PROVISION OF SERVICE FOR THE REPLACEMENT OF THE LUFFING CYLINDER ON STACKER RE-CLAIMER 3

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Site:
Iron Ore Terminal Saldanha

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1. DEFINITIONS

Commissioning:

The process of assuring that all systems and components of a building or industrial plant or product designed, installed, tested, operated, and maintained according to the operational requirements of the owner or final client.

Contract

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves transfer of consideration – usually financial or some other type of benefit.

Contract Manager

Transnet employee who is authorised to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the contractor to ensure that the specifications of the contract met (with special emphasis on technical specifications, inspection of quality, on health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorisations from the project initiator and the stakeholders.

Contract Owner

The person who requires a specific product, goods or services and who is responsible to provide the budget and approval.

Contractor

An employer (organisation) or a person performing any work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service providers and Contractors.

Contractor Execution Plan

A site, activity or project specific documented plan in accordance with the client's project requirements. The Contractor to Transnet submits a plan for approval prior to mobilization on site. The Contractor Execution Plan includes, inter alia: Health and Safety, Environmental, Energy, Quality, Delivery plans etc.

Contractor Compliance File a file or other record containing the information in writing required by Transnet.

NB: A file must be submitted for each discipline where applicable e.g. health and safety, environment file etc.

Job Owner:

Any permanent employee of BTS who been trained, tested and found competent, and appointed in writing for the purpose of carrying out or supervising work on plant, machinery and equipment.

Risk Assessment

A risk assessment in this procedure means the process where all risks associated with the contract and its execution identified, mitigated and managed.

Specification

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product or service has to comply with this includes various models, drawings and documents. It noted that the specification might even comprise of a multitude of different elements.

Lockout:

The fitting of a padlock (or calliper and padlocks) to an isolator switch so that it cannot be returned to an operating condition.

Permit Acceptor:

Any person who has been appointed in writing to receive a Permit to Work for the purposes of carrying out or supervising work on equipment.

Permit Issuer:

The operations shift manager will be responsible for the issuing of permits.

Permit Number:

A number issued by CCR that logs the work performed, the person responsible for the work and the approximate duration. Note: This is not the same as the sequential number on the Permit to Work.

Permit to Work:

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe and the names of all persons working on the equipment.

Responsible Supervisor:

The Operations and Maintenance Supervisor who been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

2. ABBREVIATIONS

IMS:	Integrated Management System
ISO:	International Organization for Standardization
OHSAS:	Occupational Health and Safety Assessment Series
POM:	Policy Manual
PROC:	Procedure
SOP:	Safe Operating Procedure
QMS:	Quality Management System
SANS:	South African National Standard
SMS:	Safety Management System / Service Management System
TCC:	Transnet Corporate Centre which is the Transnet Head Office
SLD:	Saldanha
TPT:	Transnet Port Terminals
WI:	Work Instructions

3. BACKROUND

The currently installed luffing cylinder on Stacker Reclaimer 3 has a damaged seal and need to be replaced. TPT requires the services of a service provider with the knowledge and capabilities to remove the currently installed luffing cylinder and install a new luffing cylinder on Stacker Reclaimer 3.

4. SCOPE OF REQUIREMENTS

4.1 The service provider shall have at least one (1) site briefing to familiarise himself/herself with the equipment and work area before the submission of quotation.

4.2 Upon award of the purchase order, the service provider shall provide TPT with a QCP with holding points for the task for approval. No work will commence without an approved method statement and QCP. TPT QA officer to inspect the job during process and on completion.

4.3 The service provider to ensure that all work is done according to OEM specification. The service provider to select appropriate reference codes, procedures or standards based on the specific work requirements using its experience and knowledge in hydraulic engineering practices, if no codes, procedures or standards are specified.

4.4 The service provider to provide TPT with a method statement (inclusive of rigging plan) for the replacement of the luffing cylinder.

4.5 The service provider to obtain a permit to work and ensure that the Stacker Reclaimer is in the docking station and isolated before commencing with the task.

4.6 TPT will be responsible for the isolation of the electrical equipment.

4.7 The service provider will be responsible for the isolation of the luffing hydraulic system and therefor must make use of a qualified and experienced hydraulics technician for the isolation, de-isolation, start up and commissioning of the luffing cylinder.

4.8 The service provider to isolate the luffing hydraulics system by manually closing the HPU valves and releasing the hydraulic pressure in the luffing cylinder by removing the drain cap screw and draining the hydraulic fluid into a receptable via a drain hose before disconnecting it to avoid environmental and health risks.

4.9 The service provider to disconnect all hydraulic components that may prevent the luffing cylinder from being safely removed with caution of spillage and ensuring that the necessary precautionary measures are in place in the event of a spillage.

4.10 Procedure for removal of the luffing cylinder:

a. Remove the top and bottom keeper plates making use of 30mm flogger and 4lb hammer.
b. Secure the cylinder making use of the correct rigging gear / lifting equipment that is load tested. The service provider to make use of a qualified and experienced Rigger for the securing and lifting of the cylinder.
c. Remove the top clevis pin by lancing it out.
d. Lower the top part of the cylinder away from the machine structure.
e. Remove the bottom clevis pin by lancing it out.
f. Rig out the cylinder.
g. Clean and prepare area.
h. Rig in the new cylinder.
i. Install bottom clevis pin.
j. Rig the top clevis into position.
k. Install top clevis pin.
l. Install top and bottom keeper plates.
m. Remove the rigging gear / lifting equipment.

4.11 TPT will provide a mobile crane for the lifting and lowering of the luffing cylinder.

4.12 The service provider will transport the new luffing cylinder from TPT store to service provider warehouse prior to installation.

4.13 The service provider will replace seals and conduct pressure test on the cylinder at their facility.

4.14 The service provider will transport new luffing cylinder back to TPT for installation.

4.15 The service provider to ensure that the currently installed luffing cylinder is securely placed for collection after removal from the Stacker Reclaimer in the place specified by TPT.

4.16 The service provider to reconnect all hydraulic components and ensure that the new luffing cylinder is installed and setup in the correct technical configuration.

4.17 TPT will be responsible for reconnection and de-isolation of the electrical components.

4.18 The service provider to perform functional testing on the newly installed luffing cylinder and shall satisfy himself/herself that the works is complete in all respects before handing the machine back to TPT operation.

5. QUALITY AND SERVICE

5.1 All services supplied and delivered to Transnet must be of excellent quality in compliance with the specifications. Should the goods or service(s) not be in conformity with the specifications, Transnet reserves the right to reject them, obtain the goods or service(s) from other sources of its free choice and debit the difference in cost, if any, to the service provider.

5.2 The service provider shall ensure that its employees tasked with providing the required services to Transnet are competent and experienced in carrying out its responsibilities as set out in the scope of work herein.

5.3 The Service Provider must have roadworthy and licenced vehicles.

5.4 The Service Provider must have a permanently manned telephone (place of business/cell phone) and email access, to ensure that immediate contact can be made in case of emergency.

5.5 Risk assessment and method statement required.

6. TECHNICAL REQUIREMENTS

Service Providers evaluated according to the following criteria:

Technical Criteria	**Weightings**
<u>Company Experience</u> The Service Provider shall be required to have a proven track record in the replacement of hydraulic cylinders. **Supporting documents –** Three references from Service Provider's clients stating: Project Name and Description, Client, Project Value, Reference and contact details, duration of the project	• **30 points** = List of Three (3) contactable references submitted. • **15 points** = List of Two (2) contactable references submitted. • **10 points** = One (1) contactable reference submitted. • **0 point**s = Not provided.
<u>Fitter Qualification and Experience</u> The service provider must provide the qualification and experience of the fitter with hydraulic experience **Supporting documents -** submit certified copy of fitter trade certificate and CV	• **20 points =** Fitter trade certificate and CV submitted • **0 points** = Not provided

Rigger Qualification and Experience The service provider must provide the qualification and experience of the Rigger who will be performing the tasks. **Supporting documents -** submit certified copy of Rigger trade certificate and CV	• **20 points** = Rigger trade qualifications and CV submitted • **0 points** = Not provided
Risk Assessments Service Provider must submit a risk assessment, based on the required service. The risk assessment should, as a minimum, give detail of the following elements: safety; health; environment and quality. **Supporting documents –** Risk assessment with all the elements included.	• **30 points** = risk assessment covers all 4 elements • **15 points** = risk assessment covers 3 of the 4 elements • **10 points** = risk assessment covers 2 of the 4 elements • **0 points** = risk assessment covers less than 2 of the 4 elements or no risk assessment submitted

The minimum qualifying score required is 70 out of 100

7. GENERAL SAFETY AND COMPLAINCE SPECIFICATIONS

- The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements**.
- Contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to contractor Manager for approval before induction training confirmed. Approved Employee Profile Dossiers includes certified copies of medicals, identity documents, competencies etc. submitted via email correspondence to **TPTSLD-Induction-booking@transnet.net**.
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval COVID 19 Checklist TPT-IMS-SLDT-CL-014-001.1 & TRN-IMS-GRP-TMP-014.11** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines**,

TRN-IMS-GRP-GDL 014.4 Contractor Environmental and Sustainable Specification Guideline, **TRN-IMS-GRP-GDL 014.6 Contractor Quality Specification Guideline** and **TRN-IMS-GRP-GDL 014.5 Contractor Security Specification Guidelines**

- Principle contractor approve **Mandatary Agreement** in terms of **section 37(2) TRN-IMS-GRP-TMP-014.1** of the Occupational Health and Safety Act (OHS Act) and submit to Contractor Manager to agree.
- The Principle Contractor must **submit written request** to the Contractor Manager for permission for sub-contract to provide any work or services to TPT and ensure that all **37.2 Agreement between Principle contractor and Sub Contractor** submitted to Contractor Manager.
- Contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.
- Contractor undergoes induction training prior to handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements**.
- SITE ESTABLISHMENT**:**
- All relevant permits and authorisations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorisations** shared and completed prior to site access. **Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** prior to site access by TPT.
- Contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** prior to Site Access grated with Service Provider.
- **No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit** issue to the contractor by Contractor Manager.
- CLOSE OUT PHASE
- Contractor Manager and the Contractor must co-sign the **TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist.**
- TESTING AND COMMISSIONING:
- The Contractor Manager will **develop a test and commissioning plan of the project** and communicate it to the contractor.
- The service provider will be responsible for obtaining Hot work permit from TNPA (phone no: 022 703 4331) within conjunction with Fire Safety Management Manual GRM/SHEQ/MAN 001.
- The service provider must have a Fire watch on duty during Hot Work and a Fire extinguisher as per required within Fire Safety Management Manual GRM/SHEQ/MAN 001.
- Service provider will ensure compliance to **TPT SLDT SHEQ-RS PRO 021_Lock Out Procedure** and lock out and isolation done by Trained and competent employees with conjunction with TPT competent.
- Service provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: applicable SANS codes; OHS Act of 1993 , other legislation, ISO 9001, ISO 14001 and ISO 45001, etc.

- Service provider to ensure that all employees involved in activity is informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Fall protections Plans, Environmental Plans, Emergency Plans and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- Service Provider will ensure that On the Job HIRAS is completed prior to start of activity to ensure that any additional Risks been identified.
- Service provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with that equipment or machinery will not be physically operated by an employee when required to off-loaded or load from any flatbed or low bed.
- Principle Contractor will be responsible to ensure that Sub Contractor SHE File compiled within conjunction with TPT Requirements and Approved prior to sub mission to Contractor Manager.
- Service Providers are liable to collect and remove all waste generated during the contract/project. Generated Waste will not allowed being disposed within TPT waste skips. Removal of Hazardous waste will be contractor's responsibility and Disposal Certificate submitted to SHEQ after waste has been disposed safely.
- The Service Provider to ensure full compliance to TPT COVID 19 requirements and Government Safety measures regarding preventing the spread of the COVID 19 virus.

Contact the following employees at SHERQ Department:

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8. ANNEXTURE

8.1 TPT-IMS-SLDT-CL-014-001.1 Contractor COVID 19 SHE File Assessment_Checklist

8.2 TPT-IMS-SLDT-GDL-014-001.2 Guide -Contractor COVID 19 Work Plan