



KUSILE POWER STATION

Employer Policies and Procedures

Section 4

Project Site Regulations & General Requirements

Part 4

Rev 2 0711

1. General Requirements

1.1 Work Co-ordination Process

The Contractor must comply with the requirements set out in Part 4.1 [*Site Access and Mobilisation, Work Coordination Process and Work Coordination Plan*] of the Employer Policies and Procedures.

Without derogating from the provisions of Sub-clause 4.6 [*Co-operation*] of the Conditions of Contract, Part 2 [*Programming, Progress Reporting & Meeting Requirements*] Part 4.1 [*Site Access and Mobilisation, Work Coordination Process and Work Coordination Plan*] of the Employer Policies and Procedures form an integral part of the Engineer's coordination process for the Project Works and are used by the Engineer to monitor and manage activities on the Project Site (and at other places, if any, as may be specified under the Contract as forming part of the Site) and to facilitate the integration and co-ordination of the various works comprising the Project Works.

1.2 Other Project Contractor's Works

Except as directed by the Engineer, the Contractor shall in no way interfere with, remove, adjust or operate plant, materials and/or equipment of or being supplied or operated by Other Project Contractors. Without derogating from the foregoing, the Contractor shall not cut reinforcing steel, remove concrete, drill holes into concrete or structural steel, weld on to reinforcing bars or structural steel without the approval of the Engineer.

The Contractor shall, at all times, keep the work of Other Project Contractors free from dropping, dripping and spattering of materials used in the Works.

1.3 Interruption of Existing System Facilities

The performance of the Works which affects the Employer's operations or the systems of Other Project Contractors shall be scheduled to be performed only at times approved by the Engineer. The procedure for carrying out work which of necessity interrupts the Employer's operations, or the systems of Other Project Contractors, or imposes abnormal operating conditions on their systems, is subject to the Work Co-ordination Process and the approval of the Engineer.

1.4 Protection of Existing Services

Information, if any, on existing services and structures, including underground installations ("services and installations"), at the Project Site (and/or at other places, if any, as may be specified under the Contract as forming part of the Site) is made available solely to assist the Contractor in the execution of the Works. The Contractor shall carry out the Works on the basis that services and installations may exist that are not indicated on drawings provided.

The contractor is required to perform surveys on all Terminal Points to confirm the co-ordinates before detailed designs are concluded.

The Contractor shall be responsible for locating and identifying all services and installations (such as, but not limited to, oil, water, air, and gas lines, sewers and other drains, circulating water lines, oil separators, septic tanks, telephone lines, electrical duct banks and racking or buried structures within the Project Site and/or at other places, if any, as may be specified under the Contract as forming part of the Site) where any penetration (such as, but not limited to, excavation, ploughing, trenching, driving of well points, or insertion of any tool or device below the surface) is anticipated or required or where construction operations may subject services and installations to damage, prior to the performance of such work. The Contractor shall hand excavate and positively identify all services and installations. All information relative to the services and installations shall be recorded by the Contractor and incorporated into the construction records in accordance with the requirements of the Contract.

The Contractor shall ensure that any services and installations damaged in the execution of the Works are repaired and fully restored, by suitably qualified and competent persons, to a condition at least equal to that which existed just prior to the time of damage. All such repair and restoration work shall be carried out at the cost of the Contractor and shall be done to the satisfaction of the Engineer.

1.5 Opportunity for Employer's Staff to Witness Erection

In order to allow the Employer's personnel to gain first-hand experience of the Permanent Works, the Contractor shall afford every opportunity for authorised Employer's personnel to witness erection.

1.6 Delivery and Off-Loading of Goods at Project Site

In addition to the requirements of Sub-Clause 4.16 [*Transport of Goods*], the Contractor shall co-ordinate with the Engineer regarding the arrival, unloading and inspection of Goods and the release of carriers equipment at the Project Site. The Contractor shall promptly:

- 1.6.1 off-load all Goods upon their arrival at the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site); and
- 1.6.2 release carriers equipment.

Notwithstanding any contrary provision in Part 1 of these Employer Policies and Procedures, it shall not be necessary for the Engineer to issue a notice to correct under Sub-Clause 15.1 [*Notice to Correct*] if the Contractor fails to comply with this requirement and the Employer may forthwith remedy this default himself, or to engage others to remedy such default, at the risk of the Contractor. If the Employer incurs additional costs as a result thereof, the Contractor shall, subject

to Sub-Clause 2.5 [*Employer's Claims*] of the Conditions of Contract, pay these costs to the Employer.

If the Contractor is unable to promptly off-load Goods he shall (without derogating from the foregoing) notify the Engineer accordingly, in writing, at least 21 days prior to the scheduled arrival date of such Goods.

2. Security & Access

2.1 General

The Employer will provide perimeter security and access control for the Project Site. Strict access control shall be implemented 24 hours a day at all entrances to the Project Site. All persons and vehicles entering or exiting the Project Site may be subjected to searches and the Employer reserves the right to refuse entrance to Project Site to any person not meeting security and/or access requirements.

From time to time, and as required, the Engineer will issue policies and procedures regarding Project Site security and access control. These policies and procedures shall be strictly adhered to by the Contractor. The Engineer shall be entitled, at his discretion, to amend or relax the Project Site security and/or access requirements to deal with emergencies or other circumstances justifying such amendment or relaxation.

Any breach of security must be reported to the Engineer immediately.

2.2 Access Control for Persons

The Contractor's Personnel and any visitors on the Project Site must be in possession of a valid identification card supplied by the Employer. Applications for identification cards shall be made in the form prescribed by the Engineer. The identification cards and finger print identification shall be used to gain access to the Project Site and only persons with legitimate business on the Project Site and in possession of such identification cards will be allowed access.

Applications for identification cards and finger print imaging shall be made in good time prior to access being required.

Lost, stolen or damaged cards shall be reported to the Engineer immediately. A fee shall be charged for replacement cards.

Identification card holders will be required to produce their identification cards for a photo-to-face and finger print check at the security check points.

Where a card holder's right of access to the Project Site is withdrawn, his identification card will be electronically cancelled. It is the responsibility of the Contractor to ensure the card is returned to the Engineer.

2.3 Removal of Persons from the Project Site and other places, if any, as may be specified under the Contract as forming part of the Site

The Engineer may remove from the Project Site (or from any other places, if any, as may be specified under the Contract as forming part of the Site) any person who poses a risk to the Project Works or to the progress thereof, or who poses a risk to security or to the health and safety of persons at the Project Site (or at such other places, if any, as may be specified under the Contract as forming part of the Site).

The Engineer may furthermore remove from the Project Site (or from any other places, if any, as may be specified under the Contract as forming part of the Site) any person who ceases, for any reason, to have legitimate business thereon.

If any such person was permitted access as Contractor's Personnel or as a visitor of the Contractor, the Contractor shall, at the request of the Engineer, take all steps necessary to procure his removal from the Project Site (or from such other places forming part of the Site, as the case may be).

2.4 Removal of Goods from the Project Site

All persons removing *inter alia* materials, equipment, toolboxes, temporary facilities etc. from the Project Site must be in possession of a valid gate release permit. Applications for general or specific gate release permits shall be made in the form prescribed by the Engineer.

2.5 Access Control for Vehicles

Only a limited number of Contractor and Subcontractor non-construction vehicles will be allowed onto the Project Site. As a general rule, however, Contractors' and visitors' personal vehicles are not allowed within the Project Site and must be parked in the designated area and the Contractor is required to collect his visitors from the access point.

Vehicle entry discs will be issued at the discretion of the Engineer on receipt of an application signed by the Contractor. Applications for vehicle entry discs shall be made in a form prescribed by the Engineer.

2.6 Visitors

Before entering the Project Site, visitors (meaning any person other than the Contractor's Personnel) must be in possession of a valid identification card as provided for in clause 2.2 above. Applications shall be made in a form prescribed by the Engineer prior to access being required and visitors must be in possession of positive identification.

The Contractor's visitors shall be subject to all Project Site rules and regulations including those related to Health & Safety and discipline. As a minimum requirement, visitors must wear safety shoes, hard hats and any other personal protective equipment as required by the Engineer and must be accompanied by their hosts at all times whilst on the Project Site.

2.7 Fire-arms

Fire-arms will not be permitted on the Project Site (nor at other places, if any, as may be specified under the Contract as forming part of the Site). This restriction does not, however, apply to the South African Police Services in the pursuance of official duties.

2.8 Project Site Fences

The modification or removal of Project Site fences is strictly prohibited unless otherwise instructed by the Engineer.

2.9 Helicopter Traffic

In addition to compliance with applicable Law, helicopter landings at the Project Site (except emergency aid Helicopters) require the prior approval of the Engineer. Applications for landing shall be submitted in the form prescribed by the Engineer. Applications shall include the following details, as a minimum:

- 2.9.1 purpose of visit;
- 2.9.2 date of landing;
- 2.9.3 estimated time of arrival on and departure from Project Site;
- 2.9.4 number and names of passengers;
- 2.9.5 company represented and registration number of helicopter.

2.10 Contractor's Security

The Contractor is solely responsible for the protection and security of the Works and all areas allocated to him, including his allocated lay-down areas and areas outside the Project Site, if any, which are specified under the Contract as forming part of the Site.

For areas outside the Project Site which are specified under the Contract as forming part of the Site, the Contractor shall also be responsible for implementing access control for persons (including Contractor's Personnel and visitors) and vehicles. Such access control shall be to the satisfaction of the Engineer and shall be subject to the direction and control of the Engineer.

3. Cleanliness and Housekeeping

3.1 General

The Contractor shall maintain a high standard of cleanliness during the conduct of his activities on the Project Site (and at other places, if any, as may be specified under the Contract as forming part of the Site). The Contractor shall, at all times maintain, clean and attend to the upkeep of the Site and such other areas as may be allocated for storage of materials, site offices, etc. to the satisfaction of the Engineer. The Contractor shall at all times keep these areas, clean and free from accumulation of waste materials and refuse regardless of the source.

During sweeping and dusting, the Contractor shall ensure that a minimum amount of dust is liberated into the atmosphere. Cleaning by vacuum cleaners is preferred and the use of compressed air for cleaning is prohibited.

Where the application of thermal insulation and painting work are in progress, all Plant and Materials in the vicinity shall be adequately protected while such work is being carried out.

Plant and drain trenches within the Site and such other areas as may be allocated by the Employer shall likewise be periodically cleaned by the Contractor to the satisfaction of the Engineer. All pipes, heaters, oil systems, tanks and similar items of Plant shall be kept thoroughly clean.

These cleanliness requirements are in addition to and do not derogate from the Contractor's other cleanliness obligations under the Contract.

3.2 Plant Cleaning

All Plant to be installed by Contractor is to be cleaned of all sand, dirt, and other foreign materials immediately after removal from storage and before the Plant is brought inside the facility or to the installation site. Before initial operation of individual items of Plant, and prior to taking over by the Employer, the Contractor shall remove all dirt, mortar, and other material that has been spilled, misplaced, or otherwise has been allowed to mar the finish surfaces. The interior of all electrical equipment, including relays and electrical contacts, shall be thoroughly wiped and vacuumed clean. All debris shall be removed and disposed of.

3.3 Cleanup prior to Taking Over

In addition to its obligations under Sub-Clause 4.23 [*Contractor's Operations on Site*] of the Conditions of Contract, the Contractor shall, prior to the issue of the Taking-Over Certificate for the Works or for the Section in question, leave the Site clean and restored to its original condition to the maximum extent practicable and to the satisfaction of the Engineer. The Contractor shall also thoroughly clean the Permanent Works, removing all accumulations of dust, scraps, waste, oil, grease, weld spatter, insulation, paint and other foreign substances. Surfaces damaged by deposits of insulation, concrete, paint, weld metal or other adhering materials shall be restored by Contractor.

3.4 Waste Removal and Disposal

The Contractor is responsible for the prompt removal of all waste to a designated disposal area. The disposal area will be on or in the vicinity of the Project Site and will be designated by the Engineer. Waste must only be disposed of at a designated area.

For the purpose hereof, "waste" means any matter, whether liquid or solid or any combination thereof, which is a by-product, emission, residue or remainder of any process or activity carried out in connection with the Works and which is not reused on the Site in the ordinary course of carrying out the Works within 7 (seven) days of production.

The Contractor shall provide an adequate number of marked bins and containers at offices, in yards, at workshops and on the Site for the temporary storage of waste. These bins and containers shall be to the satisfaction of the Engineer. The Contractor shall be required to segregate certain items of waste by type as designated by the Engineer.

Bins and containers shall be emptied and waste removed to the designated area at least once a week. All the temporary storage areas for bins and containers must be kept tidy and shall not constitute a nuisance to others. The Contractor shall take all steps required to avoid the spillage of waste alongside the bins and containers and during removal and disposal.

All waste that cannot be contained in either a bin or container must be placed on a temporary waste site the position of which shall be to the satisfaction of the Engineer. The waste shall be removed as soon as possible but in any event at least once a week. No burning of waste shall be allowed on the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) unless otherwise approved by the Engineer.

Hazardous waste shall be dealt with in accordance with the safety, health and/or environmental requirements of the Contract, as applicable, and the Contractor is solely responsible for the proper disposal thereof in accordance therewith.

4. Signage

No signage shall be erected by the Contractor at the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) without the prior specific or general approval of the Engineer. The positioning and content of signage, whether required by applicable Law and/or otherwise required to be displayed by the Contractor under the Contract, shall be subject to applicable policies and procedures issued by the Engineer from time to time.

No contractor notice boards will be allowed on the main road, other than signs necessary to facilitate deliveries, but the Contractor will be permitted to erect his own notice board on the Project Site, in the vicinity of the Site, or at other places, if any, as may be specified under the Contract as forming part of the Site, the positioning of which, must have the prior approval of the Engineer.

5. Grouting

The Contractor shall control and record all grouting of Plant and base plates in accordance with the Employer's specification for grouting. Where the grouting of installed Plant or base plates does not form part of the Contractor's scope of Works, the Contractor shall when requesting grouting, complete the grouting request form as prescribed by the Engineer. Where the grouting of installed Plant or base plates does form part of the Contractor's scope of Works, the Contractor need not complete this form.

6. Use of Cranes

The Contractor shall not be allowed to use mobile or tower cranes on the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) without the prior approval of the Engineer. This approval shall be requested under the Work Co-ordination Process and shall include, as a minimum, the following:

- 6.1 make and identification of the crane;
- 6.2 the part of the Works which need the assistance of the crane;
- 6.3 estimated arrival date on and departure date from the Project Site (or from such other places as forming part of the Site);
- 6.4 a detailed sketch indicating all movements and areas used for operation (i.e. maximum hook radius relevant to other structures, hook heights, etc.).

Note to tenderers: A List of cranes and anticipated arrival date and departure date from the Project Site for each crane necessary for the Works must be prepared and submitted with the Tender.

7. Works Area Limits

The Engineer will designate the working area boundary limits and assign for the Contractor's use access roads, parking areas, storage areas, existing facilities areas and construction areas. The Contractor shall not trespass in or on areas not so designated.

The Contractor shall be responsible for keeping Contractor's Personnel out of areas not designated for Contractor's use, except, in the case of isolated work located within such

areas for which the Contractor shall have been authorised under the Work Co-ordination Process.

8. Project Site Traffic

The Contractor shall comply with the Engineer's directions for the movement of traffic, vehicular or pedestrian, at the Project Site.

The Contractor shall interfere as little as possible with Project Site traffic, vehicular or pedestrian, during the performance of the Works. When necessary to cross, obstruct or close roadways or walks, the Contractor shall provide advance notice to the Engineer, obtain the permission from the Engineer and maintain suitable detours or other expedients for the accommodation of other Project Site traffic. In making open cuts across traffic paths, the Contractor, unless otherwise approved by the Engineer, shall cut only one-half of the traffic paths at a time.

These Project Site traffic provisions shall likewise apply to places, if any, outside the Project Site as may be specified under the Contract as forming part of the Site.

9. Dust suppression

Except as otherwise directed by the Engineer, the Contractor shall provide dust suppression for the Contractor's yard and for the Contractor's working areas. The Employer will, however, provide dust suppression for roads and other common areas which are not used exclusively or primarily by the Contractor.

10. Protection of Equipment and Surfaces

10.1 Protection of Concrete Surfaces

During the performance of the Project Works, completed concrete floors and other concrete surfaces shall be protected from chipping, gouging, scratching, staining and other damage. Heavy planks and mats shall be placed under Plant and Materials being stored, moved, assembled or installed on or above concrete floor surfaces. Non-flammable, oil-resistant coverings shall be used to protect concrete surfaces from staining. Damaged sections shall, at Contractor's expense and subject to the Engineer's discretion and approval, be repaired or removed and replaced to the satisfaction of the Engineer.

10.2 Protection of Grating and Stair Treads

During the performance of the Project Works, floor gratings and stair treads shall be protected against damage from heavy loads, movement of Plant and Materials and/or Contractors Equipment, flame cutting, welding, and other such construction damage. Where heavy equipment or material loads are to be stored or moved over gratings, such loads shall be supported directly from the structural supports and not be allowed to bear on the gratings. Damaged sections shall, at Contractor's expense and subject to the Engineer's discretion and approval, be repaired or removed and replaced to the satisfaction of the Engineer.

10.3 Protection of Electrical Racking, Cable, and Lighting Fixtures

The Contractor shall protect electrical racking, cable, lighting fixtures, and associated support systems against damage from movement of Plant and Materials and/or Contractors Equipment, welding, flame cutting, and other construction damage. Racking and supporting structures for racking and lighting fixtures shall not be used as access scaffolding at any time. Whenever welding or flame cutting operations occur above or near racking, cables or lighting fixtures not shielded from such operations by concrete floors or other protective covers, the Contractor shall protect the racking, cables and lighting fixtures from damage by means of fire-resistant boards or blankets. Damaged sections shall, at Contractor's expense and subject to the Engineer's discretion and approval, be repaired or removed and replaced to the satisfaction of the Engineer.

10.4 Repair of Painted Surfaces

After erection, touch-up coatings shall be furnished and applied to all abraded or damaged areas on shop-coated equipment surfaces installed by the Contractor. Surfaces shall be properly prepared before application of coatings. The touch-up coatings shall be of a type equivalent to the shop coatings. Where touch-up coatings are provided by the equipment supplier, those coatings shall be used for touch-up and all surface preparation and coating application procedures furnished by the supplier shall be followed.

10.5 Galvanized Surface Coatings

All galvanized surfaces on which the galvanizing is removed by cutting, drilling or by any other operation shall be re-galvanized with a galvanized coating as approved by the Engineer. The Contractor shall furnish this protective material and shall apply it in the field to any surface where the galvanized coating is broken or removed.

10.6 Sewers and Drains

The Contractor shall exercise particular care to prevent concrete, mortar, plaster, paint or other foreign materials from entering or damaging the sewers and other parts of the drainage system and shall satisfy the Engineer that no such materials are lodged therein, or shall remove same as directed.

11. Initial Operation and Commissioning

11.1 The Contractor shall render all services and do all work required to place each item of Plant, including all auxiliaries, piping, and wiring, in operating condition to the satisfaction of the Engineer. The Contractor shall provide sufficient proof that the Plant is operational, including, but not limited to, documented test and inspection reports, and other related documentation as deemed necessary by the Engineer. The Contractor shall provide all temporary instrumentation and other devices required during checkout and operation of the equipment. Individual items of Plant shall be completed in a sequence that will permit systematic checkout and trial operation of each such component before it is incorporated in the initial system operation. The contractor is required to comply with the Commissioning and Completion of the Kusile Power Station Project (240-125815990). The contractor is required to provide recommended spares for commissioning during the duration of the contract.

11.2 The Contractor shall comply with each equipment manufacturer's specifications

and instructions. All rotating machinery shafts shall be in as nearly perfect alignment as practicable. Rotating machinery shall be free from excessive vibration, overheating bearings, and other conditions resulting in a shortened life

span of the machinery. Bearings, shafts, and other moving parts shall be checked for proper alignment, cleaned, and lubricated before the equipment is initially started.

- 11.3 The Employer will furnish operating personnel during checkout and initial operation. The Contractor shall provide all other personnel required to make adjustments and correct deficiencies during the initial equipment checking. The Contractor is considered to have allowed for checkout and initial operation activities occurring during and after normal working hours.

11.3.1 Operation Control

The Engineer will establish an operation control system (OCS) to protect personnel and equipment as the individual equipment and functional systems are completed and capable of energization. The OCS procedures will establish control over the placement of appropriate tags on equipment and functional system components to indicate their status and the required mandatory clearance procedures to allow operation, testing, energization, or removal from service of the equipment or system. The Contractor shall ensure the OCS procedures are strictly followed by all personnel performing the Work under this Contract.

11.3.2 System Turnover Packages

The Engineer will provide subsystem and system turnover packages and schedule to facilitate the sequential initial testing and operation of equipment groupings and systems. The individual components of equipment groups and systems will be identified in turnover packages issued to the Contractor. The Contractor shall finish the part of the Works for each turnover packages in a manner to support the overall sequence and schedule of testing and initial operation of subsystems and systems to allow timely turnover for extended operation. The Contractor shall participate in meetings, walk downs, corrections, and punchlist completion to support the established turnover for initial operation process.

12. Final Grading

Prior to the issue of the Taking-Over Certificate for the Works or for the Section in question, all holes, ruts, settlements and depressions resulting from the Works or use of areas shall be filled and graded to match elevations of adjacent surfaces, and all areas disturbed by the Works (including lay-down areas) shall be restored to their original condition to the maximum extent practicable and to the satisfaction of the Engineer.



KUSILE POWER STATION

Employer Policies and Procedures

Section 4

Site Access and Mobilisation, Work Coordination Process & Work

Part 4.1

Coordination Plan

Rev 1_0711

1. General

These following requirements address the Work Coordination Plan(s) to be provided by the Contractor, including Work Coordination Plans for all of Subcontractors (at all levels). These requirements are additional to, but do not derogate from, the other coordination requirements of the Contract.

2. Work Coordination

The Contractor is responsible for his work coordination process and the manner of execution necessary to carry out the Works.

Work coordination includes the general and specific work flow, planning and sequence of execution of the Works by the Contractor. The Contractor is required to provide certain information under the Section 3 and the Employer Policies and Procedures, to facilitate the coordination of all field construction and erection on the Project Site by the Engineer.

The Contractor shall inform the Engineer, prior to accessing the Project Site, of the Contractor's proposed work coordination process and manner of execution for each part of the Works at the Project Site by submitting a Work Coordination Plan in accordance with the requirements detailed below. The review by the Engineer of any plan or method of work proposed by the Contractor shall not relieve the Contractor of any responsibility for the Works under the Contract and such review shall not be considered as an assumption of any risk or liability by or on behalf of the Employer or any of the Employer's Personnel.

The coordination of overall Project Site operations will be under the direction of the Engineer.

3. Work Coordination Plan

The Contractor shall submit a Work Coordination Plan for the Engineer's approval not less than least fifty-six (56) days prior to Contractor's access to Site date (unless the period from the Contract Date to the Site access date is less than 56 days in which event the plan will be provided not later than 7 days after the Contract Date). The Work Coordination Plan shall demonstrate the management process that shall be adopted to ensure compliance with the requirements of the Contract. The Contractor's Work

Coordination Plan shall be updated by the Contractor for the Engineer's approval from

time to time (and in any event as and when required by Engineer) to ensure that it fully addresses all of the Work's Project Site related activities and complies with these requirements to the satisfaction of the Engineer.

The Work Coordination Plan provided by Contractor shall include, but may not be limited to, the items specified herein considered necessary that an experienced contractor exercising due care and diligence would have anticipated in planning and executing the Works. Contractor shall conform to all other Contract terms, and provide all other documents required by Contract, that may not be referenced herein. The Contractor's Work Coordination Plan shall include the matters detailed in the attached Work Coordination Plan Requirements Schedule.

Note to tenderers: A Work Coordination Plan outline representative for the Tendered Works must be completed and submitted with the Tender.

4. Site Project Meetings

In addition to the general requirements included in Part 2 [*Programme, Progress Reporting and Meeting Requirements*] of the Employer Policies and Procedures, the following requirements for conducting Project Site meetings apply to the Works.

The Contractor and all Subcontractors shall actively participate in, and adhere to the Engineer's project management requirements and other procedures initiated for the purpose of maintaining the Project Site administrative control. The Contractor and all Subcontractors shall attend other Project Site meetings when deemed required by the Engineer to coordinate the Works or the Project Works.

4.1 Pre-Mobilization Readiness Review Meeting (PMRRM)

The Contractor shall conduct a Pre-Mobilization Readiness Review Meeting (PMRRM) at the Project Site no later than forty-two (42) days prior to the Contractor's access to Site date (unless the period from the Contract Date to the Site access date is less than 42 days in which event the plan will be provided not later than 14 days after the Contract Date). The purpose of this meeting is to review the Work Coordination Process deliverables and Work Coordination Plan submitted for Engineer's review. At the discretion of the Engineer, additional PMRRMs may be required to confirm Contractor's readiness to mobilize prior to the Contractor's access to Site date.

The Contractor's Representative, as well the Contractor's assigned construction supervisor, health & safety officer, environmental officer and quality manager, shall be in attendance at all PMRRMs.

4.2 Weekly Coordination Meetings

The Engineer will conduct weekly onsite coordination meetings with all current construction participants in attendance for the purpose of coordinating the Project Works and sharing of information relevant to the onsite operations, such as safety, space allocation, planning, work interfacing, and startup issues. The Contractor's Representative as well as the Contractor's senior site representative(s) shall attend this meeting and provide in advance any information for the meeting agenda requested by the Engineer.

4.3 Monthly Project Management Meeting

The Contractor shall attend monthly management meetings with the Engineer and other Employer's Personnel at the Project Site during the course of construction and erection as required by the Engineer. Attendance by Contractor shall include the Contractor's Representative as well as an executive level home office representative(s) (when agenda justifies), home office project manager, and Site manager. The purpose of the meetings shall be to review Works progress, the status of the Project Works and resolve items of concern, problems, and outstanding disputes. The date, time, and location of these meetings will be provided by the Engineer.

The format and content of the Monthly Project Management Meeting will be as directed by the Engineer.



KUSILE POWER STATION

Employer Policies and Procedures

Section 4

Work Coordination Plan Requirements Schedule

Part 4.1

Rev 0_0310

1.	Narrative of Project
1.1	Narrative of scope of Works
1.2	Division of Responsibility Matrix to include listing of all first tier Subcontractors (including major suppliers). All scope items listed initially and allocated as appointments are made.
1.3	Division of Responsibility Matrix to include listing of all second tier Subcontractors (including minor suppliers) All scope items listed initially and allocated as appointments are made.
2.	Site Management Organization
2.1	Contractor Management Team Organization Chart with responsibilities noted. The Site Management Organization Chart shall indicate position titles and position responsibilities to cover labour, schedule, cost, equipment/material control, quality, health & safety, field engineering, document management, and all other situational resources as needed to meet the Work requirements.
2.2	Subcontractor Management Team Organization Chart with Reportability Structure to Contractor's Personnel.
3.	Construction Work Coordination Plan
3.1	Construction Sequence Plan – Detailed listing and narrative of milestones.
3.2	Detailed narrative of Work sequence and manner of execution.
3.3	Narrative to identify safety exclusion zones, staging, pre-assembly, and material flow.
3.4	Narrative to describe all Works (structural steel, floors, siding, equipment, foundations, piping, electrical racking / raceways, walls, and “leave outs” that provide temporary access).
3.5	Narrative to describe Contractor's plans to provide safe access to elevated Works.
3.6	Heavy hall and special rigging methods.
3.7	Identify proposed access areas and timing with attention to co-operation with Other Project Contractors.
3.8	Detailed listing and narrative of interfaces with Subcontractors and Other Project Contractors.
3.9	Detailed narrative of primary erection cranes with positions and movements, and listing of major lifts.
4.	Construction Services, Storage and Facilities

4.1	Drawings of storage yards, structures, construction facilities, construction office, including positions and movements, worker facilities and movements.
4.2	Material stored on site and indication of duration.
4.3	Material receiving and control procedure(s).
4.4	Storage requirements of material.
4.5	Narrative of site fabrication, transportation on site, size and weights of large components moved on Site roadways.
4.6	Construction Lighting. Provide details and layout of the Contractor provided facilities.
4.7	Construction Water. Provide details and layout of Contractor provided facilities as well as details required for interface with Employer furnished facilities.
4.8	Construction Power. Provide details and layout of Contractor provided facilities that reflect the interface with Employer furnished facilities.
4.9	Sanitary Services and Facilities. Provide details and layout of Contractor provided facilities.
4.10	Communications. Provide details and layout of Contractor provided facilities.
4.11	Worker Transportation Plan - Methods for transporting workforce on Site.
5.	Field Document Management Procedures
5.1	Daily Diary
5.2	Site Submittals (including but not limited to concrete, rebar, conduit, earthing, piping, valves, etc ...).
5.3	Site Records and As-Built record and drawing procedures
6.	Industrial Relations and PLA Implementation
6.1	Letter of Assent
6.2	Communication and Co-ordination Forums
7.	Personnel Accommodation for General Workers
7.1	Labour Transportation to Site Plan
8.	Commissioning Plan
8.1	System Turnover Packages