrical connections to be carried out by qualified personnel
- PPE as per Matrix
- Update documentation to align with RAS requirements to accommodate changes at the site.

4.2 Site Establishment

4.2.1 Pre-Planning

4.2.1.1 Tools and equipment

- Appropriate equipment, tools as will be required
- Relevant transportation requirement to transport units

4.2.1.2 Preparations

- Ensure that services are available (Electricity , water & waste)
- Ensure adequate access to the campsite
- Confirm camp layout (flooding, overhead lines & other possible obstacle)
- Confirm materials delivery schedule and destination/s

4.2.2 Establish Site

- Clear site of undergrowth and level if necessary
- Erect fence diamond mesh of at least 1.8 meters
- Place units according to camp layout
- Make service connections (Electricity, water, waste)
- Arrange for delivery of materials
- Install septic tank (where applicable)
- Install appropriate toilet (where applicable)
- Quarantine area for scrap or faulty material (where applicable)
- Erect appropriate fence - 1.8m

4.3 Camp Dismantling and Moving

- Notify service providers of termination of services in good time
- Assess equipment to determine condition and repair as necessary.

- Dismantle camp
- Rehabilitate site according to the agreement between Eskom and the landowner and in line with environmental requirements.
- Obtain landowner clearance certificate.

4.4 Record Keeping

- A record of all quality checks shall be kept in the relevant project file.
- A record of all on job task observation shall be kept for the RAS audit system by the Technical Contracts officer
- All documents pertaining to service contracts must be kept according to site file index.
- Original landowner clearance to be kept in the relevant file.

5 Roles and Responsibilities

The Designated Person or his delegate shall ensure that persons are trained and equipped to establish and dismantle and gain access to sites

5.1 The Principal Construction Official or his delegate shall ensure that:

5.1.1 Quality inspection is carried out and quality report is completed

- All environmental requirements are met
- The landowner is aware that construction activities are about to begin
- Security of site camp is assured
- Certificate of compliance is obtained
- Water test certificate is obtain where applicable

5.1.2 The responsible person on site shall ensure that:

- All safety requirements are met for every specific scope of work
- Risk analysis is done
- Adequate Supervision is carried out on all persons on the work site to ensure their safety
- Clearance certificate is obtained from the landowner or person responsible for the land when a site is dismantled.

5.2 Implementation Date

The implementation date is December 2005.

5.3 Process for monitoring

This document shall be reviewed every five years if necessary. The MEW managers and or the IARC representative (for MEW) may at any time request a revision of this document. This document shall also be revised if major changes to technology, legal requirements or best practices necessitate it.

Minor changes that will affect the outcomes detailed in this document if recorded in the MEW manager's forum decision log will be valid till date of next revision.

Annex A - Site Inspection Sheet

MAJOR ENGINEERING WORKS :CAMP MOVE CHECK LIST					Page 1
SECTION :					Rev 0
OLD PROJECT'S NAME :					
NEW PROJECT'S NAME :					
ITEM	DESCRIPTION	Y E S	N O	N/ A	COMMENTS
1	NEW SITE				
1.1	Team informed and involved				
1.2	Site negotiated and rental contract process initiated				
1.3	Site services availability determined (power , water , refuse etc)				
1.4	Site services applications forms submitted (power , water. etc)				
1.5	Camp content requirements defined(showers / toilets etc)				
1.6	Exact move date determined				
1.7	Transport contractor informed (provisional date)				
1.8	Transport contractor informed and tasked				
1.9	MEW move coordinator / site contact person appointed				
1.1	MEW works / contribution to move defined				
1.11	MEW works / contribution to move performed				
1.12	Security services notified				
1.13	Camp cleaning contractor notified				
1.14	Future accommodation space provided for				
1.15	Mobile equipment licensed and road worthy (tyres inflated and sound etc)				
1.16	Site rental contract in operation				
1.17	Electrical system COC obtained				
1.18	Condition status of assets verified .Losses, breakages / damages addressed / claimed				
1.19	transport contractor services invoices received and paid				
1.20	Accommodation asset control document signed by individuals				
1.21	IM Notified to install PC Equipment				
2	OLD SITE				
2.1	Security informed of services termination date				
2.2	Arrangement made for removal of excess project material				
2.3	Storage provision made for excess camping equipment				
2.4	Asset control performed on vacated accommodation units				
2.5	Notification of termination of site rental contract				
2.6	Site rental contract terminated / final invoice paid				
2.7	Notification of termination of various services contracted				
2.8	Notification of termination of camp cleaning contractor service				
2.9	Cleaning contract terminated and final invoice paid				
2.1	Quality management done: Final clearance inspection performed.				
2.11	IM Notified to disconnect PC Equipment				

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Annex A
(Continued)

MAJOR ENGINEERING WORKS				rev 0 Page 2																				
CAMP SITE PLANNING: CHECK LIST																								
COMPILED _____		BY: _____ DATE: _____																						
PROJECT NAME: _____																								
				<table border="1" style="width: 100%;"><tr><th style="width: 50%;">YES</th><th style="width: 50%;">NO</th></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>	YES	NO																		
YES	NO																							
1)	MEANINGFUL INFLUENCE BY WORKERS:																							
2)	LAND OWNER:																							
	2.1	ESKOM A)	DISTRIBUTION (DETAIL ATTACHED)																					
		B)	GENERATION (DETAIL ATTACHED)																					
		C)	TRANSMISSION (DETAIL ATTACHED)																					
	2.2	PRIVATE	(NAME&DETAIL ATTACHED)																					
	2.3	LEGAL BODY	(NAME & DETAIL ATTACHED)																					
3)	LOCATION:																							
	3.1	ACCESS ROAD TO CAMP																						
	3.2	SHOPS / FUEL STATION																						
	3.3	DOCTORS / HOSPITAL / POLICE																						
	3.4	NEARNESS TO PROJECT																						
	3.5	SUFFICIENT STORAGE AREA																						
	3.6	FIT FOR PURPOSE																						
4)	ADMITTANCE OF NON ESKOM PERSONS ONTO PROPERTY																							
5)	ADMITTANCE OF NON ESKOM VEHICLES ONTO PROPERTY																							
6)	PLANNED PERIOD OF STAY	FROM: _____	TO: _____																					
7)	SERVICES AVAILABLE																							
	7.1	SANITATION																						
	7.2	WATER SUPPLY																						
	7.3	ELECTRICITY SUPPLY																						
	7.4	TELEPHONE																						
	7.5	WASTE DISPOSAL																						
	7.6	ACCESS ROADS INSIDE CAMP																						
	7.7	SECURITY (LIGHTNING, GUARDS, FENCING)																						
	7.8	STORM WATER HANDLING																						
SPECIAL CONDITIONS: e.g. RESTRICTIONS ON TIMES OF MOVEMENT, STRUCTURES ALLOWED, CONDITION OF TERRAIN ON DEPARTURE, etc.																								

Annex B - Impact assessment (Normative)

Impact assessment form to be completed for all documents.

1 Guidelines

- All comments must be completed.
- Motivate why items are N/A (not applicable)
- Indicate actions to be taken, persons or organisations responsible for actions and deadline for action.
- Change control committees to discuss the impact assessment, and if necessary give feedback to the compiler of any omissions or errors.

2 Critical points

2.1 Importance of this document. E.g. is implementation required due to safety deficiencies, statutory requirements, technology changes, document revisions, improved service quality, improved service performance, optimised costs.

Comment:

2.2 If the document to be released impacts on statutory or legal compliance - this need to be very clearly stated and so highlighted.

Comment:

2.3 Impact on stock holding and depletion of existing stock prior to switch over.

Comment:

2.4 When will new stock be available?

Comment:

2.5 Has the interchangeability of the product or item been verified - i.e. when it fails is a straight swop possible with a competitor's product?

Comment:

2.6 Identify and provide details of other critical (items required for the successful implementation of this document) points to be considered in the implementation of this document.

Comment:

2.7 Provide details of any comments made by the Regions regarding the implementation of this document.

Comment: (N/A during commenting phase)

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Annex B
(continued)

3 Implementation timeframe

3.1 Time period for implementation of requirements.

Comment:

3.2 Deadline for changeover to new item and personnel to be informed of DX wide change-over.

Comment:

4 Buyers Guide and Power Office

4.1 Does the Buyers Guide or Buyers List need updating?

Comment:

4.2 What Buyer's Guides or items have been created?

Comment:

4.3 List all assembly drawing changes that have been revised in conjunction with this document.

Comment:

4.4 If the implementation of this document requires assessment by CAP, provide details under 5

4.5 Which Power Office packages have been created, modified or removed?

Comment:

5 CAP / LAP Pre-Qualification Process related impacts

5.1 Is an ad-hoc re-evaluation of all currently accepted suppliers required as a result of implementation of this document?

Comment:

5.2 If NO, provide motivation for issuing this specification before Acceptance Cycle Expiry date.

Comment:

5.3 Are ALL suppliers (currently accepted per LAP), aware of the nature of changes contained in this document?

Comment:

Annex B

(continued)

5.4 Is implementation of the provisions of this document required during the current supplier qualification period?

Comment:

5.5 If Yes to 5.4, what date has been set for all currently accepted suppliers to comply fully?

Comment:

5.6 If Yes to 5.4, have all currently accepted suppliers been sent a prior formal notification informing them of Eskom's expectations, including the implementation date deadline?

Comment:

5.7 Can the changes made, potentially impact upon the purchase price of the material/equipment?

Comment:

5.8 Material group(s) affected by specification: (Refer to Pre-Qualification invitation schedule for list of material groups)

Comment:

6 Training or communication

6.1 Is training required?

Comment: (If NO then 6.2 – 6.6 will be N/A)

6.2 State the level of training required to implement this document. (E.g. awareness training, practical / on job, module, etc.)

Comment:

6.3 State designations of personnel that will require training.

Comment:

6.4 Is the training material available? Identify person responsible for the development of training material.

Comment:

6.5 If applicable, provide details of training that will take place. (E.G. sponsor, costs, trainer, schedule of training, course material availability, training in erection / use of new equipment, maintenance training, etc).

Comment:

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Annex B
(continued)

6.6 Was Technical Training Section consulted w.r.t module development process?

Comment:

6.7 State communications channels to be used to inform target audience.

Comment:

7 Special tools, equipment, software

7.1 What special tools, equipment, software, etc will need to be purchased by the Region to effectively implement?

Comment:

7.2 Are there stock numbers available for the new equipment?

Comment:

7.3 What will be the costs of these special tools, equipment, software?

8 Finances

8.1 What total costs would the Regions be required to incur in implementing this document? Identify all cost activities associated with implementation, e.g. labour, training, tooling, stock, obsolescence

Comment:

.....

.....

.....

Impact assessment completed by:

Name: N Williams

Designation: TCO - MEW